

## CHAPTER 1

### A BRIEF HISTORY OF GOVERNMENT OF INDIA PRESSES

**1. Government of India Press, Santragachi (Pub. Unit).**—In 1863 the Government of India decided to establish in Calcutta a Central Press, in which administration reports, codes and miscellaneous work could be printed, the Secretariat Printing Offices then in existence confining themselves to current despatches and proceedings. For this purpose the Military Orphan Press, located at 5, Bankshall Street was taken over by the Government in October, 1863, and the post of Superintendent, Government Printing India was created. In addition to the work specified above, the Army List and Military Forms, formerly printed at the Military Orphan Press, were transferred to the Central Press. In January, 1864, the orders of the various departments of the Government of India and the Acts and Bills of the Governor General's Council which were formerly published in the Calcutta Gazette were transferred to a new publication, the Gazette of India, to which was appended a Supplement containing official correspondence on subjects of interest to officers and to the general public. The Printing Offices attached to the Finance Department and the Comptroller General's Office were abolished, and the work of those offices was transferred to the Government of India Central Press. In 1876, a system of payment by piece rates was introduced in the Composing Branch, and subsequently in the distributing, printing and book binding branches. In May, 1882, the printing, storage and distribution of stock forms was made over to Contractors. In October, 1884, the Foreign Department Press was abolished (except for a small section retained specially for urgent work), and the work was transferred to the Central Press. In June, 1885, the Presses of the Home and Public Works Department were amalgamated with the Central Press. The expansion of the Central Press from a strength of 109 employees in 1863, to that of 2,114 in 1899, necessitated the provision of additional accommodation. Pending the building of the

Secretariat, the Press was located from 1882 to 1885 at 166-Dharamtalla Street. On completion of the Secretariat Building the composing, machine, press and warehouse, with the administration, accounts and computing branches were, removed to 8, Hastings Street in 1886. At the Dharamtalla premises were retained the vernacular and female composing sections, the bindery, type foundry, mechanical and books branches. The Dharamtalla premises were rebuilt in 1910. As a result of the change of Capital, a branch of the Central Press was opened in Delhi in 1912, becoming an independent press in 1923. Owing to the efforts at economy in the use of forms and printing and to the introduction in 1924 of labour saving machinery the establishment of Central Press, which in 1910 reached the peak figure of 2,667 was reduced in 1926 to 1,929, with the result that the Dharamtalla premises were completely vacated by the press in that year and made available for use as a Forms Stores and Forms Press, Government having decided to undertake the storage and distribution of forms with their own staff.

With the development of New Delhi and the transfer to it of several Central Offices from Calcutta, a policy of concentrating printing work on the New Delhi Press was commenced towards the end of the decade. Noticeable transfers of staff and equipment were effected in the years 1933 and 1934.

During World War II, work mostly in connection with the war increased by leaps and bounds and to cope with the increased volume of work the minimum strength of additional staff was recruited as a temporary measure, and Night Shift was started in the year 1944. As a measure of war economy, the printing of publications relating to Civil Departments was suspended during that period. With the cessation of hostilities there was great rush for printing of such publications in this Press from several quarters; Printing of Statistical Publications could not be

undertaken in this Press during the period for the same reason. In order to clear up huge accumulation of statistical publications, fresh additional staff was sanctioned for the press at the initiative taken by the Director-General of Commercial Intelligence and Statistics, Calcutta in the year 1948.

With the advent of Independence and consequent expansion of Government activities, there had been increase in establishment.

As a measure of immediate relief from the acute congestion in the Press Building, a nuclear Stationery Bindery Section of the Press was started with effect from 1st April, 1956 at Santragachi during the first five year plan period. To cope with the expanded activities, of the Press and to relieve the prevailing congestion in the main Press, a Branch Production Unit was started from January 1959 at Santragachi by augmentation and transfer from the main Press of staff and necessary mechanical composing and printing machines to make it a self-contained unit as an interim measure.

**Government of India Press, Santragachi (Form Unit)**—As a measure of immediate relief from the acute congestion in the K.S. Roy Road Press, Calcutta, a nucleus stationery binding section was started at Santragachi with effect from April, 1956. To cope with the expanding activities of the K. S. Roy Road Press and to relieve the prolonged congestion a Branch Production Unit was started in January, 1959 at Santragachi. As part of the programme of expansion of the printing capacity for forms of the Temple Street Press, Calcutta, the Rotary Wing of that Press was also set up at Santragachi. From April, 1963 the various sections of the two presses at Santragachi were started from the parent Presses and constituted in a single Press. The Press is under the charge of a Manager assisted by two Assistant Managers (Tech.) and one Assistant Manager (Admn.) and one Labour Officer. This Press is essentially designed for handling large quantities of forms, D.O., stationery, etc. There is however, some mechanical composing equipment for handling a certain amount of book work. A special feature of this press is that it has a large number of web-fed Rotary Presses besides other varieties of machines normally found in a Press. A housing colony of 630 quarters have been provided at Santragachi for the staff of the Presses at Santragachi. Three

RAI size Semi Automatic Printing Cylinder Machines were installed in this Press in 1984.

The Cabinet in its decision dated 16-8-2002 decided to merge both the Units and now the Press is known as Government of India Press, Santragachi.

**2. Government of India Press, Shimla.**—The old Government Central Branch Press, Shimla was established in 1872, at the site of the present Ripon Hospital, but having been destroyed by fire it was subsequently shifted to “CLAREFIELD” in 1879. The Adjutant General’s Press was amalgamated with the Shimla Press in 1885.

The old Government Monotype Press was established in February, 1904 at “BENMORE”, Chhota Shimla during the Viceroyalty of Lord Curzon when the Presses were administered by the Finance and Commerce Departments. Only confidential and urgent jobs of the Government of India Offices were printed in the Monotype Press.

In 1905, the Monotype Press was transferred to a site below the old Government Central Branch Press, where the goods station of the Kalka-Shimla Railway now stands, and in 1908, was again transferred to the present site at Tutikandi, which is about two miles away from the town.

The present Government of India Press, Shimla, is the result of the amalgamation in a more suitable building on March 1, 1924 of the Government Central Branch Press and the Monotype Press.

The outbreak of World War II brought in its wake extremely heavy demands for printing work in the Government of India Presses. The capacity of the Shimla Press was limited owing to the peculiarity of its Organisation. The Press was planned and built to produce printing work containing more number of pages but small number of copies. The mechanical composing strength was therefore, kept strong and the number of printing and binding machinery provided was small. Schemes for expansion of the Press and for the acquisition of any private building did not go through. Additional machinery was also not procurable owing to cessation of imports. Ways and means had, therefore, to be found to increase output. To remove the disparity of plant in the various branches double shift system was introduced in the bindery and machine room which was highly successful. The

Shimla Press was first in the field with the double shift system. It was never tried before in the history of Government of India Presses.

With the approach of War to the India's Eastern Frontiers and the Calcutta Presses under the threat on that account it became all the more necessary to increase the capacity of the Shimla Press to its utmost limits to meet the enormously increased demands for printing work. Most of the War Printing demands of secret nature, usually profusely illustrated, were allotted to Shimla Press. Besides this there was a huge amount of publicity material and propaganda literature. Double shift system was therefore introduced in other branches as and when found necessary. The Shimla Section of the Press of the Private Secretary to the Viceroy was taken over in 1944 and finally amalgamated with the Shimla Press in 1947.

After the war it was anticipated that the work would decrease; but with the partition of India in 1947 and attainment of Independence, the demands on the Presses increased still further owing to the formation of new Ministries and the activities of Scientific, Statistical and Educational Departments and also to meet the needs of the then Part 'B' and Part 'C' States which had not fully equipped Presses of their own. This created a problem for more floor area for the Shimla Press. As there was a serious congestion in several branches, 'Morlin Lodge', a building adjoining the Press, with a floor space of 5560 square feet was acquired in 1952 to house the Press Office. The space thus released was utilised for industrial branches.

**3. Government of India Press, Rashtrapati, Bhavan New Delhi.**—The Press of the Private Secretary to the Viceroy was established in the year 1872. It was primarily meant for the printing of the private and personal correspondence of His Excellency the Viceroy, with His Majesty the King, the Secretary of State for India, the Governors of provinces, etc. In the interest of secrecy and urgency of the work, this press was required to be self-contained and accordingly, apart from Printing, the work of Binding, Cutting, Gold lettering, Ruling, Perforating, Embossing, etc. was also executed. Certain other special work of excellence also used to be executed for the Viceregal Household.

This Press came under the administrative control of the Ministry of Works, Mines and Power, on 23rd August, 1947. The Manager, Government of India Press, New Delhi, was, in addition to his duties, made the Manager of this Press.

In September, 1951, a separate section was added to the Press for the Hindi Printing of the President's Speeches and other miscellaneous work received from the various offices of the President's Estate and the Prime Minister's House and Secretariat.

The Press was placed under independent charge of Assistant Manager (Technical) with effect from 20th September, 1960. Who was later on redesignated as Officer-in-charge.

**4. Government of India Press, Aligarh.**—The Government of India Press, Aligarh, formerly named as Postal Press, Aligarh came into existence towards the close of the year 1879. Probably this place was chosen for the establishment of the Press, then under the control of P. & T. Department for two reasons, first because the Postal Department had already Workshops here and secondly, because this place was expected to afford greater facilities for distributing the printed books and forms, as it was within the easy reach of the various Postal Stock Depots in Northern India. Steam Power was first used in 1902. In 1908 after the abolition of the Bombay Postal Press all its stock of Marathi and Gujarati types and some plant and furniture were transferred to this Press.

Some time after, distribution of all forms in the U.P. Circle and retail and bulk supplies to the Punjab Circle was undertaken by this Press. During the War, the Press was invaluable to the Department in supplying books and forms to the different centres of war activities in Europe and Asia. There were originally about 350 Post Offices and R.M.S. books and forms (including vernacular translations). This number has now increased enormously and with the opening of more Post Offices, the demands for printed P. & T. and R.M.S. forms have also much increased. In the course of two decades, a large number of Post Office forms, previously used in manuscript were standardised and printed and called SF. forms. A large number of telegraph and A.G.P.T. Forms were also added to the list.

All machines were operated by hand prior to 1902 from which year the machines were worked by steam power, electric power was later used in the year 1926. The Press had a D.C. Generating plant of its own for power supply. It has further been supplemented by a D.C. Motor Generating Set in the year 1944. The conversion of the entire equipment from D.C. to A.C. had been approved by the Government. An additional power of 220 KW had been sanctioned by the Hydel Department of the Government of Uttar Pradesh which had been very necessary as the existing electrical plant was made to meet the full demand of the Press. The Press Electrical Department is no longer under the control of Manager and has been transferred to the control of the C.P.W.D which is managed by one Assistant Electrical Engineer, two Section Officers and allied staff.

This Press is working in two shifts. The Night Shift started working from the year 1944. The administrative control of the Press passed from the Director General, P. & T. to the Controller of Printing & Stationery, India, in the year 1924. The main press building was completed in the year 1926. Since then there have been many additions, *viz.*, Blocks A, B, C, D, and E and one M. B. Shed, one Missan Hut and a Reels Shed (Double Storey building). Three more sheds in between the residence of Manager and Assistant Manager have been constructed. Apart from this building, Dispensary, Canteen-cum-multipurpose Hall has been constructed and taken over by the Press in May, 1959. One shed adjacent to Power House has also been constructed for storage of reel paper.

The D. G. P. & T. has taken over the administrative control of the Forms Storage and Distribution Wing (Forms Store) of this press with effect from the 15th March 1955 and so a portion of the Press building *i.e.*, A, B, C & D Blocks, had to be released for the P. & T. Department. That wing is now working under the charge of a separate Superintendent of the P. & T. Forms and Seals. All printed and finished jobs are now made over to him, who arranges their supply to the P. & T. Offices located in the Aligarh Catering Area.

Upto the 31st December, 1931, the Manager was also the Superintendent of a full-fledged Postal

Workshop, a separate institution directly under the control of the D. G.P. & T. but it was later reduced to the manufacture of the Postal Seals and Stamps only. With the separation of the Forms Store Wing of the Press with effect from the 15th March, 1955, which has been taken over by the P. & T. Department as already stated above, the Manager ceased to hold the charge of the Postal Seals Office, Aligarh, which is now functioning under a Superintendent of the P. & T. Department.

For streamlining production, old Central block has been demolished and a new spacious one constructed in its place. The Press has been partially modernised by introduction of Offset Machines.

**5. Government of India Presses, Minto Road, New Delhi.**—By the announcement at the historic Coronation Durbar held at Delhi in 1911, Delhi became the Capital of India and some of the Central Secretariat Departments were transferred from Calcutta to Delhi in 1912. A portion of the Government of India Press, at Calcutta was also moved to Delhi that year to deal with the urgent requirements for printing at the Headquarters of Government. In 1923, on the general reorganisation of the Government of India Presses, the Delhi Press was separated from its head office at Calcutta and made an entirely separate press. The development of Government Departments in New Delhi resulted in greater demands for printing work being placed with the Delhi Press. In 1931 it was transferred to New Delhi, in a newly constructed building at Minto Road.

During World War II the Printing work in this Press went on increasing. In order to cope with the increasing volume of Printing work of the General Headquarters, a number of temporary posts were created in September, 1942. Even then, the work could not be managed with the then existing single shift and therefore, a partial second shift was introduced in the machine room of the Press. In December, 1944 further expansion of the Second Shift was approved by Government. In October, 1946 the Double Shift arrangement was further expanded in connection with the printing of the Indian Army List, Volume II. In January, 1947, a Hindi/Urdu Section was set up in the Press. Due to the constitutional changes in the country and the setting up of a Constituent Assembly, the Printing work increased

further and in July, 1947 a separate Section was started in this Press for the Printing of Constituent Assembly and Legislative Assembly Debates in Hindi and Urdu. After the attainment of Independence the activities of various departments of the Government of India in various spheres increased beyond expectation. In September, 1951 a partial 3rd shift was started in the machine room of the Press for the printing of postal forms and other miscellaneous work. It was decided to expand the 3rd shift in January, 1952 and later on to open a separate Parliament Wing and a Top Secret Section and the necessary staff to run the two newly created units was sanctioned. The construction of the building for the erection of machinery and for accommodating the staff of the Parliament Wing was completed and production started. The 3rd shift was abolished after the separate Parliament Wing started functioning properly. Due to tremendous demand of printing work from Lok Sabha and Rajya Sabha, it was decided to expand the existing Parliament Wing of the Press. Accordingly additional posts were created to run a 3rd shift from June, 1955.

The Commerce Ministry Press was taken over by the Ministry of Works, Housing & Supply on 2nd January, 1952 and redesignated as Government of India Photo Litho Press which merged with the Government of India Press, New Delhi with effect from 15th September, 1958 as an additional wing and functions under the overall administrative control of the General Manager, for printing books, pamphlets, posters and other material for the dissemination of educational and instructive literature in connection with development and welfare activities, the Photo Litho Wing after its merger has been expanded further partly with the aid under the Indo-U.S. Technical Cooperation Programme for Community Development. This Wing is also equipped with the latest type of composing machine known as Foto-Setter. The press was bifurcated in 1987 into two Presses i.e. Letter Press and Photo Litho Units. The latter is completely modernised.

The Cabinet in its decision dated 16-8-2004 decided to merge both the Units and now the Press is known as Government of India Press, Minto Road, New Delhi.

**6. Government of India Press, Temple Street, Kolkata.**—The Government of India Press,

Temple Street, Calcutta, came into existence in August 1924 on the termination of the printing contract from Government of India standard forms with Messrs Lal Chand & Sons, Calcutta and the creation of the Central Forms Store for storage and distribution of Government of India Forms. At this time the Central Press was undergoing reorganisation and could not undertake the heavy volume of work resultant from the termination of the Contract, and the printing of a large number of forms was entrusted to this Press.

The Press continued to function from year to year on a temporary basis until March 1929 when it was placed on a permanent footing.

Formerly the Forms Press, Calcutta, was a small press with a limited number of old machines. It has now become a big Press having new machinery and equipment in all sections. To supplement its printing capacity, a partial night shift was started from March, 1947. The Manager is assisted by two Asstt. Manager (T) and one Asstt. Manager (Admn.)

To solve the accommodation problem a new 3 storey building was constructed at 166; Lenin Sarani, Calcutta.

**7. Government of India Press, Nilokheri.**—This Press was established in the Rehabilitation Colony, Nilokheri, which owes its inception to the visit of the Prime Minister to the Refugee Camp at Kurukshetra in April, 1948. The Ministry of Rehabilitation organised this Press along with other institutions and cottage and small scale industries towards the end of 1948 for giving training to the displaced persons, so as to enable them to earn their livelihood by taking to the printing trade when fully trained. Under the organisation scheme, this training business was attached to the Government of India Polytechnic, Nilokheri, as an additional trade and this Press was connected with a commercial concern for undertaking private work with the object of running it for the benefit of displaced persons. Later on, the charge of the Press was transferred to the Community Projects Administration, Planning Commission, in the year 1951. Due to various administrative and technical reasons it was subsequently proposed to hand over this Press to the Printing and Stationery Department. Accordingly the charge of the Press was taken over on the 24th February, 1954 by the Controller of Printing and Stationery (India), New Delhi, from Community

Projects Administration, New Delhi, and the Press was expanded with the aid received under the Indo-U.S. Technical Cooperation Programme for Community Development activity. The Press has been partially modernised.

#### **8. Government of India Press, Nasik.—**

With the advent of Independence and Democratic set-up of the Government, the volume of printing work increased substantially, thus difficulties and delays were felt by the Government of India in publishing and printing their Administrative Reports, Laws, Acts, Departmental Codes and Manuals, Gazettes, Staff lists and other miscellaneous jobs which were necessary to keep the public and the world informed of the Government of India activities. To find out a fully considered solution to overcome these difficulties the Government constituted a Committee of Experts in the Printing trade. They toured throughout India and went into the details from all angles. Their report was out in the middle of 1948. Besides other recommendations made by them, they considered that as there was no major press of the Government of India in the western region a full-fledged major press should be established fully equipped for Letterpress, Photo Litho and Rotaries. They considered that the location should be somewhere near Bombay where there are many Central Government Offices and which is the chief industrial and commercial capital city of India. Their recommendations were accepted by the Government and in view of its proximity to Bombay temperate climate and atmospheric humidity, choice fell on Nasik. The Standing Finance Committee approved the scheme in the end of 1948. Plant and Machinery were immediately ordered which started arriving in 1949, and which were stored in temporary hired sheds near Nasik Road Railway Station. The Central Public Works Department took up the construction of buildings for which they acquired land on the main Nasik-Poona Road, mid-way between Nasik city and Nasik Road Railway Station. The construction was taken up, and by the end of 1953, about 100 quarters for the staff were made available. In the meantime a nucleus Press was started on 22nd February, 1951 with a small staff of about 100 workers. The staff was mostly brought from other presses. The strength was augmented further, on getting H. T. line in 1953. The staff strength then rose to about 300 workers.

The main press building was ready in the beginning of 1955 when machinery was shifted to the new site and erected. The press was formally opened on the 31st October, 1955. The nucleus Press was closed and the hired sheds vacated in November, 1955. About 200 more staff quarters were also ready by this time and were allotted to workers. The start was made with the Letter-Press Wing only, as neither full equipment for the other wings was available nor was there enough space. By April, 1959, 744 quarters were allotted to the workers. The capital outlay up to the end of March, 1959, on all buildings including the residential colony and plant and machinery, etc. was well over two and a half crores of rupees. The building for the Forms Press Wing and the airconditioning work for the Photo Litho Wing was also completed. The work in the Forms Press Wing was started with a staff of 132 men in June, 1958. The construction of building for the Press (Letter Press and Photo Litho Wings) and the residential colony was a programme of the First Five Year Plan. From the point of view of location, layout, working conditions, as well as the Planning of the Factory and Office Buildings and residential colony in one self-contained campus this press has set a pattern worthy of emulation. The press has been partially modernised by providing offset printing machines and Photo-type Setting equipments.

#### **9. Government of India Press, Faridabad.—**

The location of the Press in the Industrial Area, New Township, Faridabad at a distance of about 32 kms from Delhi was specially selected for helping the displaced persons of West Punjab. It was started in the year 1956 as a very small unit to cope with the ever-increasing work of the Publication Division of the Ministry of Information and Broadcasting. The original intention was to shift the Government of India Press, Shimla to this place, but the above move could not materialise due to around pressure of printing work from expanding Ministries. Another big press was essentially required to cope with the increased volume of work. Thus this press came into being. The establishment of nucleus production unit of this press in 1956 is one of the most outstanding achievements during the Second Five Year Plan and since then this Press has grown up immensely and its building stands on an area of 1,07,340 Sq. ft. Like Nasik it is also a modern type Press equipped with Process Department, latest type of machinery and

an Ebonoid Plant for preparation of plastic plates, for production of prestigious publications and publicity work of high quality books, pamphlets, etc. for the dissemination of educational and instructive literature in connection with development and welfare activities profusely illustrated in multicolour for publicity and propaganda purposes of Government of India. This Press had also been called upon to manage the work of the National Book Trust”in various regional languages. The United Press was amalgamated with this Press with effect from 1st March, 1959. The total capital expenditure on building, plant, machinery and staff quarters in the first phase exceeded one crore of rupees. It also obtained funds from the Community Development programme under the Indo-US Technical Cooperation Aid. The Press has been partially modernised by introduction of offset Machines and Phototype Setting equipments.

In order to cope with the increased demands of printing and to improve the quality of printing a Photolitho Press at Faridabad was set up in the year 1976. This was exclusively meant for augmentation of the Hindi Printing capacity. The Press runs on two shift basis. The Press has been modernised by providing Lino Type System CR Tronic 200 and as well as by adding modern binding equipment to cope up with the production of printing machines installed in the Press in the final shape. The Press is headed by a Manager. A training Centre is attached to this Press.

The Cabinet in its decision dated 16-8-2002 decided to merge both the Units and now the Press is known as Government of India Press, Faridabad. Only one Manager is now heading the press.

**10. Government of India Press, Gangtok—** In the Himalayan and sub-Himalayan regions of India and the neighbouring countries, Nepal, Sikkim and Bhutan, there reside large number of inhabitants speaking principally Nepali and Tibetan languages. It was not possible to meet the requirements of this region from other Government of India Presses in the plains, firstly because the Presses in the plains were already over-worked and short of accommodation and secondly a very specialised type of job was required to be done in this press as it would have to cater to the local requirements of different kinds of Hilly regions having their own peculiarities and languages, a vast majority of whom use primarily

the Tibetan script. In Gangtok, land belonging to the Government of India was readily available hence the site at Gangtok was selected. This Press was established in the beginning of the year 1960 which is one of the most outstanding achievements during the Second Five Year Plan and it is equipped with the Composing, Printing and Block-making machines for handling all sorts of Letterpress Printing independently. The Press is in charge of an Officer-in-charge of the rank of Asstt. Manager (Tech.) Merger of Sikkim with the Republic of India in 1975 resulted in increase in work, specially for the different organisations located in Sikkim.

**11. Government of India Press, Coimbatore.—**To meet the printing needs of the indentors in the Southern Region this Press was projected under the Second Five Year Plan. The Press commenced production from June, 1964. It functions under a Manager assisted by three Assistant Managers (Tech.) one Assistant Manager (Administration) and a Medical Officer. It prints books, publications and reports besides a certain number of forms. This Press has a residential colony of 305 quarters attached to it. The Press has been partially modernised by providing offset machines and Phototype Setting equipments.

**12. Government of India Press, Koratty.—** This Press has been planned as a Forms Press to meet the requirements of indentors in the Southern Region. It went into partial production in October, 1966 and started full production in 1967. The press has been modernized recently by adding offset machinery and phototype setting equipments. The press is under the charge of a Manager who is assisted by Deputy Manager and Assistant Managers (Tech./Admn.). The press has got a housing colony of 175 quarters for the staff of the press.

**13. Government of India Press, Ring Road, New Delhi.—**The need for another Press in Delhi complex was felt to meet the increasing demands for printing books etc. and also to serve as a Central Printing Unit to attend to the work in Hindi. The foundation stone of this Press was laid in December, 1964. The Press started production in 1969. The Press is under the charge of a Manager assisted by Six Assistant Managers (Technical/ Administration). The construction of 249 staff quarters in the attached residential estate has been completed in the first

phase. Construction of 200 quarters completed in 2nd phase.

**14. Government of India Text Books Press, Chandigarh.**—As a part of removal of illiteracy drive launched by UNESCO, it was decided to set up three Text Books Presses in India exclusively printing of School Text Books to make available at cheaper rates for school going children. The first Text Book Press of the Government of India was set up at Chandigarh and the machinery was gifted by the Federal Republic of Germany. The Text Books Press was commissioned in 1971. Staff quarters were constructed for the employees of the Press. Two web offset machines were added to print additional requirements of forms for various Departments.

**15. Government of India Text Books Press, Bhubaneshwar.**—Government of India Text Books Press, Bhubaneshwar was set up in the year 1975 and the gifted machinery of Federal Republic of Germany was installed in the Press. The land was provided by the State Government free of cost. The Text Book Press is meant exclusively for the printing of text books of various State Governments and to make available school-going children at cheaper rates.

In the press colony staff quarters have been provided to the employees of the Press.

The Press was upgraded by adding more number of high speed web off-set printing machines against the augmentation of form printing to take care of the increased demand of forms and other jobs of the different departments/organisation of the Govt. of India.

**16. Government of India Text Books Press, Mysore.**—Government of India Text Books Press, Mysore was established in the year 1976. The gifted machinery (4 colour web offset, automatic in line binding equipments etc.) by the Federal Republic of Germany was installed in the Press for catering to the printing needs of Text Books of the State Government and to provide at cheaper rates to the school-going children. The Press colony consisting of staff quarters for the Press employees was also constructed.

The Press was upgraded by adding more numbers of high speed web off-set printing machines against the augmentation of form printing, to take care of the increased demands of forms and other jobs of the different departments/organisations of the Govt. of India.



## CHAPTER II

### ORGANISATION, FUNCTIONS & WORKINGS OF GOVERNMENT OF INDIA PRESSES

**22. Organisation.**—Government of India Presses under the Directorate of Printing at the apex cater for the Ministries and Departments of the Government of India and offices, attached & subordinate to them, in matters of printing. For proper discharge of these functions the Directorate of Printing has under its administrative control, the following Presses and Branches which function as separate units, each under a Head of Office as shown against them:—

<i>Sl. No.</i>	<i>Name of the Press or Branch</i>	<i>Designation of Head of the Press/Branch</i>
1.	Government of India Press, Nashik.	General-Manager
2.	Govt. of India Press Minto Road, New Delhi.	Manager
3.	Government of India Press, Ring Road, New Delhi	Manager
4.	Govt. of India Press, Faridabad.	Manager
5.	Govt. of India Press, Aligarh.	Manager
6.	Govt. of India Press, Nilokheri.	Manager
7.	Govt. of India Press, Coimbatore.	Manager
8.	Govt. of India Press, Koratty.	Manager
9.	Govt. of India Press, Temple Street, Kolkata.	Manager
10.	Govt. of India Press, Santragachi, Howrah.	Manager
11.	Govt. of India Press, Rashtrapati Bhawan New Delhi.	Officer-in-Charge the rank of Asstt. Manager (Technical)
12.	Govt. of India Press, Shimla.	Manager

<i>Sl. No.</i>	<i>Name of the Press or Branch</i>	<i>Designation of Head of the Press/Branch</i>
13.	Govt. of India Press, Gangtok, Sikkim	Officer-in-Charge the rank of Asstt. Manager (Technical)
14.	Govt. of India Text Books Press, Mysore.	Manager
15.	Govt. of India Text Books Press, Bhubaneswar.	Manager
16.	Govt. of India Text Books Press, Chandigarh.	Manager
17.	Govt. of India Forms Store, 166 Lenin Sarani, Kolkata.	Manager
18.	Outside Printing Branch, Kolkata.	Officer-in-Charge the rank of Asstt. Manager (Technical)

The Manager of the Government of India Forms Store Calcutta, is also the Manager of the Government of India Press, Temple Street, Calcutta. Both the units are located in the same building. The Press being on the ground floor and Forms Store on upper floors.

#### **23. Government of India Presses/Text Books Presses**

**Functions**—The main feature of the Govt. of India Printing had hitherto been one colour printing through Letter Press process mostly in English. The old Letter Press Technology and Hot Metal Composition have been replaced in many of the Presses under the Five Year Replacement Programme with the Modern Offset Printing Technology and Phototype Setting System Equipment. The Govt. of India Press, Minto Road, New Delhi has intensively been modernised with the latest technological machinery and Phototype Setting System '6'. Now this system has also been replaced with new DTP System. Since Independence, increase in percentage of publications has gone up many folds. Besides this the demand for Hindi Printing

work as also for regional languages has been increasing throughout India. The Forms are being printed bilingually like the Govt. Publications etc. The Govt. of India Presses are printing reports and other publications, the nature of which can broadly be classified as:—

- (a) Scientific and educational publications,
- (b) Statistical publication,
- (c) Proceedings and Reports of Committees and Commissions,
- (d) Acts, Bills, Manuals, Rules and Codes,
- (e) Gazette, Army and Navy Orders,
- (f) Journals, Pamphlets and Bulletins,
- (g) Debates and Proceedings of Parliament,
- (h) Illustrated Publicity material,
- (i) Special and Standard Forms,
- (j) School Text Books of State Govts., and
- (k) Various Miscellaneous jobs, which are too numerous to mention.

The periodical publications vary from weekly to annual ones.

*Govt. of India Presses at Kolkata, Delhi, Shimla, Nashik, Coimbatore, Ring Road, Minto Road and Faridabad Complex*

The Govt. of India Presses of Kolkata, New Delhi, Shimla, Nashik, Ring Road, Coimbatore are generally described as Major Presses and Govt. of India Press, Faridabad have subsequently been added to these presses. The main function of these presses are to do quality printing when necessity demands and utility printing in general. They undertake the printing of the periodicals, bulk of book-work and special forms.

The Government of India Press, Minto Road caters to the needs of entire printing of both Houses of Parliament. This includes the printing work of Parliamentary Session. During the Parliamentary Session the press remain busy 24 hrs. executing the jobs.

*Government of India Press, Rashtrapati Bhawan*

This Press is a small unit and does the work of the President's Household besides assisting in the production of other work when circumstances permit.

*Government of India Presses at Aligarh and Temple Street Kolkata and the Government of India Forms Unit Sontragachi and Govt. of India Forms Store, Kolkata, Nilokheri and Koratty*

These Presses are responsible for printing P. & T., Military and Civil Standard Forms. The Press of Aligarh exclusively does the work of P. & T. Department and the others print P. & T., Military and Civil Forms. The forms printed by the Temple Street, Kolkata are supplied to indentors through the Government of India Forms Store, Kolkata. The Press at Aligarh depends on its own resources for all production. The Press at Kolkata, however will not require assistance in the shape of printing on a large scale through private presses, through the Outside Printing Branch. Posts & Telegraphs Deptt. have been maintaining their own Forms Store at Kolkata, Aligarh, Madras and Nashik for supply of P. & T. Forms to indentors.

*Government of India Press, Gangtok*

The Press has been set up primarily for the local printing of information and cultural material in Tibetan, Nepali, Hindi, Bengali and English in the form of books, posters and charts in multi-colours. Besides this the Gangtok Press is catering to the Printing needs of the State Govt. of Sikkim.

*Government of India Text Books Presses, Mysore, Bhubaneshwar and Chandigarh*

The Govt. of India Text Books Presses, situated at Mysore, Bhubaneshwar and Chandigarh were set up with the gifted machinery of Federal Republic of Germany and the land was provided by the State Govt./U.T. respectively. The Gifted machinery was provided mainly for the printing of School Text Books of State Govts. to provide the Text Books at Cheaper Rates to the School going Children. The spare capacity of the Presses is utilised by forming of jobs by Directorate of Printing.

*Cost of Printing*

The cost of printing of the jobs of indentors of various Ministries/Departments/Offices are recovered from the indentors by billing their jobs as per the costing system evolved in the Government of India Presses. The Printing charges etc. are recovered from them by raising the bills on payment basis. The

cheques/demand drafts issued by the indentors are invariably credited to the Govt. by the Presses concerned. The costing system of Govt. of India Presses are under review and an unified page rate formula is being introduced.

*Working procedure for indenting*

Detailed procedure for indenting on the department for printing needs has been laid down in **Rules for Printing and Binding.**

**CHAPTER III**  
**ADMINISTRATION AND ESTABLISHMENTS**

**Classification and scale of pay of posts in the Presses**

**24. CLASSIFICATION AND SCALES OF PAY OF VARIOUS CATEGORIES OF POSTS IN THE PRESSES**

Sl. No.	Nomenclature of the post	Classification	Scale of pay
1.	General Manager	Group 'A'	Rs. 12000-16500
2.	Manager/Works Manager	-do-	Rs. 10000-15200
3.	Senior Medical Officer	-do-	Rs. 10000-15200
4.	Junior Medical Officer	-do-	Rs. 8000-13500
5.	Deputy Manager (Photo Litho)	Group 'B'	Rs. 7450-11500
6.	Assistant Director (Outside Printing)	-do-	Rs. 6500-10500
7.	Technologist (Process)	-do-	Rs. 7450-11500
8.	Technologist (Printing and Binding)	-do-	Rs. 7450-11500
9.	Assistant Manager (Admn.)	-do-	Rs. 6500-11500
10.	Assistant Manager (Technical)	-do-	Rs. 6500-11500
11.	Hindi Officer	-do-	Rs. 6500-10500
12.	Security Officer	-do-	Rs. 6500-10500
13.	Dy. Labour Welfare Commissioner	Group 'A'	Rs. 10000-11500
14.	Asstt. Labour Welfare Commissioner	-do-	Rs. 8000-13500
15.	Technical Officer	Group 'B' (Non-Gaz.)	Rs. 6500-10500
16.	Overseer	-do-	Rs. 5500-9000
17.	Inspector (Control)	-do-	Rs. 5500-9000
<i>Group 'C' and 'D' Non-Industrial Posts</i>			
1.	Head Clerk (Senior)	—	Rs. 5000-8000
2.	Head Clerk (Junior)	—	Rs. 4500-7000
3.	Head Computer	—	Rs. 4500-7000
4.	Upper Division Clerk including UDC (Cash)	—	Rs. 4000-6000
5.	Stenographer Grade II	—	Rs. 4500-7000
6.	Stenographer Grade III	—	Rs. 4000-6000

Sl. No.	Nomenclature of the post	Classification	Scale of pay
1	2	3	4
7.	Lower Division Clerk	—	Rs. 3050-4590
8.	General Store Keeper	—	Rs. 5000-8000
9.	Waterman	—	Rs. 2550-3200
10.	Transport Clerk	—	Rs. 3050-4590
11.	Waste Paper Clerk	—	Rs. 3050-4590
12.	Forwarding Clerk	—	Rs. 3050-4590
13.	Compounder/Pharmacist	—	Rs. 4500-7000
14.	Nurse	—	Rs. 5000-8000
15.	Mali	—	Rs. 2550-3200
16.	Daftry	—	Rs. 2610-4000
17.	Peon	—	Rs. 2550-3200
18.	Sanitary Jamadar	—	Rs. 2610-4000
19.	Ordely (Nursing)	—	Rs. 2550-3200
20.	Durwan	—	Rs. 2550-3200
21.	Farash	—	Rs. 2550-3200
22.	Chowkidar	—	Rs. 2550-3200
23.	Guard	—	Rs. 2550-3200
24.	Safaiwala	—	Rs. 2550-3200
25.	Bhisti	—	Rs. 2550-3200
26.	Ward Boy	—	Rs. 2550-3200
27.	Waste Paper Sorter	—	Rs. 2550-3200
28.	Collecting Sircar	—	Rs. 3050-4590
29.	Stencilmens	—	Rs. 3050-4590
30.	Stamp Counter	—	Rs. 3050-4590
31.	Despatcher	—	Rs. 2650-4000
32.	Fireman	—	Rs. 2650-4000
33.	Driver	—	Rs. 2650-4000
34.	Counter	—	Rs. 2550-4000
35.	Hindi Translator	—	Rs. 5000-8000
36.	Junior Gestetnor Operator	—	Rs. 3050-4590
37.	Record Keeper	—	Rs. 2610-4000
38.	Assistant Inspector (Control)	—	Rs. 4500-7000
39.	Superintendent	—	Rs. 5500-9000
40.	Accountant	—	Rs. 4500-7000

*Group 'C' and 'D' Industrial Posts*

Sl. No.	Nomenclature of the post	Classification	Scale of pay
1	2	3	4
1.	Foreman (Planning)	—	Rs. 5000-8000
2.	Foreman (Case)	—	Rs. 5000-8000
3.	Section Holder/Time-Checker/Correction Checker (Case)	—	Rs. 4500-7000
4.	Section Holder	—	Rs. 4500-7000
5.	Compositor Grade I	—	Rs. 4000-6000
6.	Compositor Grade II	—	Rs. 3050-4590
7.	Distributor	—	Rs. 3050-4590
8.	Foreman (Machine)	—	Rs. 5000-8000
9.	Section Holder/Time-Checker (Machine)	—	Rs. 4500-7000
10.	Machineman	—	Rs. 4000-6000
11.	Machine Assistant	—	Rs. 3050-4590
12.	Machine Attendant	—	Rs. 2610-4000
13.	Labourer	—	Rs. 2550-3200
14.	Foreman (Bindery)	—	Rs. 5000-8000
15.	Section Holder/Time Checker (Bindery)	—	Rs. 4500-7000
16.	Gold Fisher	—	Rs. 4000-6000
17.	Binder	—	Rs. 4000-6000
18.	Asstt. Binder	—	Rs. 3050-4590
19.	Head Reader	—	Rs. 5000-8000
20.	Reader Incharge	—	Rs. 5000-8000
21.	Reader	—	Rs. 4000-6000
22.	Reviser	—	Rs. 4000-6000
23.	Copy Holder	—	Rs. 3050-4590
24.	Editor	—	Rs. 5000-8000
25.	Copy Editor	—	Rs. 3050-4590
26.	Foreman (Lino)	—	Rs. 5000-8000
27.	Lino Operator	—	Rs. 4000-6000
28.	Foreman (Mono)	—	Rs. 5000-8000
29.	Mono Operator	—	Rs. 4000-6000
30.	Section Holder (Mono Casting)	—	Rs. 4500-7000
31.	Mono Caster Operator	—	Rs. 3050-4590
32.	Proof Pressman Grade I	—	Rs. 3050-4590

1	2	3	4
33.	Proof Pressman Grade II	—	Rs. 2610-4000
34.	Foreman (Stereo)	—	Rs. 5000-8000
35.	Section Holder (Stereo)	—	Rs. 4500-7000
36.	Stereo Typer	—	Rs. 3050-4590
37.	Head Mechanic (Mechanical)	—	Rs. 4500-7000
38.	Mechanic (Mechanical)	—	Rs. 4000-6000
39.	Mechanic (Offset)	—	Rs. 4000-6000
40.	Assistant Mechanic (Mechanical)	—	Rs. 3050-4590
41.	Head Mechanic (Lino)	—	Rs. 5000-8000
42.	Mechanic (Lino)	—	Rs. 4000-6000
43.	Assistant Mechanic (Lino)	—	Rs. 3050-4590
44.	Barman	—	Rs. 2550-3200
45.	Head Mechanic (Mono)	—	Rs. 4500-7000
46.	Mechanic (Mono)	—	Rs. 4000-6000
47.	Assistant Mechanic (Mono)	—	Rs. 3050-4590
48.	Electrician	—	Rs. 4000-6000
49.	Wireman	—	Rs. 3050-4590
50.	Electrical Khalasi	—	Rs. 2550-3250
51.	Welder	—	Rs. 3050-4590
52.	Blacksmith	—	Rs. 3050-4590
53.	Carpenter	—	Rs. 3050-4590
54.	Truck Driver/Driver (H.V.) & Lorry Driver	—	Rs. 4000-6000
55.	Van Driver	—	Rs. 3050-4590
56.	Auto Truck Driver	—	Rs. 2650-4590
57.	Cleaner Driver	—	Rs. 2610-4000
58.	Senior Artist	—	Rs. 5500-9000
59.	Junior Artist	—	Rs. 5000-8000
60.	Junior Artist (Calligraphy)	—	Rs. 5000-8000
61.	Artist Retoucher	—	Rs. 5500-9000
62.	Assistant Artist Retoucher	—	Rs. 5000-8000
63.	Cameraman	—	Rs. 4500-7000
64.	Dark Room Assistant	—	Rs. 4000-6000
65.	Etcher	—	Rs. 2550-3200
66.	Machine Operator (Photostat)	—	Rs. 4500-7000
67.	Offset Platemaker	—	Rs. 4000-6000

1	2	3	4
68.	Assistant Plate Maker	—	Rs. 3050-4590
69.	Graining Operator	Assistant Plate Maker	Rs. 3050-4590
70.	Technical Assistant Varsity	—	Rs. 4500-7000
71.	Roller Moulder	—	Rs. 3050-4590
72.	Metal Melter	—	Rs. 3050-4590
73.	Phototype Setting Key Board Operator	—	Rs. 4500-7000
74.	Instructor (Maintenance)	—	Rs. 4500-7000
75.	Film Setter Operator	—	Rs. 4500-7000
76.	Machine Operator (Xerox)	—	Rs. 4500-7000
77.	Offset Machineman (Special Grade)	—	Rs. 5000-8000
78.	Offset Machineman Grade I	—	Rs. 4500-7000
79.	Offset Machineman Grade II	—	Rs. 4000-6000
80.	Machine Assistant (Offset)	Offset Machine Assistant	Rs. 4000-6000
81.	Attendant (Offset)	Offset Machine Attendant	Rs. 3050-4590



## CHAPTER IV

### GENERAL RULES

#### SECTION (1)

**25. Recruitment of Staff:** (a) Appointing Authority for Group 'A' posts is the President of India.

(b) Press Medical Officers are appointed and posted by the Ministry of Health. Part-time Doctors are appointed by the Director of Printing.

(c) Labour Officers are appointed and posted by the Ministry of Labour.

(d) Appointing Authority for all Group 'B' posts is the Director of Printing.

(e) Appointing Authority for the under-mentioned Group 'C' posts is the Director of Printing:—

<b>Industrial</b>	<b>Non-Industrial</b>
1. Head Reader	1. Accountant
2. Senior Artist	2. GSK
3. Artist Retoucher	3. Head Clerk (Sr.)
4. Editor	4. Head Computer
5. Artist Lay-out	5. Cashier
6. Superintendent	

All other appointments to the industrial posts are made by the Heads of Presses in accordance with the recruitment rules and other instructions issued from time to time.

(a) **Appointment on compassionate grounds:** Normally sons/daughters/near relatives of a Govt. servant, who dies in harness including death by suicide are eligible for appointment on compassionate grounds. In exceptional cases, appointment on compassionate grounds may also be given to dependents of a Govt. servant, who is retired on medical grounds. But such retirements should be before attaining the age of 55 years in case of those whose age of superannuation is 58 years and 57 years in the case of those whose age of superannuation is 60 years. The sons/daughters or near relatives of a Govt. servant who dies during the period of extension

in service are also eligible for appointment on compassionate grounds but dependents of a Govt. servant re-employed in Govt. service after superannuation are not eligible for appointment on compassionate grounds. In Attached and Subordinate Offices, the Head of the Department i.e., Director of Printing is the competent authority to sanction appointments on compassionate grounds. But in cases of families already having at least one earning member, compassionate appointments can be sanctioned only with the approval of the Secretary of the Ministry/Department concerned. Further, in the case of belated cases i.e., where death of a Govt. servant has taken more than five years ago, compassionate appointments to a member of the family can be sanctioned only with the approval of the Secretary of the Ministry/Department concerned.

(b) Compassionate appointments can be given only in Group 'C' and 'D' posts. Such appointments are to be made only against direct recruitment quota. For compassionate appointments and appointments against reserved posts, the total reservation for S.C. & S.T., physically handicapped, Ex-Servicemen etc. should not exceed 50% of the vacancies available on any particular occasion. The Deptt. of Personnel & Training have clarified that if direct recruitment is not being allowed, even then the quota for compassionate appointments is to be determined after taking into consideration the percentage of reservation for S.Cs & S. Ts etc. for direct recruitment at a particular place.

(c) The CAT, Principle Bench, New Delhi has directed that a common list should be prepared for all compassionate appointment cases relating to presses located at Delhi and appointments should be made against the quota for compassionate grounds from the common list.

(d) The Deptt. of Personnel & Training have advised that compassionate appointments are to be

made at the discretion of the Govt. in the, light of the facts and circumstances of each case and it is not mandatory that in all such cases where the Govt. employee dies in harness, one of the legal representative must be provided employment on compassionate grounds. The financial benefits received by the family after the death of a Govt. servant have to be taken into consideration while taking a final view on the request for appointment on compassionate grounds. These benefits are the Central Govt. Group Insurance Scheme, Leave Encashment, Entitlement of additional amount equal to the average balance in the GPF Account of the deceased Govt. servant during the preceding three years. improved family pension and assistance from compassionate funds wherever applicable. Even though, requests for compassionate appointments can be considered in cases when death has taken long ago, yet the concept of compassionate appointments is largely related to providing immediate assistance to a family, which has lost its breadwinner.

(e) Appointments on compassionate grounds are normally to be sanctioned taking into consideration, the provisions of Rectt. Rules. However, educational qualification can be relaxed temporarily for appointments to Group 'c' posts and the post of LDC, where the condition of the family is indigent. Such relaxation is permitted for a period of two years, beyond which no relaxation would be allowed and services of a person so appointed are liable to be terminated. But in the case of a widow, who is appointed on compassionate grounds to a Group 'D' post, she would be exempted from the requirements of educational qualification, provided duties of the post can be satisfactorily performed without having the requisite educational qualification prescribed in the Rectt. Rules. But the experience condition prescribed in the Rectt. Rules are not relaxable for appointments on compassionate grounds.

3. Before a person is appointed, all the formalities as prescribed in the Rules/orders issued from time to time like verification of character and antecedents medical examination etc. have to be completed.

## SECTION (2)

### Promotions

26 (1) In the Rectt. Rules for various posts, it has been laid down as to what percentage of the vacancies

is to be filled up by direct recruitment and what percentage by promotion. Further, feeder grades and qualifying service required in the feeder grades for promotion have been laid down in the respective Rectt. Rules. For promotion, the candidates are to be considered by Departmental Promotion Committees as laid down in the Rectt. Rules.

(2) **Promotion by selection:** The DPC should restrict the field of choice of eligible Officer in the feeder grade with reference to the number of clear and regular vacancies proposed to be filled up as under:—

No. of vacancies	No. of Officers to be considered
1	5
2 or more	$2x + 4$
	where x is the number of vacancies pertaining to a year

However, if sufficient number of persons belonging to S.C. & S. T. is not available in the zone of consideration for the vacancies reserved for them, the zone of consideration is to be extended to five times the number of vacancies. In the extended zone, only persons belonging to SC & ST from which the reserved vacancies are to be filled up, as the case may be, are to be considered.

(3) **Confidential Reports and DPC:** Confidential. Rolls are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs should be fair, just and non-discriminatory. Hence—

- (a) The DPC should consider CRs for equal number of years in respect of all officers considered for promotion subject to (c) below:
- (b) The DPC should assess the suitability of the officers for promotion on the basis of their service record and with particular reference to the CRs for 5 preceding years. However, in cases where the required qualifying service is more than 5 years, the DPC should see the record with particular reference to the CRs for the years equal to the required qualifying service (if more than one CR has been written for a particular year, all the CRs for the relevant year shall be considered together as the CR for one year).

- (c) Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered as per (b) above. If this is also not possible, all the available CRs should be taken into account.
- (d) Where an Officer is officiating in the next higher grade and has earned CRs in that grade, his CRs in that grade may be considered by the DPC in order to assess his work, conduct and performance, but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.
- (e) The DPC should not be guided merely by the overall grading, if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in the CRs, because it has been noticed that sometimes the overall grading in a CR may be inconsistent with the grading under various parameters or attributes.
- (f) If the Reviewing authority or the Accepting authority as the case may be has over-ruled the Reporting Officer or the Reviewing Authority as the case may be, the remarks of the latter authority should be taken as the final remarks for the purposes of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the Reporting Officer, Reviewing Authority and Accepting Authority are complementary to each other and one does not have the effect of over-ruling the other, then the remarks should be read together and the final assessment made by the DPC.

In the case of each Officer an overall grading should be given. The grading shall be one among (i) Outstanding (ii) Very good (iii) Good (iv) Average (v) Unfit.

(4) Before making the overall grading after - considering the CRs for the relevant years, the DPC,

should take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior Officer or authority has been conveyed to him as reflected in the CRs. The DPC should also have regard to the remarks against the column on integrity.

(5) The list of candidates considered by the DPC and the overall grading assigned to each candidate, would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed in the preparation of the panel:

- (i) Having regard to the levels of the posts to which promotions are to be made, the nature and importance of duties attached to the posts a bench mark grade would be determined for each category of posts for which promotions are to be made by selection method. For all Group 'C', Group 'B' and Group 'A' posts upto (and excluding) the level of Rs. 3700-5000 excepting promotion for induction to group 'A' posts or services from lower groups, the bench mark would be 'Good'. All officers whose overall grading is equal to or better than the bench mark should be included in the panel for promotion to the extent of the number of vacancies. They will be arranged "in the order of their *inter se* seniority in the lower category without reference to the overall grading obtained by each one of them provided that each one of them has an overall grading equal to or better than the bench mark of 'Good'. Wherever promotions are made for induction to Group 'A' posts or services from lower groups the bench mark would continue to be 'Good'. However, officers graded as 'Outstanding' would rank en block senior to those who are graded as 'Very Good' and placed in the select panel accordingly upto the number of vacancies, officers with same grading maintaining their *inter se* seniority in the feeder post.
- (ii) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.
- (iii) Where sufficient number of officers with the required bench mark grade are not available within the zone of consideration, officers with the required bench mark will be placed on the

panel and for the unfilled vacancies, the appointing authority should hold a fresh DPC by considering the required number of officers beyond the original zone of consideration.

- (6) (i) In promotion by selection to posts/services in Group 'B' within Group 'B' and from Group 'B' to the lowest rank in Group 'A' selection against vacancies reserved for SCs and STs will be made only from those SCs/STs Officer, who are within normal zone of consideration prescribed *vide* the Deptt. of Personnel and A.R. O.M. No. 22011/3/76- Estt. (D) dated 24th Dec., 1980. Where adequate number of SCs/STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies for the SCs/STs candidates coming within the extended vacancies reserved for them. If candidates from SCs/STs obtained on the basis of merit with due regard to seniority, on the same basis as others, lesser number of vacancies than the number reserved for them, the difference should be made up by selecting candidates of these communities, who are in the zone of consideration, irrespective of merit and 'bench mark' but who are considered fit for promotion.
- (ii) As regards promotions made by selection in Group 'C' and Group 'D' posts/services, select lists of SCs/STs officers should be drawn up separately in addition to the general select list, to fill up the reserved vacancies. SCs/STs officers who are within the normal zone of consideration, should be considered for promotion along with and adjudged on the same basis as others and those SCs and STs amongst them, who, are selected on that basis may be included in the general Select List in addition to their being considered for inclusion in the separate Select Lists for SCs and STs respectively. In the separate Select List belonging to the SCs and STs they will be adjudged separately amongst themselves and not along with others and, if selected, they should be included in the concerned separate list, irrespective of their merit as compared to other officers and the 'bench mark' determined by the cadre authorities. If candidates from SCs/STs obtain on the basis

of their position in the aforesaid general list, lesser number of vacancies than are reserved for them, the difference should be made up by selected candidates of these communities in the separate select lists for SCs and STs respectively.

(7) Where for reasons beyond control, the DPC could not be held in an year(s), even though the vacancies arose during that year (or years), the first DPC that meets thereafter should follow the following procedures:—

- (i) Determine the actual number of regular vacancies that arose in each of the previous year(s) immediately preceding and the actual number of regular vacancies proposed to be filled in the current year separately.
- (ii) Consider in respect of each of the years those officers only who would be within the field of choice with reference to the vacancies of each year starting with the earliest year onwards.
- (iii) Prepare a 'Select List' by placing the select of the earlier year above the one for the next year and so on.

(8) Where a DPC has already been held in a year further vacancies arise during the same year due to death, resignation, voluntary retirement etc., or because the vacancies were not intimated to the DPC due to error or omission on the part of the Department concerned, the following procedure should be followed:—

- (i) Vacancies due to death, voluntary retirement, new creations, etc. clearly belonging to the category which could not be foreseen at the time of placing facts and material before the DPC. In such cases, another meeting of the DPC should be held for drawing up a panel for these vacancies, as these vacancies could not be anticipated at the time of holding the earlier DPC. If, for any reason, the DPC cannot meet for the second time, the procedure of drawing up of year-wise panels may be followed when it meets next year for preparing panels in respect of vacancies that arise in subsequent year(s).
- (ii) In the second type of cases of non-reporting of vacancies due to error or omission (i.e.,

though the vacancies were there at the time of holding of DPC meeting they were not reported to it) results in injustice to the officers concerned by artificially restricting the zone of consideration. The wrong done cannot be rectified by holding a second DPC or preparing a year-wise panel. In all such cases, a review DPC should be held keeping in mind the total vacancies of the year.

(9) For the purpose of evaluating the merit of the officers while preparing year-wise panels, the scrutiny of the record of service of the officers should be limited to the records that would have been available had the DPC met at the appropriate time. For instance, for preparing a panel relating to the vacancies of 1978 the latest available records of service of the officers either upto December, 1977 or the period ending March, 1978 as the case may be, should be taken into account, and not the subsequent ones. However, if on the date of the meeting of the DPC, departmental proceedings are in progress and under the existing instructions sealed cover procedure is to be followed, such procedure should be observed even if departmental proceedings were not in existence in the year to which the vacancy related. The Officer's name should be kept in the sealed cover till the proceedings are finalized.

(10) While promotions will be made in the order of the consolidated select list, such promotions will have only prospective effect even in cases where the vacancies relate to earlier year(s).

(11) **Non-Selection Method:** Where the promotions are to be made on 'non-selection' basis according to Recruitment Rules, the DPC need not make a comparative assessment of the records of officers and it should categorize the officers as 'fit' or 'not fit' for promotion on the basis of assessment of their record of service. While considering an officer 'fit', guidelines laid down in this regard should be borne in mind. The officer categorised as 'fit' should be placed in the panel in the order of their seniority in the grade from which promotions are to be made.

12. **Confirmation:** In case of confirmation, the DPC should not determine the relative merit of officers but it should assess the officers as 'Fit' or 'not yet fit' for confirmation in their turn on the basis of their performance in the post as assessed with reference to their record of service.

### SECTION (3)

#### Probation

27 (1) Every officer on appointment to the service, either by direct recruitment or by promotion in junior scale shall be on probation for a period of two years.

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

Provided further that any decision for extension of a probation period shall be taken ordinarily within eight weeks after the expiry of the previous probationary period and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

(2) On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments on regular basis.

(3) If during the period of probation or any extension thereof, as the case may be, Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

(4) During the period of probation, or any extension thereof, officers may be required by Government to undergo such courses of training and instructions and to pass examinations and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

(5) As regards other matters relating to probation, the members of the service shall be governed by the instructions issued by the Government in this regard from time to time.

(6) In the case of other posts, the period of probation will be as under:

<i>S. No.</i>	<i>Method of appointment</i>	<i>Period of probation</i>
1.	Promotion from one grade to another but within the same group of post e.g. from Group 'C' to Group 'C'.	No probation
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'.	2 years
3.	Officers re-employed before the age of superannuation	2 years
4.	Appointment on contract basis, tenure basis, re-employment after superannuation and permanent transfer.	No probation

(7) Normally, no probation period is provided for promotion of staff within the same group, However, the post of Accountant is filled up by Limited Departmental Competitive Examination from LDCs UDCs/Head Clerks (Jr.), Stenographers etc. which are all Group 'C' posts, The post, of Accountant is also a Group 'C' post. A doubt had arisen whether a probation period of two years could be prescribed for a candidate who is appointed as Accountant through the Limited Departmental Examination. The matter was examined in consultation with Department of Personnel & Training who have advised that persons appointed as Accountant from the post of LDC UDCs/Head Clerks(Jr.), Stenographers etc. on the basis of Limited Departmental Examination are inducted to a new service. As such, they will have to be placed on probation in accordance with the instructions issued by the Department from time to time.

#### SECTION (4)

##### Seniority

**28.** The seniority of persons employed in various presses and branches of the Dte. of Printing will be determined in accordance with the instructions contained in Ministry of Home Affairs O.M. No.9/11/55-RPS dated 22-12-59 read with their O.M. No. 9/45/60-Estt. (D) dated 20-4-61.

Consolidated orders in regard to seniority have been issued by the Deptt. of Personnel *vide* their O.M. No. 22011/7/86-Estt.(D) dated 3-7-86 as amended from time to time. The cases not covered by the principles laid down by the Ministry of Home Affairs Deptt. of Personnel & Training and presenting special features shall be decided by the Dte. of Printing on merits.

#### SECTION (5)

##### Attendance and Overtime

**29. (1) Working hours:** Most of the Govt. of India Presses work double shifts.

(2) The Estimates Committee and the Public Accounts Committee have commented on the low level of performance and high cost of production in the Govt. of India Presses. In examining the various causes that have led to this criticism, it has been found that there is

inadequate statistical data relating to production from which Dte. of Printing can reliably interpret the performance of presses. As a first step to correct this position, it has become necessary to consider and fix the number of hours worked in the Govt. of India Presses on a uniform basis so that this standard could serve as a base for all productivity studies within a Press and between Presses. This standardization in working hours will also help in "Production, Planning and Control" system over jobs and in the calculation of hourly rates of the different production centres/operatives for purposes of Job Costing.

(3) The normal working hours (excluding overtime hours) that Govt. of India Presses work at present are 44 hours in day shift and 38 hours in night shift in a week. There are then the usual closed holidays (16) and the restricted holidays (2) in a year to be taken into account. The position that emerge is shown below:—

	Day Shift		Night Shift	
1	2	3	4	5
Number of days a year	—	—	365	365
Deduct	DS	NS		
For Sundays	52	52		
For Saturdays	26			
For closed Holidays	16	16		
For Restricted Holidays	2	2	(-) 96	(-) 70
	96	70	269	295
			<del>X8</del>	<del>X6</del>
Net normal working hours per year			2152	1868 $\frac{3}{4}$
Average normal working hours per month			(÷12)= 179.3	155.7

Since decimals/fractions would be cumbersome for calculations a rounding off would be helpful and hence, it has been decided to standardize the "normal working hours" as follows:—

	Day Shift	Night Shift
Normal working hours per year	2160 Hrs.	1860 Hours
Normal working hours per month	180 Hrs.	155 Hours

The Presses have, therefore adopted this standard uniformly with effect from 1-4-1970 for all purposes, where machine and man-hour and related calculations

regarding absenteeism, stoppages, attendance hours etc. come in (e.g. managerial control Form). This standard will continue so long as the weekly hours for the day and night shifts remain at 44 hours and 38 hours respectively; and the number of closed and restricted holidays continue at 16 & 2 respectively as at present.

This standard has been circulated among all concerned for careful note and guidance up to and including supervisory levels i.e. Section Holders or persons holding equal positions. (C.C. P. & S Memo. No. 2/4/69-N dated 6.1.70)

(4) The normal working hours in the third shift in the Presses situated in New Delhi are:—

- (i) On all the days of the week except Saturday and Sunday 6½ hours inclusive of a recess interval of half an hour;
- (ii) On Saturdays, 8½ hours including recess interval of half an hour.

(5) The Not-industrial staff of the Govt. of India Presses would now work for Five days in a week from Monday to Friday with all Saturdays as closed holidays. To make up for the closed Saturdays, the working hours per days during the five days in the week would be eight and half (8½) hours per day with half an hour lunch break i.e. from 9 AM to 5.30 PM 9-30 AM to 6 PM with lunch break from 1 PM to 1.30 PM /1-30 PM to 2 PM respectively. Industrial staff, their Supervisory officers and even the Non-industrial staff directly connected with the running of the Presses will continue to observe 6 days week as hereto before.

**30.(1) Arrival at work:** (a) On reaching office, clerks shall enter the time of their- Arrival and initials in a register kept for the purpose.

(b) Employees other than clerks or ticket holders shall enter the time of their arrival and initial in a register kept on the timekeeper's table. In Presses where Time Recording machines have been installed, the categories of workers, who are required to punch time of their arrival and departure in the cards maintained for the same, shall do so.

(c) Each ticket holder shall take his ticket from the Board and drop it in a box placed outside the time-keeper's room. The Timekeeper shall remove the box at the opening time and place another box for latecomers. Those arriving after the time fixed for

attendance shall drop their tickets in the "late" box which shall be emptied after a quarter of an hour for ascertaining cases of lateness upto 15 minutes and shall be placed again outside the time-keeper's room for employees who are late from 15 to 30 minutes. The "late" box shall be emptied a second time half an hour after the opening time and shall be placed outside again for employees who are late from 30 to 45 minutes. Any employee taking a wrong ticket off the board or found with his ticket in his possession after the board is checked shall be liable to disciplinary action. Any employee taking more than one ticket shall be liable to removal from service. Where a breach of rules is committed to conceal the fact of absence, disciplinary action may be taken under C.C.S. (CC&A) Rules as well as a deduction made for proved absence under Section 9 of the Payment of Wages Act, 1936. Any ticket holder losing his tickle shall be charged two rupees for a new one. (C.P. & S. No. 2D/59/39-A & F dated 6-12-40)

(d) Late attendance shall be entered in red ink in the attendance register.

(e) No employee shall be allowed to enter the Press more than three quarters of an hour after the opening time fixed without the special permission of the General Manager/Manager/Works Manager or Deputy Manager/Assistant Manager.

