

A HAND-BOOK
OF THE
Government of India Presses

FOURTH EDITION



Corrected up to 30th June 1929.

CALCUTTA
GOVERNMENT OF INDIA PRESS
1929

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OF THE
Government of India Presses

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PREFACE.

The Handbook of the Government of India Presses, of which the present edition is the first under this title, is in fact a revised edition, corrected up to the 30th June 1929, of the Handbook of the Central Printing Office, published in 1899. The latter publication should now be regarded as obsolete.

2. The new publication has been treated in a manner similar to the former Handbook, covering similar ground, and generally setting out the administration of the Government of India Presses. The salient features which have been added to the present edition of the book are the incorporation of classified tables of the personnel, with their salaries, of the various presses, and the addition of Appendices embodying all relevant Government orders relating to internal administration.

3. The Handbook is essentially a guide for the management of the presses and for the use of the controlling authorities.

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CHAPTER I

A BRIEF HISTORY OF THE GOVERNMENT OF INDIA PRESSES

1. **Government of India Press, Calcutta.**—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, Ban shall Street, was taken over by 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 Financial 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 Departments were amalgamated with the Central Press. The expansion of the Central Press, from 109 employees in 1863, to 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, Dhuramtollah Street. On completion of the Secretariat building the composing, machine, press, and warehouse with the administration, accounts and computing branches were in 1886, removed to 8, Hastings Street. At the Dhuramtollah premises were retained the vernacular and female composing sections, the bindery, typefoundry, mechanical and books branches. The Dhuramtollah 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 the Central Press, which, in 1910, reached the high water mark of 2,667, was reduced in 1926, to 1,029, with the result that the Dhuramtollah premises were completely vacated by the press in that year, and made available for use as a forms store and forms press, Government having decided to undertake the storage and distribution of forms with their own staff. On June 30th, 1929, the establishment totalled 981 only.

2. Government of India Press, Delhi.—By the announcement by His Majesty the King-Emperor at the historic Coronation Durbar held at Delhi in 1911, Delhi became the capital of India and some of the Imperial Secretariat Departments were transferred to Delhi in 1912. A portion of the Government of India Press at Calcutta was also moved to Delhi in that year, to deal with the urgent requirements for printing at the headquarters of Government. In 1923, on the general re-organisation of the Government of India presses, the Delhi Press was separated from its head office at Calcutta and made an entirely separate press. Certain operatives of the composing branch of the Delhi Press, such as compositors, distributors, etc., are paid by piece rates, the others are on salaries. The staff at the establishment of the press in 1912, consisted of 452 men. The strength, on June 30th, 1929, was 405, the reduction being due principally to the substitution of mechanical for hand labour.

3. Government of India Press, Simla.—The old Government Central Branch Press, Simla, was established in 1872, at the site of the present Ripon Hospital, but having been destroyed by fire it was subsequently transferred to "Clarefield" in 1879. In the Government of India, Finance Department, Resolution No. 4005, dated the 1st November 1881, the Simla Press was sanctioned as a permanent local establishment with a strength of 231 men. The Adjutant General's Press was amalgamated with the Simla Press in 1885. The establishment of the press was increased gradually and before the amalgamation in March 1924, the sanctioned strength of the staff in the press was 781 men. The compositors, distributors and pressmen were on piece and the rest of the establishment were employed on monthly salaries.

The old Government Monotype Press was established in February 1904, at "Benmore," Chota Simla, during the viceroyalty of Lord Curzon when the presses were administered by the Finance and Commerce Department. Only confidential and urgent cases of the Government of India offices were printed in the Monotype Press. The press started with a staff consisting of 22 men including the manager.

In 1905, the Monotype Press was transferred to a site below the old Government Central Branch Press, where the goods station of the Kalka-Simla Railway now stands, and in 1908, was again transferred to the present site at Tuti-Kandi which is about 2 miles away from the town. All the workmen in this press were salaried.

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

two presses previous to the amalgamation was 781 and 187 respectively. By the introduction of modern electrically driven machinery and up-to-date equipment, the combined establishment was reduced to 406 only, which has resulted in a substantial annual saving on establishment while at the same time maintaining the necessary output. This press is equipped throughout with new and highly efficient machinery, much of it being automatic and some of it of special design, and the lay-out is such that the work passes directly through the building from the time of receipt to the time of issue with the least possible handling and along the shortest possible lines of transit. Every method of ensuring efficient and economical working has been thoroughly examined and the best, cheapest and most efficient is that which has been adopted. On June 30th, 1929, the establishment totalled 352 only.

4. Government of India Press, Aligarh.—The Government of India Press, Aligarh, was brought into existence towards the close of the year 1879. Probably Aligarh was chosen for the press for two reasons, first, because the Postal Department under which the press was started had already its workshops here, secondly, because Aligarh was expected to afford greater facilities in distributing the books and forms, as it was within easy reach of the various postal stock depôts in Northern India. Steam power was used for the first time at Aligarh in 1902. In 1908, the Bombay Postal Press was abolished and all its stock of Marathi and Gujrati type and some plant and furniture were transferred to the Aligarh Press. Piece work for machine printing was introduced in 1913. Some time after, distribution of all forms in the U. P. Circle and retail and bulk supplies to the Punjab Circle was undertaken by the Aligarh 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 office and R. M. S. books and forms (including vernacular translations). This number was more than doubled, when in the course of about two decades a large number of Post Office forms, previously used in manuscript, were standardised and printed and called "S. F." forms. A large number of telegraph forms were added to the list. All machines were worked by hand previous to 1902, from which year the machines were worked by steam power. The present building occupied by the Government of India Press, Aligarh, was completed in April 1926. Electricity was then installed for running the printing and cutting machines, etc. In April 1924, the administrative control of the Postal Press, Aligarh, passed from the Director-General of Posts and Telegraphs, to the Controller of Printing and Stationery, India. The present Aligarh Press, however, exists as before, entirely for work for the Indian Posts and Telegraphs Department. The press consists of a small case and reading Section, but is fully equipped with the very latest printing (rotary and flatbed) machinery, binding machinery, and many special machines for making envelopes, tag labels, typewriter rolls, etc. The manager is also superintendent of the Postal Workshops, a separate institution directly under the control of the Director-General. On June 30th, 1929, the establishment of the press totalled 511 only.

5. The Government of India Forms Press, Calcutta, was brought into existence in August, 1924, on the termination of the printing contract for Government of India standard forms with Messrs. Lal Chand & Sons, Cal

cutta, and the creation of the Central Forms Store for the 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 on the termination of the contract, and the printing of a large number of forms was entrusted to the Forms 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. New and up-to-date machinery is being installed throughout for efficient and economical production of forms in large quantities.

On June 30th, 1929, the establishment totalled 89 only.

CHAPTER II

ADMINISTRATION AND ESTABLISHMENTS

GENERAL

The Printing Department is established for the execution of the printing work of the Government of India, the presses at present existing for this purpose being the Government of India Presses at Calcutta, Simla, Delhi and Aligarh—the work of the latter being confined to work for the Indian Posts and Telegraphs Department, and a Forms Press attached to the Forms Store. A limited amount of form work is executed by outside contractors. Each press is in charge of a manager under the orders of the Controller of Printing and Stationery, India. The managers are responsible for the efficient and economical working of the presses.

No private work is undertaken by any Government of India Press, nor are supplies of printing materials made to private presses or bodies.

ADMINISTRATION.

6. **Administrative Staff.**—The administrative staff of each press consists of a manager and an assistant manager, and in the case of the Calcutta Press, three overseers in addition are employed. The Deputy Controller, Forms, is also the administrative head of the Forms Press.

7. **Rate of Pay.**—The rate of pay sanctioned for the administrative staff of the presses is as follows:—

	No.	Rs.
<i>Calcutta.</i> —Manager	1=	1,250—50—1,500
Assistant Manager	1=	250—25— 550*
Overseers	3=	250—25— 550*
<i>Simla.</i> —Manager	1=	850—50—1,250
Assistant Manager	1=	250—25— 550*
<i>Aligarh.</i> —Manager	1=	850—50—1,250†
Assistant Manager	1=	250—25— 550*
<i>Delhi.</i> —Manager	1=	850—50—1,250
Assistant Manager	1=	250—25— 550

(Dept. of I. and L., No. A-570, d. 27-3-25, A-431, d. 31-3-27 and A-570, d. 13-1-28, App. 12.)

* One of the present holders of these posts may be promoted to the selection grade of Rs. 550—40—750 a month, provided that he was employed in the Department on 1st April 1924, his own rate of pay being kept in abeyance.

† Out of this, a sum of Rs. 250 is debitible to the Indian Posts and Telegraphs Department, on account of that portion of his duties which is connected with the Postal Workshops.

8. Manager.—The Government of India have delegated to the Managers of Government of India presses, powers to the extent noted below :—

Appointments.—Employment of temporary hands in the presses against their grants for temporary establishments.

Piece hands not exceeding the number of the sanctioned establishment.

Salaried hands up to a pay not exceeding Rs. 50 per mensem in each case. (Dept. of I. and L., No. A-550, d. 15-1-25, App. 4.)

Suspension and dismissal.—Managers of presses may suspend or dismiss any of the employees for gross neglect of any of the rules laid down for their guidance, insubordination, or dishonesty ; but every subordinate so dismissed has the privilege of appeal to Government against their orders. The following procedure should be adopted in all cases in which the dismissal of a permanent employee, whether salaried or piece, is involved :—

- (a) A definite charge must be drawn up in writing, in which the circumstances which appear to justify his dismissal must be clearly stated where a breach of rule is involved, the rule must be definitely referred to. Each charge must be dealt with separately. In no circumstances should a charge be based on mere hearsay, unless strong corroborative evidence exists.
- (b) A copy of the charge signed by the manager must be made over personally to the employee, and his signature obtained or sent to him by registered post. He should be required to submit his reply to the charges in writing within a reasonable period, to be prescribed by the manager.
- (c) On receipt of the reply, the manager will record his decision in writing, stating in brief the reasons for arriving at his decision. A copy of the decision must be made over to the employee as in (b).
- (d) When the decision is one of dismissal, the proceedings should be sent to the Controller for perusal after the orders have been passed in order to see that they are in proper order. The Controller will not interfere with any orders passed (except on regular appeal) but may require fresh proceedings to be drawn up, if the original proceedings are defective. (C. P. S. and S., Pg.-19, d. 1-7-24.)

Men shall not be dismissed for ordinary breaches of rules unless they are incorrigible, and until all lesser punishments, such as fine or reduction in grade have failed. When an employee on account of dishonesty is charged before a criminal court, the manager shall place the accused under suspension until the decision of the court is made known ; and, if a conviction is obtained, the accused shall be dismissed. In all cases of suspension, the manager shall furnish the accused with a copy of the order of suspension, and shall call on him for an explanation of his conduct ; and he shall not proceed to pass any order of dismissal until the explanation has been submitted.

- *Payments.*—Managers of presses may not make any payments to temporary piece-workers at class rates for any special holidays in excess of the 16 days sanctioned in Dept. of I. and L., No. A-382, d. 30-5-22 (Apps. 13 and 9), unless the sanction of the Government of India has first been obtained. (Dept. of I. and L., No. A-648, d. 16-4-26, App. 8.) They may also make payments

to the permanent salaried industrial employees below the grade of overseer or assistant manager and permanent piece workers and whose services are classed as superior under Art. 396, Civil Service Regulations, for leave on average pay, etc., as defined in Finance Department Resolution No. F. 119-R. I.-28, dated 8th September 1928, App. 9.

Purchase.—They can purchase any one article or any number of similar articles, purchased at one time, included in the list of printing stores, up to Rs. 250, or with the sanction of the Controller of Printing and Stationery, India, up to Rs. 1,000 in each case. (*Rules for the Supply of Stationery and Printing Stores for the Public Service, Rule 11 (d).*)

NOTE.—These powers are subject to the rules of the budget system, and to such limitations as may be imposed by the Government of India regarding the power to enter into contracts.

Watching Expenditure.—They are primarily responsible for watching the progress of expenditure against the sanctioned grants and should see that the correct head of classification is recorded on the bill itself. (*Fin. Dept. Res. No. 10242-A, d. 18-12-24, App. 12.*) The ultimate responsibility for control over expenditure rests with the Controller of Printing and Stationery, India, he being the head of the department.

They are personally responsible for expenditure from the contingent grant and for checking the contingent register, that everything entered therein is correct and necessary for the administration of the branch under their control. (*Pg. 14, d. 15-4-25.*)

They are entirely responsible for the postage stamp accounts. (*Fin. Dept., No. 4689, d. 13-10-24, App. 6.*)

Submission of work according to rule.—Managers of presses are authorised to return all matter submitted contrary to Rule 10 of the *Rules for Printing and Binding*, and in the case of exceptions (a) to (g) of that rule, shall exercise all the powers of the Central Printing Office, as defined in rules 26 (a) and (c), 27, 29, 30, 31 and 32 (*Rules for Printing and Binding, 1925 edition.*)

General Provident Fund.—They have been delegated with the powers of the head of a department for the purpose of sanctioning advances from the General Provident Fund, under Rule 20 (i) (ii) of the General Provident Fund Rules in their respective offices. (*Dept. of I. and L., No. A-316, d. 23-2-25, App. 4.*) They are responsible that there is no delay in the payment of balances in the General Provident Fund and also for any delay in dealing with applications for pension. (*Fin. Dept., No. F-51-F. E., d. 16-7-24, F-129-C. S. R., d. 15-8-24, F-49-F. E.-24, d. 28-8-24, F-374-C. S. R.-27, d. 28-9-27, App. 7.*)

Workman's Compensation.—Managers should familiarise themselves with the Workman's Compensation Act 1923, and with the rules framed under the Act and especially. Act Sections 2 (1) (n), 3, 4, 5, 10, 11, 28 and 29. Rules 11, 12, 17 and 44 and also the Trade Disputes Act, 1929.

Any cases which arise under the Act should be reported to the Controller in detail without delay. (*C. P. S. and S., Pg. 137-14, d. 31-7-24.*)

The managers have been delegated with powers to sanction compensation due for temporary disablement up to a period of six months. (*Dept. of I. and L., No. A-707, d. 15-3-28, App. 4.*)

9. Assistant Manager.—The assistant manager will assist the manager in the technical work of the press. He should be a thoroughly trained printer and capable of supervising the working details of every branch of the press. He will acquaint himself with the Cost Accounting system and Depreciation Fund rules. He shall have control of all workmen employed in the press and be responsible for the prompt and careful manner in which the work is executed. He must exercise a close supervision over the workmen and see that all men on salaries give a proper daily outturn. He will see that all material the property of Government, receive proper treatment at the hands of the workmen and that all machinery and fittings are maintained in a state of the highest efficiency. He shall in particular exercise a strict supervision over the supplies sent in to the press by the various contractors and see that the quality contracted for is in every instance rigidly adhered to. He will bring to the notice of the Manager for further action all supplies which are not up to standard or according to sample. He is responsible for issues of Dead Stock articles disposed of and no such article will be allowed to leave the press premises except under his signature. (*Pg. 232-1, d. 27-8-24, App. 2.*)

The assistant manager is not authorised to engage, promote, degrade or dismiss any workman but his reports shall be considered before any workman is engaged, promoted, degraded or dismissed. He may for the purpose of work transfer men from one branch to another, provided the transfer does not entail a reduction of rank, grade or earnings; and all workmen under pain of dismissal shall obey his orders in this respect.

ESTABLISHMENTS.

10. Special Appointments.—A few posts for men holding charge of the different sections of the presses have been treated as special appointments at special rates of pay. (*B. of I. and M., A-31, 15-7-20, App. 12.*) These are enumerated below:—

	Rs.
<i>Calcutta.</i> —Head Assistant	250—10—300
Accountant	200—10—250
Cashier	200—10—250
General Store-keeper	200—10—250
<i>(Dept. of I. and L., No. A-431, d. 27-12-24, App. 12.)</i>	
<i>Forms Press.</i> —Accountant	150—10—200
Stationery and Stock-keeper	100—5—140
<i>(Dept. of I. and L., No. A-586, d. 25-2-29, App. 3.)</i>	
<i>Simla.</i> —Head Clerk	200—10—300
<i>(Dept. of I. and L., No. A-413, d. 13-11-23, App. 3.)</i>	
<i>Delhi.</i> —Head Assistant	175—10—225
Accountant and Cashier	150—10—200
General Store-keeper	100—10—200
<i>(Dept. of I. and L., No. A-431, d. 31-3-27, App. 12.)</i>	
<i>Aligarh.</i> —Head Clerk	200—5—250
Accountant	100—5—140
Storekeeper	100—5—140
<i>(Dept. of I. and L., No. A-627, d. 28-4-26, App. 12.)</i>	

11. Clerical establishment.—The clerical staff is allocated amongst the following sections, the head of each being responsible for regulating the efficiency of his particular section and for seeing that the prescribed routine is strictly observed—

Receiving and Despatching.	Computing.
Correspondence.	Cash.
Accounts.	Time-keeping.
Stationery and Stores.	Sanitary and menial.
	Publication.*

12. Rate of pay.—The clerical and computing staff has been classified in the different grades given below :—

Calcutta—

(i) Assistant scale—

80—80—100—5—150—10—200 with efficiency bar at 150.

(ii) Upper Clerical scale, Grade I—

45—45—50—3—65—4—85—4—105—
5—140

" " " 85.

(iii) Lower Clerical scale, Grade II—

40—40—45—5—70—100

" " " 70

(Dept. of I. and L., No. A-431, d. 27-12-24, App. 12.)

Simla.—120—3—200.

Delhi.—80—4—140.

50—3—125.

60—3—105.

35—2½—90.

35—2½—80.

(Dept. of I. and L., No. A-413, d. 13-11-23 and No. A-431, d. 31-3-27, Apps. 12 and 3.)

Aligarh.—70—3—100.

35—2—75.

(Dept. of I. and L., No. A-627, d. 28-4-26, App. 12.)

CLASSIFICATION OF ESTABLISHMENTS.

13. Government of India Press, Calcutta.—The Calcutta Press was reorganized with effect from January 1st, 1925, in accordance with the sanction received in the Dept. of I. and L., No. A-431, dated 27th December, 1924. (App. 12.) Further reorganizations sanctioned were received in the Dept. of I. and L., Nos. A-570, d. 27-3-25, A-431, d. 18-4-25, 16-6-25, 4-3-26, 9-3-26, 24-12-26, 8-6-28, 21-6-28, and 29-11-28. (Apps. 12 and 3.) The classification of establishment as it stood on June 30th, 1929, is as follows :—

	SUPERIOR.			INFERIOR.			TOTAL.
	Salaried.	Piece.	TOTAL.	Salaried.	Piece.	TOTAL.	
Permanent . . .	254	263	505	76	54	142	647
Temporary . . .	69	189	259	57	19	76	334
TOTAL . . .	323	452	764	133	73	218	981

*Delhi and Simla Presses only.

14. Details of classification and rates of pay.—The staff of the presses is classified as “superior”, “inferior”, “permanent”, “temporary”, “salaried” and “piece” for the purpose of the C. S. R. and Fundamental Rules. The statement following shows the strength and rates of pay under the respective classifications.

Calcutta Press.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior.</i>				
	No.	No.	Rs.	
<i>Salaried—</i>				
Manager	1	..	1,250—50—1,500*	1
Assistant manager	1	..	250—25—550	1
Overseers	3	..	250—25—550	3
Head assistant	1	..	250—10—300	1
Cashier	1	..	200—10—250	1
Accountant	1	..	200—10—250	1
General store-keeper	1	..	200—10—250	1
Assistants	4	..	80—80—100—5—150—10—200.	4
Estimator	1	..	80—80—100—5—150—10—200.	1
Clerks (Class I)	10	..	45—45—50—3—65—4—85—4—105—5—140.	10
Clerks (Class II)	19	..	40—40—45— $\frac{5}{2}$ —70— $\frac{5}{2}$ —100	19
Leave reserve (Class I)	7	45—45—50—3—65—4—85—4—105—5—140.	7
Leave reserve (Class II)	7	40—40—45— $\frac{5}{2}$ —70— $\frac{5}{2}$ —100	7
Head computer	1	..	150—10—200	1
Computers	14	..	45—45—50—3—65—4—85—4—105—5—140.	14
Assistant computers	7	..	40—40—45— $\frac{5}{2}$ —70— $\frac{5}{2}$ —100	7
Head reader	1	..	350—10—400	1
Senior readers	2	..	300—10—350	2
Readers	7	..	200—10—250	7
Readers	8	..	160—10—200	8
Readers	8	..	110—8—150	8
Readers	10	12	60—4—100	22
Revisers	10	6	60—4—100	16
Copy-holders	30	18	40—45—3—60	48
Foreman	1	..	200—10—300	1
Assistant foreman	1	..	70—4—98	1
Section-holders	10	..	125—5—175	10
Assistant section-holders	2	3	70—4—98	5
Correction checkers	2	..	70—4—98	2
Warehousemen	3	..	20— $\frac{1}{2}$ —27	3
Galley and Forme Proof Pressmen	10	4	25—1—35	14
Standing forme-keeper	1	..	50—3—80	1
Assistant standing forme-keeper	1	..	40—2—60	1

* With free quarters.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
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Superior—contd.

	No.	No.	Rs.	
<i>Salaried—</i>				
Type store-keeper	1	..	70—4—98	1
Type suppliers	8	3	30—2—40	11
Mono mechanic	1	..	150—10—200	1
Mono key-board operators	14	..	80—4—100—5—125	14
Mono casters	12	..	30—1—35	12
Lino mechanic	1	..	100—5—125	1
Lino operators	12	..	80—4—100—5—125	12
Machine foreman	1	..	100—5—125	1
Jamadar	1	..	40—2—50	1
Press foreman	1	..	50—3—80	1
Draftsmen	1	1	1 on 70 and 1 on 30	2
Litho pressman	1	..	30—1—40	1
Reportwriters	2	..	40—2—60	2
Bindery foreman	1	..	125—5—150	1
Assistant bindery foreman	1	..	60—4—80	1
Jamadar	1	..	40—2—50	1
Finishers	2	..	1 on 40—2—50 and 1 on 25—1—35	2
Examiners	2	..	30—1—40	2
Numberer	1	..	30—1—40	1
Despatcher	1	..	20—1—30	1
Paper counters	3	..	25—1—35	3
Material supplier	1	..	25—1—35	1
Head mechanic	1	..	200—10—250	1
Mechanics	3	4	1 on 40—3—55 and 6 on 30—1—40	7
Stereotyper	1	..	60—4—80	1
Finishers	1	2	1 on 24 and 2 on 25	3
Carpenters	1	1	30—1—40	2
Collecting sircar	1	..	25—1—35	1
Stamp counters	1	15—1—20	1
Press apprentices	5	..	50	5
<i>Piece—</i>				
Compositors	100	50	150
Impositors	8	2	10
Distributors	6	7	13
Mono correctors	29	14	43
Lino correctors	6	2	8
Printing machinemen	24	9	33
Hand pressmen	15	5	20
Binders	75	100	175

Inferior.

<i>Salaried—</i>				
Peon jamadar	1	..	15—1—20	1
Peons	17	..	15—1—19	17
Record Suppliers	6	..	20—1—27.	6

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Inferior—contd.</i>				
	No.	No.	Rs.	
<i>Salaried—</i>				
Paper suppliers	4	..	25—1—35	4
Forme carriers	12	10	20—1—30	22
Metal melter	1	..	19	1
Paste supplier	1	..	18	1
Firemen	2	..	14	2
Durwans	1	1	15— $\frac{1}{2}$ —19	2
Chowkidars	2	..	20— $\frac{1}{2}$ —25	2
Mehtars	6	6	15	12
Farashes	1	1	15— $\frac{1}{2}$ —19	2
Bhisties	1	1	13	2
Labourers	19	32	21 on 19 and 30 on 18	51
Roller moulder	1	..	30—1—40	1
Assistant Roller moulder	1	25—1—35	1
Lorry driver	1	..	70	1
Mali	1	13	1
Mechanical labourers	3	18	3
Litho labourer	1	18	1
<i>Piece—</i>				
Inkers	39	14	53
Flyboys	15	5	20

15. Government of India Press, Delhi.—The Delhi Press was reorganized with effect from 1st April, 1927, in accordance with the sanction received in *Dept. of I. & L. No. A-431, d. 13-3-27. (App. 12.)* Further modifications were made in *I. & L. Nos. A-431, d. 3-2-23, 17-9-23, 15-10-23 and 29-11-28 and A-570, d. 13-1-28. (Apps. 12 and 3.)* The classification of establishment as it stood on June 30th, 1929, is as follows:—

	SUPERIOR.			INFERIOR.			TOTAL.
	Salaried.	Pieccs.	TOTAL.	Salaried.	Pieccs.	TOTAL.	
Permanent	184	104	288	48	8	56	344
Temporary	27	17	44	15	2	17	61
TOTAL	211	121	332	63	10	73	405

16. Details of classification and rates of pay.—The statement following shows the classification under “superior”, “inferior”, “permanent”, “temporary”, “salaried” and “piece”.

Delhi Press.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior.</i>				
<i>Salaried—</i>	No.	No.	Rs.	
Manager	1	..	850—50—1,250*	1
Assistant manager	1	..	250—25—550	1
Head assistant	1	..	175—10—225	1
Accountant and cashier	1	..	150—10—200	1
General store-keeper	1	..	100—10—200	1
Assistants	3	..	80—4—140	3
Clerks (upper scale)	8	..	60—3—105	8
Clerks (lower scale)	11	..	35—2½—80	11
Timekeeper	1	..	60—3—105	1
Paper issuer	1	..	35—2½—80	1
Head computer	1	..	80—4—140	1
Computers	3	..	60—3—105	3
Assistant computers	4	..	35—2½—80	4
Caretaker and transit clerk	1	..	40—1—50	1
Addressograph operator	1	45	1
Head reader	1	..	300—10—350	1
Readers	2	..	200—10—250	2
Readers	4	..	160—10—200	4
Readers	4	..	110—8—150	4
Readers	8	4	60—4—100	12
Reviser	1	..	60—4—100	1
Revisers	3	..	45—3—75.	3
Copy-holders	19	4	40—2—50	23
General foreman	1	..	175—10—225	1
Correction checkers	2	..	60—3—75	2
Type store-keeper	1	..	60—3—75	1
Standing forme-keeper	1	..	50—2½—65	1
Type suppliers	4	..	25—1—35	4
Section-holders	5	..	100—5—150	5
Assistant section-holders	4	..	40—4—80	4
Lino and Mono Mechanics	2	..	100—5—125	2
Mechanic (mechanical)	1	..	80—4—100	1
Assistant mechanic (Lino)	1	..	45—1—50	1
Assistant mechanic (mechanical)	1	..	35—1—40	1
Lino Operators	12	..	85—100	12
Proof pressmen	2	..	20—½—25	2
Distributor	1	..	25—1—35	1
Machine foreman	1	..	80—4—100	1
Machinemen	9	..	30—2—50	9
Machinemen	3	30	3
Stereotyper	1	..	40—1—45	1
Assistant stereotyper	1	..	20—1—25	1
Machine & foundry report writer	1	..	45—1—50	1
Proof pressmen	5	..	20—½—25	5

* With free quarters.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior—contd.</i>				
<i>Salaried—</i>	No.	No.	Rs.	
Bindery and warehouse foreman.	1	..	80—4—100	1
Mono operator	1	..	50—2—70	1
Mono operators	4	..	80—4—100	4
Mono caster attendants	3	..	35—3—50	3
Mono caster attendant	1	..	30—1—35	1
Bindery and warehouse reportwriter.	1	..	40—1—45	1
Binders	2	..	50	2
Binders	2	1	45	3
Binders	3	1	40	4
Binders	3	2	35	5
Binders	5	2	30	7
Warehousemen	5	2	25	7
Warehousemen	5	2	22	7
Warehousemen	4	2	20	6
Warehousemen	6	3	18	9
Electric mistry	1	..	65—3—80—4—100	1
Carpenter	1	..	40—1—45	1
<i>Piece—</i>				
Compositors	88	12	100
Impositors	3	1	4
Pressmen	4	1	5
Distributors	9	3	12
<i>Inferior.</i>				
<i>Salaried—</i>				
Electric labourer	1	..	20	1
Duffries	2	..	15— $\frac{1}{2}$ —20	2
Labourers	11	10	16	21
Paper supplier	1	..	20—1—25	1
Forme-carriers	8	..	18	8
Machine inkers	9	..	20— $\frac{1}{2}$ —25	9
Roller moulder	1	..	20— $\frac{1}{2}$ —25	1
Metal melter	1	..	18	1
Peon jamadar	1	..	17—1—20	1
Peons	8	..	15	8
Peons	4	14	4
Durwans	2	1	2 on 15 and 1 on 14	3
Farash	1	..	14	1
Chowkidars	2	..	16	2
<i>Piece—</i>				
Inkers	4	1	5
Flyboys	4	1	5

17. Government of India Press, Simla.—The Simla Press was reorganized with effect from 1st March 1924, in accordance with the sanction received in *Dept. of I. and L. No. A-413, d. 13-11-23 (App. 3)*, modified

later (vide Dept. of I. and E. No. A-525, d. 17-11-25, A-413, d. 6-7-28, A-431, d. 31-3-27, and A-570, d. 13-1-28, Apps. 12 and 3). The classification of establishment as it stood on June 30th, 1929, is as follows:—

	SUPERIOR.			INFERIOR.			TOTAL.
	Salaried.	Pieca.	TOTAL.	Salaried.	Pieca.	TOTAL.	
Permanent . . .	182	6	188	31	10	41	229
Temporary . . .	89	3	92	26	5	31	123
TOTAL . . .	271	9	280	57	15	72	352

18. Details of Classification and rates of pay.—The statement following shows the classification under “superior”, “inferior”, “permanent”, “temporary”, “salaried” and “piece”.

Simla Press.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior.</i>				
	No.	No.	Rs.	
<i>Salaried—</i>				
Manager	1	..	850—50—1,250*	1
Assistant manager	1	..	250—25—550	1
Head clerk	1	..	200—10—300	1
Upper grade clerks	3	..	120—8—200	3
Clerks	12	7	50—3—125	19
Clerks	4	35—2½—90	4
Gazette despatcher	1	..	50—3—125	1
Gazette duffry	1	..	15—1—30	1
Paper issuer	1	..	20—1—25	1
Storekeeper	1	..	80—4—100	1
Section-holders	4	1	125—10—175	5
Assistant section-holder	1	..	55—3—85	1
Binding and warehouse jamadar.	1	..	80—4—100	1
Press jamadar	1	..	125—10—175	1
Assistant press jamadar	1	..	65—2—75	1
Head reader	1	..	325—15—400	1
Senior readers	3	..	245—10—325	3
Senior readers	2	2	180—10—220	4
Readers	3	2	125—8—165	5
Readers	4	3	70—4—110	7
Revisers	3	1	70—4—110	4
Copyholders	12	8	40—2—60	20

* With free quarters.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
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Superior—contd.

	No.	No.	Rs.	
<i>Salaries—</i>				
Compositors	21	..	2 on 90, 3 on 80, 4 on 75, 6 on 70 and 6 on 65.	21
Compositors	10	8	60	18
Compositors	11	10	55	21
Mono keyboard operators	9	1	80—4—100	10
Mono caster attendants	12	..	35—3—50	12
Lino operators	12	..	85—100	12
Random-men	5	..	55	5
Impositors	1	1	45	2
Impositors	1	1	40	2
Machinemen	7	..	5 on 45, 1 on 40 and 1 on 35.	7
Binders	5	..	1 on 50, 1 on 45 and 3 on 40.	5
Binders	2	1	38	3
Binders	1	1	35	2
Binders	3	6	30	9
Warehousemen	2	2	25	4
Warehousemen	2	9	22	11
Warehousemen	2	1	20	3
Warehousemen	2	7	18	9
Time checker	1	..	125—10—175	1
Forme proof pressmen	2	..	25	2
Forme proof pressman	..	1	22	1
Galley proof pressmen	4	..	22	4
Galley proof pressmen	..	2	20	2
Stereo-typer	1	..	45	1
Suppliers	2	..	1 on 30 and 1 on 27	2
Suppliers	1	1	25	2
Suppliers	1	4	22	5
Head mechanic	1	..	150—10—200	1
Mechanic	1	..	125—5—150	1
Motor attendant	1	..	25	1
Standing forme-keeper	1	..	65—2—75	1
Assistant time-checker	..	1	50—3—125	1
Carpenters	2	1 on 50 and 1 on 45	2
Blacksmith and mechanic.	..	1	60	1
Assistant standing forme- keeper.	..	1	50—2—60	1
<i>Piece—</i>				
Pressmen	6	3	— — —	9

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
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Inferior.

	No.	No.	Rs.	
<i>Salaried—</i>				
Jamadar of peons	1	..	15—1—20	1
Peons	5	..	15	5
Chowkidars	3	..	15	3
Peons	3	3	14	6
Peons	7	13	7
Machine inkers	6	1	18	7
Roller moulder	1	..	25	1
Forme carriers	6	5	18	11
Forme carriers	6	3	17	9
Forme carriers	5	16	5
Metal Melter	1	25	1
Cooly	1	17	1
<i>Piece—</i>				
Inkers	7	2	9
Flyboys	3	3	6

19. Government of India Press, Aligarh.—The Aligarh Press was re-organized with effect from 1st April, 1926, in accordance with the sanction received in *Dept. of I. and L. No. A-627, d. 28-4-26 (App. 12)*. Further revisions took place (*vide Dept. of I. and L. Nos. A-627, d. 15-2-27 and A-570, d. 13-1-28, see also A-570, d. 27-3-25, Apps. 12 and 3*).

The classification of establishment, as it stood on June 30th, 1929, is as follows :—

	SUPERIOR.			INFERIOR.			TOTAL.
	Salaried.	Piece.	TOTAL.	Salaried.	Piece.	TOTAL.	
Permanent	201	24	225	112	46	158	383
Temporary	56	..	56	72	..	72	128
TOTAL	257	24	281	184	46	230	511

20. Details of classification and rates of pay.—The statement following shows the classification under “superior”, “inferior”, “permanent”, “temporary”, “salaried” and “piece”.

Aligarh Press.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior.</i>				
<i>Salaried—</i>	No.	No.	Rs.	
Manager	1	..	850—50—1,250*†	1
Assistant manager	1	..	250—25—550	1
Head clerk	1	..	200—5—250	1
Head assistant	1	..	125—5—175	1
Accountant	1	..	100—5—140	1
Storekeeper	1	..	100—5—140	1
Clerks	2	..	80—4—120	2
Clerk	1	..	70—3—100	1
Cashier	1	..	70—3—100	1
Timekeeper	1	..	35—2—75	1
Assistant timekeeper	1	..	35—2—75	1
Clerks	43	..	35—2—75	43
Forwarding clerk	1	..	30	1
Reader	1	..	90—4—110	1
Reader	1	..	65—4—85	1
Vernacular reader (compositor).	1	..	50—5—75	1
Copyholder-reader (urdu)	1	..	45—2—55	1
Copyholder	1	..	25—2—35	1
Paper issuers	2	..	25	2
Foreman (machine and press).	1	..	100—5—125	1
Foreman (mechanical)	1	..	75—5—125	1
Foreman (bindery)	1	..	80—4—100	1
Foreman (composing)	1	..	70—5—100	1
Foreman (stereo typing)	1	..	50—4—70	1
Machine jamadar	1	..	40—2—50	1
Assistant foreman (bindery)	1	..	40—3—70	1
Compositors	4	..	1 on 45 and 3 on 35	4
Compositors	4	1	30	5
Compositors	2	20	2
Rotary printers	8	..	2 on 50, 4 on 40 and 2 on 35.	8
Tag machineman	1	..	30	1
Rewinder	1	..	25	1
Counters	25	16	3 on 22, 5 on 20 and 33 on 18.	41
Binders	12	..	1 on 45, 3 on 35 and 8 on 30	12
Binders	20	13	25	33
Binders	34	17	20	51
Stereotyper	1	..	35	1
Stereotypers	8	1	25	9
Power station engineer	1	..	150—10—200	1
Line and wireman	1	..	60—5—100	1

* Out of this, a sum of Rs. 250 is debitable to the Indian Posts and Telegraphs Department, on account of that portion of his duties which is connected with the Postal Workshops.

† With free quarters.

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior—contd.</i>				
<i>Salaried—</i>	No.	No.	Ra.	
Engine drivers	3	..	40—2—60	3
Mechanics	4	..	1 on 85, 1 on 55 and 2 on 45	4
Carpenters	2	..	35	2
Standing forme-keeper	1	25	1
Assistant (tag and rewinders).	..	3	20	3
Blacksmith	1	35	1
Switch Board Attendants	2	1	30—5—45	3
<i>Piece—</i>				
Hand pressmen	10	10
Machine printers	14	14
<i>Inferior.</i>				
<i>Salaried—</i>				
Lorry driver	1	..	30	1
Cleaner driver	1	..	20	1
Jamadar	1	..	20	1
Peons	4	..	13—1—18	4
Peons	2	13	2
Chowkidars	6	..	13—1—18	6
Gatemen	2	..	13—1—18	2
Farrash	1	..	13—1—18	1
Waste paper sorters	5	1	10	6
Galley pressman	1	..	8	1
Rotarymen	16	..	8 on 25 and 8 on 20	16
Roller moulders	2	..	1 on 25 and 1 on 18	2
Beltman	1	..	20	1
Coolies	15	16	15	31
Coolies	4	14	4
Boys	25	12	12	37
Cleaners	1	1	18	2
Packers	30	36	15	66
<i>Piece—</i>				
Envelope makers	19	19
Hand press inkmen	9	9
Hand press flyboys	4	4
Machine flyboys	14	14

21. Government of India Forms Press, Calcutta.—The Forms Press was started in August, 1924, in accordance with the sanction received in the *Dept. of I. and L. No. A-586, d. 29-8-24*. The final sanction placing the Press on a permanent footing was received in *Dept. of I. and L. No. A-586,*

d. 25-2-29, App. 3. The classification of establishment as it stood on June 30th, 1929, is as follows:—

	SUPERIOR.			INFERIOR.			TOTAL.
	Salaried.	Piece.	Total.	Salaried.	Piece.	Total.	
Permanent . . .	15	19	34	8	8	16	50
Temporary	16	16	15	8	23	39
TOTAL . . .	15	35	50	23	16	39	89

22. Details of classification and rates of pay.—The statement following shows the classification under “superior”, “inferior”, “permanent”, “temporary”, “salaried”, and “piece” :—

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Superior.</i>				
<i>Salaried—</i>				
Accountant	1	..	150—10—200	1
Assistant Accountant	1	..	45—45—50—3—65—4—85	1
			—4—105—5—140.	
Stationery and stock-keeper.	1	..	100—5—140	1
Clerk (grade I)	1	..	45—45—50—3—65—4—85	1
			—4—105—5—140.	
Clerk (grade II)	2	..	40—40—45— $\frac{1}{2}$ —70— $\frac{5}{8}$ —100	2
Leave reserve (grade II)	1	..	40—40—45— $\frac{1}{2}$ —70— $\frac{5}{8}$ —100	1
Reader	1	..	110—8—150	1
Copy-holder	1	..	40—45—3—60	1
Foreman	1	..	200—10—250	1
Forme proof pressman	1	..	25—1—35	1
Standing forme-keeper	1	..	40—2—60	1
Machine foreman	1	..	60—3—90	1
Mechanic	1	..	40—3—55	1
Motor attendant	1	..	40—3—55	1
<i>Piece—</i>				
Compositor	3	1	4
Impositor	1	1
Printing machineman	9	7	16
Binders	6	8	14
<i>Inferior.</i>				
<i>Salaried—</i>				
Peons	2	1	15— $\frac{1}{2}$ —19	3
Paper supplier	1	..	25—1—35	1
Forme-carriers	2	7	20—1—30	9
Durwan	1	..	15— $\frac{1}{2}$ —19	1

Designation.	Permanent.	Temporary.	Rate of pay.	TOTAL.
<i>Inferior—contd.</i>				
<i>Salaried—</i>				
Sweepers	3	15	3
Farash	1	15— 4 —19	1
Labourer	2	2	3 on 19 and 1 on 18	4
Beltingman	1	18	1
<i>Piece—</i>				
Inkers	8	8	16

23. Arrangement of establishments.—The establishment of the Government of India Presses at Calcutta, Delhi, Simla and Aligarh is arranged by branches as under :—

I.—Administration and Accounts Branch.

Receiving and despatching.	Cash.
Correspondence.	Timekeeping.
Accounts.	Sanitary and menial.
Stationery and stores.	Publication.*
Computing.	

II.—Composing Branch.

Hand composing.	Monotype correcting.
Linotype operating.	Type store (distribution).
Linotype correcting.	Standing forme.
Monotype operating.	Reading.
Monotype casting.	

III.—Machine and Press Branch.

Machine press printing.	Rotary machine printing.
Hand press printing.	Lithographic drawing and printing.

IV.—Binding Branch.

Binding.	Machine ruling.
Finishing.	Die stamping.
Envelope making.	

V.—Foundry Branch.

Stereotyping.	Nickel facing.
Typecasting.	

VI.—Mechanical Branch.

Mechanical repair.	Carpentering.
Roller casting.	Lorry.

* Delhi and Simla Presses only.

24. Piecework establishments.—In the Government of India Presses the following sections are pieceworkers, the others being on salaries.

Calcutta.

Hand composing.
Imposing.
Type store (distributing).
Monotype correcting.
Linotype correcting.

Machine press printing.
Hand press printing.
Binding.
Finishing.
Envelope making.
Die stamping.

Delhi.

Hand composing.
Imposing.
Monotype correcting.

Linotype correcting.
Type store (distribution).
Hand press printing.

Simla.

Hand press printing.

Aligarh.

Machine press printing.
Hand press printing.

Envelope making.

CHAPTER III

GENERAL RULES

25. Recruitment of Clerks and Computers.—In Calcutta recruitment to and promotions and transfers of the clerical and computing staff of the press, clerical staffs of the Central Stationery Office, Central Publication Branch, and the Forms Store and Forms Press will be governed by the rules below which supersede those issued under Controller of Printing and Stationery, India, endorsement No. C-33, dated the 23rd January 1925. The Managers of the Simla, Delhi and Aligarh Presses are responsible for the recruitment of the clerical and computing section of those presses, but new appointments shall be reported for the approval of the Controller. (*C.P.S. and S. No. G-33, d. 23-1-25.*) When making new appointments managers will take steps to ensure that the orders of Government conveyed in *Home Department Memorandum No. F-176-25-Ests., d. 5-2-26 and I. & L. Dept. letter No. A-631, d. 2-3-29. App. 3.* regarding measures to be adopted for communal representation in the clerical and industrial establishments of the Government of India presses are given effect to.

RULES FOR PROMOTION IN AND APPOINTMENTS TO THE MINISTERIAL ESTABLISHMENT OF THE BRANCHES OF THE GOVERNMENT OF INDIA, STATIONERY AND PRINTING DEPARTMENT, AT CALCUTTA.

These rules shall take effect from the 26th March 1929 and shall supersede those issued by Mr. Ascoli with his endorsement No. G-33, dated 23-1-25.

In these rules the term "branches" includes the—

- Government of India Central Stationery Office.
- Government of India Press, Calcutta.
- Government of India Central Forms Store, and Forms Press.
- Government of India Central Publication Branch.

General.

1. Each Branch including the Stationery Stores, will from the date specified above, have its own clerical cadre and shall maintain a gradation list of its clerical establishment separate lists being maintained for the Stationery Stores. An up-to-date copy of the list shall be forwarded to the Controller each April for record.

2. Character rolls shall be maintained for every individual in each cadre. In April of each year officers-in-charge shall record in each roll their opinion of each clerk, etc., who has worked under them during the previous year. Character rolls will be submitted to the Controller whenever proposals for promotions are made.

Officiating Promotions.

3. Subject to the Controller's approval in each case the officers-in-charge of the branches noted above are empowered to make all officiating promotions from within their own clerical cadres, provided that such appointments are for a short duration only. Promotions to a higher grade or appointment shall be by merit provided attendance and conduct are also satisfactory.

Permanent or Semi-Permanent Promotions and Appointments.

4. All permanent or semi-permanent promotions and appointments including appointments to leave vacancies in the case of men proceeding on leave preparatory to retirement in any of the Branches shall be made only with the sanction of the Controller. In sanctioning such appointments the fact that a permanent or semi-permanent vacancy occurs in a particular Branch shall not ordinarily give an officer of the clerical establishment working in that Branch a preferential claim to the vacancy and the Controller shall, therefore, take into consideration the claims of all those in the various offices mentioned above who were in employ on the 26th March 1929. To enable the Controller to exercise an efficient check over proposals for promotions or appointments to permanent or semi-permanent vacancies—which in all cases should be submitted through the Deputy Controller, Stationery—the Deputy Controller, Stationery, shall maintain a consolidated gradation list of the clerical staff of the officers mentioned above employed in the Branches on 26th March 1929 and shall submit a revised and up-to-date list in the month of April each year to the Controller for record. Promotions to a higher grade or appointment shall be governed by merit provided attendance and conduct are also satisfactory.

5. In the absence of fully qualified men to fill any vacancy in any of the above constituted cadres, the Controller is authorised to fill the vacancy (a) by appointing a man with practical or technical qualifications from the industrial establishment, or (b) by appointing an outsider in accordance with rule 11.

NOTE.—Whenever an industrial hand is appointed to a clerical post, the reasons for such appointment shall be recorded by the Controller.

6. No officer of the clerical establishment holding a permanent appointment in and of the above constituted cadres is ordinarily eligible to act in or be promoted to fill vacancies in the temporary establishment carrying a higher scale of pay, but it shall always be within the discretion of the Controller to waive the rules, and in all such cases where this is done, the Controller shall record in writing his reasons for having so acted.

7. Officers-in-charge are authorised to sanction increments as they fall due, provided that they are satisfied that the increments have been fully earned.

8. All leave should be sanctioned by the officer-in-charge in accordance with rules laid down for this purpose.

9. No officer of the clerical establishment shall be permitted to pass the efficiency bar without the sanction of the Controller. Such sanction shall be given only on a certificate from the officer-in-charge that the officer of the clerical establishment is thoroughly efficient. Laziness, incompetence, and irregular attendance should be a bar to the granting of a certificate of efficiency.

Recruitment.

10. Recruitment to fill vacancies in any of the individual cadres shall be made by the Controller.

11. Direct recruitment of outsiders to posts of assistants or higher posts (excluding stenographers) on an initial pay of Rs. 80 or more shall be made only from graduates, from experienced hands from other Government offices when considered necessary in the interests of efficiency, from duly qualified men who have passed the test of the Government of India, Staff Selection Board or the Public Service Commission examination. Recruits for lower grades must have passed a matriculation or equivalent examination.

12. The Head of each Branch shall maintain lists of qualified candidates, arranged in order of merit for upper and lower grades separately.

13. In preparing and maintaining the above lists, the Head of each Branch shall call for candidates by public advertisement from time to time and shall subject them to such examination oral or otherwise, as he may think fit.

14. Recruitment shall be subject to such age limits as may be laid down by the Government of India from time to time.

Recruitment to the Stores Cadres.

15. Recruitment to the Stores Cadres shall be made by the Controller from nomination made by the Store Keepers. Such nominations must be made in accordance with rules 11 and 14.

Application to other Offices.

16. The above rules shall apply *mutatis mutandis* to promotion in and recruitment for the clerical establishments in the Government of India Presses at Simla, Aligarh and Delhi. Lists of approved candidates need not be prepared and maintained but new appointments shall be reported for the approval of the Controller.

17. The Controller shall exercise the power of transferring any officer of the clerical establishment between these branches and any of the Calcutta branches, and *vice versa*.

26. **Recruitment of Apprentices.**—Applications for the recruitment of apprentices are called for by advertisement every year by the Manager, Government of India Press, Calcutta. Candidates must be graduates with degrees not below the B.A., or B.Sc. The following are the rules for the recruitment of apprentices.

**RULES FOR THE RECRUITMENT AND TERMS OF SERVICE OF
APPRENTICES IN THE GOVERNMENT OF INDIA PRESS, CALCUTTA.**

1. Applications for the recruitment of one apprentice every year will be called for by advertisement. Candidates must be in possession of a university degree. Preference will be given to applicants who have had practical experience of printing, or who have been educated in a technical or engineering institute. Candidates must not be below 17 years, or above 22 years of age, and must produce a certificate of physical fitness from a civil surgeon or presidency surgeon. They must also produce certificates of respectability and character from two respectable persons not related to them, as well as from the Head of the institution in which they were educated.

2. A successful candidate before enrolment, must sign an agreement of service as an apprentice on Rs. 5 stamped paper, the cost being met by him. The agreement will be drawn up in the following form:—

I hereby agree to serve as an apprentice in the Government of India Press, Calcutta, for a period of 5 years and to be bound by the terms and conditions of service set forth in the rules appended to the letter from the Government of India No. . . . dated

3. The period of apprenticeship will be five years during which an apprentice will be paid Rs. 50 per mensem as subsistence allowance. One-tenth of this amount will be deducted every month and will be deposited in the Post Office Savings Bank to the credit of the apprentice, and the whole amount so deposited, together with interest, if any, will be paid to him on completion of the terms of his apprenticeship; but will be liable to forfeiture in the event of his leaving the press before the prescribed period of training is complete, or if he fails to pass such tests as may be prescribed by the manager of the press on the completion of such period.

4. Selected apprentices will undergo practical training in the Government of India Press, Calcutta, and will be recommended the study of certain prescribed books. They will be placed under the direction of the supervising officers in the various branches of the press, and when they have acquired sufficient practical knowledge, their studies on the theoretical side will be assisted by the press officers. Examinations to test their progress will be held from time to time.

5. The apprentices must attend the press for the full normal working hours fixed for the press, and will in all other respects be subject to the disciplinary rules in force in the press.

6. An apprentice will be eligible for 15 days' casual leave in each calendar year and will be allowed subsistence allowance for that period, such allowance will not be granted for other absences on working days.

7. Qualified apprentices will be granted certificates on completing the prescribed term. No certificate will be granted to apprentices who fail to complete the prescribed course, or who fail to pass such tests as may be prescribed by the manager of the press on the completion of the full course.

8. The Government of India reserve to themselves the right to dispense at any time with the services of an apprentice, who is proved to the satisfaction of the manager of the press to be unsuitable for retention, on the ground of his conduct, or inability to profit by the course of instructions.

9. Apprentices who pass the final test on completion of the period of apprenticeship will have no claim to an appointment under Government.

27. Recruitment of industrial staff.—Men are recruited to the permanent or temporary establishment, or transferred from the temporary to the permanent establishment, only under the orders of the manager. Heads of branches and sections will be held personally responsible that those employed under them are of good character.

Readers.—Candidates for the posts of readers may be required to submit themselves for examination to test their proficiency before they can be employed in any of the presses, or if already employed, before they can receive promotion to a higher grade.

Compositors.—Compositors are recruited only after trial before one of the supervising officers. They will be classified after 3 months' earnings on piece only, after which they will be entitled to an increase of class as provided in the *Rules for Classification of Pieceworkers in the Government of India Presses (para. 40)*.

28. Working hours.—The hours for the clerical establishment are 10 A.M. to 5 P.M. The normal working hours for all industrial workers are 8½ hours on 5 days of the week and 5½ hours on Saturday, making a total of 43 hours ordinary working hours weekly, exclusive of rest intervals. They will also be allowed to work ordinary overtime up to 12 hours during any one week. (*B. of I. and M., Res. No. A-31, d. 15-7-20, App. 12.*)

Clerks.—10 minutes' grace after the normal opening hour of the office is allowed. Any clerk arriving after that time will be marked late. Ordinarily 4 lates in a month will be excused. When this limit is exceeded, one day's casual leave should be forfeited for every four days' late attendance. When all casual leave are absorbed, deduction should be made from leave on average pay at the credit of the men concerned.

Clerks, on entering office will enter their time of arrival in a book kept for the purpose in the accounts section. No one will be allowed to sign the book after 10-45 A.M. without special permission from the manager. Late attendance, *i.e.*, after the time allowed as grace, will be entered in red ink.

The rules and orders in this Chapter applicable to the Government of India Press, Calcutta will also apply to the Forms Press.

Industrial staff.—In the case of morning and day attendances, 10 minutes' grace (15 in Calcutta) after the normal opening hour of the press, is allowed. Men arriving after that time will be marked late. Exceeding 10 minutes, (15 in Calcutta) but not exceeding 30 minutes late will be called *ordinary late*. Exceeding 30 minutes, but not exceeding 45 minutes late will be called *double late*. One *double late* will be calculated as two ordinary lates.

Five ordinary lates (6 in Calcutta) in a month will be excused. Admission after 45 minutes after the normal opening hour requires the special permission of the manager. Readers will enter their names and time of arrival in a book kept on the time-keeper's table. After the time allowed as grace the writing must be in red ink to indicate late comers.

(a) *Salariéd hands.*—When the limit of 5 lates (6 in Calcutta) is exceeded a deduction of half an hour's pay for each ordinary late, and three-fourths of an hour's pay for each double late will be imposed.

(b) *Pieceworkers.*—When the limit of 5 lates (6 in Calcutta) is exceeded, a deduction of half an hour's pay at class rate for each ordinary late, and three-fourths of an hour's pay for each double late will be imposed. In the case of men engaged on time work, half an hour for each ordinary late, and three-fourths of an hour for each double late will be deducted from each day's total working hours.

When lates are due to unavoidable causes, such as breakdown in the means of transport, they may be excused.

In the case of habitual late attendance, suitable departmental action, such as stoppage of increment or reduction to the next lower grade may be taken against the individual concerned.

(C.P.O. 9-328, d. 29-12-26, C.P.O. 12-5-27, d. 7-10-27 and 27-10-27.)

29. *Attendance.*—On entering office at the proper time or within the period of grace allowed each ticket holder must take his ticket from the board and drop it in a box placed outside the timekeeper's room. The time-keeper will remove the box on expiry of the period of grace, and place another box for late comers. Any one arriving after the hour of morning or day attendance will drop his ticket in the late box which will be emptied after "ordinary late" and again placed outside the time-keeper's room for "double late" comers. Any man having his ticket in his possession after the board is checked will be fined one anna. Any man found taking the ticket belonging to another, or neglecting to take his own ticket off the board, will be marked absent, and, if a piece-rate employé, will be fined one day's pay according to his class in addition. Any man taking more than one ticket will be dismissed. Any man losing his ticket will be charged two annas for a new one.

An assistant or a workman, who forgets to sign the attendance book or take his ticket off the board, must make an application on the day of attendance; failing which, he will be marked absent, and no subsequent application will be entertained.

30. Overtime.—*Clerical establishment.*—The clerical and computing establishment does not draw overtime except in the case of the following posts :—

Calcutta.—Time-keeper, assistant time-keeper and paper issuer.

„ Forms Press Time-keeper.

Simla.—Time-keeper, assistant stationery keeper, gazette despatcher, press report writer and paper issuer.

Delhi.—Time-keeper, one clerk, paper issuer, bindery and warehouse report writer and machine and foundry report writer.

Aligarh.—Time-keeper, assistant time-keeper and paper issuers.

Industrial establishment.—Overtime to men on salaries is paid for at the rate of their salaries. Overtime to men on piece-rates is paid for at their class rates. For each overtime hour worked they will receive an additional payment of 25 per cent. of their salaries, or class rates per hour. Allowing for 25 working days to a month, no man will be required to work more than 250 hours in a month (including overtime) except in cases of real emergency. But to ensure that occasions of this nature are as few as possible, and to give adequate reward for work performed under such conditions, the additional payment for each hour worked in excess of 10 hours on any day will be 50 per cent. of the salary or class rate. This does not apply to the clerical or computing branch with the exception of time-keepers, assistant time-keepers or paper issuers, etc. (*B. of I. and M., Res. No. A-31, d. 15-7-20, App. 12, I. & L. Dept., No. A-627, d. 18-9-26, App. 11.*) See list of employees eligible for overtime in *App. 60.*

The holders of the posts enumerated below draw overtime only after 10 hours work on any one day, when the rate of overtime will be 50 per cent. of the rate of pay.

Government of India Press, Calcutta.

	No.	Rate of pay.
Head reader	1	350—10—400
Senior readers	2	300—10—350
Foreman (case)	1	200—10—300
Section-holders	10	125—5—175
Binding foreman	1	125—5—150

(*B. of I. and M., Res. No. A-31, d. 15-7-20, Dept. of I. and L., No. A-431, d. 27-12-24, d. 16-6-25 and d. 21-6-28, App. 12.*)

Government of India Press, Delhi.

Head reader	1	300—10—350
General foreman	1	175—10—225
Section-holders	5	100—5—150
Bindery foreman	1	80—4—100

(*Dept. of I. and L., No. A-431, d. 31-3-27, App. 12.*)

Government of India Press, Simla.

	No.	Rate of pay.
Head reader	1	325—15—400
Senior readers	3	245—10—325
Time checker	1	125—10—175
Press jemadar	1	125—10—175
Section-holders	5	125—10—175

(Dept. of I. and L., No. A-413, d. 13-11-23, App. 3.)

Government of India Press, Aligarh.

Reader	1	90—4—110
Reader	1	65—4—85
Foreman compositor	1	70—5—100
Machine foreman	1	100—5—125
Bindery foreman	1	80—4—100
Foundry foreman	1	50—4—70
Foreman (engineer)*	1	75—5—125

(Dept. of I. and L., No. A-627, d. 28-4-26 and 18-9-26, Apps. 12 and 11.)

Except in cases of sickness and emergent private affairs, men refusing to work overtime when required are liable to suspension from duty or dismissal. Every man working overtime will report the number of hours worked to the head of his branch or section, who will send a list to the time-keeper for note in the attendance roll. Readers keep their own outturn sheets; and their overtime is certified by the head reader. Men who fail to attend for morning work, after having been duly warned, are fined an hour's pay. To allow for cases of casual sickness, men will be excused four mornings in a month. Men who fail to attend, after having been specially warned for emergent work, are fined one day's pay. Readers absenting themselves are fined, in addition, the overtime allowance of their copy-holders if the latter are not employed in other ways.

31. *Idle time.*—Idle time sanctioned in *B. of I. and M., No. A-31, d. 15-7-20, App. 12*, is not paid to pieceworkers who were recruited subsequent to the 16th July 1925. (*Dept. of I. and L., No. A-528, d. 16-7-25, App. 12.*) The supervising staff should exercise a careful check over payments made to pieceworkers for the time during which they remain idle on account of lack of work.

32. *Hours for meals.*—*Calcutta and Delhi Presses.*—The time allowed for breakfast is half an hour, another half hour being allowed for tiffin, but with the consent of the majority of the industrial employees and with the previous sanction of the Local Government, one of the refreshment intervals allowed at present *i.e.*, 10 A.M. to 10-30 A.M. may be abolished. When morning

* The pay of this post is based on 8 hours but no overtime is permissible for attendance in excess of 8 hours.

overtime is worked on any day, it will be compulsory under the Indian Factories Act to give half an hour rest to the men concerned. This may be given from 10 A.M. to 10-30 A.M. (*Dept. of I. & L., No. A-350, d. 21-6-28, App. 12.*)

Simla Press.—The rest interval of this press has been fixed at half an hour per day for not more than $8\frac{1}{2}$ hours on each working day. This rest interval will be so arranged that no employees shall be required to work for more than 5 hours continuously. (*Endt. No. 217-5088, d. 17-8-26, from the Secy. to Punjab Govt., App. 12.*)

Abolition of the system of payment for the refreshment and prayer intervals.—Managers are instructed to see that no pieceworker is allowed to work during refreshment intervals. Payment for refreshment intervals will not be made to any pieceworker engaged on time work from 1st July 1928. Prayer interval will be allowed to Mohammedan pieceworkers, but no payment will be made for the period. (*Dept. of I. and L., No. A-350, d. 21-6-28, App. 12.*)

33. Leave.—General.—The following general rules have been so framed that with ordinary attention paid to them no man need render himself liable to the prescribed penalties. The rules will be strictly enforced. Irregularity in attendance retards work and causes expense to the office. Men requiring leave should make application before absenting themselves, and, if the state of the work permits, leave will be granted; there is, therefore, no excuse for absence without leave.

Leave during Ramzan.—Mohammedan employees of the Calcutta and Delhi Presses are allowed to leave their work half an hour before sunset during the month of Ramzan. No payment for this period will be made to pieceworkers. (*Dept. of Industries, No. A-240, d. 29-7-21, App. 9.*)

Leave salary of Linotype operators.—Under rule 87 of the Fundamental Rules, the average pay of non-gazetted officers, whose pay is less than Rs. 300 a month, shall be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave. But as the pay of the linotype operator fluctuates on the basis of outturn his leave salary will be regulated in the following manner:—

“The pay which he would draw in the permanent post held substantively by him at the time of taking leave” should be taken as meaning the monthly rate of pay. Thus if a linotype operator proceeds on leave on the 16th of September and for the period from 1st to 15th September draws pay at Rs. 85 per mensem, this rate of pay, i.e., Rs. 85 per mensem should be taken as the basis for the determination of his leave salary. Again if an operator draws pay for the month of September at the rate of Rs. 100 per mensem and takes leave with effect from the 1st October, Rs. 100 should be taken as the basis for the determination of his leave salary. (*App. 9.*)

The following leave rules apply only to permanent salaried industrial employees below the grade of Overseer or Assistant Manager and permanent pieceworkers whose services are classed as superior under Art. 396, Civil Service Regulations.

Leave on average pay to permanent salaried superior industrial employees.—Leave on average pay will be allowed at the rate of one month's leave for

every complete period of eleven months' duty, and as regards incomplete periods, one day's leave for every eleven days' duty, provided that no such leave can be earned by any employee who has four months' leave on average pay to his credit.

Medical leave to permanent salaried superior industrial employees.—On the production of a medical certificate, leave on half average pay up to three months, and a further extension of leave not exceeding three months on the production of a fresh medical certificate granted by the Chief Medical Officer of the district in which the employee is residing will be allowed subject to the proviso that the total amount of leave on medical certificate admissible to an employee during his service shall not exceed two years.

Without pay leave to permanent salaried superior industrial employees.—Leave without pay will be allowed when no other leave is due.

Injury leave to permanent salaried superior industrial employees.—Injury leave at half pay rates will be granted from the commencement of disablement irrespective of whether their pay exceeds Rs. 300 a month or not, who are injured in circumstances which would give rise to claims for compensation in case of a workman as defined in the Workmen's Compensation Act. This leave shall be granted for so long as is necessary subject to a limit of two years for any one disability and five years during an employee's total service. It shall not be taken into account in calculating the limit laid down under medical leave. Leave salary payable under this rule will, in the case of a workman to whom the Workmen's Compensation Act applies, be reduced by the amount of compensation payable under Section 4 (1) D of the said Act.

NOTE.—Such permanent salaried superior industrial employees who are in service on the 8th September 1928 and are in the enjoyment of the benefits of the leave rules in the Fundamental Rules will retain their existing privileges.

Leave on average pay to permanent superior pieceworkers.—(a) Leave on average pay will be granted according to service as under :—

Length of service.	Leave admissible.
Less than 10 years	16 days in each calendar year.
10 years but less than 15 years	23 days in each calendar year.
15 years and above	31 days in each calendar year.

(b) This leave will be non-cumulative, i.e., any leave not taken during the year will lapse without any monetary compensation.

(c) Gazetted holidays actually enjoyed may, at the option of the pieceworker, be counted against any leave admissible to him under rule (a), and if so counted, will be paid for.

(d) The grant of leave under these rules cannot be claimed as a matter of right, and can be refused by the manager on administrative grounds. It may also be withheld on account of irregularity in attendance.

Medical leave to permanent superior pieceworkers.—Leave on medical certificate on half average pay will be granted at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete

periods one day's leave for every eleven days' duty. It will be cumulative and will be granted only when no average pay leave is admissible, provided that no continuous period of leave with pay shall exceed one year; any extension over one year shall be leave without pay.

Without pay leave to permanent superior pieceworkers.—Rules applicable to permanent salaried superior industrial employees will apply to pieceworkers.

Injury leave to permanent superior pieceworkers.—Injury leave at half pay rates may be granted from the commencement of disablement to all pieceworkers who are injured in circumstances which would give rise to claims for compensation in the case of a workman as defined in the Workmen's Compensation Act. This leave shall be granted so long as is necessary subject to a limit of two years for any one disability and five years during a pieceworker's total service. It shall not be taken into account in calculating the limits laid down under medical leave. Leave salary payable under this rule will, in the case of a workman to whom the Workmen's Compensation Act applies, be reduced by the amount of compensation payable under Section 4 (1) D of the said Act.

NOTE.—Pay or average pay of the pieceworker means remuneration at class rates.

(*Fin. Dept. No. F. 119-R.I.-28, d. 8-9-28, App. 9.*)

34. Casual leave.—*Salaried workers.—Delhi and Simla Presses.*—Casual leave not exceeding 10 days may be granted in any one calendar year to salaried employees of these presses.

