

A HANDBOOK

OF THE

Government of India Presses

FIFTH EDITION

Corrected up to the 1st January 1961

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AND STATIONERY, DACCA- 1979.

PREFACE

The fifth edition of Handbook of the Government of India Presses remedies certain defects and makes good deficiencies in the earlier edition and should consequently be of much greater utility. Several new sections have been introduced affording information on such vital matters as Communal Representation in Services, Residential Accommodation, Leave, the Contributory Provident Fund, etc., but the most noticeable feature is the incorporation of the greater portion of the Appendices in the text proper, the object being to obviate the inconvenience of having to wade through the mass of correspondence comprising the Appendices for information on any single matter. The rearrangement should greatly facilitate reference to the manual, once the general lay out has been assimilated.

As in the case of the earlier editions, the Handbook is intended primarily to be a guide for the management of the various Government of India Presses.

C. F. WEAKFORD,

New Delhi:

Controller of Printing and Stationery,

The 1st March 1941.

India.

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CHAPTER I

A BRIEF HISTORY OF THE GOVERNMENT OF INDIA PRESSES

I. 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, Bankahall 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 stores 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. With the development of New Delhi and the transfer to it of several central offices from Calcutta, a policy of concentrating printing work in the New Delhi Press was commenced towards the end of the decade. Noticeable transfers of staff and equipment were effected in the years 1933 and 1934 when the total reduction in the Calcutta Press exceeded 150 appointments. On the 1st January 1941, the establishment consequently totalled 815 only.

2. Government of India Press, New 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 reorganisation 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. As mentioned in the preceding paragraph, the development of New Delhi resulted in greater demands for printing work being placed with the press. In 1931, it was transferred to New Delhi and in 1933 and 1934 its establishment was increased by over 150 appointments. Small additions were made later and on the 1st January 1941, the establishment totalled 627.

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 1931, 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 1935. 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 (Industries and Labour Department letter No. A-413, dated the 13th November 1923). 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. Minor changes only were made in the next ten years and on the 1st January 1941, the establishment was 356.

4. Government of India Forms Press, Aligarh.—The Government of India Forms 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 depots in Northern India. Steam power was used for the first time at Aligarh in 1901. In 1908, the Bombay Postal Press was abolished and all its stock of Mahrathi 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. O. 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 as manuscripts 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 Forms 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 printing envelopes, tag labels, typewriter rolls, etc. Upto the 31st December 1931 the Manager was also Superintendent of the Postal Workshops, a separate institution directly under the control of the Director-General, but on the 31st December 1931 the activities of that institution were reduced to the manufacture, etc., of Postal Seal and Stamps only. The Manager continues to be Superintendent of Postal Seals. On June 30th, 1929, the establishment of the press totalled 511 only, and on the 1st January 1941, 536. The increase was due primarily to the manufacture of greater quantities of postal envelopes and their distribution to all postal circles.

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 and Sons, Calcutta, and the creation of the Central Forms Stores 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.

(Industries and Labour Department letter No. A-586, dated the 28th February 1929). 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, and 91 on the 1st January 1941.

CHAPTER II

ADMINISTRATION AND ESTABLISHMENTS

Administration

6. Administrative Staff.—The administrative staff of the presses consists of:—

Government of India Press, Calcutta	...	1 Manager, 1 Assistant Manager and 2 Overseers.
Government of India Press, New Delhi	...	1 Manager, 1 Assistant Manager and 1 Overseer.
Government of India Press, Simla	...	1 Manager and 1 Assistant Manager.
Forms Press, Calcutta	...	1 Manager.
Forms Press, Aligarh	...	1 Manager and 1 Overseer.

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

	No.	Present [†] Rs.	Revised* [‡] Rs.
Calcutta—Manager	1	1,250—50—1,500	900
Assistant Manager	1	250—25—500	360—20—500
Overseers	2	250—25—500	225—15—300
New Delhi—Manager	1	850—50—1,200	800
Assistant Manager	1	250—25—500	360—20—500
Overseer	1	250—25—500	225—15—300
Simla—Manager	1	850—50—1,200	800
Assistant Manager	1	250—25—500	360—20—500
Forms Press, Calcutta—Manager	1	750—50—1,000	600—20—700
Forms Press, Aligarh—Manager	1	750—50—1,000	600—20—700
Overseer	1	...	225—50—300

The incumbents of the posts of the Managers, Government of India Presses at Calcutta, New Delhi and Simla are eligible for passage and pension concession under the Superior Civil Services Rules, provided the officers are personally eligible for the concessions.

The Managers of the Government of India Presses at Calcutta, New Delhi and Simla and the Manager, Forms Press, Aligarh, are provided with residential accommodation free of rent. The Manager of the Forms Press, Calcutta, is granted an allowance of Rs. 50 per mensem in lieu of rent-free quarters.

(Dept. of I. and L., No. A-570, dated 27th March 1925, A-411, dated 31st March 1927, A-570, dated 15th January 1928. H. D. Notifications Nos. F-386/33, dated the 22nd September 1933 and M. F. 9/9/34, dated the 19th April 1934.)

* Applicable to new entrants as defined in the Home Department Notifications Nos. F. 39/12/34, dated the 18th July 1934 and F. 39/12/34, dated the 17th September 1934.

† The rates of pay are admissible only to those officers who were employed in the Stationery and Printing Department as Overseers or in higher posts on the 1st April 1924. Others are entitled to the revised rates of pay.

‡ Mr. C. F. W. B. Willins, Assistant Manager, is in the selection grade of Rs. 550—40—750. His grade is in abeyance.

§ In addition, the Manager receives Rs. 75 per mensem which is debitable to the Indian Posts and Telegraphs Department on account of that portion of duty which is connected with the Postal Seals. (I. and L. Dept., P. and T. Branch, Letter No. 116/11/17/1907 dated the 31st December 1917.)

Establishments

8. 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.
Correspondence.
Accounts.
Stationery and Stores.

Computing.
Cash.
Time-keeping.
Sanitary and mental.
Publication.*

9. Rate of pay.—The rates of pay of the clerical staff including the computing staff in the presses are as follows:—

	Present rate		Revised rate
	Rs.		Rs.
Calcutta—			
(i) Assistant	30—30—100—3—150— 10—200 (with efficiency bar at Rs. 150).	(i) Assistant	50—5—180
(ii) Clerk	45—45—50—3—65—4— 85—4—105—5—140 (efficiency bar at Rs. 85).	(ii) Clerk	45—45—50—3— 105.
(iii) Typist	45—45—50—100	(iii) Typist	45—45—50—90.
New Delhi—			
(i) Assistant	80—4—140	(i) Assistant	80—5—130.
(ii) Clerk	60—3—125 (Upper scale)	(ii) Clerk	40—40—50—3—55 (clerks doing purely typists' work should be limited to a maximum of Rs. 80).
(iii) Clerk	35—2 1/2—90 (Lower scale)		
Srinagar—			
(i) Upper Grade Clerk	120—5—200	(i) Upper Grade Clerk	80—5—160
(ii) Clerk	50—3—125	(ii) Clerk	40—40—50—3— 95— 3—105.
(iii) Clerk	35—2 1/2—90		
Aligarh—			
Clerk—		Clerk—	
(i) 80—4—100		(i)	75—3—90
(ii) 50—3—80		(ii)	35—2—75
(iii) 35—2—75			

*Srinagar Press only.

10. Details of classification and rates of pay in the Government of India Press, Calcutta.—The press was reorganised in accordance with the sanction received with letter No. A-431, dated the 27th December 1924, from the Dept. of I and L. Further reorganisations and modifications were mentioned in that Government's letters Nos. A-570, dated the 27th March 1925, A-431, dated the 15th April 1925, 19th June 1925, 4th

March 1926, 9th March 1926, 24th December 1926, 8th June 1933, 25th November 1928, 15th July 1932, 29th August 1933, 30th August 1934, 13th November 1935, 30th October 1935, 7th April 1936 and 11th May 1936. Revised rates of pay for new entrants were sanctioned in the H. D. Notification No. F. 386/33, dated 22nd September 1933 and I. and L. Department letter No. A-398, dated 30th May 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece" :-

GOVERNMENT OF INDIA PRESS, CALCUTTA

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaried—</i>				
		<i>Superior.</i>		
Manager ...	1	...	1,250—50—1,500*	900*
Assistant Manager ...	1	...	250—25—500	160—20—500
Overseers ...	2	...	250—25—500	225—15—300
Head Assistant ...	1	...	230—10—350	225—15/2—300
Accountant ...	1	...	250—10—300	225—15/2—300
Cashier ...	1	...	200—10—250	180—15/2—225
General Store Keeper ...	1	...	200—10—250	150—15/2—225
Head Computer ...	1	...	150—10—200	130—10—180
Assistant (including one Estimator).	5	...	80—80—100— 150—10—200	60—5—180
Clerks ...	44	...	(Efficiency bar at 150) 45—45—50—7—65	45—45—5/2—90
Computers ...	22	...	—4—85—4—105	—3—105
Time keepers ...	2	...	—5—140	
Paper issuer ...	1	...	(Efficiency bar at 85) 45—45—5/2—100	45—45—5/2—90
Typist ...	1	...	45—45—5/2—100	45—45—5/2—90
Report writers ...	3	...	25—1—35	25—1—35
Collecting Sircar ...	1	...	15—1—20	15—1—20
Stamp counters ...	1	...	350—10—400	260—270—15/2—300
Head reader ...	1	...	300—10—350	230—240—5/2—250
Senior readers ...	2	...	200—10—250	13 Class I, 100—5—
Readers ...	4	...	160—10—200	150—10—200.
Readers ...	4	...	110—2—150	Not more than 2
Readers ...	7	...	60—4—100	Readers at a time
Readers ...	17	4		will be allowed to
				draw a pay above
				Rs. 150 in this scale.
				23 Class II, 55—3—
				85
Revisers ...	5	4	60—1—100	55—3—85
Copyholders ...	34	4	40—45—3—60	40—45—3—60
Foreman ...	1	...	200—10—300	150—10—250
Assistant foreman ...	1	...	70—4—98	60—3—84
Section-holders ...	8	...	125—5—175	100—5—150
Assistant Section-holders ...	4	...	70—4—98	70—4/2—90
Correction checkers ...	3	...	70—4—95	60—3—84
Warehousemen ...	31	...	20—1—30	20—1—30
Galley and forme proof Pressmen.	9	4	25—1—35	25—1—35
Standing forme keeper	1	...	50—1—80	50—3—80
Assistant standing forme keeper.	1	...	40—2—60	40—2—60

*With five quarters.

†See foot-note regarding piece binders on page 8, with the reference mark.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
<i>Salaried (Supervisory)—contd.</i>				
			Rs.	Rs.
Type storekeeper ...	1	...	70-4-98	60-3-84
Type suppliers ...	8	3	30-2-40	30-2-40
Mono mechanic ...	1	...	150-10-200	125-15/2-170
Mono Keyboard operators ...	6	...	80-4-100-5-125	70-3-85-4-105 (see foot-note*).
Mono casters ...	9	...	30-1-35	30-1-35
Lino mechanic ...	1	...	100-5-125	85-4-105
Lino operators ...	6	...	80-4-100-5-125	70-3-85-4-105 (see foot-note*).
Machine foreman ...	1	...	150-10-200	125-15/2-170
Press foreman ...	1	...	50-3-80	50-3-80
Machine jamadar ...	1	...	70-4-98	60-3-84
Bindery foreman ...	1	...	125-5-150	100-5-125
Assistant bindery foreman ...	1	...	60-4-80	60-4-80
Jamadar ...	1	...	40-2-50	40-2-50
Despatcher ...	1	...	20-1-30	20-1-30
Paper counters ...	3	...	25-1-35	25-1-35
Material supplier ...	1	...	25-1-35	25-1-35
Examiners ...	2	...	30-1-40	30-1-40
Numberer ...	1	...	30-1-40	30-1-40
Finishers ...	1	...	40-2-50	40-2-50
Finisher ...	1	...	25-1-35	25-1-35
Generator operator ...	1	...	55-2-65	55-2-65
Head mechanic ...	1	...	200-10-250	140-5-175
Mechanic ...	1	...	40-3-55	40-3-55
Mechanics ...	2	2	30-1-40	30-1-40
Carpenters ...	1	1	30-1-40	30-1-40
Lorry driver ...	1	...	70	70
Stencotyper ...	1	...	60-4-80	60-4-80
Finisher ...	3	...	25-1-35	25-1-35
Roller moulder ...	1	...	30-1-40	30-1-40
Assistant roller moulder	1	25-1-35	25-1-35
Apprentices ...	4	50
Rotary Machineman ...	1	50
Sub-Assistant Surgeon ...	1	...	75-5-175	...
Compounders ...	2	...	30-1-40	...
Cutting machinemen ...	8	...	1 on 40-1-60-2-70 and 7 on 35-1-60.	1 on 40-1-60-2-70 and 7 on 35-1-60.
<i>Pieci—</i>				
Compositors† ...	144	6		
Impositors ...	5	1		
Distributors ...	9	2		
Printing machinemen ...	22	2		
Hand pressmen ...	17	2		
Binders‡ ...	1328	10		

*This rate of pay will be allowed only to those whose outturn is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens, but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. Bonus at the rate of 8 pios per 1,000 ens will be allowed when the outturn exceeds 900,000 ens per month.

†Vacancies occurring on or after the 24th December 1938, will be filled on a salaried basis (Rs. 30-3/2-60-5/2-65, with efficiency bar at Rs. 60) until such time as 80 posts are transferred from the piece to the salaried establishment.

‡Six posts of cutting machinemen will come into existence on the abolition of 6 permanent posts of binders, the incumbents of which are employed on cutting work with effect from the date(s) they fall permanently vacant. (FD/14/39-A. & F.)

§To be reduced by 15 posts as and when vacancies occur and replaced by 15 posts of ware-housemen on Rs. 20-1-30 (old and revised scale). [C. P. & S. Memo. No. 20/31/40-A. & F. dated the 23rd December 1940.]

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaries—</i>	<i>inferior.</i>			
Paper suppliers ...	4	—	25-1-35	25-1-35
Forme carriers ...	12	10	20-1-30	20-1-30
Metal melter ...	1	—	25-1-35	25-1-35
Paste supplier ...	1	—	18	18
Record suppliers ...	6	—	20-1/4-27	20-1/4-27
Rotary Machine Inkers	2	—	—	25
Chowkidars ...	2	—	20-1/4-25	20-1/4-25
Peon jamadar ...	1	—	15-1-20	15-1-20
Fooms ...	17	—	15-1/5-19	15-1/5-19
Durwans ...	1	1	15-1/5-19	15-1/5-19
Farashes ...	1	1	15-1/5-19	15-1/5-19
Labourers* ...	42	—	19	19
Labourers* ...	—	7	18	18
Packers ...	3	—	—	15-1/5-19
Mehitars (Sweepers) ...	—	12	15	15
Firemen ...	2	—	14	14
Bhistias ...	1	1	13	13
Mali ...	—	1	13	13
<i>Piece—</i>				
Machine inkers ...	16	—	—	—
Press inkers ...	17	2	—	—
Flyboys ...	17	2	—	—

*Labourers (including lorry labourers) employed on or after the 8th August 1936 are on a non-pensionable basis and should be paid from contingencies.

11. Details of classification and rates of pay in the Government of India Press, New Delhi.—The press was first reorganised in accordance with the sanction received with letter No. A-431, dated the 13th March 1927, from the Department of Industries and Labour. Further revisions were sanctioned in that Department's letters Nos. A-431, dated the 3rd February 1929, 17th September 1928, 15th October 1928, 29th August 1933, 30th August 1934, 12th March 1935, 13th November 1935, 13th December 1935, 21st December 1935, 25th January 1936, 7th April 1936,

11th May 1936, 3th August 1936, 15th December 1936 and 20th February 1937 and A-570, dated the 13th January 1938. Revised rates of pay were sanctioned in that Department's letter No. A-398, dated the 30th January 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA PRESS, NEW DELHI

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaried—</i>	<i>Superior.</i>			
Manager	1	...	850—50—1,250*	800*
Assistant Manager	1	...	250—25—550	360—20—500
Overseer	1	...	250—25—350	225—15—300
Head Assistant	1	...	180—10—250	175—15/2—250
Accountant	1	...	175—15/2—250	175—15/2—250
General store keeper	1	...	100—10—200	75—15/2—150
Cashier	1	...	80—5—130	80—5—130
Assistants	4	...	80—4—140	80—5—130
Head computer	1	...	90—6—150	90—6—150
Estimator	1	...	60—3—105	60—3—105
Clerks (upper scale)	18	...	60—3—105	} (Clerks doing partly typists' work should be limited to a maximum of Rs. 80). 40—40—5/2—80 —3—95
Computers (upper scale)	10	...	60—3—105	
Clerks (lower scale)	17	...	35—2-1/2—80	
Assistant computers (lower scale)	10	...	35—2-1/2—80	
Time keeper	1	...	60—3—105	
Assistant time keeper	1	...	35—2-1/2—80	
Paper issuer	1	...	35—2-1/2—80	
Report writers	2	...	35—2-1/2—80	
Caretaker and transit clerk	1	...	40—1—50	
Head reader	1	...	300—10—350	
Readers	5	...	200—10—250	15 (Class I) 100—5—150—10— 200.
Readers	6	...	160—10—200	} Not more than 3 Readers will be allowed to draw pay above Rs. 150 in this scale. 17. (Class II)
Readers	5	...	110—8—150	
Readers	16	...	60—4—100	55—3—85
Reviser	1	...	60—4—100	55—3—85
Revisers	7	...	45—3—75	40—2-1/2—65
Copyholders	33	...	40—2—50	35—2—45
General foreman	1	...	175—10—225	150—10—200
Correction checker	2	...	60—3—75	55—2-1/2—65
Type store keeper	1	...	60—3—75	55—2-1/2—65
Standing forme keeper	1	...	50—2-1/2—65	45—2-1/2—60

*With free quarters.

Designation of posts	Number		Present rates of pay	Revised rates of pay
	Perma- nent	Tempo- rary		
			Rs.	Rs.
<i>Salary (Superior)—contd.</i>				
Type setters	7		25-1-35	25-1-33
Section-holders	1		100-5-120	85-1-122*
Assistant section-holders	5		40-4-50	40-4-70
Line and mono mechanics	2		100-5-125	85-4-108*
Mechanic (Mechanical)	1		50-4-100	70-2-85
Assistant mechanic (Line)	2		45-1-50	40-1-45
Assistant mechanic (Mechanical)	1		35-1-40	32-1-37
Assistant mechanic (Bindery)	1			42-1-37
Assistant mechanic (Mono)	1		40-2-45	40-1-45
Line operators	18		25-100	20-3-85— 2-108*
Galley proof pressmen	10		20-1-25	20
Distributors (Line and Mono)	2		25-1-35	24-1-33
Mechanic foreman	1		30-2-30	28-1-25
Machinemen ¹	4		30-2-50	28-2-46
Stereotyper	1		40-1-45	35-1-40
Bindery and warehouse foreman	1		80-4-100	70-3-55
Mono keyboard operators	10		80-4-100	70-3-55-4-108*
Mono caster attendants	16		30-1-35	28-1-33
Leamer on Mono-Casting Machine (Fluctuating grade)		1		27
Binders	4		50	40-37
Binders	6		45	30-40
Binders	7		40	30-35
Binders	9		35	30-40
Binders	9		30	30-25
Bindery Examiner	1		50-1-40	50-1-40
Press and machine janitor	1		40-2-50	40-2-50
Bindery Janitor	1		40-1-50	40-2-50
Assistant standing forme keeper	1		40-2-50	40-2-50
Warehousemen ²	17		24	14-25
Warehousemen	14		22	13-22
Warehousemen	9		20	13-20
Warehousemen	12		18	12-18

* Applicable to those transferred from the Government of India Press, Calcutta.

¹ This rate of pay will be allowed only to those whose outturn calculated in accordance with the rules in force in the Government of India Press, Calcutta, is not less than 3,000 (corrected) ems per hour. If outturn is less than 3,000 (corrected) ems but not less than 4,500 (corrected) ems per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ems per hour, the reduction will be Rs. 1. Bonus at the rate of 3 pice per 1,000 ems will be allowed when the outturn exceeds 900,000 ems per month.

² Appointments against these posts may be made at piece rate.

³ The strength of Bindery and Warehousemen is the eventual strength to be attained in August 1948. *Classified under Sec. 3, III, dated 12/11/48, August 7.*

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaried (Superior)—concl.</i>				
Electric mistry	1	...	65-1-80-4-100	55-1-85
Carpenter	1	...	40-1-45	35-1-40
Apprentice	1	...	50	30
<i>Piece—</i>				
Compositors*	140
Pressmen	6
Distributors	6
Distributors	8
Machinemen	15
Machinemen (Pakow)	2
<i>Salaried—</i>				
<i>Inferior.</i>				
Paper suppliers	2	...	20-1-25	22
Machine inkers	2	...	20-1/2-25	20
Roller moulder	1	...	20-1/2-25	20
Electric labourer	1	...	20	19
Forme carriers	12	...	18	17
Metal meller	1	...	18	17
Recess supplier	1	...	20-1/2-25	20-1/2-25
Press Janitor	1	...	17-1-20	17-1-20
Distributors	3	...	15-1/2-20	15-1/2-20
Peons	15	...	15	15
Doorways	1	...	15	15
Labourers	30	...	15 & 14	15 & 14
Paras	1	...	14	14
Chowkidars	2	...	16	14
Packers	2	...	15	15
<i>Piece—</i>				
Press inkers	6
Press flyboys	6
Machine inkers	15

*Vacancies occurring on or after the 24th December 1931 will be filled on a salaried basis (Rs. 30-3/2-60-5/2-65, with efficiency bar at Rs. 60) until such time as 80 posts are transferred from the piece to the salaried establishment.

†Future vacancies of distributors will be made on a salaried basis on the rates of pay of Rs. 25-1-35 for "old" and Rs. 23-1-33 for "new" entrants.

‡Appointments against these posts may be made at piece rates.

§Labourers (including lorry labourers) employed on or after the 8th August 1931 are on a

In Details of classification and rates of pay in the Government of India Press, Simla.—The press was first reorganised in accordance with the sanction received with letter No. A-413, dated the 13th November 1923 from the Department of Industries and Labour. The sanction was modified later in that Department's letters Nos. A-523, dated the 17th November 1925, A-413, dated the 11th February 1924, 6th July 1928 and 22nd March 1929, A-570, dated the 27th March 1925 and 13th January 1928, A-431, dated the 31st March 1927, A-350, dated the 2nd September 1927 and A-431, dated the 7th April, 11th May and 8th August 1936. Revised rates of pay for new entrants were sanctioned in the L and L Department's letter No. A-398, dated the 30th January 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA PRESS, SIMLA

Designation of posts.	Number.		Present rate of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaried—</i>	<i>Superior.</i>			
Manager	1	...	550—80—1,250*	800*
Assistant Manager	1	...	250—25—550	350—50—550
Head clerk	1	...	300—10—300	175—15/2—250
Clerks (upper grade)	3	...	120—8—200	90—5—150
Clerks	19	...	50—3—125	
Clerk (Press Report writer—Industrial).	1	...	50—3—125	40—40—57— 90—3—105
Clerks	6	...	35—2 1/2—90	
Gazette despatcher	1	...	50—3—125	40—40—57—90 —3—105
Addressograph operator	1	...	35—3—50	35—3—50
Paper issuer	1	...	20—1—25	20—1—25
Storekeeper (Type)	1	...	80—4—100	70—3—85
Section-holders	5	...	125—10—175	100—10—150
Assistant section-holders	2	...	55—3—85	50—2 1/2—75
Binding and warehouse jamadar	1	...	80—4—100	70—3—85
Press jamadar	1	...	125—10—175	100—10—150
Assistant press jamadar	1	...	65—2—75	55—2—65
Head reader	1	...	225—15—400	250—10—300
Senior readers	3	...	245—10—375	10
Readers	4	...	180—10—220	Class I 120— 4—100—10—220. Not more than 2 Readers will be allowed to draw pay above Rs. 180 in this scale. 9 (including 1 tem- porary) Class II
Readers	5	...	125—8—165	80—2—100
Revisers	6	1	70—4—110	60—2—100
Revisers	3	1	70—4—110	60—2—100
Compositors	17	3	40—2—60	35—2—55

*With free quarters.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaried (Superior) -contd.</i>				
Compositors	21	...	2 on 90 3 on 80 4 on 75 6 on 70 6 on 65	2 on 80 3 on 70 4 on 65 9 on 60 3 on 55
Compositors	18	...	60	55
Compositors	16	5	55	50
Mono keyboard operators	10	...	80-4-100	70-3-85-105 (see foot-note on p. 15).
Mono caster attendants	12	...	35-3-50	30-2-1/2-45
Line operators	12	...	85-100	70-3-85-4-105 (see foot-note on p. 15).
Randomers	5	...	55	50
Impositors	45	40
Impositors	2	...	40	35
Machinemen	7	...	5 on 45 1 on 40 1 on 35 1 on 30	5 on 40 1 on 35 1 on 30
Binders	5	...	1 on 50 1 on 45 3 on 40	1 on 45 1 on 40
Binders	3	...	38	5 on 35 and 11 on 30
Binders	2	...	35	
Binders	9	...	30	
Warehousemen	4	...	25	2 on 25
Warehousemen	11	...	22	4 on 22
Warehousemen	3	...	20	6 on 20
Warehousemen	4	5	18	15 (including 5 temporary) on 18.
Time checker	1	...	125-10-175	100-10-150
Forme proof pressmen	2	...	25	23
Forme proof pressmen	1	...	22	20
Galley proof pressmen	4	...	22	20
Galley proof pressmen	1	1	20	20
Sterotypers	1	...	45	40
Supplier	1	...	30	1 on 30
Supplier	1	...	27	2 on 25
Suppliers	2	...	25	6 on 20.
Suppliers	5	...	22	
Head mechanic	1	...	150-10-200	125-15/2-175
Mechanic	1	...	125-5-150	100-5-125
Motor attendant	1	...	25	23
Standing forme keeper	1	...	65-2-75	55-2-65
Assistant standing forme keeper.	1	...	50-2-60	45-2-55
Carpenters	2	...	1 on 50 1 on 45	1 on 45 1 on 40
Blacksmith and mechanic	1	...	60	55
Roller moulder	1	...	25	23
<i>Piece--</i>				
Pressmen	9

Description of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaries—</i>				
<i>Inferior.</i>				
Machine inkers ...	7	—	18	18
Forme carriers ...	11	—	18	18
Forme carriers ...	9	—	17	17
Forme carriers ...	2	3	16	16
Metal meller ...	1	—	25	23
Gazette duffry ...	1	—	15-1-30	15-1-30
Jamadar of peons ...	1	—	15-1-20	15-1-20
Toons ...	5	—	15	15
Peons ...	6	—	14	14
Peons ...	5	2	13	13
Chowkidars ...	3	—	15	15
Labourer* ...	1	—	17	17
<i>Fees—</i>				
Inkers ...	9	—	—	—
Fly boys ...	6	—	—	—

* Labourer employed on or after the 8th August 1936 is on a non-pensionable basis and should be paid from contingencies.