(f) An employee neglecting to sign the attendance register or take his ticket off the board or to punch in the cards must make an application to do so on the same day failing which he will be marked absent and no subsequent application will be entertained. (CP & S Memo No. 2D/59/39-A & F dated 6-12-40).

**(2) Late Attendance:** (a) *Definition*—The term "late" means arrival after the opening time. In the case of non clerical staff, arrival within 30 minutes of the opening time will be treated as one "late" arrival more than 30 minutes but not more than 45 minutes after the opening time will be treated as two "lates". Late attendance after meal intervals shall be treated in the same way as late attendance at the opening time.

(b) *Power to excuse "lates"*—

- (i) lates may be excused at the General Manager's/ Manager's/Works Manager's or Deputy Manager's/Assistant Manager's discretion upto a limit of 4 per mensem. In

exercising his discretion, regarding the number of lates to be excused under this sub-paragraph either generally or for the particular employees, the General Manager/Manager/Works Manager or Deputy Manager/Assistant Manager shall have regard to the state of work in the Press and may take into consideration the proximity of the employees' residence to the Press.

- (ii) when lates are due to unavoidable causes of a general and serious character such as a break-down in transport, they may, on application from the persons concerned, be excused at the discretion of the General Manager/Manager/Works Manager or Deputy Manager/Assistant Manager without regard to the limit mentioned in the preceding sub-paragraph.

(c) *Penalties for late attendance*—Unexcused lates may result in entries in the Confidential reports of an employee at the discretion of the General Manager/Manager/Works Manager or Deputy Manager/Assistant Manager and such entries will inter alia be taken into account when considering the question of grant to him of increments, promotions, etc. or of imposing a penalty on him for any breaches of discipline.

One day's casual leave, if admissible, will also be forfeited for every 4 unexcused lates. In the case of salaried industrial hands, where no casual leave is due, a deduction for absence will be made from wages under Section 9 of the payment of Wages Act.

Extent of lateness	Period for which a deduction for absence will be made from wages
(a) late by less than 15 minutes.	No deduction.
(b) late by not less than 15 minutes but less than 30 minutes.	15 minutes.
(c) late by not less than 30 minutes but less than 45 minutes	30 minutes.
(d) late for 45 minutes or more	Actual period of absence.

(d) *Habitual late attendance*— In the case of habitual late attendance, disciplinary action should be taken such as (i) Stoppage of increments, promotions

etc. (ii) reduction in grades and (iii) removal from service in accordance with the procedure laid down in the CCS (CCA) Rules.

**31. Eligibility for Overtime Allowance:** (A) Members of the industrial establishment are eligible for overtime allowance, in accordance with provisions of Factories Act, 1948. In respect of the non-industrial establishment the following staff will observe industrial hours and will be granted overtime allowance at the rates applicable to industrial employees.

- (i) The staff working in the following sections:—
  - (a) Time Keeping Section.
  - (b) Store Branch (Staff employee on stock custody and issue only).
  - (c) Despatch Branch.
  - (d) Press Dispensary.
- (ii) Assistant Inspector (Control).
- (iii) Reception Officers.

B. The following categories of staff, though not entitled to overtime allowance, will also work industrial hours:—

- (1) Deputy Manager.
- (2) Asstt. Manager (Tech.).
- (3) Technical Officer.
- (4) Overseer.
- (5) Inspector (Control).

**32. Classification for Overtime:** The following categories of employees have been declared as persons holding position of supervision and exempted from the operation of Chapter VI of the Factories, Act, 1948:—

- (i) Foreman.
- (ii) Head Mechanic.
- (iii) Supervisor (Mechanical).
- (iv) Head Reader.
- (v) Section Holder.
- (vi) Artist-Retoucher.

**33. Definition of Overtime:** Overtime work means, work in excess of—

- (i) The prescribed working hours in the cases of non-supervisory staff.



- (ii) 9 hours on any day or in excess of 48 hours in any week in case of supervisory staff, *vide para 30* above.

**34. Deduction from Overtime:** Overtime is not worked by an employee unless and until he has actually worked for the hours prescribed as the normal working shift. The time lost by him, if any, in “late attendance”, ‘early’ or ‘short’ leave should therefore be deducted from the hours worked while calculating overtime:

*The Deduction should be calculated as follows:—*

		<i>Period to be deducted from overtime</i>
(i)	(a) late by less than 15 minutes	Nil
	(b) late by not less than 15 minutes but less than 30 minutes	15 minutes
	(c) late by not less than 30 minutes but less than 45 minutes	30 minutes
	(d) late for 45 minutes or more	Actual period of absence
(ii)	Early or short leave	-do-

**35. Payment of Overtime:** Men on a salaried basis received twice the hourly rate for overtime. The hourly rate is calculated on the basis of the monthly rate divided by the number of days in the month divided again by 8.

*Note:* For the purpose of this para “monthly rate” means the monthly pay plus all monthly allowances. (*C.C.P. & S. Memo No. 2/1/68. AI dated 20-4-70*).

**36.** In case of non-Industrial employees payment of overtime allowances if any, shall be guided by the instructions issued from time to time.

**37. Obligations to working overtime:** The working of overtime, when required is obligatory. Men who fail to attend for overtime after having been duly warned will be liable to disciplinary action, except in cases of sickness and emergent private affairs. For overtime allowance to Chowkidars, refer to para 42(6).

## SECTION (6)

### Holidays & Overtime

**38. (1)** The total No., of holidays to be observed in the offices of Central Govt. wherever they are

situated should be 3 national holidays namely Republic Day, Independence Day and Mahatma Gandhi’s birthday and 13 other public holidays. Thus, the total No. of public holidays in anyone year will not exceed 16. As regards the Central Govt. offices, Establishments located at Delhi 13 holidays are determined by the Govt. of India, Deptt. of Personnel & Training. As regards the GIPs, 13 public holidays are determined by Works Committees in respective Presses.

(2) **Restricted Holidays**—In addition to 16 closed holidays each employee is also permitted to avail of any 2 holidays to be chosen out of the list of restricted holidays which will also be declared every year. In Govt. of India offices as well as industrial establishments the list of restricted holidays is announced by the Deptt. of Personnel & Trg. For presses located out of Delhi the list of restricted holidays is determined by the Works Committee of the Presses.

(3) Chowkidars including staff with different, designations but performing duties similar to those of Chowkidars i.e. Safaiwala/Waterman etc. are allowed 6 holidays in a year in addition to the 3 national holidays, where however, the services of an employee are utilised on any of the 6 holidays applied by him, in the interest of service, he should be given compensatory holiday failing which he should be paid OTA. The officials of these categories would have to apply in advance to the competent authority for availing of a particular holiday and the competent authority would permit it. When permission is not granted the official will have the option to choose any other public holiday out of the list of holidays prepared in consultation with the Works committee by that establishment.

(4) There was a system of closing a press 2 hours early to grant 2 hours early leave for local festivals in some of the presses. This matter was considered in the Dte. of Ptg. and instructions have been issued on 3.6.91 that 2 hours early leave can be granted by Heads of Presses Branches in individual cases only. This does not authorise the Heads of Presses Branches to allow closure of the entire press, 2 hours earlier than the schedule time. Since the grant of early leave of the entire press is not permissible and the presses themselves are preparing the list of closed holidays/ restricted holidays to be observed in a year, Heads of

Presses/Branches can include such festivals also in the list of restricted holidays, in consultation with the Works Committee, for which the employees may require 2 hours early off. This will enable the employees to take the restricted holiday and celebrate the festival of their choice.

**(5) Compensation for attendance on closed holidays**—The compensatory leave shall be allowed to industrial employees for attendance on closed holidays. This leave must be asked for and shall be allowed within a period of 3 months of the holiday which the industrial employees attended the press. No special pay of any kind is admissible for attendance on holidays. However, in accordance with the provisions of Factories Act if a worker performs duty for more than 48 hours in any week he shall be eligible for overtime allowance for work exceeding 48 hours a week or 9 hours a day, at the rate of double the ordinary rate of wages.

**(6) Overtime allowance to Chowkidars**—Chowkidar shall be a worker under Section 2(1) of the Factories Act, 1948. The payment of overtime at double the ordinary rate of wages is made in accordance with the provisions of Section 59 of the Factories Act which provides that where a worker works in a factory for more than 9 hours on any day or for more than 48 hours in a week, he shall, in respect of overtime work be entitled to wages at the rate of twice his ordinary rate of wages. If a Chowkidar does not work for more than 9 hours a day, he shall not be entitled for overtime, for that day, and if the Chowkidar does not work for more, than 48 hours in a week, he will not be entitled for overtime. If Chowkidar works for a day which is a rest day for him, he will be paid at single rate, if his working hours do not exceed 40 hours in that week. It means if he has to work on weekly off day and given substituted half day within 3 days of other half day, he will not be paid any overtime allowance at the rate of single rate. Similarly, if he is asked to come on any holiday an is given substituted half day within 3 days before or after that day and his working hours do not exceed 48 hours in a week or 9 hours in a day he will not entitled for payment of overtime wage for coming on holidays. For working on National Holidays selected Chowkidars are generally not given compensatory holidays and are paid at double the rate if their duty hours exceed 48 hours in that week or at single rate if it do not exceed 48 hours.

## SECTION (7)

### Leave entitlement of the Press employees is as under

**39. (1) Non-Industrial Employees.**—They are governed by the Central Civil Services (Leave) Rules, 1972 in all matters pertaining to leave.

**(II) Industrial Employee**—Pre 17-11-61—Industrial employees are entitled to earned leave in accordance with the provisions of Revised Leave Rules, 1933. The Deptt. of Personnel & Training have clarified that such employees will continued to be governed by Revised Leave Rules, 1933 encashment of earned leave accumulated in their leave account under Revised Leave Rules, 1933 can be encashed on their death in service or superannuation/retirement.

**(III) Industrial employees appointed on 17.11.61 or afterward** —

#### 1. Rate of earning Earned Leave.

For 1 to 10 years Continuous service	—	17 days in a calendar year
Over 10 years but not more than 20 years service	—	22 days in a calendar year
More than 20 years service	—	27 days in a calendar year

NOTE:(i) If in any year an employee is not in service for the whole year his entitlement to leave with respect to that year shall be in proportion to the period of his service in that year.

(ii) The leave shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

**Accumulation**—Maximum of 120 days.

**Availment**—Upto 30 days at a time.

**Number of Spells**—Six spells in a calendar year. As regards leave encashment of this category of industrial employees i.e. those who were recruited on 17.11.61 or afterwards they are governed by Section 79 of the Factories Act, 1948.

#### (2) Half Pay Leave

**Rate of earning**—20 days per year on completion of each year's service.

**Mode of crediting**—Will be credited in advance in two instalments of 10 days each on the 1st January and 1st July of every calendar year.

**Accumulation**—Accumulation at the rate of 20 days per year without any limit.

**Commutation**—No ceiling on commutation of half pay leave.

**Restrictions**—There will be no restriction on availment of half pay leave, subject to sanction by the competent authority.

**NOTE:** There is no disparity between industrial employees and non-industrial employees of Govt. Departments (other than Railways) in the matter of half pay leave.

**(3) Extraordinary Leave**—The same as available to non-industrial employees under the provisions of the Central Civil Services (Leave) Rules, 1972. All employees other than permanent employees would be treated as temporary employees.

**(4) Maternity Leave**—The same as available to non-industrial employees under the provisions of the Central Civil Services (Leave) Rules, 1972.

**(5) Casual Leave**—As in the case of non-industrial employees of the Central Government, industrial employees are also entitled to 12 days casual leave in a year.

**(6) Early leave or leave for short periods—Industrial establishment**—This leave may be granted only in special circumstances. It should not ordinarily be allowed on days which are half holidays. Early or short period leave up to one hour on a particular day should not be deducted in the case of the salaried industrial staff and such members of the clerical staff as are entitled to overtime. To avoid hardship in really genuine cases, the Manager may grant early or short period leave up to two hours without deduction from pay. The period of leave in excess of one or two hours as the case may be will be set off against casual leave, if admissible. When no casual leave is admissible, the employee concerned will not be paid for the excess period of the early or short period leave, *i.e.*, one hour or in special cases two hours allowed by the General Manager/Manager/Works Manager, if such leave cannot be adjusted against overtime worked on the same day in the manner indicated in paragraph 38.

Leave during office hours may be granted by the heads of the respective branches or sections. Sanction of the General Manager/Manager, will, however, be required for exemption up to two hours in the case of the salaried industrial staff and such members of the clerical staff as are entitled to overtime. On returning to duty men must report to the time keeper; otherwise, they will be marked absent. Early or short period leave for which payment is not made should not be included for calculating leave salary, dearness, house rent, war and winter allowances, special pay to the staff working in the night shift in the Government of India Press, Shimla and pension.

(7) In regard to special disability Leave & Hospital Leave, or days issued by Govt. from time to time with apply.

## SECTION (8)

**40. Pension, Gratuity and other Retirement Benefits**—Press employees like other Govt. servants are entitled to retirement benefits in the shape of pension, service gratuity and family pension etc. according to the provisions of CCS (Pension Rules), 1972 as amended from time to time. Thus:

A Press employee who has put in five years qualifying service and has become eligible for service gratuity under Rule 49 of the CCS (Pension Rules), 1972, shall at his retirement be granted DCR Gratuity equal to  $\frac{1}{4}$ th of his emoluments for each completed six monthly period of qualifying service subject to a maximum of  $16\frac{1}{2}$  times the emoluments. A period of more than three months shall be treated as six months for calculating these benefits.

If the Press employee dies in the first year of qualifying service, a Death-cum-Retirement Gratuity equal to two times his monthly emoluments at the time of death, shall be paid to his family.

If the Press employee dies after completion of one year of qualifying service, but before completing five years of qualifying service, the amount of Death-cum-Retirement Gratuity shall be equal to six times his monthly emoluments. If a Press employee dies while in service after completing 5 year, qualifying service, the amount of DCRG shall be equal to one-fourth of his emoluments for each completed six monthly period of qualifying service subject to a maximum of  $16\frac{1}{2}$

times the emoluments, provided that the amount of DCRG payable in no case shall exceed Rs. one lakh. There will be no ceiling on reckonable emoluments for calculating the amount of gratuity.

DCRG shall not be admissible in case where the employees concerned resigns his post or is dismissed from service as disciplinary measure.

If an employee, who has become eligible for pension or gratuity, under the Pension Rules, dies after he has retired from service and the sum actually received by him before death, on account of such gratuity, or any portion of the pension commuted to him are less than the amount equal to 12 times his monthly emoluments and additional gratuity, deficiency to that extent, may be granted to his heirs.

A permanent employee may be granted pensions at the rate of 50% of the average emoluments for 10 months subject to a maximum of Rs. 4500/- P.M. In the case of retirement on superannuation, temporary employees with a minimum of 10 years qualifying service are eligible for pensionary benefits.

**41. Family Pension Scheme 1964**—The Family Pension Scheme was introduced w.e.f. 1.1.64. Family Pension is admissible to the family/heirs of a Press employee in the event of his/her death while in service after completion of not less than one year's continuous service or after his/her retirement. This shall be payable to the widow/widower of the deceased press employee/pensioner upto the date of her/his death or remarriage whichever is earlier or minor son until he attains the age of 25 years. In case, heir is an unmarried daughter, the Family Pension shall be paid to her until she attains the age of 30 years or marries whichever is earlier. A son/daughter suffering from any disease or disability of mind or physically crippled or disabled, can get family pension for life. When a press employee dies while in service after rendering not less than 7 years qualifying service, the rate of family pension payable to the family shall be equal to 50% of the pay last drawn by him/her or twice the Family Pension, otherwise admissible whichever is less and is payable from the date following the death of the press employee for a period of 7 years. In the event of death after retirement, the Family Pension at the enhanced rate is payable for a period upto the date on which the deceased press employee would have attained the age

of 65 years, had he survived, or for 7 years whichever is less. But in no case, the amount of Family Pension shall exceed the pension sanctioned to the press employee, at the time of retirement. However, in cases, where the amount of Family Pension as otherwise admissible exceeds the pension sanctioned at the time of retirement, the amount of family pension sanctioned otherwise, shall not be less than that amount. For this purpose, the pension sanctioned at the time of retirement, shall be the pension inclusive of part of the pension which the retired press employees may have commuted before death.

**42. Minimum Relief to families of press employees who die while in service**—In case of a regular employee holding a Gazetted or non-gazetted post in a temporary capacity, dies while in service (whether on duty or while on leave) his family shall be eligible for a relief in the shape of an advance limited to three months' pay (including special pay + personal pay) of the deceased employees or Rs. 1500/- whichever is less, as a minimum measure of relief, subject to the condition that the amount of relief so sanctioned shall not exceed the estimated payments due to the family.

**43. Central Govt. Employees Group Insurance Scheme 1980**—The Scheme has been introduced w.e.f. 1.1.82 for all categories of Govt. Servants including press employees except members of the Armed Forces and Para-military Forces with the twin objective of providing insurance covers to an employee at a low cost on a wholly voluntary and self-financing basis to help his/her family in the event of his/her death, while in service, for giving a lump sum payment to him/her at the time of retirement. The Scheme is compulsory for all Govt. servants who enter Govt. service after the Scheme is notified i.e. all those employees entering Central Govt. service after 1.11.80 are compulsorily covered under the Scheme from the date, it came into force i.e. 1.1.82. Thus, employees who were already in Central Govt. service on that date and who were covered by the Central Govt. Employees Group Insurance Scheme 1977 had option to opt out of the Scheme. The option was exercised late upto 31.12.80. Those who did not opt out of the Scheme by that date are deemed to have become members of the CGEGI Scheme 1980 from the date, the Scheme came into force.

**44. Subscription in the CGEG Insurance Scheme**—The subscription for the Scheme was in the units of Rs. 10/- P.M. A Group 'D' employee was to subscribe for one unit, a Group 'C' employee for 2 units, Group 'B' employee for 4 units and Group 'A' employee for 8 units. Thus, the rate of subscription for employees from Group 'D' to Group 'A' was Rs. 10/- to Rs. 80/- P.M. This rate has since been increased w.e.f.1-1-90 to Rs. 15/- P.M. per unit. Now, the rate for Group 'D', 'C', 'B' and 'A' employees is

Rs. 15/-, Rs. 30/-, Rs. 60/- and Rs. 120/- P.M. respectively. The Insurance Scheme cover has also been revised as under:—

Group 'D'	=	Rs. 15,000/-
Group 'C'	=	Rs. 30,000/-
Group 'B'	=	Rs. 60,000/-
Group 'A'	=	Rs. 1,20,000/-

**Central Government Employees' Group Insurance Scheme**—Rate of monthly subscription and amount of Insurance cover—

Group to which the employee belongs	For the members who do not opt out of the scheme with enhanced subscription unit of Rs. 15 p.m.		For those who opt out of the scheme with enhanced units of subscription		
	Rate of subscription		Amount of Insurance cover	Rate of subscription	Amount of Insurance cover
	Before enrolment as a member	After enrolment as a member			
'A'	Rs. 40	Rs. 120	1,20,000	80	80,000
'B'	20	60	60,000	40	40,000
'C'	10	30	30,000	20	20,000
'D'	5	15	15,000	10	10,000

## SECTION (9)

### Works Committee

**45. Works Committee**—(1) A Works Committee shall be constituted in each of the Government of India Presses in pursuance of order No. L.R.59(3), dated the 7th May, 1948, from the Government of India, Ministry of Labour. The objects of the Works Committee shall generally be those specified in section 3(2) of the Industrial Disputes Act, 1947 and in particular:—

- (i) to provide machinery for friendly discussion and joint consultation between the administration of the Press and the elected representatives of workmen employed for the achievement of maximum co-operation between the employer and the employees and to find out ways and means to increase the standard of efficiency of the press and improvement of working conditions,

- (ii) to provide machinery for the consideration of general grievances and individual grievances regarding working conditions,
- (iii) to provide means for exchange of thoughts and experience of the workmen of the various sections.

(2) *Number of Members and electoral constituencies*—The number of members constituting the works committee shall be fixed so as to afford representation to the various categories, groups and classes of workmen, and to the sections of the press. The number of members of the Works Committee and the electoral constituencies shall be determined and approved by the Director of Printing who will also be competent to make, from time to time, subject to the provisions of the Industrial Disputes Act and the Industrial Disputes (Central) Rules, 1957, variations in the number of representatives or in the composition of constituencies to suit the exigencies of circumstances for reasons to be recorded in writing.

Provided that the number of members shall not exceed 20. Provided also that the number of representatives of the workmen shall not be less than the number of representatives of the press management.

(3) *Representatives of the press management*—Subject to the provisions of these rules the representatives of the press management shall be nominated by the Head of the Press and shall as far as possible, be officials in direct touch with or associated with the working of the press.

(4) *Consultation with Trade Unions*—(i) Where any workmen of a press are members of a registered trade union, the Head of the Press shall ask the union to inform him in writing.

- (a) How many of the workmen are members of the union; and
- (b) How their membership is distributed among the sections of the press.

(ii) Where the head of the Press has reason to believe that the information furnished to him under Sub-Rule (i) above by any trade union is incorrect, he may, after informing the union, refer the matter to the Conciliation Officer (Central) concerned for his decision, and the Conciliation Officer, after hearing the parties, shall decide the matter and his decision shall be final.

(5) *Groups of Workmen's representatives*— On receipt of the information called for under rule (4) the Head of the Press shall provide for the election of Workmen's representatives on the Committee in two groups:—

- (i) those to be elected by the workmen of the Press who are members of the registered trade union or unions, and
- (ii) Those to be elected by the workmen of the press who are not members of the registered trade union or unions,

bearing the same proportion to each other as the union members in the press bear to the non-members.

Provided that where more than half the workmen are members of the union or anyone of the unions no such division shall be made. Provided further that where a registered trade union neglects or fails to furnish the information called for under sub-rule (i)

of rule (4) within one month of the date of the notice requiring it to furnish such information, such union shall for the purpose of this rule be treated as if it did not exist.

Provided further that when any reference has been made by the Head of the Press under sub-rule (ii) of rule (4), the election shall be held on receipt of the decision of the Conciliation Officer.

(6) *Eligibility for election as representatives*—Any workman employee in the Press who is not less than 19 year of age and has been in continuous employment in the Press concerned for not less than one year may, if nominated, as provided in these rules, be a candidate for election as a representative of the workmen on the Committee.

Provided that the service qualification shall not apply to the first election in a press which has been in existence for less than a year.

(7) *Qualification for voters*—All workmen other than casual employees who are not less than 18 years of age and who have put in not less than 6 months service in the Press shall be entitled to vote in the election of the representative of workmen.

(8) *Procedure for election*—(i) When an election of representatives of workers becomes due, the Head of the Press shall fix a date as the closing date for receiving nominations from candidates for election as workmen's representatives. He shall also fix the timings during which the nomination papers shall be filed.

(ii) For holding the election, the Head of the Press shall also fix a date which shall not be earlier than 3 days or later than 10 days after the closing date for receiving nominations.

(iii) The dates so fixed shall be notified at least 7 days in advance to the workmen and the registered trade union or unions concerned; such notice shall be affixed on the notice board or given adequate publicity amongst the workmen. The notice shall specify the number of seats allotted to the various branches or sections and the number to be elected by the employees, who are members of the union or unions mentioned above and by the workers who are not members of such union or unions.

(iv) A copy of such notice shall be sent to the registered trade unions concerned.

(v) The Head of the Press shall also prepare a list of employees in each constituency who are eligible to vote in the election.

(9) *Nomination of candidates for election*—(i) A worker having the requisite qualification to stand for election and desiring to be elected, will have to be duly nominated by a voter in the same constituency on the nomination which shall be supplied by the Head of the Press. A voter will, however, not be nominated for election by more than one person in his constituency.

(ii) Each nomination paper shall be signed by the candidate to whom it relates and attested by at least two other voters belonging to the constituency and shall be delivered to the Head of the Press by the closing date for the filing of nomination papers.

(10) *Scrutiny of Nomination Papers*—(i) On the first working day following the last day fixed for filing nomination papers, the nomination papers shall be scrutinized by the Head of the Press or by an officer nominated by him, in the presence of the candidates and the attesting persons and those which are not valid shall be rejected.

(ii) For the purpose of sub-rule (i) a nomination paper shall be held not valid if (a) the candidate nominated is ineligible for membership under rule (7) or (b) the requirements of rule (9) have not been complied with.

Provided that where a candidate or an attesting person is unable to be present at the time of scrutiny, he may send a duly authorised nominee for the purpose.

(iii) On the next working day following the day fixed for the scrutiny of nomination papers, a candidate may, by giving in writing to the Head of the Office or the Officer empowered by him in this behalf, withdraw his nomination paper.

(11) *Voting in election*—(i) If the number of candidates who have been validly nominated is equal to the number of seats, the candidate shall be forthwith declared duly elected.

(ii) If in any constituency the number of candidates is more than the number of seats allotted to it, voting

shall take place on the day fixed for election of members from that constituency.

(iii) The voting shall be conducted by the Head of the Press or any officer or officers empowered in this behalf by him and if any of the candidates belong to a union, such of them as the union may nominate shall be associated with the election.

(iv) The voting shall be by secret ballot. The electors will be required to deposit the ballot paper in a sealed box to be kept in a place screened from view.

(v) Every workman entitled to vote from an electoral constituency shall have as many votes as there are seats to be filled in the constituency.

Provided that each voter shall be entitled to cast only one vote in favour of anyone candidate.

(12) *Arrangement for election*—The Head of the Press or any officer not below the rank of an Assistant Manager appointed by the Manager for the purpose, shall be responsible for all arrangements in connection with the election. After the votes have been cast, the ballot papers will be counted by the officer incharge of the election before the candidates or their agents not exceeding one for each candidate, duly nominated, and the candidates who secure the highest number of votes correctly cast in the respective constituencies shall be declared duly elected. In the event of more than one person securing equal number of votes, a fresh election shall be held to determine the result of the particular seat.

(13) *Officers of the Committee*—(i) The newly elected members and the members nominated by the press authorities will meet together in a preliminary meeting, which will be held within a fortnight of the declaration of the result of election, to elect office-bearers of the Committee. This meeting will be presided over by the Head of the Press.

(ii) The Committee shall have among its office bearers a Chairman, a Vice-Chairman, a Secretary and a Joint Secretary. The Chairman and Vice-Chairman shall hold office for a term of two years. The Secretary and the Joint Secretary shall be elected, every year.

(iii) The Committee shall elect the Chairman and the Vice-Chairman provided that where the Chairman is elected from amongst the representatives of the

press management, the Vice-Chairman shall be elected from amongst the representatives of workmen and vice-versa.

Provided further that the post of the Chairman or the Vice-Chairman as the case may be, shall not be held by a representative of the press management or the workmen, for two consecutive terms.

(iv) The Committee shall elect the Secretary and the Joint Secretary provided that where the Secretary is elected from amongst the representatives of the press management, the Joint Secretary shall be elected from amongst the representatives of the workmen and vice-versa.

Provided further that the post of the Secretary or the Joint-Secretary as the case may be, shall not be held by a representative of the press management if the workmen, for two consecutive terms.

(14) *Term of Office*—(i) The term of office of a workmen's representative on the committee other than a member chosen to fill a casual vacancy shall be two years.

(ii) A member chosen to fill a casual vacancy shall hold office for the unexpired term of his predecessor.

(iii) A member who without obtaining leave from the Committee, fails to attend 3 consecutive meetings of the Committee, shall forfeit his membership.

(15) *Vacancies*—(i) In the event of workmen's representative ceasing to be a member under sub-rule (iii) of rule (14) or ceasing to be employed in the press or in the event of his resignation, death or otherwise, his successor shall be elected from the constituency to which the member vacating the seat belonged.

(ii) Immediately on the occurrence of a vacancy in the manner stated in sub-rule (i) above, the Head of the Press shall notify the constituency concerned to this effect and fix a date for the bye-elections. The bye-election will be held in accordance with rules (8) to (12).

(16) *Power to Co-opt*—The Committee shall have the right to co-opt in a consultative capacity persons employed in the press having a particular or special knowledge of a matter under discussion. Such co-opted member shall not be entitled to vote and shall

present at meetings only for the period during which the particular question is before the committee.

(17) *Labour Officer*—The Labour Officer shall be *ex-officio* member of the Committee and shall be entitled to attend all meetings and participate in an advisory capacity in all discussions, but will not have right to vote.

(18) *Meetings*—(i) The Committee may meet as often as necessary but not less often than once in three months (a quarter).

(ii) The Committee meeting shall be held during working hours and treated as working time upto a limit of (i) four hours on any day and (ii) 2 hours on following day, in case all the items on the agenda could not be discussed on the previous day of the meeting, during a quarter.

(iii) The Committee at its first meeting shall adopt rules to conduct its business.

(19) *Facilities for meeting, etc.*—The Head of the press shall provide accommodation for holding meetings of the Committee. He shall also provide all necessary facilities to the Committee and to the members thereof for carrying out the work of the committee. Neither the Committee nor any member office-bearer thereof shall, however, in that capacity have the right to persue official files or documents.

(20) *Dissolution of Works Committee*—The committee shall be liable to be dissolved in accordance with rules 57 of the Industrial Disputes Central Rules, 1957.

#### **46. Standing Orders for the Conduct of Business of Works Committee —**

(1) The ordinary meetings of the Works Committee will be notified by the Secretary or in his absence by the Joint Secretary under instructions from the Chairman, or in his absence from the Vice-Chairman. The notice for such meetings shall be issued so as to reach the members at least 15 days before the meeting. The notices will be delivered at the official addresses of the representatives and if any representative is not present on duty on the date the notice is issued, it will be given to him on the date he is next present on duty. The agenda for the meeting shall be given at least 7 days in advance.



(2) A special meeting may be called by the Chairman either on his own initiative or on a request from 1/3rd members of the house, if he is satisfied that a necessity exists for it. The notice for a special meeting shall be issued at least 3 days before the date of the meeting. In a special meeting, only the subject for which the meeting has been called shall be discussed.

(3) An agenda will be prepared for each ordinary meeting based on the intimations received from the members of the questions they intend to discuss. Such intimations should be furnished to the Secretary or in his absence to the Joint Secretary at least 7 days before the date of holding the meeting. Intimations after the due date may be considered by Chairman only if sufficient cause is shown for the delay. In the case of a special meeting, no agenda need be prepared but the purpose for which the meeting is to be held should be stated in the notice. A member may raise in a meeting a subject not mentioned in the agenda, if the Chairman or Vice-Chairman who presides over the meeting so permits.

(4) The meetings will be presided over by the Chairman and in his absence by the Vice-Chairman.

(5) The proceedings of the meetings will be recorded by either the Secretary or the Joint Secretary as directed by the Chairman of the meeting. These proceedings will be read and confirmed in the next meeting.

(6) Each Committee shall draw up its own procedure for the conduct of the meetings and! establish its own convention in regard to details not provided for herein.

(7) A subject once discussed and decided upon in a meeting should not be brought in again, unless specifically permitted by the Chairman (or in his absence by the Vice-Chairman) within a period of six months.

(8) Proceedings of each meeting shall be forwarded to the Director of Printing, by the Chairman or the Vice-Chairman who presides over the meetings.

(9) The Chairman, or in his absence the Vice-Chairman while presiding over any meeting shall be competent to give a ruling on any point raised or any controversial point, requiring such a ruling, and that

ruling will not be liable to any revision except at his own discretion unless or otherwise challenged and not upheld by a majority of votes.

(10) The Chairman or the Vice-Chairman, as the case may be, presiding over a meeting, shall have power to adjourn a meeting at his discretion if, in his judgement, the consideration of a subject appears to call for a prolonged discussion and/or the subject is such as would require further study or collection of any information or, in the case of a controversial subject, there is a reasonable prospect of an amicable settlement by an off the record discussion. The President of the meeting shall declare when and where the adjourned meeting will be held. If, however, a meeting is adjourned *sine die* the Chairman: shall cause a notice to be issued for holding of the adjourned meeting at least 3 days before the meeting is held. The adjourned meeting will be presided over by the Chairman or the Vice-Chairman as the case may be, in accordance with sub-para (4) above.

(11) A conclusion in regard to a subject discussed in a meeting will be reached unanimously or by a majority of votes of the members present in that meeting. Where an equal number of votes have been cast, the Chairman or the Vice-Chairman presiding over the meeting shall exercise his casting vote to arrive at a conclusion. The Chairman or the Vice-Chairman, presiding over a meeting, shall not be entitled to exercise any other vote except a casting vote.

(12) If any subject is included in the agenda which, in the opinion of the Chairman or the Vice-Chairman presiding over the meeting, is not within the competence of the Committee to discuss or is premature, that subject may be deleted from the agenda on a ruling of the person presiding over the meeting, who shall give reasons therefor.

(13) No meeting shall be held unless there is a quorum, the presence of 1/3 from each group with an over-all majority of 50 per cent of the members of the Committee shall be necessary to form a quorum.

**47. Production Committee**—(1) Production Committees have been set up in the Government of India Presses in pursuance of letter No. LR-86(10) dated 14th November, 1949 from the Government of

India Ministry of Labour and the model constitution circulated therewith adopted *mutatis mutandis*.

(2) The objects of the Production Committee are to establish for the Government of India Presses a consultative and Advisory Committee for the regular exchange of views between the management and the workers on matter relating to the improvement of production, to increase efficiency for this purpose, and to make recommendation thereon.

**48. Canteen**—The Managers of Government of India Presses, where more than two hundred and fifty workers are ordinarily employed, shall run a Canteen for the use of workers according to the standard prescribed by respective State Governments under Section 46 of the Factories Act, 1948.

*Management*—The Manager or the General Manager, as the case may be, shall be the final authority in respect of Canteen affairs. He shall appoint a Managing Committee which shall function as an advisory body with regard to:—

- (a) The quality and quantity of foodstuffs and snacks to be served in the Canteen,
- (b) the selection of menu and time of meals,
- (c) the fixing of prices of foodstuffs, beverages and other items prepared in the Canteen,
- (d) the running of the Canteen in a most efficient and economical way,
- (e) the employment of staff and their conditions of services.

*Managing Committee*—The Managing Committee shall consist of 3 representatives of the workers, two to be elected by the industrial staff and one by clerical staff. A gazetted officer preferably the Labour Officer will be nominated by the Manager on the Committee to assist him in the day to day Working of the Canteen. The Manager himself will be *ex-officio* Chairman of the Managing Committee. The Labour Officer of the Press shall conduct and supervise the election to the Canteen Managing Committee as a nominee of the Manager/General Manager.

*Life of the Committee*—The Managing Committee shall remain in Office for two years. If any vacancy occurs during this period, it will be filled by a bye-

election for the rest of the term. The Committee shall be dissolved two years after the last election, no account being taken of a bye-election. The previous Managing Committee will however, continue to hold office till such time as the new Committee takes charge.

The Canteen employees of statutory canteen have been declared as Govt. servants w.e.f. 29.18.85. Canteen Employees of non-statutory canteen of Govt. of India Forms Store, Calcutta have been declared as Govt. servants w.e.f. 1.10.91.

**49. Welfare Clubs**—Welfare Clubs have been, established in the Government of India Presses as a part of Welfare work for the benefit of employees' under the auspices of Central Government. The Clubs provide following amenities to the employees:—

- (i) Indoor and Outdoor games.
- (ii) Library and reading rooms.
- (iii) Music and Dramas.
- (iv) Literary film shows etc.

*Management*—The affairs of the Clubs are managed by Managing Committees consisting of elected representatives of staff with the Manager, Dy. Manager/Asstt. Manager and Labour Officer of the Press concerned as its *ex-officio* President. Where Labour Officer is not the e.g. *ex-officio* President, he will be a special member.

*Finance*—The Clubs are financed mainly by the Government grants-in-aid sanctioned annually and partly by the subscriptions from the employees. The, welfare funds are administered in accordance with the, directions of the Managing Committee but the Manager will himself or through his representatives keep a watch so that the finances which are partly contributed by Government are properly used.

## SECTION 10

**50. Senior Labour Officers and Labour Officers in the Presses**—Section 49 of the Factories Act provides that in every factory wherein five hundred or more workers are ordinarily employed the occupier shall employ in the factory such number of Welfare Officers as may be prescribed.

Welfare Officers with the designation as Senior Labour Officer and Labour Officer are posted in the following Presses:

Sl. No.	Name of the Press	Sanctioned strength of Sr.Labour Officer/Labour Officer	
		Labour Officer	Senior Labour Officer
1	2	3	4
1.	G.I.P. Nilokheri	1	-
2.	G .I.P. Faridabad	1	-
3.	G.I.P. Aligarh	1	-
4.	G.I.P. Shimla	1	-
5.	G.I.P. Nashik	1	-
6.	G.I.P. Santragachi	1	1
7.	G.I.P. Minto Road	1	1
8.	G.I.P. Ring Road	1	-
9.	G.I.P. Coimbatore	1	-
10.	G.I.P. Temple Street, Calcutta	1	-

2. The Dy. Labour Welfare Commissioner (Rs. 3000-4500) revised scale Rs. 10,000-15,200 and the Asstt. Labour Welfare Commissioner (Rs. 2200-4000) revised scale of (Rs. 8000-13000) belong to the cadre of the Ministry of Labour.

### SECTION (11)

#### 51. Categories of posts eligible for supply or soap, towels and Rubber Nail Brush

##### (A) SOAP (One Cake per month)

S.No.	Category of workers
1.	Compositors
2.	Distributors
3.	Lino Operators
4.	Barman
5.	Metal Melters
6.	Mono Head Mechanics
7.	Mono Mechanics
8.	Mono Assistant Mechanics
9.	Lino Mechanics
10.	Lino Head Mechanics
11.	Lino Assistant Mechanics
12.	Machineman/Machine Assistants (Offset and Letter Press)

S.No.	Category of workers
13.	Proof Pressman (all)
14.	Labourers attached to composing/monocasting machines & standing forms sections
15.	Head Mechanics/Mechanics/Assistant Mechanics
16.	Cameraman
17.	Helio Operators/Assistant Helio Operators
18.	Attendants engaged in assisting the operators
19.	Artist Retoucher/Assistant Artist Retoucher
20.	Photostat Operators
21.	Dark Room Assistant
22.	Photosetter Operators
23.	Etcher
24.	Mounters and Finishers
25.	Moulders and Finishers
26.	Electrician
27.	Electrical Khalasi
28.	Welders
29.	Senior Artist/Junior Artist
30.	Assistant Layout Artist
31.	Gestetner Machine Operator
32.	Black Smith
33.	Stereo Typer
34.	Mechanical Supervisors
35.	Section Holders
36.	Overseer
37.	Trimmers (Photo Division)
38.	Technical Officer
39.	Safaiwala
40.	Farashes

**One cake per quarter**

1. Binders
2. Bindery Assistant
3. Labourer (not included above)
4. Mono Operators
5. Carpenters
6. Lorry Drivers (who have been declared Industrial workers)

NOTE: Apprentices will be supplied with soap on the same scale as is applicable to the category of persons of the trade in which they are employed.

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S.No.	Category of workers
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7. Roller Moulders
8. Trimmers
9. Foreman
10. Correction Checkers
11. Addressograph Operators
12. Press Manager
13. Persons engaged in work in Bindery
14. Gold Finisher
15. Technical Assistants

**(B) TOWELS -2 Towels per head per year.**

1. Machine Supervisors .
  2. Overseers (Case Room, Machine Room and Stereo)
  3. Section Holder (Case Room, Machine Room and Stereo)
  4. Foreman (Case Room, Machine Room and Stereo)
  5. Compositors
  6. Head Mechanics (all)
  7. Mechanics (all)
  8. Assistant Mechanics (all)
  9. Lino Operators
  10. Lino Caster Operators/Attendants
  11. Machineman (all)
  12. Proof Pressman (all)
  13. Stereo Typer
  14. Metal Melters
  15. Attendants
  16. Labourers (attached to Composing, Mono Casting Machines, Standing Forms Section & Mechanical Branch)
  17. Barman
  18. Mounters & Finishers
  19. Moulders & Finishers
  20. Gold Finishers
  21. Cameraman
  22. Artist Retoucher/Assistant Artist Retoucher
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S.No. Category of workers

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23. Helio Operators
24. Photostat and Microstat Operators
25. Dark Room Assistant
26. Mechanics
27. Layout Artist/Assistant Layout Artist
28. Photosetter Operators
29. Senior Artist/Junior Artist
30. Graining Operators
31. Technical Assistant (Vartype)
32. Attendant
33. Etchers
34. Technical Officer
35. Safaiwala
36. Farashes

**(C) RUBBER NAIL BRUSHES — One Rubber Nail Brush in 3 years.**

1. Senior Artist/Junior Artist, Artist Retoucher/Asstt. Artist Retoucher
  2. Helio Operators
  3. Photostat Operators
  4. Dark Room Assistant
  5. Mechanics
  6. Layout Artist/Assistant Layout Artist
  7. Photosetter Operators
  8. Machine Operators, Assistant Machine Operators, Feeders & Labourers
  9. Graining Operators
  10. Technical Assistant (Vartype)
  11. Attendants
  12. Etcher
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**SECTION (12)**

**52. Supply of uniforms etc.**—The uniforms to press employees are supplied in accordance with the orders issued by from the Deptt. of Personnel & Training from time to time. The detailed instructions for supply of uniforms to Group 'C' and 'D' employees of the Central Govt. are contained in the Handbook for Uniforms.

Certain categories of press employees are also issued protective clothing. The details thereof are given below:—

S.No.	Category of workers	Protective clothing	Scale	Authority
1.	Trimmer (Photographic Section)	Long coat	1 Coat per year	Min. of W & H No. 65/16/67-PI dt. 5-7-91.
2.	Machineman	Boiler Suit	2 Suits per year	-do-
3.	Compositors	Aprons	2 Aprons per year	D.O.P. No. D-22019/ 29/70, AII dt. 15.7.72
4.	Binders	-do-	-do-	-do-
5.	Gold Finishers	-do-	-do-	-do-
6.	Metal	Melters	-do-	Dte. of Ptg. No. D-22019/ 28/70-All dt. 4.4.75
7.	Mono Caster Operators	Boiler Suit	2 Suits per year	Dte. of Ptg. Memo. No. 30/4/78-AIII dt. 24.11.78
8.	Lino Operators	Long Coats	2 Coats per year	
9.	Nightwatchman/ Chowkidars	Umbrella	1 in two years	

**APPRENTICES**

Apprentices receiving training in the GIPs to be treated at par with other workers of the Press and are to be provided with protective clothing etc. as admissible to other workers of the Presses.

(Dte. of Ptg. No. 57/4/77-AII/AIII dt. 24.11.78)

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## CHAPTER V

### MISCELLANEOUS ADMINISTRATIVE INSTRUCTIONS

**53. (1) Discipline (Suspension, Penalties and Rights of Appeal)**—In regard to these matters, the Press employees are governed by Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification Control and Appeal) Rules, 1965.

(2) **Disbursement of Pay**—Each Industrial Employee will receive a pay slip before payment to enable him to see that total amount earned, nature and extent of the deductions made, and net amount to which he is entitled. This slip must be brought before the cashier when the employee goes to receive his wages.

(3) **Disbursement of Pay of absentees and deceased employees**—The Pay of an absentee should be drawn by a man on the permanent establishment, with not less than ten years' service, but only on the production of a receipt, stamped if necessary, from the absentee in Form prescribed for the purpose. As regards pay and other dues or allowances claimed on behalf of a deceased officer, the procedure laid down in the Treasury Rules, should be followed.

(4) **Secrecy**—Secrecy to be observed regarding work. Rule 16 of the Central Civil Services (Conduct) Rules, 1964 prohibits the Govt. Servant from communication without authority to anyone, including a fellow Govt. Servant, any information acquired by him in the course of his official duties. Such wrongful communicating of information, as well as, retention or removal of any document containing such information is punishable under Official Secrets Act.

(5) **Obedience to orders**—Workers having a grievance should first carry out orders of their superiors and afterwards may represent their case, if they think that the orders are unreasonable.

(6) **Conduct**—Employees should observe

proper conduct and do nothing unbecoming of a Govt. Servant. They should not cause any disturbances. Smoking in the work rooms is strictly prohibited. Any man not being booked, found in the premises of the press after working hours is liable to be searched and dealt with.

(7) **Pass Out**—No man having once left the Press premises for the day is allowed to return, unless he has a pass from the competent authority which the watch and ward staff shall demand and hand over to the Time Keeper, the following morning. No worker is allowed to leave the Press premises during the working hours without a Pass Out signed by the competent authority. It has been decided that no pass out or Casual Leave be given to any worker to participate in Dharna/or demonstration.

(8) **Service Books**—The service books of all the staff working in the Press are required to be maintained as prescribed in the orders issued by the Government from time to time.

(9) **Confidential Reports**—Confidential Reports (CRs) for the press employees are now to be written financial year-wise. The writing of the CRs for Group D employees have been dispensed with. The Head of the Press should ensure that annual CRs are written for all the employees under him by 15th May each year. The Head of the Press should also ensure that CRs of Press employees, which are required to be maintained in the Directorate of Printing are sent to the concerned officers of the Dte. of Printing by the 31st May each year, at the latest. When the reporting officer retires or otherwise demits office, he may be allowed to write the report of subordinate within a period of one month of his retirement or demition of office. The CRs should be written in the form prescribed by the Dte. of Printing from time to time, for different categories



of officers and workers. The Head of every Press/ Branch should consider it his personal responsibility to ensure that CRs are properly maintained in respect of all persons working under his administrative control. The confidential reports of Group 'A' and Group 'B' officers and Accountants shall be maintained in Directorate of Printing.

(i) *Contents of CRs*—The CRs should be written very carefully, so that correct assessment is made of the persons reported upon, in regard to his capabilities and deficiencies. The CR should be recorded by the immediate superior of the person reported upon, unless otherwise specified by the Director of Printing and submitted by the Reporting Officer to the officer, who is his own superior, who will review the CR. The Reviewing Officer should exercise positive and independent judgement on the remarks of the Reporting Officer under the various headings, given in the form of CR, as well as, on the general assessment, and express his agreement or disagreement with those remarks. This is particularly necessary in regard to any adverse remarks. And in such cases only the remarks of the higher officer shall be taken as the correct assessment. However, situations where the Reviewing Officer expresses agreement with the remarks given by the Reporting Officer but at the same time gives different remarks should be avoided. If the Reviewing Officer desires to give different remarks, he should say specifically that he disagrees with the Reporting Officer in regard to those remarks.

(ii) *Communication of Adverse Remarks*—All adverse remarks in the CRs should be communicated to the person reported upon along with a mention of good points in that relevant item of CR. Within a period of one month of the CR having been reviewed by the Reviewing Officer. The communication of adverse remarks in writing, should be sent to the employee reported upon in regard to adverse remarks and record to that effect should be kept.

(iii) *Dealing with the Representations against Adverse Remarks*—All the representations against adverse remarks should be examined by an authority immediately superior to the Reviewing Officers. The superior authority shall be regarded as the competent authority to decide the representations. If the superior authority after due consideration of the representation and comments of the Reporting Officer/Reviewing Officer, as the case may be, comes to the conclusion that the remarks are justified and the representation was frivolous, a note will be made in the CR that his representation against adverse remarks has been rejected. If the competent superior authority feels that the adverse remarks require turning down, he should make necessary entry separately with proper attestation at the appropriate place of the Report. In the event the Competent Authority thinks that the adverse remarks were entirely unjustified and deserve to be expunged, he should cover the adverse remarks by pasting it over, otherwise make an entry with his signature and date that he had done so. An adverse remark should not be deemed as operative, if any representation filed within the prescribed time limit is pending consideration of the Superior Authority. If no representation is made within the prescribed time or the representation has been finally disposed off, there is no bar to take note of the adverse remarks.

(iv) *CRs of Retired and Deceased Officer at their Disposal*—The CRs or copies thereof should not be given to a retired officer or a person, who has relinquished Govt. Service. But if request is received, there is no objection to giving him a copy of the testimonial based on his work and conduct. The CR of the deceased officer may be destroyed after a period of 2 years after his death that of a retired Govt. Servant after 5 years of his retirement.

(10) **Transfer of Services to other offices**—The transfer of a Government servant from one Government office or Department to another is

regulated by the Government instructions issued from time to time.

Transfer of a press employee from one Government of India Press to another Government of India Press is regulated by Orders issued by the Directorate of Printing from time to time.

(11) **Transfers from one branch to another**—Men may be transferred from one branch to another whenever necessary at the discretion of the Manager.

(12) **Canvassing of non-official or other outside influence**—No employee of the Government of India Presses shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service under the Government *vide* rule 20 of the C.C.S. (Conduct) Rules, 1964. Such a practice usually entails the disclosure to non-official persons of information which has been obtained from official source or has come into the possession of the employee in the course of his official duties. Such a disclosure is a breach of rule 11 of the Conduct Rules and will be severely dealt with. The proper course in the case of a legitimate grievance is to proceed through the Works Committee or to submit an appeal or petition to the proper authorities. The employees, however, should be made to feel that the authorities are prepared to do what is legitimate and reasonable in solving their difficulties and redressing their grievances.

(13) **Memorials**—Copies of memorials addressed to the President of India, the Minister in charge of the administrative Ministry concerned with the Government of India Presses or the Secretary to the Government of India in the Ministry concerned are to be submitted through the official superior of the memorialist and are not to be forwarded direct.

(14) **Anonymous representations**—No action will be taken on the allegations made in anonymous and pseudonymous representations.

(15) **Scrutiny of petitions or memorials**—As the responsibility for seeing that a petition or memorial has been properly worded and addressed and states the facts correctly rests with the head

of the office forwarding it, each petition or memorial should be subjected to a careful scrutiny before it is forwarded to the Director by the Managers. Whenever possible the inaccuracy should be rectified by the petitioner in the petition, otherwise suitable remarks should be made on the point in the forwarding communication.

(16) **Submission of advance copies of petitions**—No advance copies of petitions etc. should be submitted direct to the Dte. of Ptg. or any other higher authority by the employees of the Government of India Presses.

Whenever, in any matter connected with his service rights or conditions, an employee of the Press wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the case. Representations to still higher authorities (*e.g.*, those addressed to the President, the Government or the Ministers) must not be made unless all means of securing attention or redress from lower authorities have been exhausted. Even in such cases, the representation must be submitted through the proper channel (*i.e.*, the Head of Office etc. concerned). There will be no objection at that stage, but only at that stage, to an advance copy of the representation being sent direct.

Some Government servants are in the habit of sending copies of their representations also to outside authorities, *e.g.*, authorities who are not directly concerned with the considerations thereof (*e.g.*, other Hon'ble Minister, Secretary, Members of Parliament etc.). This is a most objectionable practice, contrary to official propriety and subversive of good discipline and all Government servants are expected scrupulously to eschew it. Disciplinary action can be taken against the individual concerned for any infringement of the above instructions.

**54. (1) Instructions for handing classified documents in the Government of India**

**Presses**—Security grading are of the following four types:—

- (a) Top Secret.
- (b) Secret.
- (c) Confidential.
- (d) *Personal*—Not for Publication. A document bearing any of these security classifications is known as a classified document.

(2) 'Top Secret' grading is reserved for papers containing information of such a vital nature that, for reasons of national security, it must not be disclosed to anyone for whom it is not essential to have knowledge of it for the proper performance of his duty. The distribution of papers having 'Top Secret' classification must be limited to the minimum number of persons concerned, and in such cases it will be safer to err on the side of security.

(3) *Secret*.—This marking is reserved for papers containing information the unauthorised disclosure of which would endanger national security, cause serious injury to the interests of prestige of the nation or serious embarrassment to Government or would be of great advantage to a foreign nation. This classification should be used for highly important matters and is the I highest classification ordinarily used.

(4) *Confidential*.—This marking is reserved for papers containing information the unauthorised disclosure of which while NOT endangering national security would be prejudicial to the interests of the nation, any government activity or individual or would cause administrative embarrassment or difficulty or be of an advantage to a foreign nation. Most matters will, on proper analysis, be classified no higher than 'Confidential'.

(5) *Personal*.—*Not for Publication*.—This marking is reserved for communications to the members of the public when it is desired to make it clear that these communications or the information contained therein should not be published.

(6) *Marking of Classified Documents*.—(i) *Bound Books*.—Books which are permanently and securely bound should have the security classification printed or stamped, but not typed, on the front and back covers, the title page as well as

on all pages and on any insertions such as maps or illustrations of a classified nature.

(ii) *Documents in files*.—All classified documents in a file, and all forms of signals are to be marked with the security classification on every page.

(iii) Classified negatives or drawings are to be marked in such a manner that the markings will be reproduced in all copies made therefrom.

(iv) All papers marked 'Top Secret' will also bear the indication 'N.G.O.', *i.e.* 'not to go into office'.

(7) *Treatment of Confidential Papers*.—A confidential paper is intended for the perusal of a limited number of persons who have direct concern with the subject matter contained in that paper. A paper marked 'Confidential' should be addressed to an officer by name and should be opened by the addressee or in his absence by an officer performing his duties. A confidential paper may be sent for issue to the ordinary despatch section provided that it is first placed in a scaled cover by the Section from which it emanates.

(8) *Treatment of Secret Papers*.—A paper marked 'Secret' is intended for the perusal only of the officer to whom it is addressed and of a very limited number of persons whose duty it is to deal with the subject contained in that paper. A secret paper should be addressed to an officer by name and should be opened by the addressee or by an officer doing his work in his absence specially authorised by the addressee to open secret covers in his absence.

A Secret paper before being sent for despatch should be closed and sealed in an inner cover bearing clearly both the address and the security marking. The inner cover must invariably be a new cover which has not been used previously so that the recipient may verify that there has been no tampering in transit. The closing and sealing of the inner cover must be done in the section dealing with the paper and must not be done in the ordinary despatch section. The messenger carrying the secret covers or the receptacles containing them should not leave them unattended before their actual delivery at the destination.

(9) *Treatment of Top Secret Papers.*—All precautions prescribed for secret documents also apply to top secret documents. A top secret paper must invariably be addressed by name to the officers for whom it is intended and must either be placed in a top secret office box and locked, or closed in a cover and sealed in the presence of the transmitting officer. A top secret cover should be opened only by the addressee or by an officer directly superior to him to whom the addressees' papers are submitted in the normal course.

(10) (i) In the Government of India Presses, the General Manager/Manager/Works Manager will receive and sign for all classified work and keep it in safe custody until it is to be put in hand when he will hand over it personally to the Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer send it to him locked in a special box kept for the purpose and of in which only the Manager/Works Manager and Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer should have keys. In the absence of the Manager/Works Manager, the Deputy Manager/Assistant Manager(T) will receive and sign for all classified work, arrange for its execution and report the fact to the former on his arrival. The Deputy Manager/Assistant(T) Manager or Technical Officer/Overseer will be held responsible for the execution of the job throughout and for seeing that everything pertaining to it, such as the manuscript, proofs and composed type, is locked up in the almirah or racks specially set apart for classified work or any other secure place specially selected for the purpose. Should the bulk of the work be such as to require the services of more supervisory officers than are provided in these instructions, the Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer should immediately report the matter to the manager who will be responsible for the provision of sufficient and reliable supervision for the purpose of securing absolute secrecy of the work.

(ii) Whilst the work is in progress, the following precautions are necessary in addition to any other written or verbal directions from the Manager all of which must be strictly observed without deviation or slackness. The Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer will make over the work to the Secret

Section-holder and arrange for it to be put in type under the latter's direct supervision. In those cases where it is essential for the work to be composed in the Lino-type or Mono-type Sections, it will be so composed under the direct supervision of the Section-holder of those sections who will be held responsible for the safe custody of the manuscripts, spools, composed matter etc., until made over to the Secret Section-holder. The Secret Section-holder will supervise all subsequent operations and will see that only one proof is pulled unless more are specified by the Department. He will see to the safe custody of the type while the matter is being read and while the proofs are out, the galleys, or formes to be locked in a rack or almirah of which he will retain the key or any other secure place specially selected for the purpose. Imposition and Press reading will be carried out under his supervision as well as printing and binding. In those cases where it may be necessary for printing to be done in the machine room and binding in the bindery, the Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer will personally supervise those operations or, with the approval of the Manager, arrange for their supervision by a Foreman or other responsible officer. The Secret Section-holder will issue the exact quantity of paper necessary to comply with the indent. The Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer, Secret Section-holder or the supervising officer deputed for the purpose, as the case may be, will see that not more than the exact number of copies required is printed. The Secret Section-holder will take charge of any destroy by burning in the incinerator provided for that purpose, all files, spoiled sheets and proofs, etc. and when necessary, after a verification by Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer, will issue the requisite number of sheets to replace those spoiled in printing and binding operations. He will also see that the type forms are washed, made over to the distributor, and broken. up in his presence in the Secret Section.

(iii) Classified work, when transferred from one branch or section to another, must be accompanied by a transit register.

(iv) Printed file proofs are not to be used for issues of paper to the Pressmen or Machinemen but a blank slip is to be used giving all size,

particulars and number of copies required to be printed. It is of the utmost importance that no impression is left on the Press typeman or machine cylinders.

(v) When the work is ready for despatch, it will be enclosed in double covers, the inner being marked "Top Secret", "Secret" or "Confidential" while the outer should be addressed to the Departmental officer by name with no indication of the contents. When the work is bulky, it should be sent in a packing box securely packed and properly sealed.

(vi) Charge Files of "Top Secret", "Secret", or "Confidential", work will be computed in the Secret Section from the appropriate proofs under the direct supervision of the Secret Section-holder and entered in the computation form over the Deputy Manager's/Assistant Manager's(T) or Technical Officer's/Overseer's initials to be eventually transferred to the bill books at the close of the month. The number of pages of each "Top Secret", "Secret", or "Confidential" item shown in the Secret Section-holder's receipt book for charge files, or in his suspense register, should invariably be attested by the Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer, and computers should decline to accept entries incomplete in this respect. The files will then be immediately destroyed in the incinerator as instructed in instruction (ii) above. The attestation by the Deputy Manager/Assistant Manager(T) or Technical Officer/Overseer of the correctness of the computation should be accepted by audit as sufficient.

(vii) It is the responsibility and the direct concern of every Government servant, in whatever capacity he is employed, to safeguard the security of all classified information and papers to which he has access in course of his official duties or of which he comes in possession in any other way. It is his duty to bring immediately to the notice of his superior officer, or the officer responsible for security in his department, any breach of security regulations in general, and in particular, any disclosure of classified information either deliberately or inadvertently, of which breach or disclosure he may have knowledge.

(viii) Any slackness or deviation from these instructions will render the officer concerned liable to be dealt with very severely.

**55. (1) General principles applicable to contracts involving expenditure from the Central Revenues**—The General principles for entering into contracts have been outlined in Rules No. 12 to 15 of the compilation of General Financial Rules (1963 edition). These principles will apply to all contracts involving expenditure from Central Revenues, and should be carefully observed by all officers who have to enter into such contracts on behalf of Government.

(2) **Public opening of tenders**—All tenders should be opened and read publicly to the tenders. When calling for tenders either by advertisement or from a limited number of individuals or firms and without entering into a regular contract, the date and time by which the tender must be submitted should be stated and, in addition, the date, time and place of the opening of the tenders should be intimated. Unsuccessful tenderers should be informed of the result of the call for tenders as soon as any particular tender has been accepted. The public opening and reading of the tenders should be done by the head of the Press concerned.

**56. Periodical Inspections**—The Head of each Government of India Press should select one officer, say an Assistant Manager (Administration) or a Gazetted Officer, to be called O. & M. Officer in that Press. The O. & M. Officer should ensure that regular inspections are carried out in every section of the Press. The object of the inspection is not to find fault with individuals but (i) to see that existing instructions or procedures are intelligently understood and properly followed; (ii) to spread efficiency-consciousness to an everwidening circle of personnel and (iii) to get more reliable data for planning improvement in the existing procedures to achieve increased efficiency.

Inspection can be extended by more than one method, *viz.*, (i) setting up an inspection team on more or less whole-time duty to inspect one section after another; (ii) setting up more than one team each looking into particular aspects of procedure in all the sections one after the other and

(iii) multiplication method *viz.*, while inspecting one section, the O. & M. Officer should have with him a couple of officers from other section who in their turn would take up inspection of two other sections each having with him at the time more officers from other sections etc.

O. & M. Officers are free to adopt anyone or more of these methods according to the convenience and circumstances prevailing in the Presses. It would be preferable to adopt the third method which would operate as a chain reaction and give very rapid results.

## CHAPTER VI

### SPECIAL REPRESENTATION IN SERVICES

57. The orders issued by the Ministry of Home Affairs and Deptt. of Personnel & Training from time to time relating to special representation in services of SCs and STs including maintenance of

rosters are applicable to press employees. In GIPs direct recruitment is made according to 100 point roster and promotions are made according to 40 point roster.

## CHAPTER VII

### RESIDENTIAL ACCOMMODATION

**58.** (1) The Heads of GIPs have been sanctioned rent free accommodation upto 1992 *vide* order No. D-11031/1/90-Ptg. dt. 12.2.91 issued by Min. of Urban Development.

The Asstt. Manager (Tech.), GIP, Rashtrapati Bhavan is generally provided with rent free accommodation in the President Estate by the Military Secretary to the President.

As regards Press employees, separate press pools exist for GIPs, Minto Road, Ring Road, Nasik, Nilokheri, Faridabad, Aligarh, Coimbatore, Koratty, Santragachi, Gangtok and Text Books Presses at Bhubaneswar, Chandigarh and Mysore. The quarters to the staff of these Presses are allotted in accordance with the rules framed by Govt. Press Employees of GIPs, Shimla, Temple Street, Kolkata, O.P. Branch, are eligible for allotment of general pool accommodation. Employees of GIP, Rashtrapati Bhavan are eligible for allotment of accommodation from the President's Estate.