It may be granted to all salaried hands, superior or inferior, overtime drawing or non-overtime drawing. (*B. of I. and M., Res. No. A-31, d. 15-7-20, and C.P.S. & S. 4718-Pg., d. 16-11-20, App. 12.*)

It may not be combined with any other kind of leave, and may not ordinarily extend to more than ten consecutive days in one calendar year exclusive of gazetted holidays. In exceptional circumstances, the sanctioning authority may grant, for urgent special reasons, a few days more than the ten days. In *Calcutta* the maximum has been fixed at 15 days. In *Aligarh* the maximum is 12 days.

Casual leave cannot be claimed as a matter of right.

It may only be granted if the state of the work will permit, and on condition that no additional expense whatever, either in the establishment itself in which the leave is granted, or in any other establishment is thereby incurred. (*Aligarh, Pg. 19-7903, d. 12-6-25; Delhi and Simla, C.P.S. and S., Pg. 34-40-41, d. 6 and 7-1-24.*)

Short periods.—In the case of salaried men, if leave is granted for short periods of absence exceeding one hour, it will be set off against the casual leave at the credit of the men concerned, but when no leave is due, the pay of the time taken on leave will be deducted. (*C.P.S. and S., d. 31-12-26.*)

Pieceworkers.—Temporary pieceworkers are paid at class rates for 16 days (including the King Emperor's Birthday) each year, to cover absences on account of holidays, sickness or leave, provided that the worker has

been in regular employment for the previous 12 months. "Regular employment" should be interpreted as not less than 90 per cent. of the required working hours, excluding the hours of gazetted and communal holidays, regard however will be had to absence in case of sickness. (*Dept. of I and L., No. A-382, d. 30-5-22, App. 13.*)

NOTE—This leave on class rates being of the nature as casual leave, the period spent on such leave will consequently count as service qualifying for pension, and the allowances paid to the men during this leave will be taken into account in calculating the average emoluments for pension, but acting arrangements are not admissible in the places of the absentees. (*Finl. D. letter No. 150-C. S. R.-26, d. 18-5-26, App. 13.*)

35. Leave Applications.—Applications for leave of absence must be submitted before absenting, except under unforeseen circumstances, such as sudden illness, etc., and should be countersigned by the head of the branch to which the applicant belongs. Leave during office hours is not granted, except in cases of sickness and emergent private affairs. The cause and hour of leaving, and the man's ticket no. should be stated in the application or pass out which should be signed, if a piece hand, by the incharge of his section and general foreman. In the case of salaried men, the applications or pass out will be signed by the heads of their respective branches. They may fill up from overtime or casual leave the time thus spent on leave if it exceeds one hour. On returning to office, men should report themselves to the time-keeper, otherwise they will be marked absent for the day.

36. Absence without leave.—Absence without leave from day attendance makes the absentee liable:—

- (a) if a salaried hand, to a deduction of one day's pay for each day's absence without leave previously obtained, or without medical certificate. The latter to be in accordance with para. 34.
- (b) if a pieceworker, to a fine of two annas for each day's absence in the case of compositors, and one anna for distributors, pressmen and others. Leave previously applied for may be granted to piece-workmen by the assistant manager.

Frequent absence, and absence without leave for more than fifteen consecutive days will render the employee liable to be suspended from duty, and if the irregularity continues, his name will be struck off the roll.

37. Medical certificate.—In cases of absence due to sickness, the certificate of a medical practitioner will ordinarily be accepted, and no fine for absence will be imposed, unless the member of the supervising staff who receives such applications (ordinarily the assistant manager) has good reasons for doubting the correctness of the certificate.

38. Leave.—Infectious diseases.—Men in whose houses are cases of infectious diseases, such as small-pox, etc., should submit a medical certificate to this effect, and obtain leave of absence from office until another medical certificate can be produced that all danger of infection has ceased. Men whose houses have cases of infectious diseases will, if they attend office, be liable to be suspended from work. (*For list of diseases declared "infectious" see App. 9.*)

Employees, compelled under the above orders, to absent themselves from office not on account of their own sickness, but on account of the occurrence of infectious diseases in their houses, may be allowed casual leave for the period, not exceeding thirty days, during which they are prevented from attending. Casual leave up to 30 days will also be admissible to press employees returning from leave, who are detained in plague camps on the way to rejoin.

During casual leave salaried workers will receive full pay.

If the period of absence exceeds 30 days, employees may be allowed leave with leave salary of any kind which may be due to them, and thereafter leave without leave salary.

The Controller of Printing and Stationery, India, in respect of employees appointed by him, may sanction a substitute for an absentee who is prohibited from attending his duties on account of detention in plague camps on the way to rejoin, or on account of some infectious disease in his house and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

In the case of pieceworkers pay or salary should be taken to mean remuneration at class rates. (*Dept. of I. and L., No. A-640, d. 20-10-26, App. 9.*)

39. Gazetted holidays.—*Calcutta Press.*—All employees of the press are allowed the gazetted holidays according to the list published annually in the Calcutta Gazette, which must not exceed 42 days. Of the total number of holidays only 23 days will be regarded as closed holidays for purposes of the special payments applicable, and the remainder as non-closed holidays. If work permits, employees may be allowed to absent themselves in the case of the latter class of holidays, but no extra payment or compensation leave will be allowed for work on such holidays. Compensation leave will not be allowed to industrial employees for attendance on gazetted holidays, not falling on Sundays, on which the press is closed. The holidays to be treated as closed holidays should be fixed in consultation with the Works Committee, and the possibility of so arranging the holidays that they do not fall in the busy season should be considered.

Aligarh Press.—The same rules as for Calcutta Press are applicable to this press, with the exception that the total number of holidays is 40 only.

Delhi and Simla Presses.—The same rules as for Calcutta Press apply also to these presses with the exception that ten closed holidays in a year (*Home Dept. No. D-4562-Public, d. 20-10-23, App. 8*) will be observed on the analogy of the practice in the Government of India, Secretariat Offices, and each man will be allowed, in addition, 6 communal holidays in a year. Winter leave allowed to the pieceworkers in the Government of India Press, Simla, in lieu of attendance on gazetted holidays, will be discontinued from 1st July 1928.

40. Special payments for holidays.—Twenty five per cent. over the ordinary rates will be paid to all industrial employees eligible for overtime, whether on a monthly rate of pay or at piece rates, for attendance on "closed" holidays. This allowance will be paid irrespective of the total

number of hours worked during the rest of the week, and that the hours worked on gazetted holidays will not be taken into account in calculating ordinary overtime. The extra payment in the case of pieceworkers will be made at class rates.

41. **Sunday attendance.**—Men on the industrial establishment required to work on any Sunday will be stood off work on one or other of the three days preceding or succeeding that Sunday, in order to comply with the provisions of the Factories Act. No extra payment will ordinarily be made for attendance on such days. In the rare cases in which the compensatory leave for attendance on Sunday has to be withheld, payment will be made at 50 per cent. over the ordinary rates. This allowance will be paid irrespective of the total number of hours worked during the rest of the week, and that the hours worked on Sundays will not be taken into account in calculating ordinary overtime. Compensatory holidays for Sundays can be withheld only when an exemption has been secured from the provisions of Section 22 of the Factories Act.

42. **Option of remaining under existing rules.**—Salaried industrial employees in service on 1st July 1928 of the Government of India Presses are allowed the option of remaining under the existing rules in regard to holidays (*i.e.* they may continue to get compensation leave instead of the special payments as defined in para. 37), if they so desire, but all existing piecework employees, as well as all future salaried and piece hands who may be employed in the presses, will not be allowed to exercise this option. (*For paras. 36-39 see Dept. of I. & L., No. A-662, d. 19-6-28, App. 8.*)

43. **Classification of pieceworkers.**—The classification of pieceworkers employed in the Government of India Presses, Calcutta, Delhi, Simla, Aligarh and the Forms Press, Calcutta, will be regulated in accordance with the following rules as sanctioned in *Dept. of I. & L., letter No. A-501, d. 14-6-28, App. 12.*

RULES FOR CLASSIFICATION OF PIECEWORKERS IN THE GOVERNMENT OF INDIA PRESSES.

GENERAL RULES.

1. Rules 2 to 5 are applicable to all pieceworkers except fly boys.
2. The time rates for the various classes of pieceworkers employed in the Government of India Presses, and numbers to be placed in each of the classes above the efficiency bar, are given in the Schedule to these Rules.
3. Every pieceworker will be entitled to go up one class biennially until he reaches an efficiency bar, below which he will remain, until selected for the series of classes above the bar. Promotion to the selection classes above the efficiency bar will depend on the number of vacancies. Seniority in service, quick and correct work, general conduct and regularity of attendance will be considered in promoting employees to the selection classes. Promotion from one selection class to another will also depend on the number of vacancies; but in cases where the number of selection classes is in excess of the number of men allotted to these classes in the schedules, the promotion of men from one selection class to the next vacant higher class will be given biennially.
4. Pieceworkers are liable to be relegated to a lower class for misconduct or irregular or late attendance. An increment due under these rules, may also be withheld by the manager of the press, on account of inefficiency or careless work.

5. Newcomers will be first classified after three complete months' earnings on piece only, after which their promotion will be regulated in accordance with the above rules.

6. The time rate for fly boys will be one anna per hour.

Class rates for piece-workers.—The class rates for piece-workers working on time, are as follows :—

SCHEDULE.

CLASS RATES FOR COMPOSITORS.

Class.	Hour rates.	
	A.	P.
1	1	0
2	1	1
3	1	5
4	1	10
5	2	2
6	2	7
7	3	0
8	3	5
9	3	10
10	4	2
11	4	7
12	5	0
13	5	5
14	5	10
15	6	2
Efficiency bar.		
16	6	7
17	7	0
18	7	5
19	7	10
20	8	0
21	8	7
22	9	0
23	9	5
24	9	9
25	10	2

Number of compositors in the selection classes.

Class.	Calcutta Press.	Delhi Press.	Forms Press.
16	12	3	1
17	8	2	..
18	4	2	..
19	4	2	..
20	4	1	..
21	2	1	..
22	2	1	..
23	2	1	..
24	1	1	..
25	1	1	..

CLASS RATES FOR BINDERS, MACHINEMEN AND PRESSMEN.

Class.	Hour rates.	
	A.	P.
1	1	0
2	1	1
3	1	3
4	1	6
5	1	9
6	2	0
7	2	3
8	2	6
9	2	9
10	3	0
11	3	3
12	3	6
13	3	9
14	4	0
	Efficiency bar.	
15	4	4
16	4	8
17	5	0
18	5	4

Number of Binders in the Selection classes.

Class.	Calcutta Press.	Delhi Press.	Simla Press.	Forms Press.
15	20	1
16	10
17	4
18	1	2

Number of Machinemen and Pressmen in the Selection classes.

Class.	Calcutta Press.	Delhi Press.	Simla Press.	Aligarh Press.	Forms Press.
15	6			2	1
16	3			1	..
17	1	1		1	1
18	1			1	..

CLASS RATES FOR IMPOSITORS AND DISTRIBUTORS.

Class.	Hour rates.	
	A.	P.
1	1	0
2	1	1
3	1	2
4	1	4
5	1	6
6	1	8
7	1	10
8	2	0
9	2	2
10	2	4
11	2	6
12	2	8
13	2	10
14	3	0
	Efficiency bar	
15	3	3
16	3	6
17	3	9
18	4	0

Number of Impositors in the Selection classes.

Class.	Calcutta Press.	Delhi Press.	Simla Press.	Aligarh Press.	Forms Press.
15	2	1	1*
16					
17					
18					

Number of Distributors in the Selection classes.

Class.	Calcutta Press.	Delhi Press.	Simla Press.	Aligarh Press.	Forms Press.
15	3	3
16					
17					
18					

CLASS RATES FOR INKERS.

Class.	Hour rates.	
	A.	P.
1	1	0
2	1	1
3	1	2
4	1	4
5	1	6
6	1	8
7	1	10
8	2	0
	Efficiency bar.	
9	2	2
10	2	4
11	2	6
12	2	8
13	2	10
14	3	0

Number of Inkers in the Selection classes.

Class.	Calcutta Press.	Delhi Press.	Simla Press.	Aligarh Press.	Forms Press.
9	3	1	1	2	..
10	2				
11	1				
12	1				
13	1				
14	1				

If any substantial alteration is made in the strength of the piece establishment of any press, proposals should be submitted for the sanction of the Government of India for increasing or decreasing the number of posts in the selection classes referred to in the rules.

44. **Transfer to the permanent establishment.**—Men will not, ordinarily be transferred to the permanent establishment if they are above the age of 25 years. If, however, the age exceeds 25 years, Controller's sanction should be obtained to the transfer. Quick and correct work, as well as general good conduct and attendance, will be considered, before promoting a man from the temporary to the permanent establishment. A health certificate must be produced. No man will be sent for medical examination until his record in all other respects has been approved. *See also para. 2 of I. & L. No. A. 220, d. 31-10-28, App. 13.*

* Retains old class 11 rate 4 a. 7p.

45. Acting Allowance.—Acting allowances are permissible to both the clerical and industrial establishments of presses. It should be allowed in all cases in which an officer is appointed to act in an appointment carrying a higher salary than his own as all such arrangements involve the assumption of duties or responsibilities of greater importance or of a different character. No acting allowances should, however, be given in the following cases:—
 (a) Computers unless they act as head computer or as clerks. (b) Readers unless acting as head reader. (c) Revisers. (d) Standing forme-keepers, and (e) Binders. (*Dept. of I. & L. Memo. No. A-369, d. 10-9-23. App. 12*).

Provided the above conditions are fulfilled acting arrangements are permissible during the absence on compensation leave of salaried industrial employees. (*Dept. of I. & L. Memo. No. A-369, d. 10-9-23, No. A-469, d. 11-6-27 and Dept. of C. & I. No. 7300, d. 26-6-17, para. 3, App. 12 and 3*).

46. Disbursement of pay.—Each industrial employé will receive a pay slip before payment, to enable him to see the total amount earned, the nature and extent of the deductions made, and the net amount to which he is entitled. This slip must be produced before the cashier when the employé goes to receive his wages.

47. Disbursement of pay of absentees and deceased employés.—The pay of absentees and deceased employés, should be drawn by a man on the permanent establishment with not less than 10 years' service, and guaranteed by two other men on the permanent establishment. In the case of a deceased employee the following documents are required to be produced—

- (a) Death certificate.
- (b) Certificate of heirship.
- (c) Letter of authority or identification.

48. Secrecy to be observed regarding work.—Although the employés are not under oath, it is a part of the professional honour of a printer not to disclose wantonly, or from venal motives, the nature of the work upon which he is employed. If an employé should be questioned by an unauthorized person regarding the work of the office, he should know nothing. In the case of confidential work he should see and hear, but be mute. Employés are therefore, warned against communicating anything, however trivial, regarding the work of the press to any person who is not engaged on the work, or to any person who is not employed in the press. Men found guilty of this offence will be dismissed, and debarred from future employment under Government.

49. Lending or borrowing money, or signing security bonds for each other, is strictly forbidden among employés. Men found guilty of any of these offences are liable to be dismissed.

50. Bribes.—Persons having authority to distribute work are warned against taking bribes from the workmen, or from any person on their behalf, either in money or any valuable thing, as a motive or reward for the distribution of an extra and unfair share of advantageous work, or for any other consideration. Workmen are also warned against offering bribes, or from employing any person to offer such bribes on their behalf, either in money or any

valuable thing, to such persons having authority to distribute work, as a motive or reward for an extra or unfair share of advantageous work, or for any other consideration. Written complaints regarding the above offences, which must give full particulars of specific cases, will be made over to the person accused, who at the discretion of the manager may be suspended from duty until he can exonerate himself from the charges made against him. The complainant may similarly be suspended until the case has been decided. No attention will be paid to anonymous letters, which will be destroyed.

51. Obedience to orders.—Men having a grievance should first carry out orders, and afterwards represent their case.

52. Punishment of clerks.—The fines prescribed in any of the foregoing or subsequent rules do not apply to clerks, unless specifically mentioned, who are specially dealt with for misconduct by official reprimand, addition to work, postponement of increment of pay, stoppage of promotion, reduction of existing pay, entry of misdemeanours in the service book, suspension, or dismissal.

53. Conduct.—The employes should abstain from holding unnecessary conversation with each other, from talking in a loud voice, and from doing anything which may cause annoyance to their fellow-workmen. Men quarrelling and causing a disturbance will be fined or suspended from duty. Smoking in the work-rooms is strictly prohibited.

No one is allowed to loiter about the premises after his work is done. Any man not being booked, found on the premises after office hours, is liable to be searched, and dealt with.

54. Pass out.—No man, having once left the premises for the day, is allowed to return, unless he has a pass from the head of his department, which the durwan shall demand and hand over to the time-keeper the following morning. No man is allowed to leave the press premises during working hours without a pass out, signed by the head of the branch.

55. Service books.—Every non-gazetted Government servant employed on the superior permanent establishment must have a service book, which is to be deposited with the establishment clerk. The establishment clerk will make the necessary entries in it each month from the attendance roll, and submit to manager for attestation. The entries in the first page of the service book should be renewed or re-attested at least every five years, and the signatures in lines 8 and 9 should be dated.

56. Service rolls.—Every other class of servant must have a service roll which is to be deposited with and maintained by the establishment clerk (*App. 13.*)

57. Leave Account.—The establishment clerk will maintain in accordance with para. 76 of the Fundamental Rules a leave account for each Government servant who has elected the Fundamental Rules in terms of leave on average pay.

58. Transfer of services to other offices.—It is the duty of a government official, who wishes to transfer his services to a different government office or department, to obtain the consent of the authority which appointed him to his existing post before taking up the new employment. If he takes

up the new employment without such consent, he commits a breach of discipline and is liable to be punished, in the last resource, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not, it should be noted, protect him from this penalty.

In granting, or withholding consent, to the acceptance by a subordinate of other government employment, the head of an office, or department must consider whether the transfer will be consistent with the interest of the public service. Permission should not be refused, however, without strong reason, which should be recorded in writing.

The head of an office, or department shall not employ, either temporarily, or permanently, an official whom he knows, or has reason to believe, to belong to another establishment, without the previous consent of the head of the office, or department in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new employer, an official cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

The foregoing instructions apply equally to officials on leave, whether with or without allowances. All leave allowances must *ipso facto* cease on the taking up of new employment, other than work of a purely casual nature.

59. **Transfers from one branch to another.**—Men may be transferred from one branch to another whenever necessary at the discretion of the manager.

60. **Special concessions.**—Applications for special concessions which do not come within these rules should be made to the manager.

61. **Medical attendance for subordinate staffs.**—*Calcutta Press.*—A dispensary is located in the building occupied by the Government of India Press, Calcutta, for use of the subordinate staff. A Sub-assistant Surgeon is in attendance.

Delhi and Simla Presses.—A first aid chest is maintained and also a Sub-assistant Surgeon visits the press every alternate day.

Aligarh Press.—First aid chest is maintained.

(Dept. of I. & L., No. A-669, d. 19-6-28 and 3-9-28, App. 10.)

62. **Pension and gratuity.**—Men on the permanent establishment are eligible for pension and gratuity under rules laid down in the Civil Service Regulations.

All press employees, whether salaried or piece, including clerks and menials who were in employment on the 15th July 1920 and who render 25 years continuous and approved service whether such service be classified as permanent or temporary shall be eligible for pension. The term "continuous and approved service" "means" "total uninterrupted service including periods of leave without allowance, underage and inferior service. The amount of pension admissible in each case should be calculated omitting those periods of leave which are not allowed to count for pension, the underage and inferior service, however being treated as non-qualifying in calculating the amount of superior pension admissible.

Superannuation or invalid pensions will also be granted to these men provided they either have been permanent from the start, or are absorbed in permanent service before retirement. In the latter case, credit will be given for temporary service prior to confirmation and the ordinary pension-rules will apply. Those who are not absorbed in the permanent establishment, if obliged to retire before qualifying for pension after 25 years continuous service, will be granted a bonus on the same terms as the Government of India have promised to concede to a press employee recruited on or after the 15th July 1920, on provident fund terms.

(Dept. of Industries No. A-371, d. 30-11-21, A-371, d. 14-6-22, Dept. of I. & L., No. A-382, d. 30-5-22, A-220, d. 7-9-23, A-220, d. 28-5-24, A-220, d. 20-10-25, A-220, d. 6-10-26 and A-220, d. 31-10-28—App. 13.)

63. Grant of quarters at concessional rent to employees of the Delhi press.—Employees of the Delhi press are allotted Government quarters at a concessional rent, which is 5 per cent. of the emoluments in the case of Indian employees, and 10 per cent. in the case of Anglo-Indians.

For purpose of Fundamental rule 45, the monthly emoluments of a piece-worker employed in a Government of India press is equivalent to two hundred times his hourly class rate (*Fin. Dept. letter No. F-100, C.S.R. 26, d. 29-3-26. App. 14.*)

64. Fines and the fine fund.—All fines realized from the workmen will be shown in the establishment pay bills under one or other of the two heads:—

- (a) Fines credited to government.
- (b) Fines credited to the fine fund.

The accounts have to be submitted to the Controller of Printing and Stationery, India, half-yearly (*see Rule 7 of Fine Funds*) and they must show:—

	Rs.		Rs.
Opening Balance		Expenditure (i)	
Receipts from interest		" (ii)	
Receipts from Fines		" (iii)	
		Closing Balance	
Total		Total	

(Dept. of I., No. A-240, d. 24-3-22 and C.P.O. Pg-17, d. 15-1-25, App. 5.)

RULES RELATING TO FINE FUNDS IN THE GOVERNMENT OF INDIA PRESSES.

1. All fines realised from workmen, except pye and other fines which are levied for neglect or bad work, entailing loss or extra expenditure on Government, will be credited to the fine fund of a press. This fund will be in all respects, separate and distinct from the general provident fund, or any special provident fund established specifically for press workers.

2. The assets of the fund will be applied to the relief of distress among workmen or their families. For example, grants may be made to sick workmen, or to the families of workmen left in impoverished circumstances by the death of the breadwinner.

3. Clerks, or members of the supervising or other staff, from whom fines are not ordinarily levied, will not be eligible to participate in the benefits of the fund.

4. No grants will be made except upon the recommendation of the officer-in-charge of the press, and with the sanction of the Controller of Printing and Stationery, India. It will be open to the works committees of presses to bring to the notice of the officer-in-charge any special cases which they may consider deserving of relief from the fund.

5. The amount of any such grant will be fixed with reference to the rate of pay of the workman affected, and the length of his service, and having regard to the balance available in the fund.

6. Recoveries on account of fines will be deposited in the post office savings bank, as soon as they are realised each month, to the credit of the officer-in-charge of the press.

7. Regular accounts of receipts and expenditure will be maintained by the press in the prescribed form, half-yearly accounts being submitted to the Controller of Printing and Stationery, India.

8. The accounts of the fund will be audited by the Examiner, Government Press Accounts.

9. If a fine is remitted after it has been drawn in the establishment bill and credited to the fine fund in the post office savings bank, it should be withdrawn from the savings bank under the sanction of the Controller previously obtained, and paid to the party concerned.

Fine Fund Account of the.....Press.

Date of withdrawal.	Name of workmen to whom paid.	Date of payment.	Amount paid.	No. and date of Controller's sanction.	Acquittance with date and stamp if required.
1	2	3	4	5	6

(Dept. of I. and L., No. A-210, d. 24-3-22, A 461, d. 27-3-24 and d. 3-2-25, App. 5.)

65. Fine and class reduction registers.—Two registers, one for “*Fines*” and another for “*Class Reductions*”, are maintained and examined, revised and signed by the manager every month before they are sent for action to the accounts section.

Fine Register.

Fines imposed during _____ *19* _____

Serial No.	Date.	Name and cause.	Amount.	Manager's Initial.
			R a. p.	

Register of Class Reductions.

Serial No.	Name.	Designation.	Cause of reduction.	When reduced.	Former class.	Reduced class.	Initial of Manager.	When reinstated.	Initial of Manager.	REMARKS.

66. **Works Committee.**—Works committees have been established in the Calcutta, Simla, Delhi and Aligarh Presses to afford the employees regular opportunities of discussing with the supervising staff inequalities and difficulties which may arise under working conditions. (*B. of I. and M., Res. No. A-31, d. 15-7-20, App. 12.*)

RULES FOR WORKS COMMITTEE.

1. The Committee will consist of the manager, the assistant manager, one special member chosen by the section-holders and heads of branches and five ordinary members elected by ballot by—

- (a) the reading section ;
- (b) the lino and mono operators ;
- (c) the hand-compositors, lino and mono correctors and store sections ;
- (d) the machine and press branch and standing formes section ;
- (e) the binding, mechanical and stereotyping branches.

The term of office of the special member and the elected members should be one year.

2. The members will elect one of their members as secretary ; his appointment shall be subject to the approval of the manager.

3. The Committee will hold general meetings at least once a month on the dates fixed by the manager, who will preside.

4. A special meeting of all the members of the committee (other than the manager and assistant manager) will be held at least three days before each general meeting. At this meeting the members will prepare and submit to the manager a list of the subjects which they desire to be discussed at the ensuing general meeting.

5. Meetings may be held during working hours and treated as working time up to a limit of four hours monthly.

6. The subjects to be discussed by the committee shall include :—

- (1) Allocation of holidays
 - (2) Fixation of working hours
 - (3) Rest intervals
- } within the limits prescribed by Government.
- (4) Recommendations regarding grants from the fine fund or compassionate fund.
 - (5) Distribution of work by section-holders and heads of branches.
 - (6) Questions relating to the means for the prevention of accidents.
 - (7) Questions relating to the cutting of time, etc., by the checkers.
 - (8) Questions regarding computing.
 - (9) Questions affecting the welfare of the employees generally such as the proper ventilation and heating and lighting of the workrooms.
 - (10) Questions relating to safety in working of machinery, etc.
 - (11) Questions regarding classification of pieceworkers.

- (12) Punishments and individual grievances.
- (13) Suggestions as to promotions (excluding heads of branches—the suggestions not to be in any way binding on the manager).
- (14) Vacancies and transfers.
- (15) General questions regarding leave or late attendance.

(C. P. O. No. 13-6965, d. 8-10-25.)

67. Memorials.—Copies of memorials addressed to the Secretary of State, or to the Government of India are not to be forwarded direct. Such action is in contravention of the Memorial Rules.

CHAPTER IV.

OFFICE PROCEDURE

with definition of the duties of responsible officers

I.—ADMINISTRATION AND ACCOUNTS BRANCH

GENERAL

68. Head Assistant.—The head assistant in Calcutta and Delhi (the head clerk in the other presses), is responsible for the general supervision of the clerical establishment. He 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 received 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.

Norm.—The head clerk in Aligarh Press in addition watches work in the Forms Store Accounts, etc.

Reports and Returns.—He should also see that the reports and returns specified, are prepared by those responsible, in time for submission to the officers, and departments by the dates mentioned:—

Statement of Returns shewing date of submission, etc.

Serial No.	Details of Return.	Period required.	Date due.	Branch or Section concerned.	To whom submitted.
1	Register of letters, etc., issued (Dak).	Monthly	1st	Despatching.	Manager.
2	Statement showing earnings of piece workers on piece and on time with average earnings per hour.	Do.	15th	Computing	Do.
3	Fine Fund to be deposited in Post Office Savings Bank.	Do.	10th	Accounts	Do.

Statement of Returns shewing date of submission, etc.—contd.

No.	Details of Return.	Period required.	Due date.	Branch or section concerned.	To whom submitted.
4	Statement showing consumption of Store articles.	Quarterly	15th January, 15th April, 15th July, 15th October.	Stores	Manager.
5	Statement showing deposits in Post Office and refunds of undischursed pay and deductions for courts.	Monthly	10th	Cash	Do.
6	Cost Accounts, Part A	Do.	15th	Accounts	Do.
7	Cost Accounts, Part B	Weekly	Weekly	Do.	Do.
8	Departmental Register	Fortnightly	1st and 15th	Do.	Do.
9	Reading Cost Abstract Book .	Monthly	15th	Computing	Do.
10	Report from Dead Stock Ledger regarding stock.	Do.	1st	Accounts	Do.
11	Annual indent for local stores purchased through the Stationery office or the Indian Stores Department.	Annually	2nd January	Stores.	D. C., S., Calcutta.
12	Progressive statement of expenditure.	Monthly	5th	Accounts	Controller.
13	Statement of expenditure incurred in executing printing work for the Paying Departments.	Do.	8th	Do.	Controller, P. and A. Officer, Secretariat, New Delhi and E. G. P. A., Calcutta.
14	Statement of actual debits for the whole year against Paying Departments.	Annually	As soon as possible after end of year.	Do.	P. and A. O. Secretariat, New Delhi.
15	Book value of plant, etc., disposed of.	Quarterly	15th July, 15th October, 15th January, 15th April.	Do.	P. & A. Office.
16	Statement showing printing work done for various medical store depôts.	Do.	15th July, 15th October, 15th January, 15th April.	Do.	Individual Medical Store Depôt.
17	Renewal of window delivery ticket for following year, also mail bag ticket.	Annually	24th March	Do.	Post Office.
18	Jury List for High Court	Do.	7th February	Do.	High Court.
19	Day book of issue of paper . .	Fortnightly	1st & 15th	Stores	Manager.
20	Statement of Printing work done for Patent and Design Office.	Monthly	15th	Accounts	Patent & Design Office.
21	Registration of motor lorry . . .	Annually	19th May	Do.	Dy. Commissioner of Police.
22	Annual indent for imported articles and office stationery.	Do.	15th May	Stores	D. C., S., Calcutta.
23	Statement showing details relating to gazetted officers in the Government of India Presses for inclusion in the list of officers under the Department of Industries and Labour.	Half yearly	31st May, 30th November	Accounts	Controller.
24	Statement of printing materials supplied to other presses.	Quarterly	1st February, 1st May, 1st August, 1st November.	Do.	Pay and Accounts Officer.

Statement of Returns shewing date of submission, etc.—contd.

No.	Details of Return.	Period required.	Due date.	Branch or section concerned.	To whom submitted.
25	Administration Report . . .	Annually	15th August	Accounts	Controller and E. G. P. A.
26	Appropriation Account Statements (Store Account, <i>Pro forma</i> Trading Account, etc.).	Do.	October	Do.	Do.
27	Indent for paper on Stationery Office.	Quarterly	5th January, 5th April, 5th July, 5th October.	Stores	D. C., S., Calcutta.
28	List of bills outstanding . . .	Monthly	5th	Accounts	Controller.
29	Quarterly statement of work done for High Court.	Quarterly	8th March, 8th June, 8th September, 8th December.	Do.	Do.
30	Statement showing cost (separately for printing, binding and stationery) of over-printing postal stationery.	Do.	15th January, 15th April, 15th July, 15th October.	Do.	D. C., S., Calcutta.
31	Fine Fund Account . . .	Half-yearly	4th April and 4th October.	Do.	Controller.
32	Statement of printing work done for offices of the Assigned Tracts of Bangalore.	Quarterly	10th March, 10th June, 10th September, 10th December.	Do.	Controller and Pay and Accounts Officer, Bangalore.
33	Budget Estimates . . .	Annually	1st September	Do.	Controller and Pay and Accounts Officer.
34	Forecast and Revised Estimates	Do.	10th December	Do.	Do.
35	Return showing communal composition of clerical establishment.	Do.	31st December	Do.	Controller.
36	Total amount of depreciation during the year (April to March) to be intimated to the Pay and Accounts Officer when forwarding the 4th quarterly statement of Book value of plant, etc., disposed of.	Do.	Annually	Do.	Pay and Accounts Officer.
37	Statement showing compensation sanctioned under the Compensation Act.	Do.	10th April	Do.	Controller.
38	Return showing sanctioned strength, etc., of compositors, Lino and Mono Operators and correctors, stoppages, outturn, and requirement of fresh work for following week.	Monthly and Weekly.	At the end of each month, Monday.	Computing	D. C., C. P. G.
39	Annual indent for spare parts and other imported printing stores.	Annually	1st April	Stores	D. C., S., Calcutta.
40	Annual Establishment Return as it stands on 1st April.	Do.	15th May	Accounts	Controller and P. & Accounts Officer.
41	Acknowledgment of permanent advances (imprest).	Do.	15th April	Do.	P. & A. Officer.
42	Pyre Fine Account . . .	Do.	15th May	Do.	Controller.
43	Return of workmen under Workmen's Compensation Act.	Do.	1st February	Do.	Commissioner, Workmen's Compensation Act, Court of District and Sessions Judge, Delhi.

Statement of Returns shewing date of submission, etc.—conold.

No.	Details of Return.	Period required.	Due date.	Branch or section concerned.	To whom submitted.
44	Annual Return of Factory with Statement of wages.	Annually	15th January	Accounts	Inspector of Factories, Punjab, Lahore.
45	House rent Statement . . .	Monthly	20th	Do.	Accounts Officer, Central Accounts Office, P. W. D., New Delhi.
46	Statement of receipts under "54—Stationery and Printing."	Do.	5th	Do.	Pay and Accounts Officer.
47	Final statement of debits including the overhead charges in respect of paying departments and Provincial Governments.	Annually	1st week of August.	Do.	Pay and Accounts Officer, Secretariat, New Delhi.
48	Income-tax Return . . .	Do.	April	Do.	Income-tax Officer.
49	Notice of Sundays and Holidays	Monthly	20th	Do.	Inspector of Factories, Lahore, and Assistant Inspector of Factories, Delhi.
50	Income-tax Statement . . .	Do.	5th	Do.	Income-tax Officer, Salary Circle.
51	Statement showing the amount of idle time paid.	Half-yearly	Half-yearly	Do.	Controller.
52	Sale proceeds of gazette . . .	Do.	Do.	Publication	Manager, C. P. B., Calcutta.

NOTE.—Only those Returns applicable to a particular press need be attended to.

Important files and unofficial cases.—The head assistant also deals with all special administrative matters under the direct orders of the manager, and with all unofficial references made by departments, and by the Controller of Printing and Stationery, India. A register must be maintained for all unofficial receipts and issues, and care should be taken to see that replies to them are not, on any account, delayed. The branches concerned should be reminded of any outstanding cases, and failing immediate attention, the matter should be brought to the notice of the manager.

Printing department handbook.—He will bring to the notice of the manager all changes necessary in the handbook for further reference to the Deputy Controller, Printing, Central Printing Office, who will arrange for the issue of amendment slips. It may be noted that most of the specimen forms given in the handbook are those in use in the Government of India Press, Calcutta, and they may be adopted in all the other presses with minimum modifications where necessary to suit local conditions.

The head assistant in Calcutta and Delhi (the head clerk in Simla and Aligarh), 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 within a *Work Docket*, in which the essential particulars are inserted, and made over to the head assistant.

Work Docket.

GOVERNMENT OF INDIA PRESS, _____

WORK DOCKET.

Date _____ P. O. Regr. No. _____ From _____ Dept. _____

No. of MS. pages _____

SUBJECT.

proof(s) wanted by _____ copies wanted by _____

SPECIAL INSTRUCTIONS.

LINO.		MONO.		HAND.	
Type	Measure	Set.	Des.	Type	Measure
		Mea. When perforated			
		When cast			
		When received in C. B.			

Sent to Reading Section for 1st reading on _____ Returned back on * _____
 Proof

" " " " final " " " "

* To be filled by the Reader.

Number of printed pages.	1ST PROOF.		2ND PROOF.		3RD PROOF.		Number of copies printed.
	Sent.	Returned.	Sent.	Returned.	Sent.	Returned.	

Paper to be used _____

Sent to Machine Room on _____ Printed off on _____ Forms reached the } (Date and Binding Branch. † } time.)

Sent to Despatcher _____ †
 (Date and time.)

† (To be filled by B. J.)

Copies despatched under Acknowledgment Voucher No. _____ dated _____

Acknowledgment Slips.

Press Regr. No. _____
 When reqd. _____

From RECEIVING

To _____
 Date _____ Time _____
 Received _____

Press Regr. No. _____
 When reqd. _____

From COMPOSING

To _____
 Date _____ Time _____
 Received _____

Press Regr. No. _____
 When reqd. _____

From RECEIVING

To _____
 Date _____ Time _____
 Received _____

Press Regr. No. _____
 When reqd. _____

From COMPOSING

To _____
 Date _____ Time _____
 Received _____

Press Regr. No. _____
 When reqd. _____

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 _____

¹ A Special work docket form suitable for form work is in use in the Aligarh Press.

Daily work progress book.—The head assistant on receiving a work docket will insert on it 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 head assistant in his *Daily Work Progress Book*. The head assistant will transfer the job with the work docket to the overseer 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 acknowledgment slip, and immediately forward it to the head assistant, duly signed, to enable him to keep in touch with the progress of the job throughout the branches. The information given on the acknowledgment 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 head assistant, who is responsible that it is carefully filed together with its contents.

Daily Work Progress Book.

(These cases to be despatched to-day.)

Date originally fixed _____ 192 .

Date of Receipt.	Press Register No.	"A" or "F".	Appr ox. No. of pp.	Urgent, immediate or timed.	Proof or copies.	COMPOSING.		MACHINE.		BINDING.		Voucher No. (if not despatched to-day). Date to be changed.
						Received.	Sent for Printing.	Received.	Sent for Binding.	Received.	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 assistant by the despatcher, after despatch of the job through 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 head assistant direct to the accountant before issuing the work docket to the overseer.

Check Slip attached to Payment Work Docket.

<p>HEAD ACCOUNTANT, Reg. No. _____ dated _____ is to be noted by you as payment work for which a bill is to issue. Watch for receipt of necessary files and documents for completion of the bill.</p>	<p>Received slip for Reg. No. _____ dated _____ Head Accountant.</p>
--	---

Arrear list.—At the end of each month, the head assistant 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 overseer to enable necessary action to be taken with the officer, or department concerned.

Arrear List and Particulars of Work standing in type for more than a month.

Press Regr. No.	Name of Work.	Size.	No. of pages.	When sent out.	Length of time in type.	Orders of the Department.

Certified that I know the pages of types of the regr. nos. shown in this list are standing in the Press.

RECEIVING AND DESPATCHING SECTION.*

69. *Dāk and town receivers.*—All letters and indents received by post are opened in the presence of the manager, and will be passed on to the receiver concerned through the assistant manager.

All confidential and secret covers are opened by the manager, or assistant manager. Receipts under all other heads are diarized by the receivers in the *Inward Register of Letters Received* and passed on to those concerned. All unofficial cases are, on receipt, submitted to the manager, and, as soon as passed out, made over to the head assistant, who maintains the *Unofficial Register* and deals with all unofficial references.

Inward Register of Letters received.

General No.	Date of receipt.	From whom.	Forwarding office.		Subject.	Disposed of by Outward No. or file.	Case No. (if any).	Remarks.
			No.	Date.				

70. *Register-keepers.*—Press letters and requisitions are registered departmentally, in the *Printing Office Register* and made over in the work docket, by the head assistant after being entered in the *Work Progress Book*, to the overseer of the branch concerned.

* In the Aligarh Press the Forms Store undertakes the duties of a Receiving and Despatching Section.

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, Diary No.	Press Register No.	Section.	When due.	No. of copies printed.	Details of Despatch.				Remarks.
									Supplied to		Voucher Nos.	Date.	
									Dept.	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 acknowledgment is received for the same.

Transit book.

Date.	Diary No.	Reg. No. and 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.	Diary No.	Description.	Section to which allotted.	Date of copies sent to C. P. O.	Date of copies sent to C. P. & S.	Remarks.

Registering ordinary 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.

Registering confidential and secret work.—Confidential and secret work should invariably bear the initial "C" or "S" prefixed to the register numbers. This distinction is necessary for audit, as no charge files of such work are sometimes retained.

Registering payment work.—Work, for an officer not entitled to free printing, should be registered in a separate "Payment" register, and should bear the initials "C. P." clearly prefixed to the register number. This is essential for the eventual recovery of the cost.

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 anyone 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.

Filing letters.—The file system given at Appendix I of the Manual of Office Procedure introduced in 1924 for the Office of the Controller of Printing and Stationery, India, should as far as possible be followed.

71. Despatchers.—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-holder 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 ACKNOWLEDGMENT VOUCHER.
COPIES

Despatch Voucher No.

P. O. No. _____

Forwarded to _____

by _____

Date _____ 19 _____

Despatcher. _____

Particulars of work _____

Requisition No. _____

No. of copies _____

Received the _____ day of _____

By _____
Of _____
At _____

Register No.

Type to be kept standing.
distributed.

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 regular filing of work dockets and files of the work done. They 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 case room for completion of the balance, all delays in the receipt of the balance due being brought to the notice of the assistant manager.

Requisitions disposed of.—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 consignments by goods train, discretion should be used as to whether a small portion should not be sent by post as an advance

73. Dâk despatcher.—All packets for the post are handed over to the dâk despatcher in time for the day's post, and despatchers should see that they are not allowed to accumulate, but made over to the dâk despatcher directly they are ready. The postal receipts obtained for parcels and registered packets, etc., are filed by the dâk despatcher. Service stamps are used for postage, and the cost incurred on each packet should be carefully entered by the dâk despatcher in the *Dâk Book*, and totalled up at the close of the day's work. He is responsible for the correct tallying of his daily receipts and issues of these stamps. The book is checked by the accountant or some other responsible official detailed for this work and submitted to the manager every month.

Dâk Book.

Expenditure of Service Postage 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.		
								Rs.	A.	Rs.	A.	
					No.	No.	No.					

CORRESPONDENCE SECTION.

74. Senior assistant.—Letters.—All letters issued are signed by the manager, to whom drafts are first submitted for approval. The drafts are made out by the senior assistant of the correspondence section, from the instructions received from the several branches of the press. Instructions for all press letters have to be approved by the assistant manager. Drafts involving technical matters should previously be referred to the branches concerned, before they are submitted to the manager for approval. All "accounts" matters particularly 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 should be used wherever possible. All telegrams will be signed by the manager.

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.

PUBLICATION SECTION.

(SIMLA AND DELHI PRESSES).

75. Gazettes.—Copies of the Gazette of India are printed and distributed in accordance with the instructions received from the Central Publication

Branch, Calcutta and are accounted for by the Presses in a Day book and a Ledger. 50 copies of each issue are sent to that Branch for stock and sale, by the Delhi and Simla Presses. Any surplus copies left after distribution are sent to the Central Publication Branch at the end of each session. Advertisements are printed in Parts II and III of the Gazette of India. The following classes of private advertisements are admitted in the Gazette under Home Department No. 4558, dated 7th October 1870.

- (1) Notices of formation and dissolution of partnership.
- (2) Advertisements of the meetings of Public Companies.
- (3) Notices of bankruptcy or matters relating to it.
- (4) Advertisements for money or other articles lost or stolen.
- (5) Advertisements of books published under the patronage of Government.

Cost of printing the Gazette is debited to the Central Publication Branch. Sale-proceeds of any copies sold by the presses and cost of stray issues are credited to Government; a half-yearly account being furnished to the Central Publication Branch. There is no Publication Section in the Calcutta Press. All copies of the Gazette are made over by this press to the Central Publication Branch directly they are printed where they are stocked for sale and distribution.

ACCOUNTS SECTION.

76. Accountant.—The accountant is responsible for the general administration and efficiency of the clerical establishment of the section, and that the prescribed routine regarding accounts questions is strictly observed. He will maintain a complete set of all the forms authorized 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 Central Printing Office, if necessary.

Pay sheets.—The accounts section, under the orders of the accountant, is responsible for the preparation of pay sheets. After they are prepared and have been signed by the manager, the fair copy is sent to the Pay and Accounts Officer for pre-audit and payment by cheques. Every arrangement must be made for the submission of pay sheets to the manager, for signature and despatch to the Pay and Accounts Officer on the due dates, viz., 25th and 30th of every month in Calcutta, for the salaried and piece establishments respectively, so as to ensure receipt of cheques on the 1st and 3rd of the following month. In Delhi, Simla and Aligarh the respective dates are as follows:—

23rd and 25th, 26th (or 4 clear days before the end of each month), and 23rd.

Administration and accounts letters.—All letters received and marked “adm.” and “accounts” by the manager are to be received by the accountant personally, and distributed to the clerks concerned, together with any instructions necessary for dealing with them. He will be held responsible that they are dealt with expeditiously.

Remittances.—He is responsible for seeing that receipts are despatched promptly for all remittances received, after they have been dealt with in the cash section.

Payment work.—He is responsible for seeing that bills are sent out promptly for all payment work. He will receive from the head assistant a check slip detached from every payment work docket, and must see that he receives from the despatcher the docket, and files relating to the check slip, for the purpose of compiling the bill for the work done.

Budget.—He is responsible for the preparation of the budget estimate promptly and accurately, for submission to the manager. The estimate is due to be sent to the Controller, and to the Pay and Accounts Officer by the 1st September. 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.

Monthly statements.—Monthly statements of expenditure have to be despatched to the Controller by the 8th of every month, and it is the duty of the accountant to see that these statements are submitted to the manager in time, for examination before despatch.

Checking of bills.—All bills received for printed work executed, or for supplies made by outside firms, are to be checked by the accountant after they have been dealt with by the assistants concerned, and before they are submitted to the manager to be passed for payment.

Checking receipts and issues of service postage stamps.—The accountant will be responsible for the correct accounting for all stamps received, and issued by the press. The stamp account will be also checked frequently 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 receipt of instructions from the assistant dealing with the case, the accounts section will prepare a refund voucher in duplicate, one for submission to the Pay and 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* (see para. 84) by accountant himself. A *Statement of Refunds Register* (see page 108) is maintained by the cashier.

Refund Voucher.

Returned _____ Date _____ 19 .
 Transferred to _____
 Paid _____
 the sum of Rupees _____ out
 of Rs. _____ received in this office on _____ 19 .
 from _____ being
 the amount overpaid on account of _____
 supplied, vide Memo. No. _____ A, dated _____ 19 .
 By _____

Manager. G. of I. Press _____

Bill for Refund of Balances of sums deposited in Treasuries.

Month and date.	Name of Treasury.	From whom received.	Amount paid into the Treasury.	Amount refunded.	Remarks.
					This item was included in item for Rs. As. P., deposited in the Imperial Bank of India, <i>vide</i> receipt No. , dated 19 .
					This item was included in item for Rs. As. P., deposited in the Imperial Bank of India, <i>vide</i> receipt No. , dated 19 .
					This item was included in item for Rs. As. P., deposited in the Imperial Bank of India, <i>vide</i> receipt No. , dated 19 .

Bill No. _____

Forwarded to the Pay and Accounts Officer _____ 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. E.

Received payment.

Manager G. of I. Press _____

Date _____

77. Cost Scheme and Annual Report.—The accounts section 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 not later than the 15th August. In addition to a narrative portion by the manager dealing with the outstanding events of the year, certain statements are prescribed showing the working of the press during the year. They are :—

Statement I.—(1) showing Receipts of the Press.

(2) showing Analysis of Press cost.

Statement II.—Showing cost of printing and book-binding, paper and binding materials for the various governments, departments and offices for the year.

Statement III.—Seven *pro forma* accounts as under :—

A.—Capital account, plant and machinery.

B.—Capital account, buildings.

C.—Mechanical branch.

D.—Foundry.

E.—Paper, stationery and binding materials.

F.—Stores.

G.—Depreciation fund.

In addition three other statements for Appropriation Reports are required to be sent to the Examiner Government Press Accounts, for audit and

verification; and transmission to the A. G. C. R. after audit, together with the audit certificate. These statements are :—

Statement (1).—Showing progress of realization of the value of Stores, etc., sold and printing work done for the various Governments and departments during the year.

Statement (2).—Store Accounts.

Statement (3).—*Pro formâ* trading account.

(see pages 83-84).

The accountant is responsible for seeing that the procedure prescribed for the costing system on which the annual report is based, is rigidly adhered to. Immediately salaries have been disbursed he will arrange for the dissection of the salary bills, and for the posting of amounts under the respective heads of Part A. He will see that this part is submitted to the manager not later than the 15th of every month. He is responsible for seeing that all contingent expenditure is duly entered under the proper head of Part B, and that this part is submitted to the manager for inspection and signature at least once a week.

PROCEDURE PRESCRIBED FOR THE COSTING SYSTEM, THE ANNUAL REPORT AND *PRO FORMÂ* ACCOUNTS.

The present costing system has been devised specially to secure that each productive branch or section of the presses bears its correct ratio of the cost of non-productive or overhead charges. These overhead charges are apportioned as far as possible direct against the branches on which they occur. In the case, however, of general overhead charges a proportionate apportionment only is possible. The system generally consists of a number of forms comprised in three parts, A, B, and C. Part A consists of compilation sheets for abstracting the charges after disbursement of the salaries and distributing them to the proper branches. Part B provides the necessary forms for securing that all overhead charges be distributed against the branch concerned either direct or proportionately. Part C is merely a compilation form for bringing forward under the 25 subheads of Statement No. 1 the totals of Parts A and B.

Cost Scheme Part A.—The forms comprising Part A are detailed below and they provide for showing separately the expenditure under the following heads :—

Permanent salaried.	Temporary piece.
Permanent piece.	Temporary fluctuating salaried.
Temporary salaried.	Temporary fluctuating piece.

The first column gives the form number, the second column shows the subhead of Statement No. 1, the numbers corresponding with the numbers in that statement while the last column shows how the charge is debited.

List of forms.

Form No.	Sub-head of Statement No. 1.	How charge is to be debited.
<i>Permanent salaried.</i>		
A-1	1. <i>Payments made to operatives</i>	direct.
	2. <i>Overtime to above</i>	”
	3. <i>Leave payments to operatives</i>	”
A-2	5. <i>Branch supervision</i> (charges which can be definitely allocated to a specific branch)	”
A-3	5. <i>Branch supervision</i> (charges which can only be distributed proportionately between branches)	proportionate.

List of forms—contd.

Form No.	Sub-head of Statement No. 1.	How charge is to be debited.
	<i>Permanent salaried—contd.</i>	
A-4	Distribution of branch supervision.	
A-5	6. <i>Auxiliaries and branch menials</i> (charges which can be definitely allocated to a specific branch) . . .	direct.
A-6	6. <i>Auxiliaries and branch menials</i> (charges which can only be distributed proportionately between different branches)	proportionate.
A-7	Distribution of branch menials including overtime . . .	
A-8	7. <i>Reading</i>	direct.
A-9	(See para. 7 on page 74.)	
A-10	8. <i>Standing Formes</i> (charges which can only be distributed proportionately between different branches). . .	proportionate.
A-11	Distribution of standing formes	
A-16	10. <i>Officers</i>	proportionate.
A-16a	Distribution of officers.	
A-12	11. <i>Office establishment, accounts and Store staff</i> (charges which can only be distributed proportionately between different branches)	proportionate.
A-13	Distribution of office establishment, accounts and store staff sections.	
	<i>Permanent piece.</i>	
A-14	1. <i>Payments made to operatives</i>	direct.
	2. <i>Overtime to above</i>	"
A-15	3. <i>Leave payments to operatives</i>	"
	4. <i>Payments for idle time</i>	"
	<i>Temporary salaried.</i>	
A-17	1. <i>Payments made to operatives</i>	direct.
	2. <i>Overtime to above</i>	"
A-17	3. <i>Leave payments to operatives</i>	"
A-2a	5. <i>Branch supervision</i> (charges which can be definitely allocated to a specific branch)	"
A-3a	5. <i>Branch supervision</i> (charges which can only be distributed proportionately between different branches) . . .	proportionate.
A-4a	Distribution of branch supervision.	
A-18	6. <i>Auxiliaries and branch menials</i> (charges which can be definitely allocated to a specific branch)	direct.
A-19	6. <i>Auxiliaries and branch menials</i> (charges which can only be distributed proportionately between different branches) . . .	proportionate.
A-20	Distribution of auxiliaries and branch including overtime.	
A-21	7. <i>Reading</i>	direct.
A-22	(See para. 7 on page 74.)	
A-23	8. <i>Standing Formes</i> (charges which can only be distributed proportionately between different Branches) . . .	proportionate.
A-24	Distribution of standing formes.	

List of forms—concld.

Form No.	Sub-head of Statement No. 1.	How charge is to be debited.
----------	------------------------------	------------------------------

Temporary salaried—contd.

- | | | |
|------|--|----------------|
| A-25 | 11. <i>Office establishment, accounts and store staff</i> (charges which can only be distributed proportionately between different branches) | proportionate. |
| A-26 | Distribution of office establishment, accounts and store staff sections. | |

Temporary piece.

- | | | |
|------|--|--------|
| A-27 | 1. <i>Payments made to operatives</i> | direct |
| | 2. <i>Overtime to above</i> | " |
| A-28 | 3. <i>Leave payments to operatives</i> | " |
| | 4. <i>Payments for idle time</i> | " |

Temporary Fluctuating Salaried.

- | | | |
|-------|--|----------------|
| A-17a | 1. <i>Payments made to operatives</i> | direct. |
| | 2. <i>Overtime to above</i> | " |
| | 3. <i>Leave payments to workmen</i> | " |
| A-2b | 5. <i>Branch supervision</i> (charges which can be definitely allocated to a specific branch) | " |
| A-3b | 5. <i>Branch supervision</i> (charges which can only be distributed between different branches) | proportionate. |
| A-4b | Distribution of branch supervision. | |
| A-18a | 6. <i>Auxiliaries and branch menials</i> (charges which can be definitely allocated to a specific branch) | direct. |
| A-19a | 6. <i>Auxiliaries and branch menials</i> (charges which can only be distributed proportionately between different branches) | proportionate. |
| A-20a | Distribution of auxiliaries and branch menials including overtime. | |
| A-21a | 7. <i>Reading</i> | direct. |
| A-22a | (See para. 7 on page 74.) | |
| A-23a | 8. <i>Standing formes</i> (charges which can only be distributed proportionately between different branches) | proportionate. |
| A-24a | Distribution of standing formes. | |
| A-25a | 11. <i>Office establishment, accounts and store staff</i> (charges which can only be distributed proportionately between different branches) | proportionate. |
| A-26a | Distribution of office establishment, accounts and store staff sections. | |

Temporary Fluctuating Piece.

- | | | |
|-------|--|---------|
| A-27a | 1. <i>Payments made to operatives</i> | direct. |
| | 2. <i>Overtime to above</i> | " |
| A-28a | 3. <i>Leave payments to operatives</i> | " |
| | 4. <i>Payments for idle time</i> | " |

Forms for Part A.
Compilation Form—A-1 to A-28a.

Designation.	No.	April.	May.	June.	July.	August.	September.	October.	November.	December.	January.	February.	March.	TOTAL.				
														Salaries.	Onclassing pay.	Overtime.	Leave payments.	Allowances.
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

Distribution Form.

Total Annual Debit.	Composition.					Printing.		Lithography.					Total.		
	1.—Hand. %.	10.—Distribution. %.	2.—Mono. %.	3.—Line. %.	4.—Imposing. %.	5.—Hand Press. %.	6.—Machine Press. %.	7.—Drawing. %.	8.—Printing. %.	9.—Bindery. %.	11.—Mechanical. %.	12.—Foundry. %.		14.—Outwork. %.	15.—Supplies. %.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Cost Scheme, Part B.—Part B of the cost scheme provides for the allocation under the sub-heads of Statement No. 1 of the overhead charges both direct and proportionate.

List of Forms.

Form No.	Sub-head of Statement No. 1.
B-1	9. <i>Stores.</i> Cash purchases made from contingencies.
B-1(a)	12. Allowances.
B-2	13. <i>Contingencies general charges.</i> Direct and proportionate debit.
B-2a	Distribution of above. (Proportionate debit).
B-3	14. <i>Supplies and Services.</i> Cash purchases from contingencies. Direct and proportionate debit.
B-3a	14a. <i>Supplies and Services.</i> Renewals and replacements. Direct and proportionate debit.
B-4	Distribution of Supplies and Services. (General charges).
B-5	15. <i>Mechanical.</i> Distribution of charges for power and repairs to branches.
B-6	16. <i>Stores.</i> Distribution of issues of stores, petty plant, spare parts and proportionate debit.
B-7	17. <i>Depreciation.</i>
B-8	18. <i>Interest on capital expenditure.</i> Plant stock, etc., and on unused stock.
B-9	19. <i>Up-keep of buildings.</i>
B-10	<i>Floor area by branches.</i> Direct and proportionate debit.

B-8. 18.—Interest on Capital Expenditure, Plant, Stock, etc., and on unused Stock.

	1.—Hand. %	1(0).—Distribution %	2.—Mono. %	3.—Lino. %	4.—Imposing. %	5.—Press. %	6.—Machine. %	7.—Litho drawing %	8.—Litho printing. %	9.—Bindery. %	11.—Mechanical. %	12.—Foundry. %	14.—Outwork. %	15.—Supplies. %	Proportionate debit (a) to be distributed under all branches.	Proportionate debit (b) to be distributed under Hand, Mono and Lino only.	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Value at beginning of the year.																	
Value at close of the year.																	
TOTAL .																	
MEAN .																	
Interest at %																	
direct debit.																	
• Proportionate debit (a)																	
• Proportionate debit (b)																	
Interest on unused stock at the end of the year.																	
TOTAL .																	

B-9. 19.—Upkeep of Buildings.

	Total annual cost of upkeep.	1.—Hand. %	1(0).—Distribution %	2.—Mono. %	3.—Lino. %	4.—Imposing. %	5.—Press. %	6.—Machine. %	7.—Litho drawing. %	8.—Litho printing. %	9.—Bindery. %	11.—Mechanical. %	12.—Foundry. %	14.—Outwork. %	15.—Supplies. %	Total.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Direct debit																
Proportionate debit.																
TOTAL .																

* For proportionate debit (a) (b) see pro forma account A, page 79.

B-12. 21.—Pensions, gratuity and provident fund.

	No.	1.—Hand. %.		10.—Distribution. %.		2.—Mono. %.		3.—Lino. %.		4.—Imposing. %.		5.—Press. %.		6.—Machine. %.		7.—Litho drawing. %.		8.—Litho printing. %.		9.—Bindery. %.		11.—Mechanical. %.		12.—Foundry. %.		14.—Outwork. %.		15.—Supplies. %.		16.—Freight.		Total.
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		
Payments vide working compilation forms : Part A :—																																
A-16																																
A-12																																
A-1 & A-2																																
A-14																																
A-2																																
A-4																																
A-5																																
A-7																																
A-6																																
A-10																																
TOTAL																																
Pension charges, etc.																																
Gross 1/4th of the pay of officers in superior service.																																
Gross 1/4th of the pay of inferior servants.																																
Provident Fund Adjustments (a) & (b)																																
NET PENSION CHARGES.																																

Note.—Totals against A should equal totals in the respective working compilation sheets.
(a) Deduction on account of inferior service.
(b) Addition for gratuity or provident fund.

B-13. 23.—Leave allowances out of India.

B-14. 24.—Stationery, proof paper, office forms.

B-15. 25.—Audit charges.

(Form same heading as B-12.)

Cost Scheme, Part C.—Part C is merely a compilation form providing for the total of Parts A and B being brought together under the 25 sub-heads of Statement No. 1 for the purpose of transfer direct to that statement.

Annual Report, Statement No. 1.—The accuracy of the costing system depends entirely upon the compilation of Statement No. 1. This statement is compiled from the compilation forms A-1 to A-28 a, Part A, and B-1 to B-15, Part B. For instructions in the compilation of these forms see pp. 74-76.

STATEMENT

EXPENDI

Head and Sub-head of Charges.	I.—PRODUCTIVE						
	COMPOSITION.				Imposi- tion.	PRINTING.	
	Hand Composi- tion. 1 (a)	Distri- bution. 1 (b)	Mono- type. 2	Lino- type. 3		Hand Press. 5	Machine Press. 6
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
PAYMENTS.							
A.—Direct payments to workmen:							
1. Operatives							
2. Overtime to above							
TOTAL A							
B.—Charges debited direct :							
3. Leave payments to workmen							
4. Payments for idle time							
5. Branch Supervision							
6. Auxiliaries							
7. Readers and Copyholders							
8. Standing Formes							
9. Stores							
TOTAL B							
C.—General overhead charges :							
ADMINISTRATION.							
10. Officers							
11. Establishments							
CONTINGENCIES.							
12. Allowances							
12a. Overtime allowances							
13. Contingencies							
14. Supplies and Services							
14a. Renewals and Replacements							
TOTAL C							
TOTAL PAYMENTS, A, B, C							
BOOK ADJUSTMENT.							
D.—Charges debited direct :							
15. Mechanical							
16. Stores							
17. Depreciation							
18. Interest on Capital							
19. Upkeep of Buildings							
20. Interest on Buildings							
20a. Depreciation on Buildings							
21. Pension, Gratuity and Provident Fund							
22. Buildings							
TOTAL D							
E.—General overhead charges :							
23. Leave allowances out of India							
24. Stationery, proof paper, etc.							
25. Audit charges							
TOTAL E							
Total Expenditure :							
A, B, C, D and E							
Charges debited direct :							
TOTAL B AND D							
Percentage of B and D to A							
General overhead charges :							
TOTAL C AND E							
Percentage of C and E to A							
B, C, D and E							
Percentage of B, C, D and E to A							

INSTRUCTIONS FOR THE COMPILATION OF FORMS FOR STATEMENT NO. 1.

The first essential is to classify the employees as operatives, auxiliaries, general and sectional supervisors, etc., etc. For this purpose the classification in Appendix A to Govt. of I., C. and I. Dept. Res. No. S. and P. 11065-11083-25, dated 8th December 1908, should be followed. If in any particular case owing to the peculiar conditions prevailing in a press this classification is inappropriate, it may be altered in consultation with the Examiner, Government Press Accounts.

A.—Direct payments to workmen.

1. *Operatives.*—The gross payments made to workmen, permanent or temporary, whether salaried or piece, in the productive branches and payments for overtime should appear under this head. Where composition includes distribution and composition, the total charges will appear under the head "composition". Under mono and lino, payments to operators, casters and compositors employed on author's corrections and alteration to standing matter, as well as payments to compositors for first and second reading corrections, should all appear against operatives. *When any workman is employed on non-productive work, such as auxiliary, clerical, branch supervision, etc., the payments for such employment should be separated and shown against the appropriate heads. Otherwise direct payments will be unduly inflated without any corresponding production.* [Forms A-1, A-14, A-17, A-17a, A-27 and A-27a.]

B.—Charges debited direct to branches.

3. *Leave payments to workmen.* [Forms A-15, A-28, A-28a.]

4. *Payment for idle time.* [Forms A-15, A-28, A-28a.]

These payments must be separated in the bill books and posted separately.

5. *Branch supervision.*—This falls under 2 classes, *viz.* (1) direct debit charges which can be wholly allocated to one specific branch, such as section-holders, and (2) proportionate debit charges which have to be distributed proportionately over more than one branch, such as foremen, overseers. In the latter case the proportion in which the charges are to be distributed will be fixed by the manager on some known basis such as time devoted to each section or payments to the sections. [Forms A-2, A-2a, A-2b, A-3, A-3a, A-3b, A-4, A-4a, A-4b.]

6. *Auxiliaries and Branch menials.*—The remarks above apply to this head also. [Forms A-5, A-6, A-7, A-18, A-18a, A-19, A-19a, A-20, A-20a.]

7. *Reading.*—Reading charges can be separated into hand, mono and lino (*see reading outturn sheet, para. 200.*) Therefore the distribution forms A-9, A-22 and A-22a will only be required where the use of this outturn sheet is not feasible. [Forms A-8, A-9, A-21, A-21a, A-22 and A-22a.]

8. *Standing formes.*—This charge (*vide* Form No. A-10) must be distributed under hand composition, lino and mono. [Forms A-10, A-11, A-23, A-24, A-23a and A-24a.]

9. *Stores.*—All actual expenditure on local purchase of stores must be shown against this head in column 13—capital account and plant of Statement No. I. [Form B-1.]

C.—General Overhead Charges. Payments.

10. *Officers.*—The pay of the manager must be distributed on the basis of the time devoted by him to the various sections of the press. It is not necessary to charge a proportion of the manager's pay to the supervision of the office establishment and again redistribute it over the other sections, if in fixing the proportions to the various sections, this is also taken into account. [Forms A-16 and A-16a.]

11. *Establishment.*—Office establishment, accounts and store staff, timekeepers, computers, estimators are detailed in the Forms A-12, A-25 and A-25a. The pay of the office establishment is to be distributed in the same proportion as the manager's pay. The distribution is provided for in Forms A-13, A-26 and A-26a. [Forms A-12, A-13, A-25, A-25a, A-26 and A-26a.]

12. *Allowances* must be distributed in the same manner as the pay of the officer who draws the allowances. [Form B-1a.]

13. *Contingencies general charges* must be distributed in the same proportion as the establishment charges. [Forms B-2, B-2a.]

14. *Supplies and services*.—Purchase of dead stock, petty plant and spare parts—The amount is shown under "capital account and plant" (column 13 of Statement 1). The amount spent on "outwork" such as contract printing, line blocks, etc., must be shown under column 14 and debited (in Statement II) to the department for whom the expenditure was incurred. The amount spent on freight and packing on paper and issues must be shown in column 16. The remaining items are general charges which must be distributed over the productive sections as shown in Form B-4. [Forms B-3 and B-4.]

14a. *Renewals and replacements*. [Forms B-3a and B-4.]

D.—Charges debited direct to branches.