NOTE.—This rate of pay will be allowed only to those whose outturn calculated in accordance with the rates in force in the Government of India Press, Calcutta, is not less than 5,000 (corrected) annas per hour. If outturn is less than 5,000 (corrected) annas but not less than 4,500 (corrected) annas per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,000 (corrected) annas per hour, the reduction will be Rs. 8. Bonus at the rate of 8 pies per 1,000 annas will be allowed when the outturn exceeds 900,000 annas per month.

13. Details of classification and rates of pay in Government of India Forms Press, Aligarh.—The Aligarh Press was first reorganised in accordance with the sanction received with the Industries and Labour Department's letter No. A-570, dated the 27th March 1925. Further revisions took place, vide Industries and Labour Department's letters Nos. A-627, dated the 28th April 1926, A-627, dated the 15th February 1927, A-570, dated the 12th January 1928, A-627, dated the 26th November 1929, A-431, dated the 20th August 1934, A-627, dated the 23rd March 1935, A-431, dated the 22nd April 1936, 4th May 1936 and 11th May 1936, A-627, dated the 22nd July 1936, A-431, dated the 8th August 1936 and A-627, dated

the 11th January 1940. Revised rates of pay were sanctioned in the I and L. Deptt.'s letter No. A-203, dated the 30th January 1934. The statement below shows the classification of establishment under "superior", "inferior", "permanent", "temporary", "salaried" and "piece":—

GOVERNMENT OF INDIA FORMS PRESS, ALIGARH

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaried—</i>	<i>Superior.</i>			
Manager	1	...	750-50-1,000*	600-20-700
Overseer	1	...		225-25-300
Head clerk	1	...	200-5-250	150-10-200
Head assistant	1	...	125-5-175	125-5-150
Accountant	1	...	100-5-140	100-5-125
Store and stationery keeper	1	...	100-5-140	100-5-125
Cashier	1	...	70-3-100	75-3-90
Clerks	2	...	40-4-100	75-3-90
Clerks	5	...	50-3-80	
Time-keeper	1	...	50-3-80	
Computers	2	...	35-2-75	35-2-75
Clerks	41	...	35-2-75	
Transport clerk	1	...	20-2-30	
Waste paper clerk	1	...	20-1-25	
Forwarding clerk	1	...	30	
Paper issuers	2	...	25	20-1-30
Paper issuers	1	...	20	
Reader	1	...	90-4-110	80-5-95
Reader	1	...	65-4-85	60-3-75
Copyholder and Reviser	1	...	45-2-55	40-2-50
Copyholder	1	...	30-2-40	28-2-36
Foreman (Machine and Press).	1	...	100-5-125	85-5-105
Head mechanic	1	...	75-5-125	65-4-105
Foreman (Bindery)	1	...	80-4-100	70-3-85
Foreman (Composing)	1	...	70-5-100	65-4-85
Foreman (Stencotyping)	1	...	50-4-70	45-4-65
Machine moulder	1	...	40-2-50	35-2-45
Assistant foreman (Bindery).	1	...	40-3-70	35-3-65
				45-5-70
Vernacular compositor	1	...	50-5-75	1 on 40
Compositors	4	...	1 on 45	2 on 35
			3 on 35	4 on 50
			30	6 (including 1 tem- porary) on 25
Compositors	4	...	25	28
Compositors	5	...	30	
Impositor	1	...	2 on 50	2 on 45
Rotary printers	8	...	4 on 40	3 on 40
			2 on 35	5 on 35

*With five quarters.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaries (Superior)—contd.</i>				
Counters	37	7	4 on 22 6 on 29 29 (including 7 temporary) on 18.	4 on 21 6 on 19 29 (including 7 temporary) on 17.
Binders	14	—	3 on 40 3 on 25 8 on 20	4 on 35 6 on 30 19 on 25
Binders	16	3	25	44 (including 3 tem- porary) on 20
Binders	40	8	20	20 (including 16 temporary) on 15.
Binders	4	8	15	2 on 30
Stereotypers	1	—	35	3 on 25
Stereotypers	5	—	25	4 on 20
Stereotypers	3	—	20	30
Lead and quotation caster	1	—	25	125—15/2—175
Power station engineer	1	—	150—10—100	55—4—87
Electrician	1	—	60—5—100	35—2—55
Engine driver	1	—	40—7—40	1 on 60
Mechanics	2	—	1 on 60—3—75	1 on 45
Carpenters	3	—	2 on 35 *1 on 25	2 on 32 1 on 25
Standing forms keeper	1	—	30—2—40	35
Tag machinemen	2	—	30	30
Rewinder	1	—	25	25
Blacksmith	1	—	35	32
Switch board attendant	1	—	30—5—45	35
Lorry driver	1	—	35—2—45	35
Fitters	1	—	1 on 45, 1 on 30	*1 on 20, 1 on 35
Galley proof pressman	1	—	1 on 20	1 on 20
Linesman	1	—	18	17
			20	20
<i>Piece—</i>				
Hand pressmen	12	—	—	—
Machinemen	14	—	—	—
<i>Inferior.</i>				
Distributors	2	—	15	14
Assistants (tag and rewinders)	2	—	20	20
Cleaner driver	1	—	20	20
Rotary men	15	—	8 on 25 & 7 on 20	8 on 25 & 7 on 20
Roller moulders	2	—	1 on 25 & 1 on 18	20
Folios	30	7	12	12
Cleaners	2	—	18	18

*The post is classified as inferior.

Designation of posts.	Number.		Present rates of pay.	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
<i>Salaries (Inferior)—contd.</i>			Rs.	Rs.
Forme carriers	1	1	15	15
Mali	1	—	20	20
Jamadar	1	—	20	18
Jamadar Packer	1	—	18	18
Packers	57	8	15	14
Labourers*	22	7	15	15
Chowkidars	6	—	13-1/5-18	14
Gate-men	2	—	13-1/5-18	14
Peons	6	—	13-1/5-18	13
Farash	1	—	13-1/5-18	12
Waste paper sorters	5	—	10	10
Envelope makers†	34	—	9 on 16, 3 on 15, 1 on 13 & 21 on 12.	9 on 16, 3 on 13, 1 on 12 & 21 on 12.
<i>Piece—</i>				
Handpress inkers	12	—	—	—
Handpress flyboys	10	—	—	—
Machine inkers	14	—	—	—

*Labourers (including lorry labourers) employed on or after the 8th August 1936 are on a non-pensionable basis and should be paid from contingencies.

†Eventual grades to be brought into effect for both old and new entrants are—6 on Rs. 16, 10 on Rs. 14 and 18 on Rs. 12 (13/3/39-A. & F.).

14. Details of classification and rates of pay in the Government of India Forms Press, Calcutta.—The press was started in August 1924, vide Industries and Labour Department's letter No. A-586, dated the 29th August 1924 and placed on a permanent footing vide that Department's letter No. A-586, dated the 25th February 1929. Certain temporary posts were transferred to the permanent establishment, vide Industries and Labour Department's letters No. A-431, dated the 7th April 1936 and 8th August 1936. Revised rates of pay for new entrants were sanctioned in that Department's letter No. A-396, dated the 30th May 1934. Further additional posts were sanctioned in April 1937, vide Labour Dept. letters No. A-431, dated the 2nd April 1937 and 15th February 1939. The statement below shows the classification of establishment under

Salaries, "permanent", "temporary", "salaries" and "pay"

GOVERNMENT OF INDIA FORMS PRESS, CALCUTTA

Designation of post.	Number.		Present rates of pay	Revised rates of pay.
	Perma- nent.	Tempo- rary.		
			Rs.	Rs.
<i>Salaries—</i>				
<i>Superior.</i>				
Accountant	1	—	250—10—310	225—15/2—300 175—15/2—250*
Assistant Accountant	1	—	45—45—50—1—65 2—85—4—110—1— 150	45—45—50—1—65 —105
Stationery and stock- keeper.	1	—	(Efficiency bar at Rs. 85) 100—5—120	80—4—120
Receiver and despatcher	1	—	45—45—50—1—65	45—45—50—1—65
Transit clerk	1	—	4—45—4—105— 5—120	—105
Time keeper and report writer.	1	—	(Efficiency bar at Rs. 75)	
Clerk	2	—		
Reader	1	—	110—5—150	100—5—125
Compositor	1	—	50—45—1—60	50—45—1—60
Foreman	1	—	200—10—250	150—10—200
Visitors Assistant	1	—	50—2—60	50—2—60
Form proof person	1	—	25—1—35	25—1—35
Stender, form/keeper	1	—	45—2—60	45—2—60
Machine foreman	1	—	60—2—80	60—2—80
Mechanic	1	—	40—2—55	40—2—55
Master attendant	2	—	35—2—55	35—2—55
Compositor	—	1		70—1/2—60— 5/2—65 (Efficiency bar at Rs. 40)
<i>Pay—</i>				
Compositors	2	—	—	—
Printer	1	—	—	—
Printing machinemen	12	3	—	—
Binders	10	3	—	—

*Applicable to persons who join service on or after the 1st January 1953.

Example: An accountant on Rs. 245 (December 1952) will be placed on a revised pay of Rs. 225—15/2—300, with an efficiency bar at Rs. 175—15/2—250.

Designation of posts	Number		Minimum rates of pay.	Revised rates of pay.
	Perma- nent	Tempo- rary.		
<i>Salaries—</i>	<i>Inferior.</i>		Rs.	Rs.
Paper supplier	1	—	25-1-33	25-1-35
Factor carriers	6	3	20-1-30	20-1-30
Printingsmen	—	2	15	15
Distribs	1	—	15-1-5-19	15-1-5-19
Prints	2	1	15-1-5-19	15-1-5-19*
Parash	—	1	15-1-5-19	15-1-5-19
Sweepers	—	3	15	15
Labourers†	3	1	3 on 19 and 1 tempo- rary on 19	3 on 19 and 1 tempo- rary on 15
<i>Fees—</i>				
Takers	12	4		

* Rs. 15-1-5-17 plus Compensatory allowance of Rs. 2 p.m. for those recruited on or after 1st April 1936.

† Labourers (including heavy labourers) employed on or after the 28th August 1936 are on a non-responsible basis and should be paid from contingencies.

15. Classification of appointments as superior and inferior.—Certain appointments in the Government of India Presses have been specially classed as superior or inferior, by the Government of India. A list of such appointments is reproduced below:—

Designation	Press	Authority
	<i>Superior.</i>	
Material Supplier	Government of India Press, Calcutta.	Industries and Labour Dept. letter No. A-700, dated the 14th November 1927.
Lorry Driver	Government of India Press, Calcutta, and Form Press, Allahabad.	Industries and Labour Dept. letter No. A-571, dated the 6th December 1930.
Distributors (whose monthly earnings exceed Rs. 15).	Government of India Presses, Calcutta, New Delhi and Simla.	Board of Industries and Monitions letter No. A-31, dated the 29th November 1920.
Collecting Sicars		
Hand rulers (now designated as Paper Counters, vide I. & L. Dept. letter No. A-431, dated the 16th February 1929).		
Carpenters on a pay of Rs. 30 a month or over.	Government of India Presses, Calcutta, New Delhi and Simla.	Industries and Labour Department letter No. A-471, dated the 15th September 1923.
Stamp Counters		
Stenographers		
Tracksmen		
Callers		
Roller Moulder	Government of India Press, Simla.	Labour Dept. letter No. A-471, dated the 15th May 1940.

Note.—Also see Appendix 7-A of the Civil Service Regulations for other appointments.

Definition.	Form.	Authority.
Aspirants (Tag and Re- members)	Forms Press, Aligarh	Controller of Printing and Stationery India, Memo. No. C. P. O. 13/4/30, dated the 19th August 1930.

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

I.—Administration and Accounts Branch

Receiving and despatching.
Correspondence.
Accounts.
Stationery and stores.
Computing.

Cash.
Timekeeping.
Sanitary and medical.
Publications.*

II.—Composing Branch.

Hand composing.
Linotype operating.
Linotype correcting.
Monotype setting.
Monotype casting.

Monotype correcting.
Type steel (distrosheets).
Standing forms.
Reading.

III.—Machine and Press Branch

Machine press printing.
Hand press printing.

Rotary machine printing.

IV.—Binding Branch.

Binding.
Finishing.
Envelope making.

Machine binding.
Die stamping.

V.—Foundry Branch.

Stereotyping.
Type casting.

Netel facing.

VI.—Mechanical Branch.

Mechanical repair.
Roller casting.

Carpentering.
Lorry.

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

Calcutta

Hand composing.
Imposing.
Type case (distrosheet).
Monotype correcting.
Linotype correcting.
Machine press printing.

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

New tools

Hand composing.
Imposing.
Monotype correcting.
Linotype correcting.

Type case distribution.
Hand press printing.
Machine press printing.

Single

Hand press printing.

Altogether

Machine press printing.

Hand press printing.

CHAPTER III

GENERAL RULES

Section (I).

15. Recruitment and promotion in the clerical establishments.—The rules reproduced below have special reference to the Calcutta Branches of the Stationery and Printing Department but are to be applied mutatis mutandis to the Simla, New Delhi and Aligarh Presses as well.

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

These rules shall take effect from the 26th March 1935. 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.

General

1. Each Branch, including the Stationery Stores, will by the date specified above, have its own clerical cadre and shall maintain a graduation 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 along with proposals for promotions which require his sanction.

3. The officers-in-charge of the Branches concerned are authorized to sanction increments as they fall due, provided that they are satisfied that the increments have been fully earned. If there are grounds to withhold an increment the procedure mentioned in rule 5 of the Rules is available for the making of first appointments in subordinate services under the administrative control of the Governor-General in Council and for the discipline and rights of appeal of members of these services, should be followed before the case is submitted to the Controller for orders.

4. No member of the clerical establishment shall be permitted to cross the efficiency bar in the case of those appointments for which the Controller is the appointing authority without the sanction of the Controller. Such sanction shall be given only on a certificate from the officer-in-charge that the officer concerned is thoroughly efficient.

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

6. The Controller shall exercise the power of transferring any member of the clerical establishment of one office to the clerical establishment of another office of the Stationery and Printing Department.

Promotions

7. Subject to the Controller's approval in each case the officers-in-charge of the Branches concerned are empowered to make all officiating promotions from within their own clerical cadres, provided that the duration of such appointments is less than three months.

8. All permanent or semi-permanent promotions including appointments not covered by rule 7 above in any of the Branches shall be made only with the prior 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 a member 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 graduation list of the clerical staff of the offices 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.

NOTE.—The Controller's approval under rule 7 or sanction under rule 8 above is not required in the case of such clerical appointments, the appointing authority for which is the officer-in-charge of the Branch.

9. 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.

Recruitment

10. Recruitment to fill vacancies in any of the individual cadres shall be made by the Controller or the officer-in-charge of the Branch as the case may be.

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, late Staff Selection Board or the Federal Public Service Commission examination. Recruits for posts of clerk and typist must have passed a matriculation or equivalent examination. No particular educational qualifications have been prescribed for recruits to lower grades.

12. The officer-in-charge of each Branch shall maintain lists of qualified candidates, arranged in order of merit for the various grades separately. The following procedure should be adopted for preparing and maintaining the list:—

- (i) The names of applicants for appointment in the Branch concerned should be registered. If necessary, applications may be called for by advertisement.
- (ii) A few candidates judged to be the best should be selected, declarations in the standard form No. Press 103 obtained from each and, subject to the rejection of those ineligible for service in the Branch, a test conducted by the Manager to assess their merits *inter se*. The names should then be listed in order of merit showing also the following details:—
 - (a) age;
 - (b) educational qualifications;
 - (c) community;
 - (d) relationship to persons, if any, in the Stationery and Printing Department; and
 - (e) nationality (i.e., whether a British subject or subject of an Indian State).
- (iii) The names should be kept on the waiting list for a period of two years or until they cease to be eligible for appointment whichever is earlier.

13. The list of eligible candidates maintained under rule 12 shall be submitted to the Controller for his selection in respect of posts for which he is the appointing authority.

14. Recruitment shall be subject to such age limits as may be laid down by the Government of India from time to time and to the orders regarding communal representation. Other things being equal, preference may be given to sons (and daughters) of employees of the Stationery and Printing Department who have recently retired or are on the verge of retirement.

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.

18. The above rules shall apply *mutatis mutandis* to promotion in, and recruitment of, the clerical establishment (including the computing staff) of the Simla, New Delhi and Aligarh Presses. Lists of suitable candidates should be prepared, maintained and submitted to the Controller in accordance with rules 12 and 13 above.

19. Selection posts.—Certain posts in the Government of India Presses have been declared by the Government of India to be selection posts, vide letter from the Department of Labour No. A48, dated the 21st July 1938 (reproduced below). Appointments to these posts should be made in accordance with the principles laid down in the Government of India Home Department letter No. F-431-27-Esta., dated the 12th July 1928 (reproduced below), according to which selection should be made on merit, seniority only being regarded when other qualifications are practically equal.

Letter No. A48, dated the 21st July 1938, from the Dept. of Labour, to the C. P. & S. I.

I am directed to refer to your letter No. ED/8/37-A. & F., dated the 7th April 1938, on the above subject, and to say that, for the reasons explained, the Government of India have decided that the posts in the Stationery and Printing Department as shown in the accompanying list should be treated as selection posts. Promotion to these posts should be made in accordance with the principles laid down in the Government of India Home Department letter No. F-431-27-Esta., dated the 12th July 1928.

List of selection posts in the Stationery and Printing Department.

CLASS I POSTS

- (1) Controller of Printing and Stationery, India.
- (2) First Grade Manager, Government of India Press, Calcutta.
- (3) Second Grade Managers, Government of India Presses, Simla and New Delhi.
- (4) Deputy Controller, Stationery.
- (5) Deputy Controller, Printing.

CLASS II POSTS

- (1) Manager of Publications, Delhi.
- (2) Managers of the Forms Presses, Calcutta and Aligarh.
- (3) Assistant Controller, Printing.
- (4) Assistant Controller, Stationery.
- (5) Store Examiner (Central Stationery Office, Calcutta).
- (6) Assistant Managers in the Government of India Presses, Calcutta, New Delhi and Simla.
- (7) Overseers in the Government of India Presses, Calcutta and New Delhi, and Assistant Manager (designation to be changed into Overseer when the post is not held by the present incumbent), Forms Press, Aligarh.

SUBORDINATE POSTS

Central Stationery Office, Calcutta.

- (1) Superintendent.
- (2) Head Assistants, Class I and Class II.
- (3) Cashier.
- (4) Assistants.
- (5) Store Keeper.
- (6) Deputy Store Keepers.
- (7) Chemical Assistants.
- (8) Typewriter Mechanic.

Government of India Press, Calcutta

- (1) Head Assistant.
- (2) Accountant.
- (3) General Store Keeper.
- (4) Cashier.
- (5) Head Computer.
- (6) Assistants.
- (7) Head Reader.
- (8) Senior Readers.
- (9) Readers (on the old rate of pay of Rs. 200—10—250 and on the revised rates of pay drawing a salary of more than Rs. 150 p.m.).
- (10) Head Mechanic.
- (11) Foreman.
- (12) Machine Foreman.
- (13) Bindery Foreman.
- (14) Press Foreman.
- (15) Section-holders.
- (16) Correction Checkers.
- (17) Lorry Driver.
- (18) Gestetner Operator.

Government of India Press, New Delhi

- (1) Head Assistant.
- (2) Accountant.
- (3) General Store Keeper.
- (4) Head Computer.
- (5) Assistants.
- (6) Cashier.
- (7) Head Reader.
- (8) Readers (on the old rate of pay of Rs. 200—10—250 and on the revised rates of pay drawing a salary of more than Rs. 150 p.m.).
- (9) General Foreman.
- (10) Machine Foreman.
- (11) Bindery and Warehouse Foreman.
- (12) Section-holders.
- (13) Correction Checkers.

Government of India Press, Simla

- (1) Head Clerk.
- (2) Clerks (Upper Scale).
- (3) Head Reader.
- (4) Senior Readers (on the old rate of pay of Rs. 245—10—325 and on the revised rates of pay drawing a salary of more than Rs. 180 p.m.).
- (5) Readers (on the old rate of pay of Rs. 180—10—230 and on the revised rates of pay drawing a salary of more than Rs. 180 p.m.).
- (6) Head Mechanic.
- (7) Section-holders.
- (8) Press Jamadar.
- (9) Binding and Warehouse Jamadar.
- (10) Time Checker.

Farm Press, Adyar

- (1) Head Clerk.
- (2) Head Assistant.
- (3) Accountant.
- (4) Store and Stationery Keeper.
- (5) Cashier.
- (6) Foreman (Machine and Press).
- (7) Foreman (Bindery).
- (8) Foreman (Compositing).
- (9) Foreman (Starvestyping).
- (10) Head Mechanic.
- (11) Power Station Engineer.
- (12) Electrician.

Central Farm Store, Calcutta

- (1) Superintendent.
- (2) Head Assistant.
- (3) Accountant.
- (4) Assistants.
- (5) Lorryman.
- (6) Cashier (vide letter No. A41, dated 29th July 1948, from the Labour Department).

Farm Press, Calcutta

- (1) Accountant.
- (2) Stationery and Stock Keeper.
- (3) Foreman.
- (4) Machine Foreman.

Central Publication Branch

- (1) Assistant Manager.
- (2) Superintendent.
- (3) Accountant.
- (4) Assistants (including Assistant Stock Keeper).

Letter No. F-41-27-Exp. dated 12th July 1928, from Home Department to all Local Governments and Administrations.

Memorials received from certain officers have once more brought into prominence the question of the principles which should govern the making of appointments to selection posts, and in particular how far weight may reasonably be given to the fact of seniority in deciding the claim of various officers to selection. I am to invite attention to the Home Department letters of the 28th July 1912 and the 26th April 1925 which gave instructions as to the factors to be taken into consideration when appointments are made to posts of Commissioner, and to the letter of the Department of Education, Health and Lands, No. 1755, dated the 28th August 1925, which dealt with promotions to selection grade posts in the Indian Educational, Indian Agricultural, Indian Veterinary and Indian Forest Services. The main principle which for many years has been accepted as governing this matter is that laid down by the Decentralisation Commission, in connection with appointments to Commissionships, but applicable to all selection appointments. It is reproduced in paragraph 1 of the Home Department letter of the 28th July 1912 as follows:—

“Promotion to the office of Commissioner of a division should be by selection from the best executive officers of the province, provided such have acquired some other qualifications as practically equal”

2. The Government of India desire once more to emphasise this principle. They recognise that in the case of selection for the post of Commissioner, for instance, it may happen that there are a number of officers who are equal to the duties of the post and that it may not be easy to assess with confidence the value of their varying qualifications and experience. In such cases, however much it may be desired to emphasise the principle of selection, seniority may come to be an element of importance. But there is always a danger that seniority may assume too great importance and that what should be a system of selection may degenerate into a mere process of the drift. This is a development which must be guarded against carefully, and I am to emphasise the necessity that in such cases a positive act of selection should be performed.