**(2) Recovery of rent from rent free tenants for occupation of Govt. residents while on leave—** A Govt. servant who has been allotted residential accommodation free of rent shall be permitted to enjoy rent free concession while on leave only upto a maximum period of one month, subject to the condition that the official concerned is likely to return to the same post from which he had proceeded on leave where, however, the period of leave granted to such an officer exceeds one month and the officer concerned is permitted to retain the residence by the competent authority for such period, normal rent in accordance with the rules in force shall be recovered. Officers allotted rent free accommodation can retain accommodation only for one month on rent free basis

after retirement. Thereafter, normal rules/orders for retention of the accommodation will apply to them. Thus, normally an officer can retain accommodation for 4 months on normal rent. However, an officer enjoying rent free concession can retain the accommodation for one month on rent free basis and for 3 months on normal rent.

**59. Rates of damages for unauthorised occupation of Press Pool accommodation—**

According to the Dte. of Printing O.M. No. 52/62/89-A. IV dt. 24.4.91, the rates of damages in Delhi for unauthorised occupation of press pool accommodation will be calculated at the rate of Rs. 40/- per Sq. Meter per month of the plinth area in respect of Type I to IV quarters and at the rate of Rs. 45/- per Sq. M. per month of the plinth area in respect of Type-V and higher type of quarters. These rates are effective from 1.5.91. For other stations, the rates of damages are calculated by CPWD.

The revised rate of licence fee for residential accommodation all over the country will be determined on the basis of O.M. No. 52/31/88-A.IV dt. 5.7.91. These rates are effective from 1.7.91.

**60. Allotment of shops in Press Colony—**

Allotment of shops in Press colonies is made by the General Manager/Manager through open tenders. On the death of the allottee of the shop, the shops will be retendered and the legal heirs of the deceased allottee will also be able to submit their tenders and compete with others. Orders to this effect have been issued by the Director of Printing *vide* O.M. No. 52/55/88-A. IV dt. 18.2.91. Past practice of regularisation of shops in the name of heirs without calling for tenders have been done awaywith.



## CHAPTER VIII

### MEDICAL FACILITIES

61(1) The undermentioned Govt. of India Presses have got dispensaries of their own under the supervision of the Press Medical Officer:—

1. GIP, Nasik
2. GIP, Minto Rd, N. Delhi
3. GIP, Santragachi
4. GIP, Temple Street, Kolkata
5. GIP, Ring Rd., N. Delhi
6. GIP, Aligarh
7. GIP, Coimbatore
8. GIP, Faridabad
9. GIP, Koratty
10. GIP, Nilokheri
11. GIP, Shimla

(2) The Press Medical Officers have been declared as authorised medical attendant for the employees of the GIPs and their family members dependent upon them. The employees are also entitled to reimbursement of medical expenses in accordance with the provisions of Medical Attendance rules as amended from time to time. However, it has been emphasised by the Govt. that expenditure on reimbursement of medical expenses should be reduced to the minimum and should be allowed only, wherever it is inescapable. Presses are sanctioned funds each year for purchase of medicines. The medicines are normally to be purchased from Govt. Medical Stores/Depots and if the Govt. Medical Stores/Depots are not able to supply the requisite medicines, then the Director of Printing can allow the Presses to purchase the medicines not supplied by the Govt. Medical Stores/Depots from Super Bazar or Cooperative Medical Stores failing which from private suppliers. The undermentioned GIPs/GITBP's have got

dispensaries but no regular doctors have been appointed to run the dispensaries, because the strength of each press is less than 500.

1. GITBP, Bhubaneswar
2. GITBP, Mysore
3. GITBP, Chandigarh
4. GIP, Gangtok.

(3) The part-time doctors have been appointed on fixed remuneration per month which is Rs. 3000/- p.m. for the 3 Text Books presses and Rs. 1000/- p.m. for the press at Gangtok. The employees of these presses are also eligible for reimbursement of medical expenses in accordance with the provisions of Medical Attendance rules, as amendment from time to time.

(4) For GIP, Rashtrapati Bhavan, New Delhi there is no separate medical officer attached to the press. The press employees are eligible for benefits under the Central Govt. Health Scheme. The serious cases are sent to Dr. Ram Manohar Lohia Hospital. The first aid chest maintained in the press is utilised for rendering first aid to employees in emergency.

**62. Where there is press dispensary, but there is no doctor posted**—In the Presses where there is a press dispensary but no regular doctor or part-time doctor has been posted or any private registered medical practitioner appointed as authorised medical attendant, the employees of the press may avail of the medical treatment from the Govt. Hospital or State Dispensary, nearest to the residence for self and their family members, dependent upon them. The press employees can collect the medicines prescribed by the Hospital/Dispensary from the press dispensary. Wherever inescapable the press employees can also be reimbursed the medical expenses, in accordance with the provisions of medical attendance rules, as amended from time to time.

**63. Precaution against Lead poisoning**—To safeguard the press employees from lead poisoning, those employees who are exposed to the risk of lead poisoning in the course of their official duty, are to be medically examined by certifying surgeons appointed by the Govt. of the State in which the press is situated within 14 days of the employees first appointment and thereafter at intervals of not more than 3 months as laid down in the Factories Act, 1948 and rules framed thereunder.

**64. Reimbursement of special attendant/ Aaya charges**—Reimbursement of expenses incurred by an employee in connection with the engagement of special attendant/ Aaya can be done only in relaxation of the provisions of the Medical Attendance rules by the Dte. General of Health Services. It has been observed that such cases are sent to the Dte. of Printing only by Presses/Branches located in Calcutta

complex. The Dte. Gen. of Health Services of M/o Health and Family Welfare have taken a serious view of frequency of such cases emanating from Calcutta, and have observed that they are receiving a large number of such cases in respect of employees working in Calcutta for reimbursement of special attendant/ Aaya charges which are certified by the treating doctors. For routine matters, any of the family members can be engaged to look after the patient. Special nursing is allowed only in exceptional circumstances, where patient needs constant monitoring in bed or is not even able to get up from the bed like in cases of para-plegia, hemi-plegia, acute myocardial disease, renal disease, unconsciousness etc. As such before referring any case to the Dte. of Ptg. for reimbursement of special attendant/Aaya charges, instead of hospital attendant or member of family, it should be elucidated by the Head of the Press concerned why the engagement of special attendant/ Aaya was inescapable.

## CHAPTER IX

### SYSTEM OF COSTING

#### SECTION (1)

**65. (1) Historical Background**—The Govt. of India Presses are following a cost accounting system based on that evolved by the Federation of British Master printers in the United Kingdom. This system was introduced in 1924 after consultation with the Auditor General and the Govt. Printing Establishment in the country. Till 1949, there does not seem to have been any compelling necessity for any evaluation of the adequacy of the system of cost accounting followed in the Govt. of India Presses. In 1949, Govt. appointed an Expert Committee (Printing), under the Chairmanship of Shri R.N. Goenka, to go into the working of the Govt. of India Presses. This Committee recommended *inter-alia* that a full-fledged cost accounting system should be introduced in the Govt. of India Presses.

Under the old system, the cost of printing for every job could not be ascertained. The overheads, though departmentalized were absorbed on the basis of percentages on the cost of labour. As a result, the bulk of overheads related to time factor and the cost of services rendered directly and indirectly to production activities were not properly reflected in the costs.

For evolving a uniform cost accounting system, a uniform pricing policy and to investigate the cost of production in the Govt. of India Presses, the Govt. of India in the Ministry of Works, Housing and Supply vide Resolution No. S2P.II/27(5)/53-PI, dated 9th February, 1968, constituted a cost study team with a Deputy Secretary in the Ministry of Works, Housing and Supply as Chairman and the Project Officer (Printing) Office of the Chief Controller of Printing & Stationery and a Cost Accounts Officer, Ministry of Finance as Members. This Committee submitted its report in April, 1969.

The number of Govt. of India Presses in 1924 were only six. Sophisticated and specialized machines were not in use. The method of printing was confined to Letter Press. The number of Presses have now gone upto twenty one. Processes like photo-offset and xerigraphy have been introduced. Photo-engraving (block-making) is another adjunct now available. Offset, rotary, envelope and tag label making machines are installed in the Presses. The cost structure had to be oriented to yield data with reference to the cost centres peculiar to each of these processes/ specialised machines/products.

The cost accounting system was then revised for ascertaining the yearly cost of printing work done departmentwise. Thereafter is the stress for ascertaining the cost of jobs individually.

Following the recommendation of the Public Accounts Committee, the Secretaries Committee decided that all Ministries/Departments should constitute themselves as paying departments. The new job costing system was introduced with effect from 1.4.1971 vide Directorate of Printing Memo No. 9/ 19(2)70-B&A(I), dated 4.12.1972, laying down the procedure for recovery of Printing cost from the indentors with the approval of Govt. of India/Comptroller & Auditor General of India.

The costing system was restructured, keeping in view certain suggestions of the National Productivity Council. The basis of this revised costing system is the restructured Statement No. 1(92) and the Compilation Forms. These were designed in consultation with the Member, Audit Board and Ex-Officio Director of Commercial Audit, Northern Region. The Govt. had approved the introduction of these revised forms in the Presses from the financial year 1972-73.

**(2) Evaluation of cost of work**—The computation of cost of work is done through time Memos./Daily Dockets for, labour costs from Advice Notes of

Store Branch etc. for material cost and from Annual Statement of Accounts, viz. Statement No. I(92) (Analysis of Press Costs) for overheads.

The cost forms for the purpose of computation/ compilation are:—

- (i) Time Extract Sheets
- (ii) Time Cost Sheets
- (iii) Work Cost Statement
- (iv) Work Order Register of Charges.

The conversion of time into its money value is done by a pre-determined hourly rate for each productive cost centre, based on the actuals of direct payments to operatives of the cost centre and the total direct hours (or production hours). Total payments are obtained from Statement No. I(2) of the Costing System and the total direct hours of all operatives in a cost centre are available in the production statistics (Managerial Control Forms), maintained in the Presses. The total payments made to operatives of a cost centre divided by the total direct hours of that cost centre will give the hourly labour cost rate for that centre.

**(3) Costing Scheme and Annual Report**—The Accounts Section in the Press under the charge of an Accountant is responsible for the accuracy and for the expeditious submission of the annual report on the working of the Press. It is required to be submitted to the Director of Printing not later than the end of September. In addition to a narrative portion by the Manager dealing with the outstanding events of the year, the statements prescribed under the revised costing system should be forwarded in duplicate.

#### *I. Paper, Binding Materials and Office Stationery*

Year	Receipts	Issues	Closing Balance			Total
			Paper Materials	Binding Stationery	Office	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

#### *II. Miscellaneous Stores, Spare Parts, Petty Plants etc.*

Year	Receipts	Issues	Closing Balance
(1)	(2)	(3)	(4)
	Rs.	Rs.	Rs.

Note: The value of Stores, if any, actually adjusted in the accounts on account of excess and deficits should be stated in foot notes and suitably explained.

The revised costing system in the Govt. of India Press envisages the preparation of a set of statements of accounts to exhibit the Press costs. They are:—

1. Statement No. I — Showing receipts
2. Statement No. 1(2) — Analysis of press cost
3. Statement No. II — Showing the cost of printing and book binding paper and binding materials for the various departments and offices for the year.

Allied Proformas connected to Statement No. 1(92) are as under:—

- A. Capital Accounts — Plant & Machinery etc.
- B. Capital Accounts — Buildings
- C. Mechanical Branch
- D. Type Foundry Section
- E. Paper, Binding Materials & Stationery
- F. Stores
- G. Depreciation Fund Accounts.

The Presses should in addition, send to the Director of Printing by the first week of October another Statement, for incorporation in the commercial appendix to the appropriate cost accounts. The statement should show comparative figures of the receipts, issues and closing balance of the stores handled by the Press during the year as compared with these of the previous year. The closing balances should show the balances of the main categories of stores. The information should be furnished in the following proforma:—

The accountant or other official to whom the duties are entrusted is responsible to ensure that the revised procedure prescribed for the costing system on which the annual report is based, is rigidly adhered to. Immediately after disbursement of salaries, he will arrange for the dissection of salary bills, and for the posting of amounts under the respective cost centres of 'A'-Series. He will see that this is submitted to the Manager not later than the 15th of every month. He is also responsible for seeing that all contingent expenditure is duly entered under the proper head of 'B'-Series Forms and this is submitted to the Manager for inspection and signature at least once a week.

**(4) Procedure prescribed for the Revised Costing System**—The earlier system was designed

for ascertaining the yearly cost of printing work done department wise. The structure has now been modified for ascertaining the cost of job individually. Under this system, each productive branch or section of the Press bears its costs besides its related expenses and its share of general overhead charges.

The revised costing system consists of a number of forms comprised in two parts — A & B. Part A consists of compilation sheets for abstracting the charges after disbursement of the salaries and distributing them to the proper cost centres. Part B provides the necessary forms for abstracting and distributing productive overheads and administrative overheads against appropriate branch either directly or proportionately. The details of the revised costing system are reproduced in the following pages.

## ANNEXURE—1

### DEFINITIONS

#### **1.0 DEPARTMENT:**

A unit into which a press establishment is divided for the purpose of determining costs. It represents a group of employees (personnel) equipment and space, segregated because it forms one of the normal sections or production divisions of a press establishment, to facilitate the distribution of costs. A department may be either productive, service, or sundry service and administrative.

#### **1.1 Productive Department (A & B Departments):**

Departments (or sections) where manufacturing operations—pre-printing, printing or post-printing—on jobs are carried out. Self-contained departments on continuous production of a specific product e.g. envelopes, tags (baggage labels) etc., or a special type of job are also considered as productive departments for this purpose.

#### **1.2 Service Department (C Department):**

Departments (or sections) which provide facilities directly for jobs or render service of a complementary nature to a productive department in its manufacturing operation, e.g. Standing Form, Reading Branch, Type Foundry and Store, etc. The expenses of these departments are recovered through productive departments by apportionment.

#### **1.3 Sundry Service and Administrative Department (D Department):**

All other departments (or sections) providing supporting services incidental to the running of a press e.g. Time Office, Personnel Section, Computing,

Dispensary, etc. The costs of these departments are also recovered by apportioning the expenditure incurred among the various A & B departments on certain pre-determined basis.

#### **2.0 PERSONNEL:**

##### **2.1 Operative (Productive) Personnel:**

Those engaged in productive departments of a press and performing manufacturing operations (pre-printing, printing or post-printing) on jobs.

##### **2.1 Auxiliary (Service) Personnel:**

Those engaged on work in the press which assist manufacture or production or the work of other departments (e.g. Readers, Maintenance Staff, etc.).

##### **2.3 Supervisory Personnel:**

Those engaged on supervising the work of operative (productive) and auxiliary (service) personnel and are in charge of productive or service departments upto Foreman level (e.g., Foreman, Section Holder, Head Mechanic, Head Reader, etc.).

#### **1.4 Sundry Service and Administrative Personnel:**

Those concerned with management and supporting services and are occupying positions in executive or clerical capacity (e.g. those in general or departmental management, like General Manager, Works Manager, Assistant Manager (Technical), Dy. Manager, Assistant Manager (Administration), Overseer, Technical Officer, Clerk, Computer, General Office staff, etc.).

## ANNEXURE—2

### MODEL GROUPING OF DEPARTMENTS OF PRESSES INTO PRODUCTIVE AND SERVICE DEPARTMENTS (LETTER PRESS SIDE)

LETTER PRESS (BOOK PRINTING)

LETTER PRESS (FORMS PRINTING)

1

2

#### A. PRODUCTIVE DEPARTMENTS (OPERATIONAL GROUPS)

*1. Pre-printing*

1.1 Case-Room (Hand Composing, Make-up, Imposition)

1.1 Case Room (Hand Composing, Mechanical Composing, Make-up, Imposition)

1.2 Lino Section

1.2 Lino Section

1.3 Mono Keyboard Section

1.3 Mono Keyboard Section

These sections are not significant as separate cost centres for Forms Printing. Hence to be included in 1.1.

1.4 Mono Casting Section

1.4 Mono Casting Section

1.5 Duplicate Plate Making Section (Stereo-Flat and Curved)

1.5 Duplicate Plate Making Section (Stereo-Flat and Curved).

*2. Printing*

2.1 Machine Section (Hand Press)

2.1 Machine Section (Hand Press)

2.2 Machine Section (Platen and Flat-bed cylinder)

2.2 Machine Section (Platen and Flat-bed cylinder)

2.3 Machine Section (Rotary)\*

2.3 Machine Section (Rotary)

*3. Post-Printing*

3.1 Bindery (Manual) Combined for Letter press and

3.1 Bindery (Manual)

3.2 Bindery (Machine) Photolitho where applicable

3.2 Bindery (Machine)

#### B. PRODUCTIVE DEPARTMENTS (PRODUCT/SPECIALISED GROUP)

1. Envelope-making Section\* (Hand)

1. Envelope-making Section (Hand)

2. Envelope-making Section\* (Machine)

2. Envelope-making Section (Machine)

3. Tag (baggage label)\* making Section

3. Tag (baggage label) making Section

4. Stationery Binding Section\*

4. Stationery Binding Section

5. D.O. Stationery Section\*

5. D.O. Stationery Section

6. Duplicating Section.\*

6. Duplicating Section.

#### C. SERVICE DEPARTMENTS

1. Case Room (Correction)

1. Case Room (Correction)

2. Standing Forme Section

2. Standing Forme Section

3. Type Foundry and Store (including metal melting and distribution section)

3. Type Foundry and Store (including metal melting and distribution section)

4. Reading Branch

4. Reading Branch

5. Maintenance (Combined for letter press and photolitho where applicable) .

5. Maintenance

---

\*Not existing

### ANNEXURE—3

## MODEL GROUPING OF DEPARTMENTS OF PRESSES INTO PRODUCTIVE AND SERVICE DEPARTMENTS (PHOTOLITHO/REPROGRAPHIC UNIT/ PHOTO ENGRAVING SIDE)

---

PHOTOLITHO WING	PHOTO ENGRAVING (BLOCK MAKING)
1	2

---

#### A. PRODUCTIVE DEPARTMENT (OPERATIONAL GROUPS)

##### 1. *Pre-printing (Process):*

1.1 Design and Layout Section	1.1 Design and Layout Section*
1.2 Film Setting Section	1.2 Film Setting Section*
1.3 Cold type setting-(Vari-typer, Electric Typewriter, etc.)	1.3. Cold Type setting—*(Vari-typer, Electric Typewriter, etc.)
1.4. Camera Section (Including processing)	1.4 Camera Section (including processing)
1.5. Retouching and Proving Section	1.5. Retouching and proving (Included in 1.6 below)
1.6 Plate-making section (Including printing down and Graining and Standing plate & negatives)	1.6 Plate-making (including re-touching, printing down and etching)
1.7 Mounting and Finishing*	1.7 Mounting and Finishing

##### 2. *Printing:*

##### 2.1 Machine Section (Offset)

##### 3. Post Printing;

3.1 Bindery (Manual)	Combined for Letter press and
3.2 Bindery (Machine)	Photolitho where applicable

#### B. PRODUCTIVE DEPARTMENTS (SPECIALISED GROUP)

1. Photostat Section
2. Microstat Section
3. Stat-file Section
4. Reprographic Unit—
  - Retouching Section
  - Xerox Section
  - Machine Section
  - Bindery
  - Maintenance

#### C. SERVICE DEPARTMENT

1. Editing Section
2. Maintenance (Combined for letter press and photolitho where applicable) .

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\*Not applicable within the process. The remaining cost centres need not also be separate but could be combined into one special process cost-centre named "Photo-engraving (Block-making)".



## ANEXURE—4

# MODEL GROUPING OF SECTIONS OF PRESSES OR TASKS COMING UNDER SUNDRY SERVICE AND ADMINISTRATIVE DEPARTMENTS (FUNCTIONAL GROUP)

(Common to Letter-press and Photolitho/Reprographic Unit/Photo-engraving)

### D. DEPARTMENTS

Group	Primary Functions
1. CONNECTED WITH PRODUCTION	
1.1 Time Office	Recording, maintenance of muster roll, control, analysis and evaluation of attendance, pass-out and absenteeism.
1.2 Planning and progressing Section	Procedural check and job analysis of work, planning and scheduling of jobs, preparation of work dockets, progressing of jobs, correspondence with indentors, outwork and raising indents for special requirements of jobs.
1.3 Forwarding — Clearing	Packing and despatch of finished goods, clearing of incoming stores, control of transport.
1.4 Procurement	Indenting and procurement of all types of stores.
2. CONNECTED WITH ACCOUNTS/PERSONNEL	
2.1 Computing/Costing	Assessment, analysis and evaluation of individual and departmental output, calculation of bonus payments under bonus schemes, costing or estimation of cost of production.
2.2 Budget and Financial Accounts	Preparation of budgets, proforma accounts; raising and acceptance of debits; recovery of costs; maintenance of inward bill registers; watch over prompt settlement of bills; annual reports; passing of contingent bills; audit objections and reports.
2.3 Salaries and Wages	Preparation of salary and wage bills and observance of Payment of Wages Act and other rules connected with salary and wages.
2.4 Cash	Disbursement of salary and wages and payment of all other kinds.
2.5 Funds and Advances	Maintenance of General Provident Fund Account; grant of advance re-imbursment of medical expenses, tuition fees and children education allowance; leave travel concession, travelling allowance bills.
2.6 Personnel (Establishment, Policy and Industrial Relations)	Routine establishment matters e.g. recruitment, promotion, transfer, increment, fixation of pay and accounting and sanction of leave, maintenance of service records, pension, observance of Work mens Compensation Act, Factory Act, etc. so far as personnel matters are concerned. Industrial Disputes Act and other statutory requirements affecting personnel and industrial relations; policy matters and correspondence with headquarters office, Unions and Associations relating to industrial. relations, works committee, production committee.
2.7 Discipline and Vigilance	All matters connected with discipline and vigilance relating to attendance, conduct and efficiency of personnel and public complaints.

Group	Primary Functions
3. CONNECTED WITH WELFARE	
3.1 Canteen	Maintenance and running of canteen.
3.2 First Aid/Dispensary	Maintenance and running of first aid centres and dispensary.
3.3 Labour Relations and Welfare	Observance of Factories Act and other statutory Acts, labour welfare, personnel relations and grievances—recording, processing, redressal and analysis.
3.4 Estates and works	Provision of accommodation (residential and non-residential; additions and alterations to buildings and installations; correspondence with CPWD and Estate Office; administration of Allotment Rules etc.
4. CONNECTED WITH SECURITY AND GENERAL	
4.1 Watch and Ward	Control over ingress and egress; screening of personnel; security of press property and records; safeguarding against theft, pilferage, sabotage and fire hazard.
4.2 Sanitary and Conservancy	Cleanliness and sanitation; sanitary work of the press premises, work-rooms, office rooms; cleanliness of furniture.
4.3 Receipt and issue	Receipt and registration of all incoming communications; record keeping; typing and duplicating work; despatch of outgoing communications.
4.4 Induction and training	Hindi teaching scheme; workers education scheme; industrial training under Apprenticeship scheme, etc.
4.5 Systems and Inspection	Organisational methods, procedure and systems; inspections.
4.6 Work Study Cell	Work Study and development; installation and maintenance of norms of production.
5. STORE KEEPING	Storage issue and accounting of all types of stores.

ANNEXURE—5

**SUNDRY SERVICE AND ADMINISTRATIVE DEPARTMENT  
(MANAGEMENT GROUP)**

(Common to Letter-press and Photolitho / Reprographic Unit / Photo-engraving)

D. DEPARTMENT

1. Accountant
2. Assistant Engineer (Elect. & Mechanical)
3. Assistant Manager (Administration) .
4. Assistant Manager (Technical)
5. Deputy Manager (Photolitho / Reprographic Unit)
6. General Manager
7. Head Clerk
8. Inspector (Control)
9. Labour Officer
10. Manager
11. Overseer
12. Press Medical Officer
13. Sr. Press Medical Officer
14. Security Officer
15. Stenographer
16. Technical Officer
17. Typographical Layout Artist
18. Works Manager (Letter-press/Photolitho Wing/Photo)

EXPLANATION OF IDENTIFICATION INDEX

USED IN ANNEXURES 6 TO 8

Element of Index	Denotes
OP	Operative
1. AX	Auxiliary
S	Supervisory
AM	Administrative and Management
I	Class I
2. II	Class II
III	Class III
IV	Class IV

*Example:*

Machineman Gr. I

1. 2.  
OP — III

**ANNEXURE—6**

**ALPHABETICAL ARRANGEMENT OF INDUSTRIAL PERSONNEL  
(LETTER PRESS) IN THE GOVERNMENT OF INDIA PRESSES**

Sl. No.	Designation of post	Identification index
1	2	3
1.	Assistant Mechanic (Lino/Mono/Mechanical)	AX-III
2.	Assistant Standing Forme-Keeper (X)	AX-III
3.	Barman (X)	AX-IV
4.	Binder Gr.1	OP-III
5.	Blacksmith	AX-III
6.	Boilerman	AX-III
7.	Carpenter	AX-III
8.	Cleaner (Driver)/Van Cleaner	AX-IV
9.	Compositor Grade I	OP-III
10.	Compositor Grade II	OP-III
11.	Copy Holder	AX-III
12.	Cylinder Proof Pressman	AX-III
13.	Driver (Heavy vehicles/van)	AX-III
14.	Driver (Light vehicles/van)	AX-III
15.	Driver (Auto-truck)	AX-IV
16.	Electrician	AX-III
17.	Foreman(General/Case/Machine/Bindery, etc.)	S-III
18.	Galley Proof Pressman	AX-IV
19.	Gold Finisher	OP-III
20.	Hand Press Inker	OP-IV
21.	Head Mechanic (Lino/Mono/Mechanical)	S-III
22.	Head Reader	S-III
23.	Junior Reader	AX-III
24.	Labourer	AX-IV
25.	Lino Operator	OP-III
26.	Machineman Grade I	OP-III
27.	Machineman Grade II	OP-III
28.	Machineman Grade III	OP-III
29.	Machine Inker	OP-IV
30.	Mechanic (Lino/Mono/Mechanical)	AX-III
31.	Metal Melter	AX-III
32.	Mono Caster Operator	OP-III
33.	Mono Keyboard Operator	OP-III
34.	Paste Supplier	AX-IV

Sl. No.	Designation of post	Identification index
1	2	3
35.	Press Inker	OP-IV
36.	Reader-in-charge	S-III
37.	Report Writer (X)	AX-III
38.	Reviser	AX-III
39.	Roller Moulder	AX-IV
40.	Rotaryman	OP-IV
41.	Section Holder (Mono Casting/Stereo/Case/Machine/Bindery, etc.)	S-III
42.	Senior Reader	AX-III
43.	Stereotyper	OP-III
44.	Supervisor (Mechanical)	S-III
45.	Type Store Keeper (X)	AX-III
46.	Varietyper-typist	OP-III
47.	Warehouseman	OP-IV
48.	Welder	AX-III
49.	Wireman	AX-III

Posts marked (X) thus have been shown here because incumbents designated as such are in position in certain presses. The posts are, however, to be abolished as per Government orders as and when vacated.

**ANNEXURE—7**

**ALPHABETICAL ARRANGEMENT OF INDUSTRIAL PERSONNEL  
(PHOTOLITHO / REPROGRAPHIC UNIT / PHOTOENGRAVING)  
IN THE GOVERNMENT OF INDIA PRESSES**

Sl. No.	Designation of post	Identification index
1	2	3
1.	Artist Retoucher	OP-III
2.	Assistant Artist Retoucher	OP-III
3.	Assistant Machine Operator (Xerox)	OP-III
4.	Attendant	AX-IV
5.	Binder Gr. II	OP-III
6.	Cameraman	OP-III
7.	Copy Editor	AX-III
8.	Copy Holder	AX-III
9.	Dark Room Assistant	AX-III
10.	Developer	AX-III
11.	Editor	AX-III
12.	Etcher Cl. I	OP-III
13.	Etcher Cl. II	OP-III
14.	Feeder	AX-III
15.	Graining Operator	OP-III
16.	Helio Operator	OP-III
17.	Junior Artist	OP-III
18.	Junior Artist (Calligraphy)	OP-III
19.	Labourer	AX-IV
20.	Machine Operator (Xerox)	OP-III
21.	Machanic	AX-III
22.	Moulder and Finisher	OP-III
23.	Offset Machineman Gr. I	OP-III
24.	Offset Machineman Gr. II	OP-III
25.	Plate Mounter and Finisher	OP-III
26.	Printer	AX-III
27.	Prover	AX-III
28.	Report Writer (Process)	AX-III
29.	Senior Artist	OP-III
30.	Senior Artist-in-charge	S-III
31.	Technical Assistant (Vartype)	OP-III
32.	Trimmer	AX-IV
33.	Workshop Machineman (Mechanic)(X)	AX-III

NOTE: Posts marked (X) thus are to be abolished as per Government orders.

**ANNEXURE—8**

**ALPHABETICAL ARRANGEMENT OF NON-INDUSTRIAL PERSONNEL  
IN THE GOVERNMENT OF INDIA PRESSES**

Sl. No.	Designation of post	Identification index
1	2	3
1.	Accountant	AM-III
2.	Addressograph Operator (Junior)	AM-IV
3.	Anned Guard	AM-IV
4.	Assistant Engineer (Electrical and Mechanical)	AM-II
5.	Assistant Manager (Administration)	AM-II
6.	Deputy Manager/Assistant Manager (Technical)	AM-II
7.	Assistant Cashier (a)	AM-III
8.	Assistant Inspector (Control)	AM-III
9.	Assistant Time Keeper (a)	AM-III
10.	Assistant Transit Clerk (a)	AM-III
11.	Bhisti	AM-IV
12.	Bhisti-cum-farash	AM-IV
13.	Cartman	AM-IV
14.	Cashier	AM-III
15.	Caretaker (a)	AM-III
16.	Caretaker and Transit Clerk (a)	AM-III
17.	Chowkidar	AM-IV
18.	Collecting Sarkar	AM-IV
19.	Compounder (Qualified Pharmacist)	AM-III
20.	Compounder (Matric)	AM-III
21.	Compounder (Others)	AM-IV
22.	Computer (a)	AM-III
23.	Counter	AM-IV
24.	Daftry (Gazette)	AM-IV
25.	Daftry (Office)	AM-IV
26.	Daftry (Selection Grade)	AM-IV
27.	Darwan	AM-IV
28.	Deputy Manager (Photolitho)	AM-II
29.	Despatcher	AM-III
30.	Draftsman (Gr. I)	AM-III
31.	Estimator	AM-III
32.	Farash	AM-IV
33.	Fireman	AM-IV
34.	Forwarding Clerk	AM-IV
35.	Forwarding Sarkar	AM-IV
36.	Gazette Despatcher (a)	AM-III
37.	General Manager	AM-I

Sl. No.	Designation of post	Identification index
38.	General Storekeeper	AM-III
39.	Gestetner Operator (Junior)	AM-IV
40.	Gestetner Operator (Senior)	AM-III
41.	Head Clerk	AM-III
42.	Head Computer	AM-III
43.	Head Clerk and Cashier	AM-III
44.	Inspector (Control)	AM-II
45.	Jamadar	AM-IV
46.	Junior Medical Officer (CHS Gr. II)	AM-II
47.	Labour Officer	AM-I
48.	Lower Division Clerk	AM-III
49.	Lower Division Clerk (Selection Grade)	AM-III
50.	Mali	AM-IV
51.	Manager Gr. I	AM-I
52.	Manager Gr. II	AM-I
53.	Medical Officer (CHS Gr. I)	AM-I
54.	Nurse	AM-III
55.	Orderly	AM-IV
56.	Outturn Clerk	AM-III
57.	Technical Officer/Overseer	AM-II
58.	Paper Issuer/Paper Issue Clerk (a)	AM-III
59.	Peon	AM-IV
60.	Pharmacist	AM-III
61.	Press Medical Officer (Gr.I)	AM-I
62.	Reception Officer	AM-III
63.	Receiver & Despatcher (a)	AM-III
64.	Receipt Clerk (a)	AM-III
65.	Sanitary Jamadar	AM-IV
66.	Security Officer	AM-II
67.	Staff Car Driver	AM-III
68.	Stamp Counter	AM-IV
69.	Stencilman	AM-IV
70.	Stenographer	AM-III
71.	Store Clerk (a)	AM-III
72.	Sweeper	AM-IV
73.	Sub-Assistant Surgeon	AM-III
74.	Technical Officer	AM-II
75.	Time Keeper (a)	AM-III
76.	Time Keeper and Report Writer (a)	AM-III
17.	Transit Clerk (a)	AM-III
78.	Transit Clerk and Paper Issuer (a)	AM-III
79.	Transport Clerk	AM-III
80.	Typist (a)	AM-III
81.	Typographical Layout Artist	AM-II



Sl. No.	Designation of post	Identification index
82.	Upper Division Clerk-in-Charge	AM-III
83.	Upper Division Clerk	AM-III
84.	Ward Boy	AM-IV
85.	Waste Paper Clerk	AM-IV
86.	Waste Paper Sorter	AM-IV
87.	Waterman	AM-IV

(a) Lower Division Clerk

**ANNEXURE—9**

**LIST IDENTIFYING PERSONNEL OF THE PRESSES WITH SPECIFIC COST CENTRES**

Sl. No.	Index No.	List of personnel of the Cost Centre up to Supervisory level	Division of personnel		
			Operative	Auxiliary	Supervisory
1	2	3	4	5	6
		<b>Cost Centre: (A-1.1)</b>	<b>Case Room (Productive)</b>		
(Hand Composing, Make-up and Imposition)					
1.	OP-III	Compositor Gr. I	Compositor Gr. I	Labourer	Foreman
2.	OP-III	Compositor Gr. II	Compositor Gr. II	Cylinder Proof Pressman	Section-Holder
3.	S-III	Foreman			
4.	AX-IV	Labourer		Galley Proof Pressman	
5.	S-III	Section Holder			
6.	AX-III	Cylinder Proof Pressman			
7.	AX-IV	Galley Proof Pressman			
		<b>Cost Centre: (A-1.2)</b>	<b>Lino Section (Productive)</b>		
1.	AX-IV	Barman	Lino Operator	Barman	Foreman
2.	S-III	Foreman		Labourer (a)	
3.	OP-III	Lino Operator			
4.	AX-IV	Labourer (a) (a) If existing in the Lino Section.			
		<b>Cost Centre: (A-1.3)</b>	<b>Mono Keyboard Section (Productive)</b>		
1.	S-III	Foreman	Mono Keyboard Operator	Labourer (a)	Foreman
2.	AX-IV	Labourer (a)			
3.	OP-III	Mono Keyboard Operator (a) If existing in the Monokeyboard Section			
		<b>Cost Centre: (A-1.4)</b>	<b>Mono Casting Section (Productive)</b>		
1.	AX-IV	Labourer (a)	Mono Caster Operator	Labourer (a)	Section Holder
2.	OP-III	Mono Caster Operator			
3.	S-III	Section Holder (a) If existing in the Mono Casting Section.			
		<b>Duplicate Plate-making Section (Productive)</b>			
		<b>Cost Centre: (A-1.5)</b>	<b>(Stereo — Flat and Curved)</b>		
1.	S-III	Foreman	Stereotyper	Labourer	Foreman
2.	AX-IV	Labourer		Report Writer/LDC	Section Holder
3.	AX-III	Report Writer/LDC			
4.	S-III	Section Holder			
5.	OP-III	Stereotyper			

1	2	3	4	5	6
		<b>Cost Centre: (A-2.1)</b>	<b>Printing Machine (Hand Press) Section (Productive)</b>		
1.	OP-IV	Hand Press Inker	Hand Press Inker	Labourer	Section Holder
2.	AX-IV	Labourer	Machineman Gr. III	Report Writer/LDC	
3.	OP-III	Machineman Gr. III			
4.	AX-III	Report Writer/LDC			
5.	S-III	Section Holder			
		<b>Cost Centre: (A-2.2)</b>	<b>Printing Machine (Platen and Flat-bed Cylinder) Section</b>		
1.	S-III	Foreman	Machineman Gr. I	Labourer	Foreman
2.	AX-IV	Labourer	Machineman Gr. II	Report Writer/LDC	Section Holder
3.	OP-III	Machineman Gr. I	Machineman Gr. III		
4.	OP-III	Machineman Gr. II	Machine Inker		
5.	OP-III	Machineman Gr. III			
6.	OP-IV	Machine Inker			
7.	AX-III	Report Writer/LDC			
8.	S-III	Section Holder			
		<b>Cost Centre: (A-2.3)</b>	<b>Printing Machine (Rotary) Section (Productive)</b>		
1.	S-III	Foreman	Machineman Gr. I	Labourer	Foreman
2.	AX-IV	Labourer	Machineman Gr. II	Report Writer/LDC	Section Holder
3.	OP-III	Machineman Gr. I			
4.	OP-III	Machineman Gr. II	Machineman Gr. III		
5.	OP-III	Machineman Gr. III	Rotaryman		
6.	AX-III	Report Writer/LDC			
7.	OP-IV	Rotaryman			
8.	S-III	Section Holder			
		<b>Cost Centre: (A-3.1 &amp; A-3.2)</b>	<b>Bindery (Manual/Machine) (Productive)</b> (Combined for Letterpress and Photolitho)		
1.	OP-III	Binder Gr. I	Binder Gr. I	Labourer	Foreman
2.	OP-III	Binder Gr. II	Binder Gr. II	Paste Supplier	Section Holder
3.	OP-III	Binder (Piece)	Binder (Piece)	Report Writer/LDC	
4.	S-III	Foreman			
5.	OP-III	Gold Finisher	Gold Finisher		
6.	AX-IV	Labourer	Warehouseman		
7.	AX-IV	Paste Supplier			
8.	AX-III	Report Writer/LDC			
9.	S-III	Section Holder			
10.	OP-IV	Warehouseman			
		<b>Cost Centre: (B-1 &amp; B-2)</b>	<b>Envelope Making Section (Hand and Machine)</b> (Productive — Product Group)		
1.	OP-III	Binder Gr. I	Binder Gr. I	Labourer	Foreman
2.	OP-III	Binder Gr. II	Binder Gr. II		Section Holder

1	2	3	4	5	6
3.	S-III	Foreman	Warehouseman		
4.	AX-IV	Labourer			
5.	S-III	Section Holder			
6.	OP-IV	Warehouseman			
		<b>Cost Centre: (B-3)</b>	<b>Tag (Baggage Label) Making Section</b> (Productive — Product Group)		
1.	S-III	Foreman	Tag Machineman	Labourer	Foreman
2.	AX-IV	Labourer			Section Holder
3.	S-III	Section Holder			
4.	OP-III	Tag Machineman			
		<b>Cost Centre: (B-4)</b>	<b>Stationery Binding Section</b> (Productive — Product Group)		
1.	OP-III	Binder Gr. I	Binder Gr. I	Labourer	Foreman
2.	OP-III	Binder Gr. II	Binder Gr. II	Report Writer/LDC	Section Holder
3.	S-III	Foreman	Warehouseman		
4.	AX-IV	Labourer			
5.	AX-III	Report Writer/LDC			
6.	S-III	Section Holder			
7.	OP-IV	Warehouseman			
		<b>Cost Centre: (B-5)</b>	<b>D.O. Stationery Section</b> (Productive — Product Group)		
1.	OP-III	Binder Gr. II	Binder Gr. II	Labourer	Foreman
2.	S-III	Foreman	Machineman		Section Holder
3.	AX-IV	Labourer	Warehouseman		
4.	OP-III	Machineman			
5.	S-III	Section Holder			
6.	OP-IV	Warehouseman			
		<b>Cost Centre: (B-6)</b>	<b>Duplicating Section (Productive — Specialised Group)</b>		
1.	OP-III	Gestetner Operator	Gestetner Operator	—	—
2.	OP-III	Varityper-typist	Varityper-typist		

1	2	3	4	5	6
<b>Cost Centre: (C-1) Case Room (Correction)</b>					
Same personnel shown in Case Room (Productive) as they do the correction work also.					
<b>Cost Centre: (C-2) Standing Forme Section (Service)</b>					
1.	S-III	Assistant Standing Forme Keeper	—	Compositor Gr. II	Assistant Standing Forme Keeper
2.	OP-III	Compositor Gr. II		Labourer	
3.	S-III	Foreman			Foreman
4.	AX-IV	Labourer			Section Holder
5.	S-III	Section Holder			
<b>Cost Centre: (C-3) Type Foundry and Store Section (Service)</b> (Including Metal Melting and distribution)					
1.	S-III	Assistant Type Store Keeper	—	Compositor Gr. I	Assistant Type Store Keeper
2.	OP-III	Compositor Gr. I		Compositor Gr. II	
3.	OP-III	Compositor Gr. II		Labourer	Foreman
4.	S-III	Foreman		Metal Melter	Section Holder Type Store Keeper
5.	AX-IV	Labourer			
6.	AX-III	Metal Melter			
7.	S-III	Section Holder			
8.	S-III	Type Store Keeper			
<b>Cost Centre: (C-4) Reading Branch (Service)</b>					
1.	AX-III	Copy Holder	—	Copy Holder	Head Reader
2.	AX-III	Copy Editor		Copy Editor	Reader-in-charge
3.	S-III	Head Reader		Junior Reader (Reader Cl. II)	
4.	AX-III	Junior Reader (Reader Cl. II)		Reviser	
5.	S-III	Reader-in-charge		Senior Reader (Reader Cl. I)	
6.	AX-III	Reviser			
7.	AX-III	Senior Reader (Reader Cl. I)			
<b>Cost Centre: (C-5) Maintenance (Mechanical and Electrical) (Service)</b>					
1.	AX-III	Asstt. Mechanic (Lino)	—	Asstt. Mechanic (Lino)	Head Mechanic (Lino)
2.	AX-III	Asstt. Mechanic (Mono)		Asstt. Mechanic (Mono)	

1	2	3	4	5	6
3.	AX-III	Asstt. Mechanic (Mechanical)		Asstt. Mechanic (Mechanical)	Head Mechanic (Mono)
4.	AX-IV	Asstt. Carpenter		Asstt. Carpenter	Head Mechanic (Mechanical)
5.	AX-III	Blacksmith		Blacksmith	
6.	AX-III	Boilerman		Boilerman	Supervisor (Mechanical)
7.	AX-III	Carpenter		Carpenter	
8.	AX-III	Electrician		Electrician	
9.	S-III	Head Mechanic (Lino)		Mechanic (Lino)	
10.	S-III	Head Mechanic (Mono)		Mechanic (Mono)	
11.	S-III	Head Mechanic (Mechanical)		Mechanic (Mechanical)	
12.	AX-IV	Labourer		Labourer	
13.	AX-III	Mechanic (Lino)		Mechanic (Lino)	
14.	AX-III	Mechanic (Mono)		Mechanic (Mono)	
15.	AX-III	Mechanic (Mechanical)		Mechanic (Mechanical)	
16.	AX-III	Report Writer/LDC		Report Writer/LDC	
17.	AX-IV	Roller Moulder		Roller Moulder	
18.	S-III	Supervisor (Mono)		Supervisor (Mechanical)	
19.	AX-III	Wireman		Wireman	
20.	AX-III	Welder		Welder	
21.	AX-III	Workshop Machineman (Mechanical)		Workshop Machineman (Mechanical)	
<b>Cost Centre: (A-1.1) Design and Layout Section—Photolitho (Productive)</b>					
1.	OP-III	Junior Artist	Junior Artist	—	Senior Artist-in-charge
2.	OP-III	Junior Artist (Calligraphy)	Junior Artist (Calligraphy)		
3.	OP-III	Senior Artist	Senior Artist		
4.	S-III	Senior Artist-in-charge			
<b>Cost Centre: (A-1.2) Film Setting Section—Photolitho (Productive)</b>					
1.	OP-III	Machine Operator Cl. I (Foto-setter)	Machine Operator Cl. I (Foto-setter)	—	—
2.	OP-III	Machine Operator Cl. II (Foto-setter)	Machine Operator Cl. II (Foto-setter)		
<b>Cost Centre: (A-1.3) Cold Type Setting—Photolitho (Productive) (Varytyper, Electric Typewriter, etc.)</b>					
1.	OP-III	Technical Assistant	Technical Assistant (Varytyper)	—	—
<b>Cost Centre: (A-1.4) Camera Section—Photolitho (Productive) (Including processing)</b>					
1.	AX-IV	Attendant	Cameraman	Attendant	—

1	2	3	4	5	6
2.	OP-III	Cameraman		Dark Room Assistant	
3.	AX-III	Dark Room Assistant		Developer	
4.	AX-III	Developer		Labourer	
5.	AX-IV	Labourer			
<b>Cost Centre: (A-1.5) Retouching and Proving Section—Photolitho (Productive)</b>					
1.	OP-III	Artist Retoucher	Artist Retoucher	Labourer	—
2.	OP-III	Assistant Artist Retoucher	Assistant Artist Retoucher		
3.	AX-IV	Labourer			
4.	OP-III	Senior Artist	Senior Artist		
<b>Cost Centre: (A-1.6) Plate-making Section—Photolitho (Productive) (Including printing down and graining and Standing Plate and Negative)</b>					
1.	AX-IV	Attendant	Graining Operator	Attendant	—
2.	OP-III	Graining Operator			
3.	OP-III	Helio Operator	Helio Operator		
4.	OP-III	Machine Operator Gr. I (Step and Repeat)	Machine Operator Gr. I (Step and Repeat)		
<b>Cost Centre: (A-2.1) Machine Section (Offset)—Photolitho (Productive)</b>					
1.	AX-IV	Attendant	Machine Operator Cl. II (Photostat)	Attendant	—
2.	AX-III	Feeder		Feeder	
3.	AX-IV	Labourer	Offset Machineman Gr. I		
4.	OP-III	Machine Operator Cl. II (Photostat)	Offset Machineman Gr. II	Labourer	
5.	OP-III	Offset Machineman Gr. I			
6.	OP-III	Offset Machineman Gr. II			
<b>Cost Centre: (B-1 to 3) Photostat, Microstat, Stat-file (Productive Department—Specialised Group)</b>					
1.	AX-IV	Attendant	Machine Operator Cl. II (Photostat)	Attendant	—
2.	AX-III	Dark Room Assistant		Dark Room Assistant	
3.	OP-III	Machine Operator Cl. II (Photostat)			
4.	AX-IV	Trimmer		Trimmer	
<b>Cost Centre: (B-4) Reprographic Unit</b>					
1.	OP-III	Artist Retoucher	Artist Retoucher	Attendant	

1	2	3	4	5	6
2.	OP-III	Assistant Artist Retoucher	Assistant Artist Retoucher		
3.	AX-IV	Attendant			
4.	OP-III	Binder Gr. I	Binder Gr. I		
5.	OP-III	Binder Gr. II	Binder Gr. II	Electrician	—
6.	AX-III	Electrician	Machine Operator Gr. I (Xerox)	Mechanic (Mechanical)	
7.	OP-III	Machine Operator Gr. I (Xerox)	Machine Operator Gr. II (Xerox)		
8.	OP-III	Machine Operator Gr. II (Xerox)	Offset Machineman Gr. I		
9.	AX-III	Mechanic (Mechanical)			
10.	OP-III	Offset Machineman Gr. I	Offset Machineman Gr. II		
11.	OP-III	Offset Machineman Gr. II	Warehouseman		
12.	OP-IV	Warehouseman			
		<b>Cost Centre: (C-1)</b>	<b>Editing Section—Photolitho (Service)</b>		
1.	AX-III	Copy Editor	—	Copy Editor	
2.	AX-III	Copy Holder		Copy Holder	
3.	AX-III	Editor		Editor	
4.	AX-III	Senior Reader		Senior Reader	
		<b>Cost Centre: (A-1.4 to A-1.7)</b>	<b>Photo Engraving Section (Productive) (Block Making Section)</b>		
1.	OP-III	Cameraman	Cameraman	Dark Room Assistant	—
2.	AX-III	Dark Room Assistant	Etcher Cl. I	Labourer	
3.	OP-III	Etcher Cl. I	Etcher Cl. II	Printer	
4.	OP-III	Etcher Cl. II	Half-tone Etcher	Report Writer/LDC	
5.	OP-III	Half-tone Etcher	Moulder and Finisher	Trimmer	
6.	AX-IV	Labourer			
7.	OP-III	Moulder and Finisher	Mounter		
8.	OP-III	Mounter	Mounter and Finisher		
9.	OP-III	Mounter and Finisher			
10.	AX-III	Printer			
11.	AX-III	Report Writer/LDC			
12.	AX-IV	Trimmer			



## ANNEXURE—11

### Guidelines for preparation of Pay Bills cost-centrewise and in groups

The purpose of preparing pay bills according to cost-centres, and in groups, so far as sundry service and administrative departments are concerned, is to abstract out the payments made to operatives, auxiliary and supervisory staff of each cost-centre separately and to enable the administrative/management expenses to be correctly apportioned.

2. The face sheet (front page) of the pay bill form should have the following particulars appearing on the top right hand corner, in addition to the existing details:—

Cost-centre \_\_\_\_\_  
Productive  
and/or \_\_\_\_\_  
Service  
Part No. \_\_\_\_\_ Section \_\_\_\_\_

The name of the cost-centre (i.e. case room, lino, bindery etc.) and whether it is a productive and/or service cost-centre are to be mentioned in the space for the respective entries.

3. Since there are to be separate bills for permanent and temporary establishment and class III and class IV employees, each cost-centre will have four parts of pay bills as follows:

Part I — For Permanent Class III  
Part II — For Temporary Class III  
Part III — For Permanent Class IV  
Part IV — For Temporary Class IV

Where it becomes necessary to split up any of these parts in more than one bill, due to the large strength of a particular category and for facility of preparing the bill in convenient batches (e.g., case of compositors, binders, warehousemen, etc.) each such bill coming under a particular part may be given Section

Nos. 1, 2, 3 etc. This Part No. and Section No. indication are to appear in the concerned bills in the space provided for the purpose. The only idea in giving this standardised Part No. and Section No. is to make sure that while compiling the figures of payments to operatives, auxiliary and supervisory for posting in 'A' series forms, there occurs no omission in extracting the totals from all the bills relating to the particular cost centre.

4. The arrangement of 'establishment' of each cost-centre and the name of incumbents on the inside page of the bill are to be as displayed in the specimen sheets attached. These specimen sheets explain the manner of preparation of pay bills for case room and bindery. The same method is to be followed for all the cost-centres whether productive or service. Under this arrangement there is no need to have separate bills for operatives, auxiliary or supervisory, except when such separation in Parts I, II, III and IV becomes necessary to distinguish the employees as permanent and temporary or class III and class IV.

5. The pay bills for class II non-gazetted and class II and class I gazetted officers are to be prepared as at present.

6. As far as possible the sundry service and administrative department (office establishment) bill should be prepared in the five divisions, indicated in Annexure 4 (pages 17 to 19 ante) to facilitate completion of Statement No. I. For this purpose, it would facilitate if the division of work among the employees is organised under the specific five groups enumerated there. Perhaps in most of the presses it stands patterned on these lines already. Where it is not so, this should be possible of being accomplished by slight adjustment.

**Specimen to show the manner of preparation of Pay Bill in respect of Case Room employees, Class III Permanent/Temporary, i.e., Part I/Part II.**

Sl. No.	Establishment and name of incumbent	Dues			Deductions	
<i>Operative and Auxiliary:</i>						
<u>Compositor Gr. I (No. _____)</u>						
	S/Shri					
1.	A					
2.	B					
3.	C					
	Total					
<i>Operative and Auxiliary:</i>						
<u>Compositor Gr. II (No. _____)</u>						
1.	A					
2.	B					
3.	C					
	Total					
11.	J					
12.	K					
	Total					
<i>Auxiliary: Cylinder Proof Pressman (No. _____)</i>						
1.	M					
2.	N					
	Total					
<i>Supervisory: Foremen (No. _____)</i>						
1.	R					
2.	S					
	Total					
This footnote is to appear on the bottom of the first inside page		Strength in Perm/Temporary Est.	Sanctioned Under	No. shown in this Bill	Balance shown in	
					Bill No.	Cost Centre
		Compositor Gr. I				
		Compositor Gr. II				
		Cylinder Proof Pressmen				
		Foremen				
		Section Holders				

Continued from previous page

Sl. No.	Establishment and name of incumbent	Dues			Deductions		
<i>Supervisory: Section Holders (No. _____)</i>							
	S/Shr						
1.	W						
2.	X						
3.	Y						
	Total						
<b>ABSTRACT:</b> Operative and Auxiliary: Compositors Gr. I Compositors Gr. II Auxiliary: Cylinder Proof Pressmen Supervisory: Foremen Section Holders							
<b>GRAND TOTAL</b>							

(This abstract is to appear at the end of the bill)

Specimen sheet to show the manner of preparation of Pay Bill in respect of Case Room employees Class IV Permanent/Temporary, i.e., Part III/Part IV.

Sl. No.	Establishment and name of incumbent	Dues			Deductions		
<i>Auxiliary: Galley Proof Pressman (No. . —)</i>							
	S/Slri						
1.	A						
2.	B						
3.	C						
.	.						
7.	G						
	Total						
<i>Auxiliary: Labourer (No. —)</i>							
1.	A						
2.	B						
3.	C						
8.	H						
9.	I						
10.	J						
	Total						
ABSTRACT:		(This abstract is to appear at the end of the bill)					
Auxiliary: Galley Proof Pressmen Labourers							
GRAND TOTAL							

	Strength in Perm/Temporary Estt.	Sanctioned Under	No. shown in this bill	Balance shown in	
				Bill No.	Cost Centre
Galley Proof Pressmen					
Labourers					

(This footnote is to appear on the bottom of the first inside page)

**Specimen sheet to show the manner of preparation of Pay Bill in respect of Bindery employees,  
Class III Permanent/Temporary, i.e., Part I/Part II.**

Sl. No.	Establishment and name of incumbent	Dues		Deductions		
<i>Operative: Binders Gr. I (No. _____)</i>						
	S/Shift					
1.	A					
2.	B					
3.	C					
8.	H					
	<b>Total</b>					
<i>Operative: Binders Gr. II (No. _____)</i>						
1	A					
2.	B					
3.	C					
4.	D					
10.	J					
11.	K					
12.	L					
	<b>Total</b>					
		<b>Strength in Perm/Temporary Estt.</b>	<b>Sanctioned Under</b>	<b>No. shown in this bill</b>	<b>Balance shown in</b>	
					<b>Bill No.</b>	<b>Cost Centre</b>

Binders Gr. I  
Binders Gr. II  
Gold Finisher  
Foremen  
Section Holders

(This footnote is to appear on the bottom of the first inside page)

Specimen sheet to show the manner of preparation of Pay Bill in respect of  
Bladeless Employees, Cl. IV,  
Permanent/Temporary, i.e., Part III/Part IV.

Sl No.	Establishment and name of incumbent	Dues			Deduction	
<u>Operative: Warehousemen (No. _____)</u>						
	S/Sbri					
1.	A					
2.	B					
3.	C					
.	.					
.	.					
8.	H					
9.	I					
10.	J					
.	.					
.	.					
15.	O					
	Total					
<u>Auxiliary: Labourer (No. _____)</u>						
1.	A					
2.	B					
3.	C					
4.	D					
	Total					
<b>ABSTRACT:</b>						
<u>Operative:</u> Warehousemen		<i>(This abstract is to appear at the end of the bill)</i>				
<u>Auxiliary:</u> Labourers						
<b>GRAND TOTAL</b>						
		Strength in Perm/ Temporary Estt.	Sanctioned Under	No. shown in this Bill	Balance shown in Bill      Cost No.      Centre	
		Warehousemen				
		Labourers				

*(This footnote is to appear at the bottom of the first inside page)*

Continued from previous page

Sl. No.	Establishment and name of Incumbent	Dues			Deductions		
<i>Operative: Gold Finisher (No. ....)</i>							
	S/Shri						
1.	AA						
2.	AB						
	<b>Total</b>						
<i>Supervisory: Foremen (No. ....)</i>							
1.	A						
2.	B						
	<b>Total</b>						
<i>Supervisory: Section Holder (No. ....)</i>							
1.	A						
2.	B						
	<b>Total</b>						
<b>ABSTRACT:</b>							
<i>Operative:</i>		(This abstract is to appear at the end of the bill)					
Binders Gr. I							
Binders Gr. II							
Gold Finisher							
<i>Supervisory:</i>							
Foremen							
Section Holders							
<b>GRAND TOTAL</b>							

**ANNEXURE — 12 (1)  
LIST OF FORMS FOR PART — A**

(Compilation forms for abstracting the charges relating to Wages/Salaries, etc.)

Form No.	Items of Statement No. 1	Sub-head of Statement No. 1	How charges are to be exhibited in Statement No. 1
1	2	3	4
A-1	1 and 4 to 5	Payments to operatives, Skilled/Piece (Permanent and Temporary)	Direct to productive departments
A-2	2 and 4 to 5	Payments to auxiliary personnel (permanent and temporary) attached to productive departments (A&B departments)	Direct to productive departments
A-3	2 and 4 to 5	Payments to auxiliary personnel (permanent and temporary) attached to service departments. (C — departments)	Direct to service departments
A-4	3 to 5	Payments to supervisory personnel (permanent and temporary) attached to productive departments (A&B departments)	Direct to productive departments
A-5	3 to 5	Payments to supervisory personnel (permanent and temporary) attached to service departments (C — departments)	Direct to service departments

	1	2	3	4
A-6	3 to 5	Payments to personnel of sundry service and administrative departments (D — departments) Office Staff.	Direct to sundry service and administrative departments (Office establishment)	
A-7	3 to 5	Payments on sundry service and administrative departments (D departments) Management group)	Direct to sundry service and administrative departments (Management group)	
A-8	3 to 5	Payments to Store-keeping staff	Apportionment between store-keeping, freight, etc. expenses and sundry service and administrative departments (Production connected.)	
A-9	6	Expenditure on Apprenticeship Scheme	Direct to productive departments to which the apprentices are attached.	

Note: Specimen of Forms A-1 to A-8 is at Annexure 13 (1) — 15).  
Specimen on Form A-9 is at Annexure 13(9). These are model forms only for guidance and each press will adapt these according to its respective cost centres.  
The forms are to be made into one register.



**ANNEXURE — 12 (2)  
LIST OF FORMS FOR PART — B**

(Compilation forms for abstracting and distributing productive overheads and administrative overheads.)

Form No.	Item of Statement No. I	Sub-head of Statement No. I	How charges are to be exhibited in Statement No. I
1	2	3	4
B-1	7(a) to 7(e)	Stores (Purchases and Issues)	Value of purchases to be allocated to Capital Account and value of issues to be apportioned to cost centres.
B-2	7(d)	Freight and packing and cartage charges on paper and binding materials and related goods.	Allocation to store keeping, freight, etc. expenses.
B-3	8	Proof Paper	Apportionment to cost centres according to issues made.
B-4	9(a)	Premises — Interest on buildings	Apportionment to cost centres
B-5	9(b)	Premises — Depreciation on buildings	Apportionment to cost centres
B-6	9(c)	Premises — Uplieep of buildings	Apportionment to cost centres
B-7	9(d)	Premises — Additions to buildings	Allocation to Capital Account
B-8	10(a)	Capital — Interest on Plant and Machinery and other dead stock articles	Apportionment to cost centres
B-9	10(b)	Capital — Interest on unused stock of stores	Apportionment to cost centres

1	2	3	4
B-9	10(c)	Capital — Interest on unused stock of paper and binding materials	Allocation to Store-keeping, etc., expenses
B-10	10(d)	Capital — Depreciation on Plant and Machinery and other dead stock articles	Apportionment to cost centres
B-11	10(e)	Capital — Renewals and replacements	Allocation to Capital Account
	10(f)	Capital — Additions to Plant and Machinery and other dead stock articles	Allocation to Capital Account
B-12	11(a) to 11(h)	Contingencies	Apportionment to cost centres
B-13	12	Inspection charges	Apportionment to cost centres
B-14	13	Pension gratuity and contribution to provident fund and compensation	Apportionment to cost centres
B-15	14	Cost of Paper and Binding materials for House printing	Allocation to House printing
B-16	15	Stationery and printed forms	Allocation to general expenses under sundry service and administrative departments.
B-17	16	Audit Charges	Allocation to general expenses under sundry service and administrative departments.

Note: Specimens of these forms are at Annexure 13 (10) — (2A)

These are model forms only for guidance and each press will adapt these according to its respective cost centres. The forms are to be made into one register.

Year \_\_\_\_\_

Form No. A-1

Sub-head of Charge

Payments to operatives (Productive department) salaried/ Piece — Permanent/ temporary.

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Coal rates, etc. and details of Payments													
CASE ROOM (Original work)													
Pay													
Overtime													
Allowances (DA, DP & Interim Relief)													
Bonus													
Total													
Leave Salary													
(a) Compensatory Allowances (CCA & HRA)													
(b) Hill Allowances (Winter allowances Night Duty Dufft Allowances)													
(c) Other allowances (LTC, Medical Rehabilitation, Turbocor, CEA, etc. and Hospitalization)													

Note: Forms A-2 to A-9: Same as above specimens with changes in respect of Form's No. sub-head of charge and classification of cost centre.

Form No. A-9 \_\_\_\_\_ Year \_\_\_\_\_

Sub-head of Charge: 6 — Expenditure on Apprenticeship Scheme

	April	May	June	July	August	September	October	November	December	January	February	March	Total
Cost Centre etc. and Details of payments													
(a) Stipend													
(b) Payments to technical institutions for basic training													
(c) Other expenditure, if any —													
<b>TOTAL:</b>													

**ANNEXURE — L1101**

Form No. B-1 Year \_\_\_\_\_

Sub-head of Charge 7(a) to 7(c) — Stores Purchases and Issues

Item of Charge	Value of purchases (Total Rs.)	Value of actual issues (Total Rs.)	Actual Issue — Distribution																			
			Class Room	Libr. Section	Mano keyboard Section	Mano ceiling Section	Duplicate plate-making Section	Canvas Section	Renouching and Proofing Section	Plate making Section	etc.	etc.										
Raw Material																						
Spare parts																						
Petty-plans																						

ANNEXURE — 13(11)

Form No B-2

Year \_\_\_\_\_

Sub-head of charge: 7(d) — Freight and packing and carriage charges on paper and binding materials and printed goods.