15. *Mechanical branch*.—The mechanical branch is one of the two service branches of the press. Its activities may be divided into three groups: (a) repairs, (b) manufacture (chases, galleys, etc.), (c) generating power. A *pro formá* account C (page 79) in which the items of charges are separately exhibited. The charges under groups (a) and (c) are distributed over the productive sections in the proportion of repairs executed (for which there will be work orders) or of power consumed [Form B-5]. The other charges are dealt with under *pro formá* account "mechanical".

16. *Stores*.—All purchases of stores by book adjustment are taken under "capital account and plant" (see *pro formá* account). The actual issues made to the sections are distributed over the productive sections according to the detailed accounts kept in the press. [Form B-6.]

17. *Depreciation* will be calculated at the rates laid down on the depreciated value and distributed over the productive and service branches according to dead stock ledger. The depreciation of office furniture is redistributed over the productive sections. [Form B-7.]

18. *Interest on capital expenditure*.—Plant, stock, etc., including unused stock—This should be calculated at the rate intimated annually by the Auditor-General on the mean between the value at the beginning and at the close of the year. [Form B-8.]

19. *Upkeep of buildings*.—See B-9 and *pro formá* account B—The actual charges for repairs and upkeep must be distributed in the same manner as interest on buildings. [Forms B-9 and B-10.]

20. *Interest on buildings*.—[See B-11 and B-11a]—Interest at the rate intimated annually by the Auditor-General on the value of the buildings, at the beginning of the year as per Statement B "Capital Account—Buildings" (page 79), must be distributed according to the floor space occupied by each branch (see B-10). The portion for office will be redistributed over the various sections in the same proportion as office establishment.

20a. *Depreciation on buildings*.—Distribution at the rate laid down will be the same as for interest on buildings. [Forms B-11b and B-11c.]

21. *Pensions, gratuity and provident fund*.—One-sixth of the pay of officers in superior service and one-sixteenth of the pay of inferior servants who are eligible for pensions should be entered as a charge against the cost of the press. This charge will be debited in respect of the permanent pensionable staff only and should be distributed over the various sections in the same manner as the pay of the staff. An amount equal to the Government contribution to the provident fund should be charged to the section to which the subscriber belongs. [Form B-12.]

22. *Buildings*.—The cost of new additions should be added to the capital value of the buildings.

E.—General Overhead Charges.

23. *Leave allowances out of India* must be distributed in the same manner as the pay of the officer on leave. [Form B-13.]

24. *Stationery, proof paper, office forms and printing.*—The value of these should be obtained from the respective accounts and distributed in the same manner as office establishment. [Form B-14.]

25. *Audit charges.*—The charges ascertained from the Examiner, Government Press Accounts, and the Pay and Accounts Officer, should be distributed over the various sections in the proportion of payments. [Form B-15.]

Annual Report, Statement No. II is compiled from the departmental registers and the stationery and paper ledgers, and represents debits raised against the various departments and offices through the Pay and Accounts Officer. It is essential, therefore, that it be prepared carefully and accurately. The departmental registers are compiled from the bill books. It is essential that these departmental registers are kept up to date, and it is the duty of the accountant to report to the manager fortnightly the progress made in the upkeep of the departmental registers. The compilation of the departmental registers should be commenced each month immediately the bill books are available after computation of payments due, etc. The figures of the Departmental Register are first abstracted in the Working Sheet and then posted in the Statement No. II.

Departmental Register of Charges.

Name of Department _____

Serial No.	P. O. No.	COMPOSITION.			Bill Book No.	No. of Impressions.	PRESS WORK.		WAREHOUSE AND BINDERY.		Total.	
		Name of Work.	Amount.				On time.	On piece.	Bill Book.	Amount.		
			Fresh composition.	Standing matter or alteration.						Authors' corrections.		On piece.
			<i>Rs. a. p.</i>	<i>Rs. a. p.</i>			<i>Rs. a. p.</i>	<i>Rs. a. p.</i>		<i>Rs. a. p.</i>	<i>Rs. a. p.</i>	

Working sheet of Statement No. II.
(Left hand page.)

Name of Department.	%					
	Fresh composition.	Imposition and Distribution.	Total.	Supervision.	Cost of blocks, etc.	Total.

(Right hand page.)

Alterations to standing matter.	%		%			%		
	Supervision.	Total.	Authors' corrections.	Supervision.	Total.	Printing.	Supervision.	Total.

(Right hand page.)

Litho.	%		Bindery.	%	
	Supervision.	Total.		Supervision.	Total.

Annual Report, Statement No. III.—The costing system necessitates the provision of seven *pro forma* accounts, as under :—

A.—Capital Account—Plant and Machinery.

(Interest and depreciation on the capital value are transferred to working costs.)

Branch.	EXISTING PLANT.				NEW PLANT.			Closing Value of all Plant.	REMARKS.
	Opening Value.	Less Book Value of Plant, etc., etc., disposed of.	Less depreciation.	Closing Value.	Value.	Less depreciation.	Closing Value.		
1	2	3	4	5	6	7	8	9	10
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
TOTAL									

NOTE.—The figures in column 2 are transferred from column 9 of the previous year's statement. Column 3 should agree with the value of plant, etc., disposed of during the year as per dead stock books. Depreciation in the case of new additions (column 7) should be calculated for the fractional part of the year, during which the article was in use. New additions (column 6) should agree with the issues in *pro forma* account F under dead stock.

B.—Capital Account—Buildings.

(Interest, depreciation and upkeep are transferred to working costs.)

Description of building.	Value on 1st April 192 .	Cost of addition during the year.	Total value at the end of the year.	Cost of upkeep of buildings.
	Rs.	Rs.	Rs.	Rs.

NOTE.—The value of the buildings having been ascertained from the P. W. D. the cost of additions and upkeep should be similarly obtained annually. Interest must be calculated at the rate fixed by the Auditor-General.

C.—Mechanical Branch.

(The whole costs of the branch are distributed over the various branches of the press or offices.)

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

NOTE.—The total charges of the branch should be analysed and posted in column 1, 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 1 minus entries against cols. 2 (a) and 2 (b) should tally with the figure against col. 2 (c) which represents the labour and overhead charges of manufactures with the value of materials 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.

[Outturn is debited entirely to capital account (stores) pending the issue of type to other presses.]

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

NOTE.—The price per lb. is calculated for the purpose of debit by dividing the total expenditure of the foundry in column 1 by the number of pounds of type manufactured.

E.—Paper, Stationery and Binding materials.

(Not debited to press costs but distributed over gross departmental costs.)

EXPENDITURE.				RECEIPTS.		
Opening balance.	Stock received during year.	Paid on account of freight, etc.	TOTAL.	Issues during year and freight.	Balance in stock.	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 costs on issue from stock only, and not at the time of purchase.)

RECEIPTS.						EXPENDITURE.		
—	Raw materials.	Dead stock.	Petty plant.	Spare parts.	TOTAL.			
	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 of 4, 8 and 12 per cent. on depreciated value and distributed over the productive and service branches according to the dead stock ledger, *see App. 2*. The distribution of office furniture is redistributed over the productive sections (*see Form B-7 on page 68*).]

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

RULES FOR THE DEPRECIATION FUND IN GOVERNMENT PRESSES.

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 output 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. Otherwise renewals and replacements will be met exclusively out of the fund. Expenditure in excess of the amount at the credit of the fund is prohibited.

- (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 and in the press during the year (except items added during the year),
 - (b) the book value of plant, machinery and furniture written off and removed from the register of dead stock up to the end of October of the year.

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

- (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 or the Pay and Accounts Officer. 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 all 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 or the Pay and Accounts Officer before 1st 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 previous year. The actual amount to be transferred to the depreciation fund will be debited by the Accountant General or the Pay and Accounts Officer 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 Government Presses includes a calculation of interest, not on original capital value, but on depreciated capital value only.

- (5) The fund will be available for the renewal or replacement of articles of plant, machinery or furniture to the extent of the amount at credit of the fund from time to time. In the case of such articles manufactured in the press the whole cost of such manufacture must be met out of the fund.

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. The following items of expenditure should be met from the depreciation fund :—

- (1) Purchase of new machinery or articles in replacement of those worn out or condemned as unserviceable.
- (2) Manufacture or purchase of new type in replacement of worn out or unserviceable type.

Renewals of parts of machinery, e.g., matrices, knives, etc., should be treated as ordinary repairs to the machinery and should be met from the grant for spare parts. They are not to be met from the Depreciation Fund as the fund is intended to meet the cost of whole machines replaced and not of separate parts thereof. In making necessary provision in the annual budget for spare parts, the cost of renewals of parts of machinery which may have to be met during the year should be taken into account.

- (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 budgetted 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 "46—Stationery and Printing—Government Press." At the end of the year an equivalent sum will be transferred from the deposit head "Depreciation Fund" to "46—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, but a further adjustment is made in the Indian accounts debiting the cost of the stores to the sub-head "Renewals and Replacements from Depreciation Fund" subordinate to the head "46—Stationery and Printing—Government Presses" by credit to "Deduct English cost of Stores, etc." under the same head. This adjustment is made at the prevailing rates of exchange on the basis of statements of payments received from the High Commissioner. The transfer of the expenditure to the Fund is made by a regular account adjustment through the sub-head "Deduct amount transferred from the Depreciation Fund."

- (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 ^{Controller of Printing} ~~Administrative Department~~ and Stationery, India, _____ officers in charge of presses are authorised to incur expenditure from the fund, but no such officer should be permitted to spend out of the fund in excess of the *bonâ fide* 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.

(See App. I.)

Appropriation Accounts Statements.—

(1) A statement showing progress of realization of the value of stores, etc., sold and printing work done for the various governments and departments during the year.

	Sale of publication on payment.			Printing including cost of stationery stores.		
	Rs.	A.	P.	Rs.	A.	P.
Unrealized balance on 31st March 192 —						
Cash						
Book adjustment						
Issues during the year—						
Cash						
Book adjustment						
Total						
Recoveries made during the year—						
Cash						
Book adjustment						
Unrealized balance on 31st March 192 —						
Cash						
Book adjustment						

NOTE.—This statement is required to exhibit to what extent all amounts recoverable from the different governments or departments, etc., have actually been recovered during the year, i.e., to what extent the expenditure brought to account during the year remains uncovered. The outstanding balances should be explained in footnotes. (A. G. C. R. A. A.-191, d. 27-10-25.)

(2) Store Account.—The store account will show only values of paper, plant and machinery, etc., received against the values of issues.

RECEIPTS.		ISSUES.	
	Rs.		Rs.
Balance on 1st April 19		Issues to the different branches of the Press	
Purchase during the year—		Issues of paper and binding materials	
Plant and Machinery		Depreciation for the year	
Petty Store		Losses of dead stock and stores (including unserviceable articles written off)	
Receipts from Stationery Office		Balance on 31st March 19	
Receipts from type foundry and mechanical branches			
Freight charges on stores received from England			
Renewals and Replacements from Depreciation fund			
Other stock			
TOTAL		TOTAL	

NOTE.—Losses and writes off should be explained suitably in the footnotes of the Store Account, the gross amount of losses and recoveries, if any, effected being separately shown and brief particulars with the orders of the competent authority being given in respect of each case of loss exceeding Rs. 5,000. (A. G. C. R. A. A.-191, d. 27-10-25.)

(3) *Pro formâ Trading Account.*

Dr.	Rs.	Cr.	Rs.
Cash charges		Cost of printing work done (including stationery and binding materials) for central departments. Free	
<i>Adjustment.</i>		Post and telegraphs	
Mechanical		Railways	
Stores		Military departments	
Depreciation		Other central departments on payments	
Interest on capital expenditure		Provincial Governments	
Upkeep of buildings		Outside bodies and private work	
Interest on buildings			
Depreciation on buildings			
Pension			
Leave allowances out of India			
Stationery, proof paper, etc.			
Audit charges			
Foundry			
Work done at private Presses			
Supplies to outside offices			
Freight			
Cost of paper and binding materials			
TOTAL	_____	TOTAL	_____

78. **Estimator.**—All estimates asked for by departments must be prepared by the estimator promptly. Before submission to the manager they should be checked carefully by the accountant. The working sheets showing the calculations must be carefully preserved. It is essential that the sale price of all government publications be based on the actual cost of production, with the addition of the proportionate cost of overhead charges and materials. It is, however, impracticable to fix the price on this basis in all cases. The estimator, however, will, in every case, base the estimate on actuals as far as the job has gone at the time the estimate is required, estimating only for the unfinished portion of the work.

79. **Establishment Clerk.**—The establishment clerk is responsible for maintaining all service books, leave accounts, service rolls and personal files. They must be kept up to date. All leave and pension cases must be dealt with promptly, and submitted to the manager for orders. All questions relating to the classification of pieceworkers will be dealt with by him.

Service books will be maintained by him for all superior permanent employees (see para. 55).

Service rolls will be maintained by him for all other employees (see para. 56). In the case of all government servants for whom service rolls are maintained, pensions may be sanctioned by the manager before submission of the pension papers to the audit office, provided that the claim in each case is for the period of continuous and verified service, and the pension is clearly

NOTE.—The following instructions should be noted in maintaining the Dead Stock ledgers :—

- (a) Type is not to be entered in the Dead Stock ledger until it is actually brought into use. It is not necessary to account for type in use by detail of bodies. It is sufficient to enter in lump in the Dead Stock ledger all type of every description that has been issued from the Store during the year, together with its value. The quantity and value of unserviceable type that is thrown out during a year, should be deducted from the total quantity and the value of type shown in the Dead Stock ledger, and depreciation should be calculated on the balance. The value to be written off on account of unserviceable type should be at the current rate for old type metal. Stock of type should be taken in lump without attempting to account for different bodies separately.
- (b) The value of stores and dead stock shown in the ledgers should include all incidental charges, such as freight, packing, insurance, cost of receptacles, etc. When it is not possible to apportion these charges exactly, owing to several articles of a different nature being included in one consignment, they should be distributed in proportion to the value of the articles forming the consignment. (*Dept. of C. and I. No. 6454, d. 12-7-18, App. 2.*)
- (c) For further instructions, see *App. 2.*

Unserviceable articles.—On receipt of the “ *Unserviceable Register* ” of any branch, containing an entry of an article declared unserviceable by the manager, or assistant manager, the stock ledger clerk shall immediately write the article off from his ledger, and return the register to the branch concerned, so that it may be sent with the article for safe custody to the general storekeeper (see page 92).

Depreciation.—The stock ledger keeper is responsible for the correct working off of depreciation on all dead stock articles. Depreciation should be calculated on the gross value, inclusive of all incidental charges. Depreciation is to be worked off the depreciated value of the articles and not off the original value. (*C. and I. Nos. 6454, d. 12-7-18 and 9349, d. 7-9-18, App. 2.*)

Stock-taking of paper, binding materials and dead stock articles.—The stock ledger keeper is responsible for intimating in time, to the manager, the date on which stock has to be taken. It should be taken annually (31st March) of petty plant articles in store, along, with the stock of consumable stores. Stock of dead stock articles must be taken every five years. (*Dept. of C. and I. No. 6454, d. 12-7-18, App. 2.*) On intimation that stock-taking is due, the manager will detail the officers, and issue such instructions as are essential for the particular stock-taking which has to be carried out. On completion of the stock-taking, the working sheets initialled by the officer deputed to take stock, are despatched to the accounts section for compilation and computation, if necessary, by the computers. The stock ledger keeper on receiving the results of the stock-taking from the computers will immediately proceed to prepare the balance sheets, which are then despatched to the Examiner, Government Press Accounts, for audit. On return from the Examiner, they will be sent together with his certificate, and any explanations required regarding discrepancies, to the Controller of Printing and Stationery, India, for the purpose of obtaining his sanction, or that of the Government of India, if necessary, to the adjustment of any differences. Pending sanction of the audited balance sheets, stock ledgers for the ensuing year should be opened with the results of stock taking, any differences being adjusted after receipt of sanction.

STATIONERY AND STORES SECTION.

81. General Store-keeper.—The general store-keeper is personally responsible for the care of all general and stationery stores whilst in stock, and for the proper accounting for all receipts and issues.

A.—GENERAL STORES.

Classification of stores.—The general stores consist of three classes:—(a) English stores, (b) local stores and (c) unserviceable stores.

(a) *English stores.*—English stores are obtained on annual indent submitted to the Controller of Printing and Stationery, India. They are landed and delivered by the Deputy Controller, Stationery. On receipt, the cost challans are signed by the storekeeper and after the contents of the packages have been checked, the duplicate packing account is signed by the manager and returned to the Deputy Controller, Stationery, for transmission to the High Commissioner for India, London. The date of receipt, invoice no. and date, quantity, rate and amount are then recorded in the general store ledgers.

Forecast of English stores.—In *November* of each year, a forecast of estimates of the requirements of the press is prepared and submitted to the Controller of Printing and Stationery, India. No machinery may be included in this estimate until its necessity has first been explained, and approval given by the Controller. Care should be taken by the general storekeeper to ascertain from the accountant whether budget provision has been made for the purchase of the stores indented for.

(b) *Local stores.*—The major items of local stores are purchased by, or through the agency of the Indian Stores Department, or the Deputy Controller, Stationery, in accordance with the Stores Purchase Rules. Petty items are purchased locally by the manager. Tenders are invited by advertisement in the daily papers, and schedules are issued setting forth the descriptions and estimated quantities of the articles to be supplied during the year. Successful tenderers are required to execute an agreement and to deposit a sum as security for the due fulfilment of the contract. The date of receipt, invoice no. and date, quantity, rate and amount are then entered in the store ledgers after personal check by the store-keeper.

Agreement for the supply of local stores.

, the undersigned,
of
do hereby contract to deliver to the manager, Government of India Press, miscellaneous articles and whatever else may be required by him for the use of the Government of India Press, at the prices detailed in the list annexed, for one year, commencing from the 1st of the month of 19 , and ending on the 31st of the month of 19 , subject to the conditions and agreement hereafter specified; and agree to deposit with the manager a sum of Rs. as security for the faithful performance of this contract.

2. All supplies, in quantities according to written orders to be given by the manager, or others authorized by him to give such orders, to be delivered at at such times as they may be required, free of cost of conveyance, either by or by an authorized agent, who shall be responsible to the manager for the quality of the article supplied.

3. The manager undertakes that each bill, to be presented by _____ as soon after each delivery of goods as is practicable, shall be paid after such time as is reasonable for check.

4. All articles supplied by _____ to be subject to the inspection and approval of the manager and any such articles considered by the manager to be inferior in quality to that contracted for, may be rejected by him. In the event of any article being so rejected, _____ agree to replace it with an article of proper quality within a reasonable time of its rejection, and to submit to a fine the amount of which shall not exceed the value of the article rejected.

5. In the event of such second supply being necessary the manager will determine whether the quality of the second supply is or is not equal to that contracted for; and if he shall consider it inferior to this, he shall be at liberty to purchase from the market, at _____ cost and at such price as he may be able, the article or articles of stipulated quality. The cost of any article so purchased, as well as the fine imposed, to be deducted from _____ bill for the month in which the failure occurs.

6. _____ agree and consent that, in case of the non-performance on _____ part of any of the conditions herein contained, the manager may purchase the required articles elsewhere, and charge the cost of them to _____ and take and appropriate the sum of Rs. _____ deposited by _____, as liquidated damages for such breach of contract. It is agreed, further, that the manager may at any time determine the contract now made, upon giving one calendar month's previous notice in writing to _____ of the intention to determine the same; and in like manner the said _____ may determine this contract by giving to the manager two calendar months' notice in writing of _____ intention to do so. But the right of the manager to determine the contract is to be without prejudice to his right to retain liquidation damages as aforesaid, in respect of any breach of contract committed prior to such determination.

7. _____ agree that all articles shall be furnished, on the written order of the manager, within reasonable time of the receipt of such order by _____.

8. _____ further agree that nothing in this contract shall be held to bind the manager to purchase from _____ any of the articles enumerated in the schedule which it may be found possible to procure from a government manufactory.

Manager,

Government of India Press.

Contractor

Witness.

Ordering local stores.—All stores are ordered only over the signature of the manager. The order is made out in duplicate, one copy of which is retained by the storekeeper, except in the case of articles purchased through the agency of the Indian Stores Department, when indents are made out in triplicate, the third copy going to the Indian Stores Department.

Order for Stores.

Order No.

Dated

19 .

To

Please supply as follows:—

Description of materials.	Quantity or Number.

Manager.

Delivery of local stores.—On delivery of the stores, receipts are granted by the general storekeeper after a personal check of their quality and quantity by the assistant manager. 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 _____ 19 ____
 From _____
 Received as follows:—As per order No. _____ dated _____

Description of materials.	Quantity or Number.

General Storekeeper.

NOTE.—This receipt is made out in duplicate, one copy being retained by the general storekeeper while the other is sent to the supplier.

Bills for local stores.—Bills for local stores are checked with the general storekeepers' receipts, and with the order, and passed by the accountant to the 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 Pay and Accounts Officer for pre-audit, and the issue of the cheque 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 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.

Issue voucher No. _____ Dated _____ 19 ____ Branch _____

P. O. No. or description of work (if possible).	Description of articles.	Ledger Folio.	Quantity or Number.

Signature _____ Supply _____
 Manager _____

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 assistant manager.

General Store Ledger.—The general store ledger will be maintained separately for—

- (a) Dead stock articles.
- (b) Petty plant articles.
- (c) Spare parts.
- (d) Raw materials.

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 or Quantity.	Initials of party receiving.	When returned to Store as unserviceable.	REMARKS.

(c) *Unserviceable Stores.*—Immediately stores are certified by the manager, or assistant manager, in writing, to be unserviceable, they are written off the stock ledgers; entered in the “*Unserviceable Register*” (see page 87) and handed over for safe custody to the general storekeeper who will grant a receipt for the same. The storekeeper will retain the articles in safe custody until orders of the 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 realized 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 paper, binding materials and stationery store articles are obtained by the general storekeeper 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 Ledger*.

Waste paper.—The general storekeeper 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 is required to enter into an agreement.

Waste paper agreement.

, the undersigned

do hereby contract to purchase waste paper from the manager, Government of India Press, , at the rate of Rs. per maund for a period of twelve months, commencing from the 1st April 19 and ending on the 31st March 19 , subject to the conditions and agreement hereafter specified; and agree to deposit with the manager a sum of Rupees one thousand in G. P. note as security for the faithful performance of this contract.

Deliveries of waste paper will be taken weekly from the premises at agree to supply all bags, boxes, vehicles and to provide such coolies as may be required to remove all the waste paper from the godown and the press premises daily. agree and consent that in case of the non-performance on part of any of the conditions herein contained, the manager may sell the waste paper to any other purchaser and charge the loss that may be caused by such sale to and take and appropriate the sum of Rupees deposited by as liquidated damages for such breach of contract.

It is agreed, further, that the manager may at any time determine the contract now made upon giving one calendar month's previous notice in writing to

of the intention to determine the same; and in like manner the said may determine this contract by giving to the manager two calendar months' notice in writing of intention to do so. But the right of the manager to determine the contract is to be without prejudice to his right to retain liquidation damages as aforesaid, in respect of any breach of contract committed prior to such determination.

If at any time it is proved that the contractor has given a gratuity to any of the employees of the press, the contract will be instantly cancelled and his security money forfeited.

Manager,
Government of India Press.

Contractor.

Witness.

The general storekeeper 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 storekeeper 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.

82. 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 offcuts are carefully kept and utilized 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) *Issues of paper for printing, etc.*—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*" at the time of issue.

Day Book of Issues of Paper.

Kind of paper _____

Date.	File No.	Description of work.	P. O. Repr. No.	Copies.	Quantity.

NOTE.—There should be one day-book for each of the heads under column 1, Statement No. II, page 73.

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 94).

(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 offcuts of paper, cloth, leather or other materials not utilized. 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.*

Day Book of Issues of Binding Materials.

Date.	Register No.	Description of work.	Description of binding.	No. of copies.	Size.	Paper.	Country leather.	English leather.	Strawboard.			Cloth.			Miscellaneous articles.			Initial of receiver.	
									Super royal.	Double Fesp.	Royal.	Denny.	Ficap.	Long.	Nainsook.	Binding.	Art canvas.		Head bands.

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

Date of Issue.	Regr. No.	Department.	No. of pages or signature.	Serial No. of proofs.	Number of proofs.	Quantity.			Section-holder's initials.	REMARKS.]
						R.	Q.	S.		

(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.

83. *Head Computer.*—The head computer is responsible for the expeditious compilation of the 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 salary bills

may be prepared in time for submission to him for examination and signature, and for forwarding for pre-audit to the Pay and Accounts Office. The head computer is responsible for the preservation of all charge 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.

Computers.—Extreme care and accuracy is enjoined on all computers when computing value of the work done by piece-workers from the charge files. Careless work will result in either loss to government or to the piece-workers. If the computer has any doubt about the amounts to be paid for a piece of work he should at once refer the matter to 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 charge files.—On receipt of the charge files, each computer will check the voucher numbers noted on them by the section-holders, 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 the 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 on each file, the name of the month in which the file was charged. Thus all files belonging to the bill books for May will have the words—

Charged in May

stamped in large bold red letters at the top in the centre of the page.

All composition charge files after having been checked and charged to the respective departments will be filed departmentally, according to their conse-

cutive 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.

Piece-workers working in sections other than their own.—The work of piece-workers assisting a section other than their own, is charged in the bill book of the section for which the work is done; the sums thus entered are immediately transferred to the credit of the men in the bill book of the section to which they belong, and deducted at the close of the month from the total of the bill book of the section for which the work is done. At the end of the month, the sums credited to each compositor and the entries against each work are totalled, and the bill book, signed by the computer, is made over to the accounts section for the compilation of the monthly bills.

Computing hand compositor's charge files.—The method to be adopted in computing hand composition is explained in detail in Chapter VI. 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.

Secret work charge files.—In the case of secret work such as examination papers, etc., no files are maintained, as the charges therefor are computed from the final proofs in the presence of the Overseer or Assistant Manager, and entered in a separate book over his initials, to be eventually transferred to the bill books at the close of the month.

Confidential work charge files.—Charge files of confidential work are retained till the audit is completed. Ten per cent. of such files should be checked personally by the head computer before payment. The number of pages of each confidential item shown in the section-holder's receipt book for charge files, or in his suspense register, should invariably be attested by the Assistant Manager, or the Overseer in direct charge of the work, and computers should decline to accept entries incomplete in this respect. Computers should see that the register numbers of all confidential and secret work are prefixed with the letter "C" and "S".

NOTE.—In the case of confidential and secret jobs the proofs of which cannot be retained for administrative reasons, the valuation or working sheets showing the nature of composition, the exact measurements, extent of the blanks, if any, and the deductions made for blanks, shall be initialled by the Assistant Manager in token of the correctness of the charges paid and preserved for reference in audit.

Monthly report of hand composition—At the end of every month the head compositor will submit to the Manager a statement showing the number of hours of attendance, the number of hours and earnings of each compositor on time work and piece-work respectively.

Linotype charge files and computing operators' outturn.—The compositor 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 *Outturn 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 or 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 *Outturn Register*. The result will give the average per hour in corrected ens for all work done by each man during the month.

Outturn Register of Linotype Operators.

—19 . Name of operator —————

Date.	Machine No.	Reg. No. and Dept.	Number of ens.			Hours worked.				Stoppage hours.			Total Attendance.	Remarks.
			Fresh composition.	Repeat lines.	Author's corrections.	Fresh composition.	Corrections.	Author's corrections.	Total excluding stoppages.	Repairs and cleaning.	Shortage of work.	Other reason, absence, etc., etc.		

The compositor 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 all instances of doubtful charge files. For calculating operators' bonus see *Outturn Statement and Bonus Bill of Lino Mono Operators* on page 103.

Monotype charge files and computing operators' outturn.—The compositor 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

are first noted on the proof itself and then transferred to the *Distributors' Bill Book*. The computer should see that the charge files are not computed without the initial of the store-keeper.

Pye sorting and pye distributing accounts.—On receipt of pye sorters' and pye distributors' daily outturn sheets from the store-keeper, the computer checks the totals, calculates the values at the rates laid down in Chapter VI and enters the amounts in the *Distributors' Bill Book*.

Computing impositors' charge files.—The charge files will be computed according to the rates laid down in Chapter VI. Before computing, the computer must see that the charge files received are genuine and bear the initial of the section-holder.

Computing machine and handpressmen's charge files.—The charge files are computed as per rates laid down in Chapter VI. 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 *Binder's Work Vouchers* and on the charge files of the envelope makers, machine rulers, die stampers, etc. The computer, on receipt of the work vouchers, will check the entries very carefully before computing, in accordance with the rates laid down in Chapter VI, the amounts due being posted in the binders' bill book. 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 Examiner, Government Press Accounts, after the audit has been completed.

Bill Books.—A separate bill book must be compiled for each category of worker, *i.e.*, compositors, impositors, distributors (includes pye sorters and pye distributors), press and machinemen, (inkers and flyboys) and binders. After noting on the charge files the amount due to the piece-worker 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.

Compositors' bill book.

Serial No.	Register number and Dept.	Name of work.	Voucher No. and date.	Amount.	Less amount credited to Department.	Net amount payable.	Kirtoda Persad Gangooly.	Rajendra Chunder Ghose.	Nemy Charan Nath.	Jadab Chunder Koonjoo.	Transferred to		Total.
											Section 2.	Section 3.	
				R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.	R a. p.
TOTAL													

CASH SECTION.

84. Cashier.—The cashier is personally responsible for the proper accounting of all receipts and expenditure, and for the due and correct payment of salaries, etc., of the employees of the press. He is also the custodian of all valuables such as stamps, etc.

A.—RECEIPTS.

Remittances.—All remittances received by post should first be entered in the *Cash Remittance Register* and entries initialled by the manager. The particulars regarding voucher 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. A line should be drawn across the page at the close of each day and the entries in the money columns separately totalled.

Cash Remittance Register.

Date.	Receipt No.	From whom received.	Nature of Remittance.	Bill No.	Register No.	WORK DONE FOR PRIVATE AND LOCAL BODIES.		Sale proceeds of waste paper or unserviceable articles.	Miscellaneous.	Total.	Credit into Bank.	Bank's Receipt No.	Accountant's Initial.	Manager's Initial.	REMARKS.
						Printing	Paper.								
						R s. p.	R s. p.	R s. p.	R s. p.	R s. p.	R s. p.				

On receipt of any remittances and after entry in the remittance register, the cashier intimates the receipt of the same to the accounts section. The latter, on this intimation, will at once prepare an official receipt as below, and despatch it to the cashier for check and initial, if correct. The receipt will then go to the Manager for signature, who will check the amount stated to have been received on the receipt with the amount previously entered in the remittance register.

Government of India Press _____

Receipt No. _____

Dated _____ 192 :

ACCOUNT DEPARTMENT.

RECEIVED from _____

this _____ day of _____ 192 , the sum of

Rspees _____

in payment of Voucher Bill No. _____, dated _____

or _____ supplied _____



Cashier.

Manager.

Receipts at the counter.—Any receipts collected over the counter of the cash section should at once be entered in the remittance register in the appropriate column and the Manager's initials obtained. The same action is required in granting a receipt as is prescribed for amounts received by post.

Payments into the Bank.—All amounts received must be immediately paid into the Bank for which a special form is provided.

Bank paying in slip.

No. _____

IMPERIAL BANK OF INDIA
GOVERNMENT ACCOUNT DEPARTMENT.

		_____10 .
RECEIVED from the Manager, Government of India Press, _____ cash and documents detailed below :—		
_____	Government currency notes	Rs.
_____	Cheques on treasurer, Imperial Bank of India	Rs.
_____	Cheques on other banks	Rs.
_____	Silver	Rs.
_____	Postal cheques	Rs.
_____	Government transfer cheques	Rs.
_____	Drafts	Rs.
_____	Hundee	Rs.

		TOTAL Rs. _____
Rupees _____		

Manager, G. of I. Press.

Cashier.

Supdt., Govt. Account Dept.

These paying in slips will be taken by the accountant after they have been signed by the Bank to the Manager, so that the amounts paid in, can be checked by him with the cash remittance register.

Securities.—All securities deposited in favour of the Manager will be entered in a separate register. The cashier is responsible for the entries and safe custody of the register and deposits.

Stamps.—Stamps and other valuables are kept in the personal custody of the cashier. Service postage stamps are obtained by the cashier by purchase from the collectorate on requisitions signed by the Manager. All issues of stamps are first checked by the Accountant in Calcutta 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. The Manager will also check the expenditure, receipts, and balance of stamps, as often as possible, or at least once a month.

85. **Collecting sirkar.**—The cashier on receipt of bills from the accounts section, enters in a book maintained by him, and then makes them over for collection to the sirkar, who on realization makes the money over to the cashier. The sirkar's book, with the money collected, is then taken to the Manager by the cashier. The amount is entered in the remittance register and the entry initialled by the Manager.

Cash Section Bill Book.

Serial No.	Name of payee.	Amount.			Realisation date.

B.—EXPENDITURE.

Contingencies.—Payments are made on presentation of bills 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 transactions not made through the general store-keeper. They are then taken to the Manager for examination, signature and orders for payment. After payment, 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.

Pay sheets.—The cashier is responsible for disbursement to the proper persons who are either to sign, or put their thumb impressions as the case may be, after being duly identified by the heads of sections to which they belong. The cashier is not empowered to disburse the pay of an absentee to another employee, unless the latter produces an authority from the former, and orders passed thereon by the Manager (see para. 47).

Imprest Advance.—On introduction of the pre-audit system, an imprest advance has been sanctioned for each of the Calcutta, Delhi, Simla and Aligarh 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 and Accounts Officer for replenishment. The imprest advance granted to the Calcutta Press is Rs. 600, for Delhi, Aligarh and Simla presses the amount is Rs. 500, 1,000 and 1,000, respectively. In April every year the presses are required to furnish a certificate as required under Article 93, clause 7 of the C. A. Code, Vol. I, to the Pay and Accounts Officer. A regular account must be maintained by the cashier in the prescribed form given below and submitted to the Manager thrice a month.

Imprest Advance Account.

Date.	Amount of imprest advance.	Amount of cheque re- ceived from Pay and Accounts office.	Voucher No.	Particulars of charge including the name of the payee.	Amount paid.	Balance in hand.	Manager's initials.	REMARKS.
	R a. p.	R a. p.			R a. p.	R a. p.		

Refunds.—On receipt by the cashier of the *Refund Voucher*, (see page 60) he will note the amount in the *Statement of Refunds Register*, together with the other details.

Statement of Refunds Register.

Refunds during the month of _____

Date of Refund.	To whom refunded.	Amount refunded.			Date of receipt of Amount.	Original Amount received.			Why refunded.
		R	a.	p.		R	a.	p.	

TIME-KEEPING SECTION.

86. 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 the General Rules, paras. 28 and 29. He must bring to the notice of the Manager, 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 business. He must not allow any of the employees to leave the premises during working hours, without a pass on the prescribed form, and signed by the 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 and salaried workers, permanent, temporary and temporary fluctuating. The attendance register has to conform to the requirements of the Factory Inspector, and that given below has been designed to meet the requirements of the Calcutta Press.

Attendance registers for the presses in Simla, Delhi and Aligarh should conform to the requirements of their respective Factory Inspectors.

Attendance Check Sheet.

_____ branch/section attendance for _____

Names.	Ticket No.	Morning.	Day.	Night.	REMARKS.

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 men who work, or are to work on a Sunday, are compulsorily stood off work for a day previous, or subsequent to the Sunday on which work is to be done.

He is also responsible 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.

Piece-workers' papers.—All papers relating to the appointment, punishment and leave of piece-workers are filed with the time-keeper, and cases of absentees not submitting a report within 3 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.

SANITARY AND MENIAL SECTION.

87. Caretaker.—All questions pertaining to the upkeep of the several buildings, including repairs, fire protection, etc., are dealt with by the caretaker, under the direct orders of the Manager. He is also responsible for the proper care and cleanliness of the workrooms, and offices with their furniture, and of the healthiness of the premises and compound generally.

Night watchmen.—The caretaker is responsible for the duties of the night watchmen. He will set the tell-tale clocks daily, and bring to the notice of the Manager any dereliction of duty on the part of the night watchmen, as disclosed by the clock record.

Issue of stores to the sanitary and menial section.—He is responsible for the custody of materials issued to the sanitary and menial section, which he will obtain from the general store-keeper on the proper indent form.

CHAPTER V
PRESCRIBED ROUTINE FOR DEALING WITH WORK
IN ITS VARIOUS STAGES

II—COMPOSING BRANCH

GENERAL

The composing branch consists of the following sections :—

Hand composing.	Monotype correcting.
Linotype operating.	Type-store (distribution).
Linotype correcting.	Standing-forme.
Monotype operating.	Reading.
Monotype casting.	

88. Branch supervision.—In Calcutta the branch is in charge of an overseer, while in the other presses it is supervised by a foreman or the assistant manager. In Calcutta the overseer is assisted by a foreman.

89. 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, or manager. He is responsible for the careful checking of all overtime 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 section-holders.

Inspection of section-holders' 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.—The head assistant, after the necessary entries have been made in the *Receipt Registers*, and in the *Work Progress Register* forwards the *Work Dockets* to the overseer of the branch concerned. Before the overseer makes over the work to the section-holder, he must examine it closely and instruct the section-holder as to setting up. Verbal orders should not be given regarding work, but written orders only should be given by the overseer, or foreman in charge, to the section-holder, who will place such orders, etc., in the work dockets where they will remain until the work is despatched. The overseers are responsible that work is done in a creditable manner and that it is despatched to the time required.

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 arrear lists to the overseer who, after obtaining such explanation as the foreman or section-holder may have to give, will submit them for orders to the assistant manager, with any recommendations for the disposal of particular work that he considers necessary. Special cases will be brought to the notice of the manager for orders.

Section Progress of Work and Arrear List.

Date of receipt.	Register No. and Department.	Name of work.	No. of pages.	1st reading	2nd reading.	When given to impose.	Press reading.	Revising and printing.	Blinding.	Probable date of despatch.	Date despatched.

This book is to be submitted to assistant manager on the 2nd of every month with arrears brought forward.

Disposal of authors' proofs.—Authors' proofs will be forwarded with the printed copies to the officers or departments concerned, a note to this effect being made in the work docket.

Burning confidential proofs.—Proofs and spoilt sheets of confidential work (not to be retained for purposes of audit), as soon as done with, shall be made over by the Press jamadar or Press or Machine foreman to the section-holder concerned and will be burnt under his direct supervision after he has ascertained that the number of proofs is correct. *See also paras. 83 and 122.*

Disposal of reading proofs.—The reading proofs of all jobs will be kept by the section-holders concerned for a few months, after which they are to be sent to the waste-paper godown for destruction.

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 in the *Standing Forme Register* and the same will be initialled by the section-holder when the formes are handed over to the standing forme-keeper (*see para. 181*).

Type distributed.—Section-holders are responsible for seeing that distribute orders for type to be distributed are issued promptly, 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 Dept.	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.

Standing matter supply slip.

Date _____

Standing forme-keeper,

Please supply type pages of register No. _____ . The name of the work is _____

Section-holder.

Pages sent herewith.

Standing forme-keeper.

Received.

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, 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.

93. Closing monthly accounts.—Bill books of pieceworkers are closed on the evening of the 15th day of each month, excepting Delhi Press, which closes on the 10th. If the 15th or 10th fall on a Sunday or closed holiday, the accounts are closed on the evening of the last preceding working day.

94. Complaints regarding accounts.—A pieceworker desiring to see his charge files, check book and bill book, should apply to the assistant manager, who will issue an order on the computing section to make over these so that

the men concerned may check them for themselves, in the presence of the Head Computer.

HAND COMPOSING—HAND COMPOSING SECTIONS.

Hand compositors in the Calcutta and Delhi presses are paid at piece rates and as such they are promoted according to the Rules for classification of pieceworkers (para. 43), while those in the Aligarh and Simla presses are salaried hands.

95. **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. In the case of book-work a specimen page may be prepared for the guidance of the compositors, and in the case of annual reports the files should always be referred to.

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 or 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 time work, alteration of standing matter or author's corrections.

Compositors are not allowed to work jointly, either in original composition or in alteration work, without special orders in writing from the assistant manager. 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. In the event of a copy being lost, the section-holder should immediately report such loss to the overseer, 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.

96. **Serving out time work.**—When distributing time work, the section-holder shall enter in the *Time Work Distribution Register* the press register no., 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. 131), affix his initials and date, and forward the time memos. together with the authors' proofs, etc., to the time checker, so that the latter can check the time charges.

97. **Equal distribution of work.**—When distributing work to compositors the section-holder shall, as far as possible, give each compositor the same amount of fresh composition work, *i.e.*, equal “takes,” and also a fair share of the authors’ proofs which come in, except those debarred from hour work for some special reasons. The section-holder shall put up a written report to the assistant manager when men refuse copy, or decline to correct authors’ proofs.

98. **Use of rough records forbidden.**—The practice of distributing work by entering on slips of paper, both in regard to fresh composition as well as time work, is absolutely forbidden. The section-holder shall, at the time of distributing work to the compositors, enter it at once in the respective distribution books. Any section-holder who disobeys this rule, will be severely punished.

99. **Uniformity of style.**—When any work, owing to its size, has to be distributed over several sections, it will be the duty of the section-holder to whom the work primarily belongs to communicate proper instructions to the other section-holders as to style and the requirements of the author. Any section-holder having work set up without informing himself as to style, etc., will have to rectify defects at his own cost. The time-checker will allow no time for rectifying such defects. It is the duty of section-holders to acquaint themselves with the *Special Instructions for Bookwork* (para. 205).

100. **Care of unfinished copy.**—Compositors will, before leaving office, place their unfinished copy in the box provided for the purpose under the custody of the section-holder.

101. **Type cases.**—Compositors requiring filled cases should obtain a requisition slip from the section-holder, and present it to the store-keeper, who will arrange to supply the cases.

Requisition for Type Cases.

Section _____ Please supply _____ pairs cases for _____ Dept. urgent work, Regr. No. _____, the proofs are wanted copies at _____ _____ Section-holder. Date _____ Time _____	}	Section _____ Please supply _____ pairs _____ cases for _____ Dept. urgent work, Regr. No. _____, the proofs are wanted at copies Date _____ } _____ Section-holder. Time _____ } Requisition received by me at _____ _____ Store-keeper. Received the above cases at _____ _____ Section-holder.
--	---	--

102. **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 store-keeper. Compositors and distributors taking over cases from each other 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. 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 heading 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.

103. Shortage of types and materials.—It is the duty of the section-holders to see that men are not kept idle for want of material. If there is a deficiency in the quantity of material available, the store-keeper should immediately report to the section-holder, 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, who should, if further orders are required, refer to the assistant manager.

104. Distribution of matter.—To prevent a scarcity of material, the foremen 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 section-holders and be made over to them by the distributors. 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 general store.

105. Papered-up type.—Papered-up pages of type must not on any account be allowed to lie about the office. 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 office, 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.

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. Compositors must not take sorts from cases in use by distributors; they must apply to the case-room type supplier.

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 section-holder 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. To defray the expense of clearing pye, $\frac{3}{4}$ per cent. of the earnings from compositors and $\frac{1}{2}$ per cent. from mono correctors and distributors will be deducted. Lino section is exempted. The pye sorting account is adjusted annually, but no increase in the percentage of deduction will be made, except after consultation with the Controller of Printing and Stationery, India. Any man detected in secreting or wrongfully disposing of pye, will be fined or dismissed.

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 a fine of one pie for every mark on their proofs not corrected. As much trouble is caused by compositors introducing mistakes into matter by carrying out corrections in wrong places, warning is given that such carelessness will render the compositor liable to a reduction in class; in serious cases, even to the lowest class of compositors. 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 re-made up at his cost. 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 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 section-holder, with a view to the loss of time being made good by the reader at fault.

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.—Proofs 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 the 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 corrector'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 alterations, 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 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.

NOTE.—When carrying out corrections on final revises and clean sheets, compositors on class 10 and higher are allowed to charge at their respective class rates, while those on lower classes are paid at the rates laid down in para. 280 of Chapter VI.

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, 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 formes, 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 instructions 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 the gauges supplied. He will also pay particular attention to the spacing between headings and paragraphs, so that the 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 head, folio, signature and white lines, inserting marginal and foot notes and tying up page ready for imposition and pulling proofs.

121. Confidential current work.—Covers marked "confidential" are opened only by the manager, and in his absence by the assistant manager. *Composition.*—After receiving the necessary instructions, the foreman or the section-holder of the confidential section to whom the work is entrusted shall arrange for putting it in type under the direct supervision of one of the overseers, (in Simla and Delhi the foreman or section-holder), who will see that only one proof is pulled, if more are not specially asked for. *Examination and despatch of proofs.*—When the work has been read and revised by the

reader of confidential work, and made ready for despatch, it will be despatched within double covers—the inner being addressed to the author and marked “confidential,” and the outer being addressed to the department, but not marked with the word “confidential”. Each cover must be securely sealed. While the proof is out, the galleys shall be locked up in the confidential rack or almirah. The revised proof, if required, shall be treated as above. When a second proof is not required by the author, the matter shall be imposed in the confidential section, and read for press by the reader of confidential work. After examination the proof shall be returned to the section-holder, to be corrected and made over to the press jemadar, or press and machine foreman, with the necessary instructions. *Press work.*—The paper issuer shall issue the exact quantity of paper for the copies ordered. Any spoiled sheets shall be made over to the confidential section-holder, and the press jemadar, or press and machine foreman shall obtain the necessary paper from the paper issuer in lieu of the sheets spoiled. When the work is printed off, the press jemadar, or press and machine foreman shall make over the printed sheets to the confidential section-holder, who will arrange for a duftry to work in the section; the formes shall be washed, and then made over to the distributor in the confidential section for distribution. If the matter is to be kept standing, the formes shall be made over to the section-holder, who shall lock them up in the confidential rack until the order is given for more copies and for the type to be distributed. *Distribution.*—The confidential section-holder shall arrange for the immediate distribution of the matter in his presence. *Warehouse work.*—The duftry engaged shall see the sheets dried, pressed, folded and stitched. The section-holder shall see the copies carefully counted, packed and sealed, the voucher made out and the parcel despatched, reporting the same to the assistant manager. The author’s proof shall be put up in the bundle with the printed copies, a note to this effect being made in the voucher.

During the above operations, the confidential section-holder shall from time to time see that the work is progressing in a satisfactory manner.

122. Charge files of confidential and secret work.—The charge file of confidential and secret work shall be made over by the section-holder to the head computer, who will have the work charged, and then return the proof to the section-holder, to be disposed of as laid down in paras. 84 and 87 provided that the proofs cannot be retained for administrative reasons until the audit is completed.

123. Confidential book work.—The same course shall be observed for confidential book work as is laid down for confidential current work. When the sheets are printed off, they shall be carefully counted by the press jemadar, or press and machine foreman, and sent in a locked box to the jemadar binder, or bindery foreman who after verification shall see them carefully secured. When the work is finished, the jemadar binder, or bindery foreman shall give the sheets out to be bound, and if any are spoiled, he will despatch them with the bound copies, the section-holder making a note to this effect in the voucher. Confidential books should be despatched either in sealed parcels or in securely closed boxes. During the progress of confidential work

through the press, printed off portions shall not be sent out without official instructions from the department concerned, or despatched without an official letter and a voucher from the press. Book covers should be kept in the bindery as samples for covers of future volumes.

124. **Press order proofs.**—Press order proofs should be corrected and be revised by a reader before they are made over to the press jemadar, or press and machine foreman. Section-holders will write on press order proofs the press register no., the initials of the department, 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.

125. **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 formes are sent down to the machine or press-room for printing. Section-holders will pay close attention to see that pages have been properly made up, and that the formes are locked securely and true. Those guilty of a breach of this rule will have to bear all expenses incurred.

126. **Additional copies.**—Orders for additional copies after the first order is printed off, or for copies for other departments, or for copies of separate portions of a work, must be registered anew.

127. **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.

128. **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.)	(PAGE 2.)				
Printing Office Register No. _____	<i>Issue of Materials.</i>				
Name of Work _____	Date.	Description.	Quantity.	No. of copies.	Signature of Issue Clerk.
Size _____					
Number of sheets per copy _____					
Number of copies :—					
To be bound in _____					
To be interleaved	(PAGE 4.)				
To be stored in sheets	<i>Despatch.</i>				
To be despatched in loose sheets	Register No. _____				
To be _____	Date.	No. of copies.	To whom sent.	REMARKS.	
To be _____					
Total					
Dated _____ 19					

(REVERSE.)

Ticket Numbers of Compositors.

Section 1.	Section 2.	Section 3.	Section 4.	Section 5.	Section 6.	Section 7.	Impositors.

Section-holder.

Overseer.

Asst. Manager.

131. Hour Work.—Author's corrections and altering standing matter, etc., are done on time (*see* para. 116). Small quantities of matter cancelled in author's proofs are distributed on time by those who correct the proofs. Proofs of large quantities of cancelled matter are pulled and made over by the section-holders for distribution in the usual manner. After correcting a job, the compositors make their time memos. and enter therein the titles of work, the folios or signatures, compositors' names, no. of pages corrected and the time occupied. The section-holder, who will be held primarily responsible that the proper amount of work is done for the time charged, on receipt of the time memos. from the compositors makes the necessary entries in his *Time Work Distribution Register* and passes them on to the correction checker for checking the time charged. The time memos. are then submitted by the checker along with the proofs to the overseer, or the assistant manager who initials the memos. in token of his having passed the charges. The time memos. are made over to the computer who fills in the amount each man is entitled to, according to his class, and credits the same to his account in the *Compositors' Bill Book*. At least 10 per cent. of the compositors' time memos. will be daily gone over by the overseer to verify the checker's work.

Compositor's time memo.

Name of Work _____

Date.	Reg. No. and Department.	Name of Workman.	TIME TAKEN.		Folio or Sigs.	Class.	No. of hours allowed.	Rate.	Amount.		
			Com-menced.	Finished.					R	a.	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.

132. Charge files.—After the matter has been read, corrected and made up, a proof is pulled, on which the section-holder writes the compositor's name and the date of composition at the beginning of each "take," and makes it over to the computer for computation. Matter standing in galleys may also be charged, and men who were employed upon it paid, if the foreman certifies that the galley proof will be sent out to the author. Charge files are to be sent to the computing section in batches daily and not

kept until the end of the month. The head computer has instructions to bring to the notice of the manager, section-holders who do not comply with this instruction.

133. Details on charge files.—All charge files submitted by the several sections must show the printing office register number, and number of pages, as well as the despatch voucher number and the name of the make-up man in the case of composing files, and bear the initials of the section-holder concerned.

134. Receipts for charge files.—The files of each section should be serially numbered and receipted for by the computing section in a book showing the register number of each, its despatch voucher number if a composing file, and the number of pages it contains, all entered up serially and the entries vouched for by the foreman concerned.

Receipt book for charge files of _____ Section.

Date.	Serial No.	Reg. No. and Dept.	Description of work.	Despatch Voucher No.	No. of pages.	Initial of Section-holder.	Initial of Foreman.	Initial of Computer.	REMARKS.

135. Suspense register.—Each section will be provided with a “*Suspense Register*” wherein will be entered all unfinished work not despatched at the time the monthly bill books are closed. The entries in this register will be made by the section-holder, who will be responsible for their correctness. When the time for closing the bill books arrives, this register will go through the foreman and overseer to the manager, who will pass them for payment.

Suspense Register of _____ Section.

Serial No.	Date.	Register No. and Department.	Name and description of work.	No. of pages.	Recommendation of S. H.	Recommendations of foreman and overseer.	Orders of Assistant Manager.	Orders of Manager.	Initial of Computer.	No. and Date of Voucher.

136. Acting allowance.—A compositor officiating for a section-holder is paid the minimum pay of the grade of section-holders.

137. 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.

138. **Impositors.**—The impositors are pieceworkers in Calcutta and Delhi, and as such their promotion is regulated by the *Rules for Classification of Pieceworkers* (para. 43). In Simla where 4 men are employed, they are salaried hands.

139. **Arrangement of pages.**—In imposing the several portions of a work it should be arranged in the following order :—

- (a) Half title.
- (b) Frontispiece.
- (c) Title.
- (d) Imprint.
- (e) Advertisement.
- (f) Dedication.
- (g) Preface, with folios in Roman lower-case numerals of the same type as that used for the folios of the text, in the middle of the line if the work has no running heads; otherwise, with the heading PREFACE on each page.
- (h) Contents, with the running head CONTENTS, if running heads be used in the text; otherwise, with a folio in Roman lower-case numerals of the same type as that used for the folios of the text, in the middle of the line.
- (i) List of illustrations.
- (j) Introduction.
- (k) Errata.
- (l) Text, or body of the work. The first page should bear a heading or short title, containing merely the name of the work.
- (m) Appendices.
- (n) Index.

140. **Impositor responsible for margins.**—The impositor who imposes the forme to be sent to press is responsible that the furniture placed round the pages is the correct width, so that the margins at the top and bottom and sides of the pages will be even when the sheet is folded and trimmed, and any time lost by the machineman or pressman in obtaining proper register, owing to defective work by the impositor, will be made good by him.

141. **Impositor responsible for checking length of page.**—At the time of imposing the forme, the impositor should carefully check the length of the pages with the gauges provided, to see that they have been correctly made up by the make-up man.

142. **Duties of forme-carriers.**—After the formes have been properly locked up, the forme-carriers will carry them to the forme-proof press for pulling proofs and then place them in the forme-racks. They will also carry the formes from the forme-racks to the imposing surfaces whenever required for correction, and after correction the formes will be taken either to the forme-racks or to the machine room for printing, as the case may be. If any type drops from the forme when the forme-carriers are moving it, they must at once report the fact to the section-holder, who will have the forme placed on stone, the type correctly replaced, and any defects in composing or locking rectified.

143. **Brushing galleys and formes.**—After a proof has been pulled from the galley or forme, the galley or forme-proof pressman must thoroughly brush the type over to remove all ink. The galley or forme will then be placed in the galley or forme-rack, as the case may be, and have the rack-

148. Equal distribution of work.—The section-holder should not favour any operator by issuing to him any undue amount of profitable work.

The section-holder is to arrange that extraneous matter is set by learners on every possible occasion. When no such men are on the machines, junior operators are to be given this class of work, with the exception of only (i) rush work and (ii) very difficult 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 by the section-holder, and he should issue such orders when distributing work as will ensure that the operator composes no such matter or lines.

149. 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 section-holder, 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 assistant manager, or manager, 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 section-holder will be held responsible if this instruction is disobeyed.

150. Operators' Daily Docket.—Each operator will fill in and submit daily, a docket detailing the work done during the hours attended each day. The section-holder will despatch these dockets to the computing section after he has carefully checked them, together with the proofs and the *Stoppage Report*, if necessary.

Linotype Operator's Daily Docket.

Name _____		Machine No. _____				Date _____											
Regr. No.	Department.	Size of Type.	Measure.	No. of lines.	No. of ems.	Started.	Finished.	TIME OCCUPIED.					REMARKS.				
								1st reading proofs.	2nd reading proofs.	Authors.	Stoppages.	Press proofs.					

NOTE.—A proof of all matter for which a charge is made must be attached to the *Daily Docket*. Any stoppage time or hour work must be authenticated by attaching the *Hour Work or Stoppage Report* (see para. 153) to the *Daily Docket*.

151. 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 section-holder by the operator who does the

corrections. The section-holder will verify the proof and then send it to the computer for computation of outturn stating that "Corrections done byin 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 proofs 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.

152. 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 is a matter for which the section-holder will be held personally responsible, together with any operator who may infringe this rule.

Stoppages on account of—

- (a) No work will be signed by A. M.
- (b) Machine cleaning } by mechanic, section-holder
- (c) Defective Machine } and overseer.
- (d) Failure of current }
- (e) Friday prayers } by section-holder.
- (f) Works Committee Meetings }
- (g) Early leave on outdoor pass by overseer.
- (h) Machine stoppages (due to operator) to be specially reported.

When signing stoppages in verification of the mechanic's time, the section-holder should ensure that only the actual time is entered up. In the event of operator's carelessness causing a mechanical defect, the section-holder will report circumstances to the overseer or assistant manager before time "not chargeable" is entered up. Heavy repairs to machines should, whenever possible, be attended to during meal intervals or on closed days.

153. Hour Work.—All hour work will be checked strictly on the basis of the amount of work entailed. Hour work of all descriptions must be entered by the section-holder 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 section-holder 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 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 section-holder to use his discretion in allowing additional time for the particular class of time work. The section-holder 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 is 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 section-holder strictly observes this rule.

Time will be allowed for liner and magazine changing in exceptional cases, but this should not be necessary very often if the section-holder exercises discretion in the distribution of work. He, however, must not interpret this to mean that work must be given to any one operator in undue quantities, as equal distribution of work is of primary importance. Time will not be allowed for magazine or line changing connected with magazines that are on the machines, or liners that are in the existing moulds on the machines.

In connection with the entries of time work it must be clearly understood that the *Daily Docket* (para. 150) 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 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).	REMARKS.
Press orders.	No work.	Liner changing.	Machine cleaning.	Defective machine.	Failure of current.	Friday prayers.	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.	H. M.	Hours.	

CARE AND CONDITION OF MACHINES.

Linotype operators are held personally responsible for the condition of their machines. They are liable to pay the cost of repairs, or for any damage done to the machine or materials under their charge, which may be found to be due to carelessness or wrongful use. Full allowances will be made for fair wear and tear.

Before starting work in the morning, Linotype operators will carefully 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 must be removed from the well at the end of each day's work. Machines are to be kept thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. The lubricators fitted to the machine will be filled with oil every morning. In other working parts oil is to be very sparingly used, and any running oil should be carefully wiped off. No oil whatever will be used on the outer surfaces of the cams, gear wheels or those parts of the machine with which the matrices come into contact, viz., star wheel, assembly box, delivery channel, first and second elevators, face of mould and distributor. All these parts must be kept scrupulously clean and dry. The operators will see that all spacebands are polished every morning with plumbago, on the board made for this purpose, and dirt or metal carefully removed. Emery or sand paper must not be used.

The spacebands must not be reversed in the machine. The small slide or top must be at the right hand side.

Magazines and matrices will be cleaned periodically under instructions 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 polishing pad provided for the purpose. The guides of the magazines will be thoroughly brushed out with petrol to remove all foreign substances. When cleaning the magazines care must be taken not to damage the escapement pawl springs and links.

Linotype operators must see that all matrices are distributed into their proper magazines before changing from one to another.

When parts become damaged or any breakages occur, they must be immediately reported to the assistant manager, and if such are caused through carelessness on the part of the operator he will be liable for the repairs or replacement, and will not be allowed any stoppage time.

All broken and damaged matrices and spacebands will be made over to the section-holder, who will immediately report to the assistant manager, and if caused through the negligence of the operator, he will pay for new ones.

Operators will be fined for not reporting breakages, losses, etc., as they occur.

Operators found hiding or doing away with broken or damaged matrices, spacebands, etc., will be liable to immediate dismissal.

LINOTYPE CORRECTING SECTION.

154. Changing slugs and making up.—The changing of slugs and making up of matter set on the machines will be carried out by a corrector, or by a compositor on time work, who will enter the details in the *Lino Compositor's Daily Time Memo*.

New matter
Standing matter

Lino Compositor's Daily Time Memo.

Name _____

Date.	Register No.	Department.	INSERTION OF LINES AND MAKING UP OPERATOR'S WORK.		TIME.		Folios or Signatures.	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.	Taken.	Finished.							
			Author's proof.	Re-making up, press revise, etc.									

The necessary particulars of the time memo. will be entered by the section-holder in his *Copy Distribution Book*, and the time checked by the correction-checker as described in para. 131.

MACHINE COMPOSING—MONOTYPE OPERATING SECTION.

155. Section-holder.—The same instructions as laid down in para. 146 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.)

N	When received in section.	Name of Keyboard operator.	No. of pages given to Keyboard operator.	DATE AND TIME.		No. of spools.	1ST READING.		Name of compositor.	No. of galley or pages.	DATE AND TIME.		2ND READING.	
				Given to Keyboard operator.	Finished by Keyboard 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.	No. of galley or pages.	DATE AND TIME.		PREP. READING.		Name of compositor.	No. of galley or pages.	DATE AND TIME.		REVISION.		Name of compositor.	No. of galley or pages.	DATE AND TIME.		PREPS.
		Given to compositor.	Finished by compositor.	When given to Reading section.	When received from Reading section.			When given to Reading section.	When received from Reading section.	Given to compositor.	Received from compositor.			When given.	Date of despatch of proofs, etc.	

156. Serving out copy.—The procedure is the same as outlined in para. 147, except that all the details mentioned will be entered in the *Keyboard Operators' Copy Distribution Book*, and that the date the work is sent for approval will be entered in the *Register of Work*. The reading proofs are corrected by hand compositors on time.

Keyboard Operators' Copy Distribution Book.

Press Register No.	When received to 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.	

157. **Equal distribution of work.**—The instructions applying to Lino section-holder (*see* para. 148) will generally apply to the Mono section-holder.

158. **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 the other, duly signed by the section-holder, which is attached to the *Keyboard Operators' Daily Docket* is the charge file. For the guidance of the compositor, 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 section-holder will be held responsible, that 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 docket, and not kept until the end of the month. The compositor will bring to the notice of the assistant manager any instance of doubtful charge files.

159. **Keyboard Operators' Daily Docket.**—Each operator will make out a *Daily Docket* showing details of their outturn and stoppages which will be attached to the charge files for computation. The section-holder will see that these daily docket and stoppage reports are sent regularly to the computing section after proper check.

Keyboard Operators' Daily Docket.

Name _____ Machine No. _____ date _____

Register No. and Dept.	Page No.	Size of type.	Measures.	Started.	Finished.	REMARKS.

When handing 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, measure, and whether or not italic or black lay-out is required on the casting machine.

Spool Slip.

Press Register No. _____
 Folios _____ To _____
 Measure _____
 Set _____ Designation _____
 K. B. O.'s Name _____
 Date and Time commenced _____
 Ditto finished _____
 Instructions to Caster Attendant _____
 Caster No. _____
 Date and Time commenced _____
 Ditto finished _____
 Depth of spool in pica or 12 pt. _____
 No. of Mono ens _____
 Weight in lbs. _____

On completion of the casting, cols. 5 and 7 are filled in by the section-holder. 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 operator and caster, which is entered in the Monthly Outturn Book of Mono Operators by the computer.

163. **Stoppages.**—As in the case of operators, casters must report the details of all stoppages on the *Stoppage Report*. The section-holder will be held personally responsible, with the caster attendant, that all stoppages are correctly reported.

Mono Caster's Stoppage Report.

Date _____ Name _____ Machine No. _____

No work.	Friday prayer.	Works Committee meeting.	Early leave.	Machine cleaning.	Mould changes.	Defect in machine.	Failure of current.	STOPPAGE DUE TO CASTER.			Total hours.	Initials of section-holder and mechanic.	REMARKS.
H. M.	H. V.	H. M.	H. M.	H. M.	H. M.	H. M.	H. M.	H. M.	H. M.	H. M.	H. M.		

Assistant Manager.

CARE AND CONDITION OF MACHINES.

Operators.—Operators are held personally responsible for the condition of their keyboards. They are liable to pay the cost of repairs, or for any damage done to the machine or materials under their charge, which may be found to be due to carelessness or wrongful use. Full allowances 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 on the part of the operator, he will be liable for the repairs or replacement 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, and if found to have been damaged through negligence of the operator, he will pay for new ones.

Operators will be fined 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 Saturdays, the keyboards must be thoroughly cleaned and oiled.

Monotype Caster attendants are held personally responsible for the condition of their machines. They are liable to pay the cost of repairs, or for any damage done to the machine or materials under their charge, which may be found to be due to their carelessness, wrongful use, or not carrying out the following instructions.

Before starting work in the morning, monotype caster attendants 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 case.) Polish the 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 attendants 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 case must be kept free from oil and cleaned frequently.

On Saturdays attendants 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 $\frac{1}{8}$ " drill until within $\frac{3}{8}$ " 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 $\frac{1}{8}$ " drill.

Each time the bridge is taken off and replaced, the attendant must cast some emules (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 attendants 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 attendant in this connection must be brought to the notice of the overseer by the section-holder, and the attendant is liable to pay the cost of recasting or to a fine.

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 attendant he will be liable for the repairs or replacement.

All broken and damaged parts must be made over to the mechanic, who will immediately report to the overseer, and if found to have been damaged through negligence of the caster attendant he will pay for new ones.

Caster attendants will be fined for not reporting breakages, losses, etc., as they occur.

Caster attendants found hiding, or doing away with damaged parts will be liable to instant dismissal.

MONOTYPE CORRECTING SECTION.

164. Section-holder.—The same instructions as in para. 131 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. 155).

165. Correcting.—Corrections of matter set on the monotype machine will be carried out by compositors on time work.

If necessary, the operators to set up such portions as may require to be set up on account of the heavy nature of the corrections.

When the operators are paid on corrected ens the time taken by compositors in carrying out the corrections will be debited against the operator concerned, i.e., the number of hours will be added to the attendance hours

of the operator. The time taken in carrying out corrections other than operators' errors will not be debited against them.

The compositors employed on monotype corrections will enter the details of their daily work in a "Daily Time Memo."

166. Making up.—Making up of matter set on the machines will be carried out by a corrector, or by a compositor on time work, who will enter the details in the *Mono Compositors' Daily Time Memo*.