3. The Secretary of State has laid special stress on the importance of adhering to the principle of selection and has desired not only that it should be carefully maintained in practice, but also that it should receive full publicity. I am, accordingly, to request that whenever it is necessary to make an appointment to a selection grade or post (whether officiating or substantive) in an All-India Service, the local Government will undertake a definite selection among the officers whose claims to promotion deserve consideration. I am at the same time to ask that they will take steps to see that officers of the Services under their control are aware of the principle governing the matter.

20. (i) **Recruitment of Apprentices**—Applications for the recruitment of apprentices are called for by advertisement every year. The press in which the apprenticeship is offered will be announced at the time. 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 PRESSES.

1. Applications for the recruitment of one apprentice every year will be called for by advertisement. The Press in which the apprenticeship is offered will be announced at the time.

2. 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 33 years of age and must produce a certificate of physical fitness from a Civil Surgeon or Probationary 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.

3. A successful candidate before enrolment, must sign an agreement of service as an apprentice on Rs. 3 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 to the Government of India Press, for a period of five 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....."

4. The period of apprenticeship will be five years during which an apprentice will be paid Rs. 50 (Rupees fifty) 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 term 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 qualify in the final examination prescribed under rule 5 (C.C.S. 20-A & F.).

5. The selected apprentice will undergo practical training in the Press in which he is attached and will be recommended the study of certain prescribed books. He will be placed under the direction of the supervising officers in the various branches of the Press and when he has acquired sufficient practical knowledge, his studies on the theoretical side will be assisted by the Press officers. Examinations to test his progress will be held from time to time.

6. The apprentice 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.

7. The 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.

8. On the completion of the prescribed course the apprentice shall be required to appear for a final examination in both theory and practice which will be held under arrangements made by the Manager. A certificate will be granted to an apprentice who completes the prescribed course and qualifies in the final examination (20/253-A & F).

9. The Government of India reserves 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.

10. An apprentice who passes the final test on completion of the period of apprenticeship will have no claim to an appointment under Government. (Letter from the Department of Industries and Labour, No. A-103, dated the 31st August 1931.)

(b) Recruitment of industrial staff.—Appointments to the post of Head Reader are made by the Controller. All other appointments to the permanent or temporary industrial staff and transfers from the temporary to the permanent industrial staff are made by the Manager. *Women are disqualified for appointment to non-clerical services in the Government of India Presses.

A. Readers.—(1) An examination will be held annually in May for the New Delhi Press and in March for the Calcutta and Simla Presses for filling posts of readers in the lowest grade or class which are likely to fall vacant during the two ensuing years; if no vacancies are anticipated, no examination will be held.

(2) The subjects of the examination, the marks allotted and the time allowed for each subject will be as follows:—

	Marks	Qualifying Marks.
(a) Dictation in English Time 1/2 hour.	100	60%
(b) English Time 1 hour.	100	60%

Candidates will be tested in the following:—

- (i) Correcting mistakes in English.
 - (ii) Giving the meanings of ordinary phrases or quotations (French and Latin expressions in common use may be included).
 - (iii) Explaining accepted signs, abbreviations and contractions commonly employed.
- | | | |
|--|-----|-----|
| (c) Proof correcting
Time 1/2 hour. | 100 | 75% |
|--|-----|-----|

The paper will consist of two foolscap folio pages in pick type, full measure.

(2) The examination will be open to the men of the Reading Branch and other Branches of the Press and to outsiders, but the Manager may confine it to the Reading Branch only or to the Press including the Reading Branch, if he is satisfied that, having regard to the number of vacancies anticipated and to the number of departmental candidates likely to qualify, it would be superfluous to examine persons outside the Reading Branch or the Press in the case may be.

* Department of I. and L. Notification No. G-51, dated the 2nd April 1931.

(4) Candidates, who fail to qualify in two successive examinations, will be ineligible to appear at any subsequent examination; provided that the Manager may permit an employee belonging to the Press to appear for the third time as a special case. The fee for the examination will be Rs. 4 in the case of outsiders and Rs. 2 in the case of press employees who are not in the Reading Branch. The fee should be sent along with the application. The fees of such candidates who are not permitted to appear for the examination, will be refunded as soon as possible.

(5) Waiting lists of candidates who have qualified by examination for readers' posts will be maintained in the Calcutta, New Delhi and Simla Presses, and such candidates will be offered posts of readers in the following order of preference :—

- (i) men of the Reading Branch ;
- (ii) other press employees ;
- (iii) outsiders whose age does not exceed 25 years at the time of appointment.

(6) Qualified revisers and copyholders will be appointed or promoted as readers according to seniority and not according to position in the examination.

(7) As soon as the results of any examination are available, the names of any candidates other than those of the Reading Branch previously on the waiting list will be removed from the list unless they qualify again at that examination. (D 3540-A & F.)

(8) Appointments of readers to grades above the lowest will be made by promotion and will be regulated by seniority and merit.

B. Copyholders and revisers.—(1) Copyholders will be recruited either from outside or from within the press establishment at the discretion of the Manager. Only persons who have passed at least a Matriculation or equivalent examination which is the minimum standard of educational qualification prescribed for all recruits in the Reading Branch will be eligible for appointment.

(2) Posts of revisers falling vacant will be filled by the promotion of copyholders according to their seniority and merit, if suitable candidates are available.

C. Special rule relating to appointment of readers and revisers to the Forms Presses.—Vacancies of readers and revisers in the Forms Presses at Calcutta and Aligarh, should, in the absence of qualified and suitable men in these presses, be filled from the Calcutta and New Delhi Presses, respectively.

D. Compositors.—Compositors are recruited only after trial before one of the supervising officers. Compositors recruited on a piece basis 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 (paragraph 26).

E. Learners on Linotype and Monotype machines.—A learner will ordinarily be appointed to the leave vacancy of a linotype or monotype operator. He may be appointed also to a permanent or semi-permanent vacancy at the discretion of the Manager. A candidate for the post of a learner should possess the necessary educational qualifications not lower than the Matriculation standard and may be required to pass a reading test before his candidature is accepted. The total period of training of a learner

should not be less than 6 months but not more than 1 year on the completion of which his suitability for retention will be judged by the Manager. Provided there is a vacancy, a learner may be appointed, on the expiry of his probationary period, as a regular operator if the Manager is satisfied that the learner is capable of producing the minimum stipulated output. (I. & L. Dept. letter No. A431, dated 11th November 1934—C. P. & S. F. No. C. P. O. 11/3/31.)

21. Declaration of personal details prior to appointment.—A declaration in the standard form Press 102 should be given by all persons prior to appointment whether to the superior or inferior establishment and in permanent, temporary or purely officiating vacancies. (C. P. & S. Memo. No. 62/15/38-P, dated 28th February 1940.)

22. Preference to relatives of employees in the matter of recruitment.—In the matter of recruitment preference may be given, other things being equal, only to sons and daughters of the employees of the Stationery and Printing Department, who have retired on pay about to retire after having rendered loyal and faithful service in the Stationery and Printing Department. In the case of preference therefore to the sons and daughters of persons already in service the Managers should make certain that the latter are really on the verge of retirement and have not several years of service left. Care should also be taken to see that the condition "other things being equal" is not overlooked. (C. P. & S. Memo. No. 2/55/35-A. & F. dated 10th May 1935, 31/47/35-A. & F. dated 15th October 1935, 2A/3/37-A. & F. dated 3th January 1939, 2D/3/40-A. & F. dated 7th January 1941 & Labour Dept. letter No. A350, dated 25th January 1941.)

23. High educational qualifications not necessary for low-paid appointments.—(i) In connection with the condition "other things being equal" mentioned in the preceding paragraph it should be borne in mind that for low-paid appointments high educational qualifications are not essential and a graduate should not be regarded as better qualified for the appointment than a person who has passed only the Matriculation and given preference over the latter solely by virtue of his superior educational qualifications. A suitable way of filling posts of this kind would be to hold a simple examination limited to persons of a suitable age, who should of course possess the minimum educational qualification prescribed, if any, to test their general intelligence and to give relatives preference over others who achieve much the same results in the tests. The orders regarding communal representation should of course be strictly adhered to in all cases. (C. P. & S. Memo. No. 31/47/35-A. & F., dated the 15th October 1935).

(ii) Matriculates or persons with equivalent or higher educational qualifications should not be appointed to the inferior establishment. It is also not desirable to appoint such persons to posts of binders and warehousemen. (C. P. & S. Memoranda Nos. 2A/3/37-A. & F., dated 30th October 1937, and 2D/47/40-A. & F., dated the 1st August 1940).

24. Undesirability of having too many relations in a press.—While preference may in certain circumstances be given to sons and daughters of employees it should be borne in mind that the presence of a large number of relations in a press is sooner or later liable to result in administrative inconvenience, favouritism, etc., and should be sedulously avoided. The relations to whom this objection applies are:—

Father, son, grandfather, grandson, brother, uncle, nephew, grand-uncle, grandnephew, first cousin, father-in-law, son-in-law, uncle-in-law, nephew-in-law and corresponding female relations.

There is ordinarily no objection to such a relation being appointed occasionally if the duties of the persons related are to be confined to different branches or sections and if the possibility of one coming under the control and supervision of the other is definitely remote but such appointments should be strictly limited. (C. P. & S. Memoranda Nos. 31] 36]34-A. & F., dated 21st June 1934, 2A]3]37-A. & F., dated 8th January 1938 and 2D]33]40-A. & F., dated 7th January 1941.)

25. Elimination of nepotism in making appointments.—Before sanctioning an appointment or making any recommendation for appointment, the Manager should, as far as possible, satisfy himself that no undue influence is being exercised by any relation of the candidate whose appointment is under consideration. In recommendations for recruitment submitted to Controller, the relations in Government service and the Central Stationery and Printing Department in particular of the person recommended should be intimated in all cases. (C. P. & S. Memo. No. 2]40]34-A. & F., dated the 12th April 1934.)

Section (2)

CLASSIFICATION OF PIECEWORKERS

26. Classification of pieceworkers.—The classification of pieceworkers will be regulated in accordance with the following rules sanctioned by the Government of India in the Department of Industries & Labour letter No. A-501, dated the 14th June 1928, as subsequently amended by their letters No. A-501, dated the 15th May 1933, 3rd July 1933 and 3rd October 1935.

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.

RULES

1. Rules 2 to 6 are applicable to all pieceworkers except flyboys.
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 (a) up to the efficiency bar, and (b) beyond the efficiency bar, if, either before or after reaching it, he is promoted to the selection class immediately above it. Promotion to this class 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. 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. (a) Newcomers will be first classified after three months' earnings on piece only, subject to class 5 in the case of compositors, impositors, distributors, binders, pressmen and machinemen, and class 4 in the case of inkers being the highest class attainable irrespective of the class earned. Thereafter promotion will be regulated in accordance with the above rules.
 - (b) Men appointed by departmental transfer, e.g. distributors appointed as compositors, will be classified after three complete months' earnings on piece in the same manner as newcomers, but in such cases the highest class attainable will be either the class mentioned in (a) above, or that class, the rate of which is next above his class in the category from which he is transferred, whichever is higher.
 - (c) Men transferred from the salaried to the piece establishment will be classified either after three months' earnings on piece or on the basis of their salary per hour, whichever is less, subject to the condition that the maximum class thus attainable shall not be higher than the class immediately below the efficiency bar.

NOTE 1.—The salary per hour is to be calculated by dividing the monthly salary by 200. If an hourly salary falls between two class rates, the rate nearer to the hourly salary will be taken. If hourly salary falls midway between two class rates, the higher class will be taken.

NOTE 2.—This rule has effect from the 15th May 1933 (I. and L. Department letter No. A-501, dated the 2nd October 1932).

Administrative Instruction from C. P. & S. India—As a doubt exists as to whether the calculation of class pay referred to in 6 (c) is applicable only when the transfer takes place within the same superior or inferior establishment, the Manager is accordingly informed that there is no intention to restrict the classification in this manner. If a salaried inferior servant is transferred to the superior piece establishment he should be classified in the manner as laid down in the rule and similarly if a salaried superior servant is transferred to inferior piece establishment. The Department of Industries and Labour, to whom a reference on this subject was made, have accepted the above view. (31/15A/35-A. & F.)

7. The time rate for flyboys will be one anna per hour.

Class rates for pieceworkers.—The class rates for pieceworkers working on time, are as follows:—

SCHEDULE

CLASS RATES FOR COMPOSITORS

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

Number of compositors in selection classes.

Class							Calcutta Press.	New Delhi Press.	Form Press, Calcutta.
16	9	6	1
17	6	4	...
18	3	3	...
19	3	2	...
20	3	1	...
21	2	1	...
22	2	1	...
23	2	1	...
24	1	1	...
25	1	1	...

CLASS RATES FOR BINDERS, MACHINEMEN AND PRESSMEN

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

Number of Binders in selection classes

Class								Calcutta Press.*	Forms Press, Calcutta.
15	19	1	
16	10	1	
17	4	...	
18	1	1	

Number of Machinemem and Pressmen in selection classes.

Class								Calcutta Press.	New Delhi Press.	Simsa Press.	Forms Press, Aligarh.	Forms Press Calcutta.
15	5	2		2	1	
16	3†	1	2	1	...	
17	1	1		1	1	
18	1	1		1	...	

*See also foot-note on page 8 regarding piece binders with reference mark §. On the reduction of the piece strength of binders to 127, the number of selection posts will be as follows :—

Class 15	17
Class 16	9
Class 17	3
Class 18	1

(C. P. & S. Memo. No. 2D/3110-A. & F., dated 23rd December 1940.)

† To be reduced to 2 with effect from 1st July 1941. (Dept. of Labour letter No. A-501, dated 1st October 1940.)

CLASS RATES FOR IMPOSITORS AND DISTRIBUTORS

Class								Present hour rates.	Revised hour rates.
								A. P.	A. P.
1	1 0	0 11	
2	1 1	1 0	
3	1 2	1 1	
4	1 4	1 3	
5	1 6	1 5	
6	1 8	1 6	
7	1 10	1 8	
8	2 0	1 10	
9	2 2	0	
10	2 4	2	
11	2 6	4	
12	2 8	5	
13	2 10	7	
14	3 0	7 9	

Efficiency Bar

15	3 3	1 0
16	3 6	1 3
17	3 9	3 5
18	4 0	3 8

Number of Impositors in selection classes

Class							Calcutta Press.	New Delhi Press.	Forma Press, Calcutta.
15	}	2	1	1
16				
17				
18				

Number of Distributors in selection classes

Class							Calcutta Press.	New Delhi Press.
15	}	3	4
16			
17			
18			

Section (3)

ATTENDANCE AND OVERTIME

28. Working hours.—(a) The normal working hours for the clerical establishment are—

(i) on Monday, Tuesday, Wednesday, Thursday and Friday,
7 hours inclusive of a recess interval of half an hour;

(ii) on Saturdays, 4 hours, with no recess interval.

(b) The normal working hours for industrial workers are—
in the Simla and Calcutta Presses—

(i) on Monday, Tuesday, Wednesday, Thursday and Friday, 8½ hours;

(ii) on Saturdays, 5½ hours;

in the New Delhi and Aligarh Presses—
8 hours on each week-day.

These hours are exclusive of rest intervals. Ordinary overtime may be worked in addition up to 6 hours during any week.

29. Arrival at work.—(a) On reaching office clerks will enter the time of their arrival and initials in a register kept for the purpose.

(b) Employees other than clerks or ticket holders will enter the time of their arrival and initials in a register kept on the time-keeper's table.

(c) Each ticket holder will take his ticket from the board and drop it in a box placed outside the time-keeper's room. The time-keeper will remove the box at the opening time and place another box for late comers. Those arriving after the time fixed for attendance will drop their tickets in the late box which will be emptied after a quarter of an hour for ascertaining cases of lateness up to 15 minutes and will be placed again outside the time-keeper's room for employees who are late from 15 to 30 minutes. The late box will be emptied a second time half an hour after the opening time and will be placed outside again for employees who are late from 30 to 45 minutes. Any employee taking a wrong ticket off the board or found with his ticket in his possession after the board is checked will be liable to disciplinary action. Any employee taking more than one ticket will be liable to removal from service. Where a breach of rules is committed to conceal the fact of absence disciplinary action may be taken as well as a deduction made for proved absence under section 9 of the Payment of Wages Act, 1936. Any ticket holder losing his ticket will be charged two annas for a new one. (C. P. & S. Memo. No. 2D/59/39-A. & F., dated 6th December 1949).

(d) Late attendance will be entered in red ink in the attendance registers.

(e) No employee will be allowed to enter the press more than three quarters of an hour after the opening time fixed without the special permission of the Manager.

(f) An employee neglecting to sign the attendance register or take his ticket off the board must make an application to do so on the same day failing which he will be marked absent and no subsequent application will be entertained.

(g) A pieceworker who arrives late should immediately on arriving in his section report to the Section-holder or other person in charge of the section and in his presence enter the time of his arrival (as shown by the section clock) and other particulars in the "late arrival" slip prescribed for the purpose. The slip will be used for the purpose of

computation of any time work done by the pieceworker. (C. P. & S. Memo. No. 2D/39/39-A, & F., dated 6th December 1940.)

30. **Late attendance.**—(a) *Definition.*—The term "late" means arrival after the opening time. Arrival within 30 minutes of the opening time will be treated as one "late"; arrival more than 30 minutes but not more than 45 minutes after the opening time will be treated as two "lates".

Late attendance after meal intervals shall be treated in the same way as late attendance at the opening time.

(b) *Power to excuse "lates".*—

(i) Lates may be excused at the Manager's discretion up to a limit of 4 per incensem. In exercising his discretion regarding the number of lates to be excused under this sub-paragraph either generally or for particular employees, the Manager shall have regard to the state of work in the press and may take into consideration the proximity of the employees' residences to the press.

(ii) When lates are due to unavoidable causes of a general and serious character such as a breakdown in transport, they may, on application from the persons concerned, be excused at the discretion of the Manager without regard to the limit mentioned in the preceding sub-paragraph.

(c) *Penalties for late attendance.*—One day's casual leave, if admissible, will be forfeited for every 4 unexcused lates. If casual leave is not admissible or has been exhausted, a corresponding deduction will be made from leave on average pay or full pay at the credit of the men concerned. If in the case of salaried industrial bands there is no leave at their credit, the Manager may either impose a fine equivalent to half an hour's proportionate salary for each late or make a deduction for absence under section 3 of the Payment of Wages Act, 1936.

(d) *Habitual late attendance.*—In the case of habitual late attendance, disciplinary action should be taken such as—(i) stoppage of increments, promotion, etc., (ii) reduction in grades or class rates, and (iii) removal from service. (C. P. O. 9/328, dated the 29th December 1926, C. P. O. 12/5/27, dated the 7th October 1927 and 27th October 1927 and A. & F., 31/4/33, dated the 19th April 1934.)

31. **Eligibility for overtime allowance.**—(1) Members of the industrial establishment are eligible for overtime allowance.

(2) Of the clerical establishment (including the computing staff) the only members entitled to overtime allowance are:—

Government of India Press, Calcutta.—Time Keepers and Paper Issuer.

Government of India Press, New Delhi.—Time Keeper, Assistant Time Keeper, one Clerk in the Stores Branch and Paper Issuer.

Government of India Press, Simla.—Two Clerks (Time Keeper and Assistant Stationery Keeper), Paper Issuer and Gazette Despatcher.

Government of India Forms Press, Calcutta.—Time Keeper and Report Writer.

Government of India Formis Press, Aligarh.—Time Keeper, Paper Issuers and Forwarding Clerk.

32. Classification for overtime.—(1) The following employees have been declared as persons holding positions of supervision and exempted from the operation of Chapter IV of the Factories Act, 1934, and are hereinafter referred to as '10-hour men'—

Government of India Press, Calcutta.—Head Reader, Foreman (Case room), Bindery Foreman and Section-holders.

Government of India Press, New Delhi.—Head Reader, General Foreman, Bindery and Warehouse Foreman and Section-holders.

Government of India Press, Simla.—Head Reader, Section-holders, Press Jemadar, Bindery and Warehouse Jemadar and Time Checker.

Government of India Formis Press, Calcutta.—Foreman.

Government of India Formis Press, Aligarh.—Foreman (Composing), Foreman (Machine and Press), Foreman (Bindery), Foreman (Stereo-typing) and Readers.

(2) Other employees eligible for overtime, excluding the senior readers of the Government of India Presses, Calcutta and Simla, are hereinafter referred to as "8-hour men".

33. Calculation of overtime.—8 hours men and the senior readers of the Government of India Presses, Calcutta and Simla, are eligible for both 'ordinary overtime' and 'special overtime'; and 10-hour men only for 'special overtime'. Ordinary overtime is work done—

in the Simla and Calcutta Presses, on Monday to Friday after 8½ hours and on Saturday after 5½ hours.

in the New Delhi and Aligarh Presses after 8 hours on each week-day.

Special overtime is work done—

by 8-hour men after 10 hours' work on any day of the week including Saturday;

by 10-hour men—

in the Simla and Calcutta Presses, after 10½ hours on Monday to Friday, and after 7½ hours on Saturday;

in the New Delhi and Aligarh Presses, after 10 hours on any week-day.

Provided that the senior readers of the Government of India Presses, Calcutta and Simla, work ordinary overtime when they work more than 54 hours a week excluding any period paid for as special overtime, and special overtime when they work more than 60 hours a week or 10 hours a day.

34. Deduction from overtime.—Overtime is not worked by an employee unless and until he has actually worked for the period prescribed as the normal working day. The actual time lost by him, if any in 'late attendance', 'early' or 'short' leave and 'prayer interval' should be deducted from the hours worked for the purpose of calculating overtime:

Provided that no deduction need be made for late attendance if the employee is less than 15 minutes late, and in other cases the deduction should be calculated as follows:—

	Period to be deducted from overtime.
(i) Late attendance.	
(a) Late by not less than 15 minutes but less than 30 minutes. ...	15 minutes.
(b) Late by not less than 30 minutes but less than 45 minutes ...	30 minutes.
(c) Late for 45 minutes or more ...	Actual period of absence.
(ii) Early or short leave ...	
(d) Prayer interval ...	1 hour.

35. **Payment of overtime.**—(1) Men on a salaried basis receive $1\frac{1}{2}$ times their hourly rate, for ordinary overtime and $1\frac{1}{4}$ times their hourly rate for special overtime. The hourly rate is calculated on the basis of the monthly rate divided by the number of days in the month and divided again by 8, 9 or 10, as the case may be, for 8-hour men, the senior readers of the Government of India Presses, Calcutta and Simla, on 10-hour men.

(2) Pieceworkers, if employed on class rate, receive class rates plus 25% for ordinary overtime and class rates plus 50% for special overtime. Pieceworkers, if engaged on piece rates, receive piece rates plus 25% of their class rates for ordinary overtime and piece rates plus 50% of their class rates for special overtime.

(3) 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 will keep their outturn sheets, and their overtime will be certified by the Head Reader.

36. **Obligation to work overtime.**—The working of overtime, when required, is obligatory. Men who fail to attend for overtime after having been duly warned will be liable to disciplinary action, except in cases of sickness and emergent private affairs. [14(1)S-A & F.]

37. A list of employees of the Government of India Presses who are entitled to overtime allowance is reproduced below:—

(1) GOVERNMENT OF INDIA PRESS, CALCUTTA.

Employees who are eligible for overtime.	Nature of work.
<i>Clerical Establishments.</i>	
Time-keeper and Assistant Time-keeper ...	Records attendance of employees.
Paper issuer ...	Calculates and issues the quantity of paper required for each job.
<i>Industrial—Salaried.</i>	
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 ...	
Composing Clerks ...	Checks compositors' time-slip with corrected proofs.