Item of Charge	Total Expenses Rs.
1. Railway freight paid on inward consignments	
2. Railway freight paid on outward consignments	
3. Carriage and labour cost	
4. Cost of packing boxes and other packing material.	
<b>Total</b>	

(To Store-keeping, freight etc., expenses column 57 of Statement No...)

ANNEXURE — 1313

Form No. B-3

Year \_\_\_\_\_

Sub-head of Charge

B — Proof Paper.

Item of Charge	Amount	Distribution	Proof Paper
		Case Room	
		Lino Section	
		Lead Casting Section	
		Printing Machine (Hand Press) Section	
		Printing Machine (Platen & Flat Bed Cylinder) Section	
		Printing Machine (Rotary) Section	
		Bindery	
		etc.	
		etc.	
		etc.	

ANNEXURE — 1A(15)

Form No. E-4

Year \_\_\_\_\_

Sub-head of Charge: 9(a) Premises Interest on buildings

Item of charge	Amount	Distribution
Interest on buildings	Rs.	Cafe Room
		Lino Section
		Wood Keyboard Section
		Wood casting Section
		Duplicate plate making section
		Camera Section
		Restocking and proving Section
		Plate Making Section
		Binding and Distring Section
		Printing Machine(Hand Press) Section
		etc.
		etc.
		etc.
		Envelope-making section
		Bindery
etc.		
etc.		
Management Group		
etc.		

## ANNEXURE — 2079

Form No. B-5

Year \_\_\_\_\_

Sub-head of Charge: 9(b) — Premises—Depreciation on buildings.

Description of item	Value Rs.	Rate of depreciation (%)	Amount of depreciation Rs.	Distribution		
				Details of Press buildings, etc.	Floor area (Sq. ft./Sq. cm)	Share of depreciation Rs.
Press Buildings				1. Case Room		
				2. Lino Section		
				3. Mono Keyboard Section		
Electric installations				4. Mono Casting Section		
				5. Duplicate plate making Section		
Sanitary installations				6. Camera Sec.		
				7. Retouching & Proving Sec.		
				8. Plate making Section		
Total:				9. Mounting and Finishing Sec.		
				10. Printing Machine (Hand Press) Sec.		
				11. etc.,		
				12. etc.,		
				13. Bindery		
				14. Envelope making Sec.		
				15. Tag (Baggage label) making Section		
				16. Stationery Binding Sec.		
				17. D.O. Stationery Section		
				18. Duplicating		
				19. etc.,		
				20. etc.,		
				21. Management group		



**ANNEXURE - IX(15)**

Form No B-6

Year \_\_\_\_\_

Sub-head of Charge: 9(c) — Premises—Upkeep of buildings.

Item of Charge	Qty.	Rs.	Distribution													
			Case Room	Lino Section	Wren Keyboard Section	Xero Casting Section	Duplicate plate making Section	Camera Section	Retouching and proofing Section	Plate Making Section	Mounting and Finishing Section	Printing Machine (Hand press) Section	Printing Machine (Platen and Flat-bed Cylinder) Section	Printing Machine (Rotary) Section	Handy	etc.

**ANNEXURE—13(16)**

Form No. B-7

Year \_\_\_\_\_

Sub-Head of charge: 9(d)—Premises—Additions to buildings

Item of Charge	Value Rs.
Press Buildings	
Electric Installations	
Sanitary Installations	
Total	

(To Capital Account Column 54 of Statement No. J)

**ANNEXURE—1(A7)**

Form No. B-6

Year—

Sub-head of Charge: 11(a)—Capital—Interest on Plant and Machinery and other dead stock articles

Details	Distribution	
Case Room		
Lino Section		
Mono Keyboard Section		
Mono Casting Section		
Duplicate Plate Making Section		
Camera Section		
Retouching & Proving Sec.		
Plate Making Section		
Mounting and Finishing Section		
Printing Machine (Hand Press) Sec.		
etc.		
etc.		
Bindery		
Envelope Making Section		
Tag (Baggage Label) making		
Stationery Binding Sec.		
D.O Stationery Binding Section		
etc.		
etc.		
Value at the beginning of the year		
Value at the close of the year		
Total value of P&M etc. Mean Value		
Interest on Plant and Machinery etc.		
Total Interest		

**ANNEXURE—II(17)**

Form No. B-6

Year—

Sub-head of Charge: II(A)—Capital—Interest on Plant and Machinery and other dead stock articles

Details	Distribution	
Value at the beginning of the year	Case Room	
Value at the close of the year	Lino Section	
Total value of P&M etc. Mean Value	Mono Keyboard Section	
Interest on Plant and Machinery etc.	Mono Casting Section	
Total Interest	Duplicate Plate Making Section	
	Camera Section	
	Retouching & Proving Sec.	
	Plate Making Section	
	Mounting and Finishing Section	
	Printing Machine (Hand Press) Sec.	
	etc.	
	etc.	
	Bindery	
	Envelope Making Section	
	Tag (Baggage Label) making	
	Stationery Binding Sec.	
	D. O. Stationery Binding Section	
	etc.	

ANNEXURE—13(B)

Form No. B-9

Year \_\_\_\_\_

Sub-head of Charge: 10(b)—Capital : Interest on unused stock of stores

10(c)—Capital : Interest on unused stock of paper and binding materials

Item of Charge	Distribution	
	Value	Rs
Unused stock of Store		
Unused stock of paper and binding materials		
Total		
Interest on value of unused stock of stores		
Interest on value of unused stock of paper and binding materials		
Total interest:		
	Case room (Original work)	
	Lano Section	
	Mono Keyboard Section	
	Mono Casting Section	
	Duplicate Plate making section	
	Camera Section	
	Retouching and Proving Section	
	Plate Making Section	
	Mounting and Finishing Section	
	Printing Machine (Hand Press) Sec	
	etc.	
	Printing Machine (Rotary) Section	
	Bindery	
	etc.	
	etc.	
	etc.	

Form No. B-10

ANNEXURE—13(B)

Year \_\_\_\_\_

Sub-head of Charge: 10(d) Capital—Depreciation on Plant & Machinery and other dead stock articles.

Item of Charge	Amount Rs.	Distribution	
Depreciation on Plant and Machinery etc.		Case room	
		Lino Section	
		Mono Keyboard Section	
		Mono Casting Section	
		Duplicate Plate Making section	
		Camera Section	
		Retouching and Proving Section	
		Plate making Section	
		Mounting and Finishing Section	
		Printing Machine (Hand Press) Section	
		etc.	
		etc.	
		etc.	
		Envelope Making Section	

**ANNEXURE—IX(20)**

Form No. B-11

Year \_\_\_\_\_

Sub-head of Charge: 10(e)—Capital : Renewals and replacements  
 10(f)—Capital : Additions to Plant and Machinery and other Dead Stock articles.  
 (Total purchases and issues).

Item of Charge	Expenditure on purchases Rs.	Actual issues Rs.
Renewals and replacement		
Additions to Plant and Machinery and other dead-stock articles.		
Total		

(To Capital Account Column 54 of Statement No I)

**ANNEXURE—13(21)**

Form No. B-12

Year \_\_\_\_\_

Sub-head of Charge: 11(a) to 11(b)—Contingencies.

Item of Charge	Amount Rs.	Distribution							
		Case room	Lido Section	Mono Keyboard Section	Mono Casting Section	Duplicate Plate Making Section	Camera Section	etc.	etc.
1. Power (Industrial)									
2. Hot & Cold Weather charges, lighting and fans, etc.									
3. Protective Clothing, Soaps and Towels									
4. Canteen, Dispensary and Grant-in-aid for Welfare Club.									
5. Repairs to Machinery									
6. Transport Expenses									
7. Out Work									
8. General Expenses									
Total									



**ANNEXURE—13(22)**

Form No. B-13

Year—

Sub-head of Charge: 12 Inspection Charges.

Item of Charge	Amount Rs.	Inspection Charges
Case room		
Lino Section		
Mono Keyboard Section		
Mono Casting Section		
Duplicate Plate Making Section		
Camera Section		
Retouching and Proofing Section		
Plate making Section		
Mounting and Finishing Section		
Printing Machine (Hand Press) Section		
Printing Machine (Platen & Flat-bed Cylinder) Section		
Printing Machine (Rotary) Section		
etc.		

Distribution

Form No. B-14

ANNEXURE-13(2)

Year \_\_\_\_\_

Sub-head of Charge. 13— Pension, Gratuity and contribution to Provident Fund and Compensation.

Item of Charge	Amount Rs.	Distribution												Total	
		Case room	Lino Section	Mono Keyboard Section	Mono Casting Section	Duplicate Plate Making Section	Camera Section	Reouching and Proving Section	Plate making Section	Mounting and Finishing Section	Printing Machine (Hand Press) Section	Printing Machine (Platen & Flat-bed Cyliner) Section	Printing Machine (Rotary) Section		etc.
Pension															
Gratuity															
Contribution to Provident Fund															
Other Compensation															
<b>Total</b>															

ANNEXURE—13(24)

Form No. B-15

Year \_\_\_\_\_

Sub-head of Charge: 14—Cost of paper and Binding materials for House Printing.

Item of Charge	Value Rs.
Cost of Paper and Binding Materials used for House Printing (including freight and carriage charges, etc.) (To be allocated to House Printing Col. 53 of Statement No.1)	

**ANNEXURE--13(25)**

Form No. B-16

Year \_\_\_\_\_

Sub-head of Charge: 15--Stationery and Standard Forms.

Item of Charge	Value Rs.
Cost of Stationery obtained during the year	
Cost of Standard forms	
Total	
(To be allocated to Security and General Col. 50 of Statement No. 1)	

## ANNEXURE—13(26)

Form No. B-17

Sub-head of Charge: 16—Audit Charges.

Year \_\_\_\_\_

Item of Charge

Amount  
Rs.

Audit Charges

(To be allocated to Security and General Col. 50 of  
Statement No. 1)

**ANNEXURE—14**

**GUIDE LIST OF DOCUMENTS FOR FILLING UP FORMS IN PARTS A & B SERIES OF THE COSTING SCHEME**

Items of Re-designed form	Source documents for filling up forms in parts 'A' and 'B' series of the Cost Scheme			1	2	3	4
	Basic Document	Inter-mediary Document	Final Document				
1	2	3	4				
1. Payments to operatives in Productive Departments	Pay bills	—	Abstract of Pay-bills/ Supplementary bills	5. Allowances and Honoraria	Pay bills, T.A. bills, Medical bills, LTC bills and Tuition Fee reimbursement bills etc.	—	Abstract of Pay bills/ Supplementary bills, T.A., Medical bills, LTC bills and Tuition Fee reimbursement bills etc.
2. Payments to Auxiliary in Productive and Service Departments	-do-	—	-do-	6. Expenditure on Apprenticeship Scheme	Pay bill and bills for stipend and training charges	—	Expenditure Register
3. Payments to supervisory in Productive and Service Departments, Sundry Service and Administrative Deptts. and payments to Store Staff.	-do-	—	-do-	7. Stores (Purchases and Issues):			
				(a) Raw Materials (Other than paper and binding materials)	Invoices, bills and advices, debit statements.	Contingent bills	Contingent Registers/ Expenditure register and store ledgers.
				(b) Spare parts	-do-	-do-	-do-
				(c) Petty Plant	-do-	-do-	-do-
4. Payments to Operatives Others	-do-	—	-do-				

1	2	3	4	1	2	3	4
(d) Freight, packing and carriage charges on paper, binding materials and printed goods	Railway Receipt Register, Contingent vouchers and Credit notes.	-do-	Contingent Registers and Book-debit statements.	10. Capital:			
8. Proof Paper	—	—	Store Ledger	(a) Plant and Machinery and other dead stock articles	—	—	Dead Stock Ledger
9. Premises:	—	—		(b) Interest on unused stock of Stores	—	—	Respective store ledger
(a) Interest on building	—	—	Intimation regarding value of building obtained from the CPWD	(c) Interest on Paper and binding materials	—	—	Respective store ledger
(b) Depreciation of building	—	—	Intimation regarding closing value of building obtained from the CPWD	(d) Depreciation on P&M and other dead stock articles	—	—	Dead Stock Ledger
(c) Up-keep of building	—	—	Figures collected from CPWD	(e) Renewals and replacements	Invoices and bills	Debit Statements and Contingent Register	Contingent Register/ Expenditure Register
(d) Additions to building	—	—	Figures on cost of additions to buildings collected from CPWD	(f) Additions to P&M and other dead stock articles	-do-	-do-	-do-
				11. Contingencies:			
				(a) Power (Industrial)			
				(b) Hot and Cold weather charges, lighting and fans, etc.	Electricity bills	Contingent bills	Contingent Registers
				(c) Protective clothing and soaps and towels	Suppliers' bills and Invoices	Contingent bills	Store ledger

	1	2	3	4		1	2	3	4
(d) Canteen, dispensary and grant-in-aid for welfare club		Bills and Invoices	Contingent bills Debit statement	Contingent Register and Store ledger for medicines.	14. Cost of Paper and Binding materials for House Printing		—	—	Store ledger
(e) Repairs to Machinery		Bills	Contingent bills	Contingent Register	15. Stationery and standard forms		—	—	The cost of standard form and stationery as ascertained from the Forms Store, GISO Calcutta respectively.
(f) Transport expenses		Bills	Contingent bills	Contingent Register					
(g) Out-work expenses		Bills	Contingent bills	Contingent Register					
(h) General		Bills	Contingent bills	Contingent Register					
12. Inspection Charges		Pay bills	—	Expenditure Register					
13. Pension, Gratuity and Contribution to Provident Fund and Compensation		—	—	Actual calculation	16. Audit Charges		—	—	Amount ascertained from the Audit Deptt.



**ANNEXURE — 15**  
**INSTRUCTIONS**  
**FOR FILLING THE REDESIGNED STATEMENT No. I (2)**

**1. Payments to operatives in Productive Departments (A & B Departments)—**

Payments to operatives by way of pay, overtime, allowances (D.A.) and bonus (compiled in Form A.1) are to appear against this sub-head of charge as a direct charge to the respective productive departments. Since these operatives also do house printing (which constitutes administrative overhead) that portion of the payments to operatives representing house printing charges has to be separated out and exhibited in column 53 of Statement No. I(2). In the case of compositors (other than those of type foundry & store and standing forme section) these payments are to be divided into those for (a) original work and (b) correction and other non-productive work, according to the ratio of time spent on original work and correction work. The payments for original work are to be shown as a productive charge in column 3 and the payments for correction work as a service charge under column 40 of Statement No. I(2).

**2. Payments to auxiliary staff in Productive and Service Departments (A, B & C Departments)—**

Payments to auxiliary personnel as pay, overtime, allowances (D.A.) and bonus (compiled in Forms A-2 and A-3) are to appear against this sub-head of charge under the particular productive and service department to which they are attached. Payments to compositors and other personnel attached to standing forme section and type foundry & store are also to be included under this head and shown in [columns 41 and 43 of Statement No. I(2)].

**3. Payments to supervisory staff in Productive and Service departments (A, B & C Deptts.) and payments to Sundry Service and Administrative Departments and Store Staff (D-Departments)—**The supervisory personnel (such as foreman and section holders)

in the case of productive and service department fall under two categories *viz.*, (a) those directly attached to one department on cost centre in whose case payments (compiled in Forms A-4 and A-5) are to be wholly allocated to that section, and (b) those who supervise more than one department or cost centre, in whose case payments (compiled in Forms A-4 and A-5) are to be apportioned among the specific cost centres in the same ratio as payments have been made there to operatives in the case of productive departments and auxiliary staff in the case of service departments.

Sundry service and administrative departments' personnel comprise office staff and management group. Payments to office staff, as pay, overtime, allowances (D.A.) and bonus (compiled in Form A-6) are to be distributed to [columns 47, 48, 49 and 50 of Statement No. I(2)] according as they work in a section or tasks connected with production, accounts and personnel, welfare and security and general. Payments to management group as pay, overtime, allowances (D.A.) and bonus (compiled in Form A-7) are to be shown under specific column provided for the purpose [column 52 of Statement No. I(2)].

Store-keeping personnel handle storage, issue and accounting of not only paper and binding materials but also other stores such as raw materials, spare parts, petty plant, etc., needed for the press. Therefore, payments (compiled in Form A-8) to store-keeping staff have to be apportioned between store expenses related to issue of paper and binding materials against jobs [column 57 of Statement No. (2)] and sundry service and administrative department connected with production [column 47 of Statement No. (2)]. The ratio for this division is according to value of respective stores issued, which will be available from the proforma accounts E and F of the costing scheme.

**4. Leave payments to (a) Operatives and (b) others**—Actual payments of this nature extracted from the compilation forms in part A series (Form A-1 to A-8) separately for operative staff and others, are to be shown against this sub-head of charge under the respective cost centre columns of Statement No. I(2).

**5. Allowances and Honoraria**—These relate to compensatory allowances, hill allowances and other allowances and honoraria. The compensatory allowances include C.C.A. and H.R.A. The hill allowances include winter, night duty and outfit allowances. The other allowances and honoraria include leave travel concession, reimbursement of medical bill, tuition fees, children education allowance, etc., and honorarium. These will be compiled in Forms A-1 to A-8. Same treatment as in para 4 for leave payments.

**6. Expenditure on apprenticeship scheme**—The expenses against this item which comprise stipends, payments to technical institutions for basic training and other expenditure on the scheme (compiled in Form A-9) are to be apportioned to productive cost centres to which the apprentices are attached, on the basis of actuals.

**7. Store (Purchases and issues)**—(a) to (c) The value of all purchases of stores of the nature of raw materials, spare parts and petty plants (compiled in Form B-1) are to be shown against this sub-head of charge under column 54 of Statement No. I(2). Capital Account. The value of actual issues of raw materials, spare parts and petty plant is to be apportioned to the cost centres according to the detailed account of issues maintained in the store branch and compiled in Form B-1.

(d) Expenses on freight and packing and carriage charges on paper and binding materials and printed goods (compiled in Form B-2) are to be shown against the sub-head of charge under Column 57 of Statement No. I(2). This charge is to be added to the cost of paper and binding materials for direct recovery according to issues made against each job for each Ministry/Department, and thus be included in Statement No. II also.

**8. Proof Paper**—The expenses on this item compiled in Form B-3 are to be apportioned to

productive cost centres according to actual issues against those cost centres.

**9. Premises—(a) Interest on buildings:** Interest at the rate of 5% on the capital cost of the buildings at the beginning of the year as shown in column 2 of proforma B-Capital Account—Buildings to be apportioned among all the sections (including sundry service and administrative departments) according to floor space occupied by each (compiled in Form B-4). Interest on the rent free bungalow occupied by the General Manager/Manager, etc., has also to be included and shown under the column — "Management group" [Column 52 of Statement No. I(2)].

(Note: The instructions contained here will not apply to staff quarters since the upkeep, interest and depreciation, etc., charges relating to these quarters will not be reflected in the proforma accounts of the press.)

**(b) Depreciation on buildings:** Depreciation on buildings, electric and sanitary installations is to be calculated at the prescribed rates on value of the buildings etc., at the end of the year as shown in column 4 of proforma "B-Capital Accounts—Buildings", and apportioned in the same manner as in para (a) above in respect of interest on buildings (compiled in Form B-5).

**(c) Upkeep of buildings:** The actual account spent on account of repairs and upkeep (maintenance) as ascertained from the CPWD is to be apportioned in the same manner as in para (a) above in respect of interest on buildings (compiled in Form B-6).

**(d) Additions to buildings:** The cost of new additions, ascertained from the CPWD and compiled in Form B- 7 is to be added to the capital value of the buildings against this sub-head of charge and shown in column 54 of Statement No. I(2) Capital Account.

**10. Capital—(a) Interest on Plant and Machinery and other dead stock articles:** Interest is to be calculated at the rate of 5% per annum on the mean value (i.e., half the sum of the value at the beginning and at the close of the year) of plant and machinery and other dead stock articles and apportioned among the different

departments or cost centres according to the value of holdings as per the dead stock ledger with each such department or cost centre (compiled in Form B-8).

**(b) Interest on unused stock of stores:** This is to be calculated on the value of unused stocks at the close of the year. The principle of distribution of these expenses is that so far as unused stock of stores intended for a specified single cost centre is concerned the interest on the same is to be charged to that centre only. In regard to common items of stores, e.g., cotton waste, gum arabic, etc., which are used by more than one cost centre the interest charges on unused stock are to be apportioned to those cost centres according to value of consumption (compiled in Form B-9).

**(c) Interest on unused stock of paper and binding materials:** Interest is to be calculated on the closing value of paper and binding materials and allocated to column 57 "Store-keeping, freight, packing and carriage on paper, binding materials and printed goods" (compiled in Form B-9). This is to be recovered direct from jobs and also to be included in Statement No. II.

**(d) Depreciation on Plant and Machinery and other dead stock articles:** Depreciation is to be calculated at the stipulated rates (%) for different items of plant and machinery and dead stock articles and apportioned among the different departments or cost centres (compiled in Form B-10) according to the value of holdings as per dead stock ledger with each such department or cost centre.

The book value of unserviceable plant and machinery and other dead stock articles also which is credited to the depreciation fund (proforma account—G) is to be shown under column 54 of Statement No. (2). Capital Accounts against this sub-head of charge but is not distributed over the different cost centres.

**(e) Renewals and replacements; and**

**(f) Additions to Plant and Machinery and other dead stock articles:** Expenditure incurred under these sub-heads of charge are to be shown in column 54 of Statement No. I(2) Capital Accounts (compiled in Form B-11) against the line

"purchases". The issues of plant and machinery and other dead stock articles are also to be bulked up and shown in column 54 of Statement No. I(2) Capital Account (compiled in Form B-11) against the line "Actual Issues".

**11. Contingencies—(a) Power (Industrial):** The expenses on this item (compiled in Form No. B-12) are to be apportioned to the different power consuming departments or cost centres according to horse power used or actual power consumption.

**(b) Hot and Cold Weather Charges, Lighting and Fans, etc.:** The expenditure incurred under this head are to be apportioned to the respective sections; according to floor area occupied by each section (compiled in Form B-12).

**(c) Protective clothing, soaps and towels:** The cost of these items is to be apportioned to the different departments or cost centres, according to actual issues to each of these departments or cost centres. (compiled in Forms B-12).

**(d) Canteen, Dispensary and grant-in-aid for Welfare Club:** The cost is to be allocated to column 49 of Statement No. I(2) welfare under sundry service and administrative departments (D-Departments) (compiled in Form B-12).

**(e) Repairs to machinery:** The expenditure relates to cost of repairs to machinery done outside (compiled in Form B-12) and is to be allocated direct to column 44 of Statement No. I—maintenance. See also instructions in para 16(e) below.

**(f) Transport expenses:** This represents the expenditure on the running and maintenance of the press vehicles (compiled in Form B-12). This sub-head of charge is to be apportioned between "Store-keeping", etc., expenses [col. 57 of Statement No. I(2)] and "Production" [column 47 of Statement No. I(2)] according to ratio of distance (Kilometres) run for the carriage of paper and binding materials and printed goods on the one hand and for the carriage of miscellaneous stores other purposes on the other hand. The required information for this apportionment will be available from the log-book maintained in the press.

The expenses on transport or carriage, other than through the press vehicles of miscellaneous stores, etc., excluding those chargeable to paper, binding materials and printed goods are also to be allocated to "Production" column 47 of Statement No. I(2).

**(g) Out-work:** The cost of this item is to be allocated to column 55 of Statement No. I(2) for recovery direct from the job or department for which work has been done (compiled in Form B-12).

**(h) General expenses:** This sub-head of charge comprises the expenditure incurred on postage, telephone and telegrams and on other general petty items required for smooth running of the press (compiled in Form B-12). The total amount of expenditure under this sub-head is to be allocated to security and general under sundry service and administrative departments (D-Departments) [Column 50 of Statement No. I(2)].

**12. Inspection Charges:** The expenses on this item which are payments to the Employees Provident Fund Commissioner's Office (compiled in Form B-13) are to be apportioned to the different cost centres on the basis of actual calculations.

**13. Pension and Gratuity and contribution to Provident Fund and Compensation:** For the purpose of contributions, Govt. Servants have been classified in the following grades:-

1. Members of Grade A —Central Services
2. Members of Grade B —Central Services
3. Members of Grade C —Central Services
4. Members of Grade D —Central Services

The rates of contribution for the above grades will be as under:—

Grade-A	Rs. 209.50 Per mensem.
Grade-B	11.13 per cent per mensem of the maximum monthly pay of the grade substantively held.
Grade-C	9.5 per cent per mensem of the maximum monthly pay of the grade substantively held.

Grade-D            1/6 of pay.

The charges are to be apportioned to different departments or cost centres on the basis of actuals (compiled in Form B-14).

**14. Cost of Paper and Binding Materials for House Printing—**The expenses under this sub-head of charge (compiled in form B-15) are to be allocated to house printing in column 53 of Statement No. I(2).

**15. Stationery and Standard Forms:** The value of these items is to be obtained from the respective supply sources (Government of India Stationery Office for stationery and Government of India Forms Stores for standard forms) and allocated to security and general column 50 of the Statement No. I(2) (compiled in Form B—16).

**16. Audit Charges:** The charges under this sub-head as ascertained from the Audit Department are to be allocated in the same manner as in para 15 above (compiled in Form B-17).

**17. Distribution of Total Expenditure on Service Departments—(a) Case Room (Correction):** The total charges under this sub-head in column 40 of Statement No. I(2) are to be apportioned among case room, lino section and mono keyboard section in the ratio of work of corrections done for those sections.

**(b) Standing Forme:** The total charges under this sub-head in column 41 of "Statement No. I(2) are to be apportioned to case room (original work), lino section and mono casting section, in proportion to payments to operatives of those sections.

**(c) Reading Branch:** The total charges under this sub-head in column 42 of Statement No. I(2) are to be apportioned to case room (original work), lino section and mono keyboard section in proportion to payments to operatives of those sections.

**(d) Type Foundry and Store:** [Column 43 of Statement No. I(2)]. Same treatment as in para 17(b) for standing forme, in respect of the total charges.

**(e) Maintenance:** (Mechanical Branch) The total charges under this head in column 44 of Statement No. I(2) relating to repairs are to be

allocated/apportioned to the different cost centres or departments according to work done for those sections. If there are any items of manufacture done by this section the charges (compiled in proforma C) are to be allocated to column 54 — Capital Accounts.

**(f) Editing Section:** The total charges under this sub-head in column 45 of Statement No. I(2) are to be apportioned between film setting and cold type setting sections in proportion to payments to operatives of those sections.

**18. Distribution of Total Expenditure on Sundry Service and Administrative Departments (D-Departments) to Productive Departments (A & B Departments)—(a) Office Establishment:** Total charges under this sub-head in column 51 of Statement No. I(2) are to be reapportioned among the productive departments in proportion to payments to operatives in those departments.

**(b) Management Group:** The total charges under this sub-head in column 52 of Statement No. I(2) are to be apportioned in the same manner as in para 18(a) above—office establishment, subject to the exception that where it is possible to

allocate the expenses direct to a particular cost centre (e.g. Overseer, Assistant Engineer-Electrical and Mechanical, etc.) the charges in such cases are to be charged direct to that particular cost centre.

**(c) House Printing:** The total charges under this sub-head in column 53 of Statement No. I(2) are to be apportioned among the productive departments (A & B Departments) in the same manner as in para 18(a) above.

### Statement No. II

9.5. Statement No. II is compiled from the work order Register and the Stationery and Paper ledgers and represents the total charges to be received from various departments during the financial years. It is essential, therefore, that it be prepared carefully and accurately. It is essential that these work orders Registers are kept ready up to date. It is the duty of the Accountant or other official entrusted with the duty to report to the Manager fortnightly the progress made in the upkeep of the work order Registers. Immediately after completion of Statement No. I(2) the figures should be compared with figures of the work order Register and Statement No. II is to be prepared.



**C.— Mechanical Branch**

(The whole cost of the branch are distributed over the various branches of the press of offices)

Total cost including overhead charges		Distribution of cost	
1		2	
	Rs.		Rs.
Power .....		(a) Power (branches) .....	
Other payments .....		(b) Repairs (branches) .....	
Materials .....		(c) Manufactures of press to other presses .....	
		Balance in stock .....	
TOTAL . . .		TOTAL . . .	

NOTE:—The total charges of the branch should be analysed and posted in column I, the value of materials being shown separately. Distribution of Power to sections using the power should appear against col. 2(a). The cost of repairs should be ascertained and entered against col. 2(b) with reference to work orders. The charges in column I, minus entries against cols. 2(a) and 2(b) should tally with the figure (a) against col. 2(b) which represents the labour and overhead charges of manufactures with the value of material supplied. The figure is distributed according to the office or branch supplied. Any balance remaining after issues during the year should be shown after col. 2(c).

**D.— Foundry**

Expenditure		Receipts	
1		2	
	Rs.		Rs.
Cost of establishment and overhead charges .....			
Value of metal used.....			
TOTAL . . .		TOTAL . . .	

NOTE:—The price per Kg. is calculated for the purpose of debit by dividing the total expenditure of the foundry in column I by the number of pounds of type manufactured.

**E.—Paper, Stationery and Binding Materials**

(The debited to press costs but distributed over gross departmental cost)

RECEIPTS				EXPENDITURE		
Opening balance on 1st April 20	Stock received during year	Paid on account of freight, etc.	Total	Issues during year and freight	Stock balance on 31st March 20	Total
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

NOTE:—The cost of freight must be added to the value of paper, etc., in showing the issue price. Issue prices for the various kinds of paper should be calculated by averaging out book value of existing stock *plus* price of and freight on new stock.

**F.—Stores**

(Debited to press cost on issue from stock only, and not at the time of purchase)

RECEIPTS						EXPENDITURE		
—	Raw materials	Dead stock	Petty Plant	Spare Parts	Total	—	Amount	Total
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.
TOTAL						TOTAL		

(For instructions *see* App. 2)**G.—Depreciation Fund Account**

[Depreciation will be calculated at the rates prescribed on depreciated value and distributed over the productive and service branches according to the dead stock ledger, *see* Section (4) of *this Chapter*. The Depreciation of other non-productive sections is also redistributed over the productive sections. The distribution of office furniture is redistributed over the productive sections (See from B-7 on page 60).]

Credit	Amount	Debit	Amount
Opening balance .....	Rs.	By Mechanical Branch .....	Rs.
Credit on account of depreciation .....		By Foundry .....	
Book Value of plant, etc. disposed of during the Year.....		By Replacement of dead stock .....	
Adjustments .....		Adjustment .....	
		Closing balance .....	
TOTAL . . .		TOTAL . . .	



**SECTION (2)**  
**Depreciation on Plant and Machinery**  
**RULES FOR THE DEPRECIATION FUND IN GOVERNMENT PRESSES**

**66. Preamble**—The object of a depreciation fund is to provide a reserve sufficient to meet as required the cost of the renewal and replacement of plant, machinery and furniture in order that the Press may be kept automatically in an efficient working condition. Depreciation represents the value of the capital cost of machinery, etc., which has been used in producing the outturn of the Press. The fund will accordingly contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met out of the Fund, as such expenditure should normally be debited to running expenses, nor will the Fund be applied to extension of the plant and Machinery. All other renewals and replacements except in cases specially exempted in this respect will be met exclusively out of the Fund. Expenditure in excess of the amount at the credit of the Fund is prohibited.

*Principle of debiting repairs to the Depreciation Fund*

All repairs should ordinarily be treated as working expenses and debited directly to the sections of the Press concerned—the cost of replacing the spare parts in the course of repairs, however, being met from the Depreciation Fund if they happen to be articles which by themselves earn depreciation at a specified rate. If, however, the repairs are considered to be in the nature of "renewal" or the cost involved is heavy the expenditure should be met from the Depreciation Fund with the prior approval of the Director of Printing.

*(C.P. and S. Memo. No. 35/6/36-A. & F., dated the 11th December, 1936).*

\* (1) The annual receipts of the Fund shall consist of—

- (a) the amount of depreciation calculated on the value of the plant machinery and furniture on the books at the beginning of each year;
- (b) the book value of plant, machinery and furniture written off and removed from the register of dead stock upto the end of October of the year;
- (c) the amount received by transfer from the Depreciation Fund of another Press on account of the transfer of plant and machinery (excluding type) the original value of which is over Rs. 1,000.

NOTE 1.—Depreciation shall be calculated on the depreciated value as prescribed in the rules for costing in Government Presses by which the rate of depreciation is also governed.

NOTE 2.—Depreciation is not calculated on the value of such stationery stores or office appliances, the cost of which is not met from the Press budget allotment.

NOTE 3.—In the case of an asset which is sold or abandoned and is not required to be replaced at all, the total amount of depreciation provided in respect of that asset shall be credited to revenue, the book value of asset being written off the capitals account of plant and machinery, etc.

*Depreciation not charged on Plant and Machinery in stock*

With reference to your letter dated August 1935, I have the honour to state that in the Government of India Presses no depreciation is calculated on new plant machinery before it is actually taken into use, i.e. while it is held in stock. Depreciation is, however, calculated on plant and machinery which have been once taken into use and later on, for some reason or other, kept idle temporarily. (Letter No. 35/5 35-A. & F., dated the 4th, September 1935, from the C.P. & S.I., to the Superintendent, Government

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\* See also E.G.P.A's letter Nos. 376/55/26 and 1204/55/26, dated the 1st August 1928 and 23rd March, 1929 and Government of India, Department of Labour letter No. A-463, dated the 13th April, 1943, reproduced in Appendix XII in Vol. II of this Hand Book.

Printing, Punjab). This has been confirmed again by Comptroller & Auditor-General of India *vide* then V.O. 348-Adm. III/474-61 dated 1-3-62 to Ministry of W. H. & S. (S. & P. Section)

\*(2) The Fund shall be treated as a deposit in the Government accounts and receipts due to the Fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with Rule (1).

NOTE.—It is necessary that the amount of depreciation worked out in the books of the Press of one year should agree with the amounts that will be charged to the accounts head "Provision for Depreciation" in the accounts of the same year in the books of the Accountant General concerned. In order that this may be done the total amount to be credited to the depreciation fund, *viz.*:—

- (1) the amount of depreciation calculated on the depreciated value of plant, machinery and furniture borne on the register of Dead Stock at the beginning of each year.
- (2) the book value of plant, machinery and furniture written off during the year and removed from the register of Dead Stock, should be worked out and intimated to the Accountant General concerned before 1st of July of the following year to enable that officer to carry out the necessary adjustment on his books before closing the accounts of the year concerned.
- (3) Budget provision must be made for the amount to be transferred to the Fund.

NOTE.—Although it is not possible to estimate beforehand the exact amount that will have to be transferred to the fund, the provision should, however, be sufficiently approximate and based on the actuals of the previous year. The actual amount to be transferred to the depreciation fund will be debited by the Accountant General concerned against the budget provision. It is, therefore necessary that the budget provision should be as accurate as possible because it will be impossible to surrender any balance if the budget is for a larger amount, or to obtain additional funds if it is for a smaller amount, as the necessary adjustment will be made after the close of the official year. In order to guard against any

deficiency in or excess over the budget provision already made, and to provide for additional grants or surrender excesses in time before the close of the year, the position should be reviewed during November of each year with reference to the actual transactions of the year *viz.*—

- (1) the actual amount of depreciation that will have been worked out in the register of Dead Stock in accordance with Rule 1 (a),
- (2) the book value of the articles that will have been written off and removed from the register of Dead Stock in accordance with Rule 1 (b),

and it should be ascertained whether the budget provision will have to be added to or reduced and that necessary steps be taken to obtain additional provision or surrender funds, as the case may be. Depreciation on the plant, machinery and furniture added to the stock during the year and the book value of the articles removed from the register of Dead Stock after the end of October will be credited to the fund during the following year.

(4) Interest on the balances in hand from time to time will not be credited to the Fund.

NOTE.—Interest is not credited owing to the fact that the costing system in the Government Presses includes a calculation of interest, not on the original capital value, but on the depreciated capital value only.

(5) The Fund will be available for the renewal of articles of plant, machinery or furniture. In cases where the original cost of an asset or group of articles being replaced is more than Rs. 500, any excess required over the original cost shall be met from revenue, but if the cost of replacement be less than the original value, the amount of saving shall be written off the Fund and surrendered to general revenues. In the case of such articles manufactured in the Press the whole cost of such manufacture must be met out of the Fund.

Where plant and machinery, etc. (excluding type) the original value of which is over Rs. 1,000 is transferred from one Government of India Press to another, the amount credited to the fund on that account shall also be transferred to the receiving press.

\* See also E.G.P.A's letter Nos. 376/55/26 and 1204/55/26, dated the 1st August 1928 and 23rd March, 1929 and Government of India, Department of Labour letter No. A-463, dated the 13th April, 1943, reproduced in Appendix M in Vol. II of this Hand Book.

NOTE.—The whole cost of a type foundry, for example, manufacturing for the press only, should be a charge on the Fund, if it is renewing and replacing necessary stocks of type. The cost of a Mechanical Branch should be similarly treated as regards renewals etc., manufactured in the branch. The cost in such cases is governed by the costing rules.

**Administrative Instructions from the C. P. & S. (I)** In accordance with the procedure laid down in the note to rule 5 of Rules for the Depreciation Fund in the Government of India Press, the cost of that portion of the Type Foundry and Mechanical sections employed on the manufacture of type, etc. for the renewal of existing stocks, is chargeable to the Depreciation Fund. The late Pay and Accounts Officer, Secretariat, held that since all expenditure in respect of renewals and replacements referred to above was provided under the appropriate details heads subordinate to "46-Stationery and Printing", it was not necessary to make provision under "Deduct amount transferred from the Depreciation Fund". Accordingly, the expenditure incurred in the Type Foundry and Mechanical Sections on renewals, etc., is being booked under the "Deduct" head referred to above after the close of the financial year.

2. As the procedure results in unutilised savings in the appropriation Accounts under the "Deduct" head mentioned above the Accountant General, Central Revenues, has lately taken up the question with this office a view to introducing some suitable procedure which would remedy or reduce this variation. The matter has been examined in detail and it has been decided that the present procedure should continue to be followed in respect of 1935-36 and 1936-37 except that for 1936-37 suitable provision will have to be made for renewals in the Type Foundry and Mechanical Sections under "Deduct amount transferred from the Depreciation Fund". For this purpose the necessary figures debit to the Depreciation Fund should be included in the final forecast estimate due in this office by the 1st March (now within the first week of March) each year, for necessary action. From 1937-38 onwards it will be necessary to make budget provision for the cost of renewals and replacements in the Type Foundry and Mechanical Sections under "Deduct amount transferred from Depreciation Fund" on the basis of actuals of the previous Year.

3. Budget provision on account of expenditure for the above is made under various detailed heads, e.g. Supplies and Services, Contingencies. Mechanical Section, Type Foundry etc., and the expenditure thereon is recorded against those heads in the instance. As this amount has to be met from the Depreciation Funds, it is necessary that the same should pass through the head 'Renewals and Replacements'. It has, therefore been decided in consultation with the Accountant General, Centre Revenues that the cost of renewals and replacements excluding overhead charges, in the Type Foundry and Mechanical Sections. *i.e.* Expenditure incurred on such renewals and shown in the first instance against the various detailed heads, should be worked out by the Manager when preparing his final for the estimate, which is due in this office by the 1st week of March each year and included under the head "Renewals and Replacements" in the final estimate, the detailed head concerned being reduced by the amounts included under "Renewals and Replacements". The distribution of this amount among the various detailed heads concerned should be shown clearly in the remarks column and this office will then reappropriate funds to the extent required from the various detailed heads concerned to the head "Renewals and Replacements". The expenditure as booked by the Accountant General, Central Revenues, under the detailed heads will also have to be reduced by the respective amounts transferred from those heads and for this purpose a statement should be submitted to the Accountant General, Central Revenues, giving the same details, *i.e.* the amounts to be transferred from the detailed heads to "Renewals and Replacements". The net position under the heads "Renewals and Replacements" and "Deduct amount transferred from the depreciation fund" will still show a small variation under the former head on account of overhead charges but this is unavoidable.

*(Memo. from G.P. & S.I. No. 9/2/36-A. & F. dated 20th June, 1936)*

(6) Budget provision must be made annually in the usual way for all expenditure to be met from the fund during the year, but provision shall not be made in excess of amount that will be at the credit of the fund. The amount budgeted for will be covered by a corresponding deduct entry, *viz.* amount transferred from the depreciation fund.

Expenditure from the fund must be accounted for in the first instance under the appropriate detailed heads subordinate to "56-Stationery and Printing-Government Press". At the end of the year an equivalent sum will be transferred from the deposit head "Depreciation Fund" to "56-Stationery and Printing".

NOTE.—If the provision in the Depreciation Fund is not sufficient to meet the cost of any new machinery to replace machinery worn out or condemned as unserviceable which may be required urgently, special provision should be made in the budget for the purpose before any purchase can be made. The cost of machinery etc. purchased in England through the High Commissioner for India is adjusted in his books under the head "Cost of Stores purchased from Depreciation Reserve Fund" Subordinate to minor head "Charges in England-Stores for India" under "56-Stationery and Printing" and will be subsequently transferred to the Depreciation Reserve Fund by credit to the detailed head "Deduct amount transferred from the Depreciation Reserve Fund". The revised procedure has the approval of the Finance Department and will take effect from the 1st April, 1941.

(As amended, *vide* A.G.C.R. Letter No. TI.8-6/1943 dated 6th January, 1941).

(7) Subject to necessary provision in the budget to the powers of the Officer concerned to purchase and enter into contracts and to the general control of the Directorate of Printing.

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Administrative Department of Local Government.

Officers-in-charge of presses are authorised to incur expenditure from the fund, but no such officer should be permitted or required to spend out of the fund in excess of the bonafide requirements of the press merely because there is a balance in the fund or for any other reason.

(8) A statement shall be appended to the annual report of each press showing:—

- (a) the amount of the opening balance of the fund,
- (b) the amount credited to the fund during the year,
- (c) expenditure from the fund during the year, and
- (d) balance in the fund at the close of the year.

**Transfer of credit in the Depreciation Fund when the Asset is transferred.**—(a) When plant, machinery, etc. (excluding type), is transferred from one press to another a corresponding amount in the Depreciation Fund (*i.e.*, the amount credited to the Fund on account of the article in question) should also be transferred, as the press to which the transfer of plant, etc., is made will be responsible for the replacement of these assets in future. No transfer of amounts from the Depreciation Fund of one press to that of another should, however, be made, if the original value of the asset transferred does not exceed Rs. 1,000. (This arrangement took effect from the year 1936-37.)

(*Memo. from the C.P. & S.I. No. 23-20-35-A, & F., dated the 3rd February, 1936.*)

(b) When a machine is transferred from one Press to another, the value of the machine should be written off the stock ledger, but no credit should be afforded to the Depreciation Fund. The transaction should however, appear in the Stock Registers of the Presses concerned.

The amount already written off as depreciation and which has been credited to the Fund on account of plant or machinery transferred should, subject to the conditions laid down in (a) above, be transferred to the Press concerned by effecting adjustments through the following budget heads:—

- (i) Deduct amount transferred from the Depreciation Fund—The deduction will be provided for by the Press from which the machine is transferred.
- (ii) Provision for Depreciation Fund—The provision will be made by the receiving Press (*C.P. & S. Memo. No. 35/4/36-A. & F. Dated the 20th October, 1936.*)

### SECTION (3)

#### Depreciation on Buildings

**67. Rates of Depreciation.**—The inclusion of depreciation of buildings (including sanitary and electric installations) in the costing system of the major Government of India Presses was sanctioned with effect from the 1st April, 1929. (The relevant correspondence on the subject is reproduced in Appendix XII in Vol. II of this Hand Book). No actual depreciation Fund was, however, created to meet the cost of renewals of buildings.

The rates of depreciation, which should be calculated on the value of the buildings, etc., of the end of the year are as follows:-

*Statement showing the rates of depreciation of buildings and sanitary and electric installations of Government Presses.*

Name of Press	Rate of depreciation of building proper	Rate of Depreciation of electric installation	Rate of Depreciation of sanitary installation
1	2	3	4
1. Govt. of India Press, K.S Roy Road, Calcutta.	½ per cent per annum.	7½ per cent per annum on the cost of electric installation.	2½ per cent per annum on cost of the sanitary installation.
2. Govt. of India Press, Aligarh.	2 per cent per annum.	-do-	2 per cent per annum.
3. Govt. of India Press, Shimla.	1½ per cent per annum.	5 per cent per annum on the cost of electric installation.	3½ per cent per annum on the cost of sanitary installation.
4. Govt. of India Press, Minto Road, New Delhi.	2 per cent per annum.	3.5 to 4.5 per cent per annum on the cost of electric installation.	2 per cent per annum.
5. Govt. of India Press, Temple Street Calcutta.	1½ per cent per annum.	10 per cent per annum.	2½ per cent per annum.
6. Govt. of India Press, Nilokheri.	5 per cent per annum.	6.6 per cent per annum.	1.66 per cent per annum.
7. Govt. of India Press, Nasik Road.	1½ per cent per annum.	5 per cent per annum in respect of main press building & Administrative block and 6¼% p.a. in respect of other buildings.	1½ per cent per annum.
8. Govt. of India Press, Faridabad.	5 per cent per	5 per cent per annum.	4 per cent per annum.
9. Govt. of India Press, Santragachi.			
10. Govt. of India Press, Coimbatore.			
11. Govt. of India Press, Koratty.	1.5 per cent per annum. 1.8 per cent for Garage, W.P. Godown etc.		3 per cent per annum.
12. Govt. of India Press, Ring Road, New Delhi.	2 per cent per annum.	3.33 per cent per annum.	3.33 per cent per annum.
13. Govt. of India Press, Chandigarh.			
14. Govt. of India Press, Bhubaneswar.	1.5 per cent per annum	1.5 per cent per annum.	1.5 per cent per annum.
15. Govt. of India Press, Mysore.	1 per cent per annum.		4 per cent per annum.
16. Govt. of India Press, Gangtok.	15 per cent per annum. Asstt. Manager's Bungalow: 38 per cent per annum.	5 per cent per annum.	40 per cent per annum.

**NOTE:** (i) The Manager's Bungalow should be regarded as a part of the Press building and included in relevant proforma account.

(ii) Depreciation is not deducted when arriving at the value of the buildings which consequently should be the value on the 1st April, 1949 plus any subsequent increases.

**SECTION (4)**  
**Dead Stock**

**68. General Procedure and Depreciation Rates**—The list of Dead Stock articles and rates of depreciation are as shown below:—

*List of Dead Stock articles and rates of depreciation for single shift Working 2 per cent*

Chases	Racks of every kind
Imposing stones.	Safes
Ink tables, stones or slabs.	Presses
Oil Cabinets and filters.	
	3 per cent
	Type Metal
	4 per cent.
Air Compressors and tanks	Furnace and Drying Chamber
Dynamos	Adjustable type high gauge for stereotyping.
Bins.	
Boxes of all sorts (including cash boxes).	Matrices of every sort (excluding Lino and Mono)
Cameras with all accessories.	
Carpets and durries, linoleum matting (not door mats)	Metal furniture, reglets and quoins.
Carts, trucks, trollies, wheel barrows.	Microscopes.
Clocks and time recorders.	Motors (a)
Composing sticks.	Moulds of all sorts.
	Pantographs.

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(a) Fans, lights, motors, steel beams, piping etc. installed by the Public Works Department and in the nature of fixtures are not to be borne on the Press Books

Engines with all accessories	Paper testing machines
Fans (a), electric, jost etc. (a) if purchased by the Press.	Piping (a), iron or lead (a)
Filters.	Pulleys, Pulley blocks and chains.
Fire engines.	Pumps.
Forges, furnaces.	Roller frames and stocks.
Forme Carriers & Carriages.	Scale, of all sorts (the weight to be included).
Furniture, e.g., almirahs, chairs, commodes, cabinets, side-boards, benches, stools, tables, thermoantidotes	Shaftings,
book cases, pigeon holes shelves, cupboards, draweres, decks, brackets.	Stands, platforms, Tables of every sort.
Galleys, whether wooden or zinc.	Stereo casting box.
Gas compressor	Stereo type agitator.
Godown and paper horses	Stoves of all sorts.
Gorgs.	Syringes.
Brinding Stones.	Thick zinc plates.
Iron Stereo mounts	Tools which are mechanical or in the nature of fixtures, e.g. a vils. circular saws, drills (other than hand drills)
Lawnmowers	lathes, rules and lead cutters, mortars,
Litho Stones.	vices, sewage blocks, brace makers,
Machines of every sort-printing, binding etc., whether driven by power or hand, with all accessories except Hand Numbering	plates (other than hand plates).
Machines, for which the rate of depreciation will be 12% (Memo. No. 12/2/69-M&I dated 8.12.70)	Trays (other than paper trays)
Comptometer machines & accounting machines.	Type cases.
Gestetner Duplicators.	Type foundry punches and guages.
	Vandyke printing frames.

Meggar	5 per cent
Transformers.	Voltmeter
	Ampere Hour Meter
	6 per cent

Automatic type high numbering machines, counting machines, if they are moved from one machine to another. If they are used on one machine only, the value should be included in that of the machine.

Bellows (foundry etc.)	Rubber hose and piping.
Bicycles and Tricycles.	Stretcher.
Dust extractors.	Tarpaulins.
Fire extinguishers.	Thin zinc plates.
Melting pots of every kind.	Type
	20 per cent
	Radio sets.

Motor vehicles.

Typewriters-1/16th of depreciated value.

Crane	} 10 per cent Machines of every sort of Photo Process, Photostat, microstat, composing, graining, designing process etc., whether driven by power or hand, with all accessories.
Lift (Goods)	
Process Cameras.	

**NOTE:** Borders, ornaments, rules, corners, leads, clumps, quotations, quads, etc., should be treated as dead stock and classified under type or type metal in accordance with paragraph 1 of the instructions enclosed with the letter from the Govt. of India, Deptt. of Labour No.A--463, dated 16.1.1939. (Letter No. A--463, dated 8.11.1940 from the Deptt. of Labour).

*Special rates for certain articles in the Aligarh Press*

Electrotyping outfit	.....	4%
Flag	.....	2%
Switch Board (for power generation)	.....	5%
Lighting Arrester	.....	3%

*Fire Protection Plant*

Pipe Line	.....	2%
Well (Masonry)	.....	2%
Pump (Mechanical)	.....	5%
Pump Room	.....	5%
Tanks	.....	2%

(Letter No. A/463 dated the 8th February, 1940 from the Department of Labour)

(a) Fans, lights, motors, steel beams, piping etc. installed by the Public Works Department and in the nature of Fixtures are not to be borne on the Press Books.

The calculation for depreciation in the Government of India Presses, when more than one full shift is worked should be on the basis as below:—

<i>Number of shifts</i>	<i>Rate of Depreciation</i>
One full and a partial second shift	125% of the normal rates.
Two full shifts or one full and two partial shifts	150% of the normal rates.
Two full and a partial third shift	175% of the normal rates.
Three full shifts	200% of the normal rates.

**NOTE**—Partial shift means one in which only part (about half) of the machinery is worked.

The above rates of depreciation for Government of India Presses, working in more than one shift will apply to plant and machinery only.

The general procedure regarding the accounting etc. of dead stock and other articles and stores in the Presses is contained in the undermentioned orders (reproduced in Appendix XII in Vol. II of this Hand Book).

- (i) Letter No. 6454, dated 12.7.1918 from the Deptt. of Commerce & Industry.
- (ii) Ministry of W.H. & S. Letter No. S. & P .11-39(18)/60, dated 3.5.62.
- (iii) Ministry of W.H. & S. Letter No. S. & P .11-39(18)/60, dated 24.7.62.
- (iv) Office of CCP & S Memo. No. 42/101-F.I., dated 5.9.62 to heads of all Govt. of India Presses.
- (v) Deptt. of Industries & Labour Letter No. A-463. dated 13.2.1932.
- (vi) Controller of Printing, Stationery & Stamps, U.O. Note No. Ptg-232/1, dated 27.8.24 to the Supdt., Govt. Printing India.
- (vii) Letter No. 35/4/35-A. & F., dated 24.6.35 from C.P. & S. to the Supdt., Govt. Printing, Punjab, Lahore.
- (viii) Letter No. A. & F. 25-13-32, dated 12.11.32 from C.P. & S. to Deptt. of Industries & Labour and that Deptt. reply No. A-579, dated 7.1.1933.
- (ix) Letter No. O.A. 3-8-1804, dated 29.3.1938 from A.G.C.R. to the Auditor General of India and the letter's reply No. 445-AC/179-37, dated 2.5.1938.
- (x) C.P. & S. Memo. No. 25-5-40-A. & F., dated 17.10.1940.

**69. Type and Typemetal**— The procedure for the accounting stock-taking, etc., of type and typemetal is contained in the undermentioned orders (reproduced in Appendix XII in Vol. II of this hand Book):—

- (i) Letter No. D-6755F, dated 21.9.32. from the Finance Deptt. to A.G.C.R.
- (ii) Letter No. A-463, dated 23.12.35, from the Department of I. & L.
- (iii) Letter No. A-579, dated 11.7.1930 from the Department of I & L. to the Examiner, Government Press Accounts.
- (iv) Letter No. 25-2-36-A. & F., dated 6.10.1938 from C.P. & S.I. to the Deptt. of Labour and the Letter's reply No. A-463, dated 16.1.1939.
- (v) C.C.P. & S. Memo. No. 5/30/60-O. & M., dated 15.3.1961 as amended by Memo. of same No., dated 16.7.61 to Heads of all Govt. of India Presses.



## CHAPTER X

### OFFICE PROCEDURE

#### ADMINISTRATION AND ACCOUNTS BRANCH

##### GENERAL

70. The Printing Department is established for the execution of the Printing Work of the Government of India. A limited amount of form and job work is executed by outside contractors. Each press is under the charge of an office in charge/Manager/General Manager. All these offices are under the direct administrative control of the Dir. of Ptg. They are expected to be fully conversant with the Indian Factories Act, the Payment of Wages Act and the Workmen's Compensation Act.

No private work is undertaken by any Government of India Press, nor are supplies of printing and binding materials made to private presses or bodies except under orders of the Dir. of Ptg. or under the terms of any printing and binding contract entered into between the Dir. of Ptg. and Private Printers.

**71. General Manager/Manager.**—The duties and powers of the General manager/Manager will be as follows:—

- (1) He will be incharge of the entire press.
- (2) He will exercise all financial and administrative powers subject to limitations as laid down in the rules.
- (3) He will be responsible for policy, co-ordination and planning.
- (4) He will be the chairman of the D.P.C. and make appointments and promotions in consultation with the committee.
- (5) He will pass orders on regular leave applications for supervisory staff both on clerical and industrial sides of the press.
- (6) He will sanction increments to Press Employees.

The officer-incharge will act as Head of Office as per orders of Dte. of Ptg. issued from time to time.

**72. Works Manager.**—The Works Manager in the Press where such a post exists, will assist the General Manager in his day to day administration and shall take his orders on all important questions.

The duties and powers of the Works Manager will be as follows:—

- (1) He will be responsible for production in all wings of the press.
- (2) He will be responsible for ensuring economical and expeditious production.
- (3) He will be responsible for seeing that security measures as per instructions are adhered to by the Assistant Manager (Technical) incharge of the Top Secret Section.
- (4) He will be responsible for initiating action ensuring the security of Government property.
- (5) He will sanction all leave to technical supervisors up to the level of Foreman.
- (6) He will sanction increment to the industrial staff up to the rank of Foreman.
- (7) He is authorised to effect internal transfer of workers in the interest of work and efficiency provided the transfer does not entail a reduction in rank, grade or earnings; and all workmen under pain of dismissal from service shall obey his orders in this respect.
- (8) He will correspond directly with indentors in technical matters.
- (9) He will supervise working details of all branches.
- (10) He will scrutinise and sign bonus statements of all operators.
- (11) He will acquaint himself with relevant portions of all Acts affecting the press and its workers.
- (12) He will see that the machinery and fittings are maintained in a state of highest efficiency.
- (13) He will be responsible for seeing that adequate stocks are maintained of all printing

and stationery stores and are timely replenished.

- (14) He will be a member of Departmental Promotion Committee and will assist General Manager in the matter.

**73. Deputy Manager/Assistant Manager (Technical).**—The duties of Assistant Manager (Technical) will be as follows:—

- (1) He will be responsible for economical and expeditious production in the press.
- (2) He will be responsible for ensuring security of work and Government Property in the production branches.
- (3) He will sanction all leave to the industrial staff to the workers' level.
- (4) He will correspond directly with indentors on technical matters.
- (5) He will acquaint himself with relevant portions of all Acts affecting the Press and its workers.
- (6) He will see that machinery and fittings are maintained in a state of highest efficiency.
- (7) He will be responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
- (8) He will be a member of the Departmental Promotion Committee to assist the manager in printing matters.
- (9) He is authorised to effect inter branch transfer of workers in the interest of work and efficiency provided that transfer does not entail a reduction in rank, grade or earnings; and all workmen under pain of dismissal from service shall obey his orders in this respect.

**74. Assistant Manager (Administration).**—The Assistant Manager (Administration) will assist the Manager in the administration work of the Press. He will be responsible for the efficient disposal of work in the office wing of the Press and will hold administrative charge of the entire clerical establishment. His duties and powers are given below:—

- (i) He will be 'Head of Office' for the purpose of General Financial rules, in respect of pay,

travelling allowance and contingent bills of the Press Establishment.

- (ii) He will be responsible for the monthly reconciliation of figures regarding expenditure with Pay and Accounts Officer concerned.
- (iii) He will pass finally all routine correspondence with the Pay and Accounts Officer concerned regarding bills, Fund Accounts, half margins, etc.
- (iv) He will conduct all correspondence regarding press building and Government quarters with the authorities concerned.
- (v) He will finally deal with all leave applications of the non-industrial staff other than supervisory staff.
- (vi) He will conduct all routine correspondence with the Health Officer and Press Medical Officer.
- (vii) All service books, leave accounts, etc., will be kept under his charge and he will be responsible for seeing that they are maintained efficiently up-to-date.
- (viii) He will be responsible for indents of Forms, stationery, etc. from the Manager, Government of India Forms Store, and the Controller of Stationery and will correspond with the above mentioned officers on these matters.
- (ix) He will be responsible for the supervision of the General Store Branch.
- (x) He will correspond directly with the Government of India Publication Branch in respect of Print Orders and sale price of publications.
- (xi) He will conduct all other miscellaneous correspondence etc., with other offices.
- (xii) He will progress vigorously all pension cases.

The above powers are subject to the conditions that he will be working directly under the Manager and will take his orders on all important questions that may arise, in day-to-day administration.

2. He will be a member of Departmental Promotion Committee. All cases relating to Establishment and Administration will pass through him to the Manager. In those Presses where there are more than one Assistant Managers (Administration), the Assistant

manager (Administration) incharge of the Establishment Branch will be the member of the D.P.C.

3. He will conduct frequent surprise inspections of stores and cash Branches in his charge and record the result in an inspection Book kept for the purpose.

4. When the number of Assistant Managers is more than one, the duties will be apportioned among them by the Head of the Press.

**75. Head Clerk.**—The Head Clerk is responsible for the general supervision of clerical branches and sections under his charge. The Head Clerk should see—

- (a) that all letters and indents received are duly registered and passed on to the branches or sections concerned, and when finally dealt with are properly recorded;
- (b) that all work ready for despatch is properly packed and duly sent out by the prescribed

mode, and all work vouchers are duly receipted and returned for production when required;

- (c) that file copies of all such work are carefully maintained;
- (d) that all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out; and
- (e) that all letters issued are intelligently and briefly registered, and office copies preserved.

The Head Clerk in the Government of India Presses is responsible for seeing that the routine work involved in the work docket system detailed below is properly carried out.

*Work Docket system.*—Immediately on receipt in the press and after entry in the receiver's registers, every job is enclosed with a Work Docket, in which the essential Particulars are inserted, and made over to the Assistant Manager (Technical) or Overseer.

WORK DOCKET

Government of India Press, _____			Acknowledgment Slips
<u>Work Docket</u>			Press Regr. No. _____
Date P. O. Regr. No. No. of M.S. page	From	Deptt.	When reqd. _____
SUBJECT			From Receiving
Proof(s) wanted by			To _____
Special Instructions.			Date _____ Time _____
Copies wanted by			Received _____
2			.....
Nil.			Press Regr. No. _____
See requisition within			When reqd. _____
			From Composing
			To _____
			Date _____ Time _____
			Received _____
			.....
			Press Regr. No. _____
			When reqd. _____

1. A special work docket form suitable for form work is in use in the Aligarh Press, and the Upper

Division Clerk Incharge Forms Working directly under the Head Clerk deals with the issue of these work dockets.

2. The Receipt clerk will strike out the line which is not applicable when filling in the Docket.

LINO	MONO	HAND	FROM RECEIVING
Type Measure	Set      Des. Mss. When perforated When cast When received in C.B.	Type Measure	To _____ Date _____ Time _____ Received _____ ..... Press Regr. No. _____ When reqd. _____
			FROM COMPOSING
			To _____ Date _____ Time _____ Received _____ ..... Press Regr. No. _____ When reqd. _____

Sent to Reading Section for 1st Proof Reading

Rtd.    back\*    on

Sent to Reading Section for 1st Proof Reading

Rtd.    back\*    on

\*To be filled by the Reader.

No. of printed pages	1st Proof		2nd Proof		3rd Proof		No. of copies printed
	Sent	Rtd.	Sent	Rtd.	Sent	Rtd.	

Paper to be used

Sent to Machine Room on (Date and Time) Printed Off on

Forms reached the

Binding Branch † (Date and Time †)

Sent to Despatcher

†(To be filled by B.F.)

Copies despatched under Acknowledgement

Voucher No. \_\_\_\_\_ Dated \_\_\_\_\_

FROM RECEIVING

To \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Received \_\_\_\_\_

.....