New matter
Standing matter

Mono Compositors' Daily Time Memo.

Name _____

Date.	Register No.	Department.	INSERTION OF LINES AND MAKING UP OPERATOR'S WORK.		TIME.		Folios or Signatures.	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.	Taken.	Finished.							
			Author's proof.	Re-making up, press revise, etc.									

167. Overtime.—*Machine composing sections.*—The section-holders of these sections requiring men for overtime will make out an *Overtime Requisition* in the form below. Instructions regarding intimation to the men by name, filling in the requisition and submitting it to the assistant manager are the same as laid down in para. 130.

(FRONT).

Overtime Requisition—Mono and Lino sections.

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 _____ 192 .
 Night

Name of Section.	Name of the Supervisors required to attend overtime.	No. of salaried men required as shown below (in words).	No. of piece hands.	For what work (full details).
Mono . . .	Section-holders. Mechanics.			
Lino . . .	Section-holder. Mechanic.			

Permanent salaried hands.

Mono operators.	Line operators.
(Names)	(Names)

(REVERSE).

Ticket Nos.

MONOTYPE

Permanent salaried men.

Galley proof pressmen.	Forme carriers.	Motor men.	Casters.	Mono correctors.	Type suppliers.	Metal melter.

Temporary salaried hands.

Forme carriers.	Labourers.	Vicemen.	Mono correctors.	Impositors.	Distributors.

LINOTYPE

Permanent salaried hands.

Galley proof pressmen.	Forme carriers.	Line correctors.

Temporary salaried hands.

Forme carriers.	Labourers.	Line correctors.	Impositors.

Section-holder.

Overseer.

Assistant Manager.

TYPE STORE SECTION.

GENERAL.

The type store section is essential for the supply of type and materials to the composing sections. The distributors, pye-sorters and pye-distributors employed therein are pieceworkers and are eligible for promotion in accordance with the Rules for classification of piece-workers (para. 43), while the suppliers are men on fixed pay.

168. Type store-keeper.—The type store-keeper is responsible for the cleanliness and orderliness of the type store-room. He is responsible for seeing that the sections are supplied with type materials correctly and expeditiously. He is also responsible for the work of the distributors, suppliers and pye-sorters. He should see that the heading type cases are clean, and are filled and correct in place in the numbered racks. He will be held responsible for seeing that coolies for carrying compositors' ith-distributors' cases, are kept at each store, and these men are not withdrawn for any other work. 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 Distribute Formes*, (page 114).

DISTRIBUTION.

169. Cases.—The store-keeper, distributors and compositors are responsible that the cases are kept free from pye. Cases found to contain pye will be cleared at their expense. When type cases are received from the composing sections 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. 101). 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.

170. Batter box.—A box is kept in the distributing section in which broken and defaced type should be placed. When the box becomes full, its contents should be weighed and the quantities written-off in the *Dead Stock Ledger*. The type will then be melted and the metal made over to the general store-keeper.

171. Careless distribution.—Distributors will be fined for careless distribution, and, if frequently brought to notice for this fault, they will be dismissed.

172. Secreting matter.—Distributors failing to distribute, or secreting matter made over to them for distribution will be severely dealt with, as this amounts to defrauding Government.

173. Disposal of cases and sorts.—Distributors will not allow sorts to be taken from their cases, except by the store-keeper. If there is an excess of some particular sorts in the matter being distributed, the superabundance

should be removed under the orders of the store-keeper, so that each box may be evenly filled. If the boxes are over-filled the case will become pied. Upper and lower cases bearing the same number should be used together. The store-keeper will direct the distributors as to the disposal of cases when filled.

174. 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. When distributors are required for this purpose the secret section-holder will send a *Requisition for Distributors* to the store-keeper, who will see that only reliable and trusted men are detailed for this important duty.

Requisition for Distributors.

Section _____

Please supply _____ distributor for _____

Regr. No. _____ Size of forms and type _____

Date _____ Time _____ Section-holder, _____

Requisition received by me at _____ Store-keeper _____

Time Received _____
Returned _____

Distributor _____ Section-holder, _____

175. Hour work.—The time of engagement of distributors on hour work is entered in the *Distributors' Time Memo*, by the store-keeper which is signed by the overseer and verified by the timekeeper. The memos, before being made over to the computer are submitted for the overseer or assistant manager's initial. The computer then enters the amounts in the *Distributors' Bill Book*.

Distributors' Time Memo.

Name of Work _____

Date.	Regr. No. and Department.	Name of Workman.	TIME TAKEN.		Folio or Sign.	Class.	No. of hours allowed.	Rate.	Amount.		
			Com-menced.	Finished.					R	s.	p.

176. Charge files.—Proof of the sheet or job for distribution, made over to the distributor by the store-keeper which is entered in the *Distributors' Diary of Work*, is the charge file.

Distributors' Diary of Work.

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 distributor, the store-keeper should write on it the printing office register no., the title of the work, the signature of the sheet, the distributors' names, and the date on which the work is given out. On the completion of the work, the 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 compositor in a receipt book (*para. 134*).

PYE-SORTING AND PYE DISTRIBUTION.

177. **Pye-sorting and distributing.**—Pye-sorting and pye-distributing accounts are maintained by the type store-keeper in the *Register of Pye*.

Register of Pye.

Date.	Acknow- ledgment voucher No.	From what Section.	QUANTITY.		QUANTITY.		Quantity sent to Store or Foundry.	ACKNOWLEDGMENT VOUCHER NO.		REMARKS.
			Un- sorted.	Sorted.	Sorted.	Dis- tributed.		Date.	No.	

178. **Sorting.**—The quantity of pye issued by the store-keeper for sorting is entered in the *Pye-sorters' Daily Outturn Sheet*.

Pye-sorters' Daily Outturn Sheet.

Date.	(NAME OF SORTER.)				(NAME OF SORTER.)				(NAME OF SORTER.)				TOTAL.			
	Sorted.		Broken.		Sorted.		Broken.		Sorted.		Broken.		Sorted.		Broken.	
	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.

At the end of the month these sheets are sent to the computing section for computation.

179. **Distributing.**—The amount of pye issued to the distributor is entered in the *Pye Distributor's Voucher*.

Pye-Distributor's Voucher.

No. _____	Date _____				
Name _____			Date _____		
Ticket No. _____					
WEIGHT					
Given. _____	Returned. _____		Weight returned with cases _____		
Type _____	Short _____		Balance of pye, if any _____		
Cases _____	Excess _____				
	Balance _____				
	Store-keeper. _____		Store-keeper. _____		

This book is to be handed by store-keeper to overseer on duty not later than 8-30 every morning.

This slip will be handed to store-keeper when he states his readiness to commence weighing.

No. _____
Name _____

At the end of the day, after deducting the balance undistributed and that which was already in the cases, the amount distributed is entered on the *Pye-Distributor's Daily Outturn Sheet.*

Pye-Distributor's Daily Outturn Sheet.

Name _____

Date.	Pica.		Small Pica.		Longprimer.		Bourgeois.		Brevier.		Minion.		Nonpareil.		Total.	REMARKS.
	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.	lb	oz.		
TOTAL																

At the end of the month these sheets are sent to the computing section for computation.

180. Overtime.—The type store-keeper requiring his men for overtime will make out an overtime requisition in the form below. As regards intimation to the men by name, filling in the requisition and submitting it to the assistant manager, instructions laid down in para. 130 will be followed.

Overtime Requisition—Type Store Section.

The ticket numbers 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 _____ 19__

Name of section.	Name of the supervisor required to attend overtime.	No. of salaried men required as shown below (in words).	No. of piece hands.	For what work (full details).

Ticket Nos.

Permanent Salaried Hands.

Case supplier.	Material suppliers.	Case coolies.	Distributors.	

Temporary Salaried Hands.

Distributors (Piece).

STANDING FORME SECTION.

181. **Standing Forme-keeper.**—The standing forme-keeper 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 Type to be kept standing.

Date.	Regr. No.	Department.	Name of work.	No. of pages.	No. of formes.	Section-holder'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.

182. Issuing standing matter.—The standing forme-keeper will issue standing matter only on receipt of a signed requisition from the section-holders on the proper form. He will see that he gets the receipt back duly signed by the section-holder (*see page 114*).

READING SECTION.

183. Head Reader.—The Head Reader is in charge of, and exercises general supervision over, the reading section. 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. He should read proofs when time permits. He is also responsible for the general good conduct of the section and should attend to trials of prospective readers and copyholders when vacancies are to be filled up.

184. Proof Readers.—Proof reading is the duty allotted in the press to "readers" or "examiners" 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 page 144a*) and should make his corrections clearly and neatly to avoid confusing the compositors. He should cultivate a quick perception and a retentive memory. He should also possess an extensive and varied knowledge, as there is no species of learning which may not at some time come of use to him. Readers have peculiar duties and they require special qualifications for the efficient performance of those duties. It is therefore a mistake, and one of not infrequent occurrence in India, for any tolerably well-educated man to imagine that, with a little practice, he could become a reader notwithstanding that technical knowledge is lacking.

All readers should carefully note the "*Special Instructions for Bookwork*", para. 205.

185. Copyholders.—Each reader is given a copyholder, whose duty it 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.

186. 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 compositor; 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 author's proofs, or that other suitable action is taken against the 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 footnotes, reference marks, etc.

187. Classification of readers.—Readers are divided into first, second and press. All the senior readers shall ordinarily take up press readings and the more intricate and responsible second readings. As a rule each reader will be served with work proportionate to his salary, but no reader shall refuse to take up any proof given to him by the head reader.

188. Classification of proofs.—A first or rough proof [*see inset, page 144(a)*] is an 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 or type in a 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 formes. 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.

189. 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 capitalling uniform throughout; correct the misspelling of proper names; mark wrong fount 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 furthest from the printed matter, exactly opposite the line in which it occurs, and other corrections next to it. On the right-hand 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 author's words and meaning, so that there may be no omissions or misunderstanding

- Change to capital letters. *Caps.* |
- Indent. □ |
- Insert letter. e |
- Give more space. # |
- Change to mark of interrogation. } ? |
- Let the word stand. *stet* |
- Make straight. = |
- Turn letters. 9 |
- Beginning of line. L |
- Insert em dash. - |
- Transpose letters. tr. |
- Words omitted—refer to copy. } *Out-see copy.* |
- Put down space. |
- Wrong fount letter. wf. |
- Change to Roman type. Rom. |
- Equalise spacing. L |
- Insert hyphen. H |
- Insert apostrophe. ' |
- Close up. C |
- Change to colon. : |
- Change broken type. x |
- Change to small capitals. *S. Caps.* |
- Insert reference mark and foot-note. } * |

Proof to be Corrected.

The question may be asked, "What good has printing (in the abstract) done?" The answer must be, "Very little indeed." When people talk of the advantages of printing, they frequently overlook the real point that is involved. We talk about the benefits that civilisation has derived from printing. What benefit has it conferred on the people of China, and who have known practised the art for ages?

As long as learning was the entire monopoly of the few, the perpetuate and intensify popular ignorance. So long as writing an privilege of a class, it served little better ends than to accomplishment confined to the very few, it was of slight use as a means of promoting learning. And as long as printing was concerned only in the production of alphabets, playing-cards, and pictures of the saints, it did very little good indeed to the people at large. It was the invention of *Typography*, not the Art of Printing, that has done so much for the benefit of mankind. The simple fact of cheapening the mode of production has revolutionised literature, and the peasant can now possess his book as well as the prince, and perhaps it is to the highest development of the principle of cheapness—the cheap press—the typography that circulates among the great mass of the people—that in the end we shall be most indebted for our progress in knowledge and civilisation. [Printing is indeed a mysterious art, yet so simple and so obvious. We speak through the press to the eyes of our fellow-men, who may be thought an embodied form, and set it legibly before the eye, ready to germinate and give life to other thoughts.]

Through the printing press the dumb speak, the deaf hear, the blind see. The loss of a sense is compensated for, and no longer does the bereaved one require to remain in the blackness of ignorance. By the printing press we touch the heads and the hearts of our fellow-beings. Even where spoken words would not prevail, sometimes the printed word has power to move. By the printer's art communion is established between all the members of the great family of mankind, wheresoever situated. By it we travel, in imagination, over all countries, learn what they are like, and by whom they are peopled. The printing press confers distinctions on the living, immortality on the dead. It allows no deed, once committed to its protection, to be lost in oblivion. In life it gives us glimpses of eternity. Typography is truly the noblest of the arts, and has already done more for civilisation, progress, and liberty than any human agency that the world has ever witnessed.

* Speech by the Dean of Westminster.

- Begin quotation. |
- End quotation. |
- Omit letter. |
- Transpose word. tr. |
- Change to comma. |
- Insert word. |
- Transpose lines. tr. |
- Separate words. # |
- Change to italics. ital. |
- End and begin sentence. OA |
- Take out lead. Q lead |
- New paragraph. N. P. |
- No paragraph. run on |
- Insert lead. # lead |
- Change to small letters. l.c. |
- Change letter. a |

PROOF CORRECTED.

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Printing is indeed a mysterious art, yet so simple and so obvious. We speak through the press to the eyes of our fellow-men, who may be removed from us by countless miles of land and sea. We give, through the press, to thought an embodied form, and set it legibly before the eye, ready to germinate and give life to other thoughts. Through the printing press the dumb speak, the deaf hear, the blind see. The loss of a sense is compensated for, and no longer does the bereaved one require to remain in the blackness of ignorance. By the printing press we touch the heads and the hearts of our fellow-beings. Even where spoken words would not prevail, sometimes the printed word has power to move. By the printer's art communion is established between all the members of the great family of mankind, wheresoever situated. By it we travel, in imagination, over all countries, learn what they are like, and by whom they are peopled. The printing press confers distinctions on the living, immortality on the dead: it allows no deed, once committed to its protection, to be lost in oblivion. In life it gives us glimpses of eternity. Typography is truly the noblest of the arts, and has already done more for civilisation, progress, and liberty than any human agency that the world has ever witnessed.*

* Speech by the Dean of Westminster.

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 queried. 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 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. Figures should, as far as possible, only be used for weights, money, and measure, or when contrast or comparison is intended.

190. **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)	„	o (right).	b (q turned)	„	b.
s (turned)	„	s (right).	d (p turned)	„	d.
s (s.c.)	„	s (l.c.).	u (n turned)	„	u.
q (b turned)	„	q.	6 (9 turned)	„	6.
p (d turned)	„	p.	9 (6 turned)	„	9.

Care must also be taken to see that the ligatures fi, fl, ff, ffi are used instead of separate letters.

191. **Attention to spacing, 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 the proofs to the head reader. In reading proofs of statistical tables, etc., the corrections in the previous proof 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 proofs should be shown, when read, to the first readers who examined them before being made over for correction.

192. **References.**—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-holder.

193. **Reading for press.**—In 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 second reader.

194. **Style of the office.**—The style of the office should be ascertained by every reader and closely followed. A file of samples 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.

195. **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-holder.

196. **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.

197. **Revising for press.**—When revising for press, the reviser should not only attend to every mark which has been made by the reader, 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.*

198. **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 of by the reviser.

199. **Signature of reader on proofs.**—Every proof read 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.

200. 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, linotype or monotype, etc., etc. 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-holders. The time valuation according to the scale in para. 203 will be given.

Outturn Sheet.

Register No.	Name of Work. Time received by Reader.	Sections.	No. of pp., Gallies or Paras.	Size of Type.	1st, 2nd, Press or Reviser, 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 Sec- tion-holder.	NAME.		
								Fresh.	Standing.	Author's.					Reader _____	Copyholder _____	
Hand .								H.M.	H.M.	H.M.						Reader _____	Copyholder _____
							Total hours .									Reader _____	Copyholder _____
Line .							Total hours .									COMBINED HOUR RATE.	
																TOTAL HOURS.	
																Hours . Amount.	
																Fresh _____	
																Standing _____	
																Author's _____	
																Total outturn _____	
																Overtime _____	
																ATTENDANCE.	
																No. of hours _____	
																Checked size of type .	
																folios, number and	
																size of pages.	
																Computer.	
																Amount debitable to	
																other branches.	
																Branch _____	
							Total hours .										

† Readers will enter in this column 1st, 2nd, Press or Reviser as the case may be. The Head Reader is responsible that these sheets are sent to Accounts Section daily.

201. 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 second 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.

202. Overtime requisitions.—Requisitions for overtime work are first entered by the section-holders in the *Section-holder's Overtime Requisition for Readers* under the instructions of the overseer.

Section-holder's Overtime Requisition for Readers.

Date _____ Section _____

Reg. No.	Name of Work.	Number of pages.					Size of Page and Type.	Remarks.
		1st Reading.	2nd Reading.	3rd Reading.	Press Reading.	Revise.		

(Signed) _____ Overseer.

The head reader will delete 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. 200) If anything 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 Salaried men required as shown below.	For what work. (Full details.)

Names.	Rate.	Names.	Rate.	Names.	Rate.
Permanent Readers.					
Temporary Readers.					
Permanent Revisers.					
Temporary Revisers					

(REVERSE.)

Names.	Rate.	Names.	Rate.	Names.	Rate.
Permanent Copyholders.					
Temporary Copyholders.					
Head Reader.			Assistant Manager.		

When it is found that the work done is other than that for which the reader was requisitioned, the fact should be brought to the notice of the head reader. Should a section-holder be unable to supply the reader with the work for which he was requisitioned, the reader should take up some other work and bring the matter to the notice of the head reader. Overtime work must be initialled by the head reader both in outturn and requisition sheets, failing which it will not be credited.

203. Scale of outturn 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 an approximate estimate of a reader's work:—

Outturn scale in minutes per page.

	Folio.	4to.	8vo.	12mo.	16mo.
Pica or 12 point	11½	8½	7½	5½	4½
Small pica or 11 point	15	11½	9	7½	5½
Long primer or 10 point	16½	12½	10	9	7½
Bourgeois or 9 point	18	15	12½	11½	9
Brevier or 8 point	22½	16½	13½	12½	11½
Minion or 7 point	30	20	18	16½	12½
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 margin 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.

Each reader's 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 upto it is entitled in equity to this concession.

204. 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.	⊕ Earth.	♄ Saturn.
☿ Mercury.	♂ Mars.	♅ Uranus.
♀ Venus.	♃ Jupiter.	♆ Neptune.

Moon's Phases.

● New moon.) First quarter.
○ Full moon.		(Last quarter.

Aspects and Nodes.

♁ Conjunction.	* Sextile.) or ☉ Quintile.
□ Quadrature.	Δ Trine.	♁ Opposition.
Ω Ascending node.		♁ Descending node.

Signs of the Zodiac.

Spring signs	} 1. ♈ Aries, the Ram. 2. ♉ Taurus, the Bull. 3. ♊ Gemini, the Twins. 4. ♋ Cancer, the Crab. 5. ♌ Leo, the Lion. 6. ♍ Virgo, the Virgin. 7. ♎ Libra, the Balance. 8. ♏ scorpio, the Scorpion. 9. ♐ Sagittarius, the Archer. 10. ♑ Capricornus, the Goat. 11. ♒ Aquarius, the Waterman. 12. ♓ Pisces, the Fishes.
Summer signs	
Autumn signs	
Winter signs	

Signs and Abbreviations used in Notation.

a or ^a Mean distance.	N North.
α or A.R. Right ascension.	ν, Ω, or L Longitude of ascending node.
β Celestial latitude.	π or ω Longitude of perihelion.
D Diameter.	ρ or R Radius, or radius vector.
δ Declination.	S South.
E East.	s or ^s Seconds of time.
e Eccentricity.	T Time (periodic time).
h or ^h Hours.	W West.
i Inclination.	φ Angle of eccentricity or geographical latitude.
L, l, or e Mean longitude in orbit.	° Degree.
λ Longitude.	' Minutes of arc.
M Mass.	" Seconds of arc.
m or ^m Minutes of time.	
μ or ^m Mean daily motion.	

METEOROLOGICAL SIGNS.

▲ Hail.	↘ Hot wind.
∞ Misty, dust haze.	* Snow.
☉ Wet or dew.	~ Glazed frost.
⊞ Thunderstorms.	∨ Silver thaw.
↗ Strong wind.	⚡ Lightning.
⊕ Solar corona.	☾ Aurora.
☾ Lunar halo.	△ Soft hail.
☼ Dust whirl or 'devil.'	≡ Fog.
☽ Lunar corona.	● Continued rain.
☼ Dust storm.	⌈ Hoar frost.
	⊙ Solar halo.

MATHEMATICAL SIGNS.

- + Plus, and, or more.
- Minus, less.
- × Multiplied by, times, into.
- ±, or ∓ Plus or minus.

Multiplication is also indicated by putting a dot between the factors, as—

$$2 \times 3 \times 4 = 24 \quad 2 \cdot 3 \cdot 4 = 2 \cdot 3 \cdot 4 = 24$$

+ or : Divided by.

Division is also indicated by writing the divisor under the dividend, with a line between them as $\frac{6}{3} = 2$.

= Equal to.

> is greater than.

< is less than.

∓ the difference between.

∝ Varies as; is proportional to.

: Is to; the ratio of

:: As; equal

∴ Minus, the arithmetical ratio of

:: Equal; is equal to

∞ Indefinitely great; infinity.

0 Indefinitely small; infinitesimal.

∠ Angle.

∧ or ∟ The angle between, as A ∧ B.

Some mathematicians indicate the angle between two lines by placing one of the letters denoting the enclosing lines over the other as $\frac{a}{b}$; that is, the angle between a and b .

- ⊥ Right angle.
- ⊥ Perpendicular.
- ∥ Parallel.
- ∠ Equiangular.
- ⊙ Circle, circumference 360°.
- ⌒ Arc of a circle.
- △ Triangle.
- Square.
- ▭ Rectangle.

✓ Root, the radical 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.

— Vinculum.

[] 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 of x .

Δ Variation.

Δ Finite difference.

$\cdot D$ Differential, co-efficient.

\int Integral; integral of.

\int_a^b , The integral to be taken between the value of b of the variable and its value a . $\int a$ denotes that the integral ends at the value a of the variable, and $\int b$ that it begins at the value b .

M The modulus of a system of logarithms.

g The force of gravity.

° Degrees.

' Minutes of arc.

" Seconds of arc.

R° 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 a^{iv} , a^v , a^vi . The accents are often written below also, as a_{ii} , a_{iii} , a_{iv} , a_v , a_{vi} . Figures, and also letters, are sometimes used for the same purpose, as a^1 , a^2 , a^m , a^n , a_o , a_s , a_t .

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.—1 x. The arc whose sine is x .

BOTANICAL SIGNS.

- An annual plant.
- ⊕ A biennial plant.
- ☉ or Δ A plant with a woody stem.
- Δ An evergreen plant.
- ⊙ A monocarpous plant.
- ♂ A staminate or male plant.
- ♀ A pistillate or female plant.
- ⚥ A perfect or hermaphrodite flower.
- ♂ ♀ Unisexual.
- ♂ — ♀ Monœcious.
- ♂ : ♀ Diccious.
- ♂ ♀ Polygamous.
-) Turning to the left.
- (Turning to the right.
- = Cotyledons accumbent, radicle lateral.
- || „ incumbent, „ dorsal.

O>	Cotyledons conduplicate, radicle dorsal.
o	" folded twice, " "
o	" thrice, " "
∞ or 00	An indefinite number.
0	Wanting; the absence of a part.
°	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 a 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 H_2O , 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, $\text{CaO} + \text{CO}_2$ 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_2 , 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, $(\text{CaO} + \text{SO}_2)$, three equivalents of sulphate of lime.

MEDICAL SIGNS AND ABBREVIATIONS.

R̄	Recipe, or "take."
ā or āā	Of each a like quantity.
℔	A pound.
ʒ	An ounce.
ʒ	A drachm.
ʒ	A scruple.
i	Stands for 1; ij for 2, etc.
ss.	Means <i>semis</i> , or half.
gr.	A grain.

p. Particular ; a small part (as much as can be taken between the ends of two fingers).

<i>p. æq.</i> (<i>partes æquales</i>).	Equal parts.
<i>q. s.</i> (<i>quantum sufficit</i>).	As much as sufficient.
<i>q. p.</i> (<i>quantum placet</i>).	As much as you please.
<i>s. a.</i> (<i>secundum artem</i>).	According to art.

In medical works the quantities in the formulæ 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.		@ At.
/ Shilling.		℥ Per.
\$ Dollar.		lb Pound weight.
% Per cent.		% Account current.

205. Special Instructions for Book-work.—The following instructions 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 page 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 fount 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 utilized 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 centred and all the other lines 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 they 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 ems,	1½ ems.
34 „ to 44 „	2 „

For measures above 44 „, 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 small capitals, italics, or in antique lower-case, according to instructions, and should be 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 line 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 one apostrophe. If a thicker lead than 1½ point is used in the text, 1½ point leads only should be used for the extract matter. An extra lead should be used before and after the extract, 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 point; 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 small 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 size of the type is 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 1½ point is used in the text, eight-to-pica or 1½ 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 fill the line, 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 measure. 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, double dagger, etc., may be used instead of superior figures to distinguish note references from powers of numbers, letters, etc. Marks of reference in the 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 or half ems, so as to facilitate justification in making up. If the measure is narrow, thick spaces should be placed between the words and the space required to fill up the line should be placed after the last word, 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 possible.

Column heads, if short, should be set in the same size of type as the table; 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 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 measure 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 the 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 earnings 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. Anyone found cutting rules will be fined. Rules have been cut to lengths in pica or 12 point ems and ems and are kept in the charge of the type storekeeper, who will supply any required length on receipt of the requisition slips signed by the section-holder.

Instructions regarding brass rules.—All the vertical rules in a table should, as far as possible, extend from top to bottom in one piece, and the cross rules 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 headings 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 the head and one thin for the foot of tables.

If any of the rules or 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 bind when locked up and allow the type in the columns to drop out.

If a rule is to be placed round the table, it should be turned thick side up. The corner must be carefully joined when locking the forme.

Ranging matter, in the same or a slightly smaller size than the text. If a thicker lead than eight-to-pica or $1\frac{1}{2}$ point is used in the text, eight-to-pica or $1\frac{1}{2}$ 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 $1\frac{1}{2}$ point is used in the text, eight-to-pica or $1\frac{1}{2}$ point leads only should be used in the appendices.

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.

III.—MACHINE AND PRESS BRANCH.

GENERAL.

206. 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 small formes 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 machines 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 foreman'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.

207. 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 old articles cannot be produced the person to blame will be fined.

208. 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.

Overtime Requisition—Machine & Press—contd.
Temporary Salaried Hands.

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(REVERSE.)

Ticket Numbers of Machinemen.

Machinemen.	Inkers.	Treadle machinemen.

Pressmen.

Pressmen.	Inkers.	Flyboys.

Foreman.

Overseer.

Assistant Manager.

MACHINE PRESS SECTION.

212. **Machine foreman.**—On receipt of the press order proofs and the work docket, the foreman will enter the details in his *Register of Work Received*.

Register of Work Received.

Date of receipt.	Register No.	From what Section received.	Number of copies.	Number of pulls.	Machine or Press No.	Names of the group.	Date of completion.	REMARKS.

He will see that the press register number, the initials of the department, the number of copies, the description of paper, the date of receipt and the initials of the section-holder are written on the press order proof. In distributing work he will enter the necessary details in the *Machine Daily Outturn Book* under the names of the men to whom the work is given.

Machine Daily Outturn Book.

Date _____

Time when received.	Register No. and Department.	Press or Machine No.	Name of work.	Section.	No. of Impressions.	Time when made ready.	Time when printed off.	REMARKS.
<i>Machineman.—Sk. OK</i>			<i>Inker.—Ashu</i>					
		1						
<i>Machineman.—Saboo</i>			<i>Inker.—Sayed Ali</i>					
		2						

213. Machine operatives.—The machine section operatives in the Calcutta and Aligarh Presses are all pieceworkers except those employed on the rotary machine. They are eligible for promotion in accordance with the *Rules for Classification of pieceworkers* (para. 43). They are eligible for overtime and leave in accordance with the rules for the industrial piece establishment. The machine section operatives in Delhi and Simla presses are salaried hands.

214. 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.

215. 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 bookwork, a sheet should be shown to the bindery foreman so that he may fold it and check the margins.

216. 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 held responsible for any

expenditure which may be necessary to make up the shortage. 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.

217. Delays in correcting proofs or in the issue of paper.—Machinemen 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.

218. Hour work.—The Machine and Press Report writer will fill in and submit the hour slip for all hour work done in this section to the overseer for check. Stoppages due to failure of current, breakdown of machines, etc., which are beyond the control of piece work operators should be paid for on time at class rates provided the operators concerned cannot be engaged on other work. In such cases a separate hour slip should be prepared which will be verified by the overseer and foreman and initialled by the assistant manager in token of having passed the charge for payment.

Machineman's Hour Slip.

Name of workman _____

Class _____ Rate _____ Date _____

Regr. No.	Department.	Name of work.	Nature of work.	TIME.		No. of hours allowed.	Rate.	Amount.	Initial of head of branch in which engaged.
				When taken.	When finished.				
								R s. p.	

Overseer or Foreman.

Asst. Manager.

The hour slips after initial by the overseer or assistant manager will be sent to the computing section daily by the machine foreman.

219. Spoilage.—Slip sheets and two sheets of paper on which the work is to be printed are allowed for making ready, and in working off spoilage will be allowed as under:—

Class A.—Job work and Form work either printed in machine room only, or ruled, etc., in Bindery only.

Under 500 impressions	up to 1 per cent.
500 to 1,000 impressions	$\frac{1}{2}$ "
Every additional 1,000 impressions	$\frac{1}{4}$ "

Class B.—Job work and Form work printed in machine and ruled, etc., after in Bindery.

Under 1,000 impressions 2 per cent.
Every additional 1,000 impressions 1 „

Class C.—Book work—1 per cent. is allowed irrespective of the number of impressions for additional work from 8vo and larger of any sized paper.

Class D.—Book work—2 per cent. is allowed for any work of 24 pages (such as Abbreviated Addresses) and all work of 16mo. or smaller sizes of any sized paper.

The cost of paper spoiled in excess of that allowed for spoilage will be charged to the workmen to blame. Any one found using proof paper for drying their hands, cleaning or using it for any other purpose than making ready and pulling proofs, will be fined.

SPECIAL INSTRUCTIONS FOR MACHINEMEN.

Packing cylinders.—When fitting new packing on cylinders 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 printing 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 printing. 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 machinemen must have all rollers washed up with kerosine oil and thoroughly wiped with clean waste to remove all traces of grease. If this is not done the rollers will not take the ink properly and will deteriorate rapidly. Machinemen are supplied with all the necessary kerosine and waste for keeping their rollers in good order, and will be held responsible for the cost of the rollers spoiled through failure in complying with this rule. In the same way press men 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 draws 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 any defective or badly printed sheets will have to be printed again at the cost of the man concerned. He will also refund the cost of the paper spoiled.

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 CONDITIONS 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. They are liable to pay the cost of repair, or for any damage done to the machines, which may be found due to carelessness or wrongful use. 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 he will be held responsible for any damage which the machine may sustain through being worked while in a defective state.

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 mechanic: 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 no forme on a machine, and the machineman must stop the motor directly he has completed printing a forme.

HAND PRESS SECTION.

220. *Hand press foreman.*—The rules applying to the machine foreman apply equally to the press foreman.

221. *Hand pressmen.*—Hand pressmen are piece-workers. They are promoted in accordance with the Rules for classification of piece-workers (*para. 43*) and are eligible for overtime and leave as per rules prescribed for the industrial piece establishment. Rules *paras. 214—217 and 219*, apply equally to pressmen.

222. *Hour work.*—The same rules as in *para. 218* will apply except that a Pressman's Hour slip is required to be filled in.

Pressman's Hour Slip.

Name of Workman _____

Class _____ Rate _____ Date _____

Regr. No.	Department.	Name of work.	Nature of work.	TIME.		No. of hours allowed.	Rate.	Amount.	Initial of head of branch in which engaged.
				When taken.	When finished.				
								R s. p.	

Overseer or Foreman.

Assistant Manager.

CARE AND CONDITION OF PRESSES.

Pressmen must keep their presses perfectly clean and well oiled. The parts intended to be polished should be kept bright. An occasional rub with an oiled rag will keep both polished iron and brass bright without occupying much time. Brickdust must never be used to clean a press, as some of it is sure to get into the working parts and cause damage. The platen should be occasionally scraped, as dirt is apt to accumulate there from the tympan, and if this be allowed to remain it will make the impression uneven. The tills of the platen—that is, the spaces between the strengthening ridges—should be kept free from pye, broken leads, quoins, etc.

ROTARY PRINTING SECTION.

223. Overseer.—The machine overseer will submit to the manager through the assistant manager, each month, a statement showing the outturn 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.	Form No.	No. of forms or pages per sheet.	No. of numbering boxes per sheet.	No. of perforations per sheet.	No. of folds per sheet.	No. of impressions per sheet.	No. of sheets printed.	Sheets wasted.	Changing or fixing plates and making ready.	Fitting numbering boxes.	Sliding numbering boxes by hand.	Reel Nos.	Time.	Morning cleaning.	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.	
										H. M.	H. M.	H. M.		M.	M.	H. M.	H. M.	H. M.	H. M.					

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 printing.	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 printing hour (Column 2).	Average No. of impressions per printing and time hours (Column 4).	REMARKS.
1	2	3	4	5	6	7	8	9	10

NOTE.—Column 1 will be filled in by the Time-keeper.

224. Operatives.—The machineman in charge of the machine will account for his attendance each day by means of a *Rotary Machineman's Daily Docket*. 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 in 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 column 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 outturn register may be checked from them.

Rotary 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 stoppage.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Overseer.

Assistant Manager.

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—1½ 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.

LITHO SECTION.

225. Lithographic draftsman.—The draftsman will prepare sketches, diagrams and blocks under the orders of the assistant manager. 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. 92) to show the receipts, progress and disposal of work in this section.

226. **Lithographic pressman.**—The lithographic pressman who works under the instructions of the draftsman, is a superior salaried industrial operative.

227. **Daily Docket.**—The litho-draftsmen and pressmen 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—Litho-Draftsman.

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 _____	Accounts Section	Labour R s. p.
Cost of materials entered by _____	General Storekeeper.	Materials : :

Daily Docket—Lithographic Pressman.

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.

IV.—BINDING BRANCH.

GENERAL.

228. **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.

229. **Foreman.**—On receipt of work from the overseer the foreman will make every practical arrangement to get the work through in the shortest possible time. The work will first be entered in the *Bindery Register*. The

233. Despatching publications.—Publications despatched to the Central Publication Branch are despatched under a triplicate voucher in the form below.

Original.			No. By.	
Date.	Description of work.	Number of copies transferred to Publication Branch.		
Duplicate. <i>(To be signed and returned by bearer.)</i> No. By.				
Date.	Description of work.	Number of copies received.	Ledger Folio.	Initial of Ledger-Keeper.
Triplicate. <i>(To be sent to Receiving Section.)</i> No. By.				
Date.	Description of work.	Number of copies transferred to Publication Branch.		

BINDING SECTION.

PIECE.

234. 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 _____
 Ditto ditto 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 or excess. After initialing 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.

235. Binders.—Binders in Calcutta press are paid at piece rates and those in other presses are on fixed pay. Piecework binders are eligible for promotion in accordance with the *Rules for Classification of Pieceworkers, para. 43*. They are eligible for overtime and leave in accordance with the rules for the industrial piece establishment.

236. Binders' accounts.—The binders' charges are entered in the *Bindery Work Voucher* by the report writer. These vouchers are checked daily by the jamadar and again 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. 131)*.

237. Hour work.—Charges for hour work also are entered in the *Bindery Work Vouchers* by the report writer. Before the vouchers are handed to the foreman they are sent to the time-keeper, for the purpose of verification of the attendance of the men concerned in the work for which the hour charge is made. On return from the time-keeper all hour charges are checked by the foreman, who transfers the vouchers to the overseer or assistant manager for further and final check and initial. They are then forwarded to the computer, who after calculating the amounts due posts the same in the bill books. Regarding payment for stoppages of machines beyond the control of the operatives, *see para. 218*.

239. 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 or trimming, may be charged to account without reference to such operation, but any adjustment necessary must be made in the following month's bill books.

240. Overtime requisitions.—If the foreman requires his men to work overtime, he should make out an *Overtime Requisition* (form below) and submit it for scrutiny to the overseer. For other instructions see *para. 130*.

(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 ^{Morning} ~~Night~~ attendance for _____ 192

Name of Section.	Name of the Supervisors required to attend overtime.	No. of salaried men required as shown below (in words).	No. of piece hands.	For what work (full details).
Bindery	Foreman			
	Assistant Foreman			
	Jemadar			
	Report writer			

Ticket Nos.

Despatcher and examiner:	Hand ruler.	Numberer.	Paper counter and drier.	Material and paste supplier.	Finishers.	Viceman.	Labourer.	Duffry.
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Permanent Salaried Hands.

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Temporary Salaried Hands.

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Foreman.

Overseer.

Assistant Manager.

(REVERSE.)

Piece hands.

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FINISHING SECTION.

241. Finishers.—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 computing section. The work will be returned to the groups for completion.

ENVELOPE MAKING SECTION.

The foreman on receipt of the work docket from the overseer will enter the details of envelopes in the *Register of Envelopes*.

Register of Envelopes.

Date.	Register No.	Description.	Diary No.	Letter No. and date	Sizes.	No. of copies.	NO. OF COPIES AND DATE OF DESPATCH.		NO. OF COPIES AND DATE OF VERIFICATION.		REMARKS.
							No. of copies.	Date.	No. of copies.	Date.	

242. Envelope makers.—Envelope makers are piece-workers and are eligible for promotion in accordance with the *Rules for Classification of Piece-workers* (binders), (para. 43).

243. Envelope makers' accounts.—Envelope makers' accounts are entered on the charge files. After verification and checking by the binding foreman the charge files are forwarded to the computing section, which will grant a receipt for the same in the receipt book. The computer will compute

the amounts according to the rates laid down in Chapter VI, and enter what is due to each man in the *Bindery Bill Book* (page 104).

244. Charge files.—All charge files submitted by the envelope makers must show the printing office register no., number of copies finished and manufactured size of envelope and operative's name.

245. Hour work.—Charges for hour work are entered in the *Hour Work Vouchers* as in the case of binders, and forwarded after check by the foreman, and initialled by the overseer or assistant manager, to the computing section.

246. Overtime requisition.—Same as for binders.

MACHINE RULING SECTION.

247. Machine rulers.—The same rules as for envelope makers apply to machine ruling section except as below.

248. Division of earnings.—The amount earned by each machine is divided among the operatives in the following proportions:—

Machineman	50 per cent.
Feeder	30 "
Flyboy	20 "

249. Substitutes.—A feeder who works as a substitute for a machineman, or a flyboy for a feeder, is paid at the rate for the higher grade; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

250. Charge files.—As each job is completed the charge file with the operatives' names and the number of copies, details of go through, under line or stop ruling impressions and colours written on it, is made over by the machineman to the foreman, who forwards the files and the receipt book to the computing section where the amounts due are calculated and entered in the *Ruling Machineman's Bill Book* (page 104).

251. Unfinished work.—When a work, of which a large number of sides has been ruled, is unfinished at the close of a month, the price of the sides ruled is charged to account and the amount adjusted in the following month's bill book. At the end of the month the sums credited to each man are totalled, and the bill book is signed by the computer and made over to the accounts section.

CARE AND CONDITION OF MACHINES AND MOTORS.

The rules prescribed for the printing machinemen (*page 164*) will equally apply to the machine rulers.

DIE STAMPING SECTION.

252. Die stampers.—On receipt of work from the overseer, the foreman will make it over direct to the die stampers who will obtain the note paper, envelopes, etc., from the binding material issue clerk. When the work is complete, the die stampers will enter their charges in a copy of the work which becomes the charge file. This will be verified and signed by the foreman before transfer to the computing section.

: V.—FOUNDRY BRANCH.

STEREOTYPING SECTION.

253. *Stereotyper.*—The stereotyper will submit a daily docket showing how and on what job he has worked daily. A register of orders will be maintained as in the case of the Mechanical Branch (*para. 256*). A *Register of Foundry Outturn* will be maintained showing particulars of the work turned out, quantity, indenting branch and cost of labour and material, etc.

Register of Foundry Outturn.

Receipts.

Particulars of receipts, whether old stereotypes, electros, type, or new metal.	QUANTITY.		Forwarding Branch.	Forwarding Challan- No. and date.

Manufactures.

Particulars of work, whether type, metal furniture, stereotypes, or nickel faced stereotypes.	QUANTITY.		Indenting Branch.	Requisition No. and date.	Cost of labour.	Cost of material.
					R s. p.	R s. p.

TYPECASTING SECTION.

254. *Type casters.*—The rules applicable to stereotypers and the registers prescribed will apply also to this section.

NICKEL FACING SECTION.

255. *Nickel facing.*—The rules applicable to stereotypers and the registers prescribed will apply also to this section.

VI.—MECHANICAL BRANCH.

GENERAL.

256. **Head mechanic.**—The head mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the assistant manager, and will undertake repairs to machinery, etc., in the various branches only on a requisition signed by the assistant manager. He will report immediately to the latter any case in which, in his opinion, a machine has been put out of order by the negligence of the operative. He will personally inspect all the machinery throughout the press at least once a week, and submit to the manager a written report of the result of his inspection, reporting at the same time instances of neglect on the part of the 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.

Register of Orders.

Order No. and date.	Docket No.	Branch.	Details of work required.	When required.	When completed.	Cost of labour.			Docket sent to Accounts Section Storekeeper.
						R	s.	p.	

MECHANICAL SECTION (REPAIRS).

257. **Mechanics.**—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.	sa.	p.	Rs.	sa.	pi.	
		TOTAL CHARGEABLE										
Cost of labour entered by _____						Rs. sa. p.						
Accounts Section.						Labour : : : : _____						
Cost of materials entered by _____						Materials : : : : _____						
Storekeeper.						To be debited to _____ Branch.						

ROLLER CASTING SECTION.

258. Roller caster.—The pay of the roller caster will be chargeable proportionately between the machine section, the hand press section and the composing branch—for the proof and galley press rollers. It is essential, therefore, for the head mechanic to post carefully the time of the operatives and the materials consumed against the respective branches.

Materials for roller casting will be issued by the general storekeeper to the head mechanic only on a requisition signed by the assistant manager.

All roller stocks are numbered and a register will be maintained giving dates of casting, dates of issue and dates of return for recasting, so that the life of the rollers can be checked.

CARPENTERING SECTION.

259. Carpenters.—Carpenters will also submit daily the docket provided for mechanics. No carpentering work or repairs will be undertaken, unless a requisition signed by the assistant manager is produced for the work required.

LORRY SECTION.

The mechanical section is responsible for maintaining the motor lorry in good mechanical and running order.

260. 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 the mechanical section for all oil, grease, etc., required to keep the lorry at work.

CHAPTER VI

RATES

I.—COMPOSING BRANCH

PIECE RATES FOR HAND COMPOSITION.

261. "Casting Up" or method of computing work.—Casting up is the process by which matter is measured, the number of "ens" it contains arrived at, and its value ascertained. This is done by multiplying the depth of the matter in "ems" of the body of type used by the width of it in "ens" of the same body [one "em" = 2 "ens"] and the product will be the total number of "ens." An odd en in the depth of the matter counts an em, and a thick space in the width is reckoned an en. The number of ens contained in the matter being thus ascertained, the rate per 1,000 ens detailed below is paid. The smaller the type, the greater the number of ens, and consequently the higher the rate per page. The letters in a fount of type are of various thicknesses, but in ordinary composition they will average nearly a uniform thickness of an en quadrat for each letter—those that are thicker than an en compensating for the thinner ones. In fixing the price per sheet, 500 ens and upwards are reckoned 1,000, and less than 500 are not taken into account.

To illustrate the method by which the value of composition is arrived at, the cast-up of a sheet is given below. The measurement in pica or 12 point is 46 ems long by 26 ems broad, solid matter, but in small pica or 11 point, the fount used, it is—

53 ems, or lines long.

60 ems or 30 ems broad.

3,180 ens per page.

16 pages per sheet.

50,880 say 51,000 ens per sheet of 16 pages, at Rs. 0-3-9 per 1,000 ens = Rs. 11-15-3 per sheet ÷ 16 = Rs. 0-11-11 per page.

(The percentage, viz., 40 for Calcutta and Delhi Presses, sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, App. 12, should not be added to the rates contained in paras. 262-264 and 266-271.)

262. Rates for common matter.—The rates for common matter are as follows :—

Common matter, full measure or double column—

	Per 1,000 ens.		
	Rs.	A.	P.
Leaded (12 point to 8 point or Pica to Brevier)	. 0	3	6
Do. (7 and 6 point or Minion and Non-pareil)	. 0	3	9
Solid (12 point to 8 point or Pica to Brevier)	. 0	3	9
Do. (7 and 6 point or Minion and Non-pareil)	. 0	4	0

In the Simla Press there are no piece compositors, but for purposes of estimating and computing outturn the following rates will apply :—

Special rates for common matter, Simla Press—

	Per 1,000 ens.
	Rs. A. P.
Leaded (12 point to 6 point or Pica to Non-pareil)	0 3 9
Solid (12 point to 6 point or Pica to Non-pareil)	0 4 0

263. **Computing tabular and table matter.**—Tabular and table matter is cast-up on the same principle as for common matter except that the rates are different. Tabular and table work is matter set up in three or more columns depending upon each other and reading across the page. To be paid as follows :—

Rates.

- 3 columns without headings, one-fourth extra.
- 3 columns with headings, 4 columns without, one-third extra.
- 4 columns with headings, and 5 or more with or without, half extra, the price of common matter.

NOTE.—By the term “Common matter” is understood the usual description of book work. No deduction on account of blanks in tabular matter will be made.

264. **Column heads.**—Headings in smaller type than the body, but not exceeding two removes, if not more than three lines in depth, to be paid 2 annas extra ; if more than three lines, or if in smaller type than two removes, to be cast-up according to the relative values of the two bodies ; the greatest number of appearing lines being considered the depth.

265. **Definition of heading or column heads.**—The following to be considered a definition of the word heading :—

Parish.	Name of Voter.	Residence.
Chelsea	John Smith	Belgrave Place.

Or thus, when set in smaller type, and forming three or more lines :—

Name of Voter.	Trade or Profession.	Place of Residence.
John Smith	Wheelwright	Chelsea.

266. **Blank Tables.**—Blank tables to be cast-up half extra the price of the text type of the work. No extra charge to be made for headings in smaller type, unless such headings constitute one-third of the table.

267. **Title-headings.**—Title-headings to table or tabular matter, not exceeding five lines, to take the charge of the matter to which they are attached ; above five lines, no extra to be charged.

268. Notes to tables, if exceeding three lines, to be charged as common matter.

269. Common matter occurring between table or tabular work, not being headings, to take no extra charge.

270. Tables belonging to a work to take the extras of that work.

271. Boxed tables 1 anna extra per single box.

(For paras. 262-271, see Dept. of I. and L. No. A-688, d. 21-6-28, App. 12.)

272. Method of charging a page.—Each sheet is paid for at the rate for the text; the additional cost of pages composed in smaller type, or in different descriptions of matter than the text, or of those set in a broader measure than the work, are paid for as “extras.” Extras are totalled on each page. Small portions of a page set in larger type than the text are paid for at the same rate as the text.

273. Ready Reckoner Tables.—The value of 1,000 to 130,000 ems from 12 point to 6 point or from Pica to Nonpareil of the various descriptions of matter is given in the Case Work Ready Reckoner, Table I; the rates of payment per sheet and per page from 12 point to 6 point or from Pica to Nonpareil in Table II, the price per line from 12 point to 6 point or from Pica to Nonpareil of the various descriptions of matter in Table III. These tables have been published separately.

(The percentage, viz., 40 for Calcutta and Delhi Presses, and 50 for Simla Press sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, App. 12, should be added to all the rates contained in paras. 274-281.)

274.* Interspersed common matter, footnotes and extracts composed in smaller type than the text, are paid for extra per line up to the difference in the price of a page of text and that of a page of smaller type, at the following rates:—

33 ems broad and under	2 pies.
34 ems broad and upwards	3 ..

275. Small type in tabular matter.—When smaller type than that on which the body of the table is set is used in the “Remarks” or other column, 1 pie per line extra is paid.

276. Side notes are paid for at 2 pies per line.

277. Cut-in notes, 16 pica or 12 point ems and under, are paid for at 1 pie extra per line; 17 ems and upwards, 2 pies extra per line; and 2 pies extra for justifying each note.

278. Justifications are paid for at 2 pies each.

279. Title pages having one line in the centre with border are paid at 2 annas each.

280. Correcting final press proofs.—When proofs are not sent out for approval, the following rates are paid for sending each forme to press:—

Folio, 4to and 8vo	1 anna.
12mo. and 16mo.	2 annas.
32mo.	3 ..

* 40 or 50 per cent. should not be added when the matter is paid at cast-up rates.

281. Rates for special work—

**Current and collection dockets* are paid for at 2 annas each, and 2 pies per line extra for smaller type than pica or 12 point, up to the difference in the cast-up value of the founts used. Financial Department collection-dockets are, however, paid for at 4 annas each, and 1 pie per line per column is paid extra for the tabular portion of the docket.

History of Services of all Departments.—Making-up and rule-dressing is paid at 1 anna and 6 pies per page.

(40 or 50 per cent. should not be added to the rates contained in paras. 282-292.)

282. Interspersed tabular matter, forming portions of a page, are paid for according to the space occupied. Tables set on a narrower measure than the full breadth of the page are paid for at the cast-up price,—the blank required to make up the measure being cast-up as pica or 12 point common matter.

283. Covers, half titles and titles are reckoned as pages of text except in tabular work when they are paid for as common matter. Eight lines of common matter are paid for making up a half title.

284. Dedications, prefaces, or other introductory matter, are paid for according to the type on which they are set.

285. Common matter having lines at wide intervals are paid the actual number of appearing lines plus 50 per cent. extra of the appearing lines for blanking out.

286. Matter overrun is paid two-fifths of the cast-up price of the new matter.

287. Composition from imperfect manuscript is paid 10, 15 or 20 per cent. extra on the rates according to circumstances.

288. Foreign languages.—Matter composed in a foreign language in the Roman character is paid 10 per cent. extra on the rates.

289. Matter composed in Bengali, Hindi, Urdu and similar languages, in their own characters, is paid for as that composed in English.

290. Emergent work.—For all takes of copy making less than 1,000 ens, 20 per cent. extra on the rates is paid.

291. Work partly standing and partly composed is paid for as alteration, but new matter exceeding 8 annas in value is paid for at the cast-up rates.

292. Rates for special work—

Epigraphia Indica.—15 per cent. over the rates is paid for Sanskrit interspersed through and justified with text and 50 per cent. over the rates per page for English transliteration portion only.

Linguistic Survey.—40 per cent. over the rates is paid for transliteration portion only.

Index to Bower Manuscript.—50 per cent. over the rates is paid.

Persian Gulf Gazetteer.—20 per cent. over the rates is paid.

Palæontologia Indica } —10 per cent. over the rates is paid.

Persian Correspondence }

Imperial Library Catalogue of Books and Articles relating to languages, etc.—10 per cent. extra is paid over the rate per page, for block type, italic, etc.

* 40 or 50 per cent. should not be added when the matter is paid at cast-up rates.

PIECE RATES FOR MAKING UP.

(40 or 50 per cent. should be added to the rates contained in paras. 293-295.)

293. Making up common matter is paid for at the following rates per page :—

Sizes.	Without side notes.			With side notes.			With double side notes.			With half marginal notes.		
	Ra.	A.	P.	Ra.	A.	P.	Ra.	A.	P.	Ra.	A.	P.
Foolscap 8vo and demy 16mo	0	0	4	0	0	6	0	0	8	0	0	7
Foolscap 4to and demy 8vo	0	0	6	0	0	9	0	1	0	0	0	10
Medium, Royal and Super-royal 8vo	0	0	7	0	0	11	0	1	3	0	1	0
Demy 4to and Imperial 8vo	0	0	8	0	1	0	0	1	3	0	1	1
Medium and Royal 4to	0	0	9	0	1	0	0	1	3	0	1	2
Foolscap folio and Super-royal 4to	0	0	10	0	1	0	0	1	3	0	1	3

294.* Making up tabular matter is generally done by one compositor or make-up man and will, as far as practicable, be paid at the rates for making up common matter, but where these rates are found inadequate, special rates per page will be fixed by the section-holder in consultation with the Time Checker according to the nature of the work which will be deducted from the cost of each page and credited to the man who makes up, regard will, however, be had that in no case must the cast-up price be exceeded.

295.* Making up Lino and Mono matter.—10 per cent. extra is paid over the rates for making up matter composed on Monos, and 10 per cent. less on Linos.

(40 or 50 per cent. should not be added to the rates contained in paras. 296-298.)

296. Making up blanks and standing headings—

(a) *Book work.*—In octavo and smaller sizes, four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the office; eight lines of text are allowed for making up a blank page, and the remainder of the blank is credited to the office. In folios and quartos, four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the office; full blank pages are not reckoned.

(b) *Secretariat current papers and proceedings volumes.*—The number of lines detailed in clause (a) above are allowed for making up blanks and standing headings, half of the remaining blank being credited to the office and the other half not reckoned.

(c) *Index and contents to Secretariat Monthly Proceedings.*—In making up index and contents to Secretariat Monthly Proceedings the number of lines admissible under Rule (a) will be pica or 12 point solid. In annual indexes, the line allowed for making up will be of the type in which the index is composed.

* 40 or 50 per cent. should not be added when the making up is done on time.

297. Skeleton pages are made up on time.

298. Rule dressing.—Generally rule dressing should be done by the compositor who sets up the matter. Where this is inconvenient, the charge to be fixed by the section-holder in consultation with the Time Checker for this work will be deducted from the cost of the pages for payment to the man who does the work. (Ordinarily the value of time occupied at the man's class rate to be deducted.)

JOB WORK.

(40 or 50 per cent. should be added to these rates.)

299. Casting up.—Jobs set on larger type than English are cast up as English except when the page is larger than demy 4to, when they are cast up as English in width and body of type used in depth. In casting up, after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

300. Rates for job work.—The following are the rates paid for the particular classes of job work mentioned below :—

Letter headings are paid for at an all-round rate of 2 annas each, and 2 pies extra per line for marginal matter.

Docket forms are paid for at an all-round rate of 3 annas each and 2 pies extra per line for marginal matter.

Form headings are paid for at the rate of form work, viz., 1 anna per 1,000 Pica or 12 point ens, with 3 pies extra for each column head up to three lines, and 1 pie for every additional line above three. 1 pie extra is paid for each blank column head.

Envelopes.—Addresses, for franking, are paid 3 annas each, addresses only, 2 annas each.

The lowest payment for a single label is 2 annas.

Labels with a border are paid at 1 anna for each label.

(40 or 50 per cent. should not be added to these rates.)

Circulars, letter forms, and docket memo. forms are paid for at 0-3-9 pies per 1,000 ens.

Labels in sheets are cast up as Pica or 12 point at 0-3-6 pies per 1,000 ens.

Cheque forms are paid for at 0-3-9 pies per 1,000 ens, those with grounds are composed on time.

Labels in sheets without rules are cast up as job work.

Medical labels.—One half is deducted for blanks.

Letter headings with signature line at the bottom are cast up at 0-3-9 pies per 1,000 ens, deducting two-thirds for blank.

301. Unclassified work.—Jobs not coming under these rules should be submitted for orders.

FORM WORK.

(40 or 50 per cent. should be added to the rates in paras. 303-311 except the items marked with asterisks.)

302. Casting up.—In casting up forms, after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

303. Classification and rates.—Form work is divided into five classes and the rate for each class is as follows:—

Rates.—*Class A* consists of blank forms with headings irrespective of the number of forms or columns contained in a page, and is paid for at 1 anna per 1,000 pica or 12 point ens.

Class B consists of forms with lines of matter placed at wide intervals, and is paid for at the rates for Class A, 1 pie per line extra in each column being paid for the matter.

Class C consists of forms with rules placed at intervals across the columns, and is paid for at the rate for Class A, a $\frac{1}{2}$ pie extra being paid per rule in each column.

Class D consists of forms partially filled in with matter; the blank columns are cast up at the rate for Class A and (*the filled-in matter is paid for according to the scale of rates given for common matter or tabular work as the case may be).

Class E consists of forms having matter changed in one or more columns in sheets succeeding those originally composed. (*The original composition is paid for at the rates for Class D, and changing the matter at press in succeeding sheets is paid for on time.)

304. Matter placed at the foot of a form is paid for at the rates for interspersed lines, (*but when it exceeds 12 lines it is cast up as common matter). No extra is paid for signature and date lines.

305. Forms Headings having more than five appearing lines, set on pica or 12 point or larger type, are paid for at the rates for interspersed matter. When set in type smaller than pica or 12 point all the lines are paid for at the rates for interspersed lines.

306. Half titles.—Sizes up to foolscap are paid for at 4 annas each, and 1 anna extra for each size larger.

307. Skeleton Dockets.—Skeleton dockets up to foolscap size are paid for at 2 annas each, and 6 pies extra for each size larger. (*Extra matter is cast up at 3 annas 9 pies per 1,000 ens.)

308. Column heads are paid for at 3 pies each extra, and 1 pie extra for every line above 3. 1 pie extra is paid for each blank column head.

309. Interspersed lines at wide intervals are paid for as under:—

- 1 pie per line extra up to 8 ems;
- 2 pies per line extra from 9 ems to 33 ems;
- 3 pies per line extra from 34 ems and upwards.

* 40 or 50 per cent. should not be added when the matter is paid at cast-up rates or on time.

310. Figure columns.—One column, 4 ems and under, filled in with figures—1 pie is paid for every two lines of figures; (*wider columns filled in with figures or matter to be cast up).

311. Rates for special form work.—The following special work is paid for as below:—

Office Note Forms consisting of one, two and three perpendicular rules without headings are paid at 4 annas per page.

Office Note Forms consisting of one, two and three perpendicular rules having some matter both in the heading and in the body are charged as form work.

Letter Forms consisting of two or three perpendicular rules with heading and matter in the margin are charged as form work.

Docket Forms having only one perpendicular rule are paid at 1 anna per form.

Forms having only one perpendicular line with matter about eight ems placed at the heading are paid at 2 annas per form.

Proceedings Keep with Docket Forms are paid at 2 annas.

(40 or 50 per cent. should not be added to the rates in paras. 312-313.)

312. Form where open matter extends across the page.—In forms, where open matter extends across the page and is not divided into columns, one-fourth of the blank is paid to the compositor for making it up, and the value of the remainder of the blank is excluded from the cast-up.

313. Full title pages.—The rate for Pica or 12 point common matter according to the space occupied is paid.

314. Unclassified work.—Forms not coming under these rules should be submitted for orders.

315. Ready Reckoner Table.—The price of Form Work from 5×10 ems to 200×130 ems including 40 per cent. in Table IV is given in the Case Work Ready Reckoner published separately.

RATES AND RULES FOR CALCULATING OUTTURN OF LINOTYPE OPERATORS.

The linotype operators are salaried men and are paid on the following basis.

Calcutta Press.

316. 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 lino-type gauge is used in measuring.

317. Rates.—In determining the number of ems 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.

* 40 or 50 per cent. should not be added when the matter is paid at cast-up rates.

- (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) is charged one-half extra, and foreign languages double for each line.
- (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.

318. Authors' corrections are calculated at 50 per cent. on fresh set matter. Only the lines actually necessary to carry out the corrections and make the lines even are allowed.

319. Scale of pay.—Rs. 80—4—100—5—125 per month. This scale is allowed only to those operators whose outturn is not less than 5,000 (corrected) ens per hour.

320. Deduction of pay.—In applying the deductions below, the average outturn for three consecutive months is taken into account.

- (a) A deduction of Rs. 10 is made from the basic pay for an outturn less than 5,000 (corrected) ens, but not less than 4,500 (corrected) ens per hour.
- (b) A deduction of Rs. 15 is made from the basic pay for not being able to attain the average outturn of 4,500 (corrected) ens per hour.

Disciplinary action is taken when the average outturn falls below 4,000 (corrected) ens per hour.

321. Bonus.—A bonus of 8 pies per 1,000 ens (corrected) is paid for an outturn exceeding 9,00,000 ens per month.

(For paras. 316-321 see Dept. of I. and L. No. A-431, d. 21-6-28, App. 12)

Delhi and Simla Presses.

322. Casting up.—The procedure laid down in para. 256 should be followed.

323. Authors' 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. (*App. 12.*)

324. Foreign Languages.—Matter composed in a foreign language in the Roman character is allowed 10 per cent. extra.

325. Scale of pay.—Rs. 85—100 per mensem. The payments are regulated on monthly average outturn as below :—

- (a) Rs. 85 is paid when the average outturn is 4,000 (corrected) ens per hour.
 (b) Rs. 90 is paid for an average outturn of 4,500 (corrected) ens per hour.
 (c) Rs. 100 is paid when the average outturn is 5,000 (corrected) ens per hour.

326. Bonus.—For all outturn in excess of 5,000 (corrected) ens per hour a bonus of 0-1-9 per 1,000 ens is paid.

(For paras. 325-326 see Dept. of I. and L. No. A-431, d. 1-10-23 and 30-6-24, and C. P. S. and S. U. O. No. 4253-Pg., d. 21-10-20, Apps. 3 and 12.)

RATES AND RULES FOR CALCULATING OUTTURN OF MONOTYPE OPERATORS.

Monotype operators are salaried men and are paid on the following basis.

Calcutta Press.

327. 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 :—

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 stands 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.

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" !

(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	ditto	..	1,00,000	6½	..	6,000
..	1,00,000	ditto	ditto	..	2,00,000	6	..	11,000
..	2,00,000	ditto	ditto	..	5,00,000	5½	..	22,500
..	5,00,000	ditto	ditto	..	10,00,000	4½	..	35,000
..	10,00,000 and over	8½

(3)				
A—Metals, other than iron and steel, and manufacture 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	46,59,236	2,63,13,751	6,85,51,429	31,25,152
D—Yarns and textile fabrics	24,36,56,805	29,27,72,657	38,60,71,712	28,08,02,082
E—Miscellaneous	3,48,51,024	3,87,56,679	5,54,06,553	4,85,85,321
Total of Class III	46,69,69,392	60,90,53,531	100,02,25,361	78,70,16,134

(4)

RAINFALL IN APRIL.					RAINFALL IN MAY.				
1920	1921	1922	1923	Normal.	1920	1921	1922	1923	
0-63	1-86	0-63	1-45	1-94	4-16	2-99	3-98	1-45	
0-88	4-13	1-95	1-63	2-85	3-96	3-87	3-59	3-49	
0-49	5-23	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	1-08	1-20	2-11	4-52	1-97	3-02	2-37	
0-51	1-63	1-27	0-56	1-87	3-08	2-87	4-25	3-19	
0-70	4-42	0-65	0-49	1-66	2-90	3-58	2-30	3-04	

323. 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:—

Examples of Tabular Matter.

(1)				
Period for repayment.	Loan purpose.	Amount.	Date when taken.	Annual charge.
		Rs.		Rs.
(1) Repayable in five annual instalments, 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 instalments, of which one is already paid.	For improvement of conservancy . . .	7,000	17th September 1919 .	1,661-12-4
(3) Repayable in five annual instalments, of which one is already paid.	For improvement of water-supply . . .	70,000	3rd March 1920 .	7,207-6-3
		62,000		12,430-2-7

(2)		
Complaint of Nazer Ali Mondal of Pialimari Jagarnathpur, Shibganj police-station.	Accused—	Sections 302, 147, 149, Indian Penal Code. Murder with Arson.
	(1) Khaburuddi Mondal,	I take up the investigation of the case.
	(2) Umed Ali,	
	(3) Yeadulla Biswaa, all sons of Basrat Mondal.	
	(4) Dost Md., son of Bogdad Biswaa.	
	(5) Khos Md., son of Umed Ali Mondal.	
	(6) Lal Md., son of Yeadulla Biswaa.	
	(7) Sarzrat, son of Bogdad Biswaa.	

329. Rates.—In determining the number of ens the following rates are allowed :—

- (a) Matter of and above four lines wholly composed in other than ordinary English (*e.g.*, dialects and contractions) is charged one-half extra, and foreign languages double for each line.
- (b) The seven alphabet, or any variation of the standard lay-out, on the "D" Keyboard, is charged one-third extra.
- (c) Bad copy or Manuscript is charged one-third extra. Before the extra is allowed, the question must be submitted to the manager or assistant manager for orders.
- (d) Authors' corrections up to 1,000 ens, if set on the monotype machine, are paid for at 50 per cent. over the rate for fresh matter but ordinarily small corrections should not be carried out on the machine.

NOTE.—All paper perforated by the operator, but not workable on the casting machine through defect of paper or machine, is charged by the operator.

330. Scale of pay.—Same scale as for Linotype operators.

331. Deduction of pay.—Rules applicable to Linotype operators apply equally to Monotype operators.

332. Bonus.—The rate of bonus allowed to Linotype operators is also applicable to Monotype operators.

333. Learners on Mono-Casting machines.—When learners are employed on mono-casting machines, they are paid at the rate of Rs. 25 per mensem until they can take charge of the machine.