Employee who are eligible for overtime.	Nature of work.
Warehouseman (salaried)	Does miscellaneous work, i.e., pasting, stitching, etc.
Binder (salaried)	Ditto.
Proof Pressman (including Galley and Forme Proof Pressman).	Pulls proofs from composed matter.
Forme Carrier	Carries Forms.
Standing Forme-keeper and Assistant Standing Forme-keeper	In charge of standing types, forms and pages and keeps record of same.
Type Storekeeper	In charge of types and materials and issues same.
Type Suppliers	Supplies types and materials to compositor.
Mono Operator	Operates Monotype Key-board Machines.
Mono Caster	Operates Monotype Casting Machines.
Metal Melter	Melts metal and prepares ingots of metal for Linotype and Monotype Machines.
Line Operator	Operates Line Machine.
Machine Foreman	} Supervises and issues work to Machineman.
Machine Jamadar	
Form Foreman	Supervises and issues work to Pressman.
Report-writer	Writes reports of Machinemen and Tickers.
Draftsman	Prepares wood-cut 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	Despatches work done in Bindery.
Paper Counter	Counts paper received from Press before binding.
Paper Supplier	Supplies paper to Machines and Pressman.
Material Supplier	Supplies materials to the binders.
Paste Supplier	Prepares and supplies paste and glue to the binders.
Head Ruler	Does the ruling of skeleton forms by hand.
Examiner	Examines books, etc., before despatch.
Numberer	Puts numbers on the pages by hand.
Finisher (Bindery branch)	Does gold lettering on books after binding.
Labourer (including the Litho labourer)	Cooly.
Mechanic (including Mono and Line mechanic)	Looks after machines.
Head Mechanic	Serve as Engineer, in charge of all machines.

Employees who are eligible for pensions.

Nature of work.

Industrial - Related - work.		
Carpenter	Does wood work, e.g., repairing of office furniture and type cases, etc.	
Roller Moulder	Manufactures printing rollers.	
Lorry Driver	Drives lorry which brings paper and materials from stationary office and delivers printed matter and takes and receives consignments to and from Railway station.	
Stereotyper	Prepares slabs for printing.	
Finisher (Stress Branch)	Finishes and mounts slabs.	
Rotary Machineman	Works Rotary Machines.	
Machine Inker		
Industrial - Pure.		
Compositor.	Pressman.	Line Corrector.
Distributer.	Inker.	Slugs Corrector.
Impositor.	File Boy.	
Machineman.	Binder.	

(For Dept. of Industries & Labour letter No. A-112, dated 1.12.1939.)

(2) GOVERNMENT OF INDIA PRESS, NEW DELHI.

Classical Distribution.

Time Keeper and Assistant Time Keeper	Keeps attendance of employees.
Paper House	Calculates and issues the quantity of paper required for printing.
Clerk (Upper Scale) States Branch	Clerical Work.
Industrial - Related.	
Head Reader and Reader	Examines and corrects proofs.
Reviser	Revises reading proofs and makes corrections.
Copyholder	Reads copy to Reader.
General Foreman	Supervises and issues work to the cast room.
Section-holder and Assistant Section-holder	Supervises and issues work to compositors.
Correction Checker	Checks compositor's time slip with corrected proofs.
Warehouseman	Does miscellaneous work in pasting, stitching, folding, etc.
Binder	Does miscellaneous work in pasting, stitching, folding, etc.
Proof Pressman (Galley)	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.

Employees who are eligible for overtime.	Nature of work.
<i>Industrial—Saluted—contd.</i>	
Type Store Keeper	Incharge of types and materials and issues same.
Paper Supplier	Supplies paper to Machine and Pressman.
Type Supplier	Supplies type and materials to compositors.
Mono Operator	Operates Monotype Keyboard Machine.
Mono Caster Attendant	Operates Monotype Casting Machine.
Mono Sorts Caster	Operates Monotype Casting Machine.
Mono and Lino Distributor	Distributes type in Mono and Lino.
Metal Meltier	Melts metal and prepares ingots of metal for Lino and Mono machines.
Lino Operator	Operates Lino machines.
Machine Foreman	Supervises and issues work to machinemen.
Print and Machine Jamadar	Supervises and issues work to machinemen.
Report Writer (Machine and Bindery)	Writes report of machinemen and inkers and binders, etc.
Bindery and Warehouse Foreman	Supervises and issues work to binders and warehousemen.
Bindery Jamadar	Supervises and issues work to binders and warehousemen.
Bindery Examiner	Examines books, etc., before despatch.
Assistant Mechanic (Bindery)	Looks after Bindery machines.
Mechanic (including Lino and Mono)	Looks after machines.
Mechanic and Assistant Mechanic	Same as Engineer in charge of all machines.
Machineman	Operates printing machines.
Machine Inker	Operates printing machines.
Carpenter	Repairs office furniture and prepares printing wooden materials and also does packing, etc.
Roller Moulder	Manufactures printing rollers.
Stereotyper	Prepares stereotypes for printing.
Electric Mistry	Attends to all electrical equipments.
Electric Labourer	Attends to all electrical equipments.
Packer	Packs consignments, etc.
Labourer	Cooly.
<i>Industrial—Piece</i>	
Compositor.	
Distributor.	
Impositor.	
Machineman.	
Pressman.	
Inker.	
Flyboy.	

(3) GOVERNMENT OF INDIA PRESS, SIMLA.

Employees who are eligible for overtime.	Nature of work.
<i>Clerical Establishments.</i>	
Clerk (Assistant Stationery-keeper) ...	Keeps ledgers of receipts and issues of stores.
Clerk (Time-keeper) ...	Records attendance of employees.
Paper Issuer ...	Calculates and issues paper to Machine and Pressmen.
Gazette Despatcher ...	Keeps an account of all issues, etc. of Gazette and India Army Orders, etc., and despatches same.
Duffry ...	Helps the Gazette Despatcher in wringing papers and affixing stamps on the packets of publications supplied to out-stations and undertakes ruling work of the office.
<i>Industrial—Subsid.</i>	
Section-holder and Assistant Section-holder	Supervises and is in work to operatives.
Binding and Warehouse Jansdler ...	Supervises and distributes work to Binders and Warehouse men.
Press Jansdler and Assistant Press Jansdler	Supervises and distributes work to Machine and Pressmen.
Compositor ...	Composes and carries out corrections in the proofs.
Keyboard Operator ...	Operates Monotype Keyboard Machine.
Case Attendant ...	Operates Monotype Casting Machine.
Line-Operator ...	Operates Line Machine.
Randomman ...	Makes into pages Line Composed matter and changes slugs in corrected proofs.
Impositor ...	Imposes the composed matter.
Machine-man ...	Operates Printing Machine.
Machine-inker ...	
Binder ...	Does binding work.
Warehouseman ...	Does fahing, 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 readers' outturn sheets.
Head Mechanic ...	Attends all machines in the press and carries out petty repairs.
Mechanic ...	
Motor Attendant ...	Attends electric motors.

Employees who are eligible for overtime.

Nature of work.

Industrial—Salaried—contd.

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.
Copyholder	Reads copy to Reader.
Standing Forme-keeper	In charge of standing types, forms 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.
Boiler	Assists Blacksmith.
Metal Melter	Melts metal and prepares tags for M- and Lino machines.
Workkeeper (Type Store-keeper)	In charge of types and materials and its same.

Industrial—Piece.

Pressmen.

Inkers.

Flyboys.

(vide Dept. of L & L letters No. A-712, dated 17th September 1928, and 18th February 1930.)

(4) FORMS PRESS, ALIGARH

Office Establishment.

Time-keeper	Records attendance of employees.
Paper Issuer	Calculates and issues the quantity of papers required for each job.
Labourer	Carrying papers, formes, etc.
Forwarding clerk	

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 Operator of Rotary Presses.
Tag machineman	Works as operator on tag machine.
Re-winder	Works on re-winding machine.
Assistant Tag and Re-winder	Assistant to above.
Galley Proof Pressman	Pulls proofs.
Bindery Foreman	Supervises and distributes work to binders.
Assistant Foreman	Assists Bindery Foreman.

Employees who are eligible for overtime.

Nature of work.

Industrial—Salaried—contd.

Binder	Does book binding, punching, pasting, stitching, numbering, folding, etc.
Boy	Does pasting, counting of formes and miscellaneous work in the Binding Branch.
Envelope maker	Prepares envelopes.
Stereo-Foreman	Supervises and distributes work to Stereo Branch.
Stereo-typer	Casts and prepares Stereo plates.
Standing Forme-keeper	Keeps standing type formes and maintains a record of them.
Roller Moulder	Manufactures rollers for machines and presses.
Reader	Proof reading.
Vernacular Composer	Composing and reading.
Copyholder and Reviver	Copy holding and proof-reading.
Copy-holder	Holds copy to readers.
Mechanic	Repairs work, fitting, and general metal work.
Carpenters	Carpentry and mounting screens, plates.
Blacksmith	Blacksmith.
Electrician	Attends to all electrical equipment.
Engine driver	Driving of engine.
Switch-board attendant	Attending the switch-board.
Line-man	Attending the electrical cable lines.
Impositor	Imposition and making up and locking up of composed matter in sheets.
Distributors	Distribution of type matter.
Forme Carrier	Carrying type formes.
Folders	Folding of printed formes and miscellaneous work.
Lead and Quotation Caster	Casting of leads and Quotations.
Head Mechanic	Supervision and important repairs work.
Fitters	Fitting work.
Lorry Driver.				
Cleaner Driver.				

Industrial—Piece.

Pressman	Printing on hand presses.
Machineman	Printing on Flatbed machines.
Inker	} Assist in work of above.
Plyboy	

(Vide Dept. of Industries and Labour letters No. A-712, dated the 17th September 1928, 12th February 1930, 25th February 1934, 2nd April 1936 and C. P. & S. I. No. 2122/35-A. & V., dated the 4th May 1936.)

FORMS PRESS, CALCUTTA

Employees who are eligible for overtime.

Nature of work.

Office Establishment.

Time Keeper and Report Writer Records attendance of employees.

Industrial—Salaried.

Reader Examines and corrects proofs.

Copyholder Reads copy to readers.

Foreman (Composing Branch) Supervises and issues work to compositors and passes clear sheets and checks the report files of machines, etc.

Machinist Foreman Supervises and issues work to machinemen.

Forme Proof Pressman Pulls proofs from composed matter.

Forme Carrier Carries formes.

Standing Forme-Netzer In charge of standing type, formes and paper and keeps records of same.

Machanic Looks after machines.

Labourer Cooly.

Beltman Attends to the belts of machines.

Motive Attendant Attends to motors.

Paper-supplier Supplies paper to Machine Department.

Industrial—Piece.

Compositors Compose or set up type pages from manuscripts or typescripts.

Impositors Impose or lock up type pages in chases.

Machinemen Produce printed sheets on Printing Machine.

Inkers Supply ink to machine rollers and take off printed paper.

Ruling Machinemen Rule paper with lines to guide the hand in writing or for classification.

Fender (Ruling Machine) Feeds or supplies ink to the pens and also arranges paper ruled off.

Binder Dafties Fold the sheets of a book, secure them together, affix boards or side thereto and cover the whole with leather or other binding material.

Guillotinesman and Guillotine Machineman Cut papers or edges of books to size.

(Vide Dept. of L. & L. letter No. A-722, dated the 14th September 1929).

Section (4)

HOLIDAYS

28. Holidays.—(1) Employees of the Government of India Presses, Calcutta, New Delhi and Simla and of the Forms Presses, Calcutta and Aligarh will, subject to the following conditions, be granted holidays as mentioned below against each press.

(2) If the total number of holidays determined in the manner indicated in the schedule to this paragraph does not exceed 23 days, all these holidays will be treated as closed holidays for purposes of special payments. (See paragraph 39 below).

(3) If the number exceeds 23 days, then 23 days will be selected as closed holidays for all purposes of special payments (vide paragraph 39 below) and the remainder will be treated as "non-closed" holidays. The men may be allowed to be absent if the state of work permits on "non-closed" holidays and no special payment will be allowed for work on such days.

(4) The holidays to be selected under sub-paragraph 3 as closed holidays should be fixed in consultation with the Works Committee, if it exists, and the possibility of so arranging them that they do not fall in the busy season in each press, should be considered.

(5) Compensation leave will not be allowed to industrial employees for attendance on gazetted holidays, not falling on Sundays, on which the press is closed.

SCHEDULE

I. Calcutta Press and Forms Press, Calcutta—Holidays as announced by the Government of Bengal including local holidays, subject to a maximum of 42 days.

II. New Delhi Press—(1) Holidays as announced by the Chief Commissioner including local holidays during the five months May to September and last Saturdays during those months provided (i) these are treated as holidays by the Government of India Offices permanently located in New Delhi, and (2) the state of work permits.

(ii) Government of India closed holidays during the five months October to April.

(iii) Six communal holidays in the year if the state of work permits.

III. Simla Press—(i) Holidays as announced by the Government of the Punjab including local holidays during the seven months October to April.

(ii) Government of India closed holidays during the five months May to September and last Saturdays during those months provided (1) these are treated as holidays by the Government of India offices in Simla, and (2) the state of work permits.

(iii) Two communal holidays in the year if the state of work permits.

NOTE—Communal holidays may be granted to the press employees not only on the holidays notified by the Local Government but also on any local holidays or any other days considered sacred by any community provided the state of work permits. (F. No. 42118/40-A & F.)

IV. Forms Press, Aligarh—Holidays as announced by the Government of the United Provinces including local holidays subject to a maximum of 49 days. (21/3/35-A & F. and 42/19/40-A & F.)

39. **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 piece-workers will be made at class rates.

40. **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 35 of the Factories Act. Compensatory holidays allowed to press employees for attendance on Sundays should be on days other than closed holidays. (Dept. of Labour letter No. A332, d. 10-5-39.)

41. **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. 39), 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.

(Dept. of I. & L. No. A-667, dated 19-6-28, reproduced below.)

Letter No. A-662, dated 18th 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 46 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 piece-work 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.

Letter from the Government of India, Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery, India, No. A-648, dated the 10th January 1930.

With reference to your letter No. C. P. O. 10637/29, dated the 28th November 1929, I am directed to convey the sanction of the Government of India to payments being made at their respective class rates to the piece-workers of the Government of India Presses for the period they were absent from duty on the 11th November 1929 to observe Armistice Day.

2. The Government of India are also pleased to authorise you to sanction similar payments on all future occasions of the celebration of Armistice Day.

Section (5)

LEAVE

42. General.—Leave cannot be claimed as of right. When the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it (F. R. 67). Applications for leave should ordinarily be submitted in advance, and if the state of work permits, leave should be granted. The practice of taking leave piecemeal is administratively inconvenient and should be discouraged as far as possible. The maximum amount of leave required should be applied for and granted at the outset. No employee of the press should leave the station without first obtaining permission from the Manager to do so and leaving his out-station address with the management. (C. P. & S. I. Memo. No. 28/4/37-A. & F., dated the 27th October 1937.)

43. Casual Leave.—This leave cannot be claimed as a matter of right and may be granted only if the state of work permits and also on the condition that no substitute will be engaged when an employee is allowed the leave. Casual leave cannot be combined with any other

kind of leave and allowed for more than ten consecutive days at a stretch. This leave is admissible to the administrative and the clerical staff and such of the industrial hands, as are entitled to it. The maximum number of days for which casual leave may be allowed in all the Presses is 15 in a calendar year.

44. Leave on average pay, etc.—The following leave rules are applicable :—

Category	Leave rules applicable or the amount of leave admissible.
<i>Sakird—Superior.</i>	
I.—Permanent—	
(i) Clerical establishment employed—	
(a) prior to 16th July 1931	... Fundamental Rules.
(b) On or after 16th July 1931	... Revised Leave Rules, 1933.
(ii) Industrial establishment employed—	
(a) prior to 6th September 1928	... Fundamental Rules.
(b) from 6th September 1928 to 15th July 1931	... Annexure I to the Leave Rules issued with the Resolution No. F. 119-R. 1/28, dated the 6th September 1928, from the Government of India, Finance Department. (Reproduced below.)
(c) on or after the 16th July 1931	... Schedule I to Revised Leave Rules for Press employees issued with the Notification No. F. 7 (55)-R. 1-35, dated the 3rd October 1935, from the Government of India, Finance Department. (Reproduced below.)
II.—Temporary—	
(i) Clerical establishment employed—	
(a) prior to 16th July 1931	... Supplementary Rule 285.
(b) on or after 16th July 1931	... Revised Leave Rules, 1933.
(ii) Industrial establishment employed—	
(a) prior to 22nd May 1929	... Supplementary Rule 285.
(b) from 22nd May 1929 up to 15th July 1931.	... Orders issued in letter No. A-433, dated the 22nd May 1929, from the Government of India, Department of Industries and Labour as subsequently amended. (Reproduced below.)
(c) on or after the 16th July 1931	...
<i>Plice—Superior.</i>	
III.—Permanent—	
(i) Those employed—	
(a) prior to 16th July 1931	... Annexure II to the Leave Rules referred to at I (ii) (b) above.
(b) on or after the 16th July 1931	... Schedule II to the Revised Leave Rules for press employees referred to at I (ii) (c) above.
IV.—Temporary—	
Both old hands and new entrants	... 16 days in a year, vide letter No. A-382, dated the 30th May 1922, from the Department of Industries and Labour. (Reproduced below.)

Category. Leave rules applicable or the amount of leave admissible.

Inferior—Salaried

V.—*Permanent*—

- (i) employed prior to 16th July 1931 ... Fundamental Rules.
(2/11ths of the period spent on duty. Leave salary is subject to the condition as laid down in Fundamental Rules 2, 71 and 57.)
- (ii) employed on or after the 16th July 1931. Revised Leave Rules, 1931.
(Earned leave up to 1/22nd of the period spent on duty subject to a maximum of 30 days at a time.)

VI.—*Temporary*—

- (i) employed prior to 16th July 1931 ... Supplementary Rule 285.
(Provided no substitute employed leave on average pay up to 1/11th of the period spent on duty subject to a maximum of 4 months at a time and have 1/4 average pay on medical certificate up to 2/11ths of the period spent on duty subject to a maximum of 3 months at a time. See also the decision contained in Comptroller's Memo, No. C. P. O. 14/26/28, dated 24-6-29, reproduced below.)
- (ii) employed on or after the 16th July 1931. No earned leave is admissible. Extraordinary leave without pay up to 3 months at any one time.

Inferior—Piece.

VII.—*Permanent and temporary*—

- Both old hands and new entrants ... 16 days in a year, with the orders referred to at IV above.

Resolution No. F. 119-R. 1,128, dated the 6th 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 163 (c), the rules in Annexure II to regulate the leave of permanent pieceworkers employed in the Government of India Presses. The rules apply only to Government servants whose service is classed as Superior under Article 366, 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 to his credit.

Note.—Duty rendered during the period of continuous service prior to confirmation will count for leave under Rule 1, the leave taken on each occasion

during that service being deducted from the leave earned in respect of duty rendered prior to such occasion. [F. D. Resolution No. F. 7 (20)-R.L.34, dated the 10th May 1934.]

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 admissible.

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 to a permanent salaried industrial employee below the grade of Overseer or Assistant Manager, who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during an employee's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of an employee to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

ANNEXURE II.

Leave Rules applicable to permanent pieceworkers employed in the Government of India Presses who are not classed as "inferior".

1. (a) Leave on average pay will be granted to pieceworkers, 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

NOTE.—In calculating the length of service, the period of continuous temporary service rendered by a pieceworker up to the date of his being brought on to the permanent establishment as well as continuous inferior service rendered up to the date of his promotion to superior service shall be taken into account. [F. D. Resolution No. F. 11(22)-R.L.33, dated the 26th October 1933.]

(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 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 pieceworkers 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.

NOTE.—Duty during a period of continuous employment in a temporary post prior to confirmation and duty in a permanent post, whether before or after the 6th September 1923 (excluding periods of inferior service, if any), shall count for leave under this rule subject to the condition that no leave without allowances granted on medical grounds prior to that date or the date of transfer to the permanent piece establishment, whichever is later, will be commuted to leave on medical certificate on half average pay, nor will any leave taken before such date be treated as leave on medical certificate on half average pay for determining the leave due under the rule. [F. D. Resolution No. F. 7 (40)-R.L.33, dated the 8th August 1933.]

3. Leave without pay may be granted when no other leave is admissible.

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 to a pieceworker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rules 2 and 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during a pieceworker's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of a pieceworker to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

[F. D. Resolution No. 7 (9) R.I.39, dated the 15th February 1939.]

NOTE (1).—Pay or average pay means remuneration at class rates at the time of taking leave.

NOTE (2).—For the purpose of determining the classification of service of a pieceworker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly emoluments shall be taken as equivalent to two hundred times his hourly class rate. (Finance Dept. Resolution No. F. 22-R.I.30, dated the 10th July 1930.)

Government of India, Finance Department Notification No. F. 7 (55)-R.I.35, dated the 3rd October 1935.

In exercise of the powers conferred by sub-clause (d) of rule 44 of the Civil Services (Classification, Control and Appeal) Rules, and in supersession, in their application to the employees to whom these rules apply, of the rules published with the resolutions of the Government of India in the Finance Department Nos. F. 119-R.I.28, dated the 6th September 1928 and F. 24-R.I.30, dated the 27th January 1930, the Governor General in Council is pleased to make the following rules, namely:—

Rules

1. The rules in Schedules I and II to these rules may be called the Revised Leave Rules for Press Employees.

2. The rules shall apply respectively (with retrospective effect where necessary from the commencement of service counting for leave) to the following press employees whose service is classified as superior and who belong to the classes of persons enumerated in Rule 2 of the Revised Leave Rules, 1933:—

(1) Schedule I—to permanent salaried industrial employees below the grade of overseer in the Government of India Presses and below the rank of Manager or Superintendent in—

- (i) Private Secretary to His Excellency the Viceroy's Press,
- (ii) The Hyderabad Residency Press,
- (iii) The Mysore Residency Press, and
- (iv) The Central India Agency Press.

(2) Schedule II—to permanent pieceworkers in the Government of India Presses.

3. In the case of a permanent industrial employee transferred from the salaried to the piece establishment or vice versa credit shall be allowed for 'earned leave' or 'leave on full pay' due at the date of transfer under rule 1 in schedule I or rule 1 in schedule II, as the case may be.

4. 'Leave on medical certificate' and 'injury leave' admissible under the rules in schedules I and II are not cumulative, i.e., an employee cannot have 'leave on medical certificate' for more than 12 months or 'injury leave' exceeding 5 years during his whole service.

SCHEDULE I.—Permanent Salaried Employees.

1. Earned leave will be admissible at the rate of 1/11th of the period spent on duty, provided that when the earned leave due to an employee amounts to 90 days, he ceases to earn such leave.

NOTE.—Duty rendered during the period of continuous service prior to confirmation will count for leave under Rule 1, the leave taken on each occasion during that service being deducted from the leave earned in respect of duty rendered prior to such occasion.

2. To the leave due under the preceding rule, there may be added, subject to the provisions of rule 3, leave on medical certificate up to three months, and a further extension of such leave 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. The total amount of leave on medical certificate admissible to an employee during his service shall not exceed twelve months.

4. Extraordinary leave may be granted when no other leave is admissible, or when other leave being admissible, the employee applies in writing for this leave. An employee on extraordinary leave is not entitled to any leave salary.

5. Any kind of leave under these rules may be granted in combination with, or in continuation of, any other kind of leave.

6. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the public service.

7. Injury leave at half pay rates may be granted to a permanent salaried industrial employee who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 3. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during an employee's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of an employee to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section (4) of that Act. [F. D. Resolution No. F. 7(9)-P.L.39, dated the 16th January 1939.]

8. 'Earned leave' means leave earned in respect of periods spent on duty.

'Earned leave due' means the amount of earned leave calculated as prescribed in rule 1 diminished by the amount of earned leave taken. During earned leave and leave on medical certificate an employee is entitled to leave salary in accordance with rule 16 and the Explanation thereunder of the Revised Leave Rules, 1933.

SCHEDULE II.—Permanent Pieceworkers.

1. (a) Leave on full pay will be granted to pieceworkers 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 in each calendar year.
15 years and above	31 days in each calendar year.

NOTE.—In calculating the length of service, the period of continuous temporary service rendered by a pieceworker up to the date of his being brought on to the permanent establishment, as well as continuous inferior service rendered up to the date of his promotion to superior service, shall be taken into account.

(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 sub-rule (a), and if so counted, will be paid for.

(d) Leave under these rules cannot be claimed as of right, and can be refused by Managers of Presses on administrative grounds. It may also be withheld from pieceworkers who have been irregular in attendance.

2. Leave on medical certificate on half pay may be granted up to 3 months when no leave on full pay is admissible and a further extension of such leave not exceeding 3 months may be granted on the production of a fresh medical certificate from the officer in chief medical charge of the district in which the pieceworker is residing. The total amount of leave on medical certificate admissible to a pieceworker during his service shall not exceed 12 months.

3. Extraordinary leave may be granted when no other leave is admissible, or when other leave being admissible, the pieceworker applies in writing for this leave. A pieceworker on extraordinary leave is not entitled to any leave salary.

4. Injury leave at half pay rates may be granted to a pieceworker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 2. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during a pieceworker's total service. The salary payable in respect of a period of leave granted under this rule shall, in the case of a pieceworker to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act. [F. D. Notification No. F. 7(9)-R.I.38, dated the 15th February 1939.]

Note (1).—'Pay' means remuneration at class rates at the time of taking leave.

Note (2).—For the purpose of determining the classification of service of a pieceworker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings the monthly emoluments shall be taken as equivalent to two hundred times his hourly class rate. [F. D. Resolution No. F. 92-R.I.32, dated the 16th July 1936.]