Press Regr. No. \_\_\_\_\_

When reqd. \_\_\_\_\_

FROM COMPOSING

To \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Received \_\_\_\_\_

.....

Press Regr. No. \_\_\_\_\_

When reqd. \_\_\_\_\_

FROM MACHINE

To \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Received \_\_\_\_\_

.....

Press Regr. No. \_\_\_\_\_

When reqd. \_\_\_\_\_

FROM BINDING

To \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Received \_\_\_\_\_

NOTE.—Jobs of urgent and immediate nature are progressed by responsible supervisors giving oral instructions where wanting and seeing them through at every stage till completion. As such in giving preference to expedition details need not be written up if time does not permit.

*Daily Work Progress Book.*—The Receipt clerk will enter in the work docket the date for despatch of the job, if indicated by the department sending the requisition. If no date for completion is given, a date will be fixed by the Assistant Manager, and an entry in the page allotted to that particular date will be made by the Receipt Clerk in his *Daily Work Progress Book*. The Assistant Manager or Overseer will mark on the docket the Section or Branch to which it will be sent. The Receipt Clerk will then send all the dockets to the Foremen (case room) who will transfer the job with the work docket to the Section Holder or the Head of the branch concerned. On completion of work in each branch the job with the work docket will be transferred to the branch, next concerned. All letters, special instructions etc., received during the progress of the

work will be filed in the work docket so that they may be available in all the branches. The branch transferring will fill in the acknowledgement slip, and immediately forward it to the Receipt Clerk, duly signed to enable him to keep in touch with the progress of the job throughout the branches. The information given on the acknowledgement slip will be entered in the *Daily Work Progress Book*. On completion of the job it will go together with the work docket to the despatcher, who, after despatch, will forward the work docket to the Record Keeper, who is responsible that it is carefully filed together with its contents.

In the Forms Presses the Procedure outlined in this paragraph is not observed. The work in its various stages is supervised by the Case Room Foreman in these Presses.

*Daily Work Progress Book*  
(These cases to be despatched to-day)  
Date originally fixed—————200

Date of receipt	Press Register No.	"A" or "F"	Approx. No. of P.P.	Urgent/ Immediate or timed	Proof or copies	COMPOSING		MACHINE		BINDING		Voucher No. (if not despatched to-day) Date to be changed
						Recd.	Sent for Printing	Recd.	Sent for Binding	Recd.	Sent for despatch	
						Date	Time	Date	Time	Date	Time	

*Work Docket for Payment Work.*—The Work Docket for Payment work, which is specially printed on coloured paper, will eventually be returned to the Head Computer by the despatcher, after despatch of the job. The former will work out the amount from the docket referred to and pass on the working sheet along with the docket to the accounts section, which will prepare a bill and send it out immediately for the recovery of the amount. The *Work Docket for Payment Work* is similar to the docket on previous page, except that a check slip is attached, which is detached and sent by the Receipt Clerk direct to the accountant before issuing the work docket to the Case Room Foreman.

*Check slip attached to Payment Work Docket*

ACCOUNTANT Received slip  
Reg. No.———dated———for Regr. No.———  
is to be noted by you as payment work dated———for  
which a bill is to issue. Watch for receipt of necessary  
file and documents for completion of the bill.  
Accountant

*Arrear list.*—At the end of each month, the Receipt Clerk will compile from his *Work Progress Book* a list of work which has been sent out in proof and which has been outstanding over a month. The list will be sent to the Head Clerk to enable necessary action to be taken with the officer, or department concerned.



**77. Register-keepers.**—Press letters and requisitions are registered departmently, in the *Printing Office Register* and made over in the work

docket, by the Head Clerk after being entered in the *Work Progress Book*, to the Overseer or Foreman of the branch concerned.

*Printing Office Register*  
Name of Department.....

Date of receipt	Requisition No. and date	Indenting Officer	Description of work	No. and date of forwarding letter if any, Dy. No.	Press Register No.	Section	When due	No. of copies printed	Details of Despatch			Remarks	
									Supplied to		Voucher		Date
									Dpt. C.P.B. No of copies	No of copies			

NOTE.—All work whether for printing or binding should be entered here. If any work is sent to private presses for execution, the fact should be noted in the "Remarks" column with the cash voucher number and the contingent Bill. Chargeable work should have a separate register.

*Transit Book.*—Register-keepers will see that every letter or document made over to any branch or section is sent in the

*Transit Book* and that an acknowledgement is received for the same.

*Transit Book*

Date	Diary No.	Reg. No. & Department	Section or Branch	Receiver's initials

Register-keepers are held responsible that no form or work is registered in the Press, for which no sanction has been obtained by the officer or department concerned. A Register of Sanctioned Work will be maintained. These rules must be rigidly adhered to.

*Register of Sanctioned Work*  
Name of Department.....

Date of Receipt	Letter No.	Dairy No.	Description	Section to which allotted	Date of copies sent to D.O.P.	Remarks

*Registering work.*—In registering, particular care should be taken that the departmental initials are neatly written, as any discrepancy is likely to result in the charge for one department falling on another, or charges recoverable in cash from a particular officer never being recovered at all.

*Non-registration of letters.*—On no account should any letter or indent be allowed to leave the registry section before it is properly registered. Serious notice will be taken, if any one is found in possession of a letter which has remained unregistered for more than 24 hours.

*Requisition form.*—Register-keepers should see that all work is accompanied by the standard requisition form properly filled in.

*Reminders.*—In the case of reminders, etc. register-keepers should look up and note all references to previous correspondence, the register numbers of the work in question, and the particular section doing the work, before sending them to the overseers or heads of branches.

**78. Despatch Branch.**—In despatching printed copies of any work, despatchers should see that they are accompanied by a file copy of the job showing

the printing office register number, the date and the number of copies, and signed by the section foreman concerned. They should also see that the requisition

ordering the supply is within the work docket, and refer to the same when preparing the *Despatch Voucher*.

*Despatch Voucher*

Manager, Government of India Press.....

Despatch Voucher No.....

ADVICE NOTE OF DESPATCH OF PROOFS AND ACKNOWLEDGEMENT VOUCHER  
COPIES

P.O. No.....

Forwarded to .....

by .....

Date.....200

Despatcher.

Particulars of work .....

Requisition No. ....

No. of Copies .....

Received the.....day of .....

By .....

Of .....

At .....

Register No.

Type to be kept standing  
distributed

NOTE.—(1) For despatching publications to the Government of India Publication Branch special from C.P.B. 29-S should be used.  
(2) For despatch of P.& T. forms, Aligarh Press use separate vouher form Press AH. 43.

*Numbering of vouchers.*—The press vouchers used in the section for the despatch of printed copies and proofs, should have only one running number for the year.

*Work Files.*—The despatcher is responsible for the reglar filing of work dockets and files of the work done. The should be arranged departmentally, in the order observed in the printing office register, with the voucher numbers noted on them. When supplies are made in part, the file copies should be returned to the Binding Branch for completion of the balance, all delays in the receipt of the balance due being brought to the notice of the Assistant Manager (Technical).

*Requisitions disposed off.*—After despatch, the work dockets are marked off by the despatcher for filing, and handed over to the register-keeper to mark off his register as filed.

*Mode of despatch.*—Beyond the limit of four book packets, the post should not be resorted to in despatching supplies to any individual address. Bulkier supplies should be sent by rail, care being taken that nothing is despatched by passenger train, except when specially desired, or when extreme urgency is otherwise indicated in the requisition. The despatcher will be liable for any claims arising out of improper recourse to passenger trains. In cases of large

Despatch Voucher No.



consignments by goods train, discretion should be used as to whether a small portion should not be sent by post as an advance supply, intimation being given in

the despatch voucher of action taken in regard to the balance. All despatches should be entered into the Outward Register of Railway and Steamer Parcels.

*Outward Register of Railway and Steamer Parcels*

Serial No.	Voucher No. and date	Officer's Name	Station	N. of parcels	Date sent out	Date R/R steamer	R/R No. and date acknowledgement received	R/R posted	Remarks

All bulky overseas consignments should be despatched through the Assistant Director of Shipping, Directorate of Supplies and Disposals, Calcutta.

*Packing consignments.*—The packing to be used for all rail freight consignments should be determined by the nature of the contents; form work generally and envelopes, case covers, etc., being only wrapped in gunny with a brown cartridge lining. Packing cases should be used only in cases of book work, and other important printed papers. Overseas consignments require special treatment.

*Railway credit notes.*—Credit notes are issued to railways for supplies intended for the army. The despatcher will be liable for any claims arising out of the injudicious issue of credit notes. Credit notes are also issued by the Press for taking delivery of consignments booked by departments—"freight-to-pay". Railway credit notes should be utilized for clearing and for booking consignments on all State Railways. Ignorance of rules will not be accepted as an excuse for not doing so. All doubts and difficulties in such matters should be referred to the Assistant Manager (Administration).

*Railway receipts.*—Rail despatches particularly those by passenger train, should be followed immediately by advices, signed by the Head Clerk and accompanied by railway receipts, per registered post.

*Local delivery.*—All letters and packets for local delivery shall be sent to the Despatch Branch. After necessary entries in the Despatch Register they shall be entered in a peon book and the Despatch Branch

shall be responsible that they are sent to the proper addresses and receipted. All railway and overseas consignments shall also be despatched by the Despatch Branch and any contingent charges in connection therewith shall be vouched for in the prescribed Cart and Cooly-hire book.

*Despatch by post.*—All letters and packets for the post shall be sent to the Despatch Branch in time for the day's post. The postal receipts obtained for parcels and registered packets, etc., shall be filed by one of the clerks in the Despatch Branch.

*Service Stamps.*—Service postage stamps shall be used for postage and the cost incurred on each packet or letter shall be carefully entered by one of the clerks in the Despatch Branch in the Dak Book and totalled up at the close of the day's work. The clerk who keeps the Dak Book shall be responsible for the correct tallying of his daily receipts and issued of these stamps. The Register shall be checked by the Accountant or the Head Computer and submitted to the Assistant Manager (Administration) every month.

CORRESPONDENCE SECTION

**79. Upper Division Clerk.**—**Letters.**—All letters issued are signed by the Manager or Assistant manager to whom drafts are first submitted for approval. The drafts are made out by the Upper Division Clerk of the correspondence section, Upper division Clerk of the correspondence section, from the instructions received from the various branches of the Press. Instructions for all press letters have to be approved by the Assistant Manager. Drafts involving

*Despatch Register*

Date	Register No.	Peon's Name	For what office	Voucher No.	No. of copies	Date on which the voucher returned	Remarks

*Dak Book*

Expenditure of Service Stamps during the month of.....

Letter No.	Receipt No.	Voucher No.	To whom sent	Station	Book Packets	Parcels	Letters	Amount of Postage				Remarks
								Parcels		Letters		
					No.	No.	No.	Rs.	P.	Rs.	P.	

technical matters should previously be referred to the branches concerned, before they are submitted to the Manager for approval. All "accounts" matters also come under this class.

*Telegrams.*—Telegraphic references should not be necessary except under extreme urgency. Strict economy should, therefore, be observed in the use of cables and telegrams, and express letter forms or Savingsgrams should be used wherever possible. All telegrams will be signed by the Manager or Assistant Manager (Administration).

*Prompt issue of letters and telegrams.*—Ordinarily, letters and telegrams should issue on the same day they are received from the branch concerned.

*Records.*—The records of this section should be overhauled every year, and older registers and work files destroyed under orders of the Manager to make room for new ones. No issue letter files should, however, be destroyed on any account nor files of any book-work of importance.

## ACCOUNTS SECTION

**80 Accountant:** The Account holds supervisory charge of the Accounts and Establishment Sections

and in doing so, he is assisted by the Head Clerk junior of the Section concerned. He is responsible for the general administration and efficiency of the clerical establishment of the sections and seeing that the prescribed routine regarding accounts question is strictly observed. He will ensure that all accounts and establishment matters are disposed of strictly in accordance with the standing orders. He will maintain a complete set of all the forms authorised for use in the various branches and see that no alteration or addition is made to them except under the orders of the Manager, who will obtain the approval of the Director of Printing, if necessary.

*Pay Bills.*—The accounts Section under the orders of the Accounts is responsible for the preparation of pay bills. Separate bills should be prepared for the clerical and industrial establishment. The employees working in the Govt. of India presses are covered by the Payment of Wages Act, according to which all wages to the employees coming under the purview of the said Act, are required to be paid by the 7th of the next month if the strength of establishment does not exceed one thousand workers and by the 10th of the following month if the strength exceeds one thousand workers. To cope with this statutory

coligation on the part of the employers, it is the duty of all concerned to arrange all wages including O.T.A., bonus etc. for all such employees by the date prescribed in the Act. The instructions issued by the Dte. of Printing in this behalf may be carefully followed.

Detailed instructions for the preparation of pay bills have been given in Rule 138 of the C.T.R. read with note below Rule 66 of Central Government Accounts (Receipts & Payment) Rules, 1983 as amended from time to time. The relevant note is reproduced below:—

"A pay Bill Register in Form G.A.R. 17 and abstract of pay Bill in Form G.A.R. 18 shall be maintained, the former being in the form of a ledger for recording the dues payable and deductions made in respect of each claim for pay and allowances of a Govt. servant and the latter being an abstract of pay and allowance bills presented for payment. No office copy of a regular monthly pay and allowances bill need be maintained, but a Bill check register in Form G.A.R. 19 shall be maintained, which will be made use of in preparing the sectionwise acquittance rolls in large establishments where pay is disbursed through section Supervisors. In small establishment where pay is disbursed directly by the cashier, this register is not required, but net total can be copied out on acquittance roll from each bill."

*Administration and Accounts letters.*— All letters received and marked "Admn. and Accounts" by the Manager are to be received by the Asstt. Manager (Admn.) and Accountant respectively, and distributed to the clerks concerned together with any instructions necessary for dealing with them. Timely submission of these cases should be ensured by all concerned.

*Remittances.*—He is responsible for seeing that receipts are despatched to parties concerned promptly for all remittances received, after they have been dealt with in the cash section.

*Raising of bills for printing work done by the presses.*— On receipts of a list of jobs which have been printed off, from the concerned branches, the paying Cell under the Accountant will arrange to prepare bills for printing work done for the respective indentors on the basis of the time extracts prepared from the time Memo/out turn sheets received in the paying Cell under him from the various Departments

of the press as per procedure laid down in relevant instructions issued by the Directorate of Printing.

*Reconciliation.*— The Accountant is responsible for reconciliation of expenditure booked by the press with the figures of the Pay and Accounts, office regularly. The figures of receipts/remittance should also be reconciled with the P.A.O. regularly.

*Proforma Accounts.*—The Accountant entrusted with the job should see that "A Series" & "B Series" forms/registers are compiled regularly, and submitted to the Manager by the prescribed date, every months. A monthly progress report in the prescribed proforma is also required to be submitted to the Head Quarter. He may see that all the information required for the compilation of proforma accounts is obtained from the quarters concerned to ensure submission of the accounts to the audit in time.

He should also see that audit comments on the proforma accounts are attended to promptly and got settled as early as possible.

*Budget.*— He is responsible for the preparation of the budget promptly and accurately, for submission to the Manager. The estimate is due to be sent to the Headquarters Office by the 5th September of every year. It should be submitted to the Manager at least two weeks previous to this date so that he may have time to examine it thoroughly.

The following instructions should be observed for the preparation and submission of Budget estimates:—

- (i) The Budget estimates should be submitted to the Headquarters Office by not later than the 5th September of every year.
- (ii) The estimates should indicate the actuals for the past three years as also the Budget grant for the current Financial Year printed in the Book of Demands for Grants and in accordance with the allocation made by the Headquarters Office and the proposed provision for the next financial year, with clear and brief explanation for variations in the figures for these two years.
- (iii) While preparing the estimates, the economy instructions issued from time to time must be kept in view.
- (iv) The following details which are required by the Govt. of India should also be furnished:—

- (a) Explanation should be given in the working sheets forwarded with the estimates.
- (b) The abstract of nominal rolls for revised estimates and budget estimates, other summaries etc. should be prepared in the forms prescribed.
- (v) A new items of expenditure for which it is necessary to obtain the approval of the competent authority before they can be incorporated in the Budget, should be shown distinctly with full reference to the communications to the Director of Printing, containing the proposal or letters to the Govt. of India as the case may be. No provision should be proposed for any item for which proposals have not been submitted to the Govt. of India.
- (vi) Budgets should be accompanied by a covering unofficial note in which all the important points should be clearly explained.
- (vii) Two copies of the estimates complete in all respects with the necessary statements duly signed by the Manager/Officer-in-charge should be submitted to the Headquarter Office.

*Monthly Statements.*— Monthly statements of expenditure have to be despatched to the Headquarters Office by the 5th of every month. It is the duty of the Accountant to see that these statements are submitted to the Manager/A.M.(A) in time, for examination before despatch.

*Raising of Bills.*— Quarterly Statements of Jobs completed and bills raised against the various indentors must be submitted in the prescribed proforma to the Headquarters Office by 15th January/April/July/October. The Accountant should pursue with the indentors for the realisation of the dues expeditiously.

*Checking receipts and issues of service postage stamps.*—The H.C. (J) concerned will be responsible for the correct accounting for all stamps received, and issued by the press. The stamp account will also be checked frequently by the Asstt. Manager (Admn.) or by the Manager.

*Refunds.*— Amounts received in excess or sent to the press in error are to be returned to the remitter, or to the office for which they are intended. On receipts of instructions from the clerk dealing with the case, the accounts section will prepare a refund voucher in duplicate, one for submission to the Pay & Accounts officer and the other to be sent to the Cashier as authority for the refund of the amount mentioned therein. The amount refunded must be noted in the Cash Remittance Register under attestation of the Accountant concerned. A statement of Refunds Register is to be maintained by the Cashier.

*Estate Branch.*—In the case of presses, having therein own colonies, the Accountant will be required to handle the work relating to allotment of residences according to the prescribed rules. He will ensure that:—

*Specimen of the Refund Voucher*

*Refund Vouchers*

Date

Returned

Transferred to .....

Paid

the sum of Rs ..... out of

Rs ..... received in this

office on ..... from ..... being the

amount overpaid on account of ..... supplied,

vide Memo No. .... dated .....

Rs.....

Assistant Manager(A)/Manager, Govt. of India Press

*Bill for Refund of Balances of sums deposited in Treasuries*

Month & Date	Name of Treasury	From whom received	Amount paid into the Treasury	Amount refunded	Remarks
					This item was included in item for Rs. Paise deposited in the SBI vide receipt No. dt.
					This item was included in item for Rs. Paise deposited in the SBI vide receipt No. dt.
					This item was included in item for Rs. Paise deposited in the SBI vide receipt No. dt.

Bill No.

Forwarded to the Pay & Accounts Officer, Ministry of Urban Development for refund.

Certified that all amounts drawn on previous bills have been duly disbursed to the persons to whom they were due, and that orders for refund have been duly noted against the original receipt entry in my books and that previous orders for refund of the same sum have not been issued.

(E & O.E.)

Received payment

Asstt. Manger (Admn.)/Manager, G.I.P.

Dated

- (1) Applications are invited by the prescribed dates and thereafter entered in the seniority list at the appropriate place;
- (2) Waiting list is prepared in accordance with the prescribed rules;
- (3) List of un-allotted residences is submitted;
- (4) Licence fee is recovered in accordance with the prescribed rules;
- (5) The rules relating to allotment of residences are observed properly and the cases relating to non-observance of and relaxation of rules and appeals for subletting, mutual exchange, surrender, etc. are scrutinised in accordance with the prescribed rules.

**81. Cashier.**— (a) The Cashier is personally responsible for the proper accounting of all receipts and expenditure and for the due and correct payment of salaries etc. to the employees of the press. He is also the custodian of all valuables of the press. The Cash Book should be maintained in Form T.R. 4 reproduced in the Compilation of Treasury Rule Vol. I. He will be particularly responsible for the:—

- (i) Custody of all money received in office.
- (ii) Maintenance of Cash Book, contingent register and Cash Accounts for both govt. and non-government money.
- (iii) Crediting all receipts of Govt. money to Government account and payment of non-government money to the respective parties.
- (iv) Attending the bank personally on every occasion when the money has to be deposited or withdrawn.
- (v) Effecting all disbursement including payment of salary and wages to the staff and accounting for them.
- (vi) Maintenance of bill register showing the details of cheques and payments received from the Pay & Accounts Office and Bank against the bills.
- (vii) Maintenance of the imprest amount and recoupment as soon as the account is rendered by the concerned officer(s). He should bring to the notice of the D.D.O. any undue delay

on the part of any official in rendering final account in adjustment of imprest amount received by him.

- (viii) For entering all monetary transactions in the Cash Book as soon as the occasion arises and get attested by the Head of the Office in token of correctness.
- (ix) Keeping in safe custody Savings Bank Pass Books for Security Deposits and such other documents as may be entrusted to his care and maintaining register for the purpose.
- (x) On the close of the month, he should prepare a list of the undisbursed bills to tally with the balance shown in the Cash Book which is also required to be checked physically by the D.D.O. as per the provision of the Central Treasury Rules.

1. *Receipt of Money.*—The Cashier will ordinarily receive money by encasing cheques/bills, as the case may be, from the bank. He may also be required to receive money from the Government servants (by making deductions from their pay) on behalf of certain Non-Government organisation. Money received on behalf of non-government organisations should be kept in a separate box and should not be mixed up with Government money. The Cashier should take steps to remit the non-Government money to organisation concerned without delay.

The Cashier may also receive money on behalf of Government from other sources. He must give a receipt in the prescribed form T.R. 5 for all such moneys received by him. The receipt will be signed by the Asstt. Manager (Admn.) incharge of Cash who will ensure at the time of signing the receipt that the amount received has been entered in the Cash Book.

2. *Custody of Cash.*—The Cashier will be responsible for the proper custody of Cash. At the close of each day all money in hand will be deposited in the strong room in the safe provided for the purpose. The detailed arrangements regarding the closing of strong room and the custody of keys thereof may be prescribed by the Head of the Office according to the local circumstances obtaining in each case. He shall not utilise Government money for any private purpose including encashing private cheques etc.

3. *Disbursement of Cash.*—The Cashier will be responsible for a proper and correct disbursement of

cash and before making payment the Cashier should ensure from such information as may be available with him that the amount drawn is payable in full.

Cash payment on account of contingent charges should be made only after obtaining a voucher setting forth fully the particulars of the claim and all information for its proper classification and identification in the accounts. It should be ensured that the vouchers bear the pay order of the competent authority, that it is duly stamped where necessary and is properly receipted. Vouchers for the purchase of store, furniture, local stationery, etc. shall bear a certificate to the effect that the items have been entered in the appropriate stock register. In regard to the payments to be made to the persons not in Government employ, the cashier shall take special precautions to satisfy himself about the identity of the claimant and shall obtain a legally valid discharge for the amount paid. The payment in cash for supplies involving large amounts should as far as possible be avoided. In such cases subject to the instructions contained in Rule 303 of the Treasury Rules, Vol. I the contingent bill should be endorsed for payment direct to the party concerned.

4. *Maintenance of Cash Book.*—A cash book in the prescribed form T.R. 4 will be maintained by the cashier. All transactions relating to the receipt and disbursement of cash on Government account shall be recorded in the Cash Book. The Cash Book should be written up as and when monetary transactions take place. The entries on the receipt side of the cash book will be supported by cheques/bills encashed or counterfoils of receipts issued. On the payment side, entries regarding disbursement of pay and allowances will be supported by voucher in the shape of acquittance rolls. The entries in the cash book relating to contingent expenditure will be made from the totals of such items of expenditure recorded in the contingent register and each items of expenditure in the contingent register will be supported by a proper receipt. The Cash Book should be closed daily by the cashier and the money in hand tallied with the closing balance shown in the cash book. The Cash Book should be got checked by the Acctt. and signed by the Asstt. Manager (Admn)/Manager daily. At the end of each month or often as may be prescribed, the Asstt. Manager/Manager should verify the cash balance in the cash book by actual account and record

on the cash book under his signature a certificate to that effect. The instructions contained in Rule 77 of the CTR may be carefully followed.

5. *Presentation of Bills to Pay & Accounts Office.*—The Cashier will maintain a Bill register in which he will keep a record of all bills prepared and presented to the Pay & Account Office for payment. Every bill will bear the serial number accorded to it in the bill register. Bills of Gazetted/non-Gazetted establishment for the monthly pay and allowances which are due for payment on the last working day of the month must be presented to the pay to ensure their reaching the concerned authority by 20th of the month to which the bill relates. The receipt of money from the bank in payment of bills relating to officers and staff will be the responsibility of the cashier. In this connection, the following instructions should be observed:—

- (i) On the last day of each month when the amount received from the bank is heavy, payment of all bills shall be received by the cashier himself. He should be accompanied by other clerk/clerks, a peon and sufficient number of policemen or security armed guards;
- (ii) On other days when the amount to be drawn from the bank is less than Rs. 1,000/-, a clerk and a peon may be sent to the bank to take payment subject to the condition that the cashier would be responsible for them, but if the amount exceeds Rs. 1,000/- the cashier should himself go to the bank accompanied by a peon. If the amount exceeds Rs.5,000/- services of the police or security armed guards should be secured.

The money drawn from the bank shall, in case where the amounts are large, be brought in the staff car, when available or in another vehicle.

6. *Remittance Register.*—The Cashier will be responsible for all remittances received by post which should first be entered in the Cash Remittance Register and entries initialled by the Asstt. Manager (Admn.)/Manager. The particulars regarding vouchers number and number of the bill, if issued, should then be filled in by the Accounts Section and the amounts noted in the appropriate column. On receipt of any remittance and after entry in the remittance register, intimation of receipt of the same

will be issued by the cashier duly signed by the Asstt. Manager/Manager. Such amounts received will immediately be deposited in the bank Treasury challan. The duplicate copies of the challans will be taken by the Accountant, after they have been signed by the Bank authorities to the Manager so that the amounts paid in cash be checked by him with the cash remittance register.

Reconciliation of the respective remittance made may be carried out with the respective PAOJ in accordance with the provision of rule 77(V) of CTR.

7. *Security Deposit Register.*— The Cashier will be responsible for all securities deposited in favour of the Manager. The securities will be entered in a separate register kept for the purpose.

8. *Pay Bill.*—The Cashier is responsible for the disbursement of pay to proper person who must sign, before disbursement is made, in the column provided for in the pay bills. Those who cannot sign must give their thumb impressions. In cases of doubt, the cashier will hold over payment until the persons concerned have been identified by the heads of sections whose initials against their signatures or thumb impressions should also be taken. The Cashier is not empowered to disburse the pay of any absentee to another employee unless the latter produces an authority in form S. 277 from the former and orders are passed thereon by the Asstt. Manager (Admn.)/Manager. Postal acknowledgements in respect of pay remitted to any employee of the press are required to be pasted against their names in the pay bills at proper places. The post office should be reminded if a receipt is not received within three weeks from the date of remittance. If a money order is returned undelivered, the original money order form should be pasted.

Acquittances for all amounts above Rs. 20/- are to be stamped. If the full pay of person is not drawn in one place but shown in two places or more in the pay bill for the same month, he is required to give his acquittance on stamp in one place only, no stamp being required against the other entry or entries. Cash Section should, however, keep cross references in such cases against the respective serial number of the pay bills.

9. *Contingencies.*—Payments are made on presentation of bill supported by vouchers. Bills are first verified by the General Store Keeper in the case of transactions made through him, and then forwarded

to the accounts section for necessary action. The accounts section is responsible for verification of all other bills for transaction not made through the General Store Keeper. They are then taken to the Manager for examination, signature and orders for payment. After payment and entries in the contingent register, the amounts are entered under the appropriate head in Part B of the cost scheme, which is submitted to the Manager at least once a week with the bills, so that each entry can be again checked by him.

10. *Imprest Advance*.—An imprest advance has been sanctioned for each of the presses to meet emergent contingent expenditure. After the expenditure is incurred, contingent bills are made out by the accounts section and submitted to the Pay Accounts Officer as the case may be, for replenishment. In April every year, the presses are required to furnish a certificate as required under the rule 90 of the General Financial Rules.

11. *Refunds*.—On receipt by the cashier of the Refund Voucher [see para 136(138)] he will note the amount in the statement of Refunds Register, together with the other details.

12. *Stamps*.— Stamps are kept in the personal custody of the cashier. Service postage stamps are obtained by the cashier by purchase from the G.P.O. Treasury on requisition signed by the Manager. All issues of stamps are first checked by the Accountant of the press. In presses where there is one person who performs the duties of cashier and accountant, the Manager will make some other official responsible for such checking. He will also check the expenditure, receipts and balance of stamps as often as possible, or at least once a month.

(b) General instructions for the guidance of the officer who receives and handles cash are given in Rule 77 of the Compilation of the Treasury Rules, Vol. I. The cashier's responsibilities are further detailed in the cash security bond executed by him. The cashier is also required to accept entire responsibility for his nominee selected by him to carry out his duties during the period of his leave. In addition to the execution of Cash Security Bond, he must furnish a Cash Security as may be required in each of the respective presses.

The cashier should see that the relevant rules regarding Security deposits in General Financial Rules are strictly followed. Wherever, no procedure has

been specifically laid down in the Press Hand Book, the provisions of the General Financial Rules should be followed. The cashier should know his responsibilities and the rules governing the financial transactions.

#### STATIONERY AND STORE SECTION

**82. General Store Keeper.**—The General Store Keeper is personally responsible for the care of all general and stationery stores whilst in stock and for all receipts and issues correctly. The general principle followed in the accounting of stores as well as custody of stores under separate charges should be followed, that is, the accounting the stores should be invariably separate from the custody of stores under the General Store Keeper, and those engaged on the accounting side should be placed directly under the Head Clerk while others, not concerned with the accounting side, should be under the General Store Keeper.

*Procurement Section.*—The Head Clerk in-charge of Stationery and Store Section will be personally responsible for the entire procurement of stationery and stores, etc. to be made in accordance with the relevant rules and instructions issued from time to time in this regard. Immediately on receipt of requirement of stationery and store articles from the General Store Keeper, the Head Clerk (Stores) will start procurement action and on receipt of supply, pass on the same to the General Store Keeper (after its due inspection as to the correctness of its quality and quantity by the Assistant Manager concerned). The General Store Keeper will enter the whole stock in his books.

The Head Clerk shall see that all stores received are in conformity with the specifications given in the indents placed. He shall also see that purchases are made in accordance with instruction contained in Appendix 10 of General Financial Rules Volume II and with due regard to the financial powers of the authority sanctioning the purchase. He will ensure that scales prescribed for the issue and consumption of Stationery and Store articles are not exceeded without proper authority.

*Receipt and Issue Section.*—The General Store Keeper shall be personally responsible for receipt, proper storage and issue of stores and machinery. He shall get all the articles received by him entered in the respective ledgers.



He shall maintain proper accounts of stores in his custody in the prescribed form which must be complete in all respects on the close of every working day. He shall observe the provisions of General Financial Rules, the Treasury Rules and the Rules in the Press Hand Book which deal with the maintenance of the stores. In all cases of purchases through D.G.S. & D. as well as local, he shall give a certificate on the vouchers to the effect that the items have been entered in the appropriate stock register.

He shall supply figures in regard to the issue of stores on the basis of past actuals and future anticipated consumption for adoption in the revised estimates and the Budget Estimates to the Accounts Section.

The General Store Keeper is required to furnish a security and execute a security fidelity bond setting forth the condition under which Government will hold the security. The amount of security will be determined according to the circumstances and local conditions in each case.

The following procedure will be adopted in respect of the following operations and may be rigidly followed in future:—

*Examination/Inspection and Custody of Stores.*—Machinery and equipment received in a press will be taken delivery of by the General Store Keeper who will sign the delivery vouchers which will also be countersigned by the Gazetted Officer Incharge of the Store Branch. So long as the machines and equipment remain in crates and boxes they will continue to be in the custody of and on the charge of the General Store Keeper. When the crates or boxes are opened up for erection of the machines/equipment the custody thereof would be passed over to the Head Mechanic and the same would continue to remain in his custody till they are fully erected, electric connections given and are ready to be put into commission. He will maintain a register of such machines on his charge. As soon as the machines/equipment are ready to be put into commission, their custody would pass over to the Machine Foreman concerned and the same would be brought to the register of machines maintained in the Section/Branch concerned.

In case the crates or boxes are opened for inspection purposes but the machines are not erected, the crates or boxes will be closed again under

supervision of the General Store Keeper/Gazetted Officer concerned and will continue to be in the custody and on the charge of the General Store keeper.

If the machines/equipment have been erected but for any reason the same cannot immediately be put into commission, the responsibility to clean and lubricate the machines periodically and run them on small jobs will rest jointly on the head Mechanic and the branch Foreman under the Assistant Manager (Technical) concerned. Crew required for this work may be diverted from other machines, etc. which may be temporarily laid up with mechanical, electrical or other defects.

(C.C.P. & S. Memo. No. 5/27/60-O & M, dated 14th March, 1961.)

*Accounting of receipt and issue of stores and the form thereof.*—The accounting, receipt and issue of stores will be done according to the procedure described in the later portion of this Para.

*Determination of Issue rate especially in case of consumable articles.*—Only the Assistant Managers concerned are authorised to sign requisition for store articles from the General Store Keeper. They will see that the articles indented are according to the actual requirements.

*Checking of supplier's bills and payment thereof.*—General Store Keeper will verify receipt of all the articles billed for and pass them on to the Accounts Branch for payment.

*Maintenance of Bin Cards, etc.*—Bin Cards will be maintained for all Stationery and Store articles and entries will be recorded in respect of each receipt and issue with initials of the receiving and issuing clerk. As regards paper, Bin Cards will be maintained but as the issues of each quality of paper are too numerous in a day, a daily abstract of issues of each quality will be prepared by the clerk and collective entry made for the day in respect of each quality.

*Physical stock taking and preparation of stock inventories as a result thereof.*—In accordance with the instructions laid down in para 140 of the Press Hand Book, physical verification of consumable and other articles available in stock is conducted annually by officers and staff other than of Store Branch, deputed by the General Manager/Manager. These Officers check all the items physically and prepare

stock lists which are submitted to General Manager/Manager for safe custody. These are handed over to the General Store Keeper at the time of preparation of annual accounts and balance sheets.

*Reconciliation of differences if any between Bin Cards and Store ledgers accounts and adjustment of excesses and shortages.*—The General Store-keeper will submit a complete report in respect of excesses and shortages found at the time of preparation of balance sheets from the physical verification stock lists and explain reasons for all shortages and excesses, soliciting sanction of the competent authority for necessary adjustments. The issue clerks and upper division clerks-in-charge will verify entries in the Bin Cards, ledgers and check actual stocks from time to time. Any discrepancy found on checking between the three accounts will be brought to General Store Keeper's notice immediately who will investigate and obtain orders for reconciliation if necessary.

The detailed arrangements regarding the closing of store rooms and the custody of all store keys may be prescribed by the Head of the Office according to the local circumstances obtaining in each case.

#### A.—GENERAL STORES

The General Stores broadly consist of 3 categories (a) machinery, (b) Spare parts, (c) Raw Materials (including Paper, Binding and Printing material).

##### (a) Machinery

*General Principles*—(i) No printing machinery should be purchased without the prior sanction of the competent authority. Administrative approval should be obtained before placing indents. (ii) There should be specific provision under appropriate head to make the payment of the bills on the basis of anticipated deliveries during a particular financial year. (iii) Managers are not authorised to purchase printing machinery direct without the prior approval of the competent authority regarding the specifications and the price to be paid for. (iv) Machinery of all descriptions should as a rule be purchased in India as far as possible through the Director General of Supplies and Disposals.

*Procedure for procurement.*—The requirements of printing machinery compiled by the Assistant Manager in consultation with the General Manager/

Manager are sent to the Stores Branch who will prepare the consolidated requirements of all the Branches of the press concerned, work out their economics and frame explanatory proposals and submit to the Director of Printing for obtaining Government's approval. In case any machinery is likely to be delivered and paid for in a particular financial year, inclusion of necessary funds in the budget estimates of the press should also be proposed to the Director of Printing. The submission of proposal should be done one year in advance and such proposals should reach the Director of Printing by the 15th of June every year or earlier, if so required. On receipt of administrative approval, funds are to be provided under the appropriate head in the budget estimates, due to be submitted by the first week of October every year, on the basis of the anticipated deliveries.

As soon as the financial year begins, detailed specifications of various machines provided for in the budget estimates and for which administrative approval exists should be drawn up by the press and got approved by the Director of Printing.

In case of imported machinery involving foreign exchange, the amount equal to the C.I.F. value of the machinery should be included in the Foreign Exchange budget submitted to the Office of the Director of Printing. On receipt of the Foreign Exchange allotment the Director of Printing will ask the Press concerned to send a proposal on the prescribed proforma for the specific release of Foreign Exchange for machinery in question. On receipt of the proposal the Office of the Director of Printing the clearance of the Directorate General of technical Development from indigenous angle and also the Foreign Exchange release from Government. A copy of Foreign Exchange sanction will be endorsed to the Press. Thereafter the Press will prepare the indent in the prescribed form of the D.G.T.D., attaching copies of approved specifications, Administrative Approval and also the Foreign Exchange release (in case of imported machinery) and forward the same to the concerned section of the Director of Printing who will forward it to the D.G.S.&D. for initiating procurement action. As the D.G.S.&D. need six to eight months for placing a firm order and the Foreign Exchange sanction is valid only for 12 months, it is essential that the Press should take the minimum time for

submitting the indent after the receipt of Foreign Exchange release. The D.G.S.&D will forward copies of the Order (Called Acceptance of Tender) to the Press and the Office of the Director of Printing. On receipt of their copy of the Acceptance of Tender, the Press should submit a proposal on the prescribed proforma to the Director of Printing for obtaining expenditure sanction of Government. The Proposal for expenditure sanction should be so timed that it should be valid for the financial year in which the machinery is likely to be paid for. According to the payment procedure of the D.G.S.&D., major portion of the cost is made by the Pay and Accounts Office on proof of dispatch and inspection and the balance on receipt of the Consignee's certificate regarding satisfactory installation and running of the machine.

The expenditure on the purchase of machinery, if it is an addition to the existing plant and equipment is chargeable to the head "Additions to Plant and Machinery". In case the machine is being purchased in replacement of an existing machine, whether it be of the same type or an improved type, the cost of the machine is to be met from the head "Renewals and Replacements", provided the cost of replacement is not higher than the original cost of the machine replaced. Where, however, the value of the replacement is more than the original cost, the expenditure is to be met from both the head *viz.*, (i) Renewals and Replacements (ii) Additions to Plant and Machinery, so that the difference between the replacement cost and original cost is debited to the latter head. [The machines on the delivery are inspected by a responsible gazetted officer not below the rank of A.M.(T) and entries made in the relevant dead stock ledger and stock book. These are issued to respective Sections against a Blue Voucher.]

(b) *Spare parts*

(i) *Imported.*— As and when the demand for spare parts arises, the Manager concerned should first examine whether the item can be manufactured in his own Mechanical branch. If that is not possible, he should invite quotations from the registered dealers to exploring whether the dealers can supply the spare parts ex-Stock or against their own trade quota or on an import licence being provided to them. In inviting the quotations, it should be clearly stated that ex-Stock Offers and against the trade quota would be preferred

and if any tenderer desires that an import licence should be provided by Government, he should forward a proforma invoice in respect of such spare part from the manufacturer concern indicating the net c.i.f. value to the extent of which an import licence is required. If for spare parts, import assistance is required by the supplier, the press should follow the same procedure for including the amount in the Foreign Exchange Budget and obtaining the Foreign Exchange release as in the case of Machinery. If the cost of spare parts is beyond the financial competence of the Head of the Press, the press should call for quotations and obtain the expenditure sanction of the Director of Printing before placing an order. The proposal for Expenditure Sanction should be accompanied by the quotations is original.

While placing the indent, The Manager should append the following certificates.—

- (1) Certified that the spare parts mentioned in this indent are essentially required for the day-to-day work of the Press. Due consideration has been paid to the economy in expenditure and the number of each part indented is barest minimum requirement;
- (2) Certified that the machines for which these spare parts are required would remain in commission after replacement of the spare parts for sufficient long time to justify the expenditure involved on the purchase;
- (3) Certified that the spare parts in question cannot be manufactured satisfactorily in the Mechanical Branch of the Press; and
- (4) It has been verified by actually calling quotations from the registered dealers of printing machinery that these spare parts are not available and the firms concerned are not agreeable to import them against their own trade quota.

It is imperative that the indent for spare parts should be personally scrutinized by the Manager and the above mentioned certificates signed by him after such scrutiny.

(ii) *Local.*— Spare parts purchased locally mainly consist of Mono Parts, Lino Parts and General Parts. Lino and Mono Parts are purchased from M/s. Linotype and Machinery and M/s. Monotype Corporation respectively which have got their

proprietary rights. However, it is necessary to call for quotations even from these firms before placing orders. The financial powers of the Managers and other Heads of Presses are restricted to Rs. 10,000 in each case. In case the purchase exceeds Manager's monetary limits, prior approval of the Director of Printing is obtained before placing the order. Lump sum provision may be made in the budget estimates, taking into consideration the requirements of the presses concerned. Petty spare parts of general nature are purchased locally by the General Manager/Manager on competitive basis.

(c) *Raw Materials including printing material*

(1) The major items of raw materials are purchased by or through the DGS&D in accordance with the Stores Purchases Rules. Petty items are purchased locally by the General Manager/Manager. Wherever necessary, tenders are invited by advertisements in the daily papers or in other suitable and satisfactory manner setting forth the description and estimated quantities of the articles required. Successful tenders are required to execute and agreement and to deposit security money at the rate of 10 per cent of the total value of the contract. There should always be a penalty clause in the contract which could be invoked in the case of default.

[C.C.P.&S. Memo. No. 26/1/53-F(194) dated 8-7-55].

(2) The estimated requirement of the printing material eitherto obtained through Controlled of Stationery is to be prepared by the presses and sent to the Directorate of Printing for taking further action.

(3) For Store articles such as lubricating oils, greases etc., which are procured through the DGS&D, the Presses concerned should place and indent on that Directorate by the end of February every year in the prescribed form. The presses may get themselves declared as director demanding officers against these contracts on an 'as required basis'. Administrative approval should, however, be obtained from the Director of Printing by furnishing details of their actual annual consuming and the quantities indented during the last three years. The consignments on receipt should be checked, inspection and certified by the A.M.(T) Incharge of Stores and the quantities entered in Store Ledgers before issue.

(4) The bills received from the firms are verified for payment with reference to the relevant sanction. The book debit voucher representing cost of articles received through DGS&D and Controller of Stationery are accepted for adjustment, when they are received from the P.A.O. concerned. Director of Printing sanction is invariably obtained when such amount exceeds the financial powers of the Manager/General Manager. The powers for the purchase of printing stores of the Manager/General Manager has been raised to Rs. 10,000/- in each case.

It may, however, be emphasised that there should be sufficient budget provision to meet the expenditure from the head "Stores" to which the cost of stores is debitale.

*Ordering local stores.*— All stores are ordered only over the signature of the General Manager/Manager. The order is made out in depuplicate, one copy of which is retained by the storekeeper, except in the case of articles purchased through the agency of the India Store Department when indent are made out in sextuplicate, copies going to (1) Contractor, (2) Indenting Officer, (3) Consignee, (4) and (5) Inspecting Officer, India Store Department, and (6) Audit Officer of the India Store Department.

*Oder of Stores*

Order No..... Dated .....19  
To.....

Please supply as follows:—

Description of materials	Quantity or Number

General Manager/Manager.

*Delivery of local stores.*— On delivery of the stores, receipts are granted by the General Store Keeper after a personal check of their quality and quantity by the Assistant Manger. The number and date of these receipts, together with the quantity and rate, are at once entered in the Store Ledger.

*Receipt for Stores*

Receipt No.....Dated.....200

From.....

Received as follows:—As per order No.....

Date.....

Description of material	Quantity or Number

General Store Keeper

NOTE: — This receipt is made out in duplicate, one copy being retained by the General Store Keeper while the other is sent to the supplier.

*Bills for local stores.*—Bills for local stores are checked with the General Store Keeper's receipts, and with the order, and passed by the accountant to the G.M./Manager for order as to payment. The budget head to which the purchases are debitable is noted on the bills before they are forwarded for necessary action to the Account Officer and issue of the cheque or pay order for the amount due.

*Issue of stores.*—All issues to the branches or sections are made only on receipt by the storekeeper of a *Store Issue Voucher* signed by either the Assistant Manager, or G.M./Manager. On receipt by the branches or sections, the vouchers are signed and returned to the storekeeper. This voucher is made out in duplicate.

*Store Issue Voucher*

\_\_\_\_\_ Branch

Issue Voucher No. \_\_\_\_\_ Dated \_\_\_\_\_ 200

P.O. No. or description of work (if possible)	Description of articles	Ledger Folio	Quantity or Number

Supply  
G.M./Manager.

*Signature.*

NOTE: — The storekeeper should not issue any articles until the worn-out article is returned from the section indenting the head of which will take the necessary steps to get the returned article certified unserviceable by the Manager, or Asstt. Manager.

*General Store Ledger.*—The General Store Ledger be maintained separately for:—

- (a) Dead stock articles.
- (b) Petty plant articles.
- (c) Spare parts.
- (d) Raw materials.

Articles classed as "petty plant" which are

purchased locally and stored before issue should first be accounted for in the *General Store Ledger*, the contingent bill No. being entered, and on issue to the branches, entered in the *Petty Plant Ledger*. If the article is purchased in England it should be accounted for in the *General Store Ledger*, whether it is brought into general use straightaway or not.

The invoice No. should be entered in the ledger.

NOTE.—The object of this distinction in treatment between locally purchased and imported articles is to ensure that the cost of the later is properly debited. It is important that this procedure should be uniformly observed. (Deptt. of C & I No. 6454, dt. 12th July 1918).

The cost of articles purchased locally, whether stores, petty plant or spare parts of machinery, should be debited to the appropriate branch or section of the press. The cost of imported articles should, however, be debited on issue.

NOTE.—Articles are purchased locally as occasion demands and there should never, in ordinary circumstances, by any considerable balance at the end of the year. In the case of imported articles which are indented for annually there is frequently a substantial balance and the debit of the entire cost would unnecessarily inflae the expenditure.

*General Store Ledger*

Name of article \_\_\_\_\_

**RECEIPTS**

Date	Receipt No. or India Office Invoice No.	Quantity or Number	Rate	COST				Total Cost	Cash Voucher No. & month
				Amount (as per Col. 4)	Departmental charges	Frieght	Contingencies		
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.		

**ISSUES**

Issue Voucher No.	COMPOSITION				Imposing	Printing		Office		Bindery	Mechanical	Foundary	Reading	Supplies to other offices	Office	Standing Formes.
	Hand	Distribution	Mono	Lino		Printing	Pre-Printing	Pressing	Printing							
	a.	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.
No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.	No. or Qy.

*Petty Plant Ledger.*—The object of the ledger is to keep an account of the number of articles of each description which are classified as petty plant, and

whenever such articles are brought into use, either from store, or directly on purchase, they should be accounted for in this ledger.

*Petty Plant Ledger*

Name of article \_\_\_\_\_

Date of receipt	Folio of Store Ledger	Name of Section	Number of quantity	Initials of party receiving	When returned to store as unserviceable	REMAKRS

(c) *Unserviceable stores.*—Immediately stores are certified by the G.M./Manager, or Assistant Manager, in writing, to be unserviceable, they are written off the stock ledgers, entered in the "*Unserviceable Register*" and handed over for safe custody to the General Store-Keeper who will grant a receipt for the same. The storekeeper will retain the articles in safe custody until orders of the G.M./Manager are

issued as to their disposal by public auction, etc. on the premises, or by the despatch to a firm of auctioneers. The quantity, rates, amounts realised and the cash receipt No. and date will be entered in the unserviceable register. The sale-proceeds are credited under the head "Sale-proceeds of waste paper and other unserviceable materials."

B. STATIONERY, PAPER AND BINDING MATERIALS

*Indents for stationery stores, paper and binding materials.*—Supplies of papers, binding materials and stationery store articles are obtained by the General Store-keeper on indent, submitted quarterly to the Central Stationery Office. The indent forms used are those prescribed and supplied by that office. Immediately on receipt, all supplies must be entered

in the ledgers direct from the Stationery Office vouchers, after careful check.

*Receipts of Stationery Stores.*—Immediately on receipt, stationery store articles are entered in the Stationery Store Ledge.

Stationery Store Ledger.

Name of article \_\_\_\_\_

(Left hand page)

RECEIPTS

Date	Stationery Receipt No. and date	Quantity or Number	Cost				
			Amount (as per Col. 4)	Telegram	Freight	Cost of Cooly hire	Total Cost
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.

DISTRIB-

Office Direct	1(a) Hand		1(b). Distribution		2. Mono		3. Lino		4. Imposing		5. Hand Press		6. Machine Press	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.

Total

(Right hand page)

ISSUES

Date	Issue Voucher No.	Branch of the Press	Quantity or Number	Date	Issue Voucher No.	Branch of the Press	Quantity or Number
		Total				Total	

BUTION

LITHO				9. Bindery		11. Mechanical		12. Foundry		14. Outwork		15. Supplies		Total
7. Drawing		8. Printing												
No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.
	Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.		Rs. P.	

*Receipts of paper and binding materials.*—Paper and binding materials are posted immediately on receipt in the *Paper and Binding materials Ledger*.

*Paper and Binding Materials Ledger*

Kind of material \_\_\_\_\_

LEFT HAND PAGE

Date	From whom received	1. Invoice 2. Receipt 3. Contingent Bill, Voucher or 4. Deptt. letter No. and date	Value, Freight etc.	Quantity	Date whom	From whom received	1. Invoice 2. Contingent Bill, Voucher or 4. Deptt. letter No. and date	Value, Receipt etc.	Quantity Freight

To whom issued	April			May			June			July		
	I.B. folio	Reams	Sheets	I.B. folio	Reams	Sheets	I.B. folio	Reams	Sheets	I.B. folio	Reams	Sheets

\*The monthly total of each department day-book of issues should be entered here.

(Right hand page—same as above but bottom half columns August to March).







*Accounts Register of empty bags returned by Indentors*

S.No.	Date of receipt	From whom received	Ref. No. and date	No. of Gunny bags received			Serviceable gunny bags taken into stock in Ledger Folio No.	Unserviceable gunny bags disposed off by auction on	Signature of the Receiver
				Serviceable	Unserviceable	Total			
1	2	3	4	5	6	7	8	9	10

*Waste Paper.*—The General Store Keeper is responsible for the disposal of waste paper. Tenders are invited annually for the disposal of waste paper by means of advertisement in the newspapers, and the successful tenderer to enter into an agreement.

The General Store Keeper will personally supervise the weighing of waste paper, and be held responsible that the challans and cart passes showing the quantity given delivery of, are sent to the accounts section for the preparation of the bill.

*Closing Ledgers and striking balances.*—At the close of the financial year (31st March), the General Store Keeper will close the paper and stationery ledgers by totalling the receipt and issue sides and strike a balance of each item. He will then prepare a statement showing the balances in hand of each item under their respective charge. In order that this work may be completed quickly, both the receipt and issue sides of the ledgers will be totalled at the close of each month, so that at the end of the year these only have to be totalled.

The totalling referred to above will be done by the General Store Keeper or, where this is not possible, by a member of the staff under him who may be entrusted with this duty by the Store Keeper. To obviate the possibility of error, the totalling, done by the General Store Keeper or other persons entrusted with the work will in every case be checked by some other member of the staff deputed by the Store Keeper for the purpose. Both the person who does the totalling initially and person who checks this totalling will enter their initials on every page, sheets, etc. totalled and checked respectively by them.

[C.P. & S.I. Memo. No. 2/APD/46 Vol. II (8235) dated 30th July, 1953.]

**83. Issue Clerk.**—The issue clerk is employed under the general store-keeper, and is responsible for the correct issue of paper and binding material. He will see that the correct quantity of paper is issued for each job. and that it is of the proper description as regards size, weight and colour; special attention being paid to the "shade" as paper of similar size and weight but of different "making" varies at times in "shade". When it is necessary to cut paper to suit a particular job, the issue clerk must see that the off cuts are carefully kept and utilised at the first opportunity. In storing paper, he will see that it is properly and carefully stacked, and so arranged that it can be readily inspected and checked from time to time.

*Posting of issues.*—Issues are posted under three separate heads:—

- (a) Paper for printing.
- (b) Paper and materials for binding.
- (c) Proof paper.
- (d) Stationery for office use.

(a) *Issue of paper for printing.*—Paper is issued to the press and machine branch on receipt of the print order files signed by the machine and press foreman, and accompanied by the Work Docket. The files must be in duplicate, one copy being returned to the press room stamped "issued" for submission to the Computing Section, the other retained in the stationery section and numbered serially.

*Posting.*—Papers issued to the branches of the Press, excepting the bindery, are posted in the "*Day Book of Issues of Paper.*"

*Day Book of Issues of paper*

*Kind of Paper* \_\_\_\_\_

<i>Date</i>	<i>Voucher No.</i>	<i>Description of work</i>	<i>P.O. Regr. No.</i>	<i>Copies</i>	<i>Quantity</i>

NOTE:—There should be one day-book for each of the heads under column I, Statement No. II

At the end of each month the issues of paper entered in the day books must be abstracted for each kind of paper, separated and posted under its head in the *Paper and Binding Materials Ledger* (see page 142).

(b) *Issues of paper and materials for binding.*—Binding material, and paper for binding, are accounted for in a separate day book of issues. These are issued only on receipt of the binding order signed by the overseer, and accompanied by the work docket.

Binding orders are not submitted in duplicate but

are to be numbered serially by the issue clerk. They will be returned by him to the bindery until the work has been completed, when they must be sent to the stationery section together with any off cuts of paper, cloth, leather or other materials not utilised. The issue clerk is responsible for seeing that he gets back all the binding orders for the purpose of record. Any delay in the return of these orders must be brought to the notice of the Assistant Manager.

*Posting.*—Binding materials and paper for binding purposes are posted in the *Day Book of Issues of Binding Materials*.

<i>Date</i>	<i>Register No.</i>	<i>Description of work</i>	<i>Description of binding</i>	<i>No. of copies</i>	<i>Size</i>	<i>Paper</i>				<i>Leather</i>				<i>Straw board sizes</i>				<i>Cloth</i>		<i>Miscellaneous articles</i>																

NOTE:—At the end of each month the total issues of each kind of paper and binding materials are posted in the *Paper and Binding Materials Ledger*.

(c) *Issues of Proof paper.*—Paper issued for clean proofs is separately accounted for, as well as paper

issued for replacing spoilt sheets and for making ready.

*Posting.*—This paper is first accounted for in the *Memo. of Paper issued for proofs* from which it is transferred to the day books at the close of the month.

*Memo of Paper issued for proofs*

*Description of paper* \_\_\_\_\_

<i>Date of Issue</i>	<i>Regr. No.</i>	<i>Department</i>	<i>No. of pages or signature</i>	<i>Serial No. of proofs</i>	<i>Number of proofs</i>	<i>Quantity</i>	<i>Section-holder's initials</i>	<i>Remarks</i>
						S R		

(d) *Issues of stationery for office use.*—Stationery articles for office use, and materials for packing, are issued to the several branches of the press on receipt of issue vouchers signed by the Manager or Assistant Manager.

*Posting.*—Issues of stationery for office use are posted direct into the day book and thence to the ledger.

#### COMPUTING SECTION

**84. Head Computer.**—The Head Computer is responsible for the expeditious compilation of bill books showing the dues of the operatives in the different branches of the press. They must be submitted to the accounts section by the dates prescribed by the Manager, in order that the relevant bills may be prepared in time for submission to him for examination and signature, and for forwarding to the Accounts Officer. The Head Computer is responsible for the preservation of all charges files etc. for the purpose of audit. He is responsible that certain bill books, selected each month by the Manager, are checked with the assistance of computers other than those who compiled them. This checking must be carried out immediately after payments have been made. The Head Computer will maintain a list, showing month by month, the racks on which the charge files of the several branches and sections have been stored, together with the names of the computers responsible for the charges on the files.

*Change of computers.*—The allotment of computers to the different sections should be done by rotation every month under the direct orders of the Manager, which will be obtained from him by the head computer.

The computer must examine all files very carefully before commencing the computation, check folios and the type, sizes and, generally assure himself that he is computing a genuine charge file. The computer must abide strictly by the sanctioned rates and on no account has he any authority to add to, or deduct anything from, the rates prescribed. If a charge file is submitted for any work which does not fall within the rates he must refer the matter to the Manager for orders, through the Head Computer.

*Checking compositor's charges files.*—On receipt of the charge files each computer will check

the voucher numbers noted on them by the section-holder with the daily list of vouchers furnished by the despatching section.

The computers and section-holders will be specially held responsible that no files are charged twice. It will be the duty of the computers to see that the files are kept in accordance with these directions. They will see (1) that the files are arranged under proper departments, (2) that they are inserted serially with regard to (a) register numbers, (b) paging. They will, therefore, examine monthly each department's files, and in the event of there being two copies of the same file, they will verify the genuineness of the file from the department's requisition on the press for the work the register of work received the voucher signed by the departmental officer, and the press office file. If on examination the file is found to be spurious, the matter must be reported without delay. At the end of each month each computer will stamp with red ink of each file, the name of the month in which the file was charged. Thus all files belong to the bill books for may will have the words CHARGED IN MAY stamped in large bold red letters at the top in the center of the page.

All composition charge files after having been checked and charged to the respective departments will be filed departmentally, according to their consecutive register numbers from one onwards. When a register number extends over a number of pages, the pages will be arranged in numerical order from one onwards.

*Storing charged files.*—Each computer will be responsible for the proper storage of charge files, etc., computed by him. Once the files are charged they must not leave the possession of the computing section except under orders, in writing, from the Manager. Each file, on being removed under such orders, will be replaced by a copy of the orders, and a receipt slip signed by the person requiring the file. Any contravention of this rule regarding the custody of charge files will be very severely dealt with.

The object of these instructions is to prevent work being charged twice, and hence any violation of these rules will be liable to be regarded as evidence of conspiracy or contributory carelessness on the part of the persons in fault. Each computer will be personally held responsible that the files in support of the charges in his bill book are kept in accordance with these directions.

The method to be adopted in computing hand composition is explained in detail in Appendix V in Vol. II of this Hand Book. All details of charges are first noted on the proof itself and thence transferred to the Compositor's Bill Book. The computer should not compute any charge files without the initial of the section holder.

*Monthly report of hand composition.*—At the end of every month the Head computer will submit to the Manager a statement showing the number of hours of attendance, the number of hours and earnings of each compositor in time work and piece work respectively.

*Linotype charge files and computing operators out-turn.*—the computer will see that each charge file received by him is a genuine proof of unmade-up matter, initialled by the section-holder on each page or galley. He will then compute the number of ens composed by each man, and enter them in the Out-turn Register of Linotype Operators daily. The number of ens on account of corrections will not be credited as they are supposed to be carried out by the operator in his own time, that is, in other than the time engaged on time work on chargeable stoppages. At the end of the month, the number of ens for all fresh work, author's correction and repeat lines actually done will be totalled up, and divided by the difference in the number of hours between the total hours attended and the total hours occupied on time or special and intricate work and chargeable stoppages. This will be arrived at from the attendance register and the Out-turn Register. The result will give the average per hour in corrected ens for all work done by each man during the month.

The computer must see that he is provided with legible proofs for the purpose of charging up and should immediately report if bad or wrong proofs are sent up. He should also report if the Daily Dockets and proofs are not sent to him regularly every day: The section-holder will be held responsible for any delay in submission. He will at once report to the Assistant Manager (Technical) all instances of doubtful charge files. For calculating operators' bonus see Out-turn Statement and Bonus Bill of Lino/Mono Operators.

*Monotype charge files and computing operators out-turn.*—The computer will see that each charge file received by him is a genuine proof of unmade-up matter initialled by the section-holder

on each page or galley. He will then compute the number of ens composed by each man and enter them in the Monthly Out-turn Book of Mono Machines daily. The time taken in carrying out corrections other than operator's errors will not be debited against operators paid on corrected ens. The procedure in such cases is to debit against the operator 2/3rds of the time taken by compositors in carrying out corrections. In calculating out-turn no deduction should be made for blanks perforated by the operator. At the end of the month, the number of ens for all fresh work actually done will be totalled up, and divided by the difference in the number of hours between the total attendance hours with the number of hours occupied by the compositor in correcting operators errors added to if (when the operators are paid on uncorrected ens, compositor's time for correction need not be added), and the total hours on time or special and intricate work and chargeable.

The computer must see that he is provided with legible proofs for the purpose of charging up and should immediately report if bad or wrong proofs are sent up. He should also report if the Daily Dockets and charge files are not sent to him regularly every day. He will at once report to the Assistant Manager (Technical) all instances of doubtful charge files. Operators' average out-turn and amount of bonus are recorded in the *Out-turn Statement and Bonus Bill of Lino/Mono Operators*.

*Computing Caster Operator's Out-turn.*—The computer should, when computing the charge files for the operator's Out-turn, simultaneously compute the Out-turn of the caster operators. He will post the out-turn in the Monthly Out-turn Book of Mono Machine.

**Computing Charge Files of Compositors performing the duties of Distributors.**—The charge files will be computed in accordance with the rates prescribed time to time. The details of charges are first noted on the proof itself and then transferred to the Distributor's Bill Book. the computer should see that the charge files are not computed without the initial of the store-keeper.

*Computing Charge Files of Compositors performing the duties of Impositors.*—The charge files are computed as per rates prescribed from time to time. Before computing the computer must see

that charge files received are genuine and bear the initial of section-holders.

*Computing Machine and Handpressmen's Charge Files.*—The charge files are computed as per rates prescribed from time to time. The details of the charges are noted on the proof itself and thence transferred to the Machine and Pressmen's Bill Book. The computer must not compute any file which does not bear the initials of the counter, foreman and the paper issuer.