(For paras. 327-333 see Dept. of I. and L. No. A-431, d. 21-6-28, App. 12.)

Delhi and Simla Presses.

334. Casting up.—Mono matter is cast up in the same manner as for hand composition except that a special monotype gauge is used in measuring.

335. Foreign Languages.—Matter composed in a foreign language in the Roman character is allowed 10 per cent. extra.

336. Scale of pay.—Rs. 80—4—100 per mensem. The average outturn to be exacted for admitting to this scale is 6,300 (uncorrected) ens per hour.

337. Bonus.—For all outturn in excess of 6,300 average uncorrected ens per hour, a bonus of 11 pies per 1,000 ens is paid.

(For paras. 336-337 see Dept. of I. and L. No. A-413, d. 13-11-23 and No. A-431, d. 31-3-27 and 9-7-28, Apps. 12 and 3.)

PIECE RATES FOR IMPOSITION.

(40 or 50 per cent. should be added to the rates for imposition.)

338. Rates for imposition.—The following are the rates paid for imposition :—

	Rs.	A.	P.
One page forme	0	0	5
Two „ „	0	0	7
Four „ „	0	1	2
Eight „ „	0	1	8
Twelve „ „	0	2	3
Sixteen „ „	0	2	8
Broadside, Foolscap and Demy	0	1	2
Royal	0	1	8
Quad Foolscap to Double Super-Royal	0	3	4

PIECE RATES FOR DISTRIBUTION.

(75 per cent. sanctioned in B. of I. and M. No. A-31, d. 23-11-20, App. 12, should be added to all the rates in paras. 340-346.)

339. Casting up.—The rates for distribution are fixed on the same principle as those for composition, i.e., by the process of “casting up.” The work, though requiring care, is much more quickly executed than composition; consequently the rates per 1,000 ens are substantially lower. In casting up matter for distribution, 500 ens and upwards are reckoned as 1,000 and less than 500 are not taken into account. The same rule is applicable in apporportioning the matter in a sheet to the workmen, but in no case must the cast-up price be exceeded.

340. Rates—

	Per 1,000 ens.
Common matter	} cast up according to the fount . . . 2 pies.
Tabular matter	

One-fourth, half or three-fourths of the above rates are paid for matter which is three-fourths, half or one-fourth blank, respectively.

Form matter, Class A, cast up as pica or 12 point	½ pie.
„ „ „ B, „ „ „	¾ „
„ „ „ C, „ „ „	½ „
„ „ „ D, } ½ pie for the form matter, and	
„ „ „ E, } filled-in matter @ 2 pies.	

341. Blank forms making portions of pages of book work are paid for at 2 pies per 1,000 ens of the text type. Full pages of blank forms occurring in book work are paid for at the rates for form matter.

342. Side and cut-in notes, and column heads set in smaller type than the table or form, are paid extra as under :—

1 to 6 lines	1 pie.
Every additional 6 lines or less	1 „

343. Foot-notes, interspersed common and tabular matter in smaller type than the text, are paid extra as under :—

1 to 4 lines	1 pie.
Every additional 4 lines or less, up to the difference in the cast-up value of the fount used	1 „

344. Extras are calculated and totalled on each page.

345. Dockets are cast up as form work ; if the matter exceeds one-fourth of the docket, it is cast up as common matter.

346. Blanks.—Three lines are allowed for distributing the blanks at chapter heads or endings, etc.

347. Covers, half titles, title pages, and job work are distributed on time.

348. Head line type distribution is paid at hour rate.

349. Rates of imposition by distributors.—For the purpose of learning imposition or carrying out the work of an absentee impositor, distributors are allowed at the rate of their class the following time scale for imposing :—

No. of pages imposed.	Time admissible.
2	$\frac{1}{2}$ hour.
1	$\frac{1}{2}$ „
4	1 „
8	1 $\frac{1}{2}$ hours.

350. Ready Reckoner Tables.—The rates of payment per sheet and per page for distribution of book work including 75 per cent. in Table V and the rates for distribution of form work including 75 per cent. in Table VI are given in the Case Work Ready Reckoner published separately.

PIECE RATES FOR PYE-SORTING AND PYE-DISTRIBUTION.

(75 per cent. should be added to all the rates in paras. 351-353.)

351. Pye-sorting is paid at 3 pies per pound.

352. **Pye-distributing**, including all accents, italics, antiques and Pica or 12 point lines :—

	per lb. Pies.
Pica (12 point)	3
Small Pica (11 point)	4
Longprimer (10 point)	5
Bourgeois (9 point)	6
Brevier (8 point)	7
Minion (7 point)	8
Nonpareil (6 point)	10

353. **Distribution of vernacular type pye** is paid at the same rates as the distribution of English book work.

354. **Standing matter**.—Standing matter opened from chases and transferred to galleys, etc., and papering up matter are paid on time.

355. **Case sorting** is paid on time.

2.—MACHINE AND PRESS BRANCH.

PIECE RATES FOR MACHINE PRINTING.

(40 or 50 per cent. sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, and I. and L. No. A-627, d. 7-9-28, App. 12, should be added to the rates contained in paras. 356-358.)

356. **Rates**.—The rates include keeping the machines, rollers, etc., clean and in good working order.

Machine printing—Book work.

	Double form. R a. p.	Single form. R a. p.
Making ready	0 11 0	0 6 0
Printing per 1,000 impressions	0 6 3	0 5 0

Machine printing—Form work.

	Double form. R a. p.	Single form. R a. p.
Making ready	0 7 0	0 4 0
Printing per 1,000 impressions	0 5 0	0 4 0

Two hundred and fifty impressions and under are paid for as quarter of a thousand ; 251 up to 500 impressions are paid for as half a thousand, and

so on up to a thousand. When two single forms are printed on the machine at one time, rates for one machine man and two inkers are allowed.

No charge for making ready of form work is allowed when the number of impressions exceeds 3,000.

NOTE.—“ Double form ” means full sizes of paper above imperial ; quad foolscap, double royal, double super royal and double demy.

“ Single form ” means full sizes of paper up to foolscap ; double foolscap, demy, medium, royal, super royal, crown, double crown and imperial. Rates for machine printing both book and form work should be fixed according to the above sizes of paper used.

Machine printing—Job work.

357. Rates for large and small machines—

Name of Machine.	ONE PAGE.		TWO PAGES.	
	Making ready.	Rate per 1,000 impressions.	Making ready.	Rate per 1,000 impressions.
	R a. p.	R a. p.	R a. p.	R a. p.
Large Falcon . . .	0 2 0	0 2 6	0 3 0	0 2 6
Falcon . . .	0 1 0	0 2 0	0 2 0	0 2 0

358. Rates for special work—

Cheques, etc., printed on machine in coloured inks are paid 25 per cent. extra over the rate of Book work including overprinting.

Post Office Savings Bank Rules are paid while in Double Royal formes at 5 annas per 1,000, and for sizes smaller than Double Royal at 4 annas per 1,000.

359. Ready Reckoner Table.—The rates of payment for machine work including 40 per cent. in Table VII are given in the Machine and Press Work Ready Reckoner published separately.

360. Scale of Outturn for Babcock and Paynes Wharfedales in Simla Press.

MAKING READY.

1			2			3		
All sizes up to:—								
Crown	15×20	} 1 hour.	D'ble Crown	20×30	} 1½ hours.	D'ble Royal	26×40	} 2 hours.
Royal	20×26		D'ble Demy	22½×35		D'ble S. Royal	28×40	
D'ble F'scap	17×27		Quad F'scap	27×34		Quad Crown	30×40	
Super Royal	20×28							

PRINTING OFF.

Number of copies.	SIZES AS COLUMN 1 ABOVE.			SIZES AS COLUMN 2 ABOVE.			SIZES AS COLUMN 3 ABOVE.		
	Making Ready.	Printing off.	Total.	Making Ready.	Printing off.	Total.	Making Ready.	Printing off.	Total.
	Hrs.	Hrs. M.	Hrs. M.	Hrs.	Hrs. M.	Hrs. M.	Hrs.	Hrs. M.	Hrs. M.
100	1	0 5	1 5	1½	0 5	1 35	2	0 6	2 6
150	1	0 7	1 7	1½	0 7	1 37	2	0 9	2 9
200	1	0 10	1 10	1½	0 10	1 40	2	0 12	2 12
250	1	0 12	1 12	1½	0 12	1 42	2	0 15	2 15
300	1	0 15	1 15	1½	0 15	1 45	2	0 18	2 18
350	1	0 17	1 17	1½	0 17	1 47	2	0 21	2 21
400	1	0 20	1 20	1½	0 20	1 50	2	0 24	2 24
450	1	0 22	1 22	1½	0 22	1 52	2	0 27	2 27
500	1	0 25	1 25	1½	0 25	1 55	2	0 30	2 30
550	1	0 27	1 27	1½	0 27	1 57	2	0 33	2 33
600	1	0 30	1 30	1½	0 30	2 00	2	0 36	2 36
650	1	0 32	1 32	1½	0 32	2 02	2	0 39	2 39
700	1	0 35	1 35	1½	0 35	2 05	2	0 42	2 42
750	1	0 37	1 37	1½	0 37	2 07	2	0 45	2 45
800	1	0 40	1 40	1½	0 40	2 10	2	0 48	2 48
850	1	0 42	1 42	1½	0 42	2 12	2	0 51	2 51
900	1	0 45	1 45	1½	0 45	2 15	2	0 54	2 54
950	1	0 47	1 47	1½	0 47	2 17	2	0 57	2 57
1000	1	0 50	1 50	1½	0 50	2 20	2	1 00	3 00
1050	1	0 52	1 52	1½	0 52	2 22	2	1 03	3 03
1100	1	0 55	1 55	1½	0 55	2 25	2	1 06	3 06
1150	1	0 57	1 57	1½	0 57	2 27	2	1 09	3 09
1200	1	1 00	2 00	1½	1 00	2 30	2	1 12	3 12

PRINTING OFF.

KELLY.				FALCON.			
No. of copies.	Making Ready.	Printing off.	Total.	No. of copies.	Making Ready.	Printing off.	Total.
	Hrs.	Hrs. M.	Hrs. M.	Hrs.	Hrs. M.	Hrs. M.	Hrs. M.
500	1	0 12	1 12	100	0 30	0 4	0 34
600	1	0 15	1 15	200	0 30	0 8	0 38
700	1	0 17	1 17	300	0 30	0 12	0 42
800	1	0 20	1 20	400	0 30	0 16	0 46
900	1	0 22	1 22	500	0 30	0 20	0 50
1000	1	0 25	1 25	600	0 30	0 24	0 54
1100	1	0 27	1 27	700	0 30	0 28	0 58
1200	1	0 30	1 30	800	0 30	0 32	1 02
1300	1	0 32	1 32	900	0 30	0 36	1 06
1400	1	0 35	1 35	1000	0 30	0 40	1 10
1500	1	0 37	1 37	1100	0 30	0 44	1 14
1600	1	0 40	1 40	1200	0 30	0 48	1 18
1700	1	0 42	1 42	1300	0 30	0 52	1 22
1800	1	0 45	1 45	1400	0 30	0 56	1 26
1900	1	0 47	1 47	1500	0 30	1 00	1 30
2000	1	0 50	1 50	1600	0 30	1 04	1 34
2100	1	0 52	1 52	1700	0 30	1 08	1 38
2200	1	0 55	1 55	1800	0 30	1 12	1 42
2300	1	0 57	1 57	1900	0 30	1 16	1 46
2400	1	1 00	2 00	2000	0 30	1 20	1 50
2500	1	1 02	2 02	2100	0 30	1 24	1 54
2600	1	1 05	2 05	2200	0 30	1 28	1 58
2700	1	1 07	2 07	2300	0 30	1 32	2 02
2800	1	1 10	2 10	2400	0 30	1 36	2 06
2900	1	1 12	2 12	2500	0 30	1 40	2 10
3000	1	1 15	2 15

PIECE RATES FOR HAND PRESSES.

(40 per cent. or 50 per cent. sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, and I. & L. No. A-627, d. 7-9-28, App. 12, should be added to the rates contained in paras. 361-364.)

361. Rates.—The rates include the covering of tympan and friskets and keeping presses and ink-tables, etc., clean and in good working order. Impressions on hand presses including making ready are paid as under :—

Press Work Rates.

Number of impressions.	CLASS A.			CLASS B.			CLASS C.		
	Under demy.	Demy to super-royal.	Imperial and upwards.	Under demy.	Demy to super-royal.	Imperial and upwards.	Under demy.	Demy to super-royal.	Imperial and upwards.
	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>	<i>R a. p.</i>
50	0 1 3	0 2 3	0 2 6	0 1 9	0 2 6	0 3 6	0 4 3	0 5 6	0 8 0
100	0 1 6	0 2 6	0 2 9	0 2 0	0 2 9	0 4 0	0 4 6	0 6 0	0 8 6

Rate per 100 Impressions.

150 to 250	0 1 2	0 1 10	0 2 1	0 1 5	0 2 0	0 3 0	0 3 2	0 4 3	0 6 0
300 to 500	0 1 1½	0 1 9	0 2 0	0 1 4	0 1 11	0 2 9	0 2 9	0 3 9	0 5 2
550 to 750	0 1 1	0 1 7½	0 1 11	0 1 3½	0 1 10	0 2 7	0 2 7	0 3 6	0 4 9
800 to 1,000	0 1 0½	0 1 6½	0 1 10	0 1 3	0 1 9	0 2 6	0 2 5½	0 3 4	0 4 6
Above 1,000	0 1 0	0 1 6	0 1 9½	0 1 2½	0 1 8½	0 2 5	0 2 4½	0 3 3	0 4 4

Intermediate numbers are paid for at the next higher rate.

File copies are not paid for.

362. Classification—

Class A.—*Form Work* consists of such forms as require little making ready and are usually printed in long numbers.

Class B.—*Account Forms and ordinary book work* consists of such forms as accounts forms in books, secretariat proceedings, current letters and enclosures, departmental reports, codes, etc.

Class C.—*Fine Book work* consists of standard and scientific works requiring special care in inking and printing.

363. Rates for special work—

Envelopes and labels are paid for at the rates for Class A.

Letter headings are paid for at the rates for Class B.

Printing more formes than one on a press at one pull.—Full rates are paid for one, and half rates for every additional forme.

Additional lays.—All formes requiring a second lay are paid one-half extra according to the size of the paper laid on ; every succeeding lay is paid one-half of the second.

Printing formes in colours by one pull.—Full rates are paid for one colour, and half rates for each additional colour.

Long sub-divisions and folios.—Work printed in long sub-divisions is paid for as full sheets. Demy and medium folios are paid for as foolscap, and larger folios as full sheets.

The following work is paid at 50 per cent. over Class B :—

Printing on water marked paper and on parchment.

The following work is paid at Class " C " rates :—

" Epigraphia Indica."

" The Bower Manuscript."

" Manual of the Geology of India."

" Post Office Savings Banks Investment Certificates and List of Members of the Most Exalted Order of the Star of India."

Printing on Tissue paper and cheques in coloured inks on common paper is paid at 25 per cent. over Class B.

Stamping in of serial letters by hand on G. P. Notes is paid at 2 as. per hundred notes.

Labels printed on Cloth are paid at Class B rates.

Pulling proofs and printing forms which have folios or subject matter altered in subsequent sheets are paid at R0-1-3 pies for each forme up to 50 copies, above 50 copies to be paid at the rate of Class A work. No time for alterations is allowed.

Pulling proofs after revision of book work, such as Army Regulations, Codes, etc., is paid at the rate of Class A work.

364. Rates for erasing and stamping—

On sheets—

Stamping only 1 letter	R a. p.
Stamping only 2 or 3 letters	0 1 1
Erasing only 1 letter	0 1 4
Erasing only 2 or 3 letters	0 1 1
Erasing and stamping 1 letter	0 1 4
Erasing and stamping 2 or 3 letters	0 1 8
	0 2 2

On folded work—

Stamping only 1 letter	0 1 4
Stamping only 2 or 3 letters	0 1 8
Erasing only 1 letter	0 1 4
Erasing only 2 or 3 letters	0 1 8
Erasing and stamping 1 letter	0 2 2
Erasing and stamping 2 or 3 letters	0 3 4

} per 100 copies.

365. Clean proofs, when pulled by pressman on piece rates, are paid for on time.

366. Division of earnings.—The amount earned by each press is divided into the following proportions :—

When a press or machine is worked by two men :—

Pressman	60 per cent.
Inker	40 „

When a press or machine is worked by three men :—

Pressman	50 per cent.
Inker	30 „
Fly-boy	20 „

When a press or machine is worked by four men, as with forms printed in colours :—

Pressman	45 per cent.
Inker	20 „
Inker	20 „
Fly-boy	15 „

367 Substitutes.—An inker who works as a substitute for a pressman or a fly-boy for an inker, is paid at the rate for the higher grade ; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

368. Ready reckoner tables.—The rates of payment for press work including 40 per cent. in Table VIII and the rates including 50 per cent. in Table VIII (a) for Simla Press only are given in the Machine and Press Work Ready Reckoner published separately.

3.—BINDING BRANCH.

PIECE RATES FOR BINDING.

369. Warehouse work includes the receipt and issue of stationery and binding material ; damping paper ; drying and pressing printed sheets ; folding, stabbing, stitching, covering and cutting miscellaneous jobs and current work ; and storing printed sheets until they are required for binding. Perforating, numbering, envelope-making, and paper-ruling are also included under this head.

370. Stationery binding includes every description of paper-book, from those simply covered with marble paper to the most elaborately bound account book.

371. Bookbinding is the art of folding the sheets of a book, securing them together, affixing boards or sides thereto, and covering the whole with leather or other material. It is divided into three branches—*Binding in leather*, *Case work* and *Stationery binding*, which are again divided into three heads, *preliminary forwarding*, *forwarding* and *finishing*. The various sizes of books are denominated according to the number of leaves into which the sheet is folded, as folio, 4to, 8vo, 12mo, etc. The different styles of binding are denominated according to the material used and the quantity of work employed, as *half-binding*, *calf neat*, *morocco extra*, etc.

(40 or 50 per cent. should be added to all the rates contained in paras. 372-428.)

372. Rates.—The following are the rates paid for warehouse work :—

		Rs. A. P.
ORDINARY PRESSING—One sheet at a time.		
Demy to imperial	per 1,000 sheets	0 3 0
Half sheet double foolscap and half sheets of all sizes up to imperial	} per 1,000 half sheets	0 2 3
Quarter sheet double foolscap and quarter sheets of all sizes up to imperial		
		0 1 7½
Double foolscap octavo and octavos of all sizes up to imperial, and all sizes smaller than octavo	} per 1,000 octavos	0 1 1½

Pressing 2 sheets and 3 sheets at a time is paid 25 per cent. and 50 per cent. respectively less than the above rates.

Pressing with proof paper is paid double the rates for ordinary pressing.

Hot rolling by machine is paid at 2 annas per 1,000 sheets.

		Full sheet.	Half sheet.	Quarter sheet.
		Rs. A. P.	Rs. A. P.	Rs. A. P.
FOLDING—per 1,000 sheets :—				
Foolscap	{ 1 fold	0 1 0	0 0 9	..
	{ 2 folds	0 1 9
	{ 3 folds	0 3 0
Demy and me- dium	{ 1 fold	0 1 3	0 1 0	0 0 9
	{ 2 folds	0 2 3	0 1 6	..
	{ 3 folds	0 4 0
Royal, super- royal, and double foolscap cap	{ 1 fold	0 1 6	0 1 2	0 0 10
	{ 2 folds	0 2 9	0 1 8	..
	{ 3 folds	0 4 9
Imperial	{ 1 fold	0 1 9	0 1 3	0 1 0
	{ 2 folds	0 3 0	0 1 9	..
	{ 3 folds	0 5 3

		Rs. A. P.	
GATHERING—per 1,000 sheets :—			
Foolscap	{	1 fold	0 0 6
		2 folds	0 0 4
		3 folds	0 0 4
Demy and medium	{	1 fold	0 0 8
		2 folds	0 0 6
		3 folds	0 0 6
Royal, super-royal, and double foolscap	{	1 fold	0 0 10
		2 folds	0 0 8
		3 folds	0 0 8
Imperial	{	1 fold	0 1 0
		2 folds	0 0 9
		3 folds	0 0 9

Inserting is paid double the rates for gathering.

		Rs. A. P.
CUTTING SHEETS—by hand :—		
Full sheets of all sizes		0 1 0
Half sheets of all sizes		0 0 9
Quarter sheets of all sizes and under		0 0 6
	3 to 5 sheets.	Every additional 5 sheets.

		Rs. A. P.	Rs. A. P.	
COLLATING—per 100 copies—				
Foolscap	{	folio	0 0 4	0 0 4
		4to	0 0 3	0 0 3
		8vo	0 0 3	0 0 3
Demy and medium	{	folio	0 0 6	0 0 6
		4to	0 0 4	0 0 4
		8vo	0 0 4	0 0 4
Royal, super-royal, and double foolscap	{	folio	0 0 8	0 0 8
		4to	0 0 6	0 0 6
		8vo	0 0 6	0 0 6
Imperial	{	folio	0 0 10	0 0 10
		4to	0 0 6	0 0 6
		8vo	0 0 6	0 0 6

		5 sheets and under.	Additional 5 sheets.	
		Rs. A. P.	Rs. A. P.	
ORDINARY STABBING AND STITCHING— <i>per 100 copies—</i>				
Foolscap	{	folio	0 1 3	0 0 6
		4to	0 1 0	0 0 5
		8vo	0 0 9	0 0 4
Demy and medium	{	folio	0 1 6	0 0 7
		4to	0 1 3	0 0 6
		8vo	0 1 0	0 0 5
Royal, super-royal, and double foolscap	{	folio	0 1 9	0 0 8
		4to	0 1 6	0 0 7
		8vo	0 1 3	0 0 6
Imperial	{	folio	0 2 0	0 0 6
		4to	0 1 9	0 0 8
		8vo	0 1 6	0 0 7

Half of the above rates are paid when only stitching is done.

STITCHING AND RANGING WITH THE FACING LINES is paid 50 per cent. more than the rates for ordinary stabbing and stitching.

OVERCASTING is paid 50 per cent. more than the rates for ordinary stitching.

WIRE STITCHING is paid at 3 pies for inner and 2 pies for outer stitching per 100.

		5 sheets and under.	Additional 5 sheets.	
		Rs. A. P.	Rs. A. P.	
SAWING THE BACKS—per 100 copies—				
Foolscap	{	folio	0 0 6	0 0 4½
		4to	0 0 4	0 0 4
		8vo	0 0 3	0 0 3
Demy and medium	{	folio	0 0 8	0 0 4½
		4to	0 0 5	0 0 4
		8vo	0 0 4	0 0 3
Royal, super-royal, and double foolscap	{	folio	0 0 9	0 0 5
		4to	0 0 6	0 0 5
		8vo	0 0 5	0 0 4
Imperial	{	folio	0 0 10	0 0 4
		4to	0 0 7	0 0 5
		8vo	0 0 6	0 0 6

		5 sheets and under.			Additional 5 sheets.			
		Rs.	A.	P.	Rs.	A.	P.	
SEWING—per 100 copies—								
Foolscap . . .	{	folio . . .	0	3	6	0	2	8
		4to . . .	0	2	6	0	1	11
		8vo . . .	0	2	0	0	1	6
Demy and medium . . .	{	folio . . .	0	4	0	0	3	0
		4to . . .	0	2	6	0	1	11
		8vo . . .	0	2	6	0	1	11
Royal, super-royal, and double foolscap . . .	{	folio . . .	0	4	0	0	3	0
		4to . . .	0	2	6	0	1	11
		8vo . . .	0	2	6	0	1	11
Imperial . . .	{	folio . . .	0	5	0	0	3	9
		4to . . .	0	3	6	0	2	7
		8vo . . .	0	2	6	0	1	6

When several sheets in a folio size book are inserted one within the other and sewed sheets are counted according to the number of sewings, one to three sheets so inserted and sewed together are reckoned as one sheet or sewing; more than three sheets are paid 12½ per cent. over the ordinary rate for sewing.

		Fore-edge.			Head or tail.			
		Rs.	A.	P.	Rs.	A.	P.	
CUTTING EDGES—per 1,000 cuttings—								
Foolscap . . .	{	folio . . .	0	0	2	0	0	1
		4to . . .	0	0	1	0	0	1
		8vo . . .	0	0	1	0	0	½
Demy and medium . . .	{	folio . . .	0	0	2	0	0	1½
		4to . . .	0	0	1½	0	0	1
		8vo . . .	0	0	1	0	0	¾
Royal and super-royal . . .	{	folio . . .	0	0	4	0	0	1½
		4to . . .	0	0	1½	0	0	1
		8vo . . .	0	0	1	0	0	¾
Double foolscap . . .	{	folio . . .	0	0	4	0	0	2
		4to . . .	0	0	2	0	0	1½
		8vo . . .	0	0	1½	0	0	1
Imperial . . .	{	folio . . .	0	0	4	0	0	2
		4to . . .	0	0	2	0	0	1½
		8vo . . .	0	0	1½	0	0	1

CUTTING FORMS AND BLANK PAPER is paid at 3½ pies per 1,000.

		5 sheets and under.			Additional- 5 sheets.			
		Rs.	A.	P.	Rs.	A.	P.	
TACKING—per 100 copies—								
Foolscap	{	folio . . .	0	0	5	0	0	2
		4to . . .	0	0	4	0	0	2
		8vo . . .	0	0	3	0	0	2
Demy and medium	{	folio . . .	0	0	6	0	0	2
		4to . . .	0	0	4	0	0	2
		8vo . . .	0	0	3	0	0	2
Royal, super-royal, and double foolscap . . .	{	folio . . .	0	0	7	0	0	2
		4to . . .	0	0	5	0	0	2
		8vo . . .	0	0	4	0	0	2
Imperial	{	folio . . .	0	0	8	0	0	2
		4to . . .	0	0	6	0	0	2
		8vo . . .	0	0	4	0	0	2

Pasting on leaves will be paid at the above rates.

PASTING UP BACKS AND COVERING—per 100 copies—

		Rs.	A.	P.	Rs.	A.	P.	
Foolscap . . .	{	folio . . .	0	1	6	0	0	5
		4to . . .	0	1	2	0	0	5
		8vo . . .	0	0	11	0	0	5
Demy and medium	{	folio . . .	0	1	10	0	0	5
		4to . . .	0	1	5	0	0	5
		8vo . . .	0	1	1	0	0	5
Royal, super-royal, and double foolscap . . .	{	folio . . .	0	2	3	0	0	5
		4to . . .	0	1	9	0	0	5
		8vo . . .	0	1	4	0	0	5
Imperial . . .	{	folio . . .	0	2	8	0	0	5
		4to . . .	0	2	0	0	0	5
		8vo . . .	0	1	6	0	0	5

PASTING ON END PAPERS—per 100 copies, or 200 pastings—

		Rs.	A.	P.			Rs.	A.	P.	
Foolscap	{	folio . . .	0	1	0	Royal, super-royal, and double foolscap.	folio . . .	0	1	4
		4to . . .	0	0	9		4to . . .	0	1	1
		8vo . . .	0	0	6		8vo . . .	0	0	10

PASTING ON END PAPERS—per 100 copies, or 200 pastings—contd.

		Rs.	A.	P.			Rs.	A.	P.		
Demy and me- dium.	{	folio .	0	1	2	Imperial	{	folio .	0	1	6
		4to .	0	0	11			4to .	0	1	3
		8vo .	0	0	8			8vo .	0	1	0

PASTING COVERS ON END PAPERS—per 100 copies—

Foolscap	{	folio .	0	2	0	Royal, super- royal, and double fools- cap.	{	folio .	0	2	8
		4to .	0	1	6			4to .	0	2	2
		8vo .	0	1	0			8vo .	0	1	8
Demy and me- dium	{	folio .	0	2	4	Imperial	{	folio .	0	3	0
		4to .	0	1	10			4to .	0	2	6
		8vo .	0	1	4			8vo .	0	2	0

EYELETING—per 1,000—

Puncturing and fixing rings	{	On paper	0	3	0
		On pasteboard, waxcloth, or parchment	0	4	0

In all the above operations, odd numbers up to 10 are not paid for; 11 to 25 are paid for as quarter of a hundred; 26 to 50 as half a hundred; and so on by quarters of a hundred up to 100.

WAREHOUSE DEPARTMENT.

373. Relief stamping is paid at 2 annas per 100 impressions.
374. Cameo stamping is paid at 1 anna and 9 pies per 100 impressions. Putting tissue paper on stamps is paid at 0-2-3 pies per 1,000.
375. Plain stamping is paid at 6 pies per 100 impressions. 1 anna is paid for making the matrix in every case.
376. Puncturing holes in paper is paid at 0-1-6 pies per 1,000, and at 2 annas per 1,000 in pasteboard, waxcloth, or parchment.
377. Pasting white paper on boards is paid at 1 anna per 100 copies of the book.
378. Label pasting is paid at 1 anna 3 pies per 100 pastings.
379. Cutting cloth by hand and pasting both sides of corners of office forms are paid at the rate of 0-1-6 pies per 100 pastings. Pasting paper on both sides of corners of paper is paid at 9 pies per 100 pastings.
380. Interleaving with tissue paper is paid at 0-2-3 pies per 1,000.
381. Interleaving with tissue paper and banding are paid at 2 annas 6 pies per 1,000.

382. Rates for special work—

Forest Revenue Stamps.—Gumming and drying are paid at Rs. 2 per 1,000 sheets, and perforating is paid at Re. 1-4-0 per 1,000 perforations of full sheets. Folding is paid at 0-3-6 pies per 1,000 sheets of Demy and Medium sizes.

Stamp booklets.—The rate for preparing stamp booklets is 4 annas per 100 full books : stitching 8 pies per 100 books. Cutting by machine and bundle packing, etc., are paid at 0-4-6 pies per 100 full books. Stamp booklets prepared with advertisements are paid 2 annas extra.

East India Service Post Cards.—Counting and packing are paid at 7 pies and cutting is paid at 2 pies per ream.

Indian Post Cards.—Cutting, counting and packing of single post cards are paid at 6 pies per ream and of double post cards at 3 annas per bundle.

Sealing packets of post cards is paid at the rate of 1 anna per 15 packets consisting of 480 in number.

New Post Cards.—All operations, viz., unpacking, overprinting, checking, counting, packing, sealing and fixing labels of New Post Cards are paid at 1 anna per ream.

Overprinting and checking of new post cards are paid at 4 pies per ream.

Reply Post Cards.—Overprinting and all other operations of Reply Post Cards are paid at 2 annas 6½ pies per ream.

Unpacking and removing bands and unfolding of Reply Post Cards are paid at 6 pies per ream and of single post cards at 4 pies per ream.

Tying bundles with strings is paid at 3 annas 9 pies per 100 bundles.

Army Post Card is paid at 2 pies per ream including ½ pie for cutting.

Envelopes.—Overprinting on envelopes and all other operations thereof are paid at 9 pies per ream or 3 annas per bundle.

Counting and packing envelopes are paid at 4 pies per ream.

Post Office Cash Certificates.—All operations of Post Office Cash Certificates are paid at 7 annas 3 pies per 100 books of 10 certificates in each.

Post and Telegraph Guides.—Wire stitching of Post and Telegraph Guides with 2 stitches on each copy is paid at 5 pies per 100 copies.

Cheque books.—Collating of cheque books is paid at 4 pies for every 5 leaves of cheque book.

PERFORATING.

383. Rates.—Perforating is paid for at the rate of 1 anna per 1,000 perforations.

NUMBERING.

384. Rates.—Numbering is paid per 1,000 pages as follows:—

	By machine.			By hand.		
	Rs.	A.	P.	Rs.	A.	P.
One impression on a page	0	2	0	0	6	0
Two impressions on a page	0	2	6	..		
Three impressions on a page	0	3	0	..		

Numbering in vernacular by hand is paid 10 per cent. over the above rate for hand numbering.

Power Multiple Numbering machine.—10 per cent. extra is paid over the rate for one impression for work done on the Power Multiple Numbering Machine where the number of impressions is less than one thousand.

ENVELOPE-MAKING.

385. Classification.—Envelopes are divided into two classes:—

Class A consists of envelopes with flaps opening in the centre, *i.e.*, square and oblong envelopes.

Class B consists of envelopes with flaps opening at one end, *i.e.*, bag-shaped or long envelopes.

386. Rates.*—The following are the rates paid for folding and pasting envelopes per 1,000:—

	Class A.			Class B.		
	Rs.	A.	P.	Rs.	A.	P.
Full sheets of all sizes	0	6	0	0	4	3
Half " "	0	5	0	0	3	6
Quarter sheets and under of all sizes	0	4	0	0	3	0

Cutting envelope from full sheets is paid at 0-0-5 pies per 1,000 cuttings, half sheets, quarter sheets and under at 0-0-4 pies per 1,000 cuttings.

The following rates are paid for folding and pasting cloth-lined envelopes per 1,000:—

	Class A.			Class B.		
	Rs.	A.	P.	Rs.	A.	P.
Full sheets of all sizes	0	11	3	0	9	0
Half " "	0	10	0	0	8	0
Quarter sheets and under of all sizes	0	8	6	0	6	9

Cutting cloth-lined envelopes is paid as under:—

Full sheets of all sizes at 0-0-8 pies per 1,000.

Half sheets and under of all sizes at 0-0-6 pies per 1,000.

Gumming blank square D. O. envelopes is paid at 0-1-5 per 1,000.

* Special rates for envelope-making are applicable to the Aligarh Press.

Folding flaps and banding in 25's of S. E. 3 and similar shaped envelopes are paid for at 0-1-11 pies per 1,000 envelopes ; and banding in lots of 25's of S. E. 4 and similar shaped envelopes at 2½ pies per 1,000.

Rates for envelopes made on the New Envelope-Making Machines.

Standard envelopes, Nos. 2 and 3, at 0-0-11 pies per 1,000 envelopes.

Standard envelopes, Nos. 4, 5 and 6, at 0-1-1 pie per 1,000 envelopes.

Standard envelopes, Nos. 7 and 1, at 0-1-3 pies per 1,000 envelopes.

Full packing of the above standard envelopes with thick brown paper and tying with strings is paid at 1 pie per bundle.

RULING.

387. Rates.—The following are the rates paid for forms ruled on the machine :—

Description of work.	Foolscap and under.			Demy to royal.			Double foolscap and super-royal.			Imperial and upwards.		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
Making ready—												
Making new pens	0	3	0	0	3	6	0	4	0	0	4	6
Adjusting old pens	0	2	0	0	2	4	0	2	8	0	3	0
Go-through work—												
Per 100 sides .	0	0	3	0	0	3½	0	0	4	0	0	4½
Per 1,000 sides .	0	2	0	0	2	6	0	3	0	0	3	6
Under-line work—												
Per 100 sides .	0	0	3½	0	0	4	0	0	4½	0	0	5
Per 1,000 sides .	0	3	0	0	3	6	0	4	0	0	4	6
Stop-work—												
Per 100 sides .	0	0	6	0	0	7	0	0	8	0	0	9
Per 1,000 sides .	0	4	0	0	5	0	0	6	0	0	7	0

Numbers below 500 are paid for at the rate per 100 copies ; 500 copies and upwards are paid for at the rate per 1,000 copies.

Making ready of formes in the New Ruling Machines for both side rulings.—Two making readys, one for each side, are to be paid for.

Ruling on New Ruling Machines is paid according to the above rates per 1,000 sheets (and not impressions). 50 per cent. extra is paid for double rulings.

Extras.—Where two or more colours are ruled at one time, one-fourth of the rates for go-through work and one-eighth of the rates for stop-work are paid extra. In inner forms, where little shifting of peas is required, one-

fourth of the rates is allowed for making ready. Where shifting of pens is unnecessary, the making ready charge is not paid.

388. Substitutes.—A feeder who works as a substitute for a machineman or a puller off for a feeder, is paid at the rate for the higher grade; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

389. Division of earnings.—See para. 248.

390. Rates.—The following are the rates paid for the various descriptions of binding:—

SECTION A.—BINDING IN LEATHER.

PRELIMINARY FORWARDING.

FOLDING—per 1,000 sheets—

		Rs.	A.	P.
Foolscap	{ 1 fold	0	2	6
	{ 2 folds	0	4	6
	{ 3 folds	0	6	0
Demy and medium	{ 1 fold	0	3	6
	{ 2 folds	0	5	0
	{ 3 folds	0	8	0
Royal, super-royal, and double foolscap	{ 1 fold	0	4	0
	{ 2 folds	0	7	0
	{ 3 folds	0	10	0
Imperial	{ 1 fold	0	4	6
	{ 2 folds	0	8	0
	{ 3 folds	0	12	0

GATHERING—per 1,000 sheets—

Foolscap folio		0	1	9
Demy and medium	{ 4to	0	1	6
	{ 8vo	0	1	3
Royal, super-royal, and double foolscap	{ 4to	0	1	9
	{ 8vo	0	1	6
Imperial	{ 4to	0	2	0
	{ 8vo	0	1	9

		3 to 5 sheets.	Every additional 5 sheets.
		Rs. A. P.	Rs. A. P.
COLLATING—per 100 copies—			
Foolscap folio		0 1 6	0 1 6
Demy and medium	{ 4to	0 1 0	0 1 0
	{ 8vo	0 1 0	0 1 0
Royal, super-royal, and double foolscap	{ 4to	0 1 6	0 1 6
	{ 8vo	0 1 6	0 1 6
Imperial	{ 4to	0 1 6	0 1 6
	{ 8vo	0 1 6	0 1 6
SAWING THE BACKS—per 100 copies—			
Foolscap folio		0 1 6	0 1 3
Demy and medium	{ 4to	0 1 3	0 1 0
	{ 8vo	0 1 0	0 0 9
Royal, super-royal, and double foolscap	{ 4to	0 1 6	0 1 3
	{ 8vo	0 1 3	0 1 0
Imperial	{ 4to	0 1 9	0 1 3
	{ 8vo	0 1 6	0 1 3
SEWING, ORDINARY—per 100 copies—			
Foolscap folio		0 10 0	0 8 0
Demy and medium	{ 4to	0 7 0	0 6 0
	{ 8vo	0 7 0	0 6 0
Royal, super-royal, and double foolscap	{ 4to	0 7 0	0 6 0
	{ 8vo	0 7 0	0 6 0
Imperial	{ 4to	0 9 0	0 7 6
	{ 8vo	0 7 6	0 6 0
SEWING ON SLIPS, 25 per cent. extra on the rates for ordinary sewing.			

Class I.—Binding in full morocco, calf or fine sheep.

Forwarding and finishing are paid for according to the time occupied.

Class II.—Binding in half morocco, calf or fine sheep, sprinkled edges.

DETAIL.	Number of sheets.	SIZES.				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
<i>Per 100 copies.</i>		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
FORWARDING	{ 10 sheets and under Every additional 10 sheets up to 40 sheets*	15 0 0	20 0 0	25 0 0	32 0 0	40 0 0
<i>Extras—</i>						
Millboards—						
Lining	Per 200	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Bevelling	Per 100	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Lining end papers		0 4 0	0 4 0	0 4 0	0 4 0	0 4 0
†Colouring edges	} are paid for according to the time occupied.					
†Marbling edges						
†Pocket						
Pasting gold label	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
FINISHING—						
<i>Blind—</i>						
Pallet on back	{ Per panel Additional panel	0 4 0 0 1 0	0 5 0 0 1 0	0 5 0 0 1 0	0 6 0 0 1 0	0 7 0 0 1 0
Fillet or roll on sides and corners	Per 100 books	0 12 0	1 0 0	1 0 0	1 4 0	1 8 0
<i>Gilt—</i>						
Pallet on back	{ Per panel Additional panel	0 8 0 0 2 0	0 10 0 0 2 0	0 10 0 0 2 0	0 12 0 0 2 0	0 14 0 0 2 0
Fillet or roll on sides and corners	1 8 0	2 0 0	2 0 0	2 8 0	3 0 0
Label on back, each	Per 100	0 8 0	0 10 0	0 10 0	0 12 0	0 14 0
Lettering on back, per line	{ First line Every additional line	0 6 0 0 3 0	0 8 0 0 4 0	0 8 0 0 4 0	0 10 0 0 5 0	0 12 0 0 6 0
†Extra finishing is paid for according to the time occupied or according to agreement.						

* After 40 additional sheets half of the above rates is paid for every additional 10 sheets.

† 40 or 50 per cent. as stated on page 196 should not be added when done on time.

SECTION B.—CASE WORK AND BOARDINGS.

PRELIMINARY FORWARDING.

FOLDING—per 1,000 sheets—		Rs.	A.	P.	
Foolscap	{	1 fold	0	1	3
		2 folds	0	2	3
		3 folds	0	3	9
Demy and medium	{	1 fold	0	1	7
		2 folds	0	2	9
		3 folds	0	5	0
Royal, super-royal, and double foolscap	{	1 fold	0	2	0
		2 folds	0	3	6
		3 folds	0	6	0
Imperial	{	1 fold	0	2	3
		2 folds	0	3	9
		3 folds	0	6	6

GATHERING—per 1,000 sheets—

Foolscap folio		0	1	0	
Demy and medium	{	4to	0	1	0
		8vo	0	1	0
Royal, super-royal, and double foolscap	{	4to	0	1	6
		8vo	0	1	3
Imperial	{	4to	0	1	9
		8vo	0	1	6

		3 to 5 sheets.	Every additional 5 sheets.
		Rs. A. P.	Rs. A. P.
COLLATING—per 100 copies—			
Foolscap folio		0 0 8	0 0 8
Demy and medium	{ 4to 8vo	0 0 6 0 0 6	0 0 6 0 0 6
Royal, super-royal, and double foolscap	{ 4to 8vo	0 1 0 0 1 0	0 1 0 0 1 0
Imperial	{ 4to 8vo	0 1 0 0 1 0	0 1 0 0 1 0
SAWING THE BACKS—per 100 copies—			
Foolscap folio		0 1 0	0 0 9
Demy and medium	{ 4to 8vo	0 0 10 0 0 8	0 0 8 0 0 6
Royal, super-royal, and double foolscap	{ 4to 8vo	0 1 0 0 0 10	0 0 10 0 0 8
Imperial	{ 4to 8vo	0 1 2 0 1 0	0 0 10 0 0 8
SEWING, ORDINARY—per 100 copies—			
Foolscap folio		0 7 0	0 5 3
Demy and medium	{ 4to 8vo	0 4 6 0 4 6	0 4 0 0 4 0
Royal, super-royal, and double foolscap	{ 4to 8vo	0 4 6 0 4 6	0 4 0 0 4 0
Imperial	{ 4to 8vo	0 6 0 0 5 0	0 5 0 0 4 0

SEWING ON SLIPS, 25 per cent. extra on the rates for ordinary sewing.

Class III.—Case work.

DETAIL	Number of sheets.	SIZES.					
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.	
<i>Per 100 copies.</i>		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
FORWARDING—							
Pasting on end papers, folding end papers, cutting strings, beating and gluing up backs.	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3	
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6	
Rounding and backing at machine	10 sheets and under	0 6 0	0 8 0	0 9 0	0 11 3	0 12 6	
	Every additional 10 sheets	0 1 6	0 2 0	0 2 3	0 2 9	0 3 3	
Making cases, including cutting millboards and cloth and rolling	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6	
	Every additional 10 sheets	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6	
Lining back with calico, including cutting cloth	10 sheets and under	0 3 0	0 4 0	0 5 0	0 6 0	0 7 0	
	Every additional 10 sheets	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9	
Rounding backs of cases, putting on cases and pasting end papers, pressing and cleaning	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6	
	Every additional 10 sheets	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6	
*Blocking side and back	in blind	Per 100 pulls	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
	in gold	Per 100 pulls	0 6 0	0 8 0	0 10 0	0 12 6	0 14 0
<i>Extras—</i>							
Lining end papers	Per 200	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0	
Bevelling millboards	Per 200 boards	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3	

* Blocking in gold of Annual Report, Linguistic Survey and Census Report of D. G. Archaeology is paid 50 per cent. over the rates.

Class IV — Binding in full cloth, boards, flush.

DETAIL.	Number of sheets.	SIZES.				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
<i>Per 100 copies.</i>		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
FORWARDING—						
Pasting on end papers, folding end papers, cutting strings, beating and gluing up backs	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, putting on boards and pasting down end papers	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
*Covering	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
BLOCKING COVERS—						
Blocking side in blind	Per 100 pulls	0 3 9	0 5 0	0 6 3	0 7 9	0 8 9
Blocking title on side in gold	Per 100 pulls	0 7 6	0 10 0	0 12 6	0 15 6	1 1 6
Extras—						
Pasting paper label	{ on side	0 4 0	0 4 0	0 4 0	0 4 0	0 4 0
	{ on back	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0

* 12½ per cent. extra is paid for turning the cloth round the boards.

Class V.—Binding in boards, cloth backs, paper covers, flush.

DETAIL.	Number of sheets.	SIZES.				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to, and foolscap folio.	Super-royal and imperial 4to.
<i>Per 100 copies.</i>		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
FORWARDING—						
Pasting on end papers, folding end papers, cutting strings, beating and gluing up backs	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, boarding and pasting down end papers	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Cutting and pasting on cloth	10 sheets and under	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
	Every additional 10 sheets	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9
* Cutting and pasting on cover. . . .	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
<i>Extra—</i>						
Pasting paper label on back	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0

• 12½ per cent. is paid over the rates for turning edges.

Section C.—Stationery Binding.

DESCRIPTION OF BINDING.	PER 100 COPIES.									
	Medium 8vo, Demy 8vo, Super Royal 12mo, Royal 12mo, Double Foolscap 12mo, Foolscap 8vo, and all smaller sizes.	Royal 8vo, Foolscap 4to, Medium 6mo, Demy 6mo, Super Royal 8vo, Imperial 8vo.	Double Foolscap 6mo, Royal 6mo, Super Royal 6mo, Demy 4to, Medium 4to.	Royal 4to, Foolscap folio, Super Royal 4to, Imperial 4to.	½ Demy, ½ Medium, ½ Royal, and ½ Double Foolscap.	Demy folio, Medium folio, ½ Super Royal, and ½ Imperial.	Royal, Super Royal, Double Foolscap, and Imperial folio.	Demy and Medium Broadside.	Royal and Double Foolscap Broadside.	Super Royal and Imperial Broadside.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
CLASS I.										
Full rough or smooth calf or parchment, sewed, coloured end papers, cloth joints, sprinkled edges, spring back, blind tooled—two quires and under .	9 8 0	12 0 0	14 0 0	16 0 0	20 0 0	25 0 0	80 0 0	40 0 0	44 0 0	48 0 0
For every additional quire up to eight quires	0 9 0	0 12 0	0 14 0	1 0 0	1 4 0	1 8 0	1 14 0	2 8 0	2 12 0	3 0 0
CLASS II.										
Full smooth calf or parchment, sewed, fly leaves, sprinkled edges, fast back, blind tooled on back—two quires and under	7 0 0	9 0 0	10 8 0	12 0 0	15 0 0	18 8 0	22 8 0	30 0 0	33 0 0	36 0 0
For every additional quire up to six quires	0 7 0	0 9 0	0 10 0	0 12 0	0 15 0	1 2 0	1 6 0	1 14 0	2 0 0	2 4 0
CLASS III.										
Full leather or parchment, sewed, coloured end papers, limp—half quire and under	4 12 0	6 0 0	7 0 0	8 0 0	10 0 0	12 8 0	15 0 0	20 0 0	22 0 0	24 0 0
For every additional half quire up to six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
CLASS IV.										
Full leather or parchment, sewed, white fly leaves, limp, flush—half quire and under	3 8 0	4 8 0	5 4 0	6 0 0	7 8 0	9 4 0	11 0 0	15 0 0	16 8 0	18 0 0
For every additional half quire up to half six quires	0 3 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0

Section C.—Stationery Binding—contd.

DESCRIPTION OF BINDING.	PER 100 COPIES.									
	Medium 8vo, Demy 8vo, Super Royal 12mo, Royal 12mo, Double Foolscap 12mo, Foolscap 8vo, and all smaller sizes.	Royal 8vo, Foolscap 4to, Medium 6mo, Demy 6mo, Super Royal 8vo, Imperial 8vo.	Double Foolscap 6mo, Royal 6mo, Super Royal 6mo, Demy 4to, Medium 4to.	Royal 4to, Foolscap folio, Super Royal 4to, Imperial 4to.	‡ Demy, ‡ Medium, ‡ Royal, and ‡ Double Foolscap.	Demy folio, Medium folio, ‡ Super Royal, and ‡ Imperial.	Royal, Super Royal, Double Foolscap, and Imperial folio.	Demy and Medium Broadside.	Royal and Double Foolscap Broadside.	Super Royal and Imperial Broadside.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
CLASS V.										
Half rough or smooth calf or parchment, sewed, coloured end papers, cloth joints, sprinkled edges, spring back, cloth or paper sides, blind tooled on back—two quires and under	8 0 0	10 0 0	12 0 0	14 0 0	17 8 0	21 0 0	26 0 0	35 0 0	38 8 0	42 0 0
For every additional quire up to eight quires	0 9 0	0 12 0	0 14 0	1 0 0	1 4 0	1 8 0	1 14 0	2 8 0	2 12 0	3 0 0
CLASS VI.										
Half smooth calf or parchment, sewed, white fly leaves, sprinkled edges, fast back, cloth or paper sides, blind tooled on back—one quire and under	6 0 0	7 8 0	9 0 0	10 0 0	12 8 0	15 8 0	19 0 0	25 0 0	27 8 0	30 0 0
For every additional quire up to six quires	0 7 0	0 9 0	0 10 0	0 12 0	0 15 0	1 2 0	1 6 0	1 14 0	2 0 0	2 4 0
CLASS VII.										
Quarter leather, sewed, white fly leaves, boards, cloth or paper sides, flush— half quire and under	3 8 0	4 8 0	5 4 0	0 0 0	7 8 0	9 4 0	11 0 0	15 0 0	16 8 0	18 0 0
For every additional half quire up to half six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
CLASS VIII.										
Quarter leather, stitched, white fly leaves, cloth or paper sides, limp, flush—half quire and under	1 8 0	1 14 0	2 4 0	2 8 0	3 2 0	3 14 0	4 12 0	6 4 0	6 14 0	7 8 0

For every additional half quire up to half six quires	0 1 6	0 2 0	0 2 3	0 2 6	0 3 0	0 3 9	0 4 9	0 6 3	0 7 0	0 7 6
CLASS IX.										
Full cloth, sewed, white fly leaves, sprinkled edges, boards—half quire and under	4 12 0	6 0 0	7 0 0	8 0 0	10 0 0	12 8 0	15 0 0	20 0 0	22 0 0	24 0 0
For every additional half quire up to half six quires	0 8 6	0 4 6	0 5 0	0 6 0	0 7 6	0 9 0	0 11 0	0 15 0	1 0 0	1 2 0
CLASS X.										
Full cloth, sewed, white fly leaves, boards, flush—half quire and under	3 0 0	3 12 0	4 8 0	5 0 0	6 4 0	7 12 0	9 8 0	12 0 0	13 8 0	15 0 0
For every additional half quire up to half six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
CLASS XI.										
Full cloth, stitched, white fly leaves, limp, flush—half quire and under	1 8 0	1 14 0	2 4 0	2 8 0	3 2 0	3 14 0	4 12 0	6 4 0	6 14 0	7 8 0
For every additional half quire up to half six quires	0 1 6	0 2 0	0 2 3	0 2 6	0 3 0	0 3 9	0 4 9	0 6 3	0 7 0	0 7 6
CLASS XII.										
Quarter cloth, paper sides or full paper lined with calico on back, sewed, white fly leaves, boards, flush—half quire and under	2 6 0	3 0 0	3 8 0	4 0 0	5 0 0	6 0 0	7 8 0	10 0 0	11 0 0	12 0 0
For every additional half quire up to half six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
CLASS XIII.										
Quarter cloth, paper sides or full paper lined with calico on back, stitched, white fly leaves limp, flush—half quire and under	1 0 0	1 4 0	1 8 0	1 12 0	2 2 0	2 10 0	3 4 0	4 4 0	4 12 0	5 4 0
For every additional half quire up to half six quires	0 1 6	0 2 0	0 2 3	0 2 6	0 3 0	0 3 9	0 4 9	0 6 3	0 7 0	0 7 6
CLASS XIV.										
Cloth back, glued, or stitched paper sides, flush—one quire and under	0 7 0	0 9 0	0 10 6	0 12 0	0 15 0	1 2 0	1 6 0	1 14 0	2 1 0	2 4 0
For every additional one quire up to half six quires	0 0 3	0 4 0	0 4 6	0 5 0	0 6 0	0 7 6	0 9 6	0 12 6	0 14 0	0 15 0

Section C.—Stationery Binding—contd.

DESCRIPTION OF BINDING.	PER 100 COPIES.									
	Medium 8vo, Demy 8vo, Super Royal 12mo, Royal 12mo, Double Foolscap 12mo, Foolscap 8vo, and all smaller sizes.	Royal 8vo, Foolscap 4to, Medium 6mo, Demy 6mo, Super Royal 8vo, Imperial 8vo.	Double Foolscap 6mo, Royal 6mo, Super Royal 6mo, Demy 4to, Medium 4to.	Royal 4to, Foolscap folio, Super Royal 4to, Imperial 4to.	‡ Demy, ‡ Medium, ‡ Royal, (and ‡ Double Foolscap.	Demy folio, Medium folio, ‡ Super Royal, and ‡ Imperial.	Royal, Super Royal, Double Foolscap, and Imperial folio.	Demy and Medium Broadside.	Royal and Double Foolscap Broadside.	Super Royal and Imperial Broadside.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
CLASS XV.										
Paper covers, glued, or stitched, flush— five sheets and under*	0 1 9	0 2 3	0 2 6	0 3 0	0 3 9	0 4 6	0 5 6	0 7 6	0 8 3	0 9 0
For every additional five sheets up to 100 sheets	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
CLASS XVI.										
Sewing back, paper cover with allp— First five sheets and under*	0 2 6	0 2 6	0 2 6	0 2 6	0 3 6	0 4 0	0 4 0	0 5 0	0 6 0	0 7 0
Additional five sheets	0 1 11	0 1 11	0 1 11	0 1 11	0 2 6	0 3 0	0 3 0	0 3 9	0 4 6	0 5 3
CLASS XVII.										
Stitching—Five sheets and under*	0 1 3	0 1 6	0 1 9	0 2 0	0 2 6	0 3 0	0 3 9	0 5 0	0 5 6	0 6 0
For every additional five sheets up to 50 sheets	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
CLASS XVIII.										
Tacking—Five sheets and under*	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
For every additional five sheets up to 50 sheets	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0

CLASS XIX.										
Pasting—One sheet and a half sheet* .	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0
CLASS XX.										
Pasting cloth on paper†	0 6 0	0 7 0	0 8 0	0 9 0	0 10 0
Pasting paper on paper	0 3 0	0 3 6	0 4 0	0 4 6	0 5 0
CLASS XXI.										
Portfolios—Full leather, blind tooled on back or half leather, cloth or paper sides	6 0 0	7 8 0	9 0 0	10 0 0	12 8 0	15 8 0	19 0 0	25 0 0	27 8 0	30 0 0
CLASS XXII.										
Full cloth, back lined with leather or half cloth, paper sides	3 0 0	3 12 0	4 8 0	5 0 0	6 4 0	7 12 0	9 8 0	12 0 0	13 8 0	15 0 0
CLASS XXIII.										
Guard Books—Half leather, sewed, cloth or paper sides, blind tooled on back—two quires full sheets and under	7 0 0	9 0 0	10 8 0	12 0 0	15 0 0	18 8 0	22 8 0	30 0 0	33 0 0	36 0 0
For every additional half quire . . .	0 4 6	0 6 0	0 7 0	0 8 0	0 10 0	0 12 0	0 15 0	1 4 0	1 6 0	1 8 0

NOTE.—Where two or more sheets are arranged for facility in writing by the assistance of carbon paper, 25 per cent. extra over the rate of the class is paid.
Twenty-five sheets are reckoned as one quire; two sheets above the quire are not paid for, but three sheets are paid for at the rate for the next size in thickness.
For $\frac{1}{2}$ qr. *pro-rata*.
* Where sheets contain blue rules, 25 per cent. extra is paid.
† Where sheets are gathered and collated, 25 per cent. extra is paid.
Five copies and under are paid at 50 per cent. additional on the rate per 100; above five copies are paid at the rate per 100.
Additional quires above 6 and 8 are paid at half the rates already fixed for the additional quires.
‡ Pasting cloth on paper of Double Demy size is paid for at the rate of Bc. 0-10-8 per 100 sheets.

Extras of Stationery Binding.

EXTRAS UNDER CLASSES 1, 2, 5, 6, 9, 21, 22, AND 23.		EXTRAS UNDER CLASSES 3, 4, 7, 8, 10, 11, 12, AND 13.		EXTRAS UNDER CLASSES 14, 15, 16, 17, 18 AND 19.	
Description of Extras.	Rate per 100.	Description of Extras.	Rate per 100.	Description of Extras.	Rate per 100.
	Rs. A. P.		Rs. A. P.		Rs. A. P.
Labels, gold lettered { on side	2 0 0	Fixing printed labels	0 1 6	Fixing printed labels	0 1 8
Labels, gold lettered { on back	1 0 0	Indexing, fixing a piece of cloth on the back of the place indexed	4 0 0	Indexing, fixing a piece of cloth on the back of the place indexed	4 0 0
Glit pallet on back	1 0 0	Fixing eyelets	0 0 6	Fixing eyelets	0 0 8
Fixing printed labels	0 2 0	Fixing tapes	0 0 9	Fixing eyelets on envelope	0 0 8
Marbling edges	1 8 0	Stamping words on sheets	0 2 0	Stamping words on sheets	0 2 0
Indexing, fixing a piece of cloth on the back of the place indexed	4 0 0	Trimming inner leaves	0 0 6	Trimming inner leaves	0 0 6
Fixing clasps	0 12 0	Making and fixing cases for pencils	0 6 0	Pasting in	0 0 6
Fixing clamps	0 8 0	Making and fixing pockets	2 0 0	Pasting out	0 1 0
Fixing eyelets	0 0 9	Making and fixing leather flaps	0 8 0	Pasting sides	0 2 0
Fixing tapes	0 1 0	Making and fixing cloth flaps	0 6 0	Cutting into envelope shape	0 0 8
Stamping words on sheets	0 2 0				
Trimming inner leaves	0 0 6				
Making and fixing cases for pencils	0 8 0				
Making and fixing pockets	8 0 0				
Making and fixing leather flaps	1 8 0				
Making and fixing cloth flaps	0 8 0				

401. Cutting strings and beating the books after sewing are paid at 0-4-0 annas per 100 copies.

402. " Re-binding old books are paid at piece rates—50 per cent. over the rates is allowed when 5 copies only or less are bound in one binding order. No time is allowed in re-binding old books except under special circumstances when previous sanction is obtained."

403. File copies of books bound in half or full leather are paid for at piece-rates.

404. Folding.—Four folds of all sizes are paid at 8 annas per 1,000 sheets.

405. Sewing on the Smyth's sewing machine is paid at 3 pies per 100 sheets. 50 per cent. extra is allowed on the machine sewing rates on each signature where the sheet is cut to allow of the insertion of charts, maps, plates, etc., in the copies.

406. Black bordering by hand on papers and envelopes is paid at the rates as under :—

Note papers, etc.

Sizes.	Rate per 100.		
	Rs.	A.	P.
Super Royal, Royal 4to and Foolscap folio	0	6	0
Demy, Medium and Foolscap 4to	0	5	0
All octavo sizes and under	0	4	0

Envelopes.

Sizes.	Rate per 100.					
	Thick.		Thin.			
	Rs.	A. P.	Rs.	A. P.		
Sizes larger than Foolscap	0	5	0	0	3	6
Foolscap	0	4	6	0	3	0
Under Foolscap	0	3	6	0	2	6

407. Counting ruled sheets into quires, folding, packing into reams and pasting labels on the packets are paid at Re. 1-8 as. per 100 reams.

408. Preliminary forwarding of all sizes under octavo is paid for at the rates for Demy Octavo and Forwarding at rates for under Octavo.

409. Gluing up the backs of books sewed on the sewing machine, is paid at 0-1-3 pies per 100 books of ten sheets and under. For every additional 10 sheets 6 pies per 100 books is paid.

410. Folding by machine is paid at Re. 0-2-9 pies per 1,000 sheets (irrespective of sizes and folds). Above D'Royal is paid at Re. 0-3-9 pies per 1,000 sheets.

411. Perforating one sheet and pasting two sheets inclusive of arranging blue rules for writing with carbon paper are paid at 9 pies per 100 copies.

412. Cutting boards (Straw boards, Mill boards, etc.) is paid at 1 anna per 100 boards.

413. Cutting thin cards is paid at $3\frac{1}{2}$ pies per 1,000.

414. Cutting Indian pulp boards as used in I. O. F. form No. 63 is paid at 5 pies per 1,000.

415. Cutting boards into envelope shape for stamp booklets is paid at 1 anna 6 pies per 1,000.

416. Counting, packing and banding.—All counting and packing are paid at 2 pies per 1,000 and banding is paid at 3 pies per 1,000. Counting, banding into 100, and packing of sheets per bundle of 1,000 are paid for at 5 pies per bundle.

417. Punching and pasting paper washer on one side are paid at Re. 0-5-1 pie per 1,000 copies.

418. Rounding corners in Machine—

All octavo sizes and under at $\frac{1}{2}$ pie per 1,000 leaves.

All quarto sizes at $\frac{1}{2}$ pie per 1,000 leaves.

All folio sizes at $\frac{3}{4}$ pie per 1,000 leaves.

419. Books bound exactly like leather—Preliminary forwarding is paid for at board binding rates for using binding cloth instead of leather and Forwarding is paid as follows :—

(a) 25 per cent. is deducted from Forwarding rates for leather binding (like art canvas).

(b) $12\frac{1}{2}$ per cent. is deducted from the remainder (for not banding).

(c) 25 per cent. is again deducted from the remainder (for using ordinary cloth and not using head band).

420. Folding tables, charts, maps, etc., to size of book.—

		Per 100.
		Rs. A. P.
(a) <i>Foolscap Folio and all 4to sizes—</i>		
Folding 1 fold	100 sheets or maps	0 1 1
„ 2 folds	100 „ „	0 2 2
„ 3 „	100 „ „	0 3 3
„ 4 „	100 „ „	0 4 5
„ 5 „	100 „ „	0 5 6
(b) <i>All octavo sizes—</i>		
Folding (1) Vertical		0 1 1
„ (2) „		0 2 2
Folding 3 folds		0 2 9
„ 4 „		0 3 3
„ 5 „		0 3 10

	Per 100.
	Rs. A. P.
(c) <i>All sizes under octavo—</i>	
Folding 1 fold	0 0 6
„ 2 folds	0 1 1
„ 3 „	0 1 8
„ 4 „	0 2 2

421. Cutting open folded sheets of Foolscap folio and all quarto sizes (except foolscap 4to which is equal to royal octavo) for pasting in plates, charts, extra leaves, etc.—

	Per 100.
	Rs. A. P.
(a) Cutting open top only	0 0 10
(b) „ „ side	0 0 10
(c) „ „ foot or bottom does not occur in this case.	
Top and side in one operation	0 1 8

422. Cutting open folded sheets of all Octavo sizes (except foolscap octavo which is equal to demy 16mo) for pasting in plates, charts, extra leaves, etc.—

	Per 100.
	Rs. A. P.
(a) Cutting open top only	0 0 10
(b) „ „ side	0 0 10
(c) „ „ foot	0 0 10
Top and side in one operation	0 1 8

423. Cutting open folded sheets of all 16mo sizes—

	Per 100 sheets.
	Rs. A. P.
Cutting open top only	0 1 1
„ side „	0 1 1
„ foot or bottom (in case of a sheet containing 32 pages)	0 1 1

424. Cutting guard in a map and folding to size of book—

	Per 100 maps.
	Rs. A. P.
(a) <i>Rate for Foolscap Folio as follows :—</i>	
(i) 4 folds, 1 horizontal and 3 parallel vertical	0 6 7
(ii) 3 „ 1 „ „ 2 „	0 5 6
(iii) 2 „ 1 „ „ 1 vertical	0 4 5

Per 100 maps.
Rs. A. P.

(b) *All octavo sizes*—

Cutting guard of maps, etc., and—

Folding (2) 1 Horizontal and 1 Vertical	0	3	3
„ (3) 1 „ . 2 „	0	4	5
„ (4) 1 „ . 3 „	0	5	6
„ (5) 1 „ . 4 „	0	6	7
„ (6) 1 „ . 5 „	0	7	9
„ (7) 1 „ . 6 „	0	8	10

Per 100 maps.
Rs. A. P.

(c) *All sizes under octavo*—

8 Folds 1 horizontal and 7 vertical	0	6	7
4 „ 1 „ . 3 „	0	4	5

425. Pasting plates, etc., on guard, making into sections and inserting hem into the folded sheets.—

Per 100 plates. ₹
Rs. A. P.