Letter No. A-433, dated the 22nd May 1929, from the Department of I. & L., to the C. P. & S. I.

I am directed to refer to the Resolution of the Government of India in the Finance Department, No. F. 118(R.I.)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 1929.

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 10 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 pieceworkers) under this Department letter No. A-640, dated the 26th October 1928, on the occurrence of infectious diseases in their houses or on their detention in plague

* Letter No. A-433, dated the 29th June 1929, from the Department of I. & L.

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camp. 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 8th 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.

Memo. No. 18/436-A & F, dated the 4th March 1927, from the Controller of Printing and Stationery, India.

The attention of the Manager is invited to paragraph 2 of letter No. A-433, dated the 22nd May 1929, from the Government of India, Department of Industries and Labour, in which 16 days' non-cumulative leave on full pay in a year was sanctioned for temporary superior salaried industrial employees of the Government of India Presses recruited on or after the above date. A question has arisen whether the above leave should be treated as casual leave or as regular leave.

2. According to the note under rule 1 of the special leave rules applicable to permanent salaried industrial employees (superior) duty rendered during the period of continuous service prior to confirmation will count for leave under the above rule, the leave taken on each occasion during that service being deducted from the leave earned in respect of duty rendered prior to such confirmation. This requires that some record should be maintained showing the amount of leave actually taken by them during their continuous temporary or officiating service in order to give them credit of leave earned on account of such service on their confirmation as permanent hands. No regular leave account need be maintained for the purpose. Casual leave is not a recognised form of leave, and should the 16 days leave on full pay be regarded as such the question of adjustment stipulated in the above note cannot arise. The leave in question should therefore be treated as regular leave and the leave accounts of all employees concerned reviewed with retrospective effect.

3. The Accountant General, Central Revenues, New Delhi, who was consulted in the matter, has concurred in the above views.

Memo. No. 18/436-A & F, dated the 22nd October 1936, from the C. P. & S. I., to all the Government of India Presses.

In order to remove any possible doubt the Manager is informed that officiating salaried industrial hands (superior), whether on the permanent or temporary establishments, who have no liens on permanent posts, should be granted leave in accordance with the orders contained in paragraph 2 of letter No. A-433, dated the 22nd May 1929, from the Government of India, Department of Industries and Labour.

Memo. No. C. P. O. 14/25/28, dated the 24th June 1929, from the Controller of Printing and Stationery, India.

Under rule 285 of the Supplementary Rules, leave may be granted to a Government servant without a lien on a permanent post while officiating in a post or holding a temporary post, provided that the grant of the leave involves no extra expense to Government. Employees of the Government of India Presses are granted leave in accordance with the above rule. As some doubt appears to exist as to whether the payment of overtime allowance to other employees of the Press engaged in similar work should be regarded as extra expenditure mentioned

in the rule quoted above, the officers-in-charge of the Government of India Presses are informed that it has been held by the Examiner, Government Press Accounts, and the Government of India have agreed with him that any payment made for overtime to carry on the ordinary work of an absentee who is allowed leave with pay would amount to extra expenditure to Government. But any overtime payments made for urgent work done by them after office hours will not be considered as extra expenditure.

Letter No. A-382, dated the 30th May 1922, from the Department of I. & L. to the C. P. S. & S.

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 18 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 interrupted as not less than 90 per cent. of the required working hours, regard, however, should be had to absence in case of sickness.

NOTE (1).—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. (Fin. D. Letter No. 150-C. S. R.-26, dated the 18th May 1926).

NOTE (2).—A temporary or inferior pieceworker on transfer to the permanent superior piece establishment should be allowed, irrespective of the date of his transfer, the full credit of leave on average pay (or leave on full pay in the case of new entrants) admissible under rule 1 (a) of the leave rules applicable to permanent pieceworkers in superior service less the leave with pay already enjoyed by him, if any, during the calendar year in which the transfer takes place. Any leave with pay at his credit before transfer will lapse. (I. & L. Department letter No. A-433, dated the 15th July 1937.)

✓ **45. Early leave or leave for short periods.**—This leave may be granted only in special circumstances. It should not ordinarily be allowed on days which are half-holidays. Early leave up to one hour on a particular day should not be deducted in the case of salaried industrial staff and such members of the clerical establishment as are entitled to overtime. When, however, the period exceeds one hour it should be set off against casual leave, if admissible, leave on average pay or full pay leave at the credit of the man concerned. When no leave of any kind is due the actual period of absence should be treated as leave without pay. So far as members of the clerical establishment, who are not entitled to overtime, are concerned, early leave up to two hours in a working-day may be allowed without deduction. If the period exceeds two hours it should be deducted in the manner indicated above. Leave during office hours may be granted by the heads of the respective branches or sections. On returning to office men must report themselves to the time keeper; otherwise they will be marked absent.

46. Medical leave to permanent superior salaried industrial employees.—Those employed between the dates 6th September 1928 and 15th July 1931 (both dates inclusive) are allowed medical leave under rules 2 and 4 of the Leave Rules in Annexure I issued with the Finance Department's Resolution No. F. 119-R.I.28, dated the 6th September 1928.

Those employed on or after the 16th July 1931 are granted medical leave under Rules 2 and 3 in the Schedule I of the Revised Leave Rules for Press Employees issued with the Finance Department's Notification No. F. 7 (55)-R.I.35, dated the 3rd October 1935.

Medical leave is not earned. It is entirely independent and is given, subject to the permissible maximum. Medical leave may be granted in continuation of leave on average pay.

47. Medical leave to permanent superior pieceworkers.—Those governed by the Leave Rules issued with the Finance Department's Resolution No. F. 119-R.I.28, dated the 6th September 1928 are allowed medical leave under rule 2 in Annexure II, *ibid.* Those governed by the Revised Leave Rules for Press Employees issued with the Finance Department's Notification No. F. 7 (55)-R.I.35, dated the 3rd October 1935, are allowed medical leave under rule 2 in Schedule II, *ibid.*

Note.—Leave on average pay set off against gazetted holidays should be deducted in working out the period of duty for the purpose of calculating the amount of medical leave on half average pay. (18/2/35-A & F.)

48. Injury leave to permanent superior salaried industrial employees and pieceworkers.—This leave at half-pay rates is granted in accordance with rule 5 in Annexures I and II of the Leave Rules promulgated with the Finance Department Resolution No. F. 119/R.I.28, dated the 6th September 1928, and rules 7 and 4 in schedules I and II respectively to the Revised Leave Rules for Press Employees issued with that Department's Notification No. F. 7(55)-R.I.35, dated the 3rd October 1935. Leave on average pay can also be granted instead of injury leave, where admissible at the express request of the employee concerned. In such cases injury leave can also be granted in continuation of leave on average pay where necessary. Where leave on average pay instead of injury leave is granted, no deduction should be made from leave salary on account of compensation paid under the Workmen's Compensation Act (C. P. & S. Memo. No. 18/2/39-A & F., dated the 29th July 1939, reproduced below.)

Memo. from the C. P. & S., India, No. 18/2/39-A & F., dated the 29th July 1939.

A question having been raised by one of the Government of India Presses whether the permanent industrial press employees (both salaried and piece) who are subject to the special leave rules promulgated with the Finance Department Resolution No. F. 119/R.I.28, dated the 6th September 1928 (vide pages 53-55 of the Press Handbook), can, if they so desire, obtain leave on average pay instead of injury leave under rule 5 of the rules applicable in their case, the matter was referred to the Government of India and it is hereby ruled with their concurrence that there is no objection to the grant of such leave at the express request of the employee concerned. In such cases, injury leave can also be granted in continuation of leave on average pay where necessary.

2. In instances of the type referred to above, no deduction should be made from leave salary in respect of leave on average pay on account of compensation paid under the Workmen's Compensation Act, as that leave, unlike injury leave, is not granted by way of compensation for disablement.

3. The above ruling should be applied *mutatis mutandis* to the press employees subject to the Revised Leave Rules for Press Employees which were promulgated with the Finance Department Notification No. F. 7(55)-R.I.35, dated the 3rd October 1935.

49. Hospital leave.—Permanent superior industrial employees (salaried and piece) of the Government of India Presses suffering from lead poisoning who are governed by Leave Rules issued with the Government of India Finance Department Resolution No. F. 119-R.I.28, dated the 6th September 1928 and Notification No. F. 7 (55)-R.I.35, dated the 3rd October 1935, are not eligible for hospital leave provided for under S. R. 269 but should be granted injury leave (which is a substitute for hospital leave) admissible under the Leave Rules mentioned above.

Hospital leave under S. R. 269 is admissible to permanent superior employees who are governed by the leave rules in the Fundamental Rules, permanent inferior (salaried and piece) and temporary salaried and piece (superior and inferior) industrial employees of the Government of India Presses.

Appointment of substitutes in place of absentees granted hospital leave or injury leave is permissible. (C. P. & S. I. Memo. No. 2/71/34-A & F.)

54. Leave on the occurrence of infectious diseases.—Men in whose houses there 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. Failing this, they will, if they attend office, be liable to be suspended from service. Diseases declared by the respective local Governments as infectious should be regarded as such in Calcutta, Simla and Aligarh. In New Delhi, the list of infectious diseases published by the Government of India should be followed. Employees, compelled under the above orders, to absent 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. & L., No. A-640, dated the 20th October 1926, reproduced below, and 2-37/35-A & F.)

Letter No. A-640, dated 20th October 1926, from the I. & L. Dept., to the C. P. S. & S.

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.126, 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 and are applicable both to the salaried hands and pieceworkers, whether permanent or temporary, with effect from the 3rd September 1926.

Extract from Finance Department Resolution No. F. 273-C.S.R.126, 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. 265-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 pieceworkers 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.

51. Grant of leave to pieceworkers appointed as Learners on Linotype and Monotype Machines.—Until confirmation, a pieceworker, appointed as a learner should be granted leave exactly in the same manner as a pieceworker appointed to officiate as a salaried hand is allowed leave. As regards payment for Sundays and holidays he should be treated—

- (i) as a pieceworker so long as his outturn is less than the prescribed minimum, vide paragraph 402 of the Handbook; and
- (ii) as a salaried hand when his outturn reaches the prescribed minimum.

(S-D 4640-A & F.)

52. Grant of leave and holidays to inferior servants paid from contingencies.—At the discretion of the Manager inferior servants paid from contingencies may be allowed non-cumulative casual leave with full pay up to a maximum of 15 days in a calendar year, provided that they have rendered two years' continuous service. This leave should be granted for casual and unavoidable absence only when a substitute is not employed and should not ordinarily exceed a week at a time. If an inferior servant resigns or is removed from service at the end of or during casual leave, he should not be paid for the period of such leave.

Inferior servants paid from contingencies may also be allowed leave with pay for Sundays and other holidays at the discretion of the heads of offices. (Labour Dept. letter No. A-431 dated the 19th July 1940, reproduced below.)

NOTE.—A question has been raised as to whether a labourer, who is paid from contingencies and granted leave without allowance for one month after a period of less than 2 years' service—say, 18 months—could be allowed, under the above order the casual leave after a further 8 months' service or whether it would be necessary for him to put in another 24 months' service before he could be granted casual leave.

Authorized leave of absence without pay does not constitute an interruption in service and a contingency labourer in the example cited may be allowed the casual leave after 7 months' further service on return from the 1 month's leave without pay. (31/11/39-A & F.)

Letter No. A-431, dated the 19th July 1940, from the Dept. of Labour, to the C. P. & S., India.

2. I am also to convey the sanction of the Governor-General in Council to the grant, at the discretion of the heads of the offices concerned of non-cumulative casual leave with full pay up to a maximum of fifteen days in a calendar year to the labourers and other inferior servants paid from "Contingencies" and employed in the presses and branches of the Stationery and Printing Department and in the Reserve Stamp Depot, Calcutta, provided that they have rendered two years' continuous service. This leave should be granted for casual and unavoidable absence only when a substitute is not employed. It should ordinarily not

exceed a week at a time and, if an inferior servant resigns or is removed from service at the end of or during casual leave, he should not be paid for the period of such leave.

3. The Governor-General in Council is also pleased to approve the present practice of the grant of leave with pay to the above-mentioned staff on Sundays and other holidays at the discretion of the heads of the offices concerned.

53. Leave during the month of Ramzan.—Mohammadan employees of the Government of India Presses may be allowed to leave their work half an hour before sunset during the month of 'Ramzan'. No payment for this period should be made to pieceworkers. (Dept. of Industries letter No. A-240, dated the 29th July 1921, and Dept. of I. & L. letters No. A-734, dated the 4th February 1929 and 15th January 1931, reproduced below.)

Letter No. A-240, dated 29th July 1921, from the Dept. of Industries to the C. P. S. & S.

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 Mohammadan 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 pieceworkers.

Letter from the I. & L. Dept. to the C. P. & S. I. No. A-734, dated the 4th February 1929.

With reference to your letter No. C. P. O. 13-5/28, dated the 29th January 1929, I am directed to convey the sanction of the Government of India to the grant to the Muhammadan employees of the Government of India Press, Simla, of early leave half-an-hour before sunset during the month of Ramzan. No payment for this period will be made to the pieceworkers employed in this press.

Letter No. A-734, dated the 15th January 1931, from the I. & L. Dept. to the C. P. & S. I.

With reference to your letter No. C. P. O. 13-5/29, dated the 5th January 1931, I am directed to convey the sanction of the Government of India to the grant to the Muhammadan employees of the Government of India Press, Aligarh, of early leave half-an-hour before sunset during the month of Ramzan. No payment for this period will be made to the pieceworkers employed in this press.

54. Absence without leave.—Absence without leave 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 paragraph 45;
- (b) if a pieceworker, to a fine of two annas for each day's absence in the case of compositors, one anna for distributors, pressmen and others. Leave previously applied for may be granted to pieceworkmen 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 he will be removed from service, in which case the procedure laid down in the rules governing the making of first appointments, etc. framed by the Governor General in Council under the Civil Services (Classification, Control and Appeal) Rules should be followed.

55. Counting of periods of leave without pay towards increments in class rates of pieceworkers.—The principle contained in the proviso to Fundamental Rule 26 (b) will apply in granting such increments. The discretion to allow the concession will rest in the appointing authority. (Dept. of I. & L. letter No. A-501, dated the 14th September 1933, reproduced below.)

Letter No. A-501, dated the 14th September 1933, from the I. & L. Dept., to the C. P. & S. I.

I am directed to refer to your letter No. A. & F. 2159/32, dated the 21st April 1933, in which you raise the question whether periods of leave without pay granted to pieceworkers should be taken into account for the purpose of granting biennial increments in the class rates of pieceworkers. In reply I am to say that the Governor General in Council has been pleased to decide that the principle contained in the proviso to Fundamental Rule 26 (b) should be applied in granting such increments. The discretion to allow the concession will vest in the appointing authority.

56. Setting off holidays enjoyed by pieceworkers against leave on average pay.—Under rule 1 (c) (both old and revised) of the Leave Rules applicable to permanent pieceworkers, gazetted holidays including gazetted local holidays (whether or not they are treated as closed holidays) actually enjoyed may, at the option of the pieceworkers be counted against leave on average pay, and if so counted will be paid for. Sundays or holidays falling within a period of leave should be treated as leave. Non-gazetted closed holidays enjoyed by pieceworkers cannot be set off against leave on average pay. The following examples are given below to remove misapprehensions, if any, in the matter:—

Leave applied for	How it should be treated
(1) 3 days leave from Saturday to Monday in the ordinary course.	(1) Leave on average pay may be granted for all the 3 days.
(2) 3 days leave from Saturday to Monday when Saturday or Monday is a gazetted closed holiday.	(2) Leave on average pay may be granted for the one working day, viz., Monday or Saturday, as the case may be. The closed holiday on Saturday or Monday may, if the pieceworker so desires, be counted against the leave on average pay admissible to him and paid for. No payment will be admissible for Sunday.
(3) 3 days leave as above when Saturday or Monday is a non-gazetted non-closed holiday or a non-gazetted local holiday.	(3) Leave on average pay may be granted for the one working day, viz., Monday or Saturday as the case may be. No payment will be admissible for Sunday and the local holiday.
(4) 4 days leave from Friday to Monday when Friday is a non-gazetted non-closed holiday and Monday a gazetted closed holiday.	(4) Leave on average pay may be granted only for Saturday. The closed holiday on Monday may, if the pieceworker so desires, be counted against the leave on average pay admissible to him and paid for. No payment will be admissible for Friday and Sunday.
(5) 4 days leave from Friday to Monday when Friday and Monday are gazetted closed holidays.	(5) Leave on average pay may be granted only for Saturday. The closed holidays on Friday and Monday may, if the pieceworker so desires, be counted against the leave on average pay admissible to him and paid for. No payment will be admissible for Sunday.

(11/2/40-A. & F.)

57. Counting of fractions of a day in calculating the amount of leave earned by permanent superior salaried industrial employees.—The procedure laid down in the audit instruction under Fundamental Rule 76, should be followed in the case of those who are governed by the leave rules in the Fundamental Rules.

In respect of those who are governed by the Annexure I of the 1928 rules, leave accounts are to be maintained in form F. R. 9-C, under paragraph 23 of the instructions issued by the Auditor General under Fundamental Rule 74 (Appendix 8 to the Posts and Telegraphs Compilation of Fundamental Rules and Supplementary Rules, Volume II). In their cases, the fraction of a day should be treated as laid down in the Audit Instruction under Fundamental Rule 76.

In the case of employees who are governed by the rules contained in the Finance Department Notification No. F. 7 (55)-R.I.33, dated the 3rd October 1935, no leave accounts are required to be maintained. In their cases, fractions of a day should not be rounded off under the Auditor General's decision below Rules 9 and 10 in Appendix 7-A of the Posts and Telegraphs Compilation of Fundamental Rules and Supplementary Rules. In these cases, all leave granted on or after the date of the Notification should be revised where necessary. (C. P. & S. I. Memo. No. 18-3-38-A & F., dated the 27th September 1938.)

58. 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. (Finance Dept. Letter No. F. 295-C, S. R. 26, dated the 20th September 1926, reproduced below.)

Letter No. P. Mis. 7453, dated 27th March 1926, from the Pay and Accounts Officer, Miscellaneous Central Departments, to the Finance Department.

I have the honour to invite a reference to Government of India, Department of Industries and Labour letter No. A-421, 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.

Letter No. F. 295-C, S. R. 26, dated 20th September 1926, from the 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. 25 per month, this rate of pay (i.e., Rs. 25 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.

59. Inclusion of bonus earned by Linotype and Monotype Operators for the purpose of leave salary.—With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by the Lino and Mono operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining the leave salary. (Labour Dept. letter No. A-350, dated the 2nd May 1940, and C. P. & S. I., No. 13-25-36-A & F.)

60. Counting of previous service of re-employed pieceworkers towards leave.—In the case of pieceworkers discharged from service on account of reduction of establishment and subsequently re-employed, the previous service rendered by them, which is taken into account for purposes of pension or Contributory Provident Fund, should also be taken into account in determining the amount of non-cumulative leave admissible to them subject to the discretion of the authority sanctioning their re-employment as to the extent to which this concession should be allowed. (D. & L. Dept. letter No. A-433, dated the 24th July 1933.)

61. Leave Reserves.—The leave reserve of clerks where sanctioned at present exists for the entire clerical establishment and outsiders cannot therefore be appointed in leave vacancies of Superintendents, Head Assistants, Assistants, Cashiers, etc. Officiating promotion from a lower to higher grade may, however, be made where such an arrangement is otherwise permissible.

In the case of the Government of India Press, New Delhi, the sanctioned leave reserve does not exist for the Caretaker and Transit Clerk. The posts of Accountants in the Government of India Presses, Calcutta, New Delhi and the Forms Press, Calcutta, have been specially excluded from the sanctioned leave reserve. (C. P. & S. I. U. O. I. No. 21137-A & F., dated 19th April 1938.)

Section (6)

PENSION AND CONTRIBUTORY PROVIDENT FUND

62. Pension and Gratuity.—All employees of the Government of India Presses, whether salaried or piece, including clerks and inferior servants who were in employment before 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 or gratuity, under the rules laid down in the Civil Service Regulations. The term "continuous and approved service" should be taken to mean "total uninterrupted service including periods of leave without allowance, underage and inferior service". In calculating the amount of pension admissible in each case periods of leave, which are not allowed to count for pension, should be omitted and the underage and inferior service treated as non-qualifying for superior pension.

Superannuation or invalid pensions will also be granted to press employees taken into service before the 15th July 1920, 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. (Department of Industries No. A-371, dated 30th November 1921; A-371, dated 14th June 1922; Department of I. and L. No. A-220, dated 7th September 1923; A-220, dated 23rd May 1924; A-220, dated 20th October 1925; A-220, dated 6th October 1926; A-220, dated 31st October 1928 and A-220, dated 4th March 1929, reproduced below.)

Resolution No. A-371, dated 30th November 1921, from the Department of Industries, to the C. P. S. & S.

Government of India has decided to recast the first sub-paragraph of paragraph 20 of their Resolution in the Board of Industries and Munitions No. A-51, 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."

*Include all workmen, clerks, menials and others employed in the Government of India Presses. (Dept. of Industries letter No. A-371, dated the 14th June 1922, to the Government of Bombay.)

Extract from letter No. A-220, dated 7th September 1923, from the Department of Industries and Labour, to the C. P. S. & S.

With reference to your letter No. 1256-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 1 (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.

Letter No. A-220, dated 23rd May 1924, from the Department of Industries and Labour, to the C. P. S. & S.

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 below, 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:—

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. letter Nos. A-413 and A-220, dated the 23rd July and 7th September 1923, respectively.

Letter No. A-220, dated 20th October 1925, from the Department of Industries and Labour, to the C. P. S. & S.

A modification of the orders contained in this Department's letter No. A-220, dated the 23rd May 1924, I am directed to say that the Government of India have decided that, for the purpose of determining the eligibility for pension of

employees of the Government of India Presses under the orders noted below, 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:—

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 Industries and Labour letter Nos. A-413 and A-220, dated the 23rd July and 7th September 1923, respectively.

Letter No. A-220, dated the 6th October 1923, from the Department of Industries and Labour, to the A. G. C. R.

In reply to your letter No. F. 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.

Extract from letter No. A-350, dated the 18th August 1930, from the Department of Industries and Labour, to the C. P. & S. I.

2. In reply I am to invite attention to the orders contained in this Department's letter No. A-220, dated the 6th October 1923, and to say that the employees of the Government of India Presses who were retrenched at the time of the reduction of establishment and were subsequently re-employed in the press are entitled to the benefit of Article 420 (d) of the Civil Service Regulations. The memorialists may be informed accordingly.

Letter No. A-220, dated 31st October 1923, from the Department of Industries and Labour, to the C. P. & S. I.

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 1926 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 1926 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 1926 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.

Letter from the Department of Industries and Labour, to the A. G. C. R., No. A-220, dated the 4th March 1920.

With reference to your letter No. P.N. 26-38-39/3710, dated the 17th December 1925, I am directed to say that the words "retiring pensions" in paragraph 1 (1)

of this Department's letter No. A-322, dated the 31st October 1928, were used in terms of Article 424 Civil Service Regulations. Retiring pension to an employee of the Government of India Press like other employees belonging to of the orders referred to above is not that a press employee can retire optionally the subordinate services postulates 30 years' qualifying service. The intention after 25 years' service, but that he will be eligible for pension after 25 years' service. He can retire only under the ordinary rules.

63. Average Emoluments.—The sixteen days leave at class rates allowed to inferior pieceworkers and temporary pieceworkers (superior), vide letter No. A-382, dated the 30th May 1922, from the Department of Industries and Labour (reproduced below), 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. (Vide letter No. 150-C. S. R. 26, dated the 18th May 1926, from the Government of India, Finance Department, re-produced below.)

Extract from letter No. A-382, dated 30th May 1922, from the Department of Industries and Labour, to the C. P. S. & S.

I am directed to refer to paragraph II 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 A. G. C. R., to the 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 427 Civil Service Regulations.

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.126, dated 18th May 1926, from the Finance Department, to the A. G. C. R.

With reference to your letter No. Pn-3014/BPR-189-24-25, dated the 29th January 1926, 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.

64. In the case of salaried hands overtime earnings and payments for holiday attendance are excluded when calculating average emoluments for pension.

In the case of pieceworkers, however, the extra allowance of 25 or 50 per cent. over the ordinary rates granted for overtime work or work done on closed holidays or Sundays is excluded in calculating the average

emoluments for pension. (Notes 2 and 2 to Rule 4 below Article 427 of the C. S. R. and Labour Dept. letter No. A-21, dated 11th November 1931, F. No. 163/40-A & F.)

With effect from 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Lino and Mono Operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining the amount of their pension. (Labour Dept. letter No. A-350, dated 2nd September 1940, F. No. 13/25/36-A & F.)