*Bindery Charge Files.*—The foreman is responsible for the correctness of the entries on the Blender's Work Vouchers and on the charge files of the envelope makers, machine rules, die stampers, etc.

The computer, on receipt of the work vouchers, will check the entries very carefully before computing in

accordance with the rates prescribed from time to time. The computer should not accept any hour work vouchers unless they have been signed by the overseer. He will see that no hour work charges have been submitted for work for which there is a piece rate.

*Disposal of Charge Files.*—Charge files will be destroyed under the orders of the Audit Officers of the press concerned after the audit has been completed.

*Bill Books.*—A separate bill book must be compiled for each category of workers, *i.e.*, compositors, press and machine men and binders. After noting on the charge files the amount due to the pieceworker the computer will enter it under the man's name in the bill book. Each charge in the bill book must be supported by the voucher.

CHAPTER XI  
**TIME KEEPING SECTION**

**85. Time-Keeper.**—The time-keeper is responsible for the correct recording of the attendance of all employees of the office, in accordance with the orders laid down in paras 27 and 28. He must bring to the notice of the Manager/ Head of office, the names of men who are irregular, absent without leave, or who are frequently late. He is also responsible for preventing the ingress of outsiders to the Press premises, except on official business. He must not allow any of the employees to leave the premises during working hours, without a pass in the prescribed form signed by the Asstt. Manager, Overseer, or head of the branch-concerned. He must also stop anyone leaving the premises

carrying anything, and demand a permit, signed by one of the supervising officers.

*Attendance Register.*—Separate registers will be kept for piece rate and salaried employees (both Industrial and Clerical), permanent, temporary and temporary fluctuating. The attendance registers have to conform to the requirements of the Factory Inspector, and that given below (*i.e.* the attendance form) has been designed to meet the requirements of the Government of India Press, New Delhi.

Attendance registers for the other presses may be on the same lines but they must conform to the requirements of their respective Factory Inspectors.

*Attendance Register*

(Left hand page)

PERMANENT

MONTH \_\_\_\_\_ ESTABLISHMENT

TEMPORARY

Serial No.	Ticket No.	Name	Rate of Pay	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20



(Right hand page)

21	22	23	24	25	26	27	28	29	30	31	Weekly hours				Days present	Amount of salary	Overtime			Amount of over-time	D.A.	C.A.	H.R. A.	Remarks
											1	2	3	4			Over-time	Hours	Equal to day					

*Checking attendance.*—Each branch or section will maintain separate attendance check sheets, which are sent to the time-keeper, and with which his attendance register is checked.

Daily attendance list of .....  
 section for the month of .....

Name	Ticket No.	Attendance	Overtime of previous day	Remarks

Dated 20

Present.....Absent.....Head of Section.

*Factories Act.*—The time-keeper is held responsible for bringing to the Manager's notice, the names of men, whose hours of work during the week approach the maximum allowed under the Factories Act, so that immediate action can be taken to ensure that the Act is not violated.

He is also responsible for seeing that the various returns are submitted and necessary forms and registers appertaining to the Factories Act are properly maintained, and should, therefore, be thoroughly acquainted with the rules and regulations under the act.

*Holiday-book.*—He is also responsible for the upkeep of the holiday book. The particulars of all men working on gazetted holidays must be carefully recorded by him.

*Papers of appointments etc.*—All papers relating to the appointments, punishments, etc. are to be filed in the establishment and Accounts Branches. Cases of absentees not submitting a report within three days are entered up in a book kept by him for the purpose, and submitted to the Assistant Manager for orders to issue the preliminary warning to submit a medical certificate, or rejoin forthwith.

CARETAKING AND SANITATION SECTION

**86. Caretaker.**—All questions pertaining to the upkeep of the Press building, including repairs, sanitation, fire protection, etc. are dealt with by the Caretaker, under the direct orders of the Manager and/or Assistant Manager (Admn.) He is responsible for opening and closing the press premises in all the shifts. He is also responsible for the proper care and cleanliness of the workrooms, and offices with their furniture, and of the healthiness of the Press premises and compound generally.

Watch and ward staff, sanitary staff and farashes shall work under the control and supervision of the Caretaker who should be directly under the Head Clerk and Asstt. Manager (Admn.). He will set the tell-tale clocks daily, and bring to the notice of the Manager/Assistant manager any dereliction of duty on the part of the night watchmen, as disclosed by the clock record.

The Caretaker shall also be responsible for the safe custody of materials issued to the sanitation section which he will obtain from the General Store Keeper on the proper indent form, and keep a proper account of them.

## CHAPTER XI (A)

# PRESCRIBED ROUTINE FOR DEALING WITH WORK IN ITS VARIOUS STAGES WITH DUTIES OF SUPERVISORY STAFF AND OPERATIVES IN LETTER PRESS

### COMPOSING BRANCH

#### General

The Composing branch consists of the following sections:—

Hand composing.

Linotype operating      Type-Store (distribution).

Standing Forme.

Monotype operating      Reading.

Monotype casting      Imposition.

**87. Branch Supervision.**—The Composing branch is in charge of an overseer in the Government of India Presses and Forms Press, Calcutta and Aligarh. The overseer is assisted by, foreman in each press. In the Rashtrapati Bhavan Press, the branch is supervised by a foreman.

**88. Overseer.**—The overseer is entirely responsible for the quality and quantity of the outturn of the composing branch. He shall see that the sections under him are kept fully employed, and in the event of there being insufficient work, should report immediately to the Assistant Manager (Technical)/Manager. He is responsible for the careful checking of all vovertime requisitions, and for keeping overtime down to a minimum. He is responsible for seeing that an equitable distribution of work to compositors is made by the foreman. Where there is no overseer in any press duties enumerated above are performed by the Foreman.

*Inspection of section foremen's books.*—Overseers will weekly inspect the Section Holders' work distribution books (Such as Copy Distribution, Time Work Distribution), of the sections under them and submit an inspection report for Manager's perusal and orders.

*Receipt of work by overseers.*—On receipt of the Work Docket and before making it over to the sections for execution, the overseer must examine it closely and give instructions regarding its composition,

giving details of size, type area, sizes of types, style, margin, imposition, paper, style of binding and other relevant details such as date on which formes to be sent to machine and press branch etc. Verbal orders should not be given regarding work, but written orders only should be given by the overseer, or the foreman, to the Section Holders, who will place such orders, etc., in the Work Dockets. The overseers are responsible that work is done in a creditable manner and that it leaves the branches in time sufficient to permit despatch of completed work on due dates. He should check up at intervals the work of the Time Checkers to see if the time allowed to the compositors is according to the Schedule or not.

**89. Time Checkers.**—All charges by compositors for hour work must be checked with the proofs by the time checkers. If the compositors feel aggrieved at any deductions made on their hour charges by the time checkers, they may first refer the matter to the overseer, or Assistant Manager (Technical), and failing satisfaction to the Manager.

As a safeguard against inadequate or excessive cutting of time, the Manager and Assistant Manager (Technical) should personally and periodically examine the work of the checkers and test check deductions made to satisfy themselves that checking is done properly. To render the test check effective, it would be desirable to retain an element of surprise and the check by the Manager and the Assistant Manager (Technical) should not be confined to any fixed amount of work or conducted at regular intervals. (31/18/38-A.&F.)

**90. Foreman.**—The Foreman should know thoroughly the rules of the office disciplinary as well as technical. He should examine all requisitions of work passed on to him by Assistant Manager (Technical) or Overseer together with special instructions, if any, and allocate the work according to the pressure of work in the sections and their demands. He should give complete instructions to the Section Holders for expeditious and economical production



*Progress of work and arrear list.*—Each Section Holder will keep a Progress Register showing the work entrusted to him for execution from day to day; the day fixed for sending out the work, and the date it is actually despatched. At the end of the month an arrear list is made out from these progress registers, showing what jobs were not sent out in spite of their

being due during the month. The foreman will present these arrears lists to the overseer who, after obtaining such explanation as the foreman may have to give, will submit them for orders to the Assistant Manager (Technical) with any recommendations for the disposal of particular work that he considers necessary.

*Section Progress of Work and Arrear List*

Date of receipt	Register No. and Department	Name of work	No. of pages	Ist reading	2nd reading	When given to impose	Press reading	Revising and printing	Binding	Probable date of despatch	Date despatched

This book is to be submitted to Assistant Manager (Technical) on the 2nd of every month with arrears brought forward.

*Disposal of author's proofs.*—Author's proofs will be forwarded with the printed copies to officers or departments concerned, a note to this effect being made in the Work Docket.

*Disposal of reading proofs.*—The reading proofs of all jobs will be kept by the Section Holders for a few months, after which they are to be sent to the waste-paper godown for disposal.

*Type Kept standing.*—The Section Holders are responsible for intimating to the standing forme-keeper the details of type, orders for which have been received to "keep standing". The date, register number,

name of work etc., will be filled in the Standing Forme Register and the same will be initiated by the Section Holder when the formes are handed over to the standing forme-keeper. The period for which type is kept standing is regulated in accordance with the instructions laid down in rule 26 of Rules for Printing and Binding (1935 edition).

*Type distributed.*—Section Holders are responsible for the prompt issue of orders for the distribution of types, so that the material is made readily available for other work. A receipt book will be maintained for all formes sent for distribution.

*Receipt Book for Distribute Formes*

Date	Register No. and Department	Name of work	No. of Formes	No. of Pages	Section	Initials of Receiver	REMARKS

*Supply of standing matter.*—Section Holders requiring standing matter from the standing forme-keeper will fill in a slip as below, and on receipt of the standing matter will return it, duly receipted, to the standing forme-keeper.

The name of the work is \_\_\_\_\_

Section Holder

Pages sent herewith.

Received

Standing matter supply slip

Standing forme-keeper \_\_\_\_\_ Date \_\_\_\_\_

Standing forme-keeper. \_\_\_\_\_

Please supply type pages of register No. \_\_\_\_\_

Section Holder

*Instructions received direct from a department.*—If the Section Holder of any section receives at any time, from a department direct a slip containing any instructions regarding work, he must immediately communicate these instructions to the foreman, or where there is no foreman, to the Overseer or Assistant Manager (Technical), as the case may be, who will initial and date the slip. When the orders have been carried out, the Section Holder will again submit the slip to the foreman, who will again initial and date it, and the Section Holder will file the slip in the Work Docket.

No foreman or Section Holder will retain any letter relating to a work without having it first recorded.

**92. Closing monthly accounts.**—Bill books of piece-workers are closed on the evening of the last working day of the month.

**93. Complaints regarding accounts.**—A Piece-worker desiring to see his charge files, check book and bill book, should apply to the Assistant Manager (Technical) who will issue an order on the computing section to make over these so that the men concerned may check them for themselves.

Hand COMPOSING—HAND COMPOSING AND TYPE STORE SECTIONS

The Hand Compositors in the Government of India Presses are paid on salaried basis on time scale of pay.

**94. Serving out copy.**—When serving out copy the Section Holder shall number it serially and then enter in his Distribution Register the register No., date, time, folio No, and compositor's name. He shall also instruct compositors with regard to setting up.

*Distribution Register*

Date	Register No. and Dept.	Name	No. of pages	When commenced	When finished	1st Reading		2nd Reading		Press Reading		Revise		Press	Date of Despatch of Proof of Copy	Remarks
						When given	When received	When given	When received	When given	When received	When given	When received	When given		

Note:—There should be two different books—one for fresh composition and another for alteration of standing matter or author's corrections, etc.

*Duties of Compositors.*—Compositors are not allowed to work jointly either in original composition or in alteration work, without special orders in writing from the Assistant Manger (Technical). Compositors should keep their copy clean and before leaving office or as soon as a batch of copy is composed, should make it over to the Section Holder, otherwise he is liable to disciplinary action. He should give stipulated outturn. In the event of a copy being lost, the Section Holder should immediately report such loss to the Foreman/

Overseer or where there is no Overseer to the Assistant Manager (Technical) or he will be held equally responsible with the man at fault. No excuse will be accepted for the loss of copy or proofs, and the parties to blame in this respect will pay all expenses that may be incurred.

Compositors requiring materials should obtain a requisition slip from the Section Holder and submit it to the Section Holder in charge of Type Store to have the materials brought to the sections by them selves. Compositors are not allowed any extra time for

correction in their own fresh work excepting print order and clean sheet.

Compositors are required to submit a proof along with the original copy to the foreman for further actions e.g., reading etc., and mark the proof indicating the stage of operation. All author's work and standing matter are corrected on time basis. Compositors should submit daily time Memos and charge files to the Section Holder for computing. Author's corrections carried out by a compositor will be checked by the Section Holders every day from the compositors outturn sheets. At the close of each month all work will be converted from the charge files in terms of hour based on the time schedule drawn up for the Incentive Bonus Scheme and compared with the actual hours of the compositor for the period spent on the works. Excess hours of work in terms of time schedule will be considered as a credit and short as a deficit.

Compositors will be individually held responsible for any type etc., found on the ground near their composing frames. Wrongful disposing of type is liable to severe disciplinary action. For corrections, the compositor should fetch the proper galleys from the galley racks and replace again after corrections.

**95. Serving out time work.**—When distributing time work, the Section Holder shall enter in the Time Work Distribution Register the press register No.,

*Requisition for Type Cases*

Section _____	}}	Section _____	}}	
Please supply	pairs	Please supply	}}	pairs
cases for	Dept. urgent work,	urgent work,	}}	cases for Dept.
	proofs	Regr. No.	}}	proofs
Regr. No.	the _____ are wanted	at	}}	the _____ are wanted
	copies		}}	copies
at	_____	Date _____	}}	_____
	Section Holder	Time _____	}}	Section Holder
Date _____		Requisition received by me at	}}	_____
Time _____		_____ Store-keeper	}}	_____
		Received the above cases at	}}	_____
			}}	Section Holder

**100. Type Metal.**—When metal has been in use for some time and has been subjected to frequent melting the original proportions of the metals will have naturally

department, date and time of issue, folio No. and Compositor's name, and on completion of the work, the date and time finished. He will also check the entries with those in the Compositor's Time Memo. (see para 188) and check the time charged. While affixing his initials and date, the Section Holder should certify that he has checked the compositor's time memo. With the Time Work Distribution Register.

**96. Equal distribution of work.**—When distributing work to compositors the foreman shall, as far as possible, give each compositor equal amount of fresh Composition work.

**97. Uniformity of style.**—When any work, owing to its size has to be distributed over several sections, it will be the duty of the foreman to communicate proper instructions to the Section Holders as to style and the requirements of the author. It is the duty of foremen to acquaint themselves with the Special Instructions for Book-work (para 196).

**98. Care of Unfinished Copy.**—Compositors will, before leaving office, return their unfinished Copy to the Section Holder.

**99. Type Cases.**—Compositors requiring filled cases should obtain a requisition slip from the Section Holder and present it to the Section Holder in charge of Type Store, who will arrange to supply the cases.

undergone a change. Proper rejuvenation is impossible unless the proportions of the constituents are known and for this purpose such metal should be assayed as

considered desirably, and the original proportions of the constituents may be restored thereafter.

In re-melting the metal should be rapidly heated to a temperature about 50°F higher than the working temperature (*i.e.*, the temperature in the metal pots of lino and mono casting machines). A small quantity of flux should be put into the re-melting pot on the molten metal and rapidly stirred so that the dross is reduced to powder. The dross should then be removed with a perforated ladle and kept in covered containers. A small quantity of reviving alloy (whose composition is different for different metals) should then be added to the molten metal and again briskly stirred. The temperature should then be lowered by about 50°F and then the metal should be drawn from the bottom of the remelting pot directly into the ingot moulds. In order that the molten metal is cooled quickly the moulds should frequently be cooled with water.

The metals shall be issued by the general store-keeper on receipt of an indent from the Section Holder in charge of Typestore duly signed by the Assistant Manager (Technical). The Section Holder in charge of Type Store will issue the same to sections concerned where the metals shall be kept in the personal custody by the Mechanic-in-charge and issued to the operatives according to requirements.

**101. Pyed cases.**—Compositors must see that cases are free from pye, and have clean quadrat and space boxes. When cases are found to contain pye, the fact should be reported to the Section Holder in charge of Type Store. Compositors taking over cases from Type Store must satisfy themselves that the cases are free from pye. Any man working at a case found to contain pye will clear such case at his own expense/time. All cases in general use in a section must be frequently inspected by the Section Holder, and the whole section will be held responsible for any pye found in such cases, unless the guilty person, or persons can be traced. When a Display Type case is taken out of a rack, the compositor should replace it neatly in the proper rack immediately he has no further use for it.

**102. Shortage of types and materials.**—It is the duty of Section Holder to see that men are not kept idle for want of material. If there is a deficiency in the quantity of material available, the Section Holder in charge of Type Store should immediately report to the foreman who shall arrange to distribute other work to the compositor until such time as the

material required is available. The deficiency is at once to be reported to the Overseer, or where there is no Overseer to the Assistant Manager (Technical).

**103. Distribution of matter.**—To prevent scarcity of material the foreman and Section Holders will see that there is no delay in the distribution of matter, after it has been worked off at press. "Standing matter", such as column heads of index to proceedings, signature and designation lines of current letters, etc., must be so marked on the file by the foreman for keeping them standing. The material used for work in progress should be made over to the section that is doing the work, until it is finished, when the material should be returned to the Type Store.

**104. Papered-up Type.**—Papered-up pages of type must not on any account be allowed to lie about the Press. When the standing forme-keeper issues any from his charge, the Section Holder must take them over immediately, and see that the paper is at once removed; when no longer required the Section Holder will have them papered-up again, and return them to the standing forme-keeper without any delay. The latter will see them properly stacked. If any papered-up pages are found lying about the Press, the Section Holder concerned will be held responsible and dealt with; the same will apply to the standing forme-keeper, should any pages be found lying about in his room.

**105. Papering of blocks.**—When blocks are no longer required they should be washed with kerosene oil and dried. After that they should be packed securely (with vaseline on their faces) with a print of the blocks and other necessary details on the outside cover for identification.

**106. Sorts.**—Sorts must not be taken from cases without the permission of those who are working at them, but compositors should permit others to take sorts which they may have in abundance.

**107. Turning for scarce sorts.**—Letters temporarily substituted for others which are not procurable at the time of composition must not be turned face downwards, but the "nicks" should merely be inverted.

**108. Picking scarce sorts.**—Recourse to this practice is prohibited. The foreman must be informed of any shortage, so that he may arrange for the supply of the sorts required.

**109. Pye.**—Hand compositors will be held individually responsible for any type, etc., found on the

ground in the immediate vicinity of their frames. Severe disciplinary action will be taken against an employee detected in secreting or wrongfully disposing of pye.

**110. Leaving pye on the imposing-slab.**—No type, leads, quotations etc., should be left on the imposing-slab after a forme has been locked up.

**111. Careless Composing Work.**—Compositors are liable to an entry in their conduct rolls for omission to carry out the corrections marked on their proofs. As much trouble is caused by compositors introducing mistake into matter by carrying out corrections in wrong places, warning is given that such carelessness will render the compositor liable to disciplinary action. The attention of compositors is particularly directed to the necessity for equal spacing, as they will be called upon to rectify unequal spacing or imperfect justification at their own cost. First proof readers will bring to notice those compositors whose matter is incorrectly composed, badly spaced or imperfectly justified, so that the defect may be remedied by the man at fault.

**112. Excessive blanking out.**—Matter that has to be re-made up through the fault of a compositor will be remade up at his cost. Similar faulty work on the part of a compositor will render him liable to a conduct roll entry and in the case of a frequent offender, to disciplinary action. A proof of all preliminary matter, after being read, together with the first sheet of the text, must in the case of every new work, be submitted to the Assistant Manager (Technical) for approval.

**113. Unnecessary corrections in proofs.**—A compositor finding corrections marked in one proof and altered in a subsequent one should bring the matter to the notice of the foreman. Readers responsible for such unnecessary waste of compositor's time will be liable to disciplinary action.

A compositor who sets up matter is generally expected to execute three corrections and a revision without any other charge than the cast-up value. Proofs of absentees are corrected on time. The time occupied in correcting absentee's proof will be noted on the proof by the Section Holder and the amount deducted from the price of the matter and credited to the corrector.

**114. Forwarding proofs to be read.**—Section Holders must, in every case, send to the reading section, first proofs along with the second proofs, second proofs along with third proofs, and so on.

**115. Proofs.**—Proof must be clearly pulled; before they are sent out, the matter must be read twice, or thrice if necessary, and be carefully revised. Where the number of copies to be printed is not stated in requisition, inquiry should be made when forwarding the first proof. The copy should be sent out with the proof; if it be returned it should be forwarded to author when the work is completed.

**116. Correcting proofs on time.**—The Section Holder should write the compositor's name on every proof, and note the time when it was given to be corrected and when it was returned corrected. As a rule, he must not allow any charge for alternations, other than those made after the proof has been sent out; an exception being made in the case of broken matter, which must be clearly marked, and vouched for by the Section Holder.

The following classes of proofs corrected by piece compositor are paid for on time—

- (1) Proofs of author's corrections whether on fresh or standing matter.
- (2) Final Press reading or print order of fresh matter.
- (3) Careful reading of standing matter done after the author's corrections.
- (4) Press reading of standing matter done after the author's corrections.
- (5) Revision of standing matter done after the author's corrections.
- (6) Print order of standing matter done after the author's corrections.
- (7) Clean sheet of standing matter done after the author's corrections.

**117. Queries in proofs.**—Despatch of proofs for a special purpose such as to decide a query, should be accompanied by a letter or note signed by the Manager, or Assistant Manager (Technical), stating the reason for submission of the proof.

**118. Forme-proofs.**—When the final proof of a job is about to be submitted to the author, the matter should be made up into pages, imposed and locked in forms, so that forme-proofs can be submitted.

**119. Instructions as to size of pages.**—The Section Holder after arranging the galley proofs in order and numbering them, will instruct the make-up man as to the length the pages are to be made up and also give any other special instruction which may be necessary.



**120. Making up pages.**—The make-up man will then make up the matter in its proper order into pages, being specially careful that each page is gauged to the same length by using guages supplied. He will also pay particular attention to the spacing between headings and paragraphs so that spacing will be uniform right through the job. He should use clumps after the folio lines and at the bottom of each page. Whenever two or more leads are required in spacing, clumps should be used. Making up includes composing hed, folio signature and white lines, inserting marginal and footnotes and tying up page ready for imposition and pulling proofs.

**121. Press Order proofs.**—Press order proofs should be corrected and be revised by a reader before they are made over to the Foreman (Machine). Section Holder (Case) will write on press order proofs the press register No., the initials of the departments, the number of copies, the description of paper, the date sent to press and to whom the forme is to be made over after it has been printed off, and their own initials. Press order proofs will then be signed by the foremen in token of having checked the correctness of the particulars given by the Section Holder (Case).

**122. Formes to be revised before being sent for printing.**—Press order proofs will be pulled in triplicate, and one must be revised to see that all corrections have been properly carried out, before the formers are sent down to the machine or press-room for printing. Section Holders (Case) will pay close attention to see that pages have been properly made up, and that the formers are locked securely and true Disciplinary action will be taken against those guilty of a breach of this rule.

**123. Additional copies.**—Orders for additional copies after the 1st order is printed off, or for copies for other departments, or for copies or separate portions or work, must be registered anew.

**124. Office file copies.**—Four copies of book work, and two copies of all other work, should be printed for office files, unless otherwise ordered. No file copies of confidential work should be printed unless specially ordered.

**125. Binding file copies.**—When a work is finished, Section Holders will make over a complete binding file to the bindery, with the details of binding entered in the binding order.

*Binding Order*

(PAGE 1)

Printing Office Register No. \_\_\_\_\_  
 Name of Work \_\_\_\_\_  
 Size \_\_\_\_\_  
 Number of sheets per copy \_\_\_\_\_  
 No. of copies:—  
     To be bound in \_\_\_\_\_  
     To be interleaved .....  
     To be stored in sheets .....  
     To be despatched in loose sheets \_\_\_\_\_  
     To be \_\_\_\_\_  
     To be \_\_\_\_\_

Total \_\_\_\_\_

Date \_\_\_\_\_ 19.

(PAGE 3)  
*Issue of Materials*

Date	Description	Quantity	No. of copies	Signature of Issue Clerk

---

(PAGE 4)  
*Despatch*

Register No. \_\_\_\_\_

---

Date	No. of copies	To whom sent	REMARKS

---

**126. Unfinished work.**—At the beginning of every month, the section Holders will receive from the receipt clerk, through the foreman, the particulars of work which as been kept standing for more than a month, for check before submission to the Manager, for despatch to the Dir. (Ptg.) so that endeavours may be made to obtain the print order.

**127. Overtime Requisitions.**—A Section Holder requiring his men to work overtime should make out an Overtime Requisition. He will intimate to the men by name that they are required, after the requisition has been countersigned by the Assistant Manager (Technical). The Overtime requisitions must be very

carefully filled in, and they should be submitted so that they can reach the Assistant Manager (Technical), well in time so that the person concerned and the Time Keeping Section can be informed before the closing time. All overtime proposals should invariably be approved by the Head of the Press/Branches.

(FRONT)

*Overtime Requisition—Case Room*

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for *Morning* attendance for \_\_\_\_\_ 19 .  
*Night*

Name of Section	Name of the Supervisor required to attend overtime	No. of salaried men required as shown below (in words)	For what work (full details)

Ticket Nos.

		Galley and Forme proof Pressmen	Forme Carriers			

(REVERSE)

Ticket Numbers of Compositors

	Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Impositors	

Section Holder    Foreman    Overseer    Asstt. Manager Technical.

**128. Hour Work.**—The foreman who will be held primarily responsible that the proper amount of work is done for the time charged, or receipt of the time memos. from the compositors makes the necessary entries in his Time Work Distribution Register for checking the time charged. The time memos, are then

submitted with the proofs to the Overseer, or the Assistant Manager (Technical) who initials the memos. in token of his having passed the charges. At least 10 per cent of the compositors' time memos. will be daily gone over by the Overseer to verify the checker's work.

Name of work.....

Date	Reg. No. and Depart- ment	Name of Workman	Time Taken		Folio or Sigs.	Class Pay	No. of hours allowed	Rate	Amount
			Commenced	Finished					

Rs. P.

Note.—A time memo, similar to above, printed on coloured paper, is used for author's corrections, etc. Each man will have a time memo. for each day.



**134. Multiplication of pages to save press work.**—In long numbers, overseers and foremen will be held responsible that the pages of a job are so multiplied by stereo typing etc., as to turn out the work as cheaply as possible.

IMPOSITION

**135. Duties and Responsibilities of Compositors engaged on Imposition.**—To know his job well a Compositor should possess a fair knowledge of the art and technique of composing and should have a working knowledge of English and as well as Hindi or other language commonly printed in the press if any. He imposes made-up matter in chases into formes. He is responsible for the correct measurement of the furniture inserted around the pages so that the margins at the top, bottom and sides of the pages are even in the publication. He should be familiar with the various kinds of single and common imposing schemes. He is responsible for bringing matter from racks, arranging untied pages and locking them up into formes.

2. If any time is lost by the machineman or pressman in obtaining proper register owing to defective imposition the compositor who did the imposition will be liable to disciplinary action. At the time of imposing the forme, He should carefully check the length of the pages to see that they have been correctly made up by the make-up man.

**136. Pressmen (including cylinder and galley proof Pressmen).**—Shall be in charge of hand presses and galley presses and be responsible for their upkeep in good and clean condition with liability to pay the cost of repair or for any damage done to the presses if caused by their carelessness, allowance being made for fair wear and tear. They shall see to the neat execution of printing/proofing work done by them. They shall attend to the prompt and clean pulling of proofs or printing of copies required.

They shall return the proofs or copies to the Section Holder concerned, the galleys to either the compositor who brought them or to the galley racks after noting the rack number and the row number in a corner of the proofs. In case of formes they will be put away in the forme racks and the number of the same noted in a corner of the proof.

After a proof has been pulled, proof pressmen must thoroughly brush the type over to remove all ink. They must also see that paper in their custody is not wasted and that compositors and others do not make improper use of them.

**137. Responsibility for bad spacing.**—In all instances where the forme does not lift readily, the spacing must be examined by the Section Holder while in sections and also by the officer-in-charge of Pre-make Ready Section where it exists, and if the dropping of letters is found to be due to careless spacing or justification, the matter should be reported to the Overseer/Assistant Manager (Technical) for necessary action against the compositor concerned who will be liable to a conduct roll entry or disciplinary action.

MACHINE COMPOSING—LINOTYPE OPERATING SECTION

**138. Foreman.**—Immediately on receipt of work the foreman shall enter up in his Register of Work received all the details called for by that register. Proofs when returned to press will also be entered in the register before issue to the operators for the purpose or carrying out the author's corrections. The foreman must see that the work is got out at the earliest possible hour and will be held responsible for any delay.

The foreman before giving copy to an operator should mark style, type indentation and issue all the instructions to the operator necessary to ensure uniformity and correctness in setting. If the foreman is in doubt he should consult the Overseer, or Assistant Manager (Technical).

**139. Serving out copy.**—When serving out copy to the operators the foreman will number it serially and enter in his Copy Distribution Book the register No., date, time, folio Nos. and operator's name. The date and time the composition is finished and reading proof corrections, etc. carried out will also be entered. The date the work is sent for approval, or printing will be entered in the Register of Work received.

**140. Equal distribution of work.**—The Foreman should not favour any operator by issuing to him any undue amount of profitable work.

The Foreman is to arrange that extraneous matter is set by learners on every possible occasion. When no such men are on the machines, senior operators are to be given this class of work, with the exception of only rush work. Operators will be allowed to compose dash lines, folios, side notes, foot-notes, and any other matter that actually appears in the manuscript they are working on but repeat lines, blank slugs, running folios and similar matter has to be specially arranged for the foreman, and he should issue such orders when distributing work as will ensure that the operators compose the minimum of such matter or lines, as may be required above.

(C.P. & S.I. Memo. No. 42/21A/39-A. & F dated the 5th November, 1940).

(copy distribution Book)

Press	Date put on hand	Size of type	Folio and No. of pages	Machine No.	Name of operator	Arranged for reading	1st Reading			Made up	2nd Reading or Press Reading			Press			Remarks		
							Date given to reader	Date recd. from reader	Corrected by		Date given to reader	Date recd. from reader	Corrected by		Date given	Date printed		Date of despatch	
									Machine No.				Operator	Compositor					Machine No.

**141. Charge files.**—After a matter has been set on the Linotype, two proofs are pulled, one of which goes to the Reading Section for 1st reading correction, and the other, duly signed by the Foreman, is attached to the Lino Operator's daily docket which becomes the charge file. The compositor will be provided with legible proofs for the purpose of charging up, and will immediately report to the Overseer/Assistant Manager (Technical), if wrong or doubtful proofs are submitted to him. He should also report if the daily dockets and charge files are not sent to him every day. The Foreman will be held responsible if this instruction is disobeyed.

**142. Lino Operator.**—The Lino Operator operates upon the Linotype machine and is responsible for the general upkeep and the condition of his machine. Before starting work the Linotype operator will carefully examine his machine and have all parts cleaned and adjusted. Periodical clearing of the magazine and matrices will have to be attended by the Mechanical staff together with the operator.

All cases of stoppages and damages should be immediately reported by the Operator to the Mechanic/Head Mechanic. The operator should daily submit work docket to the Foreman with proof who will send the charge files to the Computing Branch after proper check. Operator will not be allowed any time on his first reading corrections. No time will be allowed for magazine on the machine and liner changing connected with the magazine or liner present in the existing mould. Five (5) minutes will be allowed for measure changing, ten (10) minutes for magazine changing and five (5) minutes will be allowed for liner changing.

Each machine shall be under the charge of the two operators of the Double Shift system. At the close of the first shift the operator shall convey any special direction or instructions of the officer to be observed regarding the working of the machine. He shall further acquaint the reliever of any defect noticed in the course of the working of the machine, but not attended to. If the reliever does not turn up in time he shall leave all the details with the Foreman for necessary action.

*Second Shift.*—The machine shall be left in such a condition that it shall be in a fit and ready condition to commence work next morning. The following points shall be attended to:

- (1) To clear off all matrices.
- (2) To clear the magazine entrance from matrices.
- (3) Either to return or place in safe custody all sorts, liners and tools used by the operator.
- (4) To shut off the motor heater and light.
- (5) To leave necessary instructions, regarding the condition of machine etc., to the morning operator on the assembler front glass.

*NOTE.*—All bent, broken, damaged, worn or otherwise unworkable matrices or space bands shall be returned to the Foreman daily (who will immediately report to the Overseer/Assistant Manager), wrapping in the paper with the machine No. written legible Operators are expected to look after their own matrices keeping the founts at full strength. Operators shall not interfere with the founts or parts not in their charge unless specially instructed.

Operators will be punished by disciplinary action for not reporting breakage, loss, etc. as they occur. Operators found hiding or doing away with broken or damaged matrices, space bands, etc. will be liable to immediate dismissal.

*Care and condition of machines.*— Lino operators are held personally responsible for the condition of their machines. Carelessness or wrongful use on their part resulting in the damage to the machine or material under their charge will be punishable by disciplinary action. Full allowance will be made for wear and tear.

Before starting work operators will fully examine their machines and see that all parts are properly cleaned and adjusted. The plunger will be thoroughly brushed and cleaned and the well of the metal pot scraped before commencing work. The plunger will be removed from the well at the end of each day's work. Machines should be thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. The lubricators fitted to the machines will be filled with oil every morning and in other working parts oil is to be very sparingly used and any running oil should be very carefully wiped off. No oil whatever will be used with which matrices come into contact, namely star wheel, assembly box, delivery channel, first and second elevator, face and mould distributors. All these parts must be kept scrupulously cleaned and dried. Dirt or dust should be carefully removed. Emery or sand paper must not be used. The operators will see that all space bands are cleaned once in every shift. The former with plumbago on the table set apart for this purpose and the moulds taken apart and their faces cleaned with oil applied with a smooth piece of hard wood. Neither metal polish nor piece of steel to scrape and clean the mould shall be used, brass rule being the best material for scraping purpose. These space bands must be not reversed in the machines. The small slide or top must be at the right hand side. Nickel plate parts shall not be cleaned with metal polish or emery sheet, but shall be rubbed with oily piece of waste. Bright steel shafts may be cleaned with emery, but they shall afterwards be wiped with oil to prevent the formation of rust. The wick type oil cups shall be filled with oil at least once a week and be inspected to see that the wick is in a position in the tube with half resting in the outer reservoir. Grease cups shall be filled and turned over a few turns.

The brass loose pin working in the centre tube in the vibrator oil cups shall not be removed. The geared pulleys shall have their cups filled after which the pulley should be rotated by hand to see that cups clear the motor body the motor bearings shall not be

touched, the Electrical Department being responsible for them as they require special oiling.

The rubber roller shall be cleaned with soap and water, care being taken that they are wiped dry and that there is no water in the bearings. Before insertion they shall be inspected and any undue wear reported.

The mould wiper shall be oiled daily and kept in proper working order.

Magazine and matrices will be cleaned periodically under instruction of the mechanic who will be held responsible for seeing this work done. All matrices will be removed from the magazine, washed in petrol and rubbed on the polished pad provided for the purpose. The guides of the magazine will be thoroughly brushed out with petrol to remove all foreign substance. When cleaning the magazine care must be taken not to damage escapement pawl springs and link.

All Lino Operators must see that all matrices are distributed into proper magazine before changing from one to another.

When parts become damaged or any breakage occur they must be immediately reported to the Overseer/Assistant Manager (Technical) and if such are caused through carelessness on the part of the operator disciplinary action will be taken and the operator will not be allowed any stoppage time.

Without the permission of the Overseer, Case Room, founts matrices and other parts shall not be removed from the machine.

After any repair or cleaning operations have been done the person in-charge of the machine shall satisfy himself that no tools or implements have been left in or on the machine that may be liable to cause damage to working parts. Any repair works shall first be attested by moving the machine by hand before striking on. It is absolutely forbidden for any person to carry out any cleaning or repairs work on the machine or to muddle with inner parts of the machine while the motor is working. Due care shall be taken that no one is near the machine while striking a motor or machine. The main and the machine switches shall be kept in the 'off' position and so guarded that none interferes with them while the machine is under repairs.

**143. Lino Mechanic, \*Lino Head Mechanic.**— The Lino Mechanic is responsible for the maintenance of all the Lino type machines in good condition properly oiled etc.

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\*In some of the Government of Indian Presses, there exists a post of Lino Head Mechanic who supervises the work of all Mechanics and Assistant Mechanics working in that section and ensures that all duties mentioned in this paragraph are carefully performed by them.

His duties are briefly:—

- (1) To inspect the machines at their care and report any faulty parts or erratic working.
- (2) To test slugs (i) from the machines at least one in every shift to see that there is no undue wear in the bottom knife (ii) after removing splash and (iii) the removal of mould wheel for any purpose.
- (3) To keep a watch on the face of the slugs and rectify by drilling or removal of the mouth-piece and faulty casting.
- (4) To be incharge of all cleaning materials and to see that they are used in an economical manner as far as possible consistent with the nature of work in hand. All usable cotton waste shall be safely secured for future use and not thrown away.
- (5) To attend to the pump and water connections.
- (6) To see that all vacant machines are shut down if the section-holder has no work for it.
- (7) To keep their work branch tidy and oil cans in their places sufficiently filled with oil.
- (8) To assume responsibility for the work done by the cleaners. In addition, the Lino Mechanic shall carry out all repair work reported to him by operator and readjustment to the best of his ability.

He shall give instructions and personally see that all machines and matrices are cleaned periodically by the operator.

To see that he has a good supply of matrices of all points so that no particular work is delayed for want of matrices.

**144. Lino Barman.**—The posts of Barman are treated as auxiliaries and are exclusively attached to the Lino type Machines. The duties of Barman are broadly to cater to the needs of the Lino Machines, such as attending to the bar; helping the Machanic and operators in cleaning the space bands, matrices, magazine, etc. carrying ingots from the melting room and feeding the machines regularly. They are required, in short, to do everything that pertains to Lino Machines. But in cases of emergency their services can be utilised in any Section.

**145. Operator's Daily Docket.**—Each operator will fill in and submit daily, a docket detailing the work

done during the hours attended each day. The foreman will despatch these dockets to the computing section after he has carefully checked them, together with the proofs and the Stoppage Report, if necessary.

**146. Operator's corrections.**—Operator's corrections will ordinarily be done by the man who originally composed the matter. In the case of absentees, if the corrections are done by another man a proof of the corrections will be submitted to the Forman by the Operator who does the corrections. The Foreman will verify the proof and then sent it to the Computer for Computation of outturn starting that "Corrections done by ..... in lieu of ....." The number of ens on account of corrections will be credited as fresh matter to the man who did the corrections and debited against the original composer, who will be credited with the total composed ens of the first proof, less the corrections.

If corrections are not carried out and the proof or printed copies are sent out uncorrected or improperly corrected, it will be necessary to take action against the man responsible, as failure to carry out corrections constitutes fraud. The present practice followed in the Government of India Press, New Delhi of getting the correction done on engaged time instead of by Lino Operator who originally composed the matter in respect of the *Gazette of India* and such other publications which have to be brought out to a tight time schedule has been allowed to be continued in the interest of quick execution of work. [*Ministry of W.H. & S. Letter No. 20(12)/53-S.&PI. dated the 24th April, 1954.*]

**147. Stoppages.**—Stoppages must be immediately reported to the Overseer through the Mechanic on the Stoppage Report, and if such are caused through mishaps beyond the control of the Operator, he may, under the special orders of the Overseer be allowed to enter the time taken to rectify the stoppage in the Daily Docket.

Operators are not allowed to work during stoppages or leave intervals of any kind. This again in a matter for which the Foreman will be held personally responsible, together with any Operator who may infringe this rule. Stoppages on account of—

- |                        |                                      |
|------------------------|--------------------------------------|
| (a) No work            | } By Mechanic, Foreman and Overseer. |
| (b) Machine cleaning   |                                      |
| (c) Defective Machine  |                                      |
| (d) Failure of current |                                      |
- will be signed by A.M.(T).

Daily Docket of Lino Operator

Machine No. ....	Name .....	Operator/Ag-Operator/Learner. ....	Pay .....	Date .....	20
(1)	Reg. No. and Dept.	(2)	Size of type	(3)	Measure
(4)	No. of Ens.	(5)	Started	(6)	Finished
(7)	1st Reading	(8)	2nd Reading	(9)	Author's
(10)	Fresh	(11)	Total	(12)	Press Order
(13)	Measure changing	(14)	Liner changing	(15)	Magazine changing
(16)	Machine cleaning	(17)	Defective machine	(18)	Failure
(19)	Early Leave	(20)	Late attendance	(21)	No work
(22)	Machine stoppages due to operator	(23)	Total	(24)	Hours attended (to be filled in by Time keeper)
(25)	Remarks				

Mechanic

Foreman Class I, Case.

Overseer.

Assistant Manager, Technical



- (e) Works Committee Meetings By Foreman.
- (f) Early leave on outdoor pass By Assistant Manager (T) or Overseer.
- (g) Machine stoppages (due to operator) to be specially reported. When signing stoppages in verification of the Mechanic's time, the Foreman should ensure that only the actual time is entered up. In the event of Operator's carelessness causing a mechanical defect, the Foreman will report circumstances to the Overseer or Assistant Manager (Technical) before time "not chargeable" is entered up. Heavy repairs to machines should, whenever possible, be attended to during meal intervals or on closed days.

**148. Hour work.**—All hour work will be checked strictly on the basis of the amount of work entailed. Hour works of all descriptions must be entered by the Foreman in the Daily Docket for each Operator separately and the Operator should note the entries made therein, as he will be held jointly responsible with the Foreman for the correctness of all entries. The "time started" on this class of work will be entered when the work is commenced and "the time finished" when the Operator submits the proof of the composed matter to the Section-Holder.

Press orders will be ordinarily be given 10 minutes

only, but it is obvious that this may not cover all classes of press orders, and consequently it is open to the Foreman to use this discretion in allowing additional time for the particular class of time work. The Foreman must bear in mind that all time work must be given the minimum allowance consistent with incurring no hardship to operators, and it must be definitely understood that the reason for this to avoid undue inflation of time work totals as it is evident that if time work is allowed to increase, fresh hours are proportionately reduced, and the opportunity is provided for work to be done during time work periods that should be done during fresh work periods. It is essential that the Foreman strictly observes this rule.

10 minutes will be allowed for magazine changing and 5 minutes for liner changing. No time will however be allowed when magazine is on the machine, or liners that are in the existing moulds are on the machines. 5 minutes will be allowed for measure changing.

In connection with the entries of time work it must be clearly understood that the Daily Docket (para 205) forms the basis of all computations and it is necessary for every one concerned, in entering up these records, to exercise the greatest care and accuracy. It should be understood that apart from reported time, the matter set has to be charged proportionately to the Operator's usual speed for the class of work in question. Any disputes regarding the time allowed should be referred to the Overseer, Assistant Manager(T) or Manager for final decision.

*Hour Work or Stoppage Report*

Date \_\_\_\_\_

Name \_\_\_\_\_

CHARGEABLE									NOT CHARGEABLE	Total	Hours attended (to be filled in by Time Keeper)	Re-marks
Press orders	No work	Liner changing	Machine cleaning	De-fective machine	Failure of current	Early leave			Machine stoppage due to operator			
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	Hours	

**CARE AND CONDITION OF MACHINES**

Linotype operators are held personally responsible for the condition of their machines. Carelessness or

wrongful use on their part resulting in damage to the machine or material under their charge will render



Saturdays (or any other convenient day in a week) for thorough cleaning and oiling the machines. The operators will be held personally responsible for keeping the machines in good working order.

*(Letter No. A-431 dated the 21st June, 1928 from the I & L Department and Memo. No. 32/4/ 36-A. & F., dated the 3rd / 4th March 1937, from the Controller of Printing and Stationery, India)/*

LINOTYPE CORRECTING SECTION

**149. Changing slugs and making up.**—The changing of slugs and making up of matter set on the machines will be carried out by a Compositor on time

work, who will enter the details in the Lino Compositor's Daily Time Memo.

The necessary particulars of the time memo, will be entered by the foreman in his Copy Distribution Book, and the time checked by the correction checker will be described in para 128.

MACHINE COMPOSING—MONOTYPE OPERATING SECTION

**150. Section Foreman.**—The same instruction as laid down in para 138 will apply with the exception that the particulars of work received are entered in the Register of work.

Register of Work Monotype Section  
(Left hand page)

Press Register No.	When received in section	Name of Key board operator	No. of pages given to Key-board operator	Date and Time		No. of spools	Ist Reading		Name of compositors	No. of galleys or pages	Date and Time		2nd Reading	
				Given to Key-board operator	Finished by Key-board operator		When given to Reading section	When received back			Given to compositor	Finished by compositor	When given to Reading section	When received back

(Right hand page)

Name of compositor	DATE AND TIME		PRESS READING		Name of compositor	DATE AND TIME		REVISION		Name of compositor	DATE AND TIME		PRESS		
	No. of Galleys or pages	Given to compositor	Finished by compositor	When given to Reading section		When received from Reading section	No. of Galleys or pages	Given to compositor	Finished by compositor		When given to Reading section	When received from Reading section	No. of Galleys or pages	Given to compositor	Finished by compositor

**151. Serving out copy.**—The procedure is the same as outlined in para. 139 except that all the details mentioned will be entered in the Keyboard Operator's Copy Distribution Book, and that the date

the work is sent for approval will be entered in Register of Work. The reading proofs, are corrected by Compositors on time.

*Keyboard Operators Copy Distribution Book*

Press Register No.	When received in Mono Section	Name of Keyboard Operator	No. of pages given to K.B. Operator	DATE AND TIME		No. of spools
				Given to K.B. Operator	Finished by K.B. Operator	

**152. Equal distribution of work.**—The instructions applying to Lino section foreman (see para 140) will generally apply to the Mono section foreman.

**153. Charge files.**—After a matter has been perforated and cast on the casting machine two proofs are pulled, one of which goes to the Reading Section for 1st reading correction and other duly signed by the Foreman which is attached to the Keyboard Operator's Daily Docket is the charge file. For the guidance of the computer operators will mark their charge files according to the amount of matter actually composed (i.e. striking out matter repeated on the casting machine) and will also indicate if the work is tabular or solid. The foreman will be held responsible that the charge files are not delayed by the caster attendant or the pressman. They are to be sent to the computing section daily together with the daily dockets, and not kept until the end of the month. The computer will bring to the notice of the Assistant Manager (Technical) any instance of doubtful charge files.

**154. Mono Key Board Operator.**—The monotype key board operator operates upon the Monotype Key-board. He is responsible for the general upkeep and the condition of his keyboard. He should be able to detect the defects of his machine and should report the same along with damages and breakages to the machanic immediately for timely action. Before starting work, the operator should examine the machine and clean it with the air pipe thoroughly once a week. In case of work marked urgent the operator should himself deliver his spool or spools to the Foreman. The operator should submit daily work dockets to the foreman who will later on pass these on to the Computing Branch after proper check 2/3rd of time taken by compositors for first reading corrections will be debited to the operator concerned. For heavy corrections the operator will be required to set up the matter afresh.

Any wrong perforation caused by operator's negligence will have to be reset by the operator at his own cost. The operator will be held responsible for any improper justifications and wrong positioning in the set.

At the close of the Day Shift the operator shall convey any special instructions to be observed with reference to the working of the machine to the Second Shift operator to place him on guard. If the reliever does not attend in time, he shall leave instructions with the Foreman.

*Night Shift.*—The machine shall be left in a condition fit to commence work on the following morning. The following instructions shall be observed while closing the second shift:—

1. To clean the keyboard.
2. Either to return or place in safe custody tools, etc. used by the operator.
3. To switch off light.
4. To leave necessary instructions regarding condition of the machine etc. with the section head for communication to the morning shift operator.
5. To keep the key board covered.

**155. Mono Caster Operator.**—The Mono Caster Operator is responsible for the running and production from the Monotype Casting Machine. He should attend the machine in all its performance and see that it is kept clean and free from any defect. The Caster Operator will be held solely responsible for improper measure and bad alignment. He will have to prepare and daily submit the daily work docket to the foreman for sending on to the Computing Branch after proper check. The Mono Caster Operator will be bound to operate any type of Casting Machine as he may be called upon to do so under the orders of the Mono Machanic.

The following general instructions shall be observed by the operators. Before starting the machine, remove

matrix case, clean faces of matrices and mould with clean rag, examine cone holes of matrices and see that they are perfectly clean. When changing moulds blow water out of the mould water channels, remove cross block and carefully clean all metal from the mould before placing it in its proper box.

The adjustments of machines must not be tampered with and filing any part of the machine is strictly forbidden. Centring pins should be tested with a centring pin gauge from time to time and any burr on point removed.

The pump should always be thrown out of action before stopping the machine.

The metal should not be skimmed off until it has been at casting temperature. Before putting on more metal slabs into the pot, to being with, flux should be added to render the molten metal clear of dirt and other extraneous matter. Skimming should only be done after properly stirring the molten metal with flux so that only the dirt would come off in the skimmings.

The metal pot must always be lowered and turned away from the mould when machine is not casting.

Pistons should be taken out over night and the dross skimmed from the metal pot.

Thermometers should be taken out every night and in replacing them care should be taken that they are not immersed in the hot metal suddenly. They should also be removed during meal hours.

The caster should be systematically cleaned with dry rag, and nuts and screws examined every morning.

Clean mould and cross block.

Examine the matrix case.

See that the two matrix case draw rods are not loose.

Make certain that the centring pin is entering the matrix cone hole exactly in the centre.

See that the matrices are clean and free from oil and that there is no dirt or particles of lead on the sides of bottom of the cone holes. Dirt in these holes will cause bad alignment.

Twice a day blow out the water in the air tank.

Every Saturday drill the nozzle from both ends, whether it appears to be need or not; if allowed to become choked with dross it becomes very difficult to drill.

Every alternate Saturday thoroughly clean and drill the pump body and see that the piston is quite clean.

Every time the bridge is removed test the alignment before restarting to cast material for use. The surface upon which the types are tested, when testing for alignment, should be quite level, smooth and free from dirt.

Always have the galley gauge set correctly before commencing a job and then do not alter it.

Always keep the metal up to correct quality.

Never use emery cloth to clean any portion of the machine.

Cover the machine every night; see that the covers are free from dirt and dust.

Always insist that any alternation in the arrangement of the matrix case layout be written in the mono spool docket slip.

Normal wedges should be kept to their respective machines as much as possible; they should not be touched with laps or file or they will be rendered useless.

The caster operator should be careful to supply metal to the melting pot gradually so that an every temperature is maintained.

Proofs of each galley type should be pulled and examined by caster attendant as soon as possible after casting, so that troubles, if they occur may at once be remedied.

The type as it passed into the galley should be carefully examined to see that no heads are pulled off and that a perfect face is being cast. The body and feet of type should be examined from time to time to see that they leave nothing to be desired.

Lubrication should be carefully attended to and only oil specially provided for that purpose used on moulds. All moving parts of the machine should be oiled every morning.

The compressor should be lubricated daily.

The moulds shall always be operated with cover plates. If the cover plates are taken off and the counter sunk head screw used to tighten down the spring side block it would not be possible to keep good alignment of side block on moulds.

NOTE.—(1) Defects noticed in the temperature controlling appliances of metal pot shall immediately be reported by the caster attendants to the Electrical Department. Although the temperature regulators of all machines have been set with reference to a standard mercurial thermometer, the severe vibrations to which the machine parts are subjected render a disturbance

of the adjustment quite possible. Once the adjustment is thrown out or the setting automatic cut-out fails to function at the desired temperature and the excessive temperature which results is likely to damage the electric elements and the dynamic thermometer, both of which are expensive parts. The operators are, therefore, warned to report promptly to the Electrician after switching off the current any difficulty they experience in controlling the temperature of the metal so as to enable him to set the dynamic thermometer in time to prevent damage.

(2) Moulds, matrices and wedges being very delicate and expensive parts, they shall not be interfered with except with the permission of the Assistant Manager (Technical) as such interference by inexperienced hands is detrimental.

**156. Keyboard Operators' Daily Docket.**—Each operator will make out a Daily Docket showing details of his output and stoppages which will be attached to the charge files for computation. The foreman will see that these daily dockets and stoppage reports are sent regularly to the computing section after proper check.

*Keyboard Operator's Daily Docket*

Name \_\_\_\_\_ Machine No. \_\_\_\_\_ Date \_\_\_\_\_

Reg. No. and Dept.	Page No.	Size to type	Measures	Started	Finished	Remarks

When handling over spools for casting, operators will attach a slip to each spool giving particulars of

the matter set, i.e., register number, size of type, measures, and whether or not italic or black lay-out is required on the casting machine.

*Spool Slip*

Press Register No. \_\_\_\_\_  
 Folios \_\_\_\_\_ To \_\_\_\_\_  
 Measures \_\_\_\_\_  
 Set \_\_\_\_\_ Designation \_\_\_\_\_  
 K.B.O's Name \_\_\_\_\_  
 Date and Time commenced \_\_\_\_\_  
 Date and time finished \_\_\_\_\_  
 Instructions to Caster Attendant \_\_\_\_\_  
 Caster No. \_\_\_\_\_  
 Date and Time commenced \_\_\_\_\_  
 Date and Time finished \_\_\_\_\_  
 Depth of spool in pica or 12 pt. \_\_\_\_\_  
 No. of Mono ens \_\_\_\_\_  
 Weight in lbs. \_\_\_\_\_

**157. Hour Work.**—Hour work of all descriptions must be entered by the foreman in the Daily docket for each operator separately and the operator should note the entires made therein as he will be held jointly responsible with the foreman for the correctness of all entires.

- (1) To inspect the machines every day and report any faulty parts or erratic working to the Assistant Manger (Tech.)
- (2) To be incharge of all cleaning materials and to see that they are used in an economical manner as possible.
- (3) To attend to the pump and water connections.
- (4) To keep their work bench tidy and oil cans in their places filled with oil.

**158. Mono Mechanic, Mono Head Mechanic.**—The Mono Mechanic is entirely responsible for the proper upkeep and maintenance of all the Monotype Key Boards and casting Machines installed in the Press. The following are some of his main duties:—



*Caster's Daily Docket*

Name \_\_\_\_\_ Machine No. \_\_\_\_\_ Date \_\_\_\_\_

Reg. No. and Dept.	Page Nos.	Size of Type	Measure	No. of ens or lbs.	Started	Finished	Remarks

On completion of the casting, cols. 5 and 7 are filled in by the foreman. Two proofs are taken of the matter, one of which becomes the charge file and goes to the computing section, and the other is sent to the reading section for first reading. That sent to the computing section is used for the purpose of computing the outturn of the keyboard and caster

operator which is entered in the Monthly Outturn Book of Mono Operators by the computer.

**161. Stoppages.**—As in the case of keyboard operators, caster operators must report the details of all stoppages on the Stoppage Report. The Foreman will be held personally responsible, with the operator, that all stoppages are correctly reported.

*Mono Caster's Stoppage Report*

Date \_\_\_\_\_ Name \_\_\_\_\_ Machine No. \_\_\_\_\_

No work	Works Committee Meeting	Early leave	Machine cleaning	Mould changing	Defect in machine	Failure of current	Stoppage due to Caster			Total hours	Initials of section holder and mechanic	Remarks
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.		

Asstt. Manager (Tech.)

CARE AND CONDITION OF MACHINES

*Keyboard Operators.*—Operators are held personally responsible to the condition of their keyboards. Carelessness or wrongful use on their part resulting in damage to the machine or materials in their charge will render them liable to a conduct roll entry or disciplinary action. Full allowance will be made for fair wear and tear.

When parts become damaged, or any breakages occur, they must be immediately reported to the overseer through the mechanic, and if such are caused through carelessness of the operators, he will be liable to a conduct roll entry or disciplinary action and will not be allowed any stoppage time.

All broken and damaged justification drums, or other parts, must be made over to the mechanic, who will immediately report to the overseer.

Operators will be liable to a conduct roll entry or disciplinary action for not reporting breakages, losses, etc., as they occur.

Operators found hiding, or doing away with damaged parts, will be liable to instant dismissal.

Before starting work in the morning, monotype operators will carefully examine their keyboards and clean them with the air pipe. On Saturday, the keyboards must be thoroughly cleaned and oiled.

Operators will be allowed 10 minutes daily for cleaning and oiling their machines and 2 hours on Saturday (or any other convenient day in a week) for thorough cleaning and oiling the machines.

The Operator will be held personally responsible for keeping the machine in good working order.



*Monotype Caster Operators.*—Monotype Caster operators are held personally responsible for the condition of their machines. Carelessness, wrongful use of failure to carry out the instructions given below, which may result in damage to the machine or materials under their charge, will result in disciplinary action.

Before starting work in the morning, monotype caster operators will carefully examine their machines and see that all parts are properly cleaned and oiled. Oil all working parts in the oil holes provided. (Only a spot of oil is necessary on the centring pin, otherwise the oil runs down into the matrix cases). Polish of piston with plumbago and clean out piston-way in pump body. Drill down the nozzle with a small drill (No. 52). The metal in the pot should be stirred well and all dross skimmed off.

When the work for the day is finished, monotype caster operators must remove the thermometer, turn off gas and water supply, take off bridge and mould cross block and clean mould and jet blade, making certain that no metal shavings remain on the face of the mould blocks. Remove and clean piston. Clean the die case while the matrices are warm and before the oil and dirt congeals, by brushing out in kerosene oil and then blowing out under the air pipe provided. When cleaning matrices both the face and the cone holes at the back must be cleaned. The matrix cases must be kept free from oil and cleaned frequently.

On Saturdays operators must thoroughly clean their machines. The plug from the bottom of the pump body must be removed while hot. Drill up the long arm with long flat drill until the drill is seen through the hole under the nozzle. Drill up the nozzle with 1/8" drill until within 3/8" of the top of the nozzle. Drill down the nozzle with small drill (No. 52). Also drill out inlet hole in the pump body with a 1/8" drill.

Each time the bridge is taken off and replaced, the operator must cast some em-rules (No. 2 hole in paper) and take them to the mechanic to test the alignment.

No part of the machine should be opened out, other than that necessary for making changes or cleaning, without the orders of the overseer.

Caster operators must watch the matter being cast, and if a matrix is found to be dirty or blocked up with metal stop the machine and clean out the die case. Carelessness on the part of the operator in this connection must be brought to the notice of the

overseer by the foreman, and the attendant is liable to a conduct roll entry.

When parts become damaged, or any breakages occur, they must be immediately reported to the overseer through the mechanic, and if such are caused through carelessness on the part of the caster operator he will be liable to a conduct roll entry or disciplinary action.

Caster operators will be liable to a conduct roll entry or disciplinary action for not reporting breakages, loses, etc., as they occur.

Caster operators found hiding, or doing away with damaged parts will be liable to instant dismissal.

Caster operators will be allowed 30 minutes daily for cleaning and oiling their machines and 1 1/2 hours on Saturdays (or any other convenient day in a week) for thorough cleaning the Casting machines.

The operators will be held personally responsible for keeping the machines in good working order. (*Letter No. A-431, dated the 21st June, 1928, from the I. & L. Deptt., and C.P. & S.I. Memo. No. 32/4/36-A. & F., dated the 3rd/4th March, 1940.*)

#### MONOTYPE CORRECTING SECTION

**162. Section Holders.**—The same instructions as in para 128 should be followed except that the details of the time work done by the mono correctors will be entered in the Mono Compositors' Daily Time Memo., and that the particulars of time work will be entered by the section holder in the Register of Work (*See para 150.*)

**163. Correcting.**—Corrections of matter set on the monotype machine will be carried out by compositors on time work.

If necessary the operators will set up such portions as may require to be set up on account of heavy nature of the corrections.

When the operators are paid on corrected lines 2/3rds of the time taken by compositors in carrying out the first reading correction will be debited against the operator concerned, i.e., the number of hours will be added to the attendance hours of the operators.

The compositors employed on monotype corrections will enter the details of their daily work in "Daily Time Memo".

**164. Making up.**—Making up of matter set on the machines will be carried out by a compositor on time work who will enter the details in the Mono Compositors' Daily Time Memo.

*Mono compositor's Daily time Memo*

New Matter  
Standing matter

Name.....

Date	Register No.	Department	Insertion of Lines and Making up Operator's Work		Time Taken	Folios or Signature	Class	No. of hours	S.H's initial	Checker's initial	Rate	Amount
			First reading, 2nd reading and revise	Fresh composition, arranging, making up, etc.								
			Author's proof	Re-making up, press revise, etc.								

**165. Overtime. Machine Composing Setions.**—The Foreman of these sections requiring men for overtime will make out an Overtime

Requisition, in the form below. Intimation to the men by name, filling in the requisiton and instruction regarding submitting it to the Assistant Manager (Technical) are the same as laid down in para 127.

(FRONT)

*Overtime Requisition—Mono and Line section*

On the reverse the Ticket Nos. of the workers in each section are printed and thsoe not required for overtime attenance should be struck off.

Requisition for  $\frac{\text{Morning}}{\text{Night}}$  attendance for \_\_\_\_\_ 19.

Name of Section	Name of the Super- visors required to attend overtime	No. of men requiried as shown below (in words)	No. of piece hands	For what work (full details)
Memo..... Lino.....	Foremen/Mechanics Foreman/Mechanics			

Permanent salaried hands

Mono operators	Lino operators
(Names)	(Names)

TYPE STORE SECTION

**General**

The Type Store section is essential for the supply of type materials, chases and imposing furniture to the composing section.