(a) S. Royal 4to (making into sections of 6 leaves)	0	6	7
(b) All octavo sizes	0	5	6
(c) All sizes under octavo	0	4	5

426. Pasting maps, etc., into the sheets—

Per 100 maps.
Rs. A. P.

(a) Foolscap folio and all 4to sizes	0	2	9
(b) All octavo sizes	0	2	2
(c) All sizes under octavo	0	1	8

427. Collating of maps, Charts, etc., is paid at 1 anna for every 5 sheets.

428. Rates for special work.—

“*The Army List*” and the “*Bower Manuscript*.”—Preliminary forwarding is paid at board-binding rate and the covering at warehouse rate.

Acts.—Preliminary forwarding is paid at board-binding rate.

British India Passport.—Sewing of British India Passport is paid at 4 annas 6 pies per 100 copies.

Duplicate passport.—Pasting full brown cover on back is paid at Re. 1-1-7 pies per 100 copies.

New British India Passport is paid at Rs. 4-12 as. per 100 copies which excludes the charges for operation as under :—

	Rs.	A.	P.
Collating	0	2	0
Punching	0	2	0
Blocking in gold	0	6	0
Cutting edges	0	0	3
Hot pressing	0	0	10

Writing pads.—Making writing pads with morocco or ordinary cloth is paid at Rs. 15 per 100 copies, with Pigamoid or Pluvisin cloth at Rs. 22-8 as. per 100 and with leather Rs. 30 per 100 copies.

Certificates.—Pasting edges of certificates with longcloth on four sides and cutting cloth are paid at Re. 0-11-5 pies per 100.

429. *Wanting Sheets.*—Supplying wanting sheets in connection with the binding is paid on time.

430. *Unclassified work.*—Work not coming under these rules should be submitted for orders.

TIME WORK.

431. *Time work* is paid at the rates laid down in para. 40.

432. *Ready Reckoner Tables.*—The rates of payment from $\frac{1}{4}$ hour to 10 hours and from 15 to 100 hours of the various classes for compositors in Table IX, for Impositors, Distributors and Inkers in Table X and for Machinemen, Pressmen and Binders in Table XI are given in the Time Work Ready Reckoner published separately.

APPENDICES.

APPENDIX I.—COSTING SYSTEM AND DEPRECIATION FUND.

Introduction of a revised system of costing and the creation of a depreciation fund in Government Presses.

Letter No. Pg.-9, dated 6th May 1924, from the Controller of Printing, Stationery and Stamps, to the Secretary to the Government of India, Department of Industries and Labour.

I have the honour to refer to paragraph I of my letter No. Pg.-9-17, dated the 25th January 1924, dealing with the system of costing in Government Presses. The subject formed the main item for discussion at the Conference of representatives of Government Printing Establishments in India held at Delhi in December 1923, copies of the proceedings of which were forwarded to you with my letter under reference. The Examiner of Press Accounts and I have subsequently worked out the details of the proposed system, and have discussed with the Auditor General the points on which his advice and orders were required. The result of these discussions has been embodied in the rules and instructions which I attach to this letter (Appendix A*) and which I now forward for favour of early orders, in order that the system may be brought into force from the commencement of this financial year. I must in the first place acknowledge the invaluable assistance afforded by Mr. K. Jagadisan, the Examiner of Government Press Accounts, on whom has devolved the burden of performing the spade work in evolving the instructions and the majority of the numerous illustrative tables attached to these instructions.

2. The principles which have been adopted in revising the system of costing have, I think, been fully explained in my note, dated the 5th November 1923, a copy of which is appended to the proceedings of the Conference and which constituted the basis for discussion, and in the proceedings of the Conference, when the subject was under discussion. I do not think that it is necessary to cover this ground again. I would merely call the attention of the Government of India to the fact that the accuracy of the costing system depends entirely on the compilation of Statement I attached to the annual reports of the presses, and that the revised system consists almost entirely in a recension of this statement with the object of making it complete and accurate. The instructions which I now have the honour to forward for orders consist accordingly in detailed rules for the compilation of this statement in a revised form, and in order that the instructions may be as simple as possible, the statements necessary for its compilation have been drawn up on imaginary figures, which have been kept consistent throughout. Attached to these statements, models of the necessary *pro forma* accounts* have been prepared to cover all branches of expenditure which are not debited directly against the working costs of the press. For convenience of reference I note herewith the methods in which the *pro forma* accounts are used in arriving at cost rates :—

A. Capital Account, Plant and Machinery.

Interest and depreciation on the capital value are transferred to working costs.

B. Capital Account, Buildings.

Interest and upkeep are transferred to working costs.

C. Mechanical Branch.

The whole costs of the branch are distributed over the various branches of the press or other offices.

* Not printed.

D. Foundry.

Outturn is debited entirely to capital account (Stores) (pending the issue of type) and to other presses.

E. Paper, stationery and binding materials.

Not debited to press costs but distributed over gross departmental costs (Statement II).

F. Stores.

Debited to press costs on issue from stock only, and not at the time of purchase.

G. Depreciation Fund is dealt with below separately.

Beyond the detailed treatment of these *pro forma* accounts, the main alteration from the existing system is the complete distribution of variable items, e.g., pensions, over all branches of the press.

3. There is one item that has for the first time been included in the costing system, which, while it is not essential to the calculation of true cost rates, is essential to the satisfactory management of a press and to the maintenance of its plant in a proper working condition. I refer to the proposal to create a Depreciation Fund. The subject is dealt with in paragraph 11 (c) of the Proceedings of the Conference. The present proposals are based on the conclusions arrived at by the Indian Railways Depreciation Fund Committee, and the proposed rules for the fund, reproduced in*, are based on the proposals of that Committee; they have been discussed informally with the Auditor General. The objects of the fund are adequately explained in the preamble to the rules. It will, I trust, be admitted that a printing press can be run efficiently only if its machinery and plant are maintained in a satisfactory condition; to effect this it is essential that sufficient funds should be set aside every year to renew and replace the deterioration of machines due to wear and tear, in other words the value of the wear and tear must be set aside annually to ensure continuity of efficiency in the machinery. The proposed rules are drafted solely with the object of effecting this result. Perhaps it is unnecessary to mention the fact that the recent heavy capital expenditure in the Government of India presses has been due to the failure to replace machinery, as it became obsolete and unable to perform economically the task for which it was installed. If the principle of the Depreciation Fund be accepted, such an eventuality cannot again occur.

4. The adoption of the new costing system will necessitate certain changes in the form of budgeting and in the accounts maintained by the Accountants General. The alterations in the form of budget will not be great, but will be advisable in order to bring the budget statement into line with the revised grouping of branches of the press in Statement I; such an alteration is in any case advisable under the existing costing system. Detailed proposals under this head will be submitted as soon as the new system of costing has been accepted. With reference to the books maintained by Accountants General, the Auditor General has agreed informally to the necessary alterations, but it is essential that orders should be issued at the earliest possible date in order to avoid confusion in the accounts during the present financial year. These changes will render advisable certain corollary changes in the Finance and Revenue Accounts of the Government of India; the Auditor General has agreed to approach the Secretary of State with a view to obtaining his concurrence with the proposed changes.

5. It has already been noted that Statement I, which forms the basis of the proposed costing system, forms a portion of the annual report on the Government of India presses. In the present form of report three other statements are included :—

Statement II constitutes an incomplete statement of the value of work done for each indenting officer separately in each of the presses. The only value of the statement is to show the total cost of work done for each department. I accordingly propose that in future reports the cost of work done for departments in different presses should be consolidated into a single statement, that entries should be made only of offices entered in Appendix I of the Rules for Printing (offices entitled to indent direct on the presses),

* See pp. 81—82.

subordinate and attached offices being included in the account of the major department that the statement be divided into 3 parts to cover—

- (a) offices entitled to free printing,
- (b) offices entitled to printing on book debits,
- (c) offices entitled to printing on cash payment, each grouped under the main heads of account as at present, and that the statement be prepared in the following revised form :—

- Column 1. Name of Department.
- Column 2. Fresh composition (including cost of blocks, plates, etc.).
- Column 3. Alterations to standing matter (periodical publications, etc.).
- Column 4. Author's corrections.
- Column 5. Printing.
- Column 6. Bindery.
- Column 7. Total work charges.
- Column 8. Paper and binding materials.
- Column 9. Total cost.

Statement III. Following the decision of the Conference (paragraph 15) I propose that this statement should be abolished, as it is misleading and serves no useful purpose.

Statement IV will be renumbered III and will contain the 7 *pro forma* accounts, etc., attached to the proposed costing instructions in substitution of the existing statements.

6. I have to request that I may be favoured with the orders of the Government of India on these proposals at a very early date.

Letter No. A-463, dated 16th September 1924, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to acknowledge the receipt of your letter No. Pg-9, dated the 6th May 1924, in which you submit proposals for the revision of the system of costing in Government presses, as a result of the discussion at the conference of representatives of Government Printing Establishments in India held at Delhi in December 1923. They are pleased to sanction the introduction of the new system of costing in the Calcutta, Simla, Delhi, and Aligarh Presses of the Government of India with effect from the commencement of the current financial year. The possibility of applying the new system to the smaller presses should receive your consideration.

2. The Government of India also agree to the proposal contained in paragraph 3 of your letter, regarding the creation of a depreciation fund in Government presses and approve of the rules* framed by you for the purpose.

3. The adoption of the new system of costing will necessitate certain changes in the form of budgeting and in the accounts maintained by the Accountants General as well as by the presses. The Government of India await the receipt of detailed proposals from you in regard to the alterations necessary in the form of the budget. As regards the changes necessary in the books of the Accountants General and in the Finance and Revenue Accounts of the Government of India, the Auditor General is taking steps to carry out the alterations with the concurrence of the Secretary of State for India where necessary. So far as the accounts of the presses are concerned, the Government of India agree to the revision of Statements I, II and IV of the Annual Statistical Returns showing the working of the Government of India Presses, on the lines indicated in paragraphs 2 and 5 of your letter under reply and to the abolition of Statement III.

* See pp. 81—82.

Amendment of rules (1) and (2) of the rules for depreciation fund in Government presses.

Letter No. 376/55-26, dated 1st August 1928, from the Examiner, Govt. Press Accounts, to the Managers of Govt. Presses.

I have the honour to issue the following instructions in connection with the working of the rules for the Depreciation Fund in Government Presses contained in Appendix B to No. Pg.—9, dated the 6th May 1924, from the Controller of Printing, Stationery and Stamps, to the Government of India, Department of Industries and Labour. These are issued with the approval of the Government of India and the Auditor General.

2. Rules (1) and (2) will be amended to read as shown below :—

- “(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 and in use in the Press during the year (except items added during the year),
 - (b) the book value of plant, machinery and furniture written off and removed from the Register of Dead Stock up to the end of October of the year.”
- “(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)”.

3. The object of amending rule (2) is to effect an agreement between the amount of depreciation worked out in the books of the Press of one year and 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* or the Pay and Accounts Officer. In order that this may be done you should work out the total amount to be credited to the Depreciation Fund, viz., (1) the amount of depreciation calculated on the depreciated value of all plant, machinery and furniture borne on the Register of Dead Stock at the beginning of each year and (2) the *book value* of plant, machinery and furniture written off during the year and removed from the Register of Dead Stock, and intimate the same to the Accountant General Pay and Accounts Officer before 1st 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.

4. Rule (3) requires that necessary budget provision should be made for the amount to be transferred to the Fund, but as it is not possible to estimate beforehand the exact amount that will have to be transferred to the Fund, it is intended that the provision should be sufficiently approximate and based on the actuals of previous year. The actual amount to be transferred to the Depreciation Fund will be debited by the Accountant General Pay and Accounts Officer against the budget provision. It may be pointed out in this connection that it is necessary that the budget provision should be as accurate as possible because it will not be possible 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, Superintendents Managers of Presses should review the position during November of each year with reference to the actual transactions of the year, viz.—

- (a) the actual amount of depreciation that will have been worked out in the Register of Dead Stock in accordance with rule (1) (a), and
- (b) 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 ascertain whether the budget provision will have to be added to or reduced, and take necessary steps to obtain additional provision or surrender funds, as the case may require. 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.

* The term ‘ Accountant General ’ includes Comptroller.

5. The Depreciation Fund is intended to meet the following items of expenditure :—

- (1) Purchase of new machinery or articles in replacement of those worn out or condemned as unserviceable.
- (2) Manufacture or purchase of new type in replacement of worn out or unserviceable type.

Renewals of parts of machinery, *e.g.*, matrices, knives, etc., should be treated as ordinary repairs to the machinery and should be met from the grant for spare parts. They are not to be met from the Depreciation Fund as the Fund is intended to meet the cost of whole machines replaced and not of separate parts thereof. In making necessary provision in the annual budget for spare parts, the cost of renewals of parts of machinery which may have to be met during the year should be taken into account.

6. As the provision in the Depreciation Fund which has recently been started may not be 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.

7. The cost of machinery, etc., purchased in England through the High Commissioner for India is adjusted in his books, but a further adjustment is made in the Indian accounts debiting the cost of the stores to the sub-head "Renewals and Replacements from Depreciation Fund" subordinate to the head "46-Stationery and Printing—Government Presses" by credit to "*Deduct* English cost of stores, etc." under the same head. This adjustment is made at the prevailing rates of exchange on the basis of statements of payments received from the High Commissioner. The transfer of the expenditure to the Fund is made by a regular account adjustment through the sub-head "*Deduct* amount transferred from the Depreciation Fund."

8. These instructions may be given effect to commencing from the accounts for the year 1928-29.

Amendment of the rules for depreciation fund in Government presses.

Letter No. 1204-55-26, dated 23rd March 1929, from the Examiner, Government Press Accounts, to the Controller of Printing and Stationery, New Delhi.

I have the honour to invite your attention to paragraph 2 of my circular letter No. 376-55-26, dated the 1st August 1928, and to point out that the revised rule (1) of the Rules for the Depreciation Fund involves one important change in the existing practice which has to be brought prominently to notice. Hitherto depreciation was calculated for the whole year on all plant, machinery and furniture on the books at the beginning of each year, and in the case of articles purchased during the year depreciation was calculated for the period during which they were actually in use during the year. Similarly, in the case of articles condemned as unserviceable during a year depreciation was calculated up to the date they were so treated. As this involved unnecessary refinement in calculation and extra work, this was dispensed with in the revised rule. According to the revised rule, therefore, depreciation will only be calculated on the articles on the books at the beginning of each year, but not on those added to the stock during the year. For the same reason depreciation will not be calculated on the articles which are declared unserviceable during the year. For the purpose of credit to the Depreciation Fund, the book value of articles declared unserviceable from the period (November of the previous year to October of the current year) should be taken into account, and a foot-note should be added to the *Pro-forma* Account A.—Capital Account of Plant, etc., showing separately the value of unserviceable articles written off from April to October and from November to March.

2. I attach herewith copies of revised illustrative Statements A.—Capital Account, and G.—Depreciation Fund Account to replace those included in Controller's letter No. Pg.-9, dated the 6th May 1924, addressed to the Government of India, Department of Industries and Labour, to make the position clear.

3. The calculation of Depreciation may also be adopted on Rupees only to save clerical labour.

Controller's letter No. Pg-9, dated the 6th May 1924, addressed to the Government of India, Department of Industries and Labour.

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A.—Capital Account of Plant, etc., for the year ending 31st March 1929.

Branch,	EXISTING PLANT.				Addition of new plant during the year from 1st April 1928 to 31st March 1929.	Closing value of all plant on 31st March 1929.
	Opening value on 1st April 1928.	Depreciation on 1st April 1928.	Less book value of plant, etc., declared unserviceable during the period from 1st April 1928 to 31st March 1929.	Closing value..		
1	2	3	4	5	6	7
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Hand Composition	40,000	2,440	2,000	35,560	11,674	47,234
Mono	60,000	4,600	..	55,400	10,000	65,400
Lino	40,000	4,600	..	35,400	10,000	45,400
Hand Press	20,000	900	1,000	18,100	5,000	23,100
Machine Press	80,000	6,300	..	73,700	10,000	83,700
Drawing and Litho	3,000	80	..	2,920	..	2,920
Bindery	30,000	2,020	1,000	26,980	10,000	36,980
Mechanical	25,000	1,300	..	23,700	5,000	28,700
Engine Power	10,500	1,800	..	28,700	4,520	33,220
Type Foundry	10,500	800	..	9,700	..	9,700
Office	20,000	1,100	..	18,900	4,000	22,900
	3,59,000	25,940	(a) 4,000	3,29,060	70,194	3,99,254

(a) Book value of plant, etc., declared unserviceable from 1st April 1928 to October 1928	Rs. 3,100
Ditto	
ditto	
1st November 1928 to March 1929	900
	<u>4,000</u>

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G.—Depreciation Fund Account for the year ending 31st March 1929.

Credit.		Debit.	
	Rs.		Rs.
Opening balance on 1st April 1928	16,000	By Mechanical Branch	674
Credit on account of depreciation during the year 1928-29	25,940	By Foundry	6,000
Book value of plant, etc., disposed of during the period from 1st November 1927 to 31st October 1928	4,660(a)	Closing balance	39,926
TOTAL	46,600	TOTAL	46,600

(a) Value of unserviceable articles disposed of during 1st November 1927 to 31st March 1928	Rs. 1,560
and from 1st April 1928 to 31st October 1928	3,100
	<u>4,660</u>

Memorandum No. 95-C-29—55-26, dated the 25th April 1929, from the Examiner, Government Press Accounts, Calcutta, to the Controller of Printing and Stationery New Delhi.

Substitute the following for the fifth and sixth sentences of paragraph 1 of this office circular letter No. 1204-55-26, dated the 23rd March 1929 :—

“According to the revised rule, therefore, depreciation will be calculated for the whole year on the articles on the books at the beginning of each year, but not on those added to the stock during the year. Similarly, depreciation will be calculated for the whole year even on articles which are declared unserviceable during the year. Thus, the omission to calculate depreciation for a part of the year when the article is first brought into use will be made up to some extent by the calculation of depreciation for a whole year during the last year in which it is declared unserviceable, and taking into account the amount of depreciation credited to the Fund from year to year, so long as the entire balance of the book value is credited to the Depreciation Fund when an article is declared unserviceable, the full book value will eventually have been credited to the Fund.”

Un-official No. L-116 (Camp), dated the 10th August 1928, from Examiner, Government Press Accounts, Bombay, to Manager, Government of India Press, Calcutta.

As the object of the Fund is to provide a reserve sufficient to meet according to requirements the cost of renewals and replacements of plant and machinery in order that the Press may be kept in an efficient working condition, the entire cost of replacement even though it may exceed the original cost of the old machine may be met from the depreciation fund. It is not always possible to limit the cost of new machines to the original price and it is not intended that any such restriction should be placed or that the allocation of cost should be made as proposed by the Controller.

APPENDIX 2.—DEAD STOCK.

Standardized rates of depreciation for dead stock articles and maintenance of ledgers, etc., in Government presses. List of dead stock articles from the value of which deductions at the rates should be made.

Letter No. 6454, dated 12th July 1918, from the Officiating Under-Secretary to the Government of India, Department of Commerce and Industry, to all Local Governments and Administrations (except Madras, Bombay, Coorg, Ajmer-Merwara and Baluchistan).

I am directed to refer to the Resolution No. 11035-11033-25 recorded in this Department on the 8th December 1908, which contained a scheme for the exhibition of the accounts of Government Presses in India and the subsequent letters in which minor changes of detail have, from time to time, been made. The scheme was brought into effect from the 1st April 1909 and the various annual statements prescribed have since been exhibited in identical form by all the Presses concerned. There are, however, still certain differences in the methods of preparing the figures for the statements in the different Presses, and, in order to consider whether a uniform system could not be introduced in this matter, a conference of Superintendents of Government Presses was held in Calcutta in February 1917, under the presidency of the Controller of Printing, Stationery and Stamps.

2. One of the most important points discussed was the rate of depreciation to be written off the value of dead stock articles. It had long been recognised that this matter demanded reform, owing to the great variety of practice in different Presses, both as regards the rates of depreciation assigned to similar articles and also as regards the differentiation between dead stock and store articles. After full discussion the conference eventually decided to recommend that there should be only three rates of depreciation for dead stock articles, viz., 3, 6 and 10 per cent, to be worked off the depreciated value of the articles. (*Letter No. 9349, dated 7th September 1918, from Commerce and Industry Department.*) Lists have been prepared and are contained in the Annexure to this letter

of the articles from the value of which deductions at these rates should be made. The rates seem to the Government of India to be fair, and I am to request that they may be adopted in all presses and applied when working off depreciation in the dead stock ledgers at the end of the current and subsequent years. No article which does not appear in these lists should be treated as dead stock without reference to the Examiner of Government Press Accounts.

3. It will be necessary to revalue all the dead stock articles of the kinds mentioned in the lists before introducing the new rates, unless they have been revalued within the last five years. This should be undertaken by the Superintendent or Manager of the Press, who should have regard to the present condition of the articles, their original cost, the period for which they have been in use, and their estimated future life. The valuation lists should show the depreciated value that each article bears in the Dead Stock Ledger alongside the value now estimated and should be submitted to the Controller of Printing, Stationery and Stamps, before the figures are entered in the ledgers.

4. Hitherto depreciation has not been worked off the value of an article for the year in which it is first brought into use. This practice, however, operates unfairly for it makes no allowance for the varying time that may elapse between the date on which the article is brought into use and the end of the year. In future, a proportionate deduction on account of depreciation should be made for the period of the first year for which an article is in use.

5. The consideration of the question of depreciation led the conference to review the whole system of accounting for articles of dead stock and store, and, in order to secure uniformity in preparing the figures in the statistical statements, the Examiner of Government Press Accounts has now recommended and the Government of India agree that the following instructions should be observed.

6. Many articles of trifling value and short life are at present treated as dead stock, and depreciation is worked off their value. Articles of this kind have been eliminated from the lists in the Annexure to this letter and they should be removed also from the dead stock ledgers. As it is, however, necessary to keep a strict account of their number to avoid the possibility of loss, they should in future be styled "Petty Plant" to distinguish them from Dead Stock and Stores, the latter being the term applied to articles of a consumable nature such as, flour, oil, coal, etc.

7. Articles classed as "Petty Plant" should be accounted for in the two ledgers, *viz.*, (a) Store Ledger, and (b) a Petty Plant Ledger.

(a) *Store Ledger.*—The form of ledger which is already in use, or suggested for uses for accounting for consumable stores received from England would be suitable for this purpose with the second column amended to provide for both India Office invoice number and contingent bill number, so as to accommodate articles imported and purchased locally. As the store ledger for petty plant articles will also accommodate dead stock articles, which are stored before issue, and spare parts of machinery, it may appropriately be styled "Store Ledger of Dead Stock, Petty Plant and Spare Parts". A separate set of pages should be allotted to each of these three groups. Articles classed as petty plant which are purchased locally and stored before issue should first be accounted for in the store ledger, the contingent bill number being entered in the ledger. If the article is purchased in England it should, however, be accounted for in the store ledger, whether it is brought straight into use or not, the India Office invoice number being entered in the ledger. The object of this distinction in treatment between locally purchased and imported articles is to ensure that the cost of the latter is properly debited. There is wide divergence of practice in different presses in this respect, and it is important that the procedure now indicated should be uniformly observed. The cost of articles purchased locally, whether stores, petty plant or spare parts of machinery, should be debited to the appropriate section of the press on purchase through the Contingent Register. The cost of imported articles should, however, be debited on issue. Articles are purchased locally as occasion demands, and there should never in ordinary circumstances be any considerable balance at the end of a year. In the case of imported articles, on the other hand, which are intended for once a year, there is frequently a large balance, and the debit of the entire cost would unnecessarily inflate the expenditure. The value of the unconsumed balance of imported articles should be accounted for in Statement No. 1 "Expenditure" of the Annual Report under the head "Capital Account and Plant".

(b) *Petty Plant Ledger*.—The most suitable form for this ledger is the dead stock ledger with the omission of the money columns, which are not required as the value will already have been accounted for either in the Contingent Register or the Store Ledger. The object of the ledger is to keep an account of the number of articles of each description which are classed 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.

8. Stock should be taken annually of petty plant articles in store along with stock of consumable stores, and stock should be taken of petty plant articles in use when stock is taken of dead stock articles, which should never be less frequently than every five years. It would be advisable not to allow fresh issues of petty plant articles until the worn out articles are returned from the sections concerned and written off the ledger.

9. The Dead Stock and Store Ledgers should be maintained in the same forms as at present, but care should be taken to observe the following instructions:—

(a) Type is not to be entered in the Dead Stock Ledger until it is actually brought into use. It is not necessary to account for type in use by detail of bodies. It is sufficient to enter in lump in the Dead Stock Ledger all the type of every description that has been issued from the type store during the year. This lump sum will be the sum of the totals of the yearly issues in the type store register, and the value will be obtained from the same source. The quantity and value of unserviceable type that is thrown out during a year should be deducted from the total quantity and the value of type shown in the Dead Stock Ledger, and depreciation should be calculated on the balance. The value to be written off on account of unserviceable type should be at the current rate for old type metal. Stock of type should also be taken in lump without attempting to account for different bodies separately.

(b) The value of stores and dead stock shown in the ledgers should include all incidental charges such as freight, packing, insurance, cost of receptacles, etc. When it is not possible to apportion these charges exactly owing to several articles of a different nature being included in one consignment, they should be distributed in proportion to the value of the articles forming the consignment. As regards dead stock articles, depreciation should be calculated on the gross value inclusive of all incidental charges. As regards locally purchased stores, the full value of the stores purchased during the year (inclusive of incidental charges) should be debited to working expenses. As regards imported stores, the amount consumed during the year (inclusive of incidental charges) should be debited to working expenses, the unconsumed balance being debited to "Capital Account and Plant".

10. The following instance will serve to illustrate the correct method of accounting for the spare parts and accessories of machines, etc. The full value of a guillotine machine, which includes that of the spare knives, should be shown in the Dead Stock Ledger, and depreciation worked off accordingly. The spare knives, should, however, be shown in the Store Ledger of Dead Stock, Petty Plant and Spare Parts, without any value. When any of the knives is taken out of store to replace one on the machine it should be shown as issued in the Store Ledger but no addition is to be made in the Dead Stock Ledger, as the only effect of the transaction is to restore the value of the machine to its book value. If, however, a spare knife has to be purchased separately and is kept in store, it should, if purchased locally, be shown in the Store Ledger together with its cost and debited at once to working expenses. If purchased in England, it should pass through the Store Ledger even if it never goes into store, but the cost is only to be debited when it is issued in accordance with the principle already enunciated in connection with the debit of articles classed as petty plant.

11. Under existing orders the cost of repairs is to be debited to "Capital Account and Plant" in Statement No. 1 "Expenditure" of the Annual Report. This practice is open to objection that the cost of repairs is not debited to working expenses unless the charge is added to the value of the article repaired and depreciation calculated on the total, which is wrong in principle, as the value of an article is not increased when it is repaired. Repairs should, in future, be treated as working expenses and debited directly to the section of the Press concerned as a contingent charge.

12. I am directed to request that if His Excellency the Governor in Council has
His Honour the Lieutenant-Governor (in Council) has
 you have

no objection, the procedure indicated above may be observed in future in the
 Presses under his control.

3 per cent.*

Boards of every kind, whether wooden or
 metal (not glazed boards).
 Chases.
 Imposing Stones.
 Ink tables, stones or slabs.
 Oil cabinets and filters.
 Presses.

Racks of every kind.
 Rods, rails, etc., made of steel, iron or other
 metal.
 Safes.
 Steel beams. (a)
 Tubs, troughs, tanks.

6 per cent.*

Air compressors and tanks.
 Batteries and Dynamos.
 Bins.
 Boxes of all sorts (including cash boxes).
 Cameras with all accessories.
 Carpets and Durries, Linoleum, Matting
 (not door mats).
 Carts, Trucks, Trolleys, Wheel barrows.
 Clocks and time recorders.
 Composing sticks.
 Engines with all accessories.
 Fans (a), electric, Jost, etc. (a) (if purchased
 by the Press).
 Filters.
 Fire Engines.
 Forge, Furnaces.
 Forme carriers and carriages.
 Furniture, e.g., Almirahs, Chairs, Commodes,
 Cabinets, Side-boards, Benches, Stools,
 Tables, Thermantidotes, Book cases,
 Pigeon holes, Shelves, Cupboards, Draw-
 ers, Decks, Brackets.
 Galleys, whether wooden or zinc.
 Gas compressor.
 Godown and paper horses.
 Gongs.
 Grinding stones.
 Iron stereo mounts.
 Ladders.
 Lamps and Lanterns.
 Lawn mowers
 Leather bags and trunks.
 Litho stones.

Machines of every sort—printing, binding,
 etc., whether driven by power or hand
 with all accessories.
 Matrices of every sort.
 Metal furniture, reglets and quoins—
 (wooden furniture, reglets, quoins and
 keys as petty plant).
 Microscopes.
 Motors. (a)
 Moulds of all sorts.
 Pantographs.
 Paper testing machines.
 Piping (a), iron or lead (a).
 Pulleys, Pulley blocks and chains.
 Pumps.
 Punkhas.
 Roller frames and stocks.
 Scales of all sorts (the weights to be in-
 cluded).
 Shaftings.
 Stands, Platforms, Tables of every sort.
 Stereo casting box.
 Stereo type agitator.
 Stoves of all sorts.
 Syringes.
 Thick Zinc plates.
 Tools which are mechanical or in the nature
 of fixtures, e.g., Anvils, circular saws,
 drills (other than hand drills), lathes,
 rule and lead cutters, pestles and mortars,
 vices, swage blocks, brace makers, planes
 (other than hand planes).
 Trays † (other than paper trays).
 Type cases.
 Type foundry punches and gauges.
 Typewriters.
 Vandyke printing frames.

* Depreciation will be calculated at the rates of 4, 8 and 12 per cent. instead of the existing rates on depre-
 ciated value and distributed over the productive and service branches according to the Dead Stock Ledger. *Viz*
 Controller's letter No. Pz.-9, dated the 6th May 1924 and Industries and Labour Department's letter No. A-463,
 dated 16th September 1924. (App. I.)

(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.

10 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.). Binders' tools.

Bicycles and Tricycles.
Curtains, Purdahs, Chicks.
Dust extractors.
Fire extinguishers.
Melting pots of every kind.
Rubber hose and piping.
Tarpaulina.
Thin Zinc plates.

NOTE 1.— Type of every description, English and Vernacular, brass, metal or wooden, including borders, ornaments, cheque rules, coat of arms, braces, corners, circulars, dashes, leads, clamps, quotations, quads, etc., etc..

NOTE 2.— Stereos and electros which are made for a general purpose, e.g., coat of arms, should be treated as type. The cost of electros which are used for a special work should be charged against the job. The cost of stereos which are cast for a special work would not be charged against the job. The cost of stereos which are cast for a special work should not be charged at all, as they are cast to save wear and tear on type.

Procedure regarding maintenance of dead stock registers, both for receipts and issues.

U. O. I. No. Pg.-232/1, dated 27th August 1924 from the Controller of Printing, Stationery and Stamps, to the Superintendent, Government Printing, India.

In connection with the recent issues of printing plant and materials to Messrs. Karim-Bux, I have examined the system used in the Calcutta Press for maintaining the *dead stock registers*, both for receipt and issue of stock. The system, so far as any system exists, is extremely bad. The basis of the system is the maintenance of two registers, the Stock Book of Printing Materials and the Stock Ledger of type, printing materials, etc. These registers, so far as we are now concerned, deal only with stock actually in the press and not with stock in the Stores. The former register is maintained by the Store-keeper, the latter by the Accounts Branch. Theoretically the procedure is as follows. On receipt of plant, etc., the Store-keeper enters the items in the Stock Book with reference to invoices, etc. Evidently at the close of the year the Stock Book is made over to the Accounts Branch which proceeds to make the necessary entries in the Dead Stock Ledger. As regards disposal of stock by sale, as unserviceable, etc., I was unable to discover any trace of a system; apparently no entry is made in the Stock Book, and no system exists for reporting to the Accounts Branch for entry in the Ledger. It is clear that under the present system stock could be disposed of or sold without any entries being made in the Ledgers. The Ledger is supposed to serve as an authentic record of press stock; I enquired what would happen supposing that the Store-keeper omitted to enter a machine in his Stock Book, as this would result in a corresponding omission in the Ledger. I was informed that the omission would be discovered in audit. I cannot too strongly condemn this theory of office administration. In the first place there is no certainty that audit would discover such an omission; in the second place the Accounts Branch is responsible that the Ledger contains a correct account of all stock in the press. Under the existing system the branch can only certify that the Ledger corresponds with the Store-keeper's books. In other words there is no control at all over stocks and stores—control which is essential and insisted on in all offices and deal largely with Stores. It is fundamentally wrong to suppose that an audit is a substitute for work that is required from an office, and the sooner the Calcutta press realises this the better. The system in force is unsound; the method of operating the system is worse. The Store-keeper has made no entries in his Stock Book since the 31st March 1924—evidently he fills up the book annually from odd notes and papers at the end of the year, and for 12 months the press possesses no authentic record of its stock. When the entry is made, the date of receipt (an important item in many cases) is not given. In entering the description of a machine, the maker's number—the only means of identification—is not given except in rare instances. The Stock Ledger is written up only to 31st March 1923—in other words the register on which we have to rely is 16 months in arrears. This register is used for showing depreciation and accordingly present value of machines; under the heading "Printing Machines" I noted an entry "Machines, Number 44 Value so : so—less" transferred to Delhi. In other words there is no record of each individual machine and it is impossible to find the present value of each as values and depreciation are only entered in lump. In cases where individual machines are entered separately, the maker's number is seldom entered. As a detailed register of stock, the Ledger is incomplete and from the method of its preparation

unreliable. As regards disposal of stock I have already stated that no system of any description exists for posting in the Ledger. It is essential that a radical change in the system should be made at once.

2. The following system will be introduced with immediate effect. The Stock Book and the Dead Stock Ledger will in future both be maintained by the Accounts Branch. If the Store-keeper desires to keep a Stock Book for his own information he may do so, but it will not be treated as an official register. The following procedure will be adopted for maintaining the Stock Book and Ledger:—

I. RECEIPTS.

(a) *Imported Stores.*—The Invoice will be made over to the Accounts Branch on receipt and the Packing Account to the Store-keeper. On receipt of the machine, material, etc. in proper condition the Store-keeper will make the Packing Account over to the Accounts Branch with a certificate of receipt endorsed on it. Until receipt of the Packing Account from the Store-keeper Accounts Branch will hold the Invoice in suspense; in case of delay in receipt of Packing Account they will enquire from Store-keeper. On receipt of the Packing Account, entry will at once be made in the Stock Book, including date of receipt of machine, etc., full description including maker's number, and then in the Ledger; a separate page should be used for each machine, but small items, e.g., galleys, chases, etc., may be grouped together. When entries have been made in the Stock Book and Ledger, the Invoice and Packing Account will be disposed of in the usual way. All entries in the Ledger must be initialled at once by the Officer-in-charge of press.

(b) *Stores purchased locally.*—The bills are sent for payment to the Accounts Branch; they should be accompanied by (i) the order to purchase, (ii) certificate of supply. Before payment is made, entries must be made in the Stock Book and Ledger as in (a).

(c) *Stores manufactured in the press or supplied from store.*—These are obtained from the Stores, Type Foundry Stores and Mechanical Branch. Nothing is to be issued from any of these branches except on proper vouchers. These vouchers will be prepared in triplicate, one part to be retained by the issuing branch, one by the indenting branch and the third to be sent to the Accounts Branch, which will at once make the necessary entries in the Stock Book and Ledger. In the case of all stock received the Dead Stock Ledger folio number must be endorsed on the invoice, receipt or chalan in the case of imported, local and manufactured articles respectively. This will apply similarly in the case of issues.

II.—ISSUES.

Issues cover the sale of surplus stock, disposal of unserviceable articles, transfers from one press to another or to Stores. These instructions do not affect the existing practice as regards entries in the unserviceable stock register and Dead Stock Ledger, but will apply as soon as the unserviceable articles are removed for sale. Accounts Branch should however watch delays in disposal. In order to control issues, dead stock will be deemed to be in charge of the Assistant Manager, and no article of dead stock will be allowed to leave the press premises except under his signature. In the case of sale or disposal of unserviceable or other articles the orders in writing of the Officer in charge of the press are required before an issue order is given. Dead stock will only be allowed out of the press on chalans signed as above in triplicate; the chalan must state distinctly the person or place to which consigned and the reason for issue. One copy of the chalan will be retained by the Assistant Manager, one kept by the Time-keeper at the time of issue and the third sent to the consignee. The Time-keeper's copy shall be made over daily by the Time-keeper to the Accounts Branch. The consignee's portion will be returned, with a certificate of receipt, by the consignee and sent to the Accounts Branch. Except in the case of articles sold (unless adjusted by book debit) the Accounts Branch will as soon as both copies of the chalan have been received note the facts in the Stock Book and Ledger and put the Ledger up to the Officer in charge for signature. In the case of articles issued "sold" or "for sale," the Accounts Branch will keep the chalans in suspense pending receipt of the price; in case of delay of receipt of cash, the branch will report for orders; on receipt of cash they will make the necessary entries in Stock Book and Ledger, including the price received and put up to the Officer in charge for signature.

3. Separate Stock Books and Ledgers must be opened for the Dharamtala Forms Press. A new Ledger must be opened for the main press in order to conform with the instructions given under I (a), separate pages for each machine, separate valuation and separate depreciation. All machines must be properly described and identified by maker's numbers. If any difficulty is found in carrying out these orders they should be referred to me at once. A possible difficulty might be the transfer of stock from Hastings Street to Dharamtala, the second from Dharamtala to the purchaser. This can be watched easily by the Accounts Branch. No alteration is required in the present form of registers, but a combined index to the Ledger and Stock Book is essential.

Elimination of Glazed Boards from the list of Dead Stock Articles.

Letter No. A-123, dated 11th July 1928, from the Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi.

In reply to your letter No. C. P. O. 14/29/28, dated the 2nd July 1928, I am directed to convey sanction to the elimination of "Glazed Boards" from the list of Dead Stock articles appended to the letter from the Government of India, Department of Commerce and Industry, No. 6454, dated the 12th July 1918. The issue of Glazed Boards from the Press Store to the Bindery will in future be classed as "Departmental Sundries" and the cost of all such issues will appear under the head "24—Stationery, proof paper, office forms and printing" in the Press cost statement No. 1 and be distributed over the Bindery section.

APPENDIX 3.—ESTABLISHMENT.

Appointments in the Government of India Press, Calcutta, the holders of which will be treated as "Salaried" and entertainment of substitutes in place of salaried men on compensation leave.

Letter No. A-469, dated 11th June 1927, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to your letter No. C. P. O. 12-173, dated the 18th June 1926, on the above subject and to say that the Government of India confirm the acting arrangements made in December 1925 during the absence on compensation leave of Shewnath Singh, lorry driver in the Government of India Press, Calcutta. They also approve of the list herewith attached showing the appointments in the Government of India Press, Calcutta, the holders of which will be treated as "Salaried" hands and during whose absence on compensation leave acting arrangements will be admissible in accordance with the orders contained in the Department of Commerce and Industry, letter No. 7300, dated the 26th June 1917.

2. The Government of India are unable to agree to the proposal that "Labourers" (including the litho labourer) should be classed as "Salaried" hands for its purpose.

Statement showing all the appointments in the Government of India Press, Calcutta, which should be treated as falling under the category of "salaried men".

- | | |
|---|--------------------------------------|
| 1. Time-keeper and Assistant Time-keeper. | 13. Assistant Standing Forme-keeper. |
| 2. Paper Issuer. | 14. Type Store-keeper. |
| 3. Paper Supplier. | 15. Type Suppliers. |
| 4. Case Foreman. | 16. Mono Mechanic. |
| 5. Assistant to Case Foreman. | 17. Mono Operators. |
| 6. Section-holders. | 18. Mono Casters. |
| 7. Assistant Section-holders. | 19. Mono Melter. |
| 8. Correction Checkers. | 20. Lino Mechanic. |
| 9. Warehousemen. | 21. Lino Operators. |
| 10. Proof Pressmen including Galley and Forme Proof Pressmen. | 22. Machine Foreman. |
| 11. Forme Carriers. | 23. Machine Jamadar. |
| 12. Standing Forme-keeper. | 24. Press Foreman. |

Statement showing all the appointments in the Government of India Press, Calcutta, which should be treated as falling under the category of "Salaried men."—contd.

25. Report Writers.	37. Numberer.
26. Draftsman.	38. Finishers (Bindery Branch).
27. Litho Pressman.	39. Mechanics (Mechanical Branch).
28. Bindery Foreman.	40. Carpenter.
29. Bindery Assistant Foreman.	41. Roller Moulder.
30. Bindery Jamadar.	42. Lorry Driver.
31. Bindery Despatcher.	43. Stereo Typer.
32. Paper Counters.	44. Finishers (Stereo Branch).
33. Material Supplier.	45. One salaried binder.
34. Paste Supplier.	46. Rotary Machineman.
35. Hand Ruler.	47. Rotary Machine Inker.
36. Examiners.	48. Durwans.

Extract from letter No. 7300, dated the 26th June 1917, from the Under Secretary to the Government of India, Department of Commerce and Industry, to the Controller of Printing, Stationery and Stamps.

In forwarding, for information and necessary action, a copy of Mr. C. A. G. Riva's Report No. 15, dated the 1st May 1916, on the audit and inspection of the accounts of the Government Central Press, Calcutta, for the years 1913-14 and 1914-15, I am directed to communicate the following remarks and orders of the Government of India on the points raised by the Examiner.

* * * * *

3. *Paragraph 4.*—It has been decided that the existing practice should be continued under which substitutes appointed to act in the place of salaried men on compensation leave are paid for at a fixed rate of wage per month for the entire period for which the permanent incumbent may be absent, provided that such leave should not be allowed to be prefixed or affixed to holidays of more than three days' duration.

Reorganisation and reduction of the Stereo and Electro and Mechanical Branches of the Government of India Press, Calcutta.

Extract from letter No. A-431, dated 4th March 1926, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to the correspondence ending with your letter No. 214-Camp, dated the 31st August 1925, I am directed to say that the Government of India sanction, with effect from the 1st December 1925, the revision and reduction of the establishment of the Stereo and Electro and the Mechanical Branches of the Government of India Press, Calcutta, as shown in the statement attached except that the abolition of the post of Engineer on Rs. 300—10—350 and the creation of the post of Head Mechanic on Rs. 200—10—250 per mensem should take effect from the 6th October 1925. The reduction of the temporary fluctuating establishment will involve a corresponding reduction in the lump sum grant sanctioned for such establishments in the Calcutta Press as a whole. The resultant savings during the current financial year should be surrendered if they have not already been utilised by re-appropriation.

Sanctioned scale.

Perma- nent.	Tempo- rary.	Designation.	Pay.	REMARKS.
<i>Founary Branch.</i>				
1	..	Stereotyper . . .	Rs. 60—4—80	
1	1	Finishers . . .	25 each	
..	1	Finisher . . .	24	

Perma- nent.	Tempo- rary.	Designation.	Pay.	REMARKS.
<i>Mechanical Branch.</i>				
			Ra.	
1	..	Head Mechanic	200—10—250	
1	..	Mechanic	40—3—55	
1	1	Mechanics	35—1—40 each	
1	2	Do.	30 each	
..	1	Mechanic	25	
1	..	Carpenter	35	
..	1	Do.	30	
1	..	Roller Moulder	24	
..	1	Ditto	19	
1	..	Lorry Driver	70	
..	3	Labourers	18	

Abolition of certain posts in the Government of India Press, Calcutta.

Letter No. A-431, dated 9th March 1926, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to convey the sanction of the Government of India to the abolition of the following posts in the Government of India Press, Calcutta, sanctioned in this Department's letter No. A-431, dated the 27th December 1924:—

	Pay.
<i>Permanent—</i>	Ra.
1 Caretaker	55 per mensem.
5 Labourers	19 „ „ each.
<i>Temporary—</i>	
1 Bhisty	13 per mensem.

Letter No. A-431, dated 24th December 1926, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to convey the sanction of the Government of India to the abolition of the following posts in the Government of India Press, Calcutta, sanctioned in this Department's letter No. A-431, dated the 27th December 1924:—

	Pay.
<i>Permanent—</i>	Ra.
1 Farash	13 per mensem.
<i>Temporary—</i>	
1 Assistant to Mono-mechanic (Monotype Section) .	75—5—100 per mensem.
1 Stamp Counter	15—1—20 „ „ .
1 Farash	13 per mensem.

Sanction to the entertainment of additional establishment required for six additional Linotype Machines installed in the Government Central Press, Delhi. Revision of the pay of the existing 6 linotype operators.

Letter No. A-431, dated 1st October 1923, from the Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. 93-S. C., dated the 11th September 1923, I am directed to say that the Government of India sanction the entertainment of the following additional establishment in the Government Central Press, Delhi, with retrospective effect from the date or dates on which the men were actually engaged :—

<i>Permanent—</i>	Pay. Rs.
2 coolies	16 per mensem each.
6 Linotype Operators	85 per mensem each for an average outturn of 4,000 ens per hour.
	90 per mensem each for an average outturn of 4,500 ens per hour.
	100 per mensem each for an average outturn of 5,000 ens per hour.
	For all outturn in excess of 5,000 ens per hour a bonus at the rate of Rs. 0-1-9 per 1,000 ens.
 <i>Temporary—</i>	
1 Assistant Mechanic	Rs. 45—1—50 per mensem.

2. The Government of India agree to the six Lino Operators on the existing establishment of the Government Central Press, Delhi, being paid on the basis of outturn as shown above instead of at the rate of pay sanctioned in this Department's letter No. A-431, dated the 3rd May 1923. They do not however see sufficient justification to sanction an increase in the pay of the Mechanic of the Lino Section in that Press from Rs. 100—5—125 to Rs. 125—5—150.

Measures to be adopted for securing the appointment of members of minority communities in the Government of India Secretariat Offices (clerical establishments).

Memorandum No. F-176/25-Ests., dated the 5th February 1926, from the Home Department, to the Department of Industries and Labour.

The undersigned is directed to invite a reference to the Home Department Office Memo. No. F-176/25-Ests., dated the 15th July 1925, on the subject noted above.

2. The policy of the Government of India is to prevent the preponderance of any one class or community, and they have now decided that the method laid down for the purpose of attaining this end in the case of the All-India services, namely, the reservation of one-third of all permanent vacancies for the redress of communal inequalities, should be adopted generally in recruiting the clerical establishments in the Government of India Secretariat and the offices subordinate thereto. This procedure should be adopted in all future recruitment.

3. In order to give the instructions practical effect it will be necessary for each Department or office to examine the communal composition of its clerical staff from time to time with a view to ascertaining whether any community requires to be more adequately represented. Further the head of each office should specifically consider in the case of every third vacancy which occurs whether or not such vacancy should, having regard to the communal composition of the clerical staff of the office, go to a member of a minority community. If the decision is in the affirmative, a candidate of such a community, if

available and adequately qualified, should be appointed to the vacancy, the claims of the various minority communities available for service being borne in mind. If the decision is in the negative, the vacancy should go to the candidate with the best claim to it, having regard to all the circumstances of the case and not necessarily to a member of the non-minority community. Such recruitment should of course be made through the prescribed channel where such has been laid down.

4. These orders refer to fresh recruitment only and not to Departmental promotions which will continue to be regulated by merit.

5. It is requested that a copy of these orders may be communicated to attached and subordinate offices for information and guidance.

Measures to be adopted for communal representation in the industrial staff of the Government of India Presses.

Letter No. A-631, dated the 2nd March 1929, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to invite a reference to the office Memo. from the Home Department No. F. 176/25-Esta., dated the 5th February 1926, a copy of which was forwarded to you with the endorsement from this Department No. G(E)-143, dated the 9th February 1926, and to say that the Government of India have decided that the procedure laid down therein for recruitment to clerical establishments should be adopted in making future recruitment of the industrial staff in the Government of India Presses. The communal composition of the staff in question should be determined with reference to the aggregate strength of each press and it is not essential that the procedure should be applied individually to each class of appointment.

Amalgamation and revision of establishments of the Government Central Branch and Monotype Press, Simla. Abolition of certain posts.

Extract from Letter No. A-413, dated 13th November 1923, from the Off. Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. 230 S. C., dated the 23rd September 1923, I am directed to say that the Government of India sanction with effect from the 1st March 1924 the amalgamation of the Government Central Branch and Monotype Presses, Simla, and the revision of establishments employed in these presses as shown in the column "Sanctioned Scale" of the proposition statement attached. They also sanction in this connection the following proposals made by you :—

(a) that promotion to the grade of Ra. 245—10—325 now sanctioned for "Readers" may be made with the approval of the Controller of Printing, etc. ;

(d) that the combined press be known as the Government of India Press, Simla.

2. The men who are at present employed in these presses and who cannot be absorbed in the sanctioned strength of the combined press should be disposed of by you in accordance with the orders already issued on the subject. If it is intended to retain any permanent men as supernumeraries against temporary posts sanction to do so should be obtained separately. (Sanctioned scale appears in Chapter II.)

Extract of para. 4 of letter No. A-525, dated 17th November 1925, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

4. The following posts in the Government of India Presses at Delhi and Simla are abolished with effect from the 1st November 1925 :—

Delhi Press.

1 Reader on Ra. 60—4—100.

2 Copyholders on Ra. 30—2—50 each.

Simla Press.

2 Paper Wetters at Rs. 18 per mensem each.

1 Metal Melter at Rs. 35 per mensem.

1 Impositor at Rs. 40 per mensem.

Letter No. A-413, dated 6th July 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C. P. O. 13/4/28, dated the 12th May 1928, I am directed to say that the Government of India sanction the abolition of the undermentioned posts in the Government of India Press, Simla, with effect from the 1st April 1928 :—

1. Litho Pressman (Permanent) on Rs. 55 per mensem.

2. Spongeman (Temporary) on Rs. 22 per mensem.

3. Inker (Temporary) on Rs. 17 per mensem.

3. They also sanction the grant of a pay of Rs. 50 per mensem in the scale of Rs. 35—3—50 plus a personal pay of Rs. 5 per mensem to Mr. Mirza Murad, the Litho Pressman, who on the abolition of his post has been appointed by you as a Caster Attendant in the Government of India Press, Simla.

Retention of some permanent employees as supernumeraries against temporary posts in Government of India Press, Aligarh.

Letter No. A-627, dated 15th February 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In reply to your letter No. C. P. O. 15/150, dated the 6th October 1926, I am directed to convey the sanction of the Government of India to the retention with effect from the 1st April 1926 of the permanent employees of the Government of India Press, Aligarh, shown in the attached list as supernumeraries against the temporary posts in that Press, noted against their names. These men should be absorbed in the permanent establishment as vacancies occur in that cadre.

List of supernumerary permanent employees of the Government of India Press, Aligarh.

Name.	Pay and designation in the permanent establishment.	Revised pay and designation in the temporary establishment.
Tola Ram, II	Binder, Rs. 15	Binder, Rs. 20
Chandra Pal	" " 15	" " 20
Walter Lal	" " 15	" " 20
Yusuf Ali Khan	Bindery-boy, Rs. 10	" " 20
Sadiq Hussain	" " 10	" " 20
Shafiq Ahmad	" " 10	" " 20
Dhoori	Binder, Rs. 15	Coolie, Rs. 15
Channo Lal	Flyboy, Rs. 10	" " 15

Removal of the restriction regarding substantive appointments in the Government of India Press, Delhi.

Letter No. A-431, dated 4th October 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India are pleased to withdraw the restriction laid down in para. 1 of this Department's letter No. A-431, dated the 31st March 1927. Salaried industrial hands of the Government of India Press, Delhi, who will now be appointed substantively to permanent posts in pursuance of these orders will be subject to the leave rules issued with the Government of India, Finance Department, Resolution No. F. 119-R. I./28, dated the 6th September 1928.

Creation of an additional post of Assistant Section Holder in the Government of India Press, Delhi.

Letter No. A-431, dated 15th October 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C. P. O. 14/51/28, dated the 3rd September 1928, I am directed to convey the sanction of the Government of India to the creation, with effect from the 1st November 1928, of an additional permanent post of Assistant Section Holder in the Government of India Press, Delhi, on a scale of pay of Rs. 40-4-80 (Rupees forty rising by an annual increment of rupees four to rupees eighty), per mensem.

The extra cost involved during the current financial year should be met by appropriation from savings under the head "Pay of Establishment" in the current year's grant under the head "Stationery and Printing."

Creation of an additional post of Caster Attendant in the Government of India Press, Delhi.

Letter No. A-431, dated 3rd February 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

In reply to your letter No. C. P. O. 14/43/27, dated 3rd February 1928, I am directed to say that the Government of India are pleased to sanction the creation of an additional permanent post of Caster Attendant on Rs. 30-1-35 (Rupees thirty rising by annual increment of Rupee one to Rupees thirty-five) a month in the Government of India Press, Delhi. The scale of Rs. 30-1-35 will also be applicable to the future incumbents of three posts of Caster Attendants in that Press sanctioned in this Department letter No. A-431, dated the 31st March 1927. The existing incumbents of these posts will be allowed to remain on their existing scale of pay—Rs. 35-3-50 per mensem (Rupees thirty-five rising by annual increments of Rupees three to Rupees fifty).

2. The extra expenditure involved during the current year should be met by re-appropriation from savings under the unit "Pay of Establishments" in the Stationery and Printing Grant for 1927-28. No provision on this account has been included in Budget Estimates for 1928-29. The expenditure during that year should be met from the grant which may be sanctioned by the Legislative Assembly.

Transfer of the post of a Monotype operator from Government of India Press, Calcutta, to the Government of India Press, Delhi.

Letter No. A-431, dated 29th November 1928, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C. P. O. 12/46/28, dated the 6th November 1928, on the above subject, I am directed to say that the Government of India agree to the reduction of the post of a monotype operator on Rs. 80-4-100-5-125 in the Government of India Press, Calcutta, and to the creation of a similar post on Rs. 80-4-100 per mensem in the Government of India Press, Delhi.

Abolition of a post of Stamp Counter in the Calcutta Press.

Letter No. A-431, dated the 25th April 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, Simla, to the Controller of Printing and Stationery, India.

I am directed to convey sanction to the abolition of one temporary post of Stamp Counter on Rs. 15-1-20 per mensem in the Government of India Press, Calcutta, sanctioned in this Department's letter No. A-431, dated the 27th December 1924.

Abolition of the single cadre of the clerical establishments of the offices of the Stationery and Printing Department located in Calcutta.

Letter No. A-431, dated the 26th March 1929, from the Government of India, Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery.

With reference to your letter No. HQ. 4/246, dated the 21st January 1929, on the above subject, I am directed to say that the Government of India are pleased to withdraw the orders contained in paragraph 2 of the letter from this Department No. A-431, dated the 27th December 1924. The clerical establishments of the Central Stationery Office, the Central Forms Store, the Central Publication Branch, and the Government of India Press, Calcutta, will in future be treated as separate. Appointments and promotions in each establishment may be made by the officer in charge subject to your approval. But promotions to permanent and semi-permanent vacancies should be sanctioned after you have duly considered the claims of the men working in the different offices mentioned above on the date of these orders, i.e., a person working in a particular office in which a vacancy occurs shall not ordinarily be given preference in filling up the vacancy over those who are working in other branches and are senior to him on the date of these orders. Promotion to a higher grade or appointment will continue to be by merit only.

2. The rules regulating the appointment to the clerical staff of your offices may be amended accordingly and a copy thereof may be supplied to this Department in due course.

Change in the designation of the Hand Ruler of the Government of India Press, Calcutta, and the revision of his pay.

Letter No. A-431, dated the 16th February 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery, India.

With reference to your letter No. C. P. O. 12/70/28, dated the 8th November 1928, on the above subject, I am directed to say that the Government of India approve your proposal that the designation of the Hand Ruler employed in the Government of India Press, Calcutta, may be altered to that of Paper Counter and that he should be granted a pay of Rs. 25—1—35 sanctioned for Paper Counters in that Press with effect from the 1st July 1928.

2. The extra expenditure involved during the current financial year should be met by appropriation from savings under the head "Pay of Establishment" in the current year's grant under the head "Stationery and Printing".

Classification of the service of the material supplier in the Government of India Press, Calcutta.

Letter No. A-700, dated the 14th November 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. C. P. O. 12/7/27, dated the 16th August 1927, I am directed to convey the sanction of the Government of India to the material supplier employed in the Government of India Press, Calcutta, being classified as a superior servant.

Creation of a post of addressograph Operator in the Government of India Press, Simla.

Letter No. A-431, dated the 22nd March 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C. P. O. 13/47/28, dated the 16th February 1929, I am directed to convey the sanction of the Government of India to the creation of a permanent post of addressograph operator on Rs. 35—3—50 per mensem in the Government of India Press, Simla, with effect from the 1st April 1929. The extra expenditure involved during the year 1929-30 should be met from within the sanctioned grant of the Stationery and Printing Department under the head "Pay of Establishment".

Establishment of the Forms Press, Calcutta, on a permanent basis and its equipment with new plant and machinery.

Extract Para. 1 of letter No. A-586, dated 25th February 1929, from Government of India Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery, India.

With reference to your letters No. C. P. O. 17-7-28, dated 9th August 1928 and 5th October 1928, I am directed to say that subject to the necessary funds being voted by the Legislative Assembly the Government of India are pleased to sanction the revision of the pay and strength of the establishment of the Forms Press, Calcutta, as shown in the accompanying statement with effect from the 1st March 1929. The Press will be placed on a permanent footing from that date and the conditions regarding leave, holidays, overtime allowance, hours of attendance for the employees will be the same as for the employees in the Government of India Press, Calcutta. The piece-workers will also be entitled to the piece and time rates prevailing in the latter press but payment for the rest and prayer interval now made to certain piece-workers will cease from the 1st March 1929.

Placing of the leave reserve posts in the Central Forms Store and the Government of India Press, Calcutta, on a permanent footing.

Letter No. A-431, dated the 28th February 1929, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. H. Q. 4/193, dated the 10th August 1928, I am directed to say that subject to the necessary funds being voted by the Legislative Assembly the Government of India are pleased to sanction the conversion of the temporary, leave reserve posts as shown in the margin in the Central Forms Store and the Government of India Press, Calcutta, into permanent posts with effect from the 1st April 1929. Sanction to the placing of the temporary leave reserve posts in the Central

Central Forms Store.

Three clerks, Grade I. Rs. 45-45-50-3-65-4-85-4-105-5-140 (Efficiency bar at Rs. 85).
Three clerks Grade II. Rs. 40-40-45-5/2-70-5/2-100 (Efficiency bar at Rs. 70).

Government of India Press, Calcutta.

Seven clerks, Grade I : : : : Rs. 45-140
Seven clerks, Grade II : : : : Rs. 40-100

Stationery Office, Calcutta, on a permanent footing was conveyed to you in this Department's letter No. A-431, dated the 26th February 1929.

Transfer of the post of the Monotype Operator from the Government of India Press, Aligarh, to the Government of India Press, Delhi.

Letter No. A-627, dated the 11th March 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps, New Delhi.

With reference to Mr. Coombs' letter No. C. P. O. 15/172, dated the 9th February 1927, on the above subject, I am directed to say that the Government of India agree to the reduction of the post of Monotype Operator, on Rs. 50-2-70, sanctioned in this Department letter No. A-627, dated the 28th April 1926, in the Government of India Press, Aligarh, and to the creation of a similar post in the Government of India Press, Delhi, with effect from the 1st April 1927.

APPENDIX 4.—DELEGATION OF POWERS.

Delegation of powers to the Managers, Government of India Presses, and to the Controller of Printing, Stationery and Stamps, of employing temporary hands against grants for temporary establishments.

Letter No. A-550, dated 15th January 1925, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to say that the Government of India are pleased to delegate to the Managers of the Government of India Presses, to the extent noted below, the power of employing temporary hands in their presses against their grants for temporary establishments.

Piece hands not exceeding the number of the sanctioned establishment.

Salaried hands up to a pay not exceeding Rs. 50 per mensem in each case.

2. The Government of India are also pleased to delegate to you the power of sanctioning the employment in any of the presses in question, against its grant for temporary establishment, temporary hands on a pay not exceeding Rs. 200 per mensem each.

Delegation to Managers of Government of India Presses of power to sanction advances from the General Provident Fund.

Letter No. A-316, dated 23rd February 1925, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In reply to your letter No. Pg.-190, dated the 4th February 1925, I am directed to say that the Government of India are pleased to delegate to the officers * noted in the margin the powers of the head of a Department under Rule 20 (1) (ii) of the General Provident Fund Rules to sanction advances from the General Provident Fund to subscribers in their respective offices.

* Managers of Government of India Presses, Simla, Delhi, Aligarh and Calcutta.

Delegation of power to sanction compensation payable under the Workmen's Compensation Act, 1923.

Letter No. A-707, dated 15th March 1928, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to say that the Governor General in Council is pleased to delegate to you and to the Managers of the Government of India Presses, Calcutta, Simla, Aligarh and Delhi, the following powers to sanction expenditure from Central Revenues on the grant of compensation payable under the Workmen's Compensation Act, 1923 (Act No. VIII of 1923) subject to the amount involved being met within the budget provision made for the purpose or by reappropriation which you are competent to sanction within the grant under the head "Stationery and Printing."

Extent of power delegated.

Controller of Printing, Stationery and Stamps	Power to sanction compensation for temporary disablement of any duration : power to sanction commutation and to make other lump sum payments subject to a maximum of Rs. 1,000 (one thousand).
Managers of Government of India Presses, Calcutta, Simla, Aligarh and Delhi	Power to sanction compensation due for temporary disablement up to a period of six months.

2. I am to request that a statement showing the sanctions given by the authorities during each financial year may kindly be submitted to this Department early in the following year.

APPENDIX 5.—FINES AND FINE FUND.

Institution of fine funds in the Government of India presses and maintenance of certain accounts for the funds and amendments of certain rules thereof.

Letter No. A-240, dated 24th March 1922, from the Government of India, Department of Industries, to the Controller of Printing, Stationery and Stamps.

I am directed to say that the Government of India have decided, on the representation made by the Works Committee of the Government Monotype Press, Simla, at its meeting held on the 16th May 1921, to institute, with effect from the 1st April 1922, a Fine Fund

for each of their Presses. To this fund will be credited all fines realised from workmen excluding pye and such other fines as are levied for neglect or bad work entailing loss or extra expenditure on Government. The assets of the fund will be applied to the relief of distress among workmen or their families in accordance with the rules (see para. 64 of Chapter III).

2. I am to request that in order to avoid confusion in the accounts instructions may be issued to the officers in charge of the Presses to sub-divide the fine column in the pay-bill of their establishment to show separately—

- (a) fines that will be credited to the Fine Fund, and
- (b) fines that will be deducted from the bill.

The total of (a) will be drawn by the Officer-in-charge of the Press and deposited in the Post Office Savings Bank to the credit of the Fine Fund.

Letters Nos. 1200-Pg., 1201-Pg. and 1202-Pg., dated the 28th March 1922, from the Controller of Printing, Stationery and Stamps, to Superintendent, Government Printing, India, Calcutta.

the G. C. B.
Monotype.

In forwarding herewith a copy of a letter No. A-240, dated the 24th March 1922 and enclosures, from the Department of Industries on the subject of Fine Funds in the Government of India Presses, I have the honour to request that steps may be taken early to start a Fine Fund in the Government Central Press
G. C. B. with effect from 1st April 1922. The rule

enclosed and the instructions given in the letter above referred to should be carefully noted for guidance.

The receipt of the sanction of Government to the institution of Fine Funds may be brought to the notice of the Press Works Committee at their next meeting.

Letter No. A-461, dated 27th March 1924, from the Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. Pg.-17, dated the 8th March 1924, I am directed to say that the Government of India approve of the addition of the following new rule to the Fine Fund Rules issued with the letter from the Department of Industries, No. A-240, dated the 24th March 1922 :—

" 9. If a fine is remitted after it has been drawn in the establishment bill and credited to the Fine Fund in the Post Office Savings Bank, it should be withdrawn from Savings Bank under the sanction of the Controller previously obtained, and paid to the party concerned."

Memorandum No. Pg.-17, dated 15th January 1925, from the Deputy Controller, Printing, Central Printing Office, to the Managers, Government of India Presses, Simla, Delhi, Calcutta and Aligarh.

The Controller of Printing, Stationery and Stamps, observes that the accounts of the Fine Fund are not being submitted in proper form. Will the Managers please note that these accounts should show—

Opening balance	Expenditure (i)
Receipts from interest	(ii)
Receipts from Fines	(iii)
	Closing balance

TOTAL

Letter No. A-461, dated 3rd February 1925, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. Pg.-17, dated the 13th January 1925, I am directed to convey the sanction of the Government of India to the deletion of the words " half-yearly accounts being submitted to the Government of India through the Controller of Printing " from rule 7 of the Fine Fund Rules issued with the letter from the Department of Industries, No. A-240, dated the 24th March 1922.

APPENDIX 6.—GENERAL.

Government orders on the Report of the piece-works committee, 1922.

Letter No. A-389, dated 2nd February 1923, from the Deputy Secretary to the Government of India, Department of Industries, Delhi, to the Controller of Printing, Stationery and Stamps.