65. 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. In all cases service rolls should always be submitted with the pension papers to the audit office. (Letter No. 502-C.S.R., dated the 29th May 1917, from the Government of India, Finance Department.)

Extract from Letter No. 502-C.S.R., dated the 29th May 1917, from the Finance Department, to all Local Governments and Administrations.

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.

66. Contributory Provident Fund (India).—This fund has been established in pursuance of the following announcement made in paragraph 21 of the Resolution of the Board of Industries and Munitions No. A-31, dated the 15th July 1929:—

"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 the Provident Fund will be announced later. No person 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."

The Contributory Provident Fund Rules (India) were published with the Finance Department Notification No. F. 15-7-E.133, dated the 25th March 1931 and came into force from the 1st April 1931. (Pending the issue of these rules a special Provident Fund was instituted by the

Government of India in 1930, vide letter No. A-204, dated the 5th August 1930, from the Department of Industries and Labour, reproduced below.]

Letter No. A-204, dated 5th August 1930, from the I. & L. Dept., to the C. P. & S. I.

1. I am directed to invite reference to paragraph 31 of the Resolution in the Board of Industries and Munitions No. A-31, dated the 15th July 1929, in which the Government of India announced the establishment of a Provident Fund on the general lines of the Provident Funds of State Railways for all regular employees of the Government of India Presses who were recruited on or after the 15th July 1929, with the exception of day-extra men.

2. It was subsequently decided with the approval of His Majesty's Secretary of State for India that the rules of the Contributory Provident Fund whenever made should apply to those employees of the Government of India Presses, with effect from the 15th July 1929, with the exception of day-extra men and inferior servants or other employees whose pay is drawn on a bill for contingencies and that on the opening of the Fund sums representing contributions by Government and the interest thereon should be credited to each man's account with effect from that date. It has been brought to the notice of the Government of India that some of the employees of the various Presses who were recruited on or after the 15th July 1929 have since been invalided or have died and the question has arisen as to what amount representing Government contribution with interest thereon should be paid to these men or their families.

3. The Government of India have decided that pending the issue of the rules regulating the proposed Contributory Provident Fund, the following concessions should be granted with effect from the 15th July 1929:—

- (1) Government contributions should be paid at the rate of 1/12th of a press employee's pay or earnings month by month and should be credited annually.
- (2) The interest payable on Government's contributions should be calculated annually at the rate of 5 1/2 per cent. up to the 31st March 1927, 4 1/2 per cent. from the 1st April 1927 to the 31st March 1930 and 5 per cent. from the 1st April 1930. The rate may be varied from time to time under the orders of Government.

4. These concessions will apply to all employees of the Government of India Presses (including the clerical staff) recruited on or after the 15th July 1929, with the exception of day-extra men, inferior servants and persons whose pay is drawn on bills for contingencies. In view of the combined clerical cadre for the Central Stationery Office, the Central Forms Store, the Central Publication Branch, and the Government of India Press, Calcutta, sanctioned in paragraph 2 of this Department's letter No. A-431, dated the 27th December 1924, and subsequently abolished with some reservations in this Department's letter No. A-431, dated the 24th March 1929, only the following members of the clerical staff of the Calcutta Press will be eligible to the benefits of the Provident Fund:—

- (a) those recruited in that Press on or after the 26th March 1929;
- (b) those recruited and confirmed in that Press before the 26th March 1929; and
- (c) those recruited temporarily in any of the other offices mentioned above and confirmed in the Calcutta Press before the 26th March 1929.

The members of the combined cadre who were confirmed in offices other than the Calcutta Press, while employed in that Press, will continue to remain on a pensionable basis.

Similarly, the men referred to in (b) and (c), while employed in the other offices will continue to subscribe to the Provident Fund.

5. The cases of the Press employees recruited on or after the 15th July 1929, who have since died or have been invalided from service may be disposed of in accordance with these orders. If in any such case invalid or compassionate gratuity has already been granted, and it is found that the concession now sanctioned is more favourable to the recipient than that previously allowed, the difference may now be paid.

6. I am to request that pending the institution of the Contributory Provident Fund, subscriptions at the rate of 1/12th of the monthly pay or earnings of the employees who are eligible to subscribe to the Fund should be recovered with effect from the 1st April 1930, and credited monthly to their accounts in the Fund. The interest payable to the subscribers' contributions should be calculated at the rate of 5 per cent. or such other rate as may be prescribed from time to time.

In cases of doubt as to whether an individual employee is in inferior service and hence ineligible to join the Provident Fund, the decision should be deferred until his classification has been made and accepted by Government.

67. Eligibility of employees to the Contributory Provident Fund (India).—(i) The benefits of the Contributory Provident Fund are applicable to all employees of the Government of India Presses (including the clerical staff) recruited on or after the 15th July 1920, with the exception of day-extra men, inferior servants and persons whose pay is drawn on bills paid from contingencies. Person employed in the Government of India Presses for less than three months either substantively in temporary posts or officiating vacant posts on which no other persons hold a lien are not eligible for the benefits of the above funds.

(ii) Day-extra employees of the Government of India Presses transferred on the 15th July 1920 to the regular superior establishment, or regular inferior establishment and promoted thereafter to the superior establishment should exercise the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The option once exercised is final. (I. & L. Dept. letters No. A204, dated the 21st November 1933 and 26th October 1934.)

(iii) Employees of the Forms Press, Aligarh, recruited on the regular superior establishment on a pensionable basis between the 15th July 1920 and 31st March 1924 (both days inclusive) should exercise the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The option once exercised is final. (I. & L. Dept. letter No. A204, dated 24-8-1936.)

(iv) Persons eligible to subscribe to the Contributory Provident Fund are not eligible to subscribe to the General Provident Fund.

(v) Assistant Managers and Overseers of the Government of India Presses and the compounders attached to the Dispensary in the Government of India Press, Calcutta, are not eligible for the benefits of the Contributory Provident Fund. (I. & L. Dept. letters No. A204, dated the 4-5-1934 and 23-8-1934.)

(vi) Inferior servants of the Government of India Presses irrespective of the date of their appointment are not eligible to subscribe to the Contributory Provident Fund. But those recruited on or after the 15th July 1920 and transferred thereafter to the superior establishment will count their inferior service towards gratuity under the Civil Service Regulations and from the date of their promotion to the superior service they would be admitted to the benefits of the Contributory Provident Fund.

(vii) Persons employed on or after the 15th July 1920, who were retrenched and have subsequently been re-employed, are eligible for the benefits of the Contributory Provident Fund.

(viii) An employee once pensionable should ordinarily remain pensionable throughout his service. If, however, he is transferred from a pensionable establishment to a Government of India Press, he may, at his option, be allowed in lieu of pension, the benefits of the Special Provident Fund and of the Contributory Provident Fund. In the case of an employee, who, prior to his transfer to a Government of India Press, was employed on a pensionable basis under a Provincial Government, the benefits may be granted provided that that Government agree to meet the cost of Government contribution to the Fund and interest thereon for the period of his service under them in lieu of their share of his ultimate pension. (I. & L. Dept. letter No. A204, dated the 5th September 1932.)

Letter No. A704, dated the 18th September 1931, from the Dept. of P. & L. to the Pay and Accounts Officer, Secretariat, No. 7/31/31.

I am directed to refer to the following communications received from you on the above subject and to convey orders on the various points raised therein—

- (a) The orders contained in this Department's letter No. A204, dated the 5th August 1930 apply to all persons referred to in paragraph 4 of that letter employed in the Government of India Presses for not less than three months either substantively in temporary posts or officiating vacant posts on which no other persons hold a lien. "Day-extra" men are those engaged on daily wages as members of a floating and varying establishment which is liable to increase or decrease as the exigencies of work may demand and which is paid from the lump grant at the disposal of the Press administration.
- (b) The orders in question do not apply to the employees of the Press of the Private Secretary to H. E. the Viceroy.
- (c) The Contributory Provident Fund accounts should be opened for—
 - (i) those eligible employees from whom subscriptions are to be recovered from the 1st April 1930 in accordance with paragraph 6 of this Department's letter No. A704, dated the 5th August 1930; and
 - (ii) those of the eligible employees who have died or have been invalided from service or have retired on superannuation. These cases should be reviewed under paragraph 5 of the letter quoted above. No account need be opened for other persons who have left the Government of India Presses in the interval as they may have forfeited their claim for Government contribution for some reason or other. Their applications may be dealt with individually as they arise.
- (d) Subscriptions for the fund should be recovered from the pay or earnings for March 1930, payable on the 1st April 1930.
- (e) and (f) The employees of the Government of India Presses, who are eligible to subscribe to the Contributory Provident Fund are not entitled to subscribe to the General Provident Fund. Those who have been allowed to subscribe to the latter fund should no longer be allowed to do so. Their accounts in the General Provident Fund should be closed with effect from the 31st March 1930, and the balance on that date and any subsequent subscriptions paid by them should be transferred to their Contributory Provident Fund Account. The amount thus transferred will continue to bear interest at the rate of interest for balances in the General Provident and other Government Funds prescribed from time to time.

II.

- (i) The monthly pay or earnings referred to in paragraph 6 of this Department's letter No. A704, dated the 5th August 1930, includes officiating, personal and special pay. Fines and deductions from pay for short outturn should be excluded in recovering subscriptions for the Contributory Provident Fund or for calculating Government contribution. But income tax and the amount recovered in the past on account of subscription to the General Provident Fund should not be deducted from pay or earnings for the purpose of calculating subscription or Government contribution to the Fund.
- (ii) Subscription during leave will be optional, vide Instruction 2 of the Instructions published with the Finance Department letter No. 1093 F.E., dated the 28th August 1918.
- (iii) A press employee transferred on probation to a pensionable post in another Department should continue to subscribe to the Contributory Provident Fund until he is confirmed. The treatment of his past service and deposits in the Fund in the event of his confirmation will be governed by rule 23 of the Contributory Provident Fund Rules (India).

IV.

Inferior servants in the Government of India Presses who were recruited on or after the 15th July 1920 and transferred thereafter to the superior establishment should count their inferior service towards

gratuity under the Civil Service Regulations and from the date of their promotion to the superior service they would be admitted to the benefits of the Contributory Provident Fund.

V.

- (1) Government contribution will be paid only for the period for which subscription is paid and will be 1/16th of the actual emoluments, i.e., actual pay and actual leave salary drawn during the year. In respect of the period from the 15th July 1920 to the 28th February 1930 for which no subscription was realized from the employees, actual leave salary must be included in pay or earnings for the calculation of Government contribution. No contribution will be allowed for periods of leave without pay.
- (2) The final payments of deposits of the men who have died while in service in the Government of India Presses will be governed by rule 7 (i) of the Instructions regulating the Special Provident Fund referred to in paragraph II (b) above. As the instructions do not provide for payment to dependants, nor for the making of nominations, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section 1 of Section 4 of the Provident Funds Act are applicable.
- (3) Interest on Government contribution will be compound interest calculated and credited annually.

VI.

As persons employed in the Government of India Presses before the 15th July 1920 who were brought under reduction and were subsequently re-employed after that date are entitled to the benefits of Article 420 (d) of the Civil Service Regulations, they will continue to remain on a pensionable basis and will be eligible for the pensionary concessions sanctioned for the press employees. Similarly persons employed in the Government of India Presses on or after the 15th July 1920, who were retrenched and have subsequently been re-employed, will be eligible for the benefits under the Contributory Provident Fund sanctioned in this Department's letter No. A204, dated the 5th August 1930. The Government contribution for service between the date of their entering qualifying employment and the date on which they were retrenched together with interest up to that date should be their initial credit in their Contributory Provident Fund Accounts on the date from which they were re-engaged in qualifying employment.

2. I am to add that as the Contributory Provident Fund Rules (India) came into force on the 1st April 1931, the provisions of those rules govern, from that date all questions which come within their scope.

C. P. & S. I. Memo. No. A. & F.-53/1121, dated the 1st February 1933.

Some doubt appears to exist as to whether the orders issued in the Office Memorandum from the Government of India, Finance Department, No. 566-R-II, dated the 11th August 1932 (copy forwarded to Presses and Branches with this office endorsement No. A. & F.-53/22/32, dated the 6th September 1932) have superseded the orders in paragraph 4 of the letter No. A.-204, dated the 5th August 1930, from the Department of Industries and Labour. The orders contained in the Finance Department's Office Memorandum, dated the 11th August 1932, have been issued with reference to rule 4 (1) (b) of the Contributory Provident Fund Rules (India) and are intended to apply to those classes of Government servants who were not entitled to the benefits of any Provident Fund prior to 1st April 1931. The press employees, however, were as a class admitted to the benefits of a Provident Fund analogous to the Contributory Provident Fund long before the rules relating to the latter Fund came into force and are not, therefore, whether they were recruited before or after the 1st April 1931, affected in any way by the orders contained in the Finance Department Office Memorandum referred to above.

Letter No. A204, dated the 21st November 1933, from the Dept. of I. & L. to the C. P. & S. I.

I am directed to say that the Government of India have been pleased to decide that the day-extra employees of the Government of India Presses who were transferred to the regular superior establishment, whether permanent or temporary, on the 15th July 1929, should be given the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The men should be allowed a reasonable period, e.g. one month, to decide and should be warned that the option now exercised will be final.

Letter No. A204, dated the 24th August 1936, from the Dept. of I. & L. to the C. P. & S. I.

In continuation of this Department's letter No. A204, dated the 21st November 1933, I am directed to say that the day-extra employees of the Government of India Presses who were transferred to the regular inferior establishment, whether permanent or temporary, on the 15th July 1929 and are promoted thereafter to the superior establishment, should on their promotion be given the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The men should be allowed a reasonable period, e.g. one month, to decide and should be warned that the option once exercised will be final.

Letter No. A204, dated the 24th August 1936, from the Dept. of I. & L. to the C. P. & S. I.

With reference to your letter No. 514535-A & F, dated the 3rd February 1936, I am directed to say that the Government of India are pleased to decide that the employees of the Forme Press, Aligarh, who were recruited on the regular superior establishment on a pensionable basis between the 15th July 1929 and the 31st March 1934 (both days inclusive) and who have been admitted to the benefits of the Contributory Provident Fund should be given the option of remaining on a pensionable basis or of joining the Contributory Provident Fund. The men should be allowed a reasonable period, e.g. one month, to decide and should be warned that the option now exercised will be final.

2. I am to add that those employees of the Press who elect to remain on pensionable basis should be given a refund of their contributions to the Contributory Provident Fund plus interest thereon. None of the contributions of these employees should be retained in the Fund, but refunds in the case of men who have any debts outstanding against them should be in accordance with the orders issued in this Department's letter No. A204, dated the 24th August 1936, to the Assistant General, Central Revenue, a copy of which has also been forwarded to you.

Letter No. A204, dated the 4th May 1934, from the I. & L. Dept. to the C. P. & S. I.

I am directed to refer to your letter No. A & F 27773, dated the 6th December 1933, and to say that the benefits of the special provident fund sanctioned for all employees of the Government of India Presses in this Department's letter No. A204, dated the 5th August 1930, were intended to be applied to the subordinate staff only. The supervisory staff of the Government of India Presses of or above the rank of overseer are to remain in pensionable service. Messrs. A. N. Sen and M. K. Mazumdar, Overseers in the Government of India Press, Calcutta, are therefore not eligible to subscribe to the Contributory Provident Fund (India).

2. If any officer of or above the rank of overseer has already been allowed to join the Contributory Provident Fund, he should cease to subscribe to the fund and his accumulations in the fund should be disposed of in accordance with the procedure laid down in Rule 26 (1)(b) of the Contributory Provident Fund Rules (India) in consultation with the audit officers concerned.

Letter No. A204, dated the 13rd June 1936, from the Dept. of I. & L. to the C. P. & S. I.

I am directed to refer to your letter No. 515103-A & F, dated the 24th January 1934, on the above subject.

2. In this Department's letter No. A204, dated the 19th June 1936, sanction was accorded to the establishment of a dispensary for the exclusive use of the

staff employed in the different branches of the Stationery and Printing Department at Calcutta. Although the dispensary is located in the building occupied by the Government of India Press, Calcutta, the two compounders attached to it cannot be regarded as regular Press employees to whom the concession of provident fund was granted in this Department's letter No. A204, dated the 5th August 1930. Besides, in view of the principle laid down in the Finance Department's Office Memorandum No. 588-R II, dated the 11th August 1932, the benefits of the Contributory Provident Fund (India) cannot be extended to the compounders. As they are permanent Government servants they should be classed as pensionable like the compounders employed under the Government of Bengal.

Extracts from letter No. A204, dated the 5th September 1932, from the I. & L. Dept., to the C. P. & S. I.

2. The general policy of the Government of India is that an employee once pensionable should ordinarily remain pensionable throughout his service. They have, however, been pleased to decide that a person who is transferred from a pensionable establishment to the establishment of a Government of India Press may, at his option, be allowed in lieu of pension the benefits of the Special Provident Fund, sanctioned in this Department letter No. A204, dated the 5th August 1930, and of the Contributory Provident Fund (India), with effect from the date from which his service would have qualified for pension had he remained on pensionable terms. In the case of an employee who, prior to his transfer to the Government of India Press, was employed on a pensionable basis under a Provincial Government, these benefits may be granted to him subject to the condition that that Government agree to meet the cost of Government contribution to the Provident Fund and interest thereon for the period of his service under them in lieu of their share of his ultimate pension.

3. If a press employee elects to join the fund under these orders, subscription for the fund should be recovered from him from such date not earlier than the beginning of his pensionable service as the Controller of Printing may consider reasonable, provided that it is not later than the first month after the date on which he is given the option to join the fund. The reason why it is expedient to effect some retrospective recovery is because of the inadequate family protection which a contributory provident fund affords in the earlier years of service. There is therefore good reason for requiring a Government servant so admitted to subscribe initially as much as he reasonably can to supplement Government contribution. The arrears of subscription for earlier months, if any, may, however, be recovered in easy instalments.

4. These orders do not in any way modify those relating to the clerical staff of the combined cadre covered in paragraph 4 of this Department's letter No. A204, dated the 5th August 1930.

58. Classification of service of pieceworkers for the purpose of subscribing to the Contributory Provident Fund.—The monthly earnings or emoluments of a pieceworker who may be in superior service in one and in inferior service in another month on account of fluctuations in earnings shall be taken as equivalent to 200 times his hourly class rate. (I. and L. Department letter No. A204, dated the 23rd September 1937.)

I. & L. Department letter No. A204, dated the 23rd September 1937.

I am directed to say that the Governor-General in Council has decided that in determining the classification of service for the purpose of subscribing to the Contributory Provident Fund of a pieceworker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly earnings or emoluments shall be taken as equivalent to 200 times his hourly class rate. These orders will have effect from the 1st October 1937.

2. If as a result of the new classification the service of a pieceworker becomes inferior, such service will count towards gratuity under Article 461 of the Civil Service Regulations. The period of his previous service during which he subscribed to the Contributory Provident Fund will not count for gratuity. The amount already at his credit in the Fund will be retained in the fund and will bear interest.

69. Subscription, Government Contribution and Interest.—The amount of subscription shall be fixed in whole rupees by the subscriber himself. It may be any sum so expressed, not less than 6½ per cent. of his emoluments (i.e., one anna in the rupee and not more than 15-5/8, i.e., 2½ annas in the rupee) [Rule 8 (1) of the Contributory Provident Fund Rules (India)]. In the case of pieceworkers the term "emoluments" shall be deemed to be 200 times the hourly class rate admissible for the month of March of preceding year. The amount of Government contribution is 6½ per cent. of the actual emoluments drawn on duty by the subscriber during the year. Interest on subscription and Government contribution will be credited annually to the account of the subscriber at the rate announced by Government from time to time. (I. & L. Dept. letter No. A204, dated the 4th September 1931.)

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work, by Lino and Mono Operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining the amount of subscription and Government contribution to the Contributory Provident Fund (India). (Labour Dept. letter No. A350, dated 2nd September 1940, and C. P. & S. I. No. 13/25/36-A. & F.)

Letter No. A204, dated the 4th September 1931, from I. & L. Dept. to the C. P. & S. I.

I am directed to say that the Governor-General in Council has decided with reference to the third proviso to Rule 8 (1) (b) (ii) [now proviso to rule 8 (2) (b) of the Rules corrected up to December 1935] of the Contributory Provident Fund Rules (India) that in the case of pieceworkers employed in the Government of India Presses whose emoluments are of a fluctuating nature the term "emoluments" shall be deemed to be 200 times the hourly class rate admissible for the month of March of the preceding year.

2. The Government of India have also decided with reference to Rule 10 (2) of the Rules referred to in paragraph 1 above that in the case of the employees of the Government of India Presses the amount of Government contribution shall be 6½ per cent. of the actual emoluments drawn on duty by the subscriber during the year.

I am to request that these orders may be communicated to all the press employees concerned.

70. Advances.—Advances are allowed and recoveries made in accordance with rules 12-14 of the Rules governing the Contributory Provident Fund. In the case of pieceworkers the terms "emoluments" and "pay" mentioned in Rule 12 shall be deemed to be 200 times the hourly class rate of pay for the month of March of the preceding financial year. (Finance Dept. O. M. No. F. 33-(1)-R. II/38, dated the 31st March 1938.)

Office memorandum No. F. 33-(1)-R. II/38, dated the 31st March 1938, from the Finance Department to the Labour Department.

With reference to Rule 12 of the Contributory Provident Fund Rules (India), the undersigned is directed to state that in case of pieceworkers in the several Government of India Presses the terms "emoluments" and "pay" shall be deemed to be 200 times the hourly class rate of pay for the month of March of the preceding financial year.

71. Deductions.—Deductions from Government contribution are made in accordance with rule 26 of the Contributory Provident Fund Rules. This rule does not apply to cases of removal or discharge from service. (Dept. of I. & L. letter No. A204, dated 13th September 1932—extract reproduced below.)

Extracts from letter No. A234, dated the 13th September 1922, from the Department of L. & L. to the C. P. & S. I.

2. In this connection a question has been raised whether in view of the provision of Rule 26 (a) of the Contributory Provident Fund Rules (India), M. Mubarruddin, who was discharged from service for unauthorized absence should be paid the full amount of Government contribution with interest thereon. I am to point out that this rule gives power to the Governor-General in Council to withhold payment if a subscriber has been dismissed from the service for grave misconduct and does not apply to cases of removal or discharge from service which is different from dismissal, vide Rule 49 of the Civil Services (Classification, Control and Appeal) Rules.

Section (7)

FINE FUND

72. **Fines and Deductions.**—Fines and deductions may be imposed by the Manager on the industrial staff in accordance with the provisions laid down in this Handbook but it must be ensured in each case that the requirements of the Payment of Wages Act, 1936, and the rules made thereunder, are duly complied with.

73. **Fines and the Fine Fund.**—All fines realised from the workmen will be shown in the establishment pay bills under the head "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 L., No. A240, d. 24-3-22 and C. P. O., Pg.-17, d. 15-1-25, reproduced at the end of the section.)

RULES RELATING TO FINE FUNDS IN THE GOVERNMENT OF INDIA PRESSES

1. All fines realised from workmen, will be credited to the fine fund of a press in pursuance of section 8 (8) of the Payment of Wages Act, 1936. 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 bread-winner.

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 Manager 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 Manager 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

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 Manager 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 authority which audits the accounts of the press concerned.

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

Credit				Debit				Balance		
Date of receipt	Month for	Bill No.	Amount	Date of deposit in savings Bank's	Date of withdrawal	Name of workman to whom paid	Date of payment		Amount paid	No. and date of Controller's sanction

(Memorandum from the C. P. & S., India No. 23/17/33-A. & F., dated the 7th December 1933.)

(Dept. of I. and L. No. A240, d. 24-3-22, A461, d. 27-3-24 and d. 3-2-25, reproduced at the end of the section.)

74. **Fine register.**—A fine register in the form reproduced below should be maintained and examined, revised and signed by the Manager every month before it is sent for action to the accounts section.

Fine Register

Fines imposed during _____ 19 .

Serial No.	Date.	Name and cause.	Amount.	Manager's initial.
			Rs. A. P.	

Letter No. A240, dated 24th March 1922, from the Dept. of Industries to the C. P. S. & S.

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 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 pay 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.

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.

Letter No. A481, dated 27th March 1924, from the I. & L. Dept. to the C. P. S. & S.

With reference to your letter No. Pg-17, dated the 2th 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:—

2. 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. A481, dated 3rd February 1925, from the Dept. of I. & L. to the C. P. S. & S.

With reference to your letter No. Pg-17, dated the 15th 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.

Memo. No. 211137-A. & F., dated the 3rd February 1927, from the C. P. & S. I., to all the Government of India Presses.

In connection with the administration of the Fine Funds of the Government of India Presses, the Manager is informed that the undersigned is not prepared to consider any application for relief from the Fund in the following circumstances.

- (a) If the press employee retired on a pension and drew or has drawn it for six complete months or more from the date of retirement.