**166. Section Holder in charge of Type Store.**—He is responsible for the cleanliness, orderliness and supervision of the store room. He is responsible for seeing that the sections are supplied with type materials, chases and imposing materials correctly and expeditiously. He should see that heading type cases are clean, filled and correct in their places in the numbered racks. He will be held responsible for the maintenance of blocks received from Department and should send them back when no longer required. He should maintain a register for the blocks and keep it ready for correct reference. He is responsible for correct feeding of the Melting Furnace and for seeing that proper supply of Lino and Mono metal is made to the Lino and Mono sections every day. He should maintain register for metal remelting and disposal of dross. He should keep a careful watch on all valuable materials in the store room and keep adequate stock of quadrats and quotations, lead and rules. He will be held responsible that type formes sent for distribution are promptly distributed and will issue a receipt for every forme received in the Receipt Book for distributing Formes.

Compositors in the Type Store section are responsible that the cases and fount cases are free from pye and properly filled. They should also see that heading type cases are clean and are filled and correct in place in the numbered racks.

**Distribution**

**167. Cases.**—The store-keeper and compositors are responsible that the cases are kept free from pye. When type cases are received from the composing section the store-keeper will examine them personally. The empty cases should be immediately replaced with filled cases on a requisition signed by the section-holder (para 99). In the event of any special work requiring the issue of a number of cases at any one time section-holders are to give the store-keeper timely notice stating the number of cases and the purpose for which they are required, so that arrangements can be made for the expeditious supply to the section concerned.

**168. Secreting matter.**—Compositors failing to distribute or secreting matter made over to them for distribution will be severely dealt with, as this amounts to defrauding Government.

**169. Distribution of secret and confidential work.**—The distribution of all secret and confidential work is carried out in the secret section and not in the store-room.

*Distributor's Time Memo*

Name of Work \_\_\_\_\_

Date	Reg. No. and Department	Name of Workman	Time taken		Filio or Sigs.	Class	No. of hours allowed
			Commenced	Finished			

**170. Charge files.**—Proof of the sheet or job for distribution made over to the compositor by the store-

keeper which is entered in the Distributor's Diary of Work, is the charge file.

*Distributor's Diary of Works*

Date	Register No. and Dept.	Signature of Sheet	No. of Pages	Serial No. of Takes	Names	Time Work, if any	REMARKS

In making over the proof of the sheet or job to the compositor the store-keeper, should write on it the printing office Register No., the title of the work, the signature of the sheet, the Compositors' names, and the date on which the work is given out. On the completion of the work, proof will be taken to the store-keeper, who after ascertaining that the work has been done, will initial and date it. The proof will

then be made over to the computer in a receipt book (para 132).

**171.—Overtime.**—The type store-keeper requiring his men for overtime will make out an overtime requisition, in the form below. Intimation to the men by name, as regards filling in the requisition and submitting it to the Assistant manager, instructions laid down in para. 127 will be followed.

*Overtime Requisition.—Type Store Section*

The ticket number of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for *Morning* attendance for \_\_\_\_\_ 19  
*Night*

Name of section	Name of the supervisor required to attend overtime	No. of men required as shown below (in words)	For what work (full details)

STANDING FORME SECTION

**172. Compositor performing the duties of Standing Forme-Keeper.**—He is responsible for

all formes and pages sent to him to be kept standing. He will maintain a Register of Type to be kept standing.

*Register of the type to be kept standing*

Date	Regd. No	Department	Name of work	Number of pages	Number of formes	Foreman's initial

He will be held responsible if any forme or page ordered to be kept standing, is sent to the type store

for distribution, unless he is able to produce any orders authorising such distribution.

## READING BRANCH

**173. Head Reader.**—The head Reader is in charge of, and exercises general supervision over the reading section. He should attend to copy editing also. He is responsible for the efficiency of the section and should see that the readers and revisers are given work in proportion to their pay as far as possible. He should attend to clean sheets, solve queries, sign all outturn sheets of readers and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the Section concerned. He should read proofs when time permits. He is also responsible for the general good conduct of the section and should see that proofs containing too many corrections and subsequent proofs carrying same mistakes are immediately reported to Assistant Manager Technical and Manager for disciplinary action against the operator or compositor concerned.

**174. Proof Readers.**—Proof reading is the duty allotted in the press to "readers" to detect all errors, to mark them on proofs by certain long established symbols, and to query all doubtful passages or words. To read proofs efficiently the reader must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations (English, Latin and French). He should also have a thorough knowledge of the signs and marks used in proof correcting (*see* method of marking proofs below paragraph 180) and should make his corrections clearly and neatly to avoid confusing the operator/compositors. He should cultivate a quick perception and retentive memory.

All readers should carefully note the "Special instructions for Book Work", paragraph 196.

In imposed press reading proofs the senior readers should check the folios, signature and margins.

**175. Copyholders.**—Each reader is given a copyholder, whose duty is to read the "copy" aloud to his reader. A copyholder must be able to decipher bad or defective manuscript easily. It is against all rules for a reader to take the manuscript and give the proof to his copyholder.

**176. Revisers.**—A reviser's duty is to see that the corrections and marks made by readers, authors, etc. have been correctly attended to by the compositors; if not, to bring the fact to the notice of the Head Reader to enable him to take action to secure the reduction or cancelling of the time charged for correcting the authors proofs, or that other suitable

action is taken against the operator/compositor. The reviser should check the beginning and end of all lines (including headings, margins, etc.) to ensure that no word, letter, or type has dropped out or shifted. He should pay special attention to unequal spacing or blanking out of matter; matter incorrectly made up; bad breaks in text or tables etc., misplacement of foot-notes, Reference marks, etc.

**177. Distribution of work among readers.**—At the discretion of the Head Reader work will be distributed among readers having regard to its nature, importance and urgency. Press readings and intricate second readings will ordinarily be given to senior men but no reader shall refuse to accept any proof given to him by the Head Reader.

**178. Classification of proofs.**—A first or rough proof, is impression taken of type or matter, for the purpose of ascertaining what errors have been made by compositors in setting up the type, as well as to aid in the work of correction. There are three kinds of proofs—required at different stages of the work—*viz.*, proofs in slips, proofs in pages and proofs in sheets:—

A slip proof is an impression of matter of type in galley.

Proofs in pages are proofs of the matter after it has been made up into pages, but before it has been imposed.

Proofs in sheets are proofs of imposed forms. They are taken to show how the matter will look when the work is printed.

Before commencing to read, every batch of proofs should be looked through to see that the impression is good and clear. Blurred and imperfectly pulled proofs must be rejected. Those to be read for press must be pulled on paper of the same quality as that on which the matter will be finally printed.

**179. Method of reading and marking proofs.**—In examining first or second proofs, the reader should first go over them to mark the literal errors, the verbal mistakes being corrected when the copy is read out to him by the copyholder. The reader should mark all errors of orthography and punctuation; make the capitalising uniform throughout; correct the mis-spelling of proper names; mark wrong font and turned letters and erroneous indenting; the marks of correction should be distinctly written. The matter should be divided vertically by the eye, the corrections in each half being marked on the margin pertaining to it. On the left-hand margin the first correction should

be marked at the end farthest from the printed matter, exactly opposite the line in which it occurs, and other corrections next to it. On the righthand margin the opposite method should be followed; the first correction being marked nearest to the line, others next to it. No mark should be made on proofs except to indicate a correction. When the proof is being read according to copy, the reader should concentrate his attention on the authors words and meaning, so that there may be no omissions or misunderstanding of the sense. *The reader should not read to his copyholder, as this is, practically speaking, not to read by copy at all.* The reader should not forget that any oversight remains in evidence against him, while any difficulties, such as imperfect manuscript, or emergency will not be remembered in his favour. First readers should consult senior readers before making any material alterations; the necessity for which is doubtful. When a questionable word or passage is found in copy, the attention of the author should be directed to it instead of haphazard alterations of phraseology being made. *The query should be continued on every proof until it is finally solved.* If a proof is to be sent out to the author, and there are any errors in the matter, the reader should follow the author's copy, but should instruct the section-holder in writing (on the proof) to bring the clean proof to him so that he may mark on it the points to be queries. If the proof has been returned, and is going to press, and any errors or doubtful points present themselves to the reader, he should endeavour to solve them himself by reference to any records available in the press. If he is not successful, he should attach a slip to the proof and send it with his remarks to the Head Reader. The head Reader will pass any orders he may be able to give, or submit the reference to the Assistant Manager (Technical) for final orders. All matters of style should be left to the author, provided they do not contravene the "Rules for Printing and Binding", and queries should be confined to matters of fact. Figure should, as far as possible, only be used for weights, money, and measure or when contrast or comparison is intended.

**180. Incorrect and turned letters.**—Only close attention and a practised eye will help a reader to detect the following errors for instance:—

O (s.c.) for o (l.c.)	n (u turned) for n
o (turned) for o (right)	b (q turned) for b
s (turned) for s (right)	d (p turned) for d
s (s.c.) for s (L.c.)	u (n turned) for u
q (b turned) for q	6 (9 turned) for 6
p (d turned) for p	9 (6 turned) for 9

Care must also be taken to see that the ligatures fi, fl, ff, ffi, ffl are used instead of separate letters.

**181. Attention to spacking making up, etc.**—Second readers should, in addition to the above, pay particular attention to unequal spacing or blanking out; matter incorrectly made up; and misplacement of reference marks. They should also see that they get the previous proofs along with those they have been given to read; and should they find that errors marked in the previous proofs have not been corrected, they should encircle them and hand over the proofs to the Head Reader. In reading proofs of statistical tables, etc., the corrections in the previous proofs should be revised before commencing to read. They should advise first readers when any important corrections have been neglected, or marks made unnecessarily or as to details of style. For this purpose second proof should be shown, when read, to the first readers who examined them before being made over for correction.

**182. Reference.**—When a statement or other paper is referred to which does not accompany a proof, the fact should be brought to the notice of the section-foreman.

**183. Reading for press.**—In the reading for press, first check each point of connection-text matter, folio, head line, chapter, shoulder note, signature, volume, note matter, number of paragraph. The pages should then be gauged, and the folios, head lines, chapters, shoulder notes, side notes, references, numbering of paragraphs, etc., examined seriatim. After this, the text should be read for the purpose of detecting errors overlooked by the previous reader.

**184. Style of the office.**—The style of the office should be ascertained by every reader and closely followed. A file of sample of the different descriptions of work done in the office will be kept in the section for reference. Whenever special orders or specimen pages are issued in connection with any particular work, copies should be supplied to all readers and revisers engaged on it. The special orders should be initialled by them and the order filed in the Standing Order Book in the section.

**185. Reading lino work.**—Readers will see that uniformity of type, style, indentation, etc., required are maintained throughout every page. Instructions regarding style, type, indentation will not be given to operators by readers who are instructed to refuse any such information should the operators consult them. This is the duty of the linotype section-foreman.

**186. Revising.**—In revising proofs the lines which have been overrun or in which corrections marked have been carried out should be read through with the old proof for if a mark be left uncorrected, it will sometimes be found that a word close to the place has been altered in which no correction was marked on the proof. Very special care is required in revising Linotype matter to ensure that lines have not been transposed. Where "outs" or "doubles" occur the overrunning should be followed out to the end and the matter again read. In overrunning matter attention should be paid to equal spacing.

**187. Revising for press.**—When revising for press, the reviser should not only attend to every mark which has been made by the readers, but he should read the whole line or paragraph to see that no types or lines have been transferred by the corrector. He should also glance down the sides of each line and head line to see that no types have dropped out. He should not cover the proof with a lot of meaningless marks.

**188. Reading broken matter.**—If a breakage occurs in a forme which is being sent to press, the broken paragraphs or pages should be read over again

and not disposed off by the reviser.

**189. Signature of reader on proofs.**—Every proof must bear the signature (not initials), distinctly written, of the reader who has read it, and the date of reading. When the work consists of a number of sheets or pages it will suffice if the first sheet or page be signed and the rest initialled, the date being inserted in every case. Revisers must also sign and date proofs revised by them.

**190. Daily outturn sheets.**— Readers and revisers must themselves enter at the time it is commenced and at the time it is finished, all work in the Daily Outturn Sheet, which provides for entries of all the essential details, such as the Register No., time of commencement and completion, folio numbers, size of type, whether standing matter, author's, hand composed, lilo type or monotype, etc., etc.

A periodical check of the outturn of selected readers should ordinarily be made. Every month the Manager should specify the names of the readers whose outturn should be checked subject to such number being restricted to about 1/4th of the total

*Outturn Sheet*

Register No.	Name of work	Time received by Reader	Sections	No. of pps., Galleys or Para	Size of Type	1st, 2nd, Press or Revised etc.	Time commenced	Time finished	TOTAL HOURS			Time according to scale- No. of hours	Initials of Computer or Head Reader	Time returned to Section	Initial of Section Holder	Name	
									Fresh	Standing	Author's					Reader	Copyholder
Hand									H.M.	H.M.	H.M.					Pay	
																COMBINED HOUR RATE	
Lino																TOTAL HOURS	
																Hours. Amount	
Mono																ATTENDANCE NO. OF HOURS	
																Checked size of type, folios, number and size of pages.	
																Computer Amount debitab to other branches Branch	
																Total hours	

\*Readers will enter in this column 1st, 2nd, Press or Revise as the case may be.  
The Head Reader is responsible that these sheets are sent to Accounts Section daily.

number of readers employed. If, however, it is found that there is a tendency towards slackness in the branch generally, the outturn of a greater number of readers may be checked for such period as the Manager may consider necessary.

In the case of the Form Presses, where the number of readers employed is small, the outturn given over different periods by the same reader may be checked (32/1/38-A. & F.)

The computers will check the Outturn Sheet with the examined proofs which should be handed to them by the readers, before they are returned to the section-foreman. The time valuation according to the scale in para. 194 will be given.

**191. Extra time allowance.**—In cases where any work, on account of bad manuscript, foreign language, or other causes, has occupied more time than is allowed in the scale, the proof should be shown to the Head Reader before being made over for

correction, in order that the time may be verified. In cases of emergency, when only two readings are given, the first reading should be done by a junior reader, the press reading being undertaken by a senior reader, who should observe the same procedure as in first reading i.e., first glance through the proofs and then read. While the reader is glancing over his proof before commencing to read by copy, in cases where press order is given after two readings, his copyholder should revise the corrections made in the previous proofs with the clean proof and encircle the marks. The press reader in such cases will be allowed five minutes per page in addition to the time allowed by scale.

**192. Overtime requisition.**—Requisitions for overtime work are first entered by the Section Foreman in the Section-Foreman Overtime Requisition for Readers under the instructions of the Overseer. (*see* para 127)

*Section-holder's Overtime Requisition for Readers*

Date.....

Section.....

Reg. No.	Name of work	Number of pages					Size of Page and Type	Remarks
		Ist Reading	2nd Reading	3rd Reading	Press Reading	Revise		

(Signed)

*Overseer*

The Head Reader will delate the names of readers and others who are not required to work overtime from the lists of readers, etc., printed in the Overtime Requisition—Reading Section. This will form the voucher for overtime entries in the Outturn Sheets

(para. 250). If any thing prevents any reader from taking up the overtime work allotted to him his name must be deleted or the name of another reader substituted over the initial of the Head Reader.

(FRONT)

*Overtime Requisition—Reading Section*

Requisition for Morning/Night attendance for \_\_\_\_\_

Name of Branch	Name of Supervisor required to attend overtime	Total No. of men required as shown below	For what work (Full details)



Names	Names	Names
	Readers Readers Revisers Revisers	

REVISERS

Names	Names	Names
	Copyholders  Copyholders	

Head Reader

Assistant Manager(T.)

**193. Sale of out-turn for readers.** Proofs vary so much in the amount of work entailed on the reader, that it is impossible to lay down a hard and fast scale

for the number of pages to be exacted as a day's work. The scale given below will be applied in forming and approximate estimate of a reader's work:—

*Out-turn scale in minutes per page*

	Folio	4to	8vo	12mo	16mo
Pica or 12 point .....	11¼	8¼	7½	5½	4½
Small pica or 11 point .....	15	11¼	9	7½	5½
Long primer or 10 point .....	16¼	12¾	10	9	7½
Bourgeois or 9 point .....	18	15	12¾	11¼	9
Brevier or 8 point .....	22½	16¼	13¾	12¾	11¼
Minion or 7 point .....	30	20	18	16¼	12¾
Nonpareil or 6 point .....	45	30	22½	20	18

NOTE 1.— These are for close plain matter only. Tabular and other irregular work will be rated according to description and blanks will be deducted.

NOTE 2.—Extraordinary sizes larger or smaller than the above will be calculated at the size nearest to which they come. Thus a double foolscap broadside will be taken as four pages of folio. Matter set up in half marging will count as half page of folio.

NOTE 3.—The above scales represent the maximum time that the respective pages should occupy first readers. Second and Press readers should be able to turn out work in considerably less time than that given in the scale above.

NOTE 4.—For reading matter in various large size types, time may be allowed proportionately based on time prescribed for 12 point type.

In the case of those readers whose outturn is to be checked, the aggregate outturn for a month is measured up, the unit of measurement being the time allowed under the scale. A reader is permitted to set off aggregate excesses over the scale against aggregate shortages. If the net result is a deficiency, he is given an opportunity of making it good. So long as there is a minimum scale prescribed, a person

working up to it is entitled in equity to this concession.

**194. Scientific and technical Signs.**—Signs are types used as symbols or emblems representing objects, phases, etc., which frequently occur in scientific and technical books. As it is very desirable that readers and compositors should have a knowledge of the names and signification of these signs, a list of the most important is given:—

## ASTRONOMICAL SIGNS

*The Sun and Planets*

Sun.  
Mercury.  
Venus.

Earth.  
Mars.  
Jupiter.

Saturn.  
Uranus.  
Neptune.

- New moon.
- Full moon.

*Moons Phases*

First quarter.  
Last quarter.

*Aspects and Nodes*

\* Sextile.

Δ Trine.

Descending node.

or Quintile.  
Opposition.

Conjunction.  
Ω Quadrature.  
Ascending node.

*Signs of the Zodiac*

Springs Sign

1. Aries, the Ram.
2. Taurus, the Bull.
3. Gemini, the Twins.
4. Cancer, the Crab.

Summer Signs

5. Leo, the Lion.
6. Virgo, the Virgin.

Autumn Signs

7. Libra, the Balance.
8. Scorpio, the Scorpion.
9. Sagittarius, the Archer.

Winter Signs

10. Capricornus, the Goat.
11. Aquatius, the Waterman.
12. Pisces, the Fishes.

*Signs and Abbreviations used in Notation*

$a$ or	Mean distance.	$N$	North.
$a$ or $A.R.$	Right ascension.	$v, \Omega$ or $L$	Longitude of ascending node.
$\beta$	Celestial latitude.	$\pi$ or $\omega$	Longitude of perihelion
$D$	Diameter.	$\rho$ or $R$	Radius, or radius vector.
$\delta$	Declination.	$S$	<i>South.</i>
$E$	East.	$S$ or $s$	Seconds of time.
$e$	Eccentricity.	$T$	Time (periodic time).
$h$ or $h$	Hours.	$W$	West.
$i$	Inclination.	$\varphi$	Angle of eccentricity or geographical latitude.
$L, I,$ or $e$	Mean longitude in orbit.	$^{\circ}$	Degree.
$\lambda$	Longitude.	$'$	Minutes of arc.
$M$	Mass.	$''$	Seconds or arc.
$m$ or $m$	Minutes of time.		
$u$ or $m$	Mean daily motion.		

## METEOROLOGICAL SIGNS

Hail  
Misty; dust haze.  
West or dew.  
Thunderstorm.  
Strong wind.  
Solar corona.  
Lunar halo.  
Dust whirl or devil'.  
Lunar corona.  
Dust storm

Hot wind.  
Snow.  
Glazed frost.  
Silver thaw.  
Lightning.  
Aurora.  
Soft hail.  
Fog.  
Continued rain  
Hoar frost.

Solar halo.

## MATHEMATICAL SIGNS

- + Plus, and, or more.
- Minus, less.
- × Multiplied by, time, into.
- ± or -+ Plus or minus.

Multiplication is also indicated by putting a dot between the factors, as—

$$2 \times 3 \times 4 = 24 \quad 2 \cdot 3 \cdot 4 = 24 \quad 2.3.4 = 24.$$

or : Divided by.

Division is also indicated by writing the divisor under the dividend, with a line between them as  $\frac{a}{b}$  ;  $\frac{6}{3} = 2$ .

- = Equal to.
- > is greater than.
- < is less than.
- the difference between.
- $\alpha$  Varies as; is proportional to.
- :
- Is to; ration of
- :: Used to indicate geometrical proportion.
- .. Minus, the arithmetical ratio of
- :: Used to indicate arithmetical proportion.
- :: Equal; is equal to
- $\infty$  Indefinitely great; infinity.
- 0 Indefinitely small; infinitesimal.
- $\angle$  Angle.

$\wedge$  or  $\hat{\phantom{a}}$  The angle between as  $A \wedge B$ .

Some mathematicians indicate the angle between two lines by placing one of the letters denoting the enclosing lines over the other as  $a$  ; that is, the angle between  $a$  and  $b$ .

- b
- Right angle.
- Perpendicular.
- Paralle.
- Equiangular.
- O Circle, circumference 360.
- Arc of a circle.
- Triangle.
- Square
- Rectangle.

Root, the redical sign. To denote any other than the square root, a figure (called the index) expressing the degree of the required root is placed above the sign.

[ ] or { } Brackets.

( ) Parenthesis.

| Bar.

$f$  or  $F$ . Function. (Various other letters are sometimes used by mathematicians to indicate functions.)

$D$  Differential ; as  $Dx$ , the differential or  $x$ .

Variation

Finite difference.

$D$  Differential co-efficient.

Integral; integral of.

$a$ , the integral to be taken between the value of  $b$  of the variable and its value  $a$ .  $f a$  denotes that the integral ends at the value  $a$  of the variable, and  $f b$  that it begins at the value  $b$ .

$M$  The modulus of a system of logarithms.

$g$  The force of gravity.

$^{\circ}$  Degrees.

' Minutes of arc.

" Seconds of arc.

$R^{\circ}$  Radius of a circle in degrees of arc.

$R'$  Radius in minutes of arc.

$R''$  Radius in seconds of arc.

" "" etc. Accents used to mark the quantities of the same kind which are to be distinguished. When the number of the accents would be greater than three, the Roman numerals are used instead of them as iv v vi a, a, a, The accents are often written below also, as a a a a Figures, and also letters are sometimes used for the same purpose as  $a^1$   $a^2$  ii, iii, iv, v, vi.

$m$   $n$   $o$

a, a, a,  $a^2$ ,  $a^3$ ,.

1, 2, 3, Indices placed above and at the right hand of quantities to denote that they are raised to powers whose degree is indicated by the figure, as  $a^1$ : that is, the first power of  $a$ .

*Sin.*  $x$ . The sine of  $x$ .

*Sin.*— $i$   $x$ . The arc whose sine  $x$ .

Botanical Signs

O An annual plant.

A biennial plant.

or A plant with a woody stem.

An evergreen plant.

A monocarpous plant.

A staminate or male plant.

A pistillate or female plant.

A perfect or hermaphrodite flower.

Unisexual.

Monoecious,

Dioecious.

Polygamous

) Turning to the left.

( Turning to the right.

O= Cotyledons accumbent, radicle lateral.

O " incumbent, " dorsal.

O> " conduplicate, " "

O " folded twice, " "

O " " thrice, " "

oo or oo An indefinite number.

o Wanting; the absence of a part.

o Feet.

' Inches.

" Lines.

? Indicates doubt.

! Indicates certainty.

#### CHEMICAL SIGNS

One equivalent of *oxygen*. It is printed above a symbol representing an element and repeated to indicate two, three, or more equivalents.

, One equivalent of sulphur. It is used in the same manner as the preceding.

A dash drawn across a symbol, having either of the foregoing signs above it, denotes that two equivalents of the substance represented by the symbol are joined with the number of equivalents of oxygen or sulphur indicated by the dots or commas.

+ Indicates, in organic chemistry, a base or alkaloid, when placed above the initial letter of the name of the substance.

— Indicates, in organic chemistry, an acid, when placed above the initial letter of the name of the acid.

Every elementary substance is represented, in chemical notation, by symbol consisting of the initial or abbreviation of its Latin name, as H for hydrogen, O for oxygen Ag (from argentum) for silver, and the like, each symbol when used singly, always indicating a single atom or equivalent of the substance

represented by it: thus O stands for one atom or equivalent of oxygen, C for a single equivalent of carbon, and the others in like manner. A compound body made up of single equivalents of its constituents is represented by the two symbols of the respective constituents written side by side; as HO, a compound of one equivalent of hydrogen with one of oxygen, forming water. To express more than one atom or equivalent of a substance, a number is used, either prefixed to the symbol or, more commonly, written after it, below the line; as,  $_2$ O or O $_2$  two equivalents of oxygen.

A secondary compound, as a salt, is indicated by writing the symbol of the constituent compounds one after another, with the sign + between them, the symbol of the base being always placed first; thus CaO+CO $_2$  represents carbonate of lime. A comma is frequently used instead of the sign +, commonly to express a more intimate union than would be expressed by that sign. The period is also sometimes used to indicate a union more intimate than that denoted by the sign+, but less so than that implied by a comma. A number written before the symbol of a compound designates a corresponding number of equivalents of that compound; as, 3SO $_3$ , three equivalents of sulphuric acid. When the formula of the quantity contains several terms, those to which the figure applies are included in parentheses or brackets to which the figure is prefixed : as 3(CaO + SO $_3$ ), three equivalents of sulphate of lime.

MEDICAL SIGNS AND ABBREVIATIONS

R *Recipe* "take".  
 or aa Of each a like quantity.  
 Appound.  
 an ounce.  
 A drachm.  
 A scruple.

- i Stands for I : ij for 2, etc.
- ss. Means *semis*, or half.
- gr A grain.
- p. *Particular*; a small part (as much as can be taken between the end of two fingers).
- p. *aeq. (partes aequalis)*. Equal parts.
- q.s. (*quantum sufficit*). As much as sufficient.
- q.p. (*quantum placet*). As much as you please.
- s.a. (*secundum artem*). According to art.

In medical works the quantities in the formulae are set in lower case letters. If the number end with an "i", a "j", is always used in its place, as viij, instead of viii, xj, instead of xi, etc.

COMMERCIAL SIGNS AND ABBREVIATIONS

- £ Pound sterling.
- / shilling.
- \$ Dollar.
- % Per cent.
- @ At.
- ∅ Per
- Pound weight.
- Account current.

COMMERCIAL AND GENERAL SIGNS

Numbers;  
 Broad arrow (used on British Governemnt Stores)  
 Made by people unable to write when testifying to document.  
 Assumed  
 Gold  
 Silver  
 Bronze  
 Foot, feet, minutes  
 Inches, Seconds  
 Cents.

NUMERICAL SIGNS

Arabic	Greek	Roman	Arabic	Greek	Roman
1.	<i>L</i>	I	400	<i>U</i>	CCCC
2.	<i>B</i>	II	500		D.or
3.	<i>R</i>	III	600	<i>M</i>	DC or ix
4.	<i>S</i>	IV	700	<i>W</i>	DCCC or
5.		V	800	<i>W</i>	DCCC or i) (((
6.	<i>S</i>	VI	900		CM.
7.	<i>S</i>	VII	1000	†	M or I)
8.	<i>N</i>	VIII	2000	<i>B</i>	MM
9.	<i>Q</i>	IX			
10.	<i>L</i>	X			

An X in front of above adds 10

20	..	XX
30	..	XXX
40	..	XL
50	..	L
60	..	LX

70	..	LXX
80	..	LXXX
90	..	XC
100	..	C
200	..	CC
300	..	CCC

CARTOGRAPHICAL SIGNS

- Battle
- country town
- Town
- Settlements
- X Bronze weapons; torques
- Interments
- Drift implements
- ! Road
- Castle; abbey
- Lighthouse
- Foundations of building Potteries
- Roman roads
- Probable Roman Roads.

GREEK ALPHABETS

Cap	Lower	Cap	Lower
A . . .	α —Alpha	O o	—Omicoron
B . . .	β —Beta	Π π	—Pi
Γ . . .	γ —Gamma	Ρ ρ	<i>P</i> —Rho
Δ . . .	δ —Delta	Σ Σ	—Sigma
E . . .	ε —Epsilon	Τ τ	T—Tau
Z . . .	ζ —Zeta	Υ υ	—Upsilon
H . . .	η —Eta	Φ φ	—Phi
θ . . .	θ —Theta	Χ χ	—Chi
I . . .	ι —Iota	Ψ ψ	—Psi
K . . .	—Kappa	Ω ω	—Omega
Λ . . .	λ —Lambda		
M . . .	μ —Mu		
N . . .	ν —Nu		
X . . .	ξ —Xiorsi.		

VARIOUS SIGNS OF ACCENTS

- / Acute acent
- / Grave accent
- .. Circumflex accents
- Long accent, macron
- .. Short, accent; breve
- .. Diaeresis accent.
- ,(c) Cedilla accent
- .. Caret.

### 195. Special Instructions for Book-work.—

The following instruction will, as a general rule, be followed in composing book-work. Separate instructions should be obtained for any special work.

*The Half Title*, being the short title of the work, in suitable series of display letter, according to the size of the pages and number of words. In making up, the line or lines should be placed a little above the centre of the page.

*The Title page*.—Instructions in regard to the use of type and style set forth in "Report of the committee appointed to select the Best Faces of Type and Modes of Display for Government printing, 1922" published by His Majesty's Stationery Office, London, should as far as possible be followed.

*The Dedication*, in small capitals, and the general appearance of the page should be as neat as possible. The name of the person to whom the work is dedicated, as well as that of the author, should be set in capital letters or according to special instructions.

*The Preface*, for demy 8vo and smaller sizes, in the same font as the text, and leaded or extra leaded. In royal 8vo and larger sizes, in one size larger than the text. The word preface, at the beginning of the matter, should generally be set in the same type as the chapter headings.

*The Contents*, in capitals, small capitals, or lower case, one or more sizes smaller than the text, according to the quantity of matter. When the contents are printed at the beginning of each chapter, the matter should be utilised for the beginning of the work with full points running out to the paging. If the page is widely leaded, the full points should be arranged to form a vertical line down the page, thus—

Origin of Himalayas .....	66
Origin of the Indo-Gangetic plain .....	60
Distribution of recent fauna .....	64

If, however, the page is close or thin leaded, the full points should be "diamonded" that is, arranged vertically in every alternate line thus—

Origin of Himalayas .....	66
Origin of the Indo-Gangetic plain .....	60
Distribution of recent fauna .....	64

Where the subjects make more than one line, the matter should be kept one or two ems clear of the paging, and turned over lines should be indented. The paging should be opposite the last line.

*List of Illustrations*, in capitals and small capitals, one or two sizes smaller than the text. If all the lines are shorter than the breadth of the page, the longest line should be centered and all the other line should range with it.

*The Errata*, in two or three sizes smaller than the text. The words denoting instructions such as for, read, omit, insert etc. should be in italics. The matter to be corrected and the correction should be within marks of quotation.

*The First page*, the text or body of the work should bear a heading or short title, containing merely the name of the work.

*The headings to parts, chapters, or sections* according to special instructions; but in whatever style are composed, they should be alike throughout the work. Where the contents of chapters are given at the beginning of each chapter, they should be composed either in small capitals throughout, or in lower-case in two or three sizes smaller than the text. The turned-over

lines should be indented, and only a dash should be placed between the subjects.

*The first word* of each part, chapter or section should begin with a capital and be completed in small capitals without indentation. In standard works not of an official nature, instructions will generally be given for the first word beginning the body of the work, and the parts into which it is divided to be set in a two-line letter or initial without indentation, and the word completed in capitals, ranging with the top of the initial letter.

*Paragraphs* should be uniformly indented, as follows:—

Measures,	22 ems and under, 1 em.
	23 " to 33 and under, 1 1/2 ems.
	34 " to 44 ems, 2 ems.

For measures above 44 ems instructions will be given.

Paragraphs set in small type should be indented so as to range with those of the text. When the subjects of paragraphs are given at the beginning, the words should be set in separated from the text with a full point and dash. Blanks are not to be inserted between paragraphs unless where specially marked by the writer. No points should be used after letters or figures of clauses to paragraphs, when enclosed between parenthesis, as (a) (b), (1), (2) etc.

*Extracts*, if the text is Pica or 12 point, should be in one size less; if in smaller type than Pica or 12 point two sizes less. The first lines of each paragraph should be preceded by two inverted commas, and the extract should be closed with two apostrophes. If, however, a quotation should occur in the extract, it should be preceded by one inverted comma and be closed with the apostrophe. If a thicker lead than 1 1/2 point is used in the text, 1 1/2 point leads only should be used for the extract matter. An extra lead should be used before and after the extracts, to mark the distinction from the text.

*Matter placed in Juxtaposition* should, unless otherwise ordered, be in one size less if the text is Pica or 12 points; if smaller than Pica or 12 point, in two sizes less.

*Foot-notes* in two or three sizes smaller than the text. When the text is set in very smaller type, the foot-notes are generally composed in the same or very nearly the same type a full cross rule being placed between the text and the note. When the difference in the sizes of the type of sufficient to show where the text leaves off and the note begins, the rule should not be inserted without special instructions, but sufficient blank should be placed between the text and the note. If a thicker lead than eight-to-pica or 1 1/2 point is used in the text, eight-to-pica or 1 1/2 point leads only should be used for the notes.

When notes are few and short they should be set as regular paragraphs to the full width of the measure with the same indentation as that of paragraphs to text.

When there is but one note to the page and that note is short and does not till the lines, it should be set in the centre of the line.

When the only note on a page makes more than one line, and overruns a few words on the second line, centre both the lines after this fashion:—

The second line of this note should be centred and nearly as long as the first line.

When small type is selected for foot-notes that may be of unequal length, the notes may be put in half measures. The space between the two columns should not be wider than the em quad of the type of the note, and may be still narrower.

*Reference Marks*, superior figures should be used as marks of reference, a thin space being placed before the reference marks.

In mathematical work, however, the signs of asterisk, dagger, etc., may be used instead of superior figures as distinguish note references from powers of numbers, letters, etc. Marks of reference in that text should always follow, not precede, signs of punctuation.

*Shoulder notes*, in two sizes smaller than the text. They generally consist of a repetition of the book, part, chapter, or section, etc. They should be placed on the outside margin, the first line of the note ranging with the first line of text at the head. A metal rule should be placed after the note.

*Marginal headings*, in antique in one or two sizes smaller than the text or in caps and small caps of the text. They should be placed on the outside margin, the first line of the heading ranging with the top of the first line of the paragraphs of text to which it refers.

*Marginal notes and references* must be reduced to the absolute minimum, if possible they should be printed in bold letters and run on with the text of the paragraph to which they relate.

*Side notes*, in two or three sizes smaller than the text, according to the quantity of note matter. They should be set up to Pica or 12 point ems of half ems, so as to facilitate justification in making up. If the measure is narrow, thick space should be placed between the words and the space required to fill up the line should be placed after the last words, leaving the lines of various lengths. If, however, the measure is wide enough, the lines of the note should be of equal length. In either case the first line should not be indented. Side notes should be placed at the beginning of the lines on the left hand page, and at the end of the lines on the right-hand page; sometimes, however, books have side notes on both margins. In every case the first line of each note should be placed exactly opposite the matter to which it refers, and should range with the top of the first line of the text.

*Cut-in-notes* are generally set in the same type as that used for the foot-notes, but small antique type is sometimes preferred when the note indicates the subject of the paragraph. In this case the note should begin opposite the second line of the paragraph to which it belongs. In the same work the measure should be of a uniform width and depth according to the number of lines the note makes. The blank should be as nearly as possible the same above and below the notes. Cut-in-notes should be avoided as much as possible.

*Tabular matter* should be slightly smaller than the text; but if this is impracticable owing to the quantity of matter, the next size that will come in should be used.

Tables similar to each other should be set in the same size of type, and the columns should be arranged uniformly.

Tables varying slightly should be set up uniformly as far as possibly.

Column heads, if short, should be set in the same size of type, if long, in smaller type according to the quantity of matter. Every line should be centred.

*Tables of 3 or 4 columns*.—These should be set up as "ranging matter", without the addition of rules, when they appear in the body of the text.

*Tables of 4 or more columns*.—These should be set up with rules, in the largest type into which they can be got, considering the width of the text. In other words, if a statement can (without cramping) be set up in small pica or 11 point, it should not be set up in Bourgeois or 9 point or other smaller type. If it is, the

charge for small pica or 11 point will only be allowed. The rule does not refer to a series of the tables which may refer to one another. In such cases one style or size of type should be adopted for all in consultation with the overseer.

If tables can be set in the same width as the text, the measures should not be increased to a wider measure. The idea is to observe symmetry. Of course, in doing so, it is not intended to spread out a statement *needlessly* when it can conveniently be set up in a narrower measure than the text.

*Column numbers*.—In all statements included in the text "column numbers" are not to be set up.

*Blank columns*.—In all instances in which there are no entries in the "Remarks" column, that column should be omitted. In some instances in which there are a few remarks, they should be set up as "foot-notes".

*Size of headings*.—In all instances in which it is thought necessary to set up the headings of statements in smaller type than the body thereof, the overseers should be consulted.

As tabular work requires special care, calculation, accuracy, and taste, and in very intricate work a considerable amount of patience it should only be given to the most competent workmen.

*Size of type and measures for columns*.—It requires to be carefully thought out before it is begun. It is the duty of compositors first to "Cast off" his copy, *i.e.*, to determine the suitable measure and the size of the type to be used so as to represent a neat and clear style. A compositor's earning and reputation as a workman will be in proportion to his ability to do this quickly and correctly. In choosing the type for the body strict economy must be studied and as large a size as possible should be selected, bearing in mind that small type with space is better than large type with no space.

*Justification*.—Justifying small with larger type requires to be done with great nicety, so that the line or lines after justification will be exactly parallel. Leads and not cards should be used for this purpose. With the point system there is no excuse for bad justification.

If all the lines are not justified alike, some types will be loose, and letters will probably drop out when the forme is lifted; or the roller in printing may draw out some of the figures the omission of which will render the statement useless for the purpose for which it was printed.

*Ranging and pointing figure columns*.—The longest line of figures in each column should be centred, and the rest of the lines in the same column should range with it.

In setting up money columns, an em quadrat should be placed between single figures and an en only between double figures.

In columns where decimal points are used, all the points should range, irrespective of the number of figures before or after the points.

If space allows, an en quadrat should be placed between the matter and the rule which generally improves the appearance of the table.

In British money the points should be placed thus—£ 3,759,642; and in Indian money Rs. 37,59,642.

*Cutting brass rule prohibited*.—The practice of cutting up brass rule to any necessary size, or according to the caprice of the compositor, is absolutely forbidden. Any one found cutting rules will be liable to disciplinary action. Rules have been cut to

lengths in pica for 12 point ens and ems and are kept in the charge of the type store keeper, who will supply any required length on receipt of the requisition slips signed by the section-holder.

*Instructions regarding rules.*—All the vertical rules in a table should, as far as possible, extend from top to bottom in one piece, and the cross rule should be of the exact width of the columns. Small pieced rules should be avoided. If, however, headings are again required for the continuation of tables the vertical rules should be of the depth of the heading only, and rules, the full width of the measure, should be placed between the headings and the matter, so that the former can easily be separated from the latter without interfering with it.

One thick rule should be used for head and one thin for the foot of table.

If any of the rules and lines are in the least degree too long, the table will be twisted when it is locked up, and the neat appearance of the work destroyed. Care must also be taken to see that the rules are not longer than the matter, or they will bend when locked up and allow the type in the columns to drop out.

If rule is to be placed round the table, it should be turned thick side. The corners must be carefully joined when locking the former.

*Ranging matter*, in the same or slightly smaller size than the text, if thicker lead than eight-to-pica or 1½ point is used in the text, eight-to-pica or 1½ point leads only should be used in ranging matter. When the lines are short, unless otherwise ordered the matter is arranged in double column, with a thin rule between them and an em quadrat between the matter and the rule.

*Appendices*, if the text is in pica or 12 point, in one size smaller; if in small pica or 11 point or less, in two sizes smaller. If a thicker lead than eight-to-pica or 1½ point is used in the text, eight-to-pica or 1½ point leads only should be used in the appendices.

*Idling of machines:*—The forms given below will be used in connection with idling of machines in the

Government of India Presses  
Weekly Report of Machines (Machine Branch)  
Week ending———

Condition of machinery (Machine Branch)								
Machine No.	Description of Machine	Size of Machine	Date		Date		Date	
			Condition of Machine	Period of Stoppage if any	Condition of Machine	Period of stoppage if any	Condition of Machine	Period of stoppage if any
1	2	3	4	5	6	7	8	9
Condition of Machine	Period of stoppage if any	Condition of Machine	Period of Stoppage if any	Condition of Machine	Period of stoppage if any	Date of Defect	Date on Which put to commission	Remarks
10	11	12	13	14	15	16	17	18
Head Mechanic		Overseer			Asstt. Manager (T)		Manager	

*The Index*, in one or two sizes smaller than the body of the work. Index matter may be set in one, two or more columns, according to instructions. The initial letter of each class, as A,B,C, should not have a full point after it. The matter should be reverse indented (run out and indent), *i.e.*, the first line full out, and every turned-over line indented. Full points should be used for leading out to the paging, which should be placed opposite the last line.

MACHINE AND PRESS BRANCH

**General**

**196. Machine and press room overseer.**—

The overseer will be held responsible for the quality and quantity of the work of the machine and press branch. He will see that formers are given out in such numbers and so arranged as to turn out the work as cheaply as possible. He will see that all men receive a fair share of long runs and other advantageous work. He will continually perambulate the machine room and examine the work while under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machines are idle and that the lights in his branch are not kept burning unnecessarily.

*Inspection of forman's books.*—The overseer will weekly examine the foreman's work distribution books and submit a report for the Manager's perusal and orders.



*Instructions regarding work.*— Before the overseer makes over the work to the foreman he shall examine it closely and instruct him. Verbal orders should not be given regarding work, but written orders only should be given by the overseer to the foreman, who will place, such orders, etc., in the work dockets where they will remain until the work is despatched.

The overseer will also assist the machine foreman in passing the clean sheet as and when necessary. He will collect the Daily Cleaning certificate of the Machine Branch submit it to the Manager, with his

remarks if any, once a week. He will also check the paper issue vouchers in the General Stores to see if the quantity and quality of paper issued is correct according to the specification. All cases of substitution of paper must have approved by the Manager.

He will see that the Machine foreman maintain the plant register and Petty Plant Register of Sections concerned properly. The Register of spare parts maintained by the Head Mechanic will also be scrutinised by the Overseer, Machine and forwarded to Manager once a month.

Government of India Press—————

HISTORY SHEET OF MACHINE

- 1. Description of Machine.
- 2. Machine No.
- 3. Date put of Commission.
- 4. Description of Tools received with the machine.
- 5. Roller stocks received with the machine.

Serial No.	Date	Details of breakages	Repaired or Replaced	Signature of the Head Mechanic	Remarks

BREAKAGE REPORT

- 1. Branch \_\_\_\_\_
- 2. Machine No. and Description \_\_\_\_\_
- 3. Operator's Name \_\_\_\_\_
- 4. Time of accident \_\_\_\_\_
- 5. Whether further excution of the job will be held up due to stoppage of machine \_\_\_\_\_
- 6. Reasons for breakage and name of person responsible. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Section Incharge*  
Date.....

*Overseer*  
Date\_\_\_\_\_

REPORT OF EXAMINATION

1. Extent of Damage:—

- (a).....
- (b).....
- (c).....
- (d).....

2. Action proposed:—

- (a).....
- (b).....
- (c).....
- (d).....

3. Reasons for breakage:

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*Head Mechanic*

*Date*—————

REPORT OF INVESTIGATION

- 1. Spot inspection made or not.....
- 2. Parts can/cannot be repaired.....
- 3. Replacement essential.....
- 4. Breakage due to—
  - (a) Normal wear and tear.....
  - (b) Carelessness of operator/Faulty lubrication.....
  - (c) Accidental.....
- 5. Remarks :
 

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*Date*—————

*Assistant Manager.*

*Works Manager.*

**Order of General Manager/Manager**

Date \_\_\_\_\_

*From of Card "Machines under repairs"*

MACHINE NO. \_\_\_\_\_

UNDER REPAIRS

Since \_\_\_\_\_

Expected \_\_\_\_\_

\_\_\_\_\_  
*Head Machanic*\_\_\_\_\_  
*M. Foreman.*

**197. Issue of miscellaneous stores.**—Miscellaneous articles required by the machinemen or pressmen are issued by the general storekeeper on indent. When articles such as press brushes, knives, scissors, etc., have become unserviceable the worn-out ones should accompany the indent for new ones. If the articles issued previously or what remains of it, cannot be produced, the person to whom it was entrusted will render himself liable to disciplinary action.

**198. Counter.**—The counter will initial and date the charge file, if the numbers received are correct. He will initial and date each instalment of a long run. he will be held responsible that the correct number of copies have been printed before the forme is lifted from the machine. he will count the sheets printed on printing machines by machineman and to knock and stack them properly.

**199. Charge files.**—The charge files will be made over by the machineman or pressman to the foreman as soon as the fore is printed off. The machine or pressman who printed the forme will be held responsible for a breach of this rule. The foreman will enter on the charge file the number of machine or press, the name of the machine or pressman, the

register number, the number of copies printed, his initial and date. The charge files will be sent by the foreman in batches in a receipt book to the computing section. The time occupied in making chargeable alterations should be written on the machine or press revise, and initialled by th foreman before it is sent to the computer.

**200. Washing formes.**—After a forme has been printed off the machineman or pressman will make it over to the forme washer, who will wash it clean from every particle of ink. This operation should be thoroughly well done, as cleanliness is essential to the clear printing of the same type when it is subsequently put onj the press or machine. After the type, furniture, quoins and chase have been well brushed with lye, plenty of water should be used to drench the forme until all the ink and lye have been completely removed. If any forme is found to be insufficiently washed the man who washed it will be liable to a conduct roll entry. After a forme has been washed it should be taken to the man in charge of the standing formes who will make it over to the storekeeper for distribution or place it in the standing matter racks, according to the order written on the press-order sheet.



Machineman.—

Machine Attendant

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**203. Foreman Machine.**—The Machine foreman is responsible for making proper arrangements for economical and expeditious printing of jobs and formes received in the machine section. He shall impart proper instructions to the machinemen in handling the jobs on different machines. He shall distribute work to the machinemen equitably and ensure full outturn. He shall pass clean sheets and keep record of production of his section. The foreman is responsible for maintenance of full discipline in his Branch also for condition of machine and quality and quantity of printing.

He shall attend to the following duties also:—

- (1) To bring to the notice of the overseer any shortage of work of full formes for large machines or when machines run short of work and also report formes sent in a bad condition for printing or incorrectly imposed.
- (2) To submit to the Assistant Manager (Technical) through the Overseer the daily stoppage report of machines.
- (3) To select suitable machines for printing formes most economically avoiding as much as possible small formes on a large machine etc.
- (4) To maintain the work register, and the work distribution register.

**204. Section-holder Machine.**—The Section-holder is required to assist the Machine foreman in his duties and maintaining the prescribed registers in the machine section. He shall keep himself fully informed of the affairs of his section so that he may carry on the duties of machine foreman in his casual absences.

When the type formes are taken to the Machine Room for final printing the Section-holder will make arrangements for placing those formes in proper order without their being damaged. After the work is printed he will despatch the finished docketts to the Bindery Foreman in receipt book after proper entry in register.

**205. Machineman.**—The machineman is responsible for making ready, running machine and for quality printing. He should be well versed with printing on cylinder and platen machines etc. and be able to print from half tone and line blocks and do colour printing. He shall be responsible for keeping

the machines under his charge in good working order. He should be able to detect any defect in the machine which he will report to mechanic for his immediate attention.

Before starting work every machineman must clean and oil his machine thoroughly. He should first run the machine by hand or by slowly inching to see that there is no breackage of parts and that everything is quite alright. Any defect found must at once be reported to the Machine Foreman/Overseer for necessary action.

The machineman of the Day Shift must at the close of the shift inform his reliever any special instructions regarding the working of the machine or any defects noticed by him—and in the event of the Night Shift machineman not arriving in time he should leave such instructions with the Mechine Foreman.

The Night Shift machineman should report such defects to the Night Shift Machine Foreman who will leave written instructions to the Day Shift Machine Foreman.

**206. Machine Attendant.**—He shall carry out the instructions of his superiors and shall clean the machine every day and oil it whenever required under the supervision of the Machineman. The Machine Attendant should also see that Ink Rollers are properly inked and he shall render help to the Machineman in all possible ways. Paper feeding shall be done by the Machineman and Machine Attendant jointly. While one of them is feeding the paper the other shall stand at the delivery side of the machine and watch every printed sheet as it travels on the tapes and as it settles down on the board for possible droppings of letters, improper inking, spaces, quads, leads or quotations rising up, slurring creasing etc.

In case of any break down in the machine or Press Department all the employees of the press department shall be kept employed on jobs within their capacity in any branch as Manager may decide. In cases of casual absence of Machinemen, the senior Attendant or Inker who is likely to get the chance of machineman may be allowed to work as machineman.

**207. Machine revise.**—Immediately, the machineman has obtained an even and clear impression he will submit a proof on unbleached paper

to the reviser. After revision the reviser will return it to the machineman, and any corrections necessary will be attended to by a compositor and not by the machineman. The machineman will be severely dealt with if errors are found on the printed copies through a breach of this rule.

**208. Making ready and final proofs.**—After corrections have been carried out the machineman will complete his make ready, and submit a clean proof on the paper on which the job is to be printed on to the foreman or overseer as the case may be. Printing is not to be commenced until the forme is properly made ready, the quantity of ink correct and the proof passed and initialled by the foreman or overseer. This passed proof must be produced by the machineman when called for and he will be severely dealt with if he is unable to produce it. In the case of book work a sheet should be shown to the bindery foreman so that he may fold it and check the margins.

**209. Printed copies to be counted.**—As soon as copies have been printed and before the forme is lifted, the machineman will count the sheets carefully to see that the full number, including file copies have been printed off and then make them over to the

bindery counter. Should any copies be found short the machineman who printed the forme will be liable to conduct roll entry. In printing off long runs the machineman should not wait until the run is completed, but should hand over the sheets to the counter in instalments, in order that he may not be kept waiting on completion of the job while a large number of sheets have to be counted.

**210. Delay in correcting proofs or in the issue of paper.**—Machineman or pressmen when delayed by a corrector, a reviser or the stationery-keeper should immediately report the circumstances to the foreman. The time that a proof is tendered for revision, and the time it is returned to the machineman should be written, on the proof by the foreman, while the proof is being revised the machineman should obtain the paper from the stationery godown.

**211. Report Writer (Machine Branch).**—He is required to carry out the instructions of his superiors and will fill in the 'Daily Docket' of the Machine and Press operatives and shall also verify the charge files with the 'Machine's Daily Outturn Report' Book which is also to be filled by him. He shall assist the Machine and Pressman in cases of writing Daily Work Dockets and also help machine foreman in all possible ways.

*Printing Spilage Table*

Length of run	Job and form work		Book and Publicity work	
	First working	Each subsequent working	First working	Each subsequent working
	Per cent.	Per cent.	Per cent.	Per cent.
100 or less .....	5	3	7	5
101 — 250 .....	5	2	5	3
251 — 500 .....	2½	1½	3	2
501 — 1,500 .....	2	1	2½	1½
1,501 — 5,000 .....	1½	1	2	1
5,001 — 10,000 .....	1	½	1½	1
10,001 — 25,000 .....	¾	½	1½	1
25,001 — and over .....	½	½	1½	1

Dte. of Ptg. Memo No. 1-34/13/81-N dated 28.6.1983 to be added in full as per the text of the Memo.

Subject:— (Fixation of Wastage Percentage of Web Offset Machine and Letter Press rotaries).

**212. Spoilage Allowance.**—(i) Slip seats and five additional seats are allowed for make-ready in addition to Printing Spoilage.

(ii) Quantities less than 100 will be treated as 100 for purpose of calculating spoilage.

(iii) Printing spoilage is admissible according to the scale appearing in the Printing Spoilage Table.

(iv) Bindery Spoilage for operations of Folding, Ruling, Punching, Creasing, Perforating, Numbering, Sewing, Stitching etc. is allowed at the rate of 1/2 per cent. for each working in addition to Printing Spoilage. This spoilage is admissible only when these operations are done separately and not when done simultaneously with printing or other machine operations for which spoilage has already been allowed.

(v) Extra spoilage for one or more additional simultaneous operations, e.g., numbering, perforating, folding, slitting etc. on the rotary printing machines is allowed limited upto 1/2 per cent.

(vi) Special spoilage upto one per cent. for each working may be allowed by the Assistant Manager (Technical) when additional separate operations are done on machines for which no spoilage has been prescribed.

(vii) Extra spoilage upto one per cent. for each working may be allowed by the Assistant Manager (Technical) in the form prescribed for the purpose when spoilage occurs in excess of the prescribed percentage due to circumstances within or beyond the control of the operative provided that in the former instance disciplinary action is initiated against the operative concerned.

(viii) Torn and defective sheets may be replaced if a certificate to this effect is given by the Overseer.

(ix) General Manager/Manager/Works Manager/Dy Manager/AMT may allow spoilage in excess of the prescribed limit subject to his being personally satisfied of the necessity and giving his recorded reasons therefor.

(x) Paper accounts of working of each reel on the rotary printing machine, salvaged paper, blank salvaged paper and issue of salvaged paper should be maintained in the form as prescribed for them separately.

**Requisition for Extra Spoilage**  
(\*To be prepared in triplicate)

No.....

*Extra Spoilage* may please be authorised for the under-mentioned items against Print Order Register No.....

Description of work.....Size.....

No. of copies.....

Signature of sheet	Folio Nos.	Name of Operative	No. of Machine	Shift No.	Wing	Reasons for extra spoilage	Whether within or beyond the control of the operative concerned	Remarks
1	2	3	4	5	6	7	8	9

*Machine Foreman/Bindery Foreman*

*Oversear*

Orders of the Assistant Manager (Tech.):—

Issue authorised.

I am satisfied that the reasons for issue of extra spoilage was WITHIN/BEYOND the control of the operative concerned for which he IS/IS NOT responsible.

Assistant Manager (Technical)

\*Distribution of copies:—

- (i) First copy to stores as authority for issue.
- (ii) Second copy to Administrative Branch, when action is to be taken against the operative concerned.
- (iii) Third copy to be retained by the Foreman of the Branch concerned as record.

ROTARY PRINTING SECTION

*Reel Record Register*

W.D. No..... Form No. .... Quantity .....

Date..... Rotary Machine No.....

Names of crew.....

Descrip- tion of Paper	Date issued	Reel Nos.	Name of Mill supplied	Specifica- tion No. and Date	Actual weight	Quantity advised by Mill	Quantity produced in inches delivery	Quantity spoilt	Total cols. 8 & 9	Total No. of sheets after conver- ting in inches delivery	Difference cols. Nos. 7 and 10 _____	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
						Sheets	Sheets	Sheets	Sheets	Sheets	Sheets	Sheets	Sheets

Overseer

Assistant Manager (Technical)

Manager

*Account of Salvaged Paper (Rotary)*

Date	Weight of blank sheets	Weight of printed sheets	Total

Overseer

Assistant Manager (Technical)

Manager

*Account of Blank Salvaged Paper (Rotary)*

Date	Weight of blank salvaged paper given for cutting	No. of sheets received after cutting in			Weight of paper shown at Col. 3
		A1	A2	A3	

Overseer

Assistant Manager (Technical)

Manager

*Salvaged Paper (Rotary) Issue Register*

Date	W.D. No.	Form No.	No. of copies	Size of the sheets required	Quantity issued	Initial of the Receiver

Overseer

Assistant Manager (Technical)

Manager



*Instructions:—*

1. Store Branch will issue reel paper in terms of whole reels against Paper Issue Voucher, meant for the reel paper.
2. Machine Foreman would keep an account for each and every reel issued to the Machine room in the reel record register which should be regularly checked by the Overseer, Machine Room and Assistant Manager (Technical) concerned.
3. Paper will be issued by the Stores Branch on the basis of daily consumption and not in bulk for the completion of a particular job, both in the case of flat and reel paper.
4. Salvages from each rotary would be cut to a profitable size (maximum, counted by the Machine Room under the supervision of the Foreman C.I. (Machine) and handed over to the paper Issuer each day under proper receipt. Records of weight of uncut salvaged paper and number of sheets of standard size obtained after cutting should also be maintained by the Machine Foreman. The latter would arrange to stack these in the reel paper godown for issue to Machine Room or for flat bed jobs. The register of receipt and issue of salvage paper is to be checked by Overseer and Assistant Manager Technical concerned regularly.
5. In lieu of shortage through salvages and variation in texture etc. the Store Branch will issue additional reels at the end of the job, if required, to the Machine Room on indent. On completion of the last reel the print order will be increased or decreased as the case may be.
6. The Paper Issuer under the General Store Keeper would keep a separate register for receiving and issuing paper obtained from salvages.

SPECIAL INSTRUCTIONS FOR MACHINEMEN

*Packing cylinders.*—When fitting new packing on cylinder machinemen are particularly cautioned against putting too great a thickness. The correct amount of packing can easily be ascertained by placing the edge of a straight rule or reglet on it, and see that the reglet or rule is only just clear of the planed ends of the cylinder which run over the bearings at the sides of the bed. The test should be made after all overlay sheets are on the cylinder. If too much packing is placed on the cylinder it will cause slurring and the type will also be seriously worn through friction the diameter of the prining surface of the cylinder being greater than the length of the bed.

*Adjustment of rollers.*—The adjustment of the rollers requires close attention to see that they only run over the forme lightly and do not press too hard against each other. If they run on the forme too hard they will be cut, and will also clog up the type, thus causing dirty prining. If they press too hard against each other they become overheated:

*Care of roller bearings.*—When placing rollers in position on machine the machineman must see that the ends of the stocks are carefully wiped to remove all grit and avoid unnecessary wear to the roller bearings; the roller bearings and gear wheels should then be oiled.

*Care of rollers.*—Machinemen will pay particular attention to their rollers to keep them in good condition. Before leaving work each day the machineman must have all rollers washed up with kerosene oil and thoroughly wiped with clean waste to remove all traces of grease. If this is not done the roller will not take the ink properly and will deteriorate rapidly. Machinemen are supplied with all the necessary kerosene and waste for keeping

their rollers in good order and will be liable to a conduct roll entry, disciplinary action if their rollers are spoiled through failure in complying with this rule. In the same way pressmen will be held responsible for the condition of their rollers.

*Quality of printing.*—While printing is in progress the machineman, or pressman will watch the sheets carefully to see that the ink is kept uniform through all the copies, and that no type drawn out of the forme or quads or spaces work up. He will also see that the sheets are being fed correctly, so that sheets which have to be printed both sides, as in book-work, will register accurately. Only first class work will be accepted, and if any work is defective or badly printed, the workman at fault will be liable to a conduct roll entry.

*Washing formes.*—After a forme has been printed off the machineman, or pressman, will send it to the forme-washers, who will thoroughly brush the forme with the potash provided and swill it with a liberal quantity of water. The forme-washers will be responsible that all ink is removed from the type and furniture and the potash entirely washed away. Type kept standing or distributed in a dirty condition will not print clearly next time it is used. Those responsible for a breach of the rule will make themselves liable to punishment.

CARE AND CONDITION OF MACHINES AND MOTORS

*Care of machines.*—Before starting work in the morning operatives will carefully examine their machines to see that all parts are properly adjusted. Machines are to be thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. All working parts and bearings are to be carefully oiled, and the process is to be repeated at intervals during the day to such parts as are subject to excessive friction.

*Condition of machines.*—Operatives are held personally responsible for the condition of the machines under their charge. Carelessness or wrongful use on their part resulting in damage to the machines will render them liable to a disciplinary action. Allowance will be made for fair wear and tear.

*Adjusting machines.*—Any defect in the machine is to be immediately reported by the operative to the foreman who will report to the overseer. The latter will, if necessary, instruct the mechanical branch to do the necessary repairs or adjustments. Should an operative fail to report defects and the machine sustain damage through being worked while in a defective state, he will be liable to a conduct roll entry or disciplinary action.

*Electric motors and their maintenance.*—These motors are under the direct charge of the mechanic, who will see that they are very carefully cleaned, supplied with oil, and maintained in perfectly efficient working order. Minor faults will be immediately attended to by the mechanics but any serious fault will be reported to the Manager to be communicated to the Executive Engineer, Electrical Division, who undertakes all repairs which cannot be carried out by the mechanic. The motor must not be allowed to run when there is not forme on a machine, and the machineman must stop the motor directly he has completed prining a forme.

The machines are to be cleaned and oiled every day and thoroughly cleaned on Saturdays (or any other convenient day in a week) for which the operative will be allowed 10 minutes and 2 hours respectively. In the case of Rotary machines, however, a period of 30 minutes will be allowed for daily clearing and oiling and 1½ hours for weekly thorough clearing.

The operatives will be held personally responsible for keeping the machines in good working order.

ROTARY PRINTING SECTION

**213. Overseer.**—The machine overseer will submit to the Manager through the Assistant Manager (Technical) each month, a statement showing the out-

turn of the Rotary machines in the following form. These statements after signature of the Manager will be sent to the computing section.

*Rotary Machine Outturn Register for the month of.....*

Name of crew.....

DESCRIPTION OF JOB						TIME ALLOWANCES											REMARKS			
Date	Reg. No.	Forme No.	No. of formes or pages per sheet		No. of sheets printed	No. of sheets wasted	Changing or fixing plates and making ready	Fitting numbering boxes	Sliding numbering boxes by hand	Reel changing time		Morning clearing	Mechanical stoppages	Power stoppages	Total of Time allowance	Stops for which crew responsible		Actual machine running hours	Initials of Machine Foreman	Initials of Assistant Manager
			Formes	Page						Reel Nos.	Time									
							HM.	HM.	HM.		M	M	HM	HM	HM	HM				

The computing section will then compile a statement in the following form for submission to the Manager.