The Government of India have had under consideration the report of the Committee appointed in January 1922 to consider the grievances of piece-workers employed in their printing presses in Calcutta, Delhi and Simla, and they generally approve the recommendations contained in the majority report with the following modifications:—

- (a) In view of the rates of pay obtaining in private presses for distributors the Government of India are of opinion that there is little likelihood of distributors in Government presses wishing to accept the salary system recommended by the Committees. The Government of India, therefore, accept the Committee's alternative suggestion that compositors may be allowed to do their own distribution if they so desire, the piece rate for distribution being added in such cases to the piece rate for composition. Officers in charge of the presses should make arrangements accordingly.
- (b) The Government of India are unable to accept the recommendation contained in paragraph 16 of the majority report that for the purpose of calculating qualifying service for pension retrospective effect should be given to the concession allowing piece-workers to count 16 days' absence a year as qualifying for pension, if the concession was given retrospectively to 1st April 1922, it would favour the irregular worker in the past as against the regular worker.

2. I am now directed to request that the following instructions may be issued to the officers of the Government Presses in Simla, Delhi and Calcutta with a view to their giving effect to the recommendations of the Committee.

- (1) Payment for idle time should be allowed to piece-workers whenever due according to the orders already issued.
- (2) The distinction between the permanent and temporary piece establishment should be abolished so far as pensions are concerned. All men in employment on the 15th July 1920 shall be entitled to pension subject to the conditions laid down in the Department of Industries Resolution No. A-371, dated the 30th November 1921, without reference to the word "permanent."
- (3) Whenever it may be necessary to reduce piece establishment on account of shortage of work, the most junior hands should be discharged first. The discharge of a senior man should only be made by the Officer in charge of the press, who will record his reasons in writing.
- (4) The older hands should as far as practicable be put on lighter work.
- (5) Overseers in the presses should be instructed to exercise a close supervision over the distribution of work by section-holders to compositors and the officers in charge of the presses should satisfy themselves that section-holders are not showing favouritism in the distribution of the work. To this end a tabular statement should be kept in each section showing the hours worked and the earnings of every compositor month by month. This statement should be regularly examined by the Officer in charge of the press. If the earnings of any man show a tendency to decrease, the Officer in charge should examine his file of work in order to see whether the decrease is due to the type of work made over to the compositor by the section-holder.
- (6) Overseers should exercise a close supervision over the work of checkers and whenever required should explain to compositors the reasons for reduction in their claims.
- (7) Ordinary hours of attendance in a press should be decided in consultation with the Works Committee of the Press, due regard being had to the wishes of piece-workers who at present form the largest proportion of the establishment.
- (8) Vacancies in the grade of section-holders should be filled up alternately from assistant section-holders and duly qualified senior compositors.

Check on the use of service postage stamps.

Letter No. 4689, dated 13th October 1924, from the Under Secretary, Finance Department (Central Revenues), to all local Governments and Administrations.

I am directed to refer to my circular letter No. 1501, dated the 15th May 1924, on the above subject, and to say that it has been represented to the Government of India that some doubt exists whether the inspection and audit of service postage stamps referred to therein will be done by the heads of Departments and other officers concerned or by the Audit authorities. I am to say that the intention of the Government of India was not to burden the audit authorities with additional duties, but that all heads of Departments should make their own arrangements for inspection and a domestic audit of their stamp accounts. I am accordingly to request that if ^{His Excellency the Governor in Council sees} _{you see} no objection the various heads of Departments and other officers concerned may be instructed accordingly.

Fixing of sale price of publications printed periodically.

Letter No. A-436, dated the 29th June 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi.

I am directed to say that the Government of India have had under consideration the question of the method which should be adopted in fixing the sale price of publications which are printed periodically. The type for such publications is usually kept standing for a number of years and so long as it does not require complete re-composition, the only cost that is incurred in printing the subsequent issues of the publication is in connection with the corrections that have to be carried out from time to time. Under the present system when such a publication is first put in type the whole cost is debited against the first issue with the result that the sale price is abnormally high for the first issue after each re-composition and unduly low for subsequent issues from the same type. To remedy this defect the Government of India have decided that in future the original cost of composition of such publications should be spread over the period for which the type is expected to last and is likely to be required. To this may be added the cost of correction work that may have to be incurred from year to year. Care should be taken that the period over which the cost is to be spread should not be overestimated.

Transfer of the audit of the Government of India Presses, Delhi and Aligarh, from Calcutta to Delhi.

Letter No. D/3216-A, dated the 14th December 1928, from the Assistant Secretary to the Government of India, Finance Department, to the Auditor General.

For the greater convenience of the Aligarh and Delhi Presses which are at present served by the Pay and Accounts Office, Miscellaneous Central Departments, the Government of India have decided to transfer, with effect from the 1st April 1929, the maintenance of the accounts of the Presses in question from the Pay and Accounts Officer, Miscellaneous Central Departments, Calcutta, to the Pay and Accounts Officer, Secretariat, New Delhi, in whose books all the adjustments relating to the cost of the work done by the Presses for other departments are being made even at present.

Memorandum No. Pg.-11, dated 22nd November 1924, from the Controller of Printing, Stationery and Stamps.

The attention of all branches and presses is invited to the urgent necessity of submitting their statements of monthly expenditure within the smallest possible time after the commencement of each month. We are responsible now not only for seeing that budget pro-

vision is not exceeded, but for surrendering any amount that we are unable to spend. In 1923-24 we appear to have failed to report savings of about 11 lacs and we are certain to be reprimanded by the Finance Department and the Public Accounts Committee. Officers in charge of branches and presses will be held responsible, if we fail to carry out the above duties owing to their delay or faulty information. The same urgency applies to returns regarding Post and Telegraph Department expenditure required from all the presses, the Stationery Office and the Forms Store. At present there is unnecessary delay in the submission of these statements. The statements must in future all be in the following form. Columns :—

1	2	3	4	5	6
Heads.	Budget grant.	Expenditure up to end of previous month.	Expenditure for the month.	Progressive total.	REMARKS.

Sub-heads will be as at present.

2. Steps will be taken by me to surrender excess allotments on the basis of the statements for November due to me in December. In this return all branches and Presses will, in addition to the usual figures, submit a forecast of their expenditure from the beginning of December to the end of March and will indicate reasons for expenditure in excess of the average for the first 8 months of the year. The forecast should give figures for the same sub-heads as the monthly statement and should be under the following columns :—

1	2	3	4	5
Original budget grant.	Grant as revised by reappropriation.	Expenditure to 30th November.	Forecast from 1st December till the end of the year.	Explanations.

3. The following special instructions are issued in connection with the forecast;—

- (a) *Presses and Forms Store* will forecast for all stores (including spare parts) obtained for them through the Purchase Branch. They will not forecast for machinery under purchase through the Purchase Branch, either from India or Home, except in the case of machinery for which they have already paid.
- (b) *Stationery Office*. In sending the forecast the Stationery Office will also submit the papers regarding progress of purchases against the contracts for paper, stationery stores and will explain the forecast for the remainder of the year. It will also submit a forecast for machinery under order for the presses, press by press, distinguishing between expenditure in India and in the United Kingdom. This branch also watches progress of expenditure in the United Kingdom and will submit a forecast for that on the basis of carry over reported from last year, indents sent Home this year and indent still to be sent Home for compliance this year. Reappropriations for Security Printing and Rs. 92,000 arrears to Titagarh should not be forgotten.
- (c) *Forms Store* must forecast very carefully for payments under the contracts.

4. If these instructions are not quite clear an immediate reference should be made to me.

Memorandum No. H. Q. 41/1, dated 13th October 1925, from the Controller of Printing, Stationery and Stamps, Delhi.

With reference to this office No. Pg.-11, dated the 22nd November 1924, all monthly statements should reach this office not later than the 5th of each month, as in delaying these statements a considerable amount of difficulty is experienced. In this connection your attention is invited to the enclosed extract (paras. 2 to 4) from the above letter. Please see that the instructions contained therein are properly carried out as a good deal of calculations will be based on these statements and figures should be accurate.

Memorandum No. H. Q. 41/3, dated 4th December 1926, from the Controller of Printing, Stationery and Stamps, Delhi.

Paragraph 3 (a) of the extract from this office letter No. Pg.-11, dated the 22nd November 1924, forwarded with this office memorandum No. H. Q. 41/1, dated the 13th October 1925, may be modified as follows :—

3. (a) Presses and Forms Store will forecast for all stores (including spare parts) obtained for them through the Purchase Branch. They will not forecast for machinery under purchase through the Purchase Branch, either from India or Home. The Machinery for which the Presses have already paid, will however be shown under actual expenditure ending 30th November under column 3, shown in the extract.

Memorandum No. H.Q. 20/243, dated 14th March 1928, from the Controller of Printing, Stationery and Stamps.

In connection with the adjustment of charges relating to services rendered by the Stationery and Printing Department to Paying Departments and Provincial Governments, Presses and Branches are at present required to prepare and submit the following statements :—

- (a) a monthly statement of expenditure to the Headquarters Office,
- (b) a quarterly statement of debits to the Account Offices and Headquarters Office,
- (c) an annual statement showing final debits to the Account Offices and Headquarters Office.

This procedure throws unnecessary work on the Presses and Branches and leads to confusion in account offices. With a view to simplify the system and reduce work in the Presses and Branches of the Stationery and Printing Department, it has been decided, in consultation with the Pay and Accounts Officer, Secretariat, New Delhi, that the following procedure should be observed in future :—

- (i) The present system of raising quarterly debits by Presses and Branches *through their respective Audit Officers should be discontinued* and monthly debits should be raised by them in future against the Paying Departments, etc., through the Pay and Accounts Officer, Secretariat, New Delhi. Monthly statements should be furnished to the latter officer so as to reach him punctually by the 8th of the following month to enable him to make the necessary adjustments in the accounts of the months to which the statements relate.
- (ii) An annual statement showing the actual debits for the whole year should be furnished to the Pay and Accounts Officer, Secretariat, New Delhi, in sufficient time after the end of the year, to admit of the readjustments, if any, being made in the accounts for that year before they are finally closed.

2. A copy of the monthly and annual statements should be forwarded to this office simultaneously for information.

3. The above procedure will come into force with effect from the last quarter of 1927-28 beginning with the debits relating to the month of January 1928.

Memorandum No. H. Q. 2/530, dated 19th April 1928, from the Controller of Printing, Stationery and Stamps.

Instances have occurred in which officers in charge of the Presses and Branches have reported to Headquarters surrenders of funds at their disposal, during the closing days of the last financial year. The intimation of surrender by one officer was actually received in this office on the 30th March 1928. The effect of such belated surrenders is to defeat entirely the object of the financial control exercised by the Headquarters Office. Such savings do not serve any useful purpose as they cannot be re-appropriated to meet excesses in other Branches of the Stationery and Printing Department, nor can they be reported to the Finance Department to be utilised to the best advantage of Government elsewhere. These amounts will consequently lapse and the officers concerned cannot escape from their

responsibility merely because they have reported the surrenders a few days before the close of the financial year. This practice is unsatisfactory and irregular.

2. To avoid similar irregularities in future, the special attention of Officers in charge of Presses and Branches is invited to paragraph 10 of the Resolution of the Government of India, Finance Department No. D-1089-A., dated the 1st June 1926. The forecast of expenditure showing anticipated excesses and savings, due in this office by the 10th December, should henceforth be prepared with greater care and every effort should be made to ensure that it is as reasonably accurate as can be. Any unavoidable deviations should be very few and surrenders of additional savings, if any, due to subsequent modifications of the forecast should be promptly reported to this office, at any rate *not later than the 1st of March*.

3. These instructions should be carefully observed in watching the progress of expenditure during 1928-29 and subsequent years.

APPENDIX 7.—GENERAL PROVIDENT FUND.

Prompt disposal of applications for the payment of the General Provident Fund balances and the issue of pensions to officers who retire or go on leave preparatory to retirement.

Letter No. F-51-F. E., dated 16th July 1924, from the Secretary, Finance Department, to all provincial and minor local Governments.

I am directed to inform you that cases have recently been brought to the notice of the Government of India where there has been considerable delay in the payment of balances in the General Provident Fund of subscribers who have retired, or have gone on leave preparatory to retirement. It is obvious that any delay in such payment is a serious matter often resulting in hardship and loss to the subscriber. The Auditor General has represented that the Audit Department is usually considered solely responsible for the delay, whereas, as a matter of fact, delay is sometimes caused by the failure on the part of the head of an office to give the audit office essential information. His remarks apply also to delay in the issue of pensions, which is often due to the negligence on the part of the authorities whose business it is to prepare the pension papers. Steps have already been taken by him to reduce, as far as possible, delay in the audit offices, and he has suggested that similarly steps should be taken to impress on heads of offices the necessity of giving to audit offices essential information relating to the General Provident Fund balances or the pension of an officer, as the case may be, without any avoidable delay.

2. The Government of India are in full agreement with him that it is necessary for the executive authorities to co-operate with the audit officers, and they therefore suggest that, if the Governor in Council has
you have no objection, orders be issued to heads of offices and Departments under the control of the Local Government
your control to the effect that applications for pensions and for payment of Provident Fund balances, should be disposed of with the greatest possible expedition and that in future disciplinary action will be taken against the officers concerned if it is found that delay has been caused by such applications not having been promptly dealt with.

Letter No. F-129-C.S.R., dated 15th August 1924, from the Deputy Secretary, Finance Department, to all provincial and minor local Governments.

In order to minimise as far as possible delays in the issue of authority for payment of pensions, the Government of India have decided to adopt the following suggestions for modifications in the present procedure regarding the preparation and disposal of applications for pension :—

- (a) It will be permissible in future for officers taking leave preparatory to retirement to submit their formal application for pension on proceeding on leave if they specifically declare that they propose to retire at the end of their leave, and if the proposed date of retirement is definitely known, audit officers will verify the services wherever necessary and send their final report to the sanctioning authority who will sanction the pension as soon as may be after the date of retirement of the officer.

- (b) When an officer is appointed direct from the Army to an appointment from which he will ultimately retire on a civil pension, his military service should be verified forthwith and the details be handed over to the Civil Audit and Accounts officer.
- (c) The immediate verification of such military service should also be made in the case of civil officers now in the service who have had previous military service, whether prior to taking up a civil appointment or during the Great War.

2. I am to request that (with the approval of His Excellency the Governor in Council), steps may be taken to bring the revised procedure into force in the Madras, etc., Presidency Bihar and Orissa, etc.

Letter No. F-374-C.S.R.-27, dated 28th September 1927, from the Deputy Secretary, Finance Department, to the Secretary, Government of the Punjab.

In reply to your letter No. 1249-S.F., dated the 16th June 1927, on the above subject, I am directed to state that the Government of India have decided to modify the instructions conveyed in Mr. Macleod's letter No. F-129-C.S.R., dated the 15th August 1924, so as to allow the sanctioning authority to sanction a pension not more than one month before the date from which it is to take effect.

Instructions in connection with the payment of balances in the General Provident Fund to subscribers on retirement under Rule 19 of the Fund Rules.

Letter No. F-49-F.E.-24, dated 28th August 1924, from the Secretary, Finance Department, to all provincial and minor local Governments.

In continuation of my letter No. F-51-F.E., dated the 16th July 1924, I am directed to forward a set of instructions for the guidance of the executive and accounts authorities in connection with the payment of balances in the General Provident Fund of subscribers on retirement, under Rule 19 of the Fund Rules. I am to request that, if the Governor in Council ^{has} you ^{have} no objection Heads of offices and Departments under the ^{your} control of the Local Government ^{control} may be instructed to follow them closely in future.

Instructions to be followed by executive and accounts authorities in connection with the payment of General Provident Fund money of subscribers under Rule 19 of the Fund Rules.

When a subscriber who is a non-gazetted officer retires the head of the office when intimating the fact will send a certificate to the accounts officer from the authority empowered to grant advances to the subscriber in the following form :—

I certify that no balance
 a balance of Rs. out of an advance of Rs. drawn on at Treasury
 is outstanding.

A gazetted officer when applying for repayment of his Provident Fund balance will furnish a similar certificate.

On receipt of such a certificate the accounts officer will arrange immediately for the payment of the balance at credit of the subscriber as shown in his books after deducting the advance mentioned in the certificate less any amounts shown in his books as repaid on account of that advance. He will at the same time inform the subscriber that, as soon as his account is finally settled, he will receive a statement of his account and any balance that may be due to him.

In the absence of the certificate referred to above, the accounts officer will, as soon as he receives intimation of an officer's retirement, put himself in communication with the authority empowered to sanction advances to the retiring officer in order to obtain information of any advances sanctioned before retirement within the last 12 months.

The accounts officer should arrange for the payment as promptly as possible of the Provident Fund balances of subscribers, and if any delay in settlement is anticipated he should arrange to pay the bulk of the balance at once retaining only as much as may be required to cover advances paid but not yet brought to account on the books of the accounts office.

APPENDIX 8.—HOLIDAYS.

Payment at special rates to the industrial employees of the Government of India Presses for attendance on gazetted holidays and Sundays in lieu of the existing system of granting compensation leave.

Letter No. A-662, dated 19th June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

I am directed to say that the Government of India have had under consideration the question whether any special payment should be allowed to the industrial employees of the Government of India Presses for attendance on gazetted holidays and Sundays, and have decided that some extra payment should be made to them for attendance on such days, provided the existing practice of granting compensation leave is discontinued. They are accordingly pleased to sanction the introduction with effect from the 1st July 1928, of the following rules in their presses at Calcutta, Simla, Aligarh and Delhi :—

- (a) Compensation leave for attendance on gazetted holidays, not falling on Sundays, on which the press is closed, will be entirely abolished.
- (b) Twenty five per cent. over the ordinary rates will be paid to all industrial employees eligible for overtime, whether on a monthly rate of pay or at piece rates, who are required to attend on "closed" holidays as explained in paragraphs 2 and 3 below.
- (c) For attendance on Sundays no extra payment will be made but a compensatory holiday will be allowed as required by the Indian Factories Act.
- (d) In the rare cases in which the compensatory holiday for attendance on a Sunday has to be withheld, payment will be made at 50 (fifty) per cent. over the ordinary rates. (Compensatory holidays for Sundays can, of course, be withheld only when an exemption has been secured from the provisions of Section 22 of the Factories Act.)
- (e) The extra payment allowed under (b) and (d) above will be made irrespective of the total number of hours worked during the rest of the week and the hours worked on gazetted holidays or on Sundays will not be taken into account in calculating ordinary overtime. The extra payment in the case of piece-workers will be made at class rates.

2. In the Government of India Presses, Simla and Delhi, ten "closed" holidays in a year are observed on the analogy of the practice in the Government of India Secretariat Offices and each man is allowed, in addition, six communal holidays in a year. This arrangement will be continued but the possibility of re-arranging the list of gazetted holidays for the Government of India Press, Delhi, so as to ensure that they do not fall in the busiest season should be considered. Winter leave which is at present allowed to the piece-workers in the Government of India Press, Simla, in lieu of attendance on gazetted holidays will be discontinued with effect from the date from which these rules are introduced.

3. The number of gazetted holidays in the presses at Calcutta and Aligarh, is, it is understood, 42 and 40 respectively. This number will not be reduced, but only 23 (twenty three) days out of the total number of holidays will be regarded as "closed" holidays for purposes of the special payment referred to in paragraph 1 above and the remainder as non-closed holidays. In the case of the latter class of holidays the men may be allowed to be absent if the state of work permits, but no extra payment will be allowed, nor will any compensation leave be granted for work on such holidays. Attendance on closed holidays will be paid for at the special rates referred to above. The holidays which will be treated as closed in these presses should be fixed in consultation with the Works Committees of the respective presses, and the possibility of so arranging the holidays that they do not fall in the busy season in each press should be considered.

4. The existing salaried industrial employees of the Government of India Presses will be allowed the option of remaining under the existing rules if they do not desire to come under the rules referred to in the preceding paragraphs. But these rules will apply to all the existing piecework employees as well as to all future salaried and piece hands who may be employed in the various Government of India Presses.

5. The extra expenditure involved should be met from within the grant under the head "Stationery and Printing" for 1928-29.

Payment at class rates to piece-workers of the Government of India Presses for the holidays on account of the demise and funeral of Her Majesty the Queen Mother.

Letter No. A-648, dated 16th April 1926, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. C.P.O. 12/117, dated the 22nd February 1926, I am directed to convey the sanction of the Government of India to the expenditure already incurred on account of payments made to piece-workers of the Government of India Presses at their respective class rates during the period the presses remained closed on account of the demise and funeral of Her Majesty the Queen Mother.

2. I am to request that officers in charge of presses should be warned not to make any such payments in future before obtaining the previous sanction of the Government of India.

Holidays in the Government of India Secretariat as applicable to the establishments of the Government of India Presses, Delhi and Simla.

Office Memorandum No. D-4562-Public, dated 20th October 1923, from the Government of India, Home Department, to all Departments of the Government of India, etc.

The Government of India have had under examination the recommendation made in paragraph 12 on pages 284-85 of the report of the Indian Retrenchment Committee regarding holidays and casual leave given to the establishments in the Government of India Secretariat. A conference of the representatives of all Departments was held in the Home Department to consider the general question of holidays. While the figures given in the paragraph quoted are somewhat misleading and no account seems to have been taken of the fact that in practice a large proportion of the staff is on duty on most holidays, the conference recognised that the present state of affairs was unsatisfactory in that there was a large number of nominal holidays and a lack of uniformity in the practice of the various Departments in observing them. They agreed that the adoption of a more logical and uniform system was desirable, by which there should be occasional real holidays rather than many nominal ones.

2. The conference made the following recommendations :—

- (i) The Saturday half-holiday should remain.
- (ii) The last Saturday of the month, and the Saturdays in the months of September and October at present given as holidays in lieu of the Puja holidays should be abandoned as whole holidays, but should be treated as ordinary Saturdays.
- (iii) Casual leave, which is of course entirely a matter of grace and not of right, should normally be limited strictly to ten days in the year, though in very special circumstances discretion should remain with the head of the office to extend that period.
- (iv) There should be ten closed holidays in the year as follows :—

General 4 days :—

January 1st	Proclamation Day.
May 24th	Empire Day.
June (Saturday in the first week).	His Majesty the King Emperor's birthday.
December 25th	X'mas Day.

Hindu 2 days :—

One day at	Holi.
One day at	Dusehra.

Muhammadan 2 days —

One day at Idul Fitr.
 One day at Muharram.

Christian 2 days :—

One day at Good Friday.
 One day Boxing day.

If any of these days falls on a Sunday no other day will be declared as a holiday as compensation. It must, of course, always be open to the head of an office to cancel any of the holidays if the state of work demands this, or to give a sectional holiday instead of closing the office entirely.

- (v) Of the remaining gazetted or local holidays not more than six should normally be allowed per man in the year. The practice will be that a few days before a gazetted or a local holiday occurs, other than those mentioned above, the orders of the head of the office will be taken whether the state of work permits of its being a holiday. The advantage of this elasticity is that it will be possible for each community to obtain holidays on the more important festivals and, as the holidays of the communities are on different dates for members of the communities not observing the festival, to attend office as usual. This will of course require the maintenance of a holiday roster.

3. Before finally accepting these recommendations the Home Department invited representatives, namely one Hindu, one Muhammadan, one Christian and one Sikh, of the Imperial Secretariat Association to discuss the proposals made. The only suggestions offered were,

- (1) that the last Friday in the month of Ramzan should be a holiday for Muhammadans.
- (2) that for a holiday at the Holi should be substituted a holiday at the Diwali,
- (3) that the holidays now proposed should be real holidays in practice as well in name.

As to (1), the last Friday in the month of Ramzan is at present observed as a holiday for Muhammadans in most offices and it is considered that this practice should be continued, under the discretion allowed by paragraph 2 (v) above.

As to (2), the substitution of a day at the Diwali instead of Holi, the recommendation of the Association has been accepted.

4. The Government of India accept the conclusions arrived at by the conference and the recommendations made by them, subject to these suggestions of the Association. While holidays must depend upon the exigencies of the public service, they feel confident that there will be no desire to deprive the staff, in normal circumstances, of the limited holidays now proposed which should be real holidays. These orders should as far as practicable take effect from the beginning of the next Delhi season.

Reduction in the number of gazetted holidays in the Government of India Presses, Delhi and Simla.

Extract from Memo. No. Pg-34, dated 7th January 1924, from the Controller of Printing, Stationery and Stamps, to the Manager, Government of India Press, Delhi.

The orders regarding holidays in the Government of India (Home Department) No. D-4562-Public, dated the 20th October 1923, are hereby declared to apply with immediate effect to the Government of India Presses at Simla and Delhi. The Superintendent Manager of the Press will decide what 6 days shall be treated as holidays in addition to the 10 closed holidays in accordance with the exigencies of the work. No employee of the press is permitted to count a day's absence in lieu of a holiday without the previous sanction of the Officer-in-charge.

2. All half-holidays with the exception of Saturdays are abolished.

4. Casual leave will be limited in the case of salaried hands to 10 days. The question of other leave is still under consideration. In the case of piece-workers casual leave is limited to 16 days, for which they will be paid at class rates; casual leave may be used to "fill up" absences.

APPENDIX 9.—LEAVE.

Grant of casual leave to press employees on the occurrence of infectious diseases in their houses or on their detention in plague camps and appointment of substitutes in place of the absentees under certain conditions. List of diseases declared infectious.

Order No. 11016-F., dated 20th September 1919, from the Government of Bengal, Finance Department.

For the purpose of granting leave to an officer prevented from attending office on account of prevalence of some infectious disease in his family in accordance with the Secretary of State's order No. 79 (Financial), dated the 15th December 1916, communicated with Government circular No. 6-F., dated the 19th February 1917, the undersigned is directed to state that the following should be treated as infectious diseases within the meaning of that order:—

List of diseases.

Anthrax (Woolsorter's disease).	Mumps.
Cerebro-spinal fever.	Plague (pneumonic or bubonic).
Chicken-pox.	Relapsing fever.
Cholera.	Scarlet fever.
Diphtheria.	Small-pox.
German measles.	Typhus.
Glanders.	Whooping cough.
Measles.	

For persons employed in the preparation or distribution of food, the following additional diseases will be treated as infectious:—

Dysentery.	Malta fever.
Enteric fever (typhoid fever).	Paratyphoid fevers.

Letter No. A-640, dated 20th October 1926, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to enclose for your information a copy of the Resolution of the Government of India, Finance Department, No. F-273-C.S.R./26, dated the 3rd September 1926, authorising you under certain conditions to employ substitutes in place of employees appointed by you who are obliged to be absent from their duty on account of detention in plague camps or the presence of an infectious disease in their houses. In this connection I am to enclose for your information a set of rules framed by the Government of India for the grant of leave to press employees in these circumstances. These rules supersede the existing rules in paragraphs 23 and 23 (a) of the Press Handbook and are applicable both to the salaried hands and piece-workers, whether permanent or temporary, with effect from the 3rd September 1926.

Extract from Finance Department Resolution No. F.273-C.S.R./26, dated the 3rd September 1926.

The Governor General in Council is pleased to add the following as Notes 3 and 4 under part V(2)—Leave—of the rules which were published in Finance Department Resolution No. 205-C.S.R., dated the 8th February 1924:—

NOTE 3.—The Controller of Printing, Stationery and Stamps, in respect of employees appointed by him, may sanction a substitute for an absentee who is prohibited from attending to his duties on account of detention in plague camps on the way to rejoin, or on account of some infectious disease in his house and whose duties cannot be arranged for without prejudice to his pay; provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

In the case of piece-workers pay or salary should be taken to mean remuneration at class rates.

* * * * *

1. *Infectious Diseases*.—Men in whose houses are cases of infectious diseases, such as small-pox, etc., should submit a medical certificate to this effect, and obtain leave of absence from office until another medical certificate can be produced that all danger of infection has ceased. Men whose houses have cases of infectious diseases will, if they attend office, be liable to be suspended from work.

2. Employees compelled under the above orders to absent themselves from office not on account of their own sickness, but on account of the occurrence of infectious diseases in their houses, may be allowed casual leave for the period, not exceeding 30 days, during which they are prevented from attending. Casual leave up to 30 days will also be admissible to press employees returning from leave who are detained in plague camps on the way to rejoin.

3. During casual leave salaried workers will receive full pay and piece-workers will be remunerated at class rates.

4. If the period of absence exceeds 30 days employees may be allowed leave with leave salary of any kind which may be due to them and thereafter leave without leave salary.

Question of leave salary admissible to the Linotype operators of the Government of India Press, Delhi.

Letter No. P. Mis. 7453, dated 27th March 1926, from the Pay and Accounts Officer, Miscellaneous Central Departments, to the Government of India, Finance Department.

I have the honour to invite a reference to Government of India, Department of Industries and Labour, letter No. A-431, dated the 30th June 1924, in which sanction was accorded to the proposals made by the Controller of Printing, Stationery and Stamps, regarding the pay of Linotype operators in the Government of India Press, Delhi, and to state that under Rule 87 of the Fundamental Rules, the average pay of non-gazetted officers, whose pay is less than Rs. 300 a month, shall be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave.

As the Linotype operators have no fixed pay I would enquire whether their average pay may be taken to be the pay for the month immediately preceding that in which leave is taken.

Leave salary of Linotype operators.

Letter No. F./295-C.S.R./26, dated 20th September 1926, from the Offg. Assistant Secretary to the Government of India, Finance Department, to the Pay and Accounts Officer, Miscellaneous Central Departments.

In reply to your letter No. P. Mis./7453, dated the 27th March 1926, I am directed to say that in applying the proviso to Fundamental Rule 87 in the case of Linotype operators, "the pay which he would draw in the permanent post held substantively by him at the time of taking leave" should be taken as meaning the monthly rate of pay which he would have drawn by duty for the whole of the month in which he proceeds on leave. Thus, if a Linotype operator proceeds on leave on the 16th of September, and for the period from the 1st to the 15th September draws pay at Rs. 85 per month, this rate of pay (i.e., Rs. 85 per month) should be taken as the basis for the determination of his leave salary. Again, if an operator draws pay for the month of September at the rate of Rs. 100 per month and takes leave with effect from 1st October, Rs. 100 per month should be taken as the basis for the determination of his leave salary.

Grant of early leave to Mohamedan employees of the Government Central Presses, Calcutta and Delhi, during the month of Ramzan.

Letter No. A-240, dated 29th July 1921, from the Assistant Secretary to the Government of India, Department of Industries, to the Controller of Printing, Stationery and Stamps.

In continuation of my telegram No. A-240, dated the 23rd April 1921, I am directed to say that after careful consideration the Government of India have decided that in future Mohamedan employees of the Government Central Presses, Calcutta and Delhi,

should be allowed to leave their work half-an-hour before sunset during the month of Ramzan. No payment for this period will, however, be made in the case of piece-workers.

Leave rules applicable to permanent salaried industrial and piece-workers employed in the Government of India Presses who are not classed as "inferior".

Resolution No. F. 119-R. L/28, dated 8th September 1928, from the Government of India, Finance Department.

The Governor General in Council is pleased to issue, under Fundamental Rule 2, the rules in Annexure I to this Resolution to regulate the leave of permanent salaried industrial employees below the grade of Overseer or Assistant Manager and under Fundamental Rule 103 (c), the rules in Annexure II to regulate the leave of permanent piece-workers employed in the Government of India Presses. The rules apply only to Government servants whose service is classed as Superior under Article 396, Civil Service Regulations.

2. Such permanent salaried industrial employees now serving in the Government of India Presses as are at present in the enjoyment of the benefits of the leave rules in the Fundamental Rules will retain their existing privileges.

ANNEXURE I.

Leave Rules applicable to permanent salaried Industrial employees in the Government of India Presses below the grade of Overseer or Assistant Manager who are not classed as "inferior".

1. Leave on average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods, one day's leave for every eleven days' duty, provided that no such leave can be earned by any employee who has four months' leave on average pay to his credit.

2. On the production of a medical certificate, to the leave due under the preceding rule, there may be added, subject to rule 4, leave on half average pay up to three months, and a further extension of leave on half average pay not exceeding three months may be granted on the production of a fresh medical certificate granted by the officer in chief medical charge of the district in which the employee is residing.

3. Leave without pay may be granted when no other leave is due.

4. The total amount of leave on medical certificate admissible to any employee during his service shall not exceed two years.

5. Injury leave at half pay rates may be granted from the commencement of disablement to all permanent salaried industrial employees below the grade of Overseer or Assistant Manager, irrespective of whether their pay exceeds Rs. 300 a month or not, who are injured in circumstances which would give rise to claims for compensation in the case of a workman as defined in the Workmen's Compensation Act. This leave shall be granted for so long as is necessary subject to a limit of two years for any one disability and five years during an employee's total service. It shall not be taken into account in calculating the limit laid down in rule 4. Leave salary payable under this rule will, in the case of a workman to whom the Workmen's Compensation Act applies, be reduced by the amount of compensation payable under Section 4 (1) D of the said Act.

ANNEXURE II.

Leave Rules applicable to permanent piece-workers employed in the Government of India Presses who are not classed as "inferior".

1. (a) Leave on average pay will be granted to piece-workers, according to their service as shown below :—

Length of Service.	Leave admissible.
Less than 10 years	16 days in each calendar year.
10 years but less than 15 years	23 days " "
15 years and above	31 days " "

(b) This leave will be non-cumulative, i.e., any leave not taken during the year will lapse without any monetary compensation.

(c) Gazetted holidays actually enjoyed may, at the option of the piece-worker, be counted against any leave admissible to him under sub-rule (a), and if so counted, will be paid for.

(d) The grant of leave under these rules cannot be claimed as a right, and can be refused by Managers of Presses on administrative grounds. It may also be withheld from piece-workers who have been irregular in attendance.

2. Leave on medical certificate on half average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods one day's leave for every eleven days' duty. It will be cumulative and will be granted only when no average pay leave is admissible.

3. Leave without pay may be granted when no other leave is due.

4. No continuous period of leave with pay shall exceed one year; any extension over one year shall be leave without pay.

5. Injury leave at half pay rates may be granted from the commencement of disablement to all piece-workers who are injured in circumstances which would give rise to claims for compensation in the case of a workman as defined in the Workmen's Compensation Act. This leave shall be granted so long as is necessary subject to a limit of two years for any one disability and five years during a piece-worker's total service. It shall not be taken into account in calculating the limits laid down in rules 2 and 4. Leave salary payable under this rule will, in the case of a workman to whom the Workmen's Compensation Act applies, be reduced by the amount of compensation payable under Section 4 (1) D of the said Act.

NOTE—Pay or average pay means remuneration at class rates.

Resolution No. F/64-R. 1/29, dated the 4th June 1929—In exercise of the power conferred by Fundamental Rule 103, the Governor General in Council is pleased to direct that the following shall be added as a Note to Rule 1 (a) of Annexure II, published with the Government of India, Finance Department, Resolution No. F-119/R. 1/28, dated the 6th September 1928:—

"**NOTE**.—In calculating the length of service, the period of continuous temporary service rendered by a piece worker up to the date of his being brought on to the permanent establishment shall be taken into account."

Grant of leave to industrial employees of the Government of India Presses.

Letter No. A-433, dated the 22nd May 1929, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to the Resolution of the Government of India in the Finance Department No. F. 119/R. 1/28, dated the 6th September 1928, promulgating a set of revised leave rules applicable to the permanent industrial employees of the Government of India Presses who are in superior service. When these rules were under consideration it was brought to the notice of the Government of India that the existing practice of granting casual leave to the salaried industrial employees was administratively inconvenient. Casual leave is not a recognised form of leave under the Fundamental Rules and the Government of India have decided that in future the grant of such leave to the permanent salaried industrial hands employed in their presses on or after the 6th September 1928 should be discontinued. Those employed before the 6th September 1928, will, however, continue to enjoy the privilege of casual leave sanctioned in para. 19 of the Resolution of the Board of Industries and Munitions No. A-31, dated the 15th July 1920.

2. The Government of India have also decided that casual leave should be withdrawn from the temporary salaried industrial hands employed in their presses. Such employees are at present eligible for leave under Supplementary Rule 285. But in view of the restriction imposed by this rule, the leave cannot often be availed of when required. The

*Governor General in Council has accordingly decided that Supplementary Rule 285 should not apply to future temporary industrial hands who should in lieu be granted leave on full pay for 16 days in a year. This leave will be non-cumulative, i.e., any leave not taken during the year will lapse. The temporary men employed before the date of these orders will, however, be allowed the option of taking either the leave as indicated above or to continue to take casual leave at present allowed in the different presses and leave under Supplementary Rule 285. The option once exercised will be final. But as soon as they are made permanent, they will automatically come under the rules applicable to permanent salaried industrial employees recruited on or after the 6th September 1928.

3. The orders contained in the preceding paragraphs will not affect the grant of leave which is admissible to press employees (including piece-workers) under this Department letter No. A-640, dated the 20th October 1928, on the occurrence of infectious diseases in their houses or on their detention in plague camps. Such leave will be granted on full pay for a period not exceeding thirty days under the following conditions :—

- (i) When there are infectious diseases such as small pox, etc., in the house of any employee and he is compelled to absent himself from office, not on account of his own sickness but on account of the occurrence of an infectious disease in his house. A medical certificate as to the occurrence of an infectious disease should be submitted and leave of absence from office should be obtained until another medical certificate is produced that all danger of infection has ceased. Employees in whose houses there are cases of infectious diseases will, if they attend office, be liable to be suspended from work.
- (ii) when an employee on returning from leave is detained in plague camps on the way to rejoin his post.

This leave shall not be taken into account in calculating the limit laid down in rule 4 of the rules in Annexure I and Rules 2 and 4 of the rules in Annexure II to the Finance Department Resolution No. F. 119-R.I/28, dated the 6th September 1928. If the period of absence on this account exceeds thirty days, the leave may be combined with leave on average pay or half average pay whichever may be due to an employee under the rules referred to above and thereafter with leave without pay to cover the excess period of absence. Pay in the case of piece-workers will mean remuneration at class rates.

APPENDIX 10.—MEDICAL TREATMENT.

Provision of facilities for medical attendance for the subordinate staff employed in the Stationery and Printing Department.

Letter No. A-669, dated 19th June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India have had under consideration the question of providing increased facilities for medical attendance for the subordinate staff employed in the Stationery and Printing Department. They have decided that with effect from the 1st July 1928, a dispensary should be opened in the building occupied by the Central Stationery Office, Calcutta, for the exclusive use of the staff employed in the different branches of the Stationery and Printing Department located in Calcutta. They accordingly sanction the entertainment of the following staff for the dispensary :—

One Sub-Assistant Surgeon on a pay of Rs. 75—5—175 per mensem (seventy-five rising by annual increments of five to one hundred and seventy-five).

Two compounders on a pay of Rs. 30—1—40 (thirty rising by annual increments of one to forty) each per mensem.

One sweeper on a pay of Rs. 15 (fifteen) per mensem.

* Letter No. A-433, dated the 29th June 1929, from the Department of Industries and Labour.

They also sanction the following expenditure for the equipment of the dispensary :—

<i>Non-recurring.</i>		
	Rs.	
Surgical and medical equipment	622	(Six hundred and twenty-two).
Medicines	1,000	(One thousand).
Furniture	260	(Two hundred and sixty).
<i>Recurring.</i>		
	Rs.	
Medicines	500	(Five hundred per annum with effect from the year 1929-30).
Contingencies	60	(Sixty) per annum.
Forms	20	(Twenty) per annum.

2. The number of men employed in the Government of India Presses at Simla and Delhi is comparatively small and does not justify the provision of separate dispensaries for their exclusive use. The Government of India are of opinion that requirements of these presses will be met if a first aid chest is maintained by each of them as is done by the Government of India Press, Aligarh. They have also decided that the Sub-Assistant Surgeon who at present attends on the employees of the Government of India Press, Simla, once a week should, with effect from the 1st July 1928, visit the Press every alternate day, his allowance being raised with effect from the date mentioned above from Rs. 20 (twenty) to Rs. 30 (thirty) per mensem. Similar arrangements will be introduced in the Government of India Press, Delhi, with effect from the 1st July 1928, and the Sub-Assistant Surgeon who may be detailed for this duty will be paid an allowance of Rs. 30 (thirty) per mensem.

3. The Director General, Indian Medical Service, is being requested to make the necessary arrangements for the establishment of the dispensary at Calcutta, for the recruitment of the staff and for the purchase of necessary equipment. He will also issue necessary orders to the Sub-Assistant Surgeons who will attend on the employees in the Simla and Delhi Presses.

4. The entire expenditure in connection with the arrangements sanctioned above will be borne by the Stationery and Printing Department. One-fifteenth of the total cost connected with the dispensary at Calcutta will be recovered from the Central Publication Branch, Calcutta, which is treated as a commercial department. Budget provision to meet the expenditure involved has been included in the Demands for Grants for Stationery and Printing for the year 1928-29.

Location of the dispensary in the Government of India Press, Calcutta.

Letter No. A-669, dated 3rd September 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

I am directed to say that the Government of India approve of your suggestion that the dispensary sanctioned in this Department's letter No. A-669, dated the 19th June 1928, for the use of the staff employed in the different branches of the Stationery and Printing Department in Calcutta should be located in the building occupied by the Government of India Press, Calcutta, and not in the Central Stationery Office.

2. The orders contained in this Department's letter referred to in paragraph 1 above are modified accordingly.

Sanction to the recurring expenditure on account of cooly hire for bringing medicines from the hospital for the employees of the Government of India Press, Simla.

Letter No. A-669, dated the 28th February 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C.P.O.-13/72/28, dated the 24th January 1929, I am directed to say that the Government of India authorise the Manager, Government of

India Press, Simla, to incur recurring expenditure not exceeding Rs. 15 per mensem from the contingent grant of that Press, on account of cooly hire for fetching medicines for the employees of the Press from the dispensary.

APPENDIX 11.—OVERTIME.

Grant of overtime allowance to Industrial hands in the Government of India Press, Aligarh.

Letter No. A-627, dated 18th September 1926, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In reply to your letter No. C. P. O.-15-108, dated the 4th June 1926, I am directed to say that in the circumstances explained by you the Government of India confirm the action of the Manager, Government of India Press, Aligarh, in paying overtime allowance to industrial hands, including the Engine Bhistic in that Press, for work in excess of 7 hours a day during the period from 1st April 1924 to 31st March 1926. The revised rates of pay for the employees of the Press sanctioned in this Department's letter No. A-627, dated the 28th April 1926, are based on a normal working day of 8 hours in the case of all industrial hands except readers and foremen in the Composing, Machine, Press, Bindery and Foundry Branches for whom the normal working day of 10 hours has been adopted. Overtime allowance to the employees including the Engine Bhistic, but excluding the Engineer Foreman who is not eligible for this allowance, should therefore with effect from the 1st April 1926 be paid on the above basis in accordance with the rules in force in other Government of India Presses. Payments of overtime made since that date otherwise than in accordance with these orders should be recovered from the men concerned.

List of employees of the Government of India Presses, Calcutta, Simla and Aligarh, who are entitled to overtime allowance.

Letter No. A-712, dated 17th September 1928, from the Government of India, Department of Industries and Labour, to the Examiner, Government Press Accounts.

It has been brought to the notice of the Government of India that difficulty is experienced in audit in checking the title of men to overtime allowance, in view of the fact that in certain cases the designations of the same class of workers drawing overtime allowance are not similar, and that orders regarding the eligibility of the staff to overtime are not available in a consolidated form. The Government of India have accordingly had lists prepared showing the staff in the Government of India Presses at Simla, Aligarh and Calcutta, who are eligible for overtime under existing orders. I am directed to enclose a copy of these lists for your information. A list showing the employees of the Government of India Press, Delhi, eligible for overtime allowance was issued with this Department letter No. A-431, dated the 31st March 1927. A similar list for the Forms Press, Calcutta, will be issued separately.

CALCUTTA PRESS.

Statement showing the classes of employees to whom overtime allowance is admissible.

Employees who are eligible for overtime.	Nature of work.
<i>Office Establishment.</i>	
Time-keeper and Assistant Time-keeper	Records attendance of employees.
Paper Issuer	Calculates and issues the quantity of paper required for each job.
Paper Supplier	Supplies paper to Machine and Pressmen.

Employees who are eligible for overtime.

Nature of work.

Industrial—Salaried.

Reader	Examines and corrects proofs.
Reviser	Revises reading proofs and Author's Corrections.
Copyholder	Reads copy to Reader.
Case Foreman	} Supervises and issues work to the case rooms.
Assistant to Foreman	
Section-holder	} Supervises and issues work to compositors.
Assistant Section-holder	
Correction Checker	Checks compositors' time-slips with corrected proofs.
Warehouseman (salaried)	Does miscellaneous work, <i>i.e.</i> , pasting, stitching, etc.
Binder (salaried)	Do.
Proof Pressman (including Galley and Forme Proof Pressman).	Pulls proofs from composed matter.
Forme Carrier	Carries Formes.
Standing Forme-keeper and Assistant Standing Forme-keeper	In charge of standing types, formes and pages and keeps record of same.
Type Storekeeper	In charge of types and materials and issues same.
Type Supplier	Supplies types and materials to compositors.
Mono Operator	Operates Monotype keyboard Machine.
Mono Caster	Operates Monotype Casting Machines.
Metal Melter	Melts metal and prepares ingots of metal for Linotype and Monotype Machines.
Lino Operator	Operates Lino machines.
Machine Foreman	} Supervises and issues work to machinemen.
Machine Jamadar	
Press Foreman	Supervises and issues work to Pressmen.
Report writer	Writes reports of Machinemen and Inkers.
Draftsman	Prepares wood-cuts and writes on stones for litho work.
Litho Pressman	Prints copies from stones.
Bindery Foreman	} Supervises and issues work to binders.
Bindery Assistant Foreman	
Bindery Jamadar	
Bindery Despatcher	
Paper counter	Despatches work done in Bindery.
Paper counter	Counts paper received from Press before binding.
Material Supplier	Supplies materials to the binders.
Paste Supplier	Prepares and supplies paste and glue to the binders.
Hand Ruler	Does the ruling of skeleton forms by hand.
Examiner	Examines books, etc., before despatch.

Employees who are eligible for overtime.

Nature of work.

Office Establishment—contd.

Duftry	Helps the Gazette Despatcher in weighing parcels and affixing stamps on the packets of publications supplied to out-stations and undertakes ruling work of the office.
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Industrial—Salaried.

Section-holder and Assistant Section-holder	Supervises and issues work to operatives.
Binding and Warehouse Jamadar	Supervises and distributes work to Binders and Warehousemen.
Press Jamadar and Assistant Press Jamadar	Supervises and distributes work to Machine and Pressmen.
Compositor	Composes and carries out corrections in the proofs.
Keyboard Operator	Operates Monotype Keyboard machine.
Caster Attendant	Operates Monotype Casting Machine.
Lino Operator	Operates Lino Machine.
Randomman	Makes into pages Lino Composed matter and changes slugs in corrected proofs.
Impositor	Imposes the composed matter.
Machineman	} Operates Printing Machine.
Machine Inker	
Binder	Does Binding work.
Warehouseman	Does folding, stitching and pasting, etc.
Time Checker and Assistant Time Checker	Checks time slips of compositors and correctors with corrected proofs.
Forme and Galley Proof Pressman	Pulls proofs of composed matter.
Stereotyper	Prepares stereotypes, etc.
Supplier	Supplies types and other furniture to compositors.
Clerk (Press Report-writer)	Writes Machine and Pressmen's report and checks reader's outturn sheets.
Head Mechanic	} Attends all machines in the press and carries out petty repairs.
Mechanic	
Motor Attendant	Attends electric motors.
Head Reader	Supervises Readers, distributes works to the Readers and examines proofs.
Reader	Examines and corrects proofs.
Reviser	Revises reading proofs and Author's corrections.

Employees who are eligible for overtime.

Nature of work.

Industrial—Salaried—concl.

Copyholder	Reads copy to Reader.
Standing Forme-keeper	} In charge of standing types, formes and pages and keeps account of same.
Assistant Standing Forme-keeper	
Roller Moulder	Casts Rollers for Printing Machines and Hand Presses.
Forme Carrier	Carries formes.
Carpenter	Repairs office furniture and prepares printing wooden materials and also does packing, etc.
Blacksmith	Carries out petty repairs and assists Head mechanic.
Cooly	Assists Blacksmith.
Metal Melter	Melts metal and prepares Ingots for Mono and Lino machines.

Industrial—Piece.

Pressmen.
Inkers.
Flyboys.

N.B.—The Head Reader, Senior Readers on Rs. 245—10—325, Section-holders, Time Checkers and Press Jamadar are not entitled to overtime up to 10 hours.

ALIGARH PRESS.

Statement showing the classes of employees to whom overtime is admissible.

Employees who are eligible for overtime.

Nature of work.

Office Establishment.

Time-keeper and Assistant Time-keeper	Records attendance of employees.
Paper Issuer	Calculates and issues the quantity of papers required for each job.
Cooly	Carrying papers, forms, etc.

Industrial—Salaried.

Foreman—Compositor	Supervises and distributes work to compositors.
Compositor	Composes type matters.
Foreman—Printer	Supervises and distributes work.
Machine Jamadar	Assists Foreman Printer.
Rotary Printer	Operates Rotary Printing Press.
Rotaryman	Works as Assistant to Operators of Rotary Presses.
Tag machineman	Works as operators on tag machine.

Employees who are eligible for overtime.

Nature of work.

Industrial—Salaried—contd.

Re-winder	Works on re-winding machine.
Assistant Tag and Re-winder	Assistant to above.
Galley Pressman	Pulls proofs.
Bindery Foreman	Supervises and distributes work to binders.
Assistant Foreman	Assists Bindery Foreman.
Binder	Does book binding, punching, pasting, stitching, numbering, folding, etc.
Counter (Bindery Branch)	Counts printed sheets, books and paper.
Boy	Does pasting, counting of forms and miscellaneous work in the Binding Branch.
Envelope maker	Prepares envelopes.
Stereo-Foreman	Supervises and distributes work to Stereo Branch.
Stereo typer	Castes and prepares Stereo plates.
Standing Formes-keeper	Keeps standing type formes and maintains a record of them.
Roller Moulder	Manufactures rollers for machines and presses.
Beltman	Repairs belts.
Reader	Proof reading.
Vernacular Reader and Compositor	Composing and reading.
Copyholder and Urdu Reader	Copy holding and proof reading.
Copyholder	Holds copy to readers.
Mechanic	Repairs work, fitting, and general metal work.
Carpenters	Carpentry and mounting stereos, plates.
Blacksmith	Blacksmith.

Industrial—Piece.

Pressman	Printing on hand presses.
Machineman	Printing on Flatbed machines.
Inker	} Assists in work of above.
Flyboy	

N.B.—The Readers, Foreman Compositor, Foreman Printer (Press and Machine Branch), Foreman Binder, and Stereo Foreman are not entitled to overtime up to 10 hours.

Letter No. A-586, dated 23rd December 1924, from Assistant Secretary to the Government of India, Department of Industries and Labour, Delhi, to the Controller of Printing, Stationery and Stamps, Delhi.

In reply to your letter No. Pg.-124, dated 11th December 1924, I am directed to convey the sanction of the Government of India :—

- (i) to the grant, in accordance with the rules in force in other Government of India Presses, of overtime allowance to the Time Keeper and other establishment, both salaried and on piece-work, of the Forms Printing Press, Calcutta, sanctioned in this Department's letter No. A-586, dated 11th September 1924 ;

- (ii) to the grant to the temporary Farash in the Stationery Branch of the Forms Press a pay of Rs. 13 per mensem instead of Rs. 11 per mensem sanctioned in this Department's letter quoted above;
- (iii) to the treatment of the Proof Pressman whose entertainment as a temporary piece-worker was sanctioned in this Department's letter referred to above as a salaried hand on Rs. 17 per mensem;
- (iv) to the entertainment of an extra-mehtar in the Press in question from the 1st to the 5th August 1924, inclusive; and
- (v) to the entertainment in that Press of two punkha-pullers one on Rs. 11 and the other on Rs. 8 per mensem from the 1st August 1924 to the 5th October 1924, inclusive.

APPENDIX 12.—RATES AND PAY.

Improvement in the condition of services and the rates of pay, etc., of the employees of the Government of India Presses, Calcutta, Simla and Delhi.

Extract from Resolution No. A-31, dated 15th July 1920, from the Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

7. *Revision of hours of work.*—The Government of India find on enquiry that the hours of work in the presses are at present undeniably long, and they have decided that in future the normal day for all industrial workers in the presses who draw overtime allowances should be 8½ hours on 5 days of the week (7 A.M. to 5 P.M. or such other hours as may suit local conditions, including 1½ hours complete rest for meals, etc.), and 5½ hours on Saturday (7 A.M. to 1-30 P.M. or such other hours as may suit local conditions with 1 hour's rest), thus making a total of 48 ordinary working hours in the week. The men will also be allowed to work to a maximum of 12 extra hours during any week. For each overtime hour thus worked the men will receive an additional payment of 25 per cent. of their class rates per hour. Thus, allowing for 25 working days during the month, no men will be required to work for more than 250 hours in a month (including overtime) except in cases of real emergency. But to ensure that occasions of this nature are as few as possible and to give an adequate reward for work performed under such conditions, the additional payment made for each hour worked in excess of 10 hours on any day will be 50 per cent. of the class rate per hour. The above decision will not affect the clerical and the computing staffs of the presses who will continue to be on the same footing as regards hours of work as clerical establishments in other offices.

PIECE-WORKERS.

8. *Necessity of retaining the piece-work system.*—The Government of India also find that the present average earnings of piece-workers in their presses compare favourably with those that are earned in other establishments. Piece-workers who attend regularly and work reasonably long hours earn good wages; as they improve their skill, they can obtain progressively higher rates. Those who are less regular in attendance or are less skilled naturally earn less; but it is clear that assiduity and a desire to improve their skill offer to all an ample prospect of advancement. These facts very greatly reduce the force of the main argument used in most of the recent petitions, that the present piece-rates are entirely out of date and inadequate. The main objection, however, to the present system is as indicated above, that piece-workers in many cases work very long hours, often exceeding the limit of the 60-hour week which the Government of India consider suitable for industrial establishments in this country. The Government of India also realise the necessity of ensuring a regular flow of work so as to afford an equal distribution of opportunity to all workers. The conclusion reached by the Government of India is, briefly, that workers should be enabled to earn a wage compatible with a decent

standard of comfort under modern conditions, without the necessity of working for unduly long hours ; but this object can be easily gained without the abolition of piece-work. To reduce the industrious and the intelligent to the same level with the casual or inexperienced worker would be a retrograde step, and would not be in the best interest of the men themselves ; it would clearly be impossible to reward special merit without constant interference in a way that might give an opening to favouritism and injustice. The Government of India are therefore of opinion that the piece-work system should continue, but they have decided to make the following modifications in the terms of employment of the piece-workers in their presses.

9. *Increase of piece-work rates.*—The present scale of rates of payment for piece-work will be raised by 40 per cent. for Calcutta and Delhi and by 50 per cent. for Simla ; at the same time, the special temporary allowances at present in force will be abolished. As far as can be judged from the very detailed figures that the Government of India have obtained of the earnings of the men of different classes in the Calcutta, Delhi and Simla presses during the year 1919-20, the piece-workers will be able, under the increased rates now sanctioned, to earn more than their present total income in a shorter working day and under considerably more favourable conditions.

10. *Payment for lost time.*—Piece-workers have represented that a real hardship has been caused by the fact that they receive no payment for any time during which they remain idle in the Press for lack of work. To remove this grievance, it has been decided that in future they will be paid according to their class rates, if during normal working hours they have to remain idle for this cause.

11. *Leave rules for piece-workers.*—The Government of India are not, however, prepared to accept the proposal that piece-workers should have the same provisions for leave as salaried hands. They think that the piece-workers should continue to be treated in this matter in the same way as the establishments of other industrial concerns, and that they should only be paid for days on which they attend for work.

Superintendents of presses are, however, authorised to waive, at their discretion, penalties for casual absences which are not covered by leave granted in advance or by medical certificate.

Under an arrangement of long standing, 8 days' casual leave with pay is granted to Simla piece-workers (the majority of whom are residents of the plains) during the winter months when work is less pressing locally. In future, the Simla men will be allowed to combine with this leave, leave without pay, and such combined leave will not be considered a break in service.

SALARIED HANDS.

12. *Revision of salaries.*—As regards salaried hands the men at present draw their original basic pay *plus* the war allowance. In addition, they get overtime allowances (except in the case of clerks and computers, who are not eligible for overtime). In view of the extension of the standard hours of work, and in order to secure an adequate living wage, under altered conditions to all classes of workers in their presses, the Government of India have decided to increase the pay at present drawn by the salaried employees of their presses. In fixing the revised scale for salaried hands at present entitled to overtime, the present basic pay has first of all been raised by one-third, and to this sum the present war allowances have been added. The amount so obtained has been further raised to a figure which would, in the opinion of the Government of India, provide for the necessary degree of improvement in the present earnings of the men.

13. *Introduction of time-scale.*—The Government of India understand, moreover, that much of the grievances of the subordinate employees is due to the fact that at present a certain amount of favouritism and petty oppression is possible in the promotion of the salaried hands from one grade to another, there being at present a very large number of grades in each class of the establishment, and in almost all the representations recently received, it has been suggested that a time-scale of pay should be introduced. The Government of India have, therefore, decided to introduce time-scales of pay wherever possible.

14. *Readers, Revisers and Copyholders.*—The scales sanctioned for Readers, Revisers and Copyholders are as follows:—

Calcutta and Delhi Scale.		Simla Scale.	
Ra.		Ra.	
200—10—250		
160—10—200		180—10—220	
110—8—150		125—8—165	
60—4—100		70—4—110	
30—2—50		40—2—60	

with certain special appointments above these grades.

The Head Reader and some of the senior readers in each of the presses will not be paid any overtime allowance except the special overtime after 10 hours' work on any day. The pay of these appointments has, therefore, been fixed at special rates not shown here on an estimate of the present earnings of the men on a 10-hour basis. The other readers will draw overtime after normal hours now prescribed at the rates laid down in paragraph 7 above.

15. *Foreman, Section-holders and Assistant Section-holders.*—The following are the scales sanctioned for Foremen, Section-holders and Assistant Section-holders:—

	Calcutta and Delhi Scale.	Simla Scale.
	Ra.	Ra.
Foremen	200—10—300
Assistant Foremen (Section-holders)	100—5—150	125—10—175
Assistant Section-holders	40—4—80	55—3—85

The scales sanctioned for Foremen and Section-holders are on a 10-hour basis, as these men will not in future be allowed to draw overtime excepting special overtime after 10 hours' work on any day. Assistant Section-holders will draw overtime after normal hours at the revised rates.

16. *Clerical and Computing Staff.*—With the exception of a few posts for men holding charge of the different sections of the offices which have been treated as special appointments at special rates of pay, the clerical and computing staff has been classified in three different grades given below:—

	Calcutta and Delhi Scale.	Average.	Simla Scale.	Average.
	Ra.	Ra.	Ra.	Ra.
Upper	100—10—200	166½	120—8—200	173½
Lower A	44—3—110	75	50—3—125	81½
Lower B	30—2½—80	55	35—2½—90	60½

As explained above, the clerical and computing staff will, as at present, be on the same footing regarding hours of work as clerical establishments in other offices, and will not get any overtime allowances.

17. *Transfer from grade to time-scale.*—In order to give the men who will thus be placed on a time-scale, some immediate increase on their present earnings, it has been decided that the ordinary rule (Article 157 of the Civil Service Regulations) should be waived, and that the present incumbents who will be transferred from graded to time-scales of pay, should be allowed to start on the time-scale at a stage which will give men drawing Ra. 70 and below an increase of 10 per cent., and men drawing from Ra. 71 to Ra. 300 an increase of 5 per cent. on their present actual earnings, including war and overtime allowances.* In the case of men drawing higher salaries, except where there is any special

* For the purpose of this comparison, overtime will be calculated on the understanding that the men used to work for eight or ten hours a day, as the case may be.

reason for granting any increments in advance, Article 157 of the Civil Service Regulations will apply.

18. *Exceptions to application of time-scale.*—It has not been found possible to extend the system of time-scale of pay generally for other classes of press employees, as owing to the great variety of work performed by them, it would be necessary to adopt an inconveniently large number of scales, with efficiency bar at different stages, and the result would practically be the same as the present graded system. In the majority of cases, therefore, men, other than those belonging to the Clerical, Reading and Composing Branches, will continue on fixed salaries, but under the revised rates sanctioned for them, they will in most cases gain about 10 per cent. over and above their present earnings *plus* their temporary allowances, in the few cases in which the men will not derive any immediate benefit, the Government of India will be prepared to consider sympathetically applications for personal allowances which are supported by the Controller of Printing.

Grant of Casual Leave.

19. Salaried hands who earn overtime, will in future be eligible for casual leave.

Pensions and Provident Fund.

20. *Admissibility to pension.*—Under existing rules, the service of piece-workers on the temporary establishment does not count for pension in the case of men who are admitted eventually to the permanent establishment. This rule will be maintained, but the Government of India will be prepared to consider recommendations for pensions on behalf of men who have rendered 25 years' continuous and approved service, whether such service is classified as permanent or temporary.

With a view to remove one of the principal grievances of men on the temporary salaried establishment, the Government of India have also decided to transfer a large proportion of such men from the temporary to the permanent establishment. These privileges will apply only to men at present in the service.

21. *Institution of a Provident Fund.*—A Provident Fund on the general lines of the Provident Funds of State Railways will be established for all regular employees of the Government of India Presses. The rules regarding this Provident Fund will be announced later. No persons entering the service in future will be eligible for pensions; and, with the exception of the day-extra men, all men who join the Government of India Presses will be required to join this Fund.

Miscellaneous Concessions.

22. *Special rates for Simla.*—The Government of India are unable to accept the proposal that house-rent allowance should be granted to the men employed in the Simla Presses. But as house-rents are high in Simla and the cost of living is somewhat greater than in the plains, they have fixed the revised rates for piece-workers as well as salaried hands at a higher level for Simla than those sanctioned for Calcutta and Delhi.

23. *Date from which sanction will take effect.*—The revised terms now sanctioned for piece-workers and salaried hands in the Government of India Presses will take effect from the date of the issue of these orders.

24. *Works Committees.*—The Government of India have had under their consideration the question of introducing a system of Works Committees composed of representatives of different classes of workers and of the supervising staff in Government Factories on the lines of those developed in England, and they have decided that a beginning in this direction should be made with the Government Presses. Committees of this sort will enable the various grades of the supervising staff to realise more fully the conditions under which the workers labour; they will enable the workers to appreciate the problems connected with the distribution of complementary tasks; they will enable all classes to understand the value of co-operation with a view of removing inequalities of hours and conditions of work, and generally should develop the form of public spirit which enables all classes to realise the importance of each individual's work in the general result.

25. To sum up, whilst the temporary allowances will be absorbed, under the new arrangements the following permanent improvements in service conditions will be secured to the different classes of employees in the Government of India Presses :—

I.—*Clerks and Computers*.—Time-scales of pay will be introduced which will give them an immediate increase on their present earnings, and will insure very considerably improved prospects for the remainder of their service.

II.—*Industrial Hands*.—(1) There will be a substantial shortening of the actual hours of labour. In future the hours will be restricted to 60 a week except in cases of emergency. At present the average hours of work are considerably in excess of this limit.

(2) A large number of men who are now employed on a temporary basis will become eligible for pension privileges, and will be allowed to count their past continuous temporary service.

(3) For all future employees of the Government of India Presses a Provident Fund will be instituted on the lines of the State Railways Provident Funds.

(4) Piece-workers among industrial hands will have the following additional benefits :—

(a) Piece rates will be raised by 40 per cent. for Calcutta and Delhi and by 50 per cent. for Simla.

(b) For overtime in excess of 8 hours, the hour class rates will be further enhanced by 25 per cent., i.e., they will be 175 per cent. of the present rates in Calcutta and Delhi and 187½ per cent. of present rates in Simla.

(c) For overtime in excess of 10 hours, the hour class rates will be 50 per cent. above the new rates; i.e., they will be 210 per cent. of the present rates in Calcutta and Delhi and 225 per cent. of the present rates in Simla.

(d) Payment will be made for hours during which a piece-worker may be unoccupied on account of lack of work.

The average earnings of piece-work compositors in the Government of India Presses now range from Rs. 35 to Rs. 90 per mensem according to class. It is believed that as the result of rates now sanctioned, they will in general earn still higher wages in spite of a material reduction in the hours of labour.

(5) Salaried men among the industrial hands will have the following benefits :—

(a) In certain branches of the press, time-scales of pay will be introduced, insuring an immediate increase in the earnings and greatly improved prospects in the future.

(b) In branches where time-scales are not feasible, there will be better grading and improved salaries on an eight hours basis.

(c) Except in special cases, overtime on all work in excess of 8 hours will be paid at a rate 25 per cent. above the proportional rate of salary, while overtime in excess of 10 hours will be paid at a rate 50 per cent. above the proportional rate of salary.

(d) Salaried men, who earn overtime, will be eligible for casual leave.

III.—*Works Committees* will be established to afford the men regular opportunities of discussing with the supervising staff inequalities and difficulties that may arise under working conditions.