NOTE.—This limit applies to an application from the employee himself or to those from his relatives whether the employee is alive or deceased.

(b) in the case of an application from the widow or other relation of a deceased employee, if the application is not submitted within one year from the date of death of the employee.

The above time-limits should be strictly adhered to in all cases.

Memo. No. 9/39-G., dated the 9th May 1940, from the C. P. & S. I., to the Manager, G. I. P., Calcutta.

Reference U. O. I. No. 21-Accts., dated the 3rd April 1940, from the Manager, Government of India Press, Calcutta, forwarding the accounts of the Fine Fund.

It is noticed from the figures given under the head 'Disbursements' that the Money Order Commission on the grants sanctioned from the Fine Fund to applicants, is charged to the Fine Fund. It is requested that in future, when payment has to be made through the post office, the money order commission should always be deducted from the amount to be remitted to the payee.

Memo. No. 9/40-G., dated the 16/19th August 1940, from the C. P. & S. I., to all the Government of India Presses.

The Manager is requested to mention, in the case of all applications which may be submitted to this office hereafter, for assistance from the Fine Fund, the net amount of assets in the Fund after deducting therefrom the amounts remaining to be paid of grants already sanctioned.

Section (8)

WORKS COMMITTEE

75. **Works Committee.**—Works committees have been established in the Calcutta, Simla, New 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. (R. of I. and M., Res. No. A-31, d. 15-7-20, reproduced in Appendix)

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 line and mono operators;
- (c) the hand-compositors, line and mono correctors and store sections;
- (d) the machine and press branch and standing forms 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
 - (4) Recommendations regarding grants from the fine fund or compassionate fund.
- } within the limits prescribed by Government.

- (5) Distribution of work by section-holders and heads of branches.
 - (6) Questions relating to the means for the prevention of accidents and first-aid.
 - (7) Questions relating to the cutting of time, etc., by the checkers.
 - (8) Questions regarding computing.
 - (9) Questions affecting the general welfare of the employees such as—
 - (a) Sanitation of the work rooms.
 - (b) Medical aid.
 - (c) Sports and entertainments.
 - (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 and 22/7/39-A. & F.)

76. Conduct of Works Committee.—The object of the Works Committee is to secure closer contact by the management with the workers by the discussion and settlement of matters affecting their interests with a view to avoid industrial unrest and the Manager should make every effort to make the Committee a success. He should see that the employees get opportunities of discussing with the supervising staff inequalities and difficulties which may arise under working conditions, that harmonious relations are established between the workers and the management and that the employees do not lose their faith in the efficacy of the Works Committee. The subjects to be discussed by the Works Committee are mentioned in rule 6 of the rules for Works Committee, but it is not essential to adhere strictly to those subjects. At the discretion of the Manager, the subjects may be supplemented where it is to the benefit of the management and the employees. No discussions concerning policy or general administration should, however, be permitted.

In conducting the proceedings of the Works Committee, the following instructions should be observed:—

- (i) The employees should be given the opportunity to bring to the notice of the Manager their grievances for discussion in the Works Committee where such discussion falls within the scope of the Committee. If the grievance is found to be genuine, the Manager should deal with it where it lies within his competence to act and where it is not possible for him to do so, a reference should be made to the Controller of Printing and Stationery, India.
- (ii) Meetings should always be held at least once a month no matter whether there is any agenda or not. In the event of there being no business to transact, the Secretary should make a report to this effect in the meeting to all those present including the Manager. This will give an opportunity to the Manager to ascertain from the members the reason for which no business has been brought forward. If there is reason to believe that the absence of agenda is due to the lethargy or slackness of the members, the members should be made alive to their duties towards their constituency.
- (iii) The Manager should explain clearly to the employees the functions of the Works Committee and satisfy himself that the employees understand that they are at liberty to submit to the

Works Committee their grievances and such matters as affect them and for which they are in any doubt and that the Committee, the Manager and the Controller of Printing and Stationery, India, will be prepared to do what is legitimate and reasonable in solving their difficulties and redressing their grievances.

- (iv) The Manager should bring home to all employees that their grievances, if any, which he has no power to deal with, will be brought to the notice of the Controller of Printing and Stationery, India, who in his turn, if he is unable to settle the matter, will be prepared to refer it to Government, should he consider it desirable and necessary to do so.
- (v) General questions regarding pay, leave, status, etc., may be discussed by the Works Committee, but the Manager should not commit Government in any way to any liability in giving replies to such questions. If he considers that the employees have a just grievance in any such matter, he should refer it to the Controller of Printing and Stationery, India, separately with his remarks, together with relevant extracts of the Works Committee proceedings. In such a case separate representations need not be insisted on from the employees.

What is really desired is that the employees should feel that it is possible within the press, particularly within the scope of the Works Committee, to deal with all reasonable difficulties and grievances and that no legitimate representations will be ignored either by the Manager or the Controller or Government. They should be made to understand, however, clearly that all representations must be submitted through the proper channel and that the submission of representations direct to the Controller of Printing and Stationery, India, or the Government of India will not be permitted.

(22-7-39-A & F.)

CHAPTER IV

MISCELLANEOUS ADMINISTRATIVE INSTRUCTIONS

77. Discipline (penalties, e.g., suspension, removal, dismissal, etc.) and rights of appeal.—Manager may, for good and sufficient reason, impose on such employees as they have power to appoint the penalties mentioned in rule 3 of the rules governing the making of first appointments, etc., framed by the Governor-General in Council under the Civil Services (Classification, Control and Appeal) Rules (vide G. I. H. D. Notification No. F. 9-19/30-Ests. dated 27th February 1932, as subsequently amended), in accordance with the rules on the subject. For convenience, extracts from the rules are reproduced below :—

" Discipline. "

" 3. The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon members of Subordinate Services, namely :—

- (i) Censure.
- (ii) Withholding of increments or promotion, including stoppage at on efficiency bar.
- (iii) Reduction to a lower post or time-scale, or to a lower stage in a time-scale.
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.
- (v) Suspension.
- (vi) Removal from the civil service of the Crown, which does not disqualify from future employment.
- (vii) Dismissal from the civil service of the Crown, which ordinarily disqualifies from future employment.

Explanation.—The discharge—

- (a) of a person appointed on probation, during the period of probation,
- (b) of a person appointed, otherwise than under the contract to hold a temporary appointment, on the expiration of the period of the appointment,
- (c) of a person engaged under contract, in accordance with the terms of his contract,

does not amount to removal or dismissal within the meaning of this rule".

" 6. (i) Without prejudice to the provisions of rule 55 of the Civil Services (Classification, Control and Appeal) Rules, no order imposing a penalty specified in rule 3, other than an order of censure or suspension or an order based on facts which have led to his conviction in a criminal court, shall be passed against a member of a subordinate service unless the officer concerned has been given an adequate opportunity of making any representation that he may desire to make and such representation, if any, has been taken into consideration before the order is passed :

Provided that the requirements of this rule may, for sufficient reasons to be recorded in writing, be waived where there is difficulty in observing them and they can be waived without injustice to the officer concerned.

(ii) The authority imposing any penalty under these rules shall maintain a record showing—

- (a) the allegations upon which he proceeded against the officer punished,
- (b) the officer's representation, if any, and the evidence taken, if any,
- (c) the finding and grounds thereof."

(iii) Where the officer to be punished has been lent to the punishing authority—

- (a) the power to remove or dismiss shall not be deemed to have been delegated to any authority and shall not be exercised by any authority other than the lending authority; the borrowing authority shall, in a case where he considers that the punishment of removal or dismissal should be imposed, complete the enquiry and revert the officer concerned to the lending authority for such action as that authority may consider necessary; and
- (b) the punishing authority shall consult the lending authority before imposing any lesser penalty (except suspension), and in the case of suspension shall report forthwith to the lending authority the circumstances leading to the imposition of that penalty.

* *Rule 55 of Rules for (Classification, Control and Appeal) Rules—*
Without prejudice to the provisions of the Public Servants Inquiries Act, 1850, no order of dismissal, removal or reduction shall be passed on a member of a Service (other than an order based on facts which have led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so directs, an oral inquiry shall be held. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reason to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.

Employees shall not ordinarily be removed or dismissed from service for minor offences unless they are incorrigible and until all lesser punishments, such as fine or withholding increments or promotion including

stoppage at the efficiency bar or reduction to a lower grade has failed. When the decision is one of removal or dismissal, the proceedings should be forwarded to Controller for perusal after the orders have been passed. Every subordinate on whom punishments are imposed has the right of appeal to the Controller of Printing and Stationery, India.

78. Age limit for appointment.—Except in cases where age at the time of first entry in the temporary establishment did not exceed 25 years and service in that establishment counts for pension, no one above the age of 25 years will ordinarily be transferred to the permanent establishment. When the age of an employee exceeds 25 years Controller's sanction should be obtained to the transfer. Similarly, in the case of press employees who were recruited on or after the 15th July 1920 and who are subject to the Contributory Provident Fund Rules the above procedure will be followed. Before transfers are made from the temporary to the permanent establishment quick and correct work, as well as general conduct and attendance will be considered. A health certificate will ordinarily be required to be produced before such transfers take place. No one will be sent for medical examination until the employee's record is approved in all respects. (See also paragraph 2 of *Industries and Labour Department No. A-220*, dated the 30th October 1928.)

Note.—The exception mentioned in the beginning of this paragraph does not apply to cases of promotion from the inferior to the superior establishment. In such cases if the age of the inferior servant, whether permanent or temporary, exceeds 25 years at the time of his promotion to the permanent superior establishment, the sanction of the Controller to his admission into the latter establishment is necessary. The production of a medical certificate of health, required ordinarily under F. R. 10 of a person appointed to the permanent superior establishment, however, is not necessary in the case of a permanent inferior servant promoted to the permanent superior establishment, vide Note 2 below S. R. 4-A (P. & T. Compilation of Fundamental and Supplementary Rules), (Memo. No. 3-D.2837-A. & F., dated the 11th September 1937.)

The practice of employing men whose age exceeds the ordinary age limit of 25 years should be resorted to only when special circumstances justify such a course and that persons exceeding the specified age should not ordinarily be recruited to the permanent superior establishment unless there are special reasons for doing so. In approaching the Controller for the submission of such men to permanent superior service the circumstances attending their appointment should be explained, and unless the reasons advanced are of a substantial nature the admission of persons to the superior service is not likely to be sanctioned. (C. P. & S. I. Memo. No. 2-D.2337-A. & F., dated the 13th May 1937.)

No person whose age exceeds 25 years should be admitted into the inferior pensionable service without the sanction of the Controller of Printing and Stationery, India. (Cf. Finance Dept. Resolution No. F. 6 (23)-R. II/40, dated 8th May 1940 and Appx. 3 to the P. & T. Compilations of P. Rs. and S. Rs., Volume II.)

79. Acting Allowances.—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, reproduced below.) Compositors, Type Suppliers, Warehousemen, Impositors, Forme Carriers, Galley or Forme Proof Pressmen and Peons acting as such in higher grades should not be allowed

acting allowances. A compositor in the Forms Press, Aligarh, acting as a Vernacular compositor should however be allowed acting allowance. A binder acting as either Foreman Binder or Assistant Foreman Binder in the above press should also be allowed acting allowance. (C. P. O. 1004/30, dated the 1st June 1933 and 27th September 1934 and 278(34)-A. & L. dated the 10th July 1934.)

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, dated 19-9-23, Dept. of C. & I. No. 7300, dated 26th June 1917, para. 3, reproduced below, and No. A-469, dated 11th June 1927.)

Unofficial Memorandum No. A-369, dated the 10th September 1923, from the I. & L. Dept. to the A. G. C. R.

The undersigned is directed to say that in the case of both the clerical and industrial establishment of (1) Government Central Presses, Calcutta and Delhi, (2) Government Central Branch Press, Simla, and (3) Government Monotype 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 Formkeepers, and
- (e) Binders.

Extract from letter No. 7300, dated the 26th June 1917, from the Department of Commerce and Industry to the C. P. S. & S.

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 prefixed or affixed to holidays of more than three days' duration.

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

81. Disbursement of pay of absentees and deceased employees.—The pay of an absentee should be drawn by a man on the permanent establishment, with not less than ten years' service, but only on the production of a receipt, stamped, if necessary, from the absentee in Form Sy. 277 suitably amended for the purpose.

As regards pay and other dues or allowances claimed on behalf of a deceased officer, the procedure laid down in Article 39(b) of the Civil Account Code, Vol. I, should be followed.

82. Secrecy to be observed regarding work.—Although the employees 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 employee should be questioned by an unauthorised 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. Employees 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.

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

84. 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.

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

86. Conduct.—The employees 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. Disciplinary action will be taken against men quarrelling and causing a disturbance. 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.

87. 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.

88. Service Books.—Every non-gazetted Government servant employed on the superior permanent establishment must have a service book, which should be kept in safe custody in the office. 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 9 and 10 should be dated. The entries in the service books should also be attested by the Manager.

89. Service Rolls.—Records of service of all inferior servants (both permanent and temporary) and of all temporary employees (superior) should be maintained in the form of Service Rolls (S. Y. 262) prescribed under rules 204 and 205 of the Supplementary Rules.

When a temporary employee (superior) 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. (Govt. of India Finance Department letter No. 502-C. S. R., dated the 29th May 1917 and I. & L. Dept. letter No. A-695, dated the 12th May 1927.)

90. Character Rolls.—Character rolls for all the clerical establishment should be maintained. Character rolls at least for the following members of the industrial establishment should also be maintained:—

Assistant Manager.

Overseer.

Senior Readers.

Foremen (all Foremen including Bindery Jemadar and similar heads of sections).

Assistant Foremen.

Section Holders.

Assistant Section Holders.

Head or Senior Mechanics.

Power Station Engineer (Aligarh Press).

Any other responsible officials regarding whom the manager considers that Character rolls might be necessary should be added to the list.

The Character rolls should be entered up regularly every year. The work should be completed by the 15th of April and the Character rolls of all senior officials down to the Heads of Sections should be submitted to the Controller of Printing and Stationery, India, each year on his first visit to the press after the 15th April. (C. P. & S. Memoranda No. 42-16/36-A. & F., dated the 21st March, 15th April and 30th April 1936.)

91. Transfer of services to other offices.—The transfer of a Government servant from one Government office or Department to another is regulated by the "Government Servants' Applications for Posts (Central Services) Rules", relevant portions of which are reproduced below:—

"An applicant for appointment to a Central Service or to any post in a Central Service shall not be eligible for appointment if he is in the service of the Crown in India and has applied without the consent of the Head of the Office or Department of the Government of India under whom he is employed or, if he is employed under a local Government, without the consent of the local Government or the authority empowered by the local Government to accord such consent.

Permission to a Government servant employed in a Central Service to submit an application for a post, to appear for an examination for a post, or to transfer his services to a post, in another office (or Department of the Government of India) or under a local Government, shall ordinarily be granted unless the Head of the Office or Department in which he is employed considers that the grant of permission would not be consistent with the interests of the public service."

The power of the Head of an Office mentioned in the above rule may be exercised by the Manager of a Government of India press or Forms press in respect of the staff employed under him including the clerical hands.

The Manager of a press 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. [2C]238-A. & F.]

92. Transfers from one branch to another.—Men may be transferred from one branch to another whenever necessary at the discretion of the Manager.

93. Special concessions.—Applications for special concessions which do not come within these rules should be made to the Manager.

94. Redressing of grievances through non-official persons.—The employees of the Government of India Press should be informed that they should not seek redress for their grievances through non-official persons, as such a practice usually entails the disclosure of information which has been obtained from official sources or has come into the possession of the employee in the course of his official duties. Such a disclosure is a breach of rule 17 of the Government Servants Conduct Rules and will be severely dealt with. The proper course in the case of a legitimate grievance is to proceed through the Works Committee or to submit an appeal or petition to the proper authorities. The employees, however, should be made to feel that the authorities are prepared to do what is legitimate and reasonable in solving their difficulties and redressing their grievances. (C. P. & S. Memo, No. 31-28]35-A. & F., dated the 25th April 1935.)

95. 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.

The direct submission to the Controller of petitions or memorials or duplicate copies thereof is also forbidden. (C. P. O. Nos. H. Q.-10]156, dated 18th July 1927, H. Q.-4]134, dated the 17th March 1928, and H. Q.-4]76]30, dated 6th October 1930.)

The memorial rules contemplate the submission of memorials and petitions to the Governor-General in Council. Such memorials may be addressed to His Excellency the Viceroy or to the Secretary to the Government of India in the department concerned, and must be submitted through the official superior of the memorialist. The rules do not contemplate the submission of memorials which are addressed to the Hon'ble Member in charge of the department or to the Secretary by name.

No attention will be paid to memorials which are submitted direct and are addressed to the Hon'ble Member or to the Secretary by name. Memorials which are submitted through the usual channel but are improperly addressed should be returned for correction before they are forwarded. (I. & L. Dept. letter No. G-70, dated 29th July 1932.)

96. Anonymous representations.—No action will be taken on the allegations made in anonymous and pseudonymous representations. (C. P. & S. No. 2-D.]49]39-A. & F., dated the 9th October 1939, reproduced below.)

Memorandum No. 2-D 149|35-A. & F., dated the 9th October 1939, from the Controller of Printing and Stationery, India.

In forwarding herewith a copy of a letter from the Government of India, Department of Labour, No. A-48, dated the 3rd October 1939, regarding anonymous representations submitted by employees of the Stationery and Printing Department, it is requested that the orders issued therein may kindly be made known to all members of the establishment. They should also be informed that while no action will be taken on the allegations made in anonymous and pseudonymous representations addressed to the Government of India or the Controller of Printing and Stationery, India, the person or persons found to be responsible for sending such communications will be severely dealt with.

The Managers of the Government of India Presses, Calcutta, Simla and New Delhi and the Forms Press, Aligarh, are also requested to refer to the matter in the next meeting of the Works Committee and to instruct the members thereof to make certain that their constituents are acquainted with the observations made in this memorandum.

Letter No. A-48, dated the 3rd October 1939, from the Government of India, Department of Labour.

I am directed to say that the Government of India have noticed a tendency among certain industrial employees of the Printing and Stationery Department to address anonymous representations to the Honourable Member and Secretary to the Government of India in this Department. It should be made plain to all concerned that Government are not prepared to take action on any anonymous representation, but that they and the Controller are always ready to consider representations including those from the Works Committee, which are submitted through the authorized channels. No case, however small, will be ignored if it is submitted in the correct manner nor need *bona fide* complaints fear victimisation.

97. Scrutiny of petitions or memorials.—As the responsibility for seeing that a petition or memorial has been properly worded and addressed and that the facts correctly rests with the head of the office forwarding it each individual petition or memorial should be subjected to a careful scrutiny before it is forwarded to the Controller by the Managers. Particular care should be taken to give effect to these instructions when submitting batches of memorials, etc., expressed in similar terms. Whenever possible the inaccuracy should be rectified by the petitioner in the petition, otherwise suitable remarks should be made on the point in the forwarding communication. (C. P. & S. I. Memo, No. 13|9|37-A & F., dated the 30th June 1937.)

98. Submission of advance copies of petitions.—No advance copies of petitions, etc., should be submitted direct to the Controller of Printing and Stationery, India, by the employees of the Government of India Presses, as such a practice is in contravention of the Memorial Rules. Disciplinary action will be taken against the individuals concerned for any infringement of the rule. (C. P. & S. Memo, No. 42 56|34-A. & F., dated 24th September 1934.)

99. Signing on blank sheets attached to petitions, etc.—The practice of signing names on petitions or on blank paper to be attached to petitions, by the employees of the Government of India Presses, without taking the precaution of finding out to what they are committing themselves, is irregular and may result in situations fraught with grave consequence, for the person concerned. The employees should, therefore, be advised that while they have every right to ventilate their legitimate grievances through the proper channel, they should refrain from signing any petition, document, etc., without first reading it carefully or having it read and translated by a trusted person. In no case should any one sign on a blank sheet of paper. Every signatory to a petition will be regarded as expressing, or concurring with, all that has been stated in that petition and if it is eventually proved that the contents thereof either

in whole or in part are false, defamatory, etc., disciplinary action will be taken against the person or persons concerned. (C. P. & S. I. Memo. No. 2-105/3-A & F., dated the 25th November 1923.)

100. Idle time.—Idle time sanctioned in B. of I. and M., No. A-31, d. 15-7-20, is not paid to pieceworkers who were recruited, subsequent to the 16th July 1925. (Dept. of I. & L., No. A-528, d. 16-7-25, reproduced below.) 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.

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 Remission No. A-31, dated the 15th July 1920, in which sanction was accorded to pieceworkers 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 pieceworkers, 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 pieceworkers already in service, be restricted to periods of one hour and over. For such men the existing arrangements may be allowed to continue.

101. Hours of attendance.—Ordinary hours of attendance in a press should be decided in consultation with the Works Committee. [Vide paragraph 3(7) of the Department of Industries and Labour letter No. A-389, dated the 2nd February 1923, reproduced in Appendix.]

102. Opening and closing time.—The existing opening and closing time, etc., of the various presses is given below. No change should be made in the times shown without the approval of the Controller of Printing and Stationery, India.

Press	Official		Government	
	Monday to Friday	Sunday	Monday to Friday	Sunday
Government of India Press, Calcutta.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3 P.M. Rest interval from 1-30 P.M. to 2 P.M.
Government of India Press, New Delhi.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	8 A.M. to 4-30 P.M. Rest interval from 12 noon to 1-30 P.M.	8 A.M. to 4-30 P.M. Rest interval from 12 noon to 1-30 P.M.
Government of India Press, Bando.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 6 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3 P.M. Rest interval from 1-30 P.M. to 2 P.M.
Fogson Press, Calcutta.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 6 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3 P.M. Rest interval from 1-30 P.M. to 2 P.M.
Form Press, Allahabad.	10 A.M. to 5 P.M. Rest interval from 1-30 P.M. to 2 P.M.	10 A.M. to 2 P.M. No rest interval.	9 A.M. to 5-30 P.M. Rest interval from 1-30 P.M. to 2 P.M.	9 A.M. to 3-30 P.M. Rest interval from 1-30 P.M. to 2 P.M.

193. Payment for refreshment and prayer intervals.—Managers are instructed to see that no pieceworkers 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. & L., No. A-350, d. 21-6-28.)

194. Liveries.—(i) New Delhi and Simla.—The supply of liveries to the inferior servants of the Government of India Presses at New Delhi and Simla should be regulated according to the scales of liveries and other articles prescribed in the Government of India, Home Department Office Memorandum No. F. 29124-Public, dated the 18th December 1924, as subsequently amended. (I. & L. Dept. letter No. A-242, dated 28th April 1930, reproduced below.)

In the case of peons, chaukidars and durwans of the Government of India Press, New Delhi, however, special orders contained in the Department of Industries and Labour letters No. A-242, dated the 28th April 1930 (reproduced below) should be followed.

Letter from the Department of Industries and Labour, Simla, to the Controller of Printing and Stationery, India, No. A-242, dated the 28th April 1930.

In reply to your letter No. C. P. O. 14/79/23, dated the 8th November 1929, I am directed to say that it has been decided that the scale of liveries and other articles laid down in the Home Department office memorandum* No. F. 29124-Public, dated the 18th December 1924, as subsequently amended for the staff of the Government of India Secretariat offices and their attached and subordinate offices located at Simla and Delhi, shall apply on the same terms and conditions to the similar classes of men employed in the Government of India Presses at Simla and Delhi.

2. Special orders regulating the supply of summer and winter liveries to the peons, chaukidars and durwans of the Government of India Press, Delhi have been issued in the letters from this Department Nos. A-242, dated the 28th September 1927 and 5th March 1929.

Letter from the Department of Industries and Labour to the Controller of Printing and Stationery, India, No. A-242, dated the 5th March 1929.

With reference to your letter No. C. P. O. 14/79/28, dated the 14th September 1928, I am directed to say that the Government of India sanction the supply of summer liveries to the chowkidars and durwans employed in the Government of India Press, Delhi, on the scale laid down in item (b) (xvi) of the Home Department memorandum* No. F. 29124-Public, dated the 18th December 1924, as subsequently amended. They also agree to coats being substituted for chapkans.

2. It is understood that the above menials have hitherto been supplied with winter liveries. In the absence of specific orders, the supply of liveries to chowkidars and durwans of the above Press was irregular. The Government of India now confirm your action in having incurred the expenditure in this connection, and are also pleased to sanction the supply of winter liveries to these menials in future on the scale laid down in item (a) (vi) of the Home Department memorandum referred to above subject to the condition that the winter liveries will be renewed after every three years as in the case of peons of that Press.

Letter from the Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps, No. A-242, dated the 28th September 1927.

With reference to your letter No. C. P. O. 14/20/27, dated the 11th August 1927, I am directed to say that the Government of India sanction the grant, to the peons employed in the portion of the Central Printing Office located permanently at Delhi and in the Government of India Press, Delhi, of winter and summer

* Since superseded by Home Department Office Memo. No. 14/0/39-Public, dated 21st July 1940 (reproduced in Appendix).