*Rotary Outturn Statement for the month of.....*

Name of crew.....

No. of hours attended	No. of hours machine was prining	No. of hours "Time" allowed	Total of Columns 2 and 3	+or— Column 1	Total No. of impressions per hour attended (Column 1)	Average No. of impressions per hour attended (Column 1)	Average No. of impressions per prining hour (Column 2)	Average No. of impressions per prining and time hours (Column 4)	Remarks
1	2	3	4	5	6	7	8	9	10

NOTE.—Column 1 will be filled by the Time-keeper.

**214. Machineman.**-Machineman is employed to run the Rotary machines installed in the Government of India Presses. He is responsible for making ready, running the machine and for quality printing. The maintenance of the machine in good condition shall be his primary responsibility. He should be well versed with the Rotary machine and should know all the versatalities a jobbing rotary is capable of doing.

To assist him in the running of the Rotary Machine crew is given who would attend mainly to the reel and delivery end of the machine. Printed sheets should be delivered clearly jogged save in very large size sheets of comparatively thinner stock where their jogging is not practically possible.

The Machineman, in charge of the machine will account for his attendance each day by means of a

Machine Man's Daily Dockets. This docket will show in detail all stoppages. Those considered as chargeable will be allowed for at the rate shown in the footnote to the docket. Stoppages for reasons other than those provided for the docket should be brought to the notice of the machine Overseer, who will enter the time if he considers the stoppage to be due to no fault on the part of the operative. The time of commencement of the printing and of any stoppage will be shown in column 3 and the time of finishing printing or stoppage, for the job will be shown in Col. 4. The duration of the stoppage in hours and minutes will be shown in columns 5 to 12. The hours allowed by the Overseer for the stoppage will be shown in column 13. These daily dockets will be sent to the Computing Section so that the monthly out-turn register may be checked from them.

*Machineman's Daily Docket*

Names of crew } \_\_\_\_\_  
 } \_\_\_\_\_  
 } \_\_\_\_\_

Date.....

Reg. No. and date	No. of impressions printed	TIME		STOPPAGES FOR WHICH TIME IS ALLOWED									Hours allowed	Hours attended	+ or —	Initials of Foreman	REMARKS
		Commenced	Finished	Changing plates and making ready	Setting number boxes	Reel changing No. of reels and time	Machine cleaning	Mechanical stoppage	Power	11	12						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

Overseer.

Assistant Manager, Technical.

NOTE.—Time allowances may be made on the following basis:—

1. Fitting numbering boxes-15 minutes per Box.
2. Altering numbering boxes by hand sliding-½ minutes for each Cylinder.
3. Changing Reels-10 minutes for each reel.
4. Morning-30 minutes are allowed for cleaning and oiling the machine. The Foreman is responsible that the cleaning time is actually spent on cleaning the machine.
5. Stoppages due to crew's carelessness are to be fully reported on a separate note-sheet by the Foreman or Overseer and submitted for orders.

DUPPLICATING SECTION

**215. Duplicator Operator.**—The Operator will prepare sketches, diagrams on stencils under the orders of the Asstt. Manager (Technical). He is a salaried industrial operative and entitled to all the privileges as regards leave and pension enjoyed by that category on the superior establishment. He will maintain a Register of work received (para. 151) to show the receipts, progress and disposal of work in this section.

**216. Vari-typer Operator.**— He operates the

varity-per machine and cuts stencils for printing on Gestetner or other duplicators.

**217. Addressograph Operator.**— He is responsible for the running of Addressograph and Graphotype machine. Prints address wrappers and prepares address plates on Zinc in respect of Army Orders, Gazette of India and other kinds of address labels.

**218. Daily Docket.**— The duplicator varityper operator will submit a Daily Docket showing the date, register number, nature, of work, number of hours, number of copies and the cost of the same, etc.

*Daily Docket-Gestetner Operator*

Date	Reg. No.	Name of Dept.	Nature of work	No. of hours	Cost of labour	Cost of material	Total cost	Remarks

cost of labour entered by \_\_\_\_\_

Cost of materials entered by \_\_\_\_\_

Accounts Section

Rs. P.

Labour

Materials

*General Storekeeper*

*Daily Docket—Gestetner Operator*

Name of operative.....

Pay.....

Date	Reg. No.	Name of Dept.	Nature of work	Time		No. of hours	No. of copies	Cost	Remarks
				Commenced	Finished				

Computer.

Assistant Manager (Technical)

BINDING BRANCH

**General**

**219. Overseer.**— The Overseer is entirely responsible for all work of the bindery. The binding orders and work dockets with files, etc. will first go to him and he will issue the necessary instruction to the Foreman, essential to the expeditious handling and economical production of the work.

*Inspection of foremen's book.*—The Overseer will weekly examine the Foremen's work distribution books, submit a report for the Manager's perusal and orders.

He will see that the Bindery Foreman maintains the Plant Register and Petty Plant Register properly. The Register or spare part maintained by the Head Mechanic will also be scrutinised by the Overseer, Bindery and forwarded to Manager once a month.

*Idling of machines:*—The form given below will be used in connection with the idling of machines in the Government of India Presses Weekly Report of Machines (Bindery Wing)

Week ending .....

Condition of Machinery (Bindery Branch)

Ma- chine No.	Descrip- tion of Ma- chine	Size of Ma- chine	Date		Date		Date		Date		Date		Date		Date of De- fect	Date on which put to com- mission	Remarks
			Condi- tion of Ma- chine	Period- of stop- page if any	Condi- tion of Ma- chine	Period- of stop- page if any	Condi- tion of Ma- chine	Period- of stop- page if any	Condi- tion of Ma- chine	Period- of stop- page if any	Condi- tion of Ma- chine	Period- of stop- page if any	Condi- tion of Ma- chine	Period- of stop- page if any			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**220. Foreman (Bindery).**—The Bindery Foreman is responsible for making all practical arrangements for economical and expeditious binding of all work sent to him. He shall distribute work to the operatives equitably. He is responsible for the proper maintenance of all registers of Bindery Section. He shall also keep ready the list of petty plants, tools and other dead stock articles in the prescribed manner. He shall exercise general supervision on the working of the staff under him and maintain complete record of production.

On receipt of work from the Overseer the Foreman shall make every practical arrangement to get the work executed in the shortest time possible. The work shall first be entered by him in the Bindery Register. The entries in the Bindery Register shall show the date of receipt, binding order No., from whom received, description of work, nature of binding, size, number of pages in each, number of books or/and copies, date wanted, etc. as shown in the proforma reproduced below.

*Bindery Register*

Date of receipt	P.O. Regist- er No.	Name of work	P.O Diary No.	Letter No. & date from  De- part- ment	Descrip- tion of Binding	Size	Number of sheets per copy	No. of copies	Group No.	When wanted	No. of copies and date of despatch		No. of copies and date of verification		Re- marks	
											No.	Date	No.	Date		

The foreman shall then distribute the work to the binders. The style of binding for any description of work having been settled and noted on the binding order must not be departed from without special instructions, in writing from the overseer.

**221. Section-holder (Bindery).**—The duty of the Section-holder is to generally assist the Bindery Foreman in every respect. He should keep a correct record of all jobs in the Bindery Branch and maintain their progress. All correspondence with departments and replies to reminders should be carefully dealt with by him in consultation with the Bindery Foreman. He should maintain the Log Books for the different groups

entrusted with the jobs. He is personally held responsible for the general supervision over the works of the different sections etc. Envelope, Counter, Salaries Binders, Ruling Section, Die Stamping Section, Stitching Section, Folding Section and Numbering Section etc. All cases of binding orders with regard to the old books and registers should be carefully prepared by the Assistant Bindery Foreman. He should also prepare the binding orders of the Envelope and D.O. note papers according to Department's instructions. In case of the casual absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

**222. Binding order.**—When a work is ready for binding, the section holder will make over to the binding branch a complete binding file copy with the details entered in the binding order (see para 125).

**223. Receipt of binding materials.**—The binding order together with the binding file copy will be taken to the stationery issue clerk, who will calculate the quantity of binding materials required for each job and note them on the back of the binding order. On receipt of the materials they must be carefully checked with the quantities noted on the binding order, and any discrepancies brought to notice before the materials are taken away from the issue section. The binding order will be taken back to the bindery, but it must be returned to the issue clerk on completion of the job, together with any office cuts of materials, etc. The issue clerk has instructions to bring to notice of the General Storekeeper any delay or non-return to him of the binding orders.

**224. Examining.**—The Section Holder is responsible for correctly checking the number of

copies contained in each bundle received before dispatch. He is also responsible for correct and expeditious forwarding of bundles and copies from the Bindery branch to the Despatch section. His duties call for a good knowledge of the works of warehouseman. He should be able to prepare challans and vouchers and should do so in case of the clerk's absence. He should examine and initial every file copy with Binding. Order for submission of same to Bindery Foreman/Bindery Overseer before despatching each job.

**225. Despatcher.**—The responsibilities of the Despatcher are exactly the same as the Examiner, only he is particularly held responsible for correct and expeditious despatch of the bundles and copies from the Bindery Branch to Despatch Section.

**226. Despatching bound copies.**—On completion of the Job the copies are sent to the despatcher after entering the details in the Bindery Despatch Book.

GOVERNMENT OF INDIA PRESS

RECEIPT FORM FOR PUBLICATIONS SUPPLIED

*Civil/Army  
Vr. No.*

Press Register No.....

1. Symbole No .....

2. Name of Publication .....

3. Sale price per copy

4. No. of Copies

(a) Printed.....

(b) Distributed on behalf of C.P.B.....

(c) Made over to Book Depot, Calcutta.....

(d) Kept for sale in the Press.....

(e) Supplied for sale to Selling Agencies (name of agencies and number supplied to each to be given).

(f) Sent herewith to C.P.B.....

5. Whether number shown against item 4(f) above represents full or part supply.....

*Dated 20* *Signature.*

6. Received in the Central Publication Branch the number of copies shown against item 4(f) above.

*Dated 20* *Signature.*

*(for use in the Central Publication Branch)*

7. Slip sent to Ledger Section.

*Dated 20* *Signature of Receiving Clerk  
Rs. P.*

8. Value .....

9. Value brought forward .....

10. Value carried forward .....

*Dated 20* *Signature.*

*Bindery Despatch Book*

Date No.	Register	Department	No. of copies	Group No.	Bundle No.	Bindery Receipt Page No. or Book No.	Remarks
----------	----------	------------	---------------	-----------	------------	--------------------------------------	---------

**227. Despatching publication.**—Publications despatched to the central publication Branch are despatched under triplicate voucher in the form below:

**CPB—29—5**

BINDING SECTION

**228. Serving out work.**—When distributing work to the binders the foreman shall, as far as possible, give each group of binders as equal a quantity

of each job as is possible, bearing in mind the number of men present in the group. Before giving out work to the groups the foreman will enter the same in the Work Distribution Register.

*Work Distribution Register*

Date	Register No.	Name of work and nature of binding	No. of copies	Group No.	When wanted	Date of despatch	Despatch Voucher No.	Remarks
------	--------------	------------------------------------	---------------	-----------	-------------	------------------	----------------------	---------

In making over the work the foreman will note the number of copies distributed to each group in the following form:—

*Bindery Distribution of Work Form*

Register No. and Department.....

No. of copies to be made over to.....

No. of copies to be made over to Publication Branch.....

Total.....

Binding Order given to Group No. ....

Binding Order received from Group by.....

ISSUED TO GROUPS

RECEIVED FROM GROUPS

Group No.	Date	No. of copies	No. of copies	Date	No of copies	Date	No. of copies	Date	No of copies	Date	Total
-----------	------	---------------	---------------	------	--------------	------	---------------	------	--------------	------	-------

The number of copies in each bundle are to be written outside by Head-man of Group. The Despatcher will count the copies on receipt from the groups and bring to notice at once any shortage and excess. After initialling the group vouchers, the Despatcher will be responsible for any discrepancy.

The work docket must be sent to the Despatcher with the first batch of copies; this is most important.

**229. Binders.**—The binders undertake all kinds of binding work, *e.g.*, leather and board. He is also required to operate guillotine cutting machines, cut papers to sizes as required and trim finished books in their respective sizes. He is personally responsible for the condition of his machine and for its proper oiling and cleaning.

The number of copies in each bundle are to be written outside. The Despatcher will count the copies on receipt and bring to notice at once any shortage or excess. After initialling the vouchers, the Despatcher will be responsible for any discrepancy.

The work docket must be sent to the Despatcher with the first batch of copies, this is most important.

**230. Binder's accounts.**—The binders' charges are entered in the bindery Work Voucher by the report writer. These vouchers are checked daily by the Foreman with the Bindery Register. After checking and verification they are forwarded to the computing section, which will grant a receipt for the same in the Receipt Book (*See* para. 132).

**231. Bindery Assistant.** — He should be acquainted with the process of all kinds of normal binding work and should be responsible for operations like counting, folding, gathering, stitching/sewing, numbering, covering and all other similar activities

required for binding and finishing both manual and on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Bindery Foreman's instructions. The Bindery Assistant should be able to handle all simple machines used in the Bindery, *e.g.*, cutting, stitching, perforating, eyeletting, punching, numbering machines, etc.

**232. Report Writer (Bindery Branch).**—He is required to carry out the instructions of his superiors and to enter the Binders charges in the Bindery Work Vouchers, and submit the same to computing section. He is required to prepare the daily work dockets of all Bindery operatives in time for computation of charges by the Computing Section.

**233. Unfinished work.**—A work, the binding of which has been completed, but which is held up pending the completion of a minor operation done outside the groups, such as numbering of trimming, may be charged to account without reference to such operations, but any adjustment necessary must be made in the following month's bill books.

**234. Overtime requisitions.**—If the foreman requires his men to work overtime, he should make out an Overtime Requisition and submit it for scrutiny to the overseer. For other instructions *see* para. 129.

(FRONT)

*Overtime Requisition—Bindery*

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for  $\frac{\text{Morning}}{\text{Night}}$  attendance for .....20

Name of Section	Names of the Supervisors required to attend overtime	No. of men required as shown below (in words)	For what work (full details)
Bindery	Foreman..... Section Holder..... Report Writer.....		

FINISHING SECTION

**235. Progress of Work.**—All work for finishing will be sent to the section from the bindery accompanied by a time memo., on which the register no. and number of copies are entered, and verified and signed by the foreman. On receipt of the work

docket, the compositors employed in this section will take in hand the setting in brass type, and the material necessary for blocking or tooling, as the case may be. On completion of the work, the time memo will be filled in and returned to the foreman for final verification and signature, and for transfer to the





written report of the result of his inspection, reporting at the same time instances of neglect on the part of operatives concerned. The whole cost of the branch has to be charged over the productive branches of the press, so that it is essential that the time of the mechanics and the materials consumed should be carefully noted against the branches requiring their services.

The head mechanic will maintain a Register of Orders giving details of work, cost of labour and materials.

He will keep an up-to-date account of roller stocks and also submit a weekly report of the 'Machines of various sections' to the Manager showing the condition of each machine, period of stoppage etc., as per proforma appearing under para. 197.

MECHANICAL SECTION (REPAIRS)

**243. Mechanics.**—The mechanics and assistant mechanics erect and repair the printing machines both Letter Press & Off-set and also binding, machinery, and other auxiliary machinery shafting, etc., test the weighing machines, sharpen cutting machine knives, oil shaftings, bearings and do any other mechanical work. They dismantle machines also. No order for mechanical work or repairs may be undertaken without a requisition duly signed by the Dy. Manager/ Assistant Manager (T). Each mechanic will submit daily a docket in the form below showing how his time has been occupied during the day. The daily docket will be despatched by the head mechanic to the general storekeeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

Daily Docket—Mechanical Section (repairs)

Mechanic's Name..... No. .... Pay Rs..... Date.....

Job No.	Branch	Nature of work	Hours worked		Equivalent No. of days	Cost of labour		Cost of materials	
			Ordinary	Overtime		Rs.	P.	Rs.	P.
		TOTAL CHARGEABLE							

Cost of labour entered by .....

Accounts Section

Labour.....

Materials.....

Cost of materials entered by \_\_\_\_\_  
Storekeeper

To be debited to..... Branch

**244. Blacksmith and Mechanic.**—He should be thoroughly conversant with the work of blacksmith and be able to understand the mechanism of machines installed in the press.

**245. Carpenters.**—Carpenters carry out repairs of office furniture and prepare printing wooden materials and attend to packing work. They will submit daily the docket provided for mechanics. No carpentering work or repairs will be undertaken, unless

a requisition signed by the Dy. Manager/Asstt. Manager (T) is produced for the work required.

**246. Lorry driver.**—The lorry driver will see that the lorry is cleaned daily and is ready for work at the time required each day. He will be responsible that no unauthorised persons travel in, or are allowed to drive the lorry. He will indent on mechanical Section for all oil, grease, etc., required to keep the lorry at work.

The mechanical section is responsible for maintaining the motor lorry in good, mechanical and running order.

**247. Van Cleaner.**—He will clean the lorry daily, oil necessary parts and make it ready for use each day. He will be responsible for upkeep of the lorry and will assist the driver in all possible ways.

**248. Electrician.**—He will attend to repair work and installation of all electrical equipments installed in the Press.

**249. Wireman.**—He will help the electrician in his work. During the absence of electrician the Wireman will look after his work.

CHAPTER XI (B)  
**PHOTOLITHOGRAPHY/OFFSET**

**250.** Lithography is based on the principle of the mutual repulsion of water and greasy substance. There are five phases of Graphic art production: (1) Art and copy preparation; (2) Conversion of the art and copy into the printable form; (3) Assembling the converted elements into a printing image carrier; (4) Printing itself or making the impression; and (5) Binding and finishing.

Photolitho Printing/Offset technology, was introduced in the Government of India Press after takeover of the Commerce Ministry Press by the Ministry of Works, Housing and supply on 2.1.1952 and the same was added to GIP, Minto Road as a separate Wing. Since then this technology which is highly capital intensive, has been introduced/upgraded in many of our Presses and training of staff was taken up in a phased manner so that better utilisation of resources are achieved through human resource development, standardisation of inputs and production norms etc. The activities of various Sections in the Offset discipline are stated below in brief;

*(A) Pre-Process Section:*

Planning, preparing/checking of mss, photo composing/DTP work, Design and Lay out work and preparation of camera ready copy.

*(B) Process Section:*

Camera Work, all other reproduction work, colour separation work, re-touching and montage work and preparation of all types of plates for offset printing, block making, preparation of Nylo Plates etc.

*(C) Printing Section*

Preparation of proofs, single and multi-colour printing by offset process, and other operations like numbering, folding, creasing etc.

*(D) Post Printing Operations:*

All types of binding and finishing work.

**Prescribed routing for dealing with work in its various stages with duties of supervisory Staff and Operatives in Photolitho Unit:**

**251. (i) Planning Cell:**

This Section receives job requisition from various sources i.e. Dte. of Printing, directly from the Ministries and Departments etc. The job requisition is examined, manuscripts, photographs, drawings etc. received along with the job requisition are properly checked, requirement about bilingual printing is ensured and a job docket is opened for the purpose of designing, composing, reproduction, printing and finishing work. The job planning (by which process), production planning, material planning and planning for despatch of end product and their scheduling is done in consultation with the concerned staff and the same is documented in work docket with detailed instructions and extracts sent to various Sections for advance action by the O.S./T.O./Dy. Manager after thoroughly screening the job and recording instructions on the job docket. The mss, photographs, drawing etc. are then sent to Reading Branch for pre-reading, checking and marking of mss, mention of house marking, style etc. After that, the job along with job docket, duly signed by the Incharge/competent person in the Reading Branch is sent for composing and other reproduction work. The Planning Cell shall also do the job progressing and outside work (if any). Records are to be maintained by Foreman/O.S./T.O.—incharge of the Section.

*(ii) Reading Branch:*

The duties and responsibilities of the Reading Branch will be similar to that in the Letter Press side. The output in this section should be much more because the copies received for reading are very clean and there are less number of mistakes. The Staff in the reading branch shall submit the work docket for the work done during the shift. The production here should be at least two times more than that in the

Letter Press side. There should be proper recording of each reading work by the readers (each stage) so that detail records of the outturns are maintained. The Incharge Reading Room/Branch shall maintain records in the Section.

(iii) *Design, Art Work and Layout:*

In the Government of India Photolitho Presses, the work of designs, art work, colour designs, charts and lay out work are being done by artists and junior artists as per the job requirements. The artist/Jr. Artist will be held responsible for the preparation of any design given to them like cover designs, periodicals, lay out etc. He will be required to make the final art work of the selected visual camera ready copy etc. He will indicate the colour scheme on the final art work and prepare the cut drawings. The artist/Jr. Artist will also prepare the formats of the jobs from the negatives or print jobs. The Artist will also be required to prepare the designs with human figures etc. Jr. Artist (Calligraphy) will perform the work of calligraphy and lettering in English/Hindi or regional languages as per job requirements. He will also do designing and art work as and when no calligraphy work is available. At the end of the shift, the Artist/Jr. Artist/Jr. Artist (Calligraphy) will submit the work docket of the work done during the shift and will take instructions from the Dy. Manager/Technical Officer of the Process Section (as per the availability of the officers). He will be responsible for drawing the materials from the store for the purpose of designing and maintain records of the Section.

(iv) *Photo Composing/D.T.P.:*

Phototype Setting Branch is in the charge of an Overseer/T.O. in the Government of India Presses. The work of Overseer/Technical Officer is supervised by the Asstt. Manager (Technical)/Dy. Manager. In some presses, where change of technology has taken place and sufficient number of O.S./T.O. are not available, Foreman (Lino/Mono) are also being attached to PTS/DTP Section. The PTS/DTP Branch consists of the followings:

- (a) Key Board Operating
- (b) System Console Operating
- (c) Phototype Setting Operation
- (d) Film Processor Operating
- (e) Key Board Operating for correction work
- (f) Proof/Print from Line and Laser Printer
- (g) Reading Work

- (h) Make up and paginations
- (i) Bromide Print/Laser Print/Film output
- (j) DTP or similar other system operations
- (k) Branch Supervision.

**Technical Officer/Overseer:**

The Technical Officer/Overseer is entirely responsible for the quality and quantity of the out turn of the photo composing Branch. He shall see that the Section under him are kept full of work and in the event of their (Sections) having insufficient work, should report immediately to the Assistant Manager (Tech.)/Dy. Manager/Manager./ The T.O./Overseer is responsible for careful checking of the out turn from the operatives. He will also be responsible for the careful checking of all overtime requisitions and for keeping overtime work to minimum. He is responsible for keeping watch about equitable distribution of work to the Key Board Operator. The Assistant Manager (Tech.)/Dy. Manager of the Photo Composing Branch will supervise the work of the Overseer/T.O. and ensure that the Overseer/T.O. functions according to the requirements of the jobs, maintains the time schedule and brings out the work of qualitative nature. He will also ensure the economical consumption of the materials like laser print papers, films/bromide and chemicals etc. and to avoid wastage. The Overseer/T.O. will keep in touch with the Reading Branch in sending the galleys for reading and will maintain its records. He will also maintain records of galleys corrected. The Assistant Manager (Tech.)/Deputy Manager will guide the Overseer/T.O. from time to time and ensure that the make up of the page is done correctly. He will also ensure that the pagination and other styles of the composing work is done as per schedule. He will ensure that the operatives working under him are punctual and regular in attendance. He will mark the attendance of the Key Board Operators and will send it to the time keeping section every day. The Overseer/T.O. of the Branch will report of the absenteeism to the AM(T)/Dy. Manager who will report of such absenteeism to the Manager for action. The AM(T)/Dy. Manager will ensure that the Key Board Operators are operating the Key Boards with minimum mistakes. Such Operators who are operating the machines with more mistakes should be reported to the Manager with proposed departmental action. He will maintain records of the process Section Machinery and performance of staff.

**Receipt of Work Items:**

On receipt of the work docket and before making it over to the Section for execution, the Overseer/Technical Officer must examine it closely and give instructions, regarding its composing giving the details of size job or sizes of job, style margin, paper stock as per the job docket and written orders, must be given by Overseer/Technical Officer. The overseer/T.O. is responsible for the work that should be done in a creditable manner.

**Key Board Operator (Offset)/Phototype Setter Operator/DTP Operator:**

Key Board Operator (Offset) is responsible for general neatness and up keep of the machine. He will ensure that the Key Board remains dust-free. For this purpose, he will use Vacuum Cleaner. He will operate the Key Boards for English and Devnagari/Regional languages, as the case may be. He will be responsible for operating the Key Boards for errors free composing. At the end of the shift, he will be required to submit a daily out turn in work docket and submit the same to the Overseer./Technical Officer. It will be the responsibility of the Technical Officer to submit the work docket to the Assistant Manager (Tech.)/Dy. Manager for checking the work of the Key Board Operators before these are sent to the Computer Section. The Key Board Operators will be required to operate the Key Boards for different styles of composing work. They are to work on CPU, processors, other equipments installed in the PTS unit. They shall carry out corrections work, obtain out-puts through the Laser printer. Page-numbering, make up, justifications are part of operators duty. The Key Board Operator will be required to produce a minimum out turn of 8000 ens in English and 7500 ens in Hindi per hour failing which pay reduction clause will apply as in the case of Lino/Mono Operators. He will follow the instructions of the Technical Officers/Overseer/AMT/Dy. Manager whosoever will be the Incharge of the Phototype Setting Section. He will also operative system console, Line Printer and Laser Printer also. He will report promptly the defects of the machine as soon as it is detected to the Overseer/Technical Officer/AMT/Dy. Manager, whosoever will be the Incharge of the Section. He will also keep a separate record of the daily work done of Photocomposing in the form of work docket. He will

also do the make up of the pages and paginate them inside the system or if required outside the system also. He will be responsible for proper upkeep of the equipments which he is required to operate.

**Make up:**

Normally, the make up is to be done in the phototype setting machine by the Key Board Operators. The Key Board Operators after composing the name, text and corrections, will operate the machine for giving the job heads/running heads etc. He will ensure the neatness of the machine. At the end of the shift, he will submit the out turn in the daily work docket to the Overseer/Technical Officer/AMT/Dy. Manager, whosoever will be incharge of the Section. He will also pull the proofs from the line to the Laser Printer. Such proofs will be sent by the Section Incharge. He will also operate the photo type viewer.

**Phototype Setter:**

Phototype Setter will be operated by Phototype Setter Operator/Key Board Operator. He will be responsible for general neatness and upkeep of the machine. He should ensure that the machines are kept dust free and the machine is cleaned with Vacuum Cleaner. Any defect in the machine should be brought to the notice of Overseer/Technical Officer/AMT/Dy. Manager, whosoever will be the Incharge of the Section as soon as the same is detected. He will also ensure the minimum production of 6 to 6 rolls of the cassettes. Each cassettes will generally be of 100 feets of the films. He will also maintain the records of the consumption of the film and also the number of cassettes operated and total length of the film. At the end of the shift, he will give the details of the work done in the form of daily work docket. He will also ensure that no film/Bromide paper is wasted.

**Film Processor:**

The day light film processing will be operated by the phototype setter operators. The Key Board Operators will also be required to operate the film processor. Each Cassette will be developed in th day light film processor. By Operating the film processor. The operator should ensure that the film are developed to its correctness and no overdeveloping/under developing is done and all the work completed in time. He will also prepare the chemical for the machine.

The weekly cleaning of the chemical will be done by the phototype setter operator/Overseer/Technical Officer/AMT/Dy. Manager whosoever will be the incharge of the Section will ensure that the weekly cleaning is done properly. At the end of the shift, he will submit the work done during the day in the form of work docket to the Incharge of the Section.

(v) *Camera and Reproduction work:*

Each process will be operated by the Camera Operator. He will be responsible for operating the Camera/contact printer and other accessories for the reproduction of line, half-tone, colour separation work, etc. for the originals, negatives, positives, etc. given to him. Besides this, he will also be responsible for the general cleanliness and upkeep of the machines/equipments. Upkeep of the Camera will be preserved and kept separately to avoid damages. The lens of the Camera will be cleaned daily. The Camera Operator will expose the film for all the jobs allotted to him ensure correct exposure develop and finishing work. He will also ensure that the colour separation negatives are reproduced correctly. He will maintain records of the consumption of the film. New packet of the film will be issued in the Camera Section after consumption of the packet of the film rolls given to the technical Officer. He will also ensure that the chemicals are neatly kept in the bottle and put in the levels. He will ensure that the dishes are cleaned. He will ensure economic use of materials and also for safe keep of the cyanides and other chemicals. At the end of the shift, he will be required to submit the daily work docket of the work done during the day to the Technical Office/AMT/Dy. Manager, whosoever will be the Incharge of the Section. He will develop the exposed film in the absence of the Developers/Asstt. Camera Operator in production work and will operate the Camera whenever the Camera Operator is absent.

Norms to be followed: (i) 80 pages of A4 size—line work same size.

(ii) 8 sheets of 50 cm x 60 cm—Same size half tone work.

(iii) 2 sets colour separation work—A5 size, 4 colours complete in all respects. In case of variation in size—25% less. (Per Operator per shift of 8 hours).

(vi) *Re-touching, Lay out and Format Preparation:*

All such negatives which the Camera Operator will produce, that is required to be re-touched. Retouching work will be done by the Re-toucher (Artist)/Asstt. Each re-toucher (Artist)/Assistant will be required to improve the quality of half tone of the negatives on the positives. He will also be required to improve the quality of the colour separation negatives/positives. He will also make the formats from the negatives/positives received from the Camera Section. The re-toucher (Artist)/Asstt. will mark the formats denoting the cut mark as centre pins etc. Each format will denote the job number, date and name of the artists. At the end of the shift, he will submit the work docket of the work done during the day to the Technical Officer/AMT/Dy. Manager, whosoever will be the Incharge of the Section.

NORMS: (i) 64 pages—A4 size line work—Retouching and imposing.

or

(ii) 16 pages—A4 size half tone—work—Retouching and imposing.

(iii) 2 sets 4 colour work corrections, retouching and finishing in all respects.

(Per Operator per shift of 8 hours).

(vii) *Plate Graining Sections:*

This Section will do the graining of plates received from the machine/plate making section for their re-use. The plates should be properly treated to remove the old images. The graining on plates should be done according to the requirements and as per the advise of the plate makers. The grained plate should be properly stored to avoid oxidation or any damage to the plate. The machinery should be properly cleaned and the operator will be responsible for the upkeep of the machinery.

At the end of the day's work, he will submit the work docket to the Technical Officer/Overseer whosoever be the Incharge of the Section.

NORMS: (i) Graining, cleaning and finishing of 6 surface/helio plates of A-1 size and above per Graining Operator/Asstt. Plate Maker—per shift.

- (ii) Deep etch plates per operator per shift.  
(per Operator per shift of 8 hours).

(viii) *Plate Making:*

Plate maker will be responsible for the plate making work. He will immediately report the defect noticed in the equipment to the Technical Officer of the Section. He will also maintain the history of such breakdowns and repairs. A separate register will be maintained for the consumption of the plates. He will also maintain the daily out turn in a register for the job of the plates prepared. He will ensure that the plates prepared are of good standard. He will also fill up the Log Book which will give the instructions for the preparation of the plates to the second shift operator. The second shift plate maker will also fill up the log book of the work done during the day shift. At the end of the shift, the plate maker will submit the work done during the day in the form of work docket to the Technical Officer of the Section. He will also ensure that the plates are sent to the Machine Section whenever required. He should ensure that plates are prepared of standard and under no circumstances defective plates are sent to the Ptg. Section.

- NORMS:
- (i) 10 plates of A-1 size line and half tone work—Surface.  
or
  - (ii) 5 plates of A-1 size line and half tone work—Deep etch.
  - (iii) 10 plates A-1 size line and half tone—Wipe on plates.  
(20% less or more in case of bigger size or smaller size plates)  
(Per Operator per shift of 8 hours).

(ix) *Block Making:*

The Block Making Department is supervised by the Technical Officer or Overseer concerned or supervised by Dy. Manager/Asstt. Manager (Technical). The Block making Department which are attached with the Photolitho Unit supervised by Technical Officer and Dy. Manager and in the Letter Press Unit the Department is supervised by O/S and the block making work is done by a Block Maker, Etcher and Moulder.

**Block Making Operations:**

The following operations are involved:

- (i) Selection of metal.
- (ii) Preparation of metal.
- (iii) Coating of metal plate.
- (iv) Drying and safe storage.
- (v) Exposing
- (vi) Developing
- (vii) Burning, Proofing, Staging, finishing.
- (viii) Etching
- (ix) Routing
- (x) Mounting

The above operations are performed by the Block Maker, Etcher and Moulder.

**Block Maker:**

The Block maker is required to keep the records of the jobs received in the Section, preparation of the blocks prepared, sizes of the metal plates used, size of the mounting used and such other materials like nailing. These records should be maintained properly in proforma. He will be responsible for cleanliness and upkeep of the Section including maintaining the quality of the blocks. He will ensure that the blocks are properly etched and will also ensure that they are no undercuts. The Blocks are properly routed and mounted on the key metal basis. He will also keep a record of the chemicals used for etching periodically. Any defects in the machine on which the block making is done like etching machine, routing machine should be brought immediately to the notice of the Technical Officer/Overseer concerned. He should also contact that electrification of these machines. A proper record of the despatch of the block of the Letter Press Unit of the Machine Section will be maintained by the Block maker and he will be required to submit the daily work docket.

- NORMS:
- |                                     |                 |
|-------------------------------------|-----------------|
| 12.5 cms x 31 cms.—4                | in case of      |
| plates line                         | machine etching |
| 21.5 cms x 31 cms.—5                | 30 or more.     |
| plates Halftone                     |                 |
| Mounting, routing,                  |                 |
| engraving and                       |                 |
| finishing—8 Blocks.                 |                 |
| (Per Operator per shift of 8 hours) |                 |



**Nylo-Plates:**

Preparation of the nylo-plates will be done by the block maker or stereo-typer. After etching of nylo-plate is done, the plates will be sent for mounting in block making section (if required). The Mounter/Stereo-typer will be responsible for properly mounting of nylo-plates on the basis of metal wherever the metal base for nylo-plates is available. For rotary work the nylo-plates will be fixed by the concerned machine operator. He will also keep a record of such nylo-plates mounted and sent to the Machine Section and will submit it in work docket at the end of day's work.

**NORMS:** A-1 size 8 plates complete in all respects.  
(per Operator per shift of 8 hours).

**MACHINE AND PRESS BRANCH****252. Technical Officer (Machine):**

The Technical Officer (Machine) is responsible for the quality and quantity of the work of the machine and Press Branch. He will ensure that the forms are distributed in such numbers and so arranged as to turn out the work as economical as possible. He will see that all men receive a fair share of long runs and other advantageous work. He will continuously perambulate the machine room and examine the work while under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machines are idle and that the lights in his branch, when not required, put off.

**253. Maintenance of records:**

The Technical officer will maintain the production records of each machine in a register. He will maintain history sheet of the machines. Such register will be put up to Dy. Manager (Machinery Section) for checking and then submitted to Manager by deputy Manager for perusal and order.

**254. Instructions regarding work:**

Before the Technical Officer makes over the work to the operator, he shall examine it closely and instruct the operator properly. Verbal order should not be given regarding work, but written orders only should be given by the Technical Officer. He will see that such orders are kept in the work dockets where they will remain until the work is despatched. The Technical

Officer will also guide the operator in passing the clean sheet as and when necessary. He will collect the Daily Oiling Cleaning Certificate of the machine branch and submit it to the Deputy Manager with the remarks, if any, once in a week. He will also check the paper issue vouchers in the General Stores to see if the quantity and quality of paper issued is correct according to the specification. He will ensure that the vouchers are neatly filled and its record maintained on the back side of the work docket. He will see that the quantity of the paper required for the job is actually drawn from the store.

The Technical Officer will supervise the binding section and assisted by the Foreman (Bindery). He will ensure that the jobs printed in the machine Section regularly sent to the Binding Section. The Binding Foreman will keep a record of the printed sheets received by him in register which Technical Officer will check. All the binding jobs after finishing work will be despatched to the Despatch Section/Indentor. The Technical Officer will ensure that the total number of books/forms are correctly recorded in the despatch vouchers. He will be required to countersign the despatch voucher. He will also ensure that all the machines are maintained properly for which preventive maintenance will be done. A weekly report of the preventive maintenance will be sent to the Deputy Manager (Printing). In case of breakdown, Technical Officer will promptly act and send the report to the Dy. Manager. He will check the attendance of operators in the morning, in the lunch and at the end of the shift. He will send the report of the attendance to the time keeping section. He will also see that no work is hampered during the leave of any person. He will have to ensure the presence of working staff in the Sections during working hours and take action to minimise absentism.

**255. Machine Operator:**

Each machine operator will be required to work on a single colour, double colour or two colour/perfecting machine irrespective of the size of the machine. He will check up the set of the Board, inking units and he will check up the Pressure roller. He will ensure that the machines are neat and clean. He will also ensure that the inking rollers are cleaned in the end of the shift. He will see that the plates mounting on the machine are properly fixed and make ready is done within time. He will also ensure that the paper

kept in the feed board are properly trimmed and the feeding tables are properly set. He will ensure efficient running of the machine to avoid breakdown. He will guide his staff properly and in the absence of machine assistant shall run the machine with the help of machine attendant. He will take the list of the jobs and show the clean sheet to the Technical Officer before printing. The Technical Officer will stamp on the clean sheet for printing as follow:

**PRINT ORDER**

<b>Job No.</b>	<b>Date</b>
Scheme:	
Quantity:	Size
Colour	
Signature.....	

Before starting the work, he will ensure that the oiling and greasing is done to the machines every day. He will report any defect in the machine to the officer immediately. He will produce desired quality and quantity of work most economically and shall adhere to the norms fixed for the machine. He shall deliver the printed sheets to the Incharge, Binding Section and obtain receipt for the same. The machine crew shall also collect papers from the Store.

**256. Feeders (Assistant Machine Operator)/ Machine Assistant:**

The following duties will be performed by the Assistant Machine Operator:

1. He will set the Feeder;
2. He will set the feeding table with printing paper;
3. He will set the delivery board;
4. He will check the attendants working on the machine, cleaned the machine and ensure its proper upkeep.
5. He will ensure that the proper damping solution are put in the machine.

During the machine run, he will stand on the side of the feeder. He will ensure that no sheet is promptly fed in the machine. He will also ensure that the

machines are maintained properly. He will fix the new blanks in the machine. He will also periodically check that the ink and water are properly fed in the machine. In the absence of the machine operator, he will be required to operate the machine independently.

**257. Attendent:**

The Attendent in the machine section will clean the inking and damping rollers. He will bring the paper from the paper cutting machine. He will put the paper for printing on the feed board. He will fix the plates on the machine. He will stand on the delivery board and see that the printed sheets are not mis-registered. He will also see that inking and damping are proper and no succumbing is recorded. He will also ensure that excess water is not falling on the printed sheet. Such excess water sucking etc. should be immediately brought to the notice of Assistant Machine Operator/Machine Operator. The attendant will be required to clean the printed plates and store them properly. He will put the printed sheet on the plates to identify the job. He will oil and grease the machine every day.

Every Operator will be required to wear the working dress without which they will not be allowed to work on the Machine.

**258. Binding and Finishing:**

The duties and responsibilities for the various operatives and other staff engaged in this Section are similar to that of Letter Press side. Due to installation of modern binding and finishing equipments in some of the Photolitho/Test Books Presses, out turn here will be much higher than in the Letter Press side. Both Binders and Bindry Assistants should see that machines are kept in good running condition. He should give stipulated out turn as prescribed from time to time. The Foreman Bindry shall maintain records of machinery performance of the operatives.

**Fixation of wastage percentage for Web Offset Machines and Letter Press Rotaries:**

A copy of the Directorate of Printing O.M. No. 134/13/S1-N dated 28.6.83 is enclosed.

**GOVERNMENT OF INDIA  
DIRECTORATE OF PRINTING**

No. I-34/13/S1-N.

New Delhi, dated the 28th June, 1983

**MEMORANDUM**

Subject: Fixation of wastage percentage of Web Offset Machines and Letterpress Rotaries.

The question of fixation of wastage percentage to be allowed on the Web Offset Machines and Letterpress Rotaries in the Govt. of India Presses has been engaging the attention of this Directorate for quite some time. For this purpose a sample study was conducted by the respective Presses for a period of about 15 days.

2. On the basis of the results of the Sample Study, and on consideration of the matter by the Technical Committee of this Directorate, it has been decided that the following allowances may be given for wastage on the Web Offset Machines and Letterpress Rotaries:—

**A. Web Offset Machine**

- |                 |   |
|-----------------|---|
| (i) A-II size - | 5% for 20,000 sheets and below<br>+1/2% for subsequent colour<br>4 1/2% for more than 20,000 sheets |
| (ii) A-I size - | + 1/2% for subsequent colour.   |

**B. Letter Press Rotaries**

- 4 1/2% for 20,000 sheets and below and  
4% for more than 20,000 sheets, subject to the condition that in case may element of colour is introduced in the print order, this allowance will have to be reconsidered upward.

3. It has further been decided that 1/2% may be allowed for mechanical binding operation and the salvage paper should be deposited in the store and utilised for other jobs and no additional paper will be drawn against the salvaged paper.

4. In case of Government of India Text Books Press, Mysore, where the cylinder cut off is at 63 Cms., it has been decided that for 20,000 copies and below the wastage allowance of 7 1/2% on Web Offset Machines and 1/2% for mechanical binding operation may be allowed. For more than 20,000 copies, the Press will bring about a gradual decrease in the wastage percentage.

5. The above instructions are in supersession of all the previous instructions on the subject.

6. This issues with the approval of the Director of Printing.

**259. Computing Cell:**

The Computing and Paying Cell shall perform the duties as assigned to them from time to time. The work for them in Photolitho Presses will be

little different from the routine work in the Letter Press side. They should perform the additional work in addition to normal functions in the Letter Press side.

**दैनिक कार्य डोकेट**  
**DAILY WORK DOCKET**

**डिज़ाइनिंग, लेआउट**  
**Designing, Layout**

नाम \_\_\_\_\_ पदनाम \_\_\_\_\_ वेतन \_\_\_\_\_ भत्ता \_\_\_\_\_ कुल योग \_\_\_\_\_  
Name \_\_\_\_\_ Designation \_\_\_\_\_ Pay \_\_\_\_\_ Allowances..... Total.....

जॉब रजिस्टर संख्या और विभाग Job Register No. and Department	कार्य विवरण Description of work	लिया गया समय Time Taken			राशि Amount		अनुभाग प्रभारी के हस्ताक्षर Initial Head of Section	अभियुक्ति Remarks
		प्रारम्भ Commenced	समाप्त Finished	कुल योग Total	रु० Rs.	पै० P.		

आपरेटर के हस्ताक्षर  
Signature of operator \_\_\_\_\_

शाखा प्रधान  
Head of Branch \_\_\_\_\_

**प्रक्रिया खण्ड / PROCESS (CAMERA SECTION)**  
**दैनिक कार्य डॉकेट / DAILY WORK DOCKET**

दिनांक / Date .....

आपरेटर का नाम / Name of Operator ..... वेतन / Pay ..... भत्ते / Allowances ..... कुल योग / Total .....

जाब नं० और अनुभाग Job No. & Department	कार्य विवरण Description of the Job	Specification of the Plates	Size of Negative		Nature of works Mono- chromatic/Polychromatic	Time occupied on works			Time per scale	Differences		Amount		अभियुक्ति Remarks Instructions
			Wet Line/Dry Line Dry Half-Tone/Wet Half Tone	Good Copy		Bad Copy	Started	Finished		Total	Excess	Deficit	Excess	

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आपरेटर के हस्ताक्षर / Signature of the Operator.....

तकनीकी अधिकारी / T.O. ....  
 कम्प्यूटर / Computer .....  
 उपस्थिति / Attendance .....दिन / Days..... अधिक समय / O.T. ....  
 जांच / Checked.....समय पाल / T.K. ....

**प्रक्रिया खंड अनुशोधन PROCESS DIVISION (RETOUCHING)**

**Asstt. Artist/Artist Retoucher**

दैनिक कार्य डাকেट/ DAILY WORK DOCKET

दिनांक Date \_\_\_\_\_

आपरेटर का नाम/Name of Operator \_\_\_\_\_

वेतन/Pay \_\_\_\_\_

भत्ता/Allowances \_\_\_\_\_

कुल योग/Total \_\_\_\_\_

जाब नम्बर और अनुभाग Job No. & Department	कार्य विवरण Description of the job	प्लेटों का विशेष विवरण अनुशोधनार्थ* Specification of the plates for retouching				नेगेटिवों और जिंक प्लेटों का आकार Size of Negatives & Zinc Plates	कार्य में लिया गया समय Time occupied on Work			समय अनुसार Time to Scale	वैशिष्ट्य Differences		Amount		कम्प्यूटर को अनुदेश Instructions to Computer
		Wet		Dry			प्रारम्भ Started	समाप्त Finished	कुल योग Total		अधिशेष Excess	न्यून Deficit	अधिशेष Excess	न्यून Deficit	
		लाइन एच टोन Line H. Tone	काले, सफेद रंग में Black/ White Coloured	एच टी काले, सफेद रंग में Colour H. T. Black/ White	रंग का 4 का सेट Colour/ (set of 4)										

कला अनुशोधक आर्टिस्ट रिटचर के हस्ताक्षर  
Signature of Artist Retoucher \_\_\_\_\_

तकनीकी अधिकारी//T.O. \_\_\_\_\_

कम्प्यूटर//Computer \_\_\_\_\_

उपस्थिति/Attendance \_\_\_\_\_ दिन/Day \_\_\_\_\_ अधिक समय/O.T. \_\_\_\_\_

जांच/Checked \_\_\_\_\_ समयपाल/T.K. \_\_\_\_\_

**के० बी० आपरेटर (आफसैट) का दैनिक कार्य ड्राकेट**  
**Key Board Operator (Offset) Daily Work Docket**

टर्मिनल नं०  
Terminal No.

नाम  
Name

कार्ड नं०  
Card No.

वेतन  
Pay

दिनांक  
Date

पारी  
Shift

रजिस्टर संख्या Register No.	टाइप का आकार Type Size	पांडुलिपि की संख्या No. of Mss	कम्प्यूटर फाइल नं० Computer File No.	माप Measure	लाइनों की संख्या No. of Lines	अक्षरों की संख्या No. of Words	कार्य पर लिया गया समय Time Taken						योग Total	विलम्ब उपस्थिति/पास आउट Late attendance/ Pass out	अभियुक्ति Remarks
							आरम्भ Started	समाप्त Finished	प्रथम पाठन किस आपरेटर का कार्य First Reading Name of Operator	रजिस्टर नं० Register No.	द्वितीय पाठन Second Reading	आथर Author			
															ह०/आपरेटर Sig. Operator
															तकनीकी अधिकारी T. O.
															सहा०/उप-प्रबन्धक Asstt./Dy. Mgr.

**प्रक्रिया खण्ड / PROCESS DIVISION (HELIO) हेलियो (Plate Maker)**

**दैनिक कार्य डাকেट / DAILY WORK DOCKET    दिनांक / DATE .....**

**आपरेटर का नाम / Name of the Operator ..... वेतन / Pay ..... भत्ते / Allowances ..... कुल योग / Total .....**

जॉब नं और अनुभाग Job No. & Department	कार्य विवरण Description of the Job	प्लेटों का विशेष विवरण और एलबम प्रषण प्रगति/गयर- परसल यानडके Specification of the Plates and Type of Process Albumen Deep-etch Gumereversal Yandyke.	Plates / प्लेटें			कार्य हेतु लिया गया समय Time occupied on works			समय अनुसार समय Time per scale	वैशिष्ट्य Differences		राशि Amount		अभियुक्ति Remarks कम्पोजीटर को आदेश Instruction for Com- positor
			आकार Size	संख्या Qty.	एपस Ups.	प्रारम्भ Started	समाप्त Finished	कुल योग Total		अधिशेष Excess	न्यून Deficit	अधिशेष Excess	न्यून Deficit	

तकनीकी अधिकारी / T.O. ....

कम्प्यूटर / Computer.....

उपस्थित / Attendance ..... दिन / Day ..... अधिक समय / O.T.....

जांच / Checked ..... समय पाल / T.K. ....

आपरेटर के हस्ताक्षर / Signature of the Operator .....



**मशीन खण्ड / MACHINE DIVISION**  
**दैनिक कार्य ड्राकेट / DAILY WORK DOCKET**

मशीन का नाम / Name of the Machine \_\_\_\_\_

दिनांक / DATE \_\_\_\_\_

मशीन का आकार / Size of the Machine \_\_\_\_\_

मशीन संख्या/ Machine No. \_\_\_\_\_

मशीन की गति / Speed of the Machine \_\_\_\_\_

पुरानी / नई मशीन / Old / New Machine \_\_\_\_\_

एक / दो रंग का / Single Colour / Two Colour \_\_\_\_\_

परफेक्टर वेबड मशीन / Perfector Webfed Machine \_\_\_\_\_

जॉब संख्या और अनुभाग Job No. and Department	कार्य विवरण Description of Job	हस्तचालित / स्वचालित मशीन Hand Fed / Automatic Machine		तकनीकी खराबी Mechanical Defect	चार्ज की जाने वाली रुकावटें Chargeable Stoppages			फोलियो सं० Folio No.
		प्लेट का आकार Size of Plate	रंग Colour		वैद्युत खराबी Electrical Defect	पूर्व छुट्टी / देर आगमन Early Leave/ Late Arrival	अन्य कारण Other Reason	



**दैनिक कार्य डोकेट**  
**Daily Work Docket**  
**(Binding Section)**

तिथि  
Date .....

नाम ..... पदनाम ..... वेतन ..... भत्ता ..... कुल योग  
Name ..... Designation ..... Pay ..... Allowances ..... Total .....

जॉब रजिस्टर संख्या और विभाग Job Register No. and Deptt.	कार्य विवरण Description of work	लिया गया समय Time Taken			राशि Amount		अनुभाग प्रभारी के हस्ताक्षर Initial Head of Section	अभियुक्ति Remarks
		प्रारम्भ Commenced	समाप्त Finished	कुल योग Total	रु० Rs.	पै P.		

बाइंडर/आपरेटर के हस्ताक्षर  
Signature of Binder/Operator .....

तकनीकी अधिकारी  
Tech. Officer .....

**प्रोसेस विभाग निष्पादित कार्य-पत्रक**  
**Process Section Outturn Sheet**  
**(Block Making)**

तारीख/Date.....  
 नाम/Name.....  
 पद/Designation.....  
 वेतन/Pay.....  
 भत्ता/Allowance.....  
 कुल वेतन/Total Pay.....

पारी/Shift.....  
 उपस्थिति/Attendance.....  
 दिन/Day.....  
 अतिरिक्त समय/Overtime.....  
 कुल निष्पादित कार्य/Total Outturn.....  
 कमी/Shortage.....

क्रम सं० Sl. No.	कार्य सं० Job No.	किये गए कार्य का ब्यौरा Details of work done	कब आरंभ किया Com- menced	कब पुरा किया Finished	ब्लकों, प्रिंटों या नेगेटिवों की संख्या No. of blocks, prints or negatives	तांबा या पीतल Copper or zinc	आकार Size	लगा समय Time Put in	अनुमत समय Time allowed	रकम Amount		संगणक के हस्ताक्षर Initial of Computer	अभ्युक्ति Remarks
										रु० Rs.	पै० P.		
1	2	3	4	5	6	7	8	9	10	11	12	13	

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.....में वर्ग इंच पूरे किए  
 Total Sq. inches completed in.....

कर्मचारी के हस्ताक्षर/Signature of Worker

समय पालक/Time Keeper

ओवरसियर, प्रोसेस/Overseer, Process

## CHAPTER XII

### RATES AND RULES FOR CALCULATING OUTTURN OF LINOTYPE AND MONOTYPE OPERATORS

#### A.—LINOTYPE OPERATORS (ENGLISH KEY BOARD)

The linotype operators are salaried men and are paid on the following basis:—

**260. Casting up**—All matter composed on the Linotype machines is cast up in the same manner as shown for hand composition except that a special linotype gauge is used in measuring.

**261. Rates**—In determining the number of ens the following rates are allowed:—

- (a) Matter set to a measure less than 11 ems 12 point in width (not being tabular) is calculated at a minimum rate of 11 ems 12 point measure corrected.
- (b) Matter set in 6 point to a measure of 26 ems 12 point or more is calculated at 5 per cent extra.
- (c) Matter requiring two slugs to complete one measure (not being tabular) is charged one-fourth extra; three or four slugs to complete one measure one-half extra.
- (d) Matter of and above four lines wholly composed in other than ordinary English (*e.g.*, dialects and contractions) and Indian languages in Roman-character is charged one-half extra, and foreign languages double for each line. Foreign language would mean any non-Indian language—(European or otherwise) set up in Roman character excluding English.
- (e) Matter run down blocks is charged to the full width of the article.
- (f) Simple tabulated matter, *i.e.*, with one justification is cast-up at 25 per cent extra, two justifications or more 50 per cent extra.
- (g) Lines containing caps, small caps, italic or antique which are set from the side cases 50 per cent extra.

(h) Bad copy or manuscript is charged one-third extra. Before the extra is allowed the orders of the Assistant Manager or Manager must be taken in writing.

(i) Indian languages—The matter composed in an Indian language in the Roman character is paid 50% extra.

(j) For repeat lines an allowance of 1/6th of a minute for repeat line to be given to lino operators (Memo No. 27/7/67-AT dt. 3/2/68)

**262.** Author's corrections are calculated at 50 per cent on fresh matter. Only the lines actually necessary to carry out the corrections and make the lines even are allowed.

*(Controller of Printing, Stationery and Stamps, India, U.O.I. No. Pg. 150, dated 29th December 1923 and H.Q. 11, dated 9th November 1926, reproduced, below).*

Extract from U.O.I. No. Pg. 150, dated 29th December, 1923 from the Controller of Printing, Stationery and Stamps to the Manager, Govt. Central Press, Delhi.

I agree to the 50 per cent extra for author's correction subject to the limitation that in no case shall the amount paid per page exceed the cost of original composition per page.

Extract from U.O.I. No. H.Q. 11, dated 9th November, 1926 from the Controller of Printing, Stationery and Stamps, India to the Manager, Government of India Press, Shimla.

*Author's corrections*—Before the present enquiry was made, it was the custom to allow half a minute per page in addition to the number of ens "corrected matter" for author's corrections whether there was one correction or more corrections in a page. To produce author's corrections certainly takes on operator a longer time than to set straight-forward matter and it is usual in all the presses to allow a certain percentage over and above the number of ens set. 50 per cent extra over and above the number of ens set may, therefore, be allowed.

**263. Scale of Pay**—Rs. 1200-100-6000 per month. This scale is allowed only to those operators whose outturn is not less than 5,000 (corrected) ens per hour.

**264. Reduction of Pay**—The pay of an operator is subject to reductions below on the basis of the average outturn for 3 consecutive months. If an operator is away from duty for more than half its working days in a month that month in which such event occurs, is ignored for the purpose of averaging outturn and the quantity produced during the month is not to be added to the outturn of any subsequent months. In lieu of the month which is ignored the month which is preceding the other 2 months should be taken into account for the purpose of striking off the average outturn:—

- (a) A reduction of Rs. 20.00 is made from the basic pay for an outturn less than 5,000 and 4,500 corrected ens per hour but not less than

4,500 and 4,000 (corrected) ens per hour for new or overhauled and old machines respectively.

- (b) A reduction of Rs. 40.00 is made from the basic pay for not being able to attain the average of 4,500 ens, but not less than 4,000 and 3,500 ens per hour.
- (c) Disciplinary action is taken when the average outturn falls below 4,000 and 3,500 corrected ens per hour.

**265.** Casting up solid matter is done in the same way as for hand composition except that a special monotype gauge is used in measuring. The outturn is calculated on corrected ens only.

By the term "solid matter" on the Monotype Machine, it is understood to be matter requiring only one justification, whether or not it comprises ranging or column matter depending upon each other and reading across the page, as shown in the following examples:—

(2)

	Rs.		Rs.		Rs.
than	20,000 .....		8		1,440
"	20,000 or more but less than .....	50,000	7		3,250
"	50,000 Ditto .....	1,00,000	6½		6,000
"	1,00,000 Ditto .....	2,00,000	6		11,000
"	2,00,000 Ditto .....	5,00,000	5½		22,500
"	5,00,000 Ditto .....	10,00,000	4½		35,000
"	10,00,000 and over .....		3½		..

(3)

A. Metals, other than iron and steel and manufactures thereof .....	1,96,25,540	2,47,59,605	2,66,10,017	1,66,17,990
B. Paper pasteboard and stationery .....	1,03,31,807	90,45,962	2,81,24,013	84,23,651
C. Railway plant and Rolling stock .....	46,59,238	2,63,13,751	6,85,51,429	31,25,152
D. Yarns and textile fabrics .....	24,36,56,805	29,27,72,857	38,60,71,712	28,03,02,032
E. Miscellaneous .....	3,48,51,024	3,87,56,679	5,54,06,553	4,85,85,321
Total of Class III .....	<u>46,69,69,392</u>	<u>60,90,53,531</u>	<u>1,00,02,25,361</u>	<u>78,70,16,134</u>

(4)

Rainfall in April					Rainfall in May				
1920	1921	1922	1923	Normal	1920	1921	1922	1923	
0.63	1.86	0.68	1.45	1.94	4.16	2.99	2.98	1.45	
0.38	4.13	1.95	1.83	2.85	3.96	3.87	3.59	3.49	
0.49	3.23	0.79	0.88	1.79	2.79	2.02	3.60	3.76	
0.46	3.69	2.20	2.42	3.48	5.31	2.98	2.79	5.71	
0.81	1.24	1.20	1.56	3.45	3.98	3.34	3.15	4.57	
0.69	1.72	0.71	1.19	1.92	3.00	3.33	4.94	3.55	
1.02	2.23	1.03	1.20	2.11	4.52	1.97	3.02	2.37	
0.51	1.83	1.27	0.56	1.87	3.08	2.37	4.25	3.19	
0.70	4.42	0.85	0.49	1.66	2.90	3.58	2.30	3.04	

*Examples of Solid Matter*

(1)

What does this honourable person mean by "a tempest that outrides the wind"?

Observe how in the example given under Rule LV the point of interrogation stand within the double inverted commas, but outside the single inverted commas.

LX. If an interrogative sentence ends with a quotation which is itself interrogatory, the point of interrogation is placed outside the inverted commas.

Hast thou never cried, "What must I do to be saved"?

The reason is that the question to be answered is not the quoted question, but "hast thou never cried?" No writer has been bold enough to insert two points of interrogation.

*Examples of Tabular Matter*

(1)

Period for repayment	Loan purpose	Amount	Date when taken	Annual Charges.
		Rs.		Rs. A P
(1) Repayable in five annual Installments, of which one is already paid.	For general improvement i.e. for improvement of roads, etc.	15,000	18th September, 1919	3,561 0 0
(2) Repayable in five annual Installments, of which one is already paid.	For improvement of conservancy.	7,000	17th September, 1919	1,661 12 4
(3) Repayable in five annual Installments, of which one is already paid.	For improvement of water supply.	70,000	3rd March, 1920	7,207 6 3
		92,000		12,430 2 7

Complaint of Nazar Ali Mondal of Pialimari, Jagarnathpur, Shibganj Police-Station.

- (2) Accused—  
 (1) Khaburuddi Mondal.  
 (2) Umed Ali.  
 (3) Yeadulla Biswas all sons of Basrat Mondal.  
 (4) Dost Md., son of Bogdad Biswas.  
 (5) Khos Md., son of Umed Ali Mondal.  
 (6) Lal Md., son of Yeadulla Biswas.  
 (7) Sazzat, son of Bogdad Biswas.

Sections 302, 147, 149 India Penal Code. Murder with hasua .

I take up the investigation of the case.

**267. Scale of pay**—Same scale as for Linotype Operators.

LXI. The last three rules apply also to exclamatory sentences.

- (1) But I boldly cried out, "Woe unto this city!"  
 (2) Alas, how few of them can say, "I have striven to the very utmost!"  
 (3) How fearful was the cry: "Help, or we perish!"

**266. Casting up Tabular matter**—Tabular matter is cast up at 25 per cent extra.

By the term "Tabular matter" on the Monotype machine, it is understood to be matter comprising columns depending upon each other and reading across the page, which require more than one (or double) justification, as shown in the following examples:—

**268. Reduction of pay**—Rules applicable to Lino-type Operators apply equally to Monotype Operators.

**269. Outturn of Caster Operators**—Monthly out-turn for English and Hindi/other languages of caster operators is prescribed at 5,500 corrected ens per hour.

This outturn should invariably be insisted upon from the operatives.

C.—MONO TYPE OPERATORS (HINDI KEY BOARD)

**270. Scale of pay.**—1200-100-6000. This is allowed to those Operators whose outturn is not less than

- (i) 4,000 corrected ens for composition from typed copy.

- (ii) 3,500 corrected ens for composition from handwritten copy.

*(C. C. P. & S. Memo. No. 27/15/67-A(1), dated 27th December 1967.)*

**271. Reduction of pay**—(a) A reduction of Rs. 20.00 is made from the basic pay for an out-turn as follows:

- (i) less than 4000 corrected ens but not less than 3500 corrected ens per hour for composition from typed copy;
- (ii) less than 3500 corrected ens but not less than 3000 corrected ens per hour for composition from handwritten copy.

- (b) Reduction of Pay shall be as follows on the basis of average hourly outturn for three consecutive months.

Rs. 40.00 per mensum when the average hourly outturn is lower than the prescribed minimum by an amount not exceeding 500 ens.

Rs. 80.00 per mensum when the average hourly outturn is lower than the prescribed minimum by an amount exceeding 500 ens.

**272. Learning period**—English trained operators when transferred to Hindi operating are allowed a learning period of 6 months.

*(Ministry of W. H. & S. No. S. & P. 48/9/52. dated 4th March 1953.)*