26. It is hoped that the revised terms of employment explained in this Resolution will substantially improve the position of all employees in the Government of India Presses.

U.-O. I. No. 4718-Pg., dated 16th November 1920, from the Controller of Printing, Stationery and Stamps, to the Superintendent, Government Printing, India.

Will the Superintendent, Government Printing, India, please refer to the correspondence resting with his U.-O. I. No. 594, dated 11th November 1920, on the subject of the grant of casual leave. The new rule issued by the Board of Industries and Munitions

makes all salaried hands, superior or inferior, overtime drawing or non-overtime drawing,—eligible for casual leave. The concession should not therefore be disallowed to Peons, office servants and office dufftries in future.

Rest interval for persons employed in the Government of India Press, Simla and reduction in the hours of attendance in the Government of India Presses, Calcutta and Delhi, and abolition of the system of payment to piece-workers for the refreshment and prayer intervals in the various Government of India Presses.

Endorsement No. 217-5088, dated 17th August 1926, from the Financial Commissioner and Secretary to Government, Punjab, Development Department, Lahore, to the Controller of Printing, Stationery and Stamps.

I am directed by the Governor in Council to forward a copy of a letter from the Controller of Printing, Stationery and Stamps, No. C. P. O. 13-200, dated the 9th of July 1926, and to say, with reference to the proviso to clause (a) of section 21 (1) of the Indian Factories Act, 1911, as subsequently amended that the Governor in Council has been pleased to sanction with effect from the 1st of June last, the fixing of the rest interval in the Government of India Press, Simla, at half an hour per day in the case of each male person employed for not more than eight and-a-half hours on each working day. This rest interval will be so arranged that no employees shall be required to work for more than five hours continuously.

2. I am to ask that you will inform the Controller accordingly.

Letter No. A-350, dated 21st June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India have had under consideration the petitions submitted in December 1926 by some of the salaried hands in the Government of India Press, Calcutta, praying for reduction in their hours of attendance. They are unable to agree to a reduction in the daily normal hours of work but have no objection if one of the two refreshment intervals at present allowed, i.e., from 10 A.M. to 10-30 A.M., is abolished with the consent of the majority of the men. When morning overtime is worked on any day, it will be compulsory under the Indian Factories Act to give another $\frac{1}{2}$ hour's rest to the men concerned. This may be given from 10 A.M. to 10-30 A.M.; but the salaried hands not called to work overtime should not be required to take it. This arrangement may also be introduced in the Government of India Press, Delhi, if it is acceptable to the majority of the employees of that press. The Managers of presses should also be instructed to see that no piece-worker is allowed to work during the refreshment intervals.

2. In view of the various concessions which are now being granted to piece-workers the Government of India have decided that with effect from the 1st July 1928 the present system under which piece-workers who were in employment in their presses before the 1st November 1922 are paid at class rates for the refreshment intervals when they happen to be working on time, should be abolished. They have also decided that payment for the prayer intervals allowed to the Mohammedan piece-workers in their presses in similar circumstances should also cease from that date. The prayer interval will be allowed but no payment will be made for this period.

Payment for idle time to piece-workers in the Government of India Presses and exercise of a careful check over such payments.

Letter No. A-528, dated 16th July 1925, from the Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to paragraph 10 of the Board of Industries and Munitions Resolution No. A-31, dated the 15th July 1920, in which sanction was accorded to piece-workers in the Government of India Presses being paid according to their class rates if during normal working hours they had to remain idle for lack of work. Arrangements for the supervision and regulation of work in the Presses have since been improved and the Government of India are of opinion that the need for the concession has ceased to exist. They have accordingly decided that piece-workers, who may be recruited in future in the

Government of India Presses, should not be paid for the time during normal working hours for which they may have to remain idle for lack of work. This should be made clear to all future recruits.

2. In view of the previous decision the Government of India are unable to accept your proposal that payment for idle time should now, in the case of piece-workers already in service, be restricted to periods of one hour and over. For such men the existing arrangements may be allowed to continue.

Revision of the pay and strength of the superior supervising staff of the Stationery and Printing Department.

Extract from letter No. A-570, dated 27th March 1925, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to your letter No. Pg.-7, dated the 25th April 1924, on the above subject and to say that the Government of India, with the approval of the Secretary of State for India have decided that the strength and the pay of the superior supervising staff of your Department should be revised with effect from the 1st March 1925, as shown in the annexed statement. The pay shown in the column "Scale sanctioned" will, in the case of all posts of Manager and the posts of Deputy Controller, Stationery and Stamps, and Deputy Controller, Forms, be applicable only to officers employed in the Department on the 1st April 1924. When proposals are made for the appointment of other officers to these posts, the question of suitable scales of pay will be considered afresh.

* * * * *

3. Free quarters will continue to be admissible in the case of appointments for which they are now allowed as shown in the attached statement; in other cases rent will be charged for Government quarters under the Fundamental Rules.

4. The conveyance allowances at present drawn by the Deputy Controller, Forms, and the Manager, Government of India Press, Simla, will cease from the date from which the revised rates of pay come into force.

5. A sum of Rs. 250 per mensem out of the pay of the Manager, Government of India Press, Aligarh, will be debited to the Indian Post and Telegraph Department on account of that portion of his duties which is connected with the Postal Workshops, Aligarh.

Scale sanctioned.

Perma- nent No.	Tempo- rary. No.	Designation.	Pay.
<i>Government of India Press, Calcutta.</i>			
			Ra.
1		Manager	1,250—50—1,500
1		Assistant Manager (a)	250—25—550
3		Overseers (a)	250—25—550 each.
<i>Government of India Press, Simla.</i>			
1		Assistant Manager (a)	250—25—550
<i>Government of India Press, Aligarh.</i>			
1		Assistant Manager (a)	250—25—550

(a) One of the present holders of these six posts may be promoted to the selection grade of Ra. 550—40—750 a month, provided that he was employed in the Department on the 1st April 1924, his own rate of pay being kept in abeyance.

Revision of the pay of the Lino and Mono operators in the Government of India Press, Calcutta, and alteration in the rules for calculating their outturn.

Letter No. A-431, dated 21st June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

I am directed to say that the Government of India have had under consideration the grievances of the Linotype and Monotype operators in the Government of India Press, Calcutta, set forth in the memorial of the salaried hands of that Press dated the 18th December 1926 and they are pleased to sanction the following alterations in their pay and in the system of calculating their outturn with effect from the 1st July 1928 :—

- (1) The Linotype and Monotype operators will be placed on a uniform scale of pay Rs. 80—4—100—5—125 per mensem (rupees eighty rising by annual increments of rupees four to rupees hundred and thereafter rising by annual increments of rupees five to rupees one hundred and twenty five) ;
 - (2) This scale will be allowed only to those operators whose outturn is not less than 5,000 (corrected) ens per hour ;
 - (3) The existing Linotype operators whose outturn comes up to 5,000 (corrected) ens per hour will start in this scale at Rs. 100 (one hundred) if they are not already drawing a higher rate ;
 - (4) In the case of an operator whose outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a deduction of Rs. 10 (ten) will be made from the basic rate and in the case of an operator who fails to attain 4,500 (corrected) ens a deduction of Rs. 15 (fifteen) will be made from the basic rate. Disciplinary action will ordinarily be taken against an operator whose outturn falls below 4,000 (corrected) ens per hour ;
 - (5) The deductions referred to above will be made not with reference to the outturn of a single month but only when the average outturn of three consecutive months falls short of the prescribed standard ;
 - (6) Both the Lino and Mono operators will be paid a bonus of 8 pies per thousand ens when their outturn exceeds 900,000 ens per month ; and
 - (7) The outturn of the Lino and Mono operators will be calculated in accordance with the rules herewith attached.
2. The extra expenditure involved should be met from the provision included in the budget estimates of the Government of India Press, Calcutta, for 1928-29.
3. I am to add that the Government of India regret that they are unable to agree to the request of the Lino operators that the period of service for pension may in their case be reduced to 20 years.

LINOTYPE COMPOSITION.

Rates and Rules for Linotype operators.

1. All composition on the Linotype machine shall be cast up in the usual way.
 - (a) Matter set to a measure less than 11 ems 12 point in width (not being tabular) shall be 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 shall be calculated at 5 per cent. extra.
 - (c) Matter requiring two slugs to complete one measure (not being tabular) to be charged one-fourth extra ; three or more 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) to be charged one-half extra, and foreign languages double for each line.
 - (e) Matter run down blocks to be charged to the full width of the article.
 - (f) Simple tabulated matter, i.e., with one justification should be 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 have to be set from the side cases 50 per cent. extra.

(h) Bad copy or manuscripts, to be charged one-third extra. Before the extra is allowed the question must be submitted to the Manager or Assistant Manager for orders.

2. Authors' corrections will be calculated at 50 per cent. on fresh set matter. Only the lines actually necessary to carry out the corrections and make the lines even will be allowed.

3. All stoppages must be immediately reported to the Overseer through the Mechanic on the special printed report forms, 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.

4. When serving out copy to the operators the Section-holder will number it serially and enter in his copy distribution book the register number, date, time, folio numbers and operator's name. He will also instruct the operators with regard to setting up.

5. The date and time the composition is finished and second reading proof corrections carried out will also be entered at the time in the copy distribution book. The date the work is sent for approval or printing will be entered in the Register of work.

6. When proofs are returned to press they will be entered up in the Register of work and then issued direct to the operators to carry out author's corrections, and will not be edited as is done in the case of fresh copy. The Section-holder must see that the work is got out at the earliest possible hour and will be held responsible for any delay.

7. The changing of slugs and making up of matter set on the machines will be carried out by a compositor on time work.

8. The Linotype operators' outturn will be cast up daily by the computer, entered in the Linotype docket and submitted to the Overseer for inspection. He will also verify all stoppages.

9. Linotype operators are held personally responsible for the condition of their machines. They are liable to pay the cost of repairs or for any damage done to the machine or materials under their charge which may be found to be due to carelessness or wrongful use. Full allowances will be made for fair wear and tear.

10. Before starting work in the morning, Linotype operators will carefully 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 must be removed from the well at the end of each day's work. Machines are to be kept thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. The lubricators fitted to the machine will be filled with oil every morning. In other working parts oil is to be very sparingly used, and any running oil should be carefully wiped off. No oil whatever will be used on the outer surfaces of the cams, gear wheels or those parts of the machine with which the matrices come into contact, viz., star wheel, assembly box, delivery channel, first and second elevators, face of mould and distributor. All these parts must be kept scrupulously clean and dry.

11. The operators will see that all spacebands are polished every morning with plum-bago, on the board made for this purpose, and dirt or metal carefully removed. Emery or sand paper must not be used.

The spacebands must not be reversed in the machine. The small slide or top must be at the right hand side.

12. Magazines and matrices will be cleaned periodically under instructions 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 polishing pad provided for the purpose. The guides of the magazines will be thoroughly brushed out with petrol to remove all foreign substances. When cleaning the magazines care must be taken not to damage the escapement pawl springs and links.

13. Linotype operators must see that all matrices are distributed into their proper magazines before changing from one to another.

MONOTYPE COMPOSITION.

Rates and Rules for Monotype Operators.

1. The outturn of Monotype Operators will be calculated on corrected ens only.
2. Solid matter will be cast up in the same way as for hand composition.
3. 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 :— (The examples appear in the Chapter VI).
5. Tabular matter will be cast up at 25 per cent. extra.
6. Matter of and above four lines wholly composed in other than ordinary English (*e.g.*, dialects and contractions) to be charged one-half extra, and foreign languages double for each line.
7. The seven alphabet, or any variation of the standard lay-out, on the "D" key board, to be charged one-third extra.
8. Bad copy or MS. to be charged one-third extra. Before the extra is allowed, the question must be submitted to the Manager or Assistant Manager for orders.
9. All paper perforated by the operator, but not workable on the Caster through defect of paper or machine, to be charged by the operator.
10. Author's corrections up to 1,000 ens if set on the Monotype Machine will be paid for at 50 per cent. over the rate for fresh matter but ordinarily small corrections should not be carried out on the machine.
11. All stoppages to be immediately reported by the operator to the mechanic, who will report in detail to the Overseer on the special printed report forms.
12. Time lost by operators through stoppages beyond their control and machine faults to be cumulative daily and to be chargeable provided that the stoppages amount to not less than 10 minutes.
13. When serving out copy to the operators the Section-holder will number it serially and enter in his copy distribution book the register number, date, time, folio numbers, and operator's name. He will also instruct the operators with regard to setting up.
The date and time the composition is finished and second reading proof corrections carried out will also be entered at the time in the copy distribution book. The date the work is sent for approval or printing will be entered in the Register of work.
14. When proofs are returned to Press they will be entered up in the Register of work and then issued direct to compositors to carry out the author's corrections, and if necessary to the operators to set up such portions as may require to be set up on account of the heavy nature of the corrections. The Section-holder must see that the work is got out at the earliest possible hour and will be held responsible for any delay.
15. Corrections and making up of matter set on the Monotype machine will be carried out by compositors on time work.
16. The time taken by compositors in carrying out the first reading corrections will be debited against the operator concerned, *i.e.*, the number of hours will be added to the attendance hours of the operator. The meal intervals of the compositors and the time taken in carrying out corrections other than operators' errors will not be debited against them.
17. When handing 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, measure, and whether or not italic or black lay-out is required on the casting machine.
18. Operators will make out a Daily Time Sheet showing details of their outturn and stoppages. The Daily Time Sheets must be submitted by the Overseer daily to the Assistant Manager for signature. They will then be handed back to the operators, who will attach them to the charge files for computation.

19. 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.

20. The Section-holder will see that charge files are not delayed by the Caster Attendant or the Pressman, and the Computer must report to the Overseer all instances of doubtful charging up.

21. Operators are held personally responsible for the condition of their keyboards. They are liable to pay the cost of repairs or for any damage done to the machine or materials, under their charge which may be found to be due to carelessness or wrongful use. Full allowances will be made for fair wear and tear.

22. 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 Operator he will be liable for the repairs or replacement and will not be allowed any stoppage time.

23. All broken and damaged justification drums or other parts must be made over to the Mechanic, who will immediately report to the Overseer and if found to have been damaged through negligence of the operator he will pay for new ones.

24. Operators will be fined for not reporting breakages, losses, etc., as they occur.

25. Operators found hiding or doing away with damaged parts will be liable to instant dismissal.

26. Before starting work in the morning Monotype operators will carefully examine their keyboards and clean them with the air pipe. On Saturdays the keyboards must be thoroughly cleaned and oiled.

Rules for Monotype Caster Attendants.

1. Monotype Caster Attendants are held personally responsible for the condition of their machines. They are liable to pay the cost of repairs or for any damage done to the machine or materials under their charge which may be found to be due to their carelessness, wrongful use or not carrying out the following instructions.

2. Before starting work in the morning Monotype Caster Attendants 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 case.) Polish the 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.

3. When the work for the day is finished, Monotype Caster Attendants 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 case must be kept free from oil and cleaned frequently.

4. On Saturdays Attendants 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 $\frac{1}{8}$ " drill until within $\frac{1}{8}$ " 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 $\frac{1}{8}$ " drill.

5. Each time the Bridge is taken off and replaced, the Attendant must cast some Em-rules (No. 2 hole in paper) and take them to the Mechanic to test the alignment.

6. No part of the machine should be opened out, other than that necessary for making changes or cleaning, without the orders of the Overseer.

7. Caster Attendants 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 Attendant in this connection must be brought to the notice

of the Overseer by the Section-holder, and the Attendant is liable to pay the cost of re-casting or to a fine.

8. 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 Attendant he will be liable for the repairs or replacement.

9. All broken and damaged parts must be made over to the Mechanic, who will immediately report to the Overseer, and if found to have been damaged through negligence of the Caster Attendant he will pay for new ones.

10. Caster Attendants will be fined for not reporting breakages, losses, etc., as they occur.

11. Caster Attendants found hiding or doing away with damaged parts will be liable to instant dismissal.

Revision of the pay and strength of the ministerial and menial staff employed in offices in Calcutta under the administrative control of the Controller of Printing, Stationery and Stamps.

Extract from letter No. A-431, dated 27th December 1924, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In continuation of paragraph 2 of this Department's letter No. A-431, dated the 10th October 1924, I am directed to say that, subject to slight modifications, the Government of India sanction, with effect from the 1st January 1925, the proposals made in your letter No. G-33, dated the 12th August 1924, for the revision of the pay and strength of the ministerial and menial staff employed in the office named in the margin. A statement is attached showing the revised strength and rates of pay now sanctioned. The Government of India trust that only such portion of the sanctioned staff will be employed from time to time as is actually required for the work and that particular care will be taken to ensure that no man is retained whose services can be dispensed with.

2. The staff now sanctioned for all the offices named above will be treated as a single establishment and you are authorised to transfer without reference to Government any of the sanctioned establishment from one office to another according to actual requirements.

3. The clerical staff of all the offices in question should, with the exception of the men who are considered to be inefficient, be allowed to count past service towards increments in the revised scales in accordance with the general principles laid down in paragraph 5 of the Bengal Government's Resolution No. 10278-F., dated the 17th July 1922. This concession will not be granted to men who have already enjoyed it under the orders contained in paragraph 4 of this Department's letter No. A-241, dated the 10th January 1923, nor to persons holding the posts of Head Clerks and Head Assistants or drawing Rs. 200 or more above the grade of Assistants. The initial pay of the men to whom the concession referred to above is not extended will be determined in accordance with the provisions of the Fundamental Rules.

4. The Government of India note with satisfaction that the system of employing unnaid apprentices will be abolished. They trust that it will be possible in future to recruit both for the first and for the second grade clerks men with definite and satisfactory qualifications. I am to request that rules for this purpose applicable to all the offices under your control may be drawn up and a copy thereof forwarded to this Department.

5. The Government Central Press, Calcutta, will in future be known as the Government of India Press, Calcutta, and the officer in charge of this Press should be designated as "Manager." The Government of India regret that they see no justification for permitting the present incumbent of this post to retain the designation of "Superintendent, Government Printing, India."

6. The budget estimates for 1925-26 should be modified in the light of these orders and revised estimates communicated to this Department as well as to the Accountant General, Central Revenues, as soon as possible.

Extract from letter No. A-431, dated 18th April 1925, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to your letters Nos. G-33/8149 and Pg. 7/7774, dated the 25th February 1925 and 11th March 1925, respectively, and to communicate the following orders of the Government of India on the proposals made therein :—

- (a) The Government of India accept your proposals that with effect from the 1st January 1925, the pay of the three Durwans in the Stamp Branch of your office should be increased from Ra. 15— $\frac{1}{2}$ —19 to Ra. 15—1—20 each and that the Correctors in the Mono and Lino Sections of the Government of India Press, Calcutta, should be treated as Piece-workers and not as salaried hands. They also approve of the adjustment in the manner proposed by you of the staff transferred with the Printing Branch of your office to the Central Printing Office. The alterations which should be made in the statements attached to this Department's letters No. A-431, dated the 10th October 1924, and 27th December 1924 in order to give effect to the proposals referred to above and to reconcile the discrepancies in the proposition statement pointed out by the Pay and Accounts Officer, Miscellaneous Central Departments, have been indicated in the statement attached to this letter.
- (e) The Government of India regret that they are unable to accept your proposal that the post of the Bindery Foreman may be declared to be on a 10-hour basis. The pay of the post was originally fixed on an 8-hour basis not through an oversight but because, unlike the Warehouse Foreman, his original rate of pay did not make allowance for overtime.

GOVERNMENT OF INDIA PRESS, CALCUTTA.

Composing Branch—Monotype Section.

For	Permanent	Temporary	Correctors	Ra.	
	3	..		75 each	} read Permanent 29, Temporary 14, Correctors (Piece) 2,070.
	2	..		65 "	
	2	..		55 "	
	6	3		50 "	
	12	7		45 "	
	2	2		40 "	
	2	2		35 "	

Linotype Section.

For			Ra.	
	2	..	75	} read Permanent 6, Temporary 2, Correctors (Piece) 460.
	2	..	65	
	2	..	50	
	..	1	45	
	..	1	35	

Menials.

For 1 Peon Jemadar Ra. 15—1—20 read 1 Peon Jemadar Ra. 15—1—20 Personal pay of Rs. 2 for the present incumbent.

For 2 Chowkidars Ra. 15—1—20 each read 2 Chowkidars Ra. 15— $\frac{1}{2}$ —20 each.

Extract from memorandum No. Pg. 7/1528, dated 28th/29th May 1925, from the Controller of Printing, Stationery and Stamps, to the Manager, Government of India Press, Calcutta.

Under the orders vested in me by para. 2 of the Government of India, Department of Industries and Labour, No. A-431, dated the 27th December 1924, the post of Confidential Assistant (Rs. 200—10—250) is transferred from the Government of India Press, Calcutta, to the Government of India, Central Publication Branch, under the appellation of Head Assistant with effect from the 1st June 1925.

Extract from letter No. A-431, dated 16th June 1925, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In modification of the orders contained in paragraph 1 (e) of the letter from this Department No. A-431, dated the 18th April 1925, I am directed to say that in the circumstances since represented by you the Government of India accept your proposal that the post of Bindery Foreman in the Government of India Press, Calcutta, on a pay of Rs. 125—5—150 should be declared to be on a 10-hour basis.

Revision of the pay and strength of the establishment of the Government of India Press, Delhi.

Letter No. A-431, dated 31st March 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to Mr. Coombs' letter No. C. P. O. 14/123, dated the 16th July 1926, and to convey the sanction of the Government of India to the revision of the pay and strength of the establishment of the Government of India Press, Delhi, as shown in the accompanying statement with effect from the 1st April 1927. This sanction is subject to the condition that except in the case of the appointment of men who are already permanent salaried servants of Government no substantive appointment should be made to any of the posts in the sanctioned scale pending the receipt of further orders.

2. The Government of India do not consider it advisable to grant general sanction to your fixing the initial pay of the employees in the revised scales higher than that admissible under the rules.

3. Provision to meet expenditure involved on account of the revision of the establishment has been made in the budget estimates of the Government of India Press, Delhi, for 1927-28.

4. The Government of India also sanction the abolition of the posts in the Government of India Press, Simla, shown in the attached list. The abolition will have effect from the 1st April 1927 except in the case of three Keyboard Operators and three Caster Attendants whose posts will be abolished when the men are transferred to the Government of India Press, Delhi, on the installation of monotype machines.

Overtime allowances for establishment.

(1) The men employed in the General, Publication and Forms, Accounts and Cash, Store and Computing Branches, the Caretaker and Transit Clerk and the menials will get no overtime allowances.

Exceptions.—(a) One clerk (upper scale) and Paper Issuer in the Store Branch will get overtime allowance for work in excess of 8 hours a day.

(b) Labourers will get overtime allowance for work in excess of 8 hours a day.

(2) The men employed in the Reading, Composing, Linotype, Machine and Press, Stereotyping and Foundry, Bindery and Warehouse, Mechanical and Monotype Branches and the Timekeeper will get overtime allowance for work in excess of 8 hours a day.

Exceptions.—(a) The Head Reader (Reading Branch), General Foreman (Printing and Binding), Section-holders (Composing, Linotype and Monotype) and Foreman (Bindery and Warehouse) will get overtime allowance for work in excess of 10 hours a day.

(b) The Computer (Linotype Branch) and the Assistant Computer in the Monotype Branch will get no overtime allowance.

List of appointments abolished in the Government of India Press, Simla.

Perma- nent.	Tempo- rary.	Branch.	Designation.	Pay.
				Rs.
..	2	Clerical . . .	Clerks	35—21—90
..	5	Miscellaneous . . .	Peons	13
1	..	Reading . . .	Senior Reader	245—10—325
..	1		Reader	125—8—165
..	1		Do.	70—4—110
..	1		Reviser	70—4—110
..	3		Copyholders	40—2—60
1	..	Linotype . . .	Random-man	55
3	..	Monotype . . .	Keyboard Operators	80—4—100
3	..		Caster Attendants	35—3—50
1	..	Composing . . .	Compositor	80
..	1	(Salaried).	Do.	60
..	1		Do.	55
..	1	Imposing . . .	Impositor	45
..	1	Auxiliary . . .	Forme Proof Pressman	22
1	1		Galley Proof Pressmen	20
2	4	Presses (Piece) . .	Pressmen	} Permanent Temporary
1	5		Inkers	
3	1		Flyboys	147—1—0
..	1	Binding and Ware- house.	Binder	38
..	1		Warehouseman	20
..	1		Do.	18

Improving the pay of Linotype Operators, Government of India Press, Simla.

Controller of Printing's U. O. No. 4253-Pg., dated 21st October 1920.

The case of the Linotype staff of the Government Central Branch Press, Simla, was referred by me to the Board of Industries and Munitions. The proposals I made to the Board in respect of these men were as follows:—

To keep these Linotype Operators at Rs. 85 salary so long as their output is 4,000 ens per hour.

To raise any man doing 4,500 ens to Rs. 90 and to fix Rs. 100 as the rate for a man who does 5,000 ens per hour.

For all output in excess of 5,000 an hour or 1,000,000 ens for 200-hour month, a bonus of 1 anna 9 pies per 1,000 ens, so that a man doing 6,000 ens an hour would receive Ra. 121-14-0.

Men working overtime would get the usual 25 per cent. on their salaries and they would also get the bonus on output over 5,000 an hour during overtime.

The Operators, the Lino Mechanic and the three Random-men might be added to the permanent establishment.

The Board have approved of my proposals which may now please be embodied in a Proposition Statement showing the extra expenditure involved. The Board endorses the view that the salary and bonus system is well adapted to these operators.

Reorganisation of the Government of India Press Aligarh.

Letter No. A-627, dated 28th April 1926, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In continuation of this Department's letter No. A-627, dated the 5th January 1926, I am directed to say that the Government of India are pleased to sanction the revision of the establishment of the Government of India Press, Aligarh, as shown in the statement attached.

2. The revision will take effect from the 1st April 1926 and the sanctioned staff should be employed from time to time as required. The present incumbents will be brought on to the revised scales in accordance with the provisions of Fundamental Rules 22 and 23. In giving effect to the revision care should be taken that non-effective charges are avoided as far as possible; if it is found necessary to employ some of the permanent employees whose posts are being abolished against temporary posts, sanction to the employment of such men should be obtained separately.

3. The extra expenditure involved in the revision of establishment should be met from the budget provision made in the Stationery and Printing Demand for Grants for 1926-27.

Responsibility for recording correct head of classification on bills presented for encashment and watching of expenditure against sanctioned grants.

Extract from Resolution No. 10242-A., dated 18th December 1924, from the Finance Department, Government of India.

The Auditor General has suggested to the Government of India that for purposes of appropriation audit in the Accounts offices as well as in the offices of the departmental controlling officers who have to watch the progress of expenditure against sanctioned grants, it is desirable that the officer drawing each bill should record the correct head of classification on the bill itself. The responsibility for the correct classification of charges rests finally with the audit office, but the Auditor General is of opinion that chances of mistakes would be minimised if the proper heads of account were prominently shown on bills by the drawing officers and the audit office was left merely to check these classifications.

2. The Government of India have decided to give effect to this suggestion with effect from the 1st April 1925. All controlling officers should intimate the proper classification of expenditure to drawing officers under them and instruct them to record the classification on bills presented by them for encashment.

Revision of the pay of the Managers of the Government of India Presses, Simla, Aligarh and Delhi and the grant of passage and pension concessions to the latter and the Deputy Controller, Printing.

Letter No. A-570, dated 13th January 1928, from the Officiating Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to your letter No. HQ. 3-123, dated the 4th December 1926, and to say that the Government of India are pleased with the approval of the Secretary of State for India to sanction the revision of the scales of pay of the Managers of the Government of India Presses, Simla, Aligarh and Delhi, from Rs. 1,000—50—1,250 (one thousand rising by annual increment of fifty to one thousand two hundred and fifty) and Rs. 750—50—1,000 (seven hundred and fifty rising by annual increment of fifty to one thousand) to a uniform scale of Rs. 850—50—1,250 (eight hundred and fifty rising by annual increments of fifty to one thousand two hundred and fifty). The revised scale will be applicable only to the holders of the posts who on the 1st April 1924 held appointments in the Stationery and Printing Department not lower than the grade of Assistant Manager or Overseer and will have effect from the 13th October 1927, the date of the

Secretary of State's orders. Free quarters will also continue to be admissible to the incumbents of these posts. A sum of Ra. 250 out of the pay of the Manager, Government of India Press, Aligarh, will as at present, continue to be debited to the Indian Posts and Telegraphs Department on account of that portion of his duties which is connected with the Postal Workshops, Aligarh.

2. The Secretary of State has also been pleased to sanction the grant, with effect from the 1st April 1927, of passage and pension concession under the Superior Civil Services (Revision of pay, passage and pension) Rules, 1924, to the incumbents of the posts of the Manager, Government of India Press, Delhi, and the Deputy Controller, Printing, Central Printing Office, provided the officers are personally eligible for the concessions. Steps are being taken to give statutory effect to the Secretary of State's decision. Meanwhile His Lordship's approval is sufficient authority to give effect to the concessions with effect from the date specified. The Managers of the Government of India Presses, Simla and Aligarh, will continue to be eligible for these concessions.

3. The Government of India have also decided to fix a consolidated rate of pay for the future incumbents of the post of Deputy Controller of Printing, Central Printing Office, of Ra. 900—50—1,200 (nine hundred rising by annual increments of fifty to twelve hundred). The existing rate of pay will be retained as personal by the present incumbent of the post.

4. The extra expenditure involved in the revision of pay referred to in paragraph 1 above should be met from within the existing grant under the head "Stationery and Printing" during the current financial year.

Increase in the piece rates for hand composition in the Government of India Presses, Calcutta and Delhi.

Letter No. A-688, dated 21st June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to the memorials submitted in December 1926 by the piece-workers in the Government of India Press, Calcutta, setting forth their grievances, and to communicate the following orders thereon :—

- (1) The Government of India are unable to accede to the request for the abolition of the piece-work system in their press at Calcutta or for a general increase in the piece rates. But they are pleased to sanction with effect from the 1st July 1928 the following improvements in the rates for hand composition on the basis of the rates in force in the Bengal Government Press, a copy of which is enclosed* :—
 - (i) the basic rate for composition of common matter (solid) will be raised from 3 annas 8½ pies to 3 annas 9 pies per one thousand ens ;
 - (ii) the Bengal scale for tabular matter will be introduced instead of the present scale ;
 - (iii) deductions on account of blanks in tabular matter will be entirely abolished ;
 - (iv) an additional three pies per thousand ens will be allowed for small type, viz., six point and seven point.
- (2) Orders regarding the revision of the rules for the classification of piece establishment are being communicated to you separately. The question of increasing the amount of leave with pay to be allowed to piece-workers, the grant to them of medical leave as well as the grant of invalid pension to piece-workers on the temporary list are still under consideration and orders will be communicated to you in due course. The Government of India do not consider that any modification in the checking system is necessary. They also do not consider it necessary in view of the new classification rules to revise the pension rules

* See paras. 262 and 263-271 of Chapter VI.

on the ground that the earnings of the piece-workers decrease as they grow old : nor are they prepared to accede to the specific prayers made by the Binders, Distributors and Impositors.

2. I am to add that the improvements in the hand composition rates referred to in paragraph 1 (1) above will be applicable also to the Government of India Press, Delhi, with effect from the 1st July 1928.

3. Provision to meet the expenditure involved in the grant of this concession has been made in the budget estimates of the Government of India Presses, Calcutta and Delhi, for 1928-29.

Revision of the pay of the salaried industrial employees of the Government of India Press, Calcutta.

Letter No. A-431, dated 21st June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India have had under consideration the memorials submitted in December 1926 by the salaried industrial employees of their Press at Calcutta and they are pleased to sanction with effect from the 1st July 1928 the revision of pay of certain employees of the press as shown in the annexed statement. They also sanction with effect from the same date the transfer of the post of Assistant Foreman in the Composing Branch of the press from the temporary to the permanent establishment and the creation on a temporary footing of three additional posts of Assistant Section-holders on a pay of Rs. 70—4—98 each per mensem. The Government of India may be furnished with a report after a year as to whether or not these posts should be added to the permanent strength of the press.

2. Orders are being communicated to you separately regarding the grievances of the monotype and linotype operators of the Government of India Press, Calcutta. The Government of India do not consider that any improvement in the pay of Readers or of the employees other than those mentioned in the annexed statement from whom memorials were received is necessary. In the case of Readers it is realised that the proportion of appointments in the lower rate of pay is rather high. In order to improve the prospects of the men the Government of India sanction the following redistribution of the posts in the grades noted below :—

Grade.	NUMBER OF POSTS IN EACH GRADE.			
	PRESENT.		REVISED.	
	Permanent.	Temporary.	Permanent.	Temporary.
160—10—200 . . .	3	..	8	..
110— 8—150 . . .	4	..	8	..
60— 4—100 . . .	19	12	10	12

The initial pay in the revised scales of all the men concerned should be fixed in accordance with the Fundamental Rules.

3. The Government of India have also decided that when learners are employed on mono-casting machines in the press, they should be paid at the rate of Rs. 25 (twenty-five) per mensem until they can take charge of the machine. The warehousemen for whom a rate of pay of Rs. 20— $\frac{1}{4}$ —27 has been sanctioned will continue to be treated as in superior service.

4. Necessary provision to meet the expenditure involved has been made in the budget estimates of the Government of India Press, Calcutta, for 1928-29.

Statement showing the revision of the pay of certain employees of the Government of India Press, Calcutta.

Revised Scale.	Pay. Rs.
Revisers	60-4-100
Copyholders	40-45-3-60
Section-holders	125-5-175
Assistant Foreman	70-4-98
Assistant Section-holders	70-4-98
Type Storekeeper	70-4-98
Correction checkers	70-4-98
Standing Formekeeper	50-3-80
Assistant Standing Formekeeper	40-2-60
Galley and Forme Proof Pressmen	25-1-35
Proof Pressmen	25-1-35
Forme Carriers	20-1-30
Type Suppliers	30-2-40
Mono casters	30-1-35
Mechanics	30-1-40
Carpenters	30-1-40
Roller Moulder	30-1-40
Assistant Roller Moulder	25-1-35
Finisher	40-2-50
Do.	25-1-35
Examiners	30-1-40
Numberer	30-1-40
Paper Counters	25-1-35
Material Supplier	25-1-35
Despatcher (Bindery)	20-1-30
Paper Suppliers	25-1-35
Litho Pressman	30-1-40
Warehousemen	20-1-27

Revision of the rules for the classification of piece-workers in the Government of India Presses.

Letter No. A-501, dated 14th June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India have decided that the classification of piece-workers for purposes of time work in the Government of India Presses, Calcutta, Delhi, Simla and Aligarh, should, with effect from the 1st July 1928, be regulated by the rules herewith enclosed. These rules will replace the existing system of classification. If any substantial alteration is made in the strength of the piece establishment of any press, proposals should be submitted for the sanction of the Government of India for increasing or decreasing the number of posts in the selection classes referred to in the rules. A report on the working of the system should be submitted to the Government of India at the end of two years.

2. Provision for the extra expenditure involved has been made in the budget estimates of the Government of India Presses for 1928-29.

General Rules for classification of piece-workers.

1. Rules 2 to 6 are applicable to all piece-workers except fly boys.
2. The time rates for the various classes of piece-workers employed in the Government of India Presses and numbers to be placed in each of the classes above the efficiency bar are given in the Schedule to these Rules.
3. Every piece-worker will be entitled to go up one class biennially until he reaches an efficiency bar below which he will remain until selected for the series of classes above the bar. Promotion to the selection classes above the efficiency bar will depend on the number of vacancies. Seniority in service, quick and correct work, general conduct and regularity of attendance will be considered in promoting employees to the selection classes. Promotion from one selection class to another will also depend on the number of vacancies but in cases where the number of selection classes is in excess of the number of men allotted to these classes in the schedule the promotion of men from one selection class to the next vacant higher class will be given biennially.
4. Piece-workers are liable to be relegated to a lower class for misconduct or irregular or late attendance. An increment due under these rules may also be withheld by the Manager of the Press on account of inefficiency or careless work.
5. An immediate promotion of two classes will be given to piece-workers who were in employment on the date of the last classification subject to the limitation imposed for promotion to the selection classes or for promotion from one selection class to another. Those engaged after the last classification who are at present employed in the presses will be given an immediate increase of one class only subject to the same limitations. In the case of men whose existing class rates do not correspond to any stage in the new scale immediate promotions referred to above will count from the class rate in the new scale which is next above the class rate to which a worker is entitled.
6. Newcomers will be first classified after three complete months' earnings on piece only after which their promotion will be regulated in accordance with the above rules.
7. The time rate for fly boys will be one anna per hour.

Fixing of the outturn of monotype operators in the Government of India Presses at Simla and Delhi.

Letter No. A-431, dated 9th July 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

With reference to your letter No. C.P.O.-14-36-27, dated 14th May 1928, I am directed to say that the Government of India are pleased to confirm your action in fixing the outturn of the monotype operators employed in the Government of India Presses at Simla and Delhi at 6,300 uncorrected ens per hour and in allowing a bonus of eleven pies per thousand ens for all output in excess of this outturn.

Raising the rates of payment for piece-work in the case of distributors employed in the Government of India Presses, Calcutta, Delhi and Simla by 75 per cent.

Letter No. A-31, dated 23rd November 1920, from the Assistant Secretary to the Government of India, Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

In modification of the orders contained in paragraph 9 of the Government of India, Board of Industries and Munitions, Resolution No. A-31, dated the 15th July 1920, I am directed to convey sanction to the rates of payment for piece-work in the case of distributors employed in the Government of India Printing Presses in Calcutta, Delhi and Simla being raised by 75 per cent. uniformly instead of by 40 per cent. in Calcutta and Delhi, and by 50 per cent. in Simla. The increase now sanctioned will have effect from the date of this letter.

Grant of 50 per cent. extra to the Lino Operators in Delhi Press for author's corrections.

Extract from U. O. I. No. Pg. 150, dated 29th December 1923, from the Controller of Printing, Stationery and Stamps, to the Manager, Government Central Press, Delhi.

I agree to the 50 per cent. extra for author's corrections subject to the limitation that in no case shall the amount paid per page exceed the cost of original composition per page.

Pay of Linotype operators in the Government Central Press, Delhi.

Letter No. A-431, dated 30th June 1924, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. Pg. 150, dated the 12th May 1924, I am directed to say that, in the circumstances stated, the Government of India are pleased to sanction in partial modification of the orders contained in this Department's letter No. A-431, dated the 1st October 1923, the proposals made by you, namely, that the Manager, Government Central Press, Delhi, may be permitted to—

- (a) retain the three permanent linotype operators on the pay they are now drawing, viz., two operators on Rs. 100 each per mensem, and one operator on Rs. 90 per mensem.
- (b) pay the increment of Rs. 5 already earned by the two operators on Rs. 100 from the grant of "Bonuses" and
- (c) examine learners as they become efficient and grant them a starting pay of Rs. 85 a month on their satisfying the Manager that they are capable of giving an outturn of over 4,000 ens in ordinary circumstances and to continue to pay this amount irrespective of whether they actually produce the minimum average outturn every month or not.

They also sanction the payments already made to the two operators in excess of their pay of Rs. 100 per mensem each.

2. I am to request that the submission of the proposition statement called for in paragraph 3 of this Department's letter No. A-431, dated the 1st October 1923, may be expedited.

Grant of 50 per cent. extra to the Linotype operators in the Government of India Press, Simla, for author's corrections.

Extract from U. O. I. No. HQ. 11, dated 9th November 1926, from the Controller of Printing, Stationery and Stamps, India, to the Manager, Government of India Press, Simla.

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 an operator a longer time than to set straightforward 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.

Revision of the pay of Chaukidars and Watchmen employed in different branches of the Stationery and Printing Department at Calcutta and employment of an additional night-watchman for the Central Forms Store, Calcutta.

Letter No. A-431, dated 8th June 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. HQ. 3/128, dated the 20th July 1927, I am directed to say that the Government of India are pleased to sanction the employment of an additional night-watchman in the Central Forms Store, Calcutta, on a pay of Rs. 20- $\frac{1}{2}$ -25

per mensem. They are also pleased to sanction the increase of pay of the Chaukidars and Watchmen already employed in the Calcutta Press, Central Publication Branch and the Central Forms Store to Rs. 20- $\frac{1}{4}$ -25 per mensem.

The extra expenditure involved during the current year should be met from within the sanctioned grant under the head "Pay of Establishments" in your budget estimates for 1928-29.

Increase in piece rates in the Government of India Press, Aligarh.

Letter No. A-627, dated 7th September 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

In reply to your letter No. C. P. O. 15/20/27, dated the 20th April 1928, I am directed to say that the Government of India are pleased to confirm the action of the Manager, Government of India Press, Aligarh, in allowing payment to the Handpressmen transferred to the piece establishment in that press at piece rates laid down in the Central Printing Office Hand-book plus forty per cent. The Government also sanction the introduction of the Hand-book rates raised by forty per cent. for piece workers employed on flat-bed machines in the Aligarh Press.

2. The extra expenditure involved during the current financial year should be met from within your grant under the head "Stationery & Printing" for 1928-29.

Revision of the scale of the pay of the electric mistry in the Government of India Press, Delhi.

Letter No. A-431, dated 17th September 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C. P. O. 14/28/28, dated the 16th August 1928, I am directed to convey the sanction of the Government of India to the scale of the pay of the Electric Mistry employed in the Delhi Press being raised from Rs. 50-3-65 (Rupees fifty rising by an annual increment of rupees three to sixty-five) to Rs. 65-3-80-4-100 (Rupees sixty five rising by an annual increment of rupees three to eighty and then by rupees four to hundred) and to his initial pay in the revised scale being fixed at Rs. 74 (Rupees seventy-four).

2. The extra expenditure involved during the current year should be met from within the grant for Stationery and Printing for the year 1928-29.

Introduction of piece rates for certain bindery work in the Government of India Press, Calcutta.

Letter No. A-699, dated the 16th September 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stam s.

In reply to your letter No. C.P.O.-12/4/27, dated the 30th June 1927, I am directed to convey the sanction of the Government of India to the introduction in the Government of India Press, Calcutta, with effect from the 5th June 1925, of the piece rates for bindery work shown in the attached statement.

(1) *Cutting open folded sheets top only for pasting in plates charts extra, leaves, etc.—*

Demy, 16 mo, (at $\frac{1}{2}$ an hour per 100).

Piece rate 0-1-7 per hundred sheets.

(a) Cutting open side.

Additional charge of 0-1-7 per hundred sheets.

(b) Cutting open bottom (in case of 32 pages sheet).

Additional charge of 0-1-7 per hundred sheet.

- (2) *Folding tables, chart, maps, etc., to size of book, 2 folds parallel vertical—*
 Demy 16 mo., (at $\frac{1}{2}$ hour per 100).
 Piece rate 0-1-7 per 100.
- (3) *Pasting plates, charts, etc., on guards and making into sections of 6 leaves—*
 Super Royal 4to., (3 hours for 100 plates).
 Piece rate 0-9-3 per 100.
- (4) *Cutting guard on a map and folding to size of book Foolscap folio as follows—*
 - (A) 4 folds, 1 horizontal and 3 parallel, vertical (at 3 hours per 100).
 Piece rate 0-9-3 per 100.
 - (B) 3 folds, 1 horizontal and 2 parallel, vertical (at $2\frac{1}{2}$ hours per 100).
 Piece rate 0-7-9 per 100.
 - (C) 2 folds, 1 horizontal and 1 vertical (at 2 hours per 100).
 Piece rate 0-6-2 per 100.
- (5) *Cutting open folded sheets: Octavo all sizes (except Foolscap Octavo, which is equal to Demy 16mo.).*

	Rs. A. P.
(a) Cutting open top only, per 100	0 1 2
(b) " " side, per 100	0 1 2
(c) " " foot per 100	0 1 2

Top and side in one operation (@ $\frac{1}{2}$ hour per 100) Rs. 0-2-4.

(6) *Folding Maps, etc.—*

Octavos of all sizes :—

(a) Folding (1) Vertical ($\frac{1}{2}$ an hour per 100) at	0 1 6
" (2) " (1 hour per 100)	0 3 1
(b) Cutting guard or Maps, etc., and—	
Folding (2) 1 Horizontal and 1 Vertical ($1\frac{1}{2}$ hours per 100) at	0 4 7
Folding (3) 1 Horizontal and 2 Vertical (2 hours per 100) at	0 6 2
Folding (4) 1 Horizontal and 3 Vertical ($2\frac{1}{2}$ hours per 100) at	0 7 9
Folding (5) 1 Horizontal and 4 Vertical (3 hours per 100) at	0 9 3
Folding (6) 1 Horizontal and 5 Vertical ($3\frac{1}{2}$ hours per 100) at	0 10 10
Folding (7) 1 Horizontal and 6 Vertical (4 hours per 100) at	0 12 4

Under Octavo of all sizes :—

Cutting guard of Maps, etc., and—

Folding (4) 1 Horizontal and 3 Vertical (2 hours per 100) at	0 6 2
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(7) *Pasting Maps, etc., into the sheets—*

Octavo of all sizes, (1 hour per 100) at	0 3 1
Under Octavo of all sizes, ($\frac{1}{2}$ hour per 100) at	0 2 4

(8) *Pasting plates, etc., on guard, making into sections and inserting them into the folded sheets—*

Octavo of all sizes, ($2\frac{1}{2}$ (two and a half) hours per 100 plates at Ra. 0-3-1 per hour) Piece rate 0-7-8 for 100 plates.

- Folding Maps, etc., all Octavo sizes—
 Folding 3 Vertical folds (to size of book)—
 (1½ hour per 100 Maps at 0-3-1 per hour.)
 Piece rate 0-3-10 per 100 Maps.
 Folding 4 folds—
 (1½ hour per 100 Maps at 0-3-1 per hour.)
 Piece rate 0-4-7 for 100 Maps.
 Folding 5 folds—
 (1½ hour per 100 Maps at 0-3-1 per hour.)
 Piece rate 0-5-5 for 100 Maps.
- (9) *Cutting Open folded sheets : foolscap folio and quarto of all sizes (except foolscap quarto which is equal to Royal Octavo)—*

	Rs.	A.	P.
(a) Cutting open top only, per 100	0	1	2
(b) „ „ side, per 100	0	1	2
(c) „ „ bottom does not occur in this case.			

Top and side in one operation (at ¾ hour per 100) Rs. 0-2-4.

(10) 2 Folding tables, charts, maps, etc., to size of book—
 (a) Foolscap folio and all sizes of quarto—

	Per cent.		
	Rs.	A.	P.
Folding 1 fold (100 sheets or maps at ½ hour), Piece rate	0	1	7
Folding 2 folds (100 sheets or maps at 1 hour), Piece rate .	0	3	1
Folding 3 folds (100 sheets or maps at 1½ hours), Piece rate	0	4	8
Folding 4 folds (100 sheets or maps at 2 hours), Piece rate .	0	6	2
Folding 5 folds (100 sheets or maps at 2½ hours), Piece rate .	0	7	9
(b) All sizes under Octavo—			
Folding 1 fold (100 sheets or maps at ¼ hour), Piece rate .	0	0	9
Folding 3 folds (100 sheets or maps at ¾ hour), Piece rate .	0	2	4
Folding 4 folds (100 sheets or maps at 1 hour), Piece rate .	0	3	1

(11) *Pasting Maps, etc., into the sheets—*
 (1½ hour per 100 maps), Piece rate 0 3 10

(12) *Cutting guard in a map and folding—*

All sizes under octavo—

1 Horizontal and 7 Vertical (3 hours per 100 maps), Piece rate 0-9-3 per cent.

(Hour at 0-3-1 per hour, being the average class pay per hour in Bindery).

(The rates appear in Chapter VI less 40 per cent. for purposes of uniformity.)

Abolition of deductions for blanks in common matter in the Government of India Presses, Calcutta and Delli.

Letter No. A-688, dated the 17th April 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C.P.O.-12/50/28, dated the 25th September 1928, I am directed to say that the Government of India are pleased to sanction your proposal that no deductions should be made on account of blanks in common matter set up in the

Government of India Presses, Calcutta and Delhi. They regret that they are unable to agree to this concession being granted with retrospective effect from the 1st July 1923.

Central Printing Office.

Reference Express letter No. 388, dated the 2nd May 1929, from the Manager, Government of India Press, Delhi.

The Government orders communicated under letter No. C.P.O.-12/50/28, dated the 26th April 1929, should be interpreted to mean that no deductions for blanks in common matters are to be made when such blanks or "whites" are actually set up by the compositor in his composing stick. The orders do not mean that large blanks made up of quotations and french furniture are to be charged up at solid matter rates, as such work should properly be part of the operation of "making up".

Acting allowance in the case of both the clerical and Industrial establishments of the Government Central Presses, Calcutta and Delhi, Government Central Branch Press, Simla and Government Mono type Press, Simla.

Unofficial Memorandum No. A-369, dated the 10th September 1923, from the Government of India, Department of Industries and Labour, to the Accountant General, Central Revenues.

The undersigned is directed to say that in the case of both the clerical and industrial establishments of (1) Government Central Presses, Calcutta and Delhi, (2) Government Central Branch Press, Simla, and (3) Government Mono type Press, Simla, acting allowances should be allowed in all cases in which an officer is appointed to act in an appointment carrying a higher salary than his own as all such arrangements involve the assumption of duties or responsibilities of greater importance or of a different character. No acting allowances should, however, be given in the following cases:—

- (a) Computers unless they act as Head Computer or as clerks.
- (b) Readers unless acting as Head Reader.
- (c) Revisers
- (d) Standing Formekeepers, and
- (e) Binders.

Charging of Lino and Mono composition work at fixed rates in the Government of India Presses.

Letter No. A-724, dated the 14th February 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

In reply to your letter No. C.P.O.-21/1/28, dated the 14th December 1928, I am directed to say that the Government of India approve of your proposal that all work set up on Lino and Mono machines in the Government of India Presses, Calcutta, Delhi and Simla, should be charged at the rates of 2 annas 6 pies and 3 annas per one thousand ens respectively and that overhead charges according to the figures worked out in each press for Lino and Mono should be added to these rates. No extra charge will be made for tabular matter produced on Monotype machines and no charge will be made for distribution, but imposition will be charged, as at present, at Handbook rates. In order to reduce clerical labour halves or fractions more than half will be counted as one and lower fractions will be neglected.

Fixation of the initial pay of a piece-worker on his appointment to a post on time-scale of pay.

Letter No. A-719, dated the 6th April 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to your letter No. C.P.O.-14/45/28, dated the 7th November 1928, on the above subject and to say that the Government of India regret that they are

unable to accept your proposal that the initial pay of a piece-worker when appointed to a post on a time-scale of pay in the Government of India Presses should be fixed under Fundamental Rule 22 taking into account his class pay as piece-worker. It is open to such a piece-worker to refuse to accept a post on the salaried establishment if he considers that he will not benefit by it.

2. I am to add that the Government of India do not consider that the case of Mr. Vilayat Ali, Correction Checker in the Government of India Press, Delhi, is such as to justify exceptional treatment.

Memorial from the copy-holders of the Government of India Press, Delhi, praying for the revision of the scales of pay, etc.

Letter No. A-350, dated the 12th January 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C.P.O.-14/87/28, dated the 21st November 1928, I am directed to convey the sanction of the Government of India to the revision of the scale of pay of the four copy-holders on the temporary establishment in the Government of India Press, Delhi, from Rs. 40 to Rs. 40—2—50. The extra expenditure involved should be met by appropriation from anticipated savings under the head "Pay of establishment" in the grant for Stationery and Printing at your disposal.

2. Orders have already been issued in this Department's letter No. A-431, dated the 4th October 1928, withdrawing the restriction for making permanent appointments in that Press. The Government of India regret that they are unable to accede to any other requests made by the copy-holders of the Delhi Press. I am to request that the memorialists may be informed accordingly.

Revision of the scale of pay of Farashes employed in the various branches of the Stationery and Printing Department in Calcutta.

Letter No. A-431, dated Simla, the 29th July 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi.

In reply to your letter No. H. Q. 5/92, dated the 27th June 1929, I am directed to convey the sanction of the Government of India to the pay of the Farashes employed in the Central Publication Branch, the Central Forms Store, the Central Forms Press and the Government of India Press, Calcutta, being raised from Rs. 13 to Rs. 15— $\frac{1}{4}$ —19 per mensem. The personal pay of Re. 1-5-0 at present drawn by the permanent Farash of the Calcutta Press should be withdrawn. These orders will take effect from the 1st August 1929.

2. The extra expenditure involved during the current year should be met by appropriation from the head "Pay of Establishment" in the sanctioned grant of the Stationery and Printing Department for 1929-30.

APPENDIX 13.—PENSION.

Maintenance of Service Rolls for temporary employees and for inferior employees of the Government of India Presses. Sanction of pensions to such employees for the period of continuous and verified service.

Extract from Letter No. 502-C. S. R., dated 29th May 1917, from the Government of India, Finance Department, to all Local Governments and Administrations, forwarded under Government of India, Department of Commerce and Industry, endorsement No. 6559-G., dated 8th June 1917.

With reference to the correspondence ending with your letter No. _____, dated the _____, I am directed to say that the Government of India have decided:—

- (i) That service rolls instead of service books should be maintained for all inferior servants.

- (ii) That in the case of all Government servants for whom service rolls are maintained, pensions may be sanctioned by competent authority before submission of pension papers to the audit office, provided the claim in each case is for the period of continuous and verified service, and the pension is clearly admissible under the strict letter of the rules, all claims which admit of doubt being kept pending until they have been certified to be admissible by the audit office.
- (iii) That in all cases in (ii) above, service rolls should always be submitted with the pension papers to the audit office.

2. I am to add that a rule is also being inserted in the Civil Service Regulations describing the procedure to be followed both in the administrative and audit offices in dealing with pension applications of officers for whom service rolls are maintained.

Letter No. A-695, dated 12th May 1927, from the Government of India, Department of Industries and Labour, Simla, to the Controller of Printing, Stationery and Stamps.

In continuation of paragraph 2 of this Department's letter No. A-350, dated the 9th December 1926, I am directed to say that the records of service of all temporary employees of the Government of India Presses should be maintained in the form of Service Rolls (S. Y. 262) prescribed under rules 204 and 205 of the Supplementary Rules, special care being taken to ensure that the date of birth of each temporary employee is entered in the proper column of the form. When a temporary employee is brought on to the permanent establishment the particulars of his temporary service need not be copied in the service book which has then to be opened for him; it will be sufficient to attach his service roll to the service book.

Payment at class rates to piece and daily paid workers in the Government of India Presses to cover absences on account of holidays, sickness or leave. Treatment of the absentee allowance in the calculation of average emoluments for pension.

Extract from Letter No. A-382, dated 30th May 1922, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to paragraph 11 of the Resolution of the Board of Industries and Munitions No. A-31, dated the 15th July 1920, and to say that after reconsideration of the matter the Government of India have decided that with effect from the 1st April 1922 piece and daily paid workers in their printing presses may be paid at class rates for 16 days (including the King Emperor's Birthday) each year, to cover absences on account of holidays, sickness or leave, provided that the worker has been in regular employment for the previous 12 months. "Regular employment" should be interpreted as not less than 90 per cent. of the required working hours, regard, however, should be had to absence in case of sickness.

Letter No. Pn.-3014/BPR-189-24-25, dated 29th January 1926, from the Accountant General, Central Revenues, to the Secretary to the Government of India, Finance Department.

I have the honour to invite a reference to the Department of Industries letter No. A-382, dated 30th May 1922, under which, subject to prescribed conditions, a piece or daily paid worker in a Government of India Press may be paid at class rates for 16 days each year to cover absences on account of holidays, sickness or leave. Such absence for 16 days each year counts as service qualifying for pension, *vide* Department of Industries letter No. A-389, dated the 2nd February 1923, but there are no orders of the Government of India on the treatment of the allowance, paid in respect of the absence for the purpose of calculating average emoluments under Article 487, Civil Service Regulations.

2. As the absentee allowance is not earnings, this office has acted on the view that it should not be taken into account in calculating average emoluments. The Examiner, Government Press Accounts, however, suggests that it should be taken into account. In the circumstances I submit the matter for the decision of the Government of India.

Letter No. 150-C.S.R./26, dated 18th May 1926, from the Under Secretary to the Government of India, Finance Department, to the Accountant General, Central Revenues.

With reference to your letter No. Pn.-3014/BPR-189-24-25, dated the 29th January 1926, on the above subject, I am directed to say that 16 days' leave which is granted to piece or daily paid workers every year to cover absences on account of holidays, sickness or leave, is in the nature of casual leave and the allowances paid to the men during this leave should be taken into account in calculating their average emoluments for pension.

Admissibility to pensionary status of workers employed in the Government of India Presses.

Resolution No. A-371, dated 30th November 1921, from the Department of Industries, to the Controller of Printing, Stationery and Stamps.

Government of India have reconsidered the question of the admissibility to pensionary status of workers employed in their printing presses and have decided to recast the first sub-paragraph of paragraph 20 of their Resolution in the Board of Industries and Munitions No. A-31, dated the 15th July 1920, as follows :—

“ All press employees on the permanent establishment, who were in employment on the 15th July 1920 and who have rendered 25 years' continuous and approved service, whether such service be classified as permanent or temporary, shall be eligible for pension.”

Grant of pensionary concessions to temporary employees of the Government of India Presses.

Extract from letter No. A-220, dated 7th September 1923, from the Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. 1856-Pg., dated the 6th April 1923, I am directed to say that the Government of India are pleased to sanction the grant of the following pensionary concessions to temporary employees of their Presses at Calcutta, Delhi and Simla :—

- (1) Under paragraph 2 (2) of the Department of Industries letter No. A-389, dated the 2nd February 1923, piece-workers employed in the Government of India Presses are eligible for pension after putting in 25 years' continuous and approved service, whether permanent or temporary. This ruling is now made applicable to salaried employees of these presses. A temporary hand who has put in 25 years' continuous and approved service at the time of discharge will accordingly be entitled to pension or gratuity under the ordinary rules.

Interpretation of the term “ Continuous and approved service ”.

Letter No. A-220, dated 28th May 1924, from the Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

As it is understood that some misunderstanding exists as to the correct interpretation of the term “Continuous and approved service” used in the orders cited in the margin

Government of India, Department of Industries Resolution No. A-371, dated the 30th November 1921.

Department of Industries letter No. A-389, dated the 2nd February 1923.

Department of I. & L. letters Nos. A-413 and A-220, dated the 23rd July and 7th September 1923, respectively.

I am directed to say that the terms should be taken to mean “total uninterrupted service excluding periods of leave without allowances but including underage and inferior service.” The underage and inferior service should, however, be treated as non-qualifying in calculating the amount of superior pension admissible in each case.

Inclusion of periods of leave without allowances in calculating the total continuous and approved service of press employees for purposes of pension.

Letter No. A-220, dated 20th October 1925, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

In modification of the orders contained in this Department's letter No. A-220, dated the 28th May 1924, I am directed to say that the Government of India have decided that,

* Government of India, Department of Industries, Resolution No. A-871, dated the 30th November 1921.

Department of Industries letter No. A-389, dated the 2nd February 1923.

Department of Industries and Labour letters Nos. A-413 and A-220, dated the 23rd July and 7th September 1923, respectively.

for the purpose of determining the eligibility for pension of employees of the Government of India Presses under the orders* noted in the margin, periods of leave without allowances should, in accordance with past practice, continue to be taken into account in calculating their total continuous and approved service. The amount of pension admissible in each case should, of course, be calculated as usual, omitting those periods of leave which, under the rules, are not allowed to count for pension.

Distributors in the Government of India Presses, Calcutta, Delhi and Simla, whose monthly earnings exceed Rs. 15 shall be classified as superior servants.

Letter No. A-31, dated 29th November 1920, from the Assistant Secretary to the Government of India, Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

I am directed to say that the Government of India have decided that, in modification of the classification given in Appendix 7-A of the Civil Service Regulations, distributors employed in the Government of India Presses in Calcutta, Delhi and Simla, whose monthly earnings exceed Rs. 15, shall, in future, be classified as superior servants.

Transfer of certain classes of employees in the Government of India Printing Presses from inferior service to superior service.

Letter No. A-471, dated 15th September 1923, from the Officiating Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to the correspondence ending with your letter No. 4518-Pg., dated the 22nd August 1923, I am directed to convey the sanction of the Government of India to the classes of employees in their presses in Calcutta, Delhi and Simla, shown below, being treated as superior servants. The services of Litho-Pressmen and Proof-Pressmen employed in these presses may be classified in accordance with the general classification of Pressmen laid down in Note 2, Part II of Appendix 7-A of the Civil Service Regulations.

Collecting Sirkars.
Matrix Justifiers.
Vicemen.
Enginemmen.
Carpenters on a pay of Rs. 30 a month or over.
Motormen.
Stamp Counters.
Hand-rulers.
Examiners of piece-hand rubbers.
Electrotypers.

Stereotypers.
Kerned and headline type rubbers.
Head Mistries.
Electric Light Attendants.
Blacksmiths.
Mould-repairers.
Stereo-carpenters.
Braziers.
Galley-men.
Brass rule cutters.

Grant of pensionary concessions to the employees of the Government of India Presses.

Letter No. A-220, dated 31st October 1928, from the Deputy Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to say that the Government of India are pleased to sanction the grant of the following *further* pensionary concessions to the employees of the Government of India Presses :—

- (1) Superannuation or invalid pensions will in future be granted to press employees taken into service *before the 15th July 1920* as well as the retiring pensions after 25 years' continuous and approved service for which they are now eligible, provided that the employee either has been permanent from the start or is absorbed in permanent service before retirement. In the latter case credit will be given for temporary service prior to confirmation and the ordinary pension rules will apply.
- (2) Press employees who were recruited for temporary service before the 15th July 1920 and are not absorbed in the permanent establishment before they retire will, as hitherto, be granted pensions if they have 25 years' continuous and approved service. But if such an employee is obliged to retire before he qualifies for pension after 25 years' continuous service, he will be granted a bonus on the same terms as the Government of India have promised to concede to a press employee recruited on or after the 15th July 1920 on provident fund terms. The bonus will be allowed in anticipation of the introduction of a contributory provident fund for the employees of the Government of India Presses.

2. I am to add in this connection that it should be observed *as a definite rule that the senior men on the temporary establishment in the Government of India Presses* should be absorbed in future permanent posts in preference to junior men unless they are found to be inefficient.

Pensionary status of press employees.

Letter No. A-371, dated Simla, the 14th June 1922, from the Deputy Secretary to the Government of India, Department of Industries, to the Secretary to the Government of Bombay, General Department, Bombay.

With reference to your letter No. 1555-D., dated the 11th May 1922, I am directed to say that the words "all press employees" in the Government of India, Department of Industries, Resolution No. A-371, dated the 30th November 1921, on the above subject include all workmen, clerks, menials and others employed in the Government of India Presses.

Interpretation of the term "Uninterrupted" occurring in this Department's letter No. A-220, dated the 28th May 1924.

Letter No. A-220, dated the 6th October 1926, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Accountant General, Central Revenues.

In reply to your letter No. P.N.-505-BPR-310-25-26, dated the 21st May 1926, addressed to the Finance Department, I am directed to say that the word "uninterrupted" occurring in this Department letter No. A-220, dated the 28th May 1924, should be interpreted as contemplated in Article 420 of the Civil Service Regulations.

2. I am to add that the special pensionary concessions sanctioned for press employees should be allowed even in cases in which interruptions are condoned under Article 422 of the Civil Service Regulations.

APPENDIX 14.—RESIDENCES.

Applicability of Fundamental Rule 45-A to the Officers of the Stationery and Printing Department.

Letter No. A-578, dated the 12th January 1929, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

In reply to your letter No. C.P.O.-1-14-28, dated the 13th October 1928, I am directed to say that the question of admitting the officers of the Stationery and Printing Department who are stationed at places other than Simla and Delhi, to the benefits of Fundamental Rule 45-A, is already under the consideration of the Government of India and their orders will be communicated to you in due course. The provisions of this rule have been made applicable to officers serving directly under the Government of India in Simla and Delhi in anticipation of the issue of supplementary rules which are proposed to be issued under clause VII of Fundamental Rule 45-A, *vide* Home Department Press Communiqué, dated the 10th March 1926. Any refunds of rent payable under the Finance Department circular letter No. F. 3-VII-R. I-28, dated the 7th June 1928, to officers in occupation of Government quarters at Delhi will be made when the supplementary rules are issued. In the case of officers located in Simla who are occupying Government quarters action for refunding excess rents charged has been taken as a definite approved code of local rules existed which was in all respects in conformity with the new Fundamental Rules.

Interpretation of the term " emoluments " as used in Fundamental Rule 45(b) in respect of the emoluments of piece-workers in Government Presses.

Letter No. F-100-C.S.R.-26, dated the 29th March 1926, from the Officiating Under Secretary to the Government of India, Finance Department, to the Accountant General, Central Revenues.

With reference to your letter No. W-676, dated the 7th November 1925, to the Department of Industries and Labour I am directed to say that the Governor-General in Council has decided under Fundamental Rule 8 that, for the purpose of Fundamental Rule 45, the monthly emoluments of a piece-worker employed in a Government of India Press shall be deemed to be equivalent to two hundred times his hourly class rate.