Privies on the scale laid down in items (a) (xi) A and (b) (xvi) of the Home Department Memorandum No. P-13122-Public, dated the 18th December 1927, as either daily allowances, and in item 7, column 1 on page 3 of the Schedule attached hereto.

2. The extra expenditure involved during the current financial year should be met from within your budget grant for 1927-28.

(ii) Calcutta and Aligarh.—The supply of liveries, etc., will be regulated according to scales prescribed by the local Governments, vide I. and L. Department letter No. A-544, dated the 3rd May 1926 (reproduced below).

Letter from the Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps, No. A-244, dated the 3rd May 1926.

I am directed to refer to this Department letter No. A-244, dated the 24th December 1924, in which a provisional scale of liveries for the menials employed in the Calcutta office under your control was sanctioned pending the sanction of a general scale of liveries for the menials employed in offices located elsewhere than at the headquarters of the Government of India. The Government of India have now decided that the provisional scale of liveries sanctioned for the menials under your control should no longer remain in force and that the grant of liveries should be regulated in accordance with the general rule contained in paragraph 54 (c) of Appendix 3 to the Civil Accounts Code, Volume I. Under this rule the menials employed in the offices at Calcutta under your administrative control will in future be entitled to the scale of liveries laid down from time to time by the Government of Bengal for menials of corresponding status employed in the provincial Secretariat. The menials employed in the Calcutta office will receive the scale sanctioned for "officers' orderlies" in the provincial Secretariat.

2. The menials employed in the Aligarh Press should get the scale of liveries sanctioned by the Government of the United Provinces for menials of corresponding status employed under them.

3. The above orders will have effect from the 1st April 1926 and the expenditure involved should be met from the sanctioned grant under "Contingencies" in the budget estimates of the Stationery and Printing Department for 1926-27.

(iii) The Lorry Driver of the Government of India Press, Calcutta, and also the two chukidars are supplied with one rain coat and a cap and a hood each, respectively. These articles may be renewed every third year at a total cost not exceeding Rs. 30. (I & L. Dept. letter No. A-622, dated the 6th January 1926, reproduced below).

Letter from the Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi, No. A-622, dated the 6th January 1926.

With reference to your letter No. C. P. O. 127923, dated the 28th November 1925, I am directed to say that the Government of India are pleased to sanction the expenditure of Rs. 9-6 and Rs. 19 respectively incurred by the Manager, Government of India Press, Calcutta, on account of the supply of one rain-coat to the Lorry driver and a 'Cape and a hood' to each of the two chukidars of his Press. These articles may be renewed every third year at a total cost not exceeding Rs. 30.

195. The following instructions should be observed for handling Secret, Security and Confidential work in the Government of India Presses—

INSTRUCTIONS FOR HANDLING SECRET, SECURITY AND CONFIDENTIAL WORK IN THE GOVERNMENT OF INDIA PRESSES

1. (a) "Secret", "Security" and "Confidential" work should be handled in the same manner in accordance with these instructions for the due observance of which the Manager is responsible.

*This Memorandum is Home Department Order Memo No. 14205-India, dated 21st July 1924 reproduced as amended.

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

2. Whilst the work is in progress, the following precautions are necessary in addition to any other written or verbal directions from the Manager all of which must be strictly observed without deviation or slackness. The Assistant Manager or Overseer will take over the work to the Secret Section-holder and arrange for it to be put in type under the latter's direct supervision. In those cases where it is essential for the work to be composed in the Linotype or Monotype sections, it will be so composed under the direct supervision of the Section-holders of those sections who will be held responsible for the safe custody of the manuscripts, spools, composed matter, etc., until made over to the Secret Section-holder. The Secret Section-holder will supervise all subsequent operations and will see that only one proof is pulled unless more are specified by the Department. He will see to the safe custody of the type while the matter is being read and while the proofs are out, the galleys, or formes to be locked in a rack or almirah of which he will retain the key or any other secure place specially selected for the purpose. Imposition and Press reading will be carried out under his supervision as well as printing and binding. In those cases where it may be necessary for printing to be done in the machine room and binding in the bindery, the Assistant Manager or Overseer will personally supervise those operations or, with the approval of the Manager, arrange for their supervision by a foreman or other responsible officers. The Secret Section-holder will issue the exact quantity of papers necessary to comply with the indent. The Assistant Manager, Overseer, Secret Section-holder or the supervising officer deputed for the purpose, as the case may be, will see that not more than the exact number of copies required is printed. The Secret Section-holder will take charge of and destroy by burning in the incinerator provided for that purpose all files, spoiled sheets and proofs, etc., and when necessary, after a verification by Assistant Manager or Overseer will issue the requisite number of sheets to replace those spoiled in printing and binding operations. He will also see that the type formes are washed, made over to the distributor, and broken up in his presence in the Secret section.

3. Secret, Security or Confidential work, when transferred from one branch or section to another, must be accompanied by a transit register.

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

particulars and numbers of copies required to be printed. It is of the utmost importance that no impression is left on the press tympan or machine cylinders.

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

6. Charge files of "Secret", "Security" or "Confidential" work will be computed in the Secret section from the appropriate proofs under the direct supervision of the Secret Section-holder and entered in the computation form over the Assistant Manager's or Overseer's initials to be eventually transferred to the bill books at the close of the month. The number of pages of each "Secret", "Security" or "Confidential" item shown in the Secret Section-holder's receipt book for charge files or in his suspense registers, should invariably be attested by the Assistant Manager or Overseer, and computers should decline to accept entries incomplete in this respect. The files will then be immediately destroyed in the incinerator as instructed in instruction 2 above. The attestation by the Assistant Manager or Overseer of the correctness of the computation should be accepted by audit as sufficient.

7. Any slackness or deviation from these instructions will render the Officer concerned liable to be dealt with very severely. (42/46/37-A. & P.)

106. General principles applicable to contracts involving expenditure from the Central Revenues.—The following fundamental principles for the guidance of authorities who have to enter into contracts or agreements have been laid down by the Governor-General in Council:—

1. The terms of a contract must be precise and definite and there must be no room for ambiguity or mis-construction therein.
2. As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.
3. Standard forms of contracts should be adopted wherever possible, the terms to be subject to adequate prior scrutiny.
4. The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.
5. No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.
6. Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited and in cases where the lowest tender is not accepted, reasons should be recorded.
7. In selecting the tender to be accepted the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.
8. Even in cases where a formal written contract is not made, no order for supplies, etc., should be placed without at the least a written agreement as to price.
9. Provision must be made in contracts for safeguarding Government property entrusted to a contractor.

10. The Auditor-General and, under his direction, other audit authorities have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought, or where high tenders have been accepted, or where other irregularities in procedure have come to light.

These principles will apply to all contracts involving expenditure from central revenues, and should be carefully observed by all officers who have to enter into such contracts on behalf of Government. (Government of India, Finance Department Resolution No. F. 22-XII-Ex.-II/27, dated the 12th August 1929.)

107. Public opening of tenders.—All tenders should be opened and read publicly to the tenders. When calling for tenders either by advertisement or from a limited number of individuals or firms and without entering into a regular contract, the date and time by which the tender must be submitted should be stated and, in addition, the date, time and place of the opening of the tenders should be intimated. Unsuccessful tenderers should be informed of the result of the call for tenders as soon as any particular tender has been accepted. The public opening and reading of the tenders should be done by the head of the press concerned. (C. P. & S. Memoranda No. 36/3/39-A. & F., dated the 9th June and 19th September 1939.)

COMMUNAL REPRESENTATION IN SERVICES

108. The following instructions which have been approved by the Government of India, Home Department, should be carefully perused by all concerned with appointments. The instructions have been divided for convenience into two sections, the first dealing with the rules for communal representation and the second with the preparation of the annual statements. The instructions are based on the following general orders issued by the Home Department:—

Home Department Resolution No. F. 14(17-B)33, dated the 4th July 1934 and Office Memorandum No. F. 14(6)34-Ests. (S.), dated the 27th April 1935 and 15th May 1935, No. F. 14(4)35-Establishments (Special), dated the 4th June 1935, etc.

Supplementary references have been incorporated in the various instructions themselves.

Section (1).

SUMMARY OF RULES.

The various orders on the subject are directed towards securing adequate representation of minority communities in services by giving those communities their due share of the vacancies filled by direct recruitment, by reservation, if necessary. They relate only to direct recruitment and not to recruitment by promotion which should continue to be made according to merit and seniority. (Cf. para. 6 of Home Department Resolution, dated the 4th July 1934.) The orders apply to the recruitment of paid apprentices but not to recruitment to the inferior establishment (cf. paragraphs 2 and 4 of 'Supplementary Instructions' issued by the Home Department with their Office Memo., dated the 27th April 1935).

2. The basic principles laid down for the services to which recruitment is made on an all-India basis are mentioned below. Recruitment in the Stationery and Printing Department is made on an All-India basis (vide C. P. & S. Memo. No. 8(85)34-A. & F., dated the 10th December 1934).

(i) 25 per cent. of all vacancies to be filled by the direct recruitment of Indians will be reserved for Muslims and 8-1/3 per cent. for the other minority communities.

(ii) When recruitment is made by open competition, if Muslims or the other minority communities obtain less than these percentages these percentages will be secured to them by means of nomination; if, however, Muslims obtain more than their reserved percentage in open competition, no reduction will be made in the percentage reserved for other minorities, while if the other minorities obtain more than their reserved share in open competition, no reduction will be made in the percentage reserved for Muslims.

(iii) If members of the other minority communities obtain less than their reserved percentage in open competition and if duly qualified candidates are not available for nomination, the residue of the 8-1/3% will be available for Muslims.

(iv) The percentage of 8-1/3 reserved for the other minorities is not to be distributed among them in any fixed proportion.

(v) In all cases a minimum standard of qualification is to be imposed and the reservations are to be subject to this condition.

(vi) In order to secure fair representation for the depressed classes duly qualified members of these classes may be nominated to a public service, even though recruitment to that service is being made by competition. Members of these classes if appointed by nomination, will not count against the percentages reserved in accordance with clause (i) above.

[Vide paragraph 7 (1) of Home Department Resolution No. F. 14/17-B/32, dated the 4th July 1934.]

Note 1.—The term "other minority communities" covers the following four communities only, viz., Anglo-Indians including Domiciled Europeans (excepting the services and departments where they have separate reservations), Indian Christians, Sikhs and Parsis. (Cf. para. 1 of "Supplementary Instructions".)

Although the orders do not strictly require that the category "other minorities" should be considered with reference to its different sections, e.g., Sikhs, Indian Christians, etc., when making recruitment, it would be desirable to avoid, if possible, the preponderance on one hand and the complete absence on the other of any particular section or sections of those communities. The following procedure may, therefore, be followed when making recruitment to vacancies reserved for "other minorities":—

- (a) A comparison should be made of the respective merits of the various candidates of different sections who offer themselves for appointment and the best amongst them appointed in the ordinary course.
- (b) Where, however, the community to which the best candidate belongs, is adequately or excessively represented and another community is entirely absent or very poorly represented, preference should be given to a suitable candidate, if any, of the latter community.
- (c) In observing the principle in (b) above, due regard should be paid to recruitment made in the past to ensure that the absence or paucity of members of a community in the grade is due actually to poor or no recruitment from that community and not to other reasons, e.g., death, transfer or resignation.

The method mentioned in paragraph 9 of this Section can be utilised when necessary to invite applications from members of a particular community which is very poorly represented in a grade or service. (C. F. & S., Memo No. 313/45-S & P, dated the 15th July 1940.)

Note 2.—Permanent and temporary vacancies should be regarded as separate entities for the purpose of observing the percentages prescribed for minority communities in the matter of direct recruitment.

3. Direct recruitment.—An inferior servant or other person holding a post to which the orders do not apply must, if appointed to a post to which they do apply, be treated as a direct recruit. [Cf. paragraph 5 (b) of "Supplementary Instructions".] Direct recruitment for the purpose of the orders, also includes—

- (a) Recruitment (even by exchange) of persons in service under a Provincial Government.
- (b) Transfers to the permanent establishment of persons holding purely temporary vacancies who hold no substantive (permanent superior) posts under Government.
- (c) Transfers of persons substantively from the regular temporary superior establishment to the permanent superior establishment.
- (d) Transfers of persons holding temporary appointments for limited periods to the regular temporary superior establishment of the Government of India Presses.

(c) Transfer of a person holding a purely temporary appointment (e.g. in leave vacancies) for a limited period to another temporary appointment for a limited period of 3 months or more.

Direct recruitment does NOT include—

(a) Transfers from one permanent superior appointment to another within a press or branch or within the Stationery and Printing Department as a whole.

(b) Recruitment of persons holding permanent superior posts substantively under a local administration or His Excellency the Crown Representative or in a department of the Central Government.

(c) Transfers from one appointment on the regular temporary superior appointment to another in the press or branch or the Stationery and Printing Department as a whole.

Note.—The 'regular temporary establishment' referred to above consists of the temporary posts sanctioned by Government (or the Controller) in the presses with the object of bringing about a more or less permanent increase in the strength of certain grades, as distinct from temporary appointments that are sanctioned for comparatively shorter periods to cope with specified work or increase in work of a temporary character.

'Regular temporary appointments' should be taken to mean substantive (not officiating) appointments in the 'regular temporary establishment'.

4. Temporary appointments.

(i) Temporary appointments fall strictly within the scope of the orders when the vacancy in question is for three months or more. If for less than three months, the vacancy may be filled without regard to communal considerations if suitable candidates of a particular community are not readily forthcoming. Vacancies originally sanctioned for less than three months and extended thereafter need not necessarily be filled in accordance with the orders unless the period of the extension is three months or more. Special care should be taken in filling appointments originally sanctioned as temporary but likely to become permanent. [Cf. paragraph 3 (a) of 'Supplementary Instructions'.]

Note.—The position with regard to temporary vacancies of less than 3 months' duration is that the orders regarding communal representation do not strictly apply to them and no order of rotation need be followed. Subjects, however, to the availability of suitable candidates of minority communities temporary vacancies of less than 3 months' duration should, on the whole, be judiciously distributed among the various communities. (C. P. & S. I. Memo. No. 2113/40, A. & F., dated the 23rd July 1940.)

(ii) Each temporary vacancy of 3 months or more should be treated as a separate entity. [Cf. Home Department Memorandum No. 1411/37-Est. (S.) dated the 18th August 1937.]

(iii) In the presses in which regular temporary establishments exist, casual vacancies in such establishments will be treated as distinct from casual temporary vacancies, e.g., leave vacancies for short periods in either the permanent or regular temporary establishments. The orders for the recruitment of minorities will consequently be applied separately to each of the two classes of temporary vacancies. [Cf. D. O. letter No. P. 14/41/35-Est. (S.), dated the 9th October 1935, from Mr. G. W. Mc. Elhinny, I.C.S., Additional Deputy Secretary to the Government of India, Home Department, to Mr. C. F. Weakford, M.B.E., Controller of Printing and Stationery, India.]

5. Reserved and Unreserved Vacancies.—Vacancies to which direct recruitment is made are treated as Reserved and Unreserved. Unreserved vacancies are open to all communities, appointments being made by competition, i.e., on the results of a competitive examination or by

selection in order of merit. [Cf. paragraph 7 (b) of 'Supplementary Instructions'.] Reserved vacancies are those to which only minority communities may be appointed.

6. Application of orders to each grade or division of a service, etc.

(i) The percentages prescribed for minority communities (i.e. 25% for Muslims and 8-13% for the other minority communities) are to be applied to vacancies (as distinct from posts) in each grade or division of a service to be filled by direct recruitment. It is not the intention to reserve all future vacancies for Muslims and other minority communities or to stop or postpone recruitment from the majority community, till the prescribed percentages or posts in a grade, division or service are held by Muslims and members of other minority communities. [Vide paragraph 5 (a) of 'Supplementary Instructions'.]

(ii) The application of the orders regarding communal representation to each grade, etc., has effect in the presses and branches of the Stationery and Printing Department from the 1st January 1936 [Cf. D. O. letter from Mr. G. W. McElhinny, I.C.S., Additional Deputy Secretary to the Government of India, Home Department, to Mr. C. F. Weakford, M.B.E., Controller of Printing and Stationery, India, No. F. 165/36-Estt. (S.), dated the 15th February 1936].

(iii) The classification of the establishments of the various presses and branches for into grades for the purpose of the orders, showing posts ordinarily filled by direct recruitment as well as those not ordinarily filled by such recruitment, is reproduced as an Annexure to these instructions. (Cf. Controller of Printing and Stationery Memo, No. 45/1A/28-A. & F., dated the 6th September 1938.)

7. Instructions regarding Depressed classes, 'other minorities' and Buddhists.

(i) **Depressed Classes.**—By depressed classes is meant "the scheduled castes" as defined in paragraph 26 (1) of Part I of the First Schedule to the Government of India Act, 1935. In order to secure fair representation for the depressed classes, duly qualified members of these classes may be nominated to a public service, even though recruitment to that service is being made by competition [vide paragraph 7 (1) (vi) of Home Department Resolution, dated the 4th July 1934]. When recruitment is made by a competitive examination a few vacancies, not reserved for any minority communities should be offered to candidates from depressed classes who have attained the qualifying standard in the examination. In notices relating to recruitment a note should be inserted to the effect that candidates from the Depressed Classes who attain the qualifying standard will be shown some preference [vide Home Department Office Memorandum No. 45/38-Estt. (S.), dated the 1st June 1939]. Members of these classes, if appointed by nomination, will not count against the percentages reserved for Muslims and other minorities.

(ii) **Sikhs.**—The following procedure should be adopted when recruiting Sikhs:—

(a) Candidates who claim to be Sikhs should be required to sign a declaration in connection with their applications for appointments or admission to an examination that they are *bona fide* Sikhs and that they have not embraced Sikhism within a year of the date of application or of the notice announcing the examination or vacancy and, if they claim to be Sehjdhari Sikhs

(i.e., those not wearing long hair), that they have not previously been Keshdharis, i.e., they have not become 'Pants' as a result of cutting their hair. This declaration will be provisionally accepted in support of the candidate's claim to Sikhism.

- (b) In all cases where the candidate is likely to be retained permanently in the permanent or the regular temporary establishment, and in doubtful cases where the candidate is appointed to a temporary vacancy of 3 months or more, a reference should be made to the Shiromani Gurdwara Parbandhak Committee, Amritsar, and the Chief Khalsa Diwan, Amritsar, with the names and particulars of the persons appointed or to be appointed, to enable these two bodies to scrutinise and, if they so desire, to challenge the bona fides of the persons' claims to Sikhism within three months beyond which no challenge should be entertained.
- (c) If a person's claim to Sikhism is so challenged, independent enquiries should be made in the matter. There will be no objection to the person producing as evidence in support of his claim a certificate of any recognised association of Sikhs but the authority to decide whether the declaration should be accepted or not shall be the appointing authority. [Cf. Home Department Office Memorandum No. 485/39-Ests. (S.), dated the 9th January 1940.]

(iii) **Anglo-Indians.**—The following definition and procedure should be observed when appointing Anglo-Indians whether on merit or by nomination:—

- (a) An Anglo-Indian is a person who satisfies the definition of the term 'Anglo-Indian' given in paragraph 26 (1) of Part I of the First Schedule to the Government of India Act, 1935, namely, "a person whose father or any of whose other progenitors in the male line is or was of European descent but who is a native of India";
- (b) A candidate's own claim should be accepted unless there is any reason to doubt it;
- (c) The possession of a European name should not in itself be regarded as evidence that a person is an Anglo-Indian as defined in section 26 of the First Schedule of the Government of India Act, 1935. Doubtful claims should be verified by reference to the nearest branch of the Anglo-Indian and Domiciled European Association (All-India and Burma), or by certificates from persons of responsibility and repute who are themselves Anglo-Indians, or birth certificates (baptismal certificates should not be accepted), school leaving certificates or other documentary evidence which the officer making the appointment may consider, sufficient to establish the candidate's claim to be an Anglo-Indian;
- (d) Any person who falsely claims to be an Anglo-Indian shall be disqualified, or if appointed, shall be liable to removal from service, as soon as the facts come to notice. Appointing authorities, when considering the application of a candidate claiming that he is an Anglo-Indian should specifically warn the candidate that he will be disqualified and will be liable to removal from service if he furnishes false information.

[Cf. Home Department letter No. F. 14|6-A|34-Ests. (S.), dated the 15th December 1935, Home Department Office Memoranda No. 14|24|35-Ests. (S.), dated the 24th June 1937 and 18th March 1938 and No. 31|2|39-Ests. (S.), dated the 3rd February 1939.]

(iv) **Buddhists.**—The position as regards Buddhists is that though they are in theory a distinct minority community, in practice they are so few and so backward that they are unlikely to provide recruits except perhaps for services locally recruited in Bengal. Hence the Government of India are not recognising them as a minority community for services recruited on an All-India basis. [Vide Home Department Office Memorandum No. F. 14|6|34-Ests. (S.), dated the 15th May 1935.]

8. **Minimum standards of qualifications.**—As already stated in Instruction 2 (v) above, the reservation laid down for Muslims and other minority communities are subject to compliance with a minimum standard of qualification laid down for the purpose of recruitment. Accordingly minimum standards of qualifications applicable to all communities alike should be prescribed for each grade, division or service to which recruitment is made direct. No fresh restrictions in other respects should be introduced except with the previous approval of the Governor-General in Council. (Vide paragraph 6 of 'Supplementary Instructions'.)

9. **Steps for securing a supply of suitable candidates from minority communities; Communal Societies.**—(i) Recruitment in the Stationery and Printing Department being made on an All-India basis, vacancies should, if at any time there is a shortage of candidates belonging to minority communities, be advertised in the following papers:—

1. The Madras Mail, Madras.
2. The Hindu, Madras.
3. The Times of India, Bombay.
4. The Statesman, Calcutta.
5. The Star of India, Calcutta.
6. The Leader, Allahabad.
7. The Pioneer, Lucknow.
8. The Civil and Military Gazette, Lahore.
9. The Eastern Times, Lahore.
10. The Hitavada, Craddock Town, Nagpur.
11. The Khyber Mail Peshawar.
12. The Hindustan Times, Delhi.
13. The Indian Nation, Patna.

(ii) If in any area a sufficient number of qualified candidates for a particular service or post are not forthcoming from the minority communities to fill the reserved percentage of vacancies, the local Head of the Department may communicate the deficiency of qualified candidates to the Societies, if any, recognised by the local Government concerned as representative of the minority communities in the locality and should invite the Societies' co-operation in bringing the existence of vacancies to the notice of suitable candidates. It should, however, be made clear to the Societies—

(1) that their functions are limited to the following matters:—

- (a) to bring to the notice of suitable candidates any examinations for requirement to the services for which they could usefully enter and any advertisements of appointments to be made by selection:

- (b) to advise candidates about the examinations for recruitment to the services for which they should enter or the appointments for which they should apply ;
- (c) to advise candidates on any matters which might be of assistance to them in preparing for, or applying for admission to, examinations for recruitment to the services ; and
- (2) that it will not be their function to press the claims of any individual candidates, who should submit their applications direct to the appointing authorities.

(Vide Paragraph 8 of 'Supplementary Instructions')

10. Procedure for filling vacancies.—(i) A minimum of 12 vacancies (out of which 3 will go to Muslims and 1 to other minority communities) is required to give proper effect to the rule reserving 25 per cent. of vacancies for Muslims and 8-1/3 per cent. of vacancies for other minority communities. If the number of vacancies in a particular year is less than 12 (or is not a multiple of 12) it will be necessary to keep a running account from year to year as in the model rotation below :

Serial Number of vacancies				
1	1 unreserved vacancy.
2	1 Muslim.
3 & 4	2 unreserved vacancies.
5	1 Muslim.
6 & 7	2 unreserved vacancies.
8	1 other minority community.
9 & 10	2 unreserved vacancies.
11	1 Muslim.
12	1 unreserved vacancy.

[Vide paragraph 7 (a) of 'Supplementary Instructions']

Such a rotation will be maintained separately for each grade in each of the 2 or 3 classes of establishments concerned, as the case may be, viz., (1) permanent, (2) regular temporary (where regular temporary posts exist), and (3) purely temporary, e.g., leave vacancies.

(ii) It is not necessary to adhere strictly, whatever the circumstances, to the rotation as shown in the model rotation above : for example, Muslims or other minority community candidates may be taken at an earlier stage of the rotation if the actual composition of the service at the time suggests that such a course would be desirable. But the filling of the four reserved vacancies in every twelve should not, in any case, be postponed until the eight unreserved vacancies have been filled. (Vide paragraph 7 (c) of 'Supplementary Instructions'.)

(iii) Each group of 12 appointments will constitute a cycle which is referred to as such later in these instructions. (Cf. Memorandum from the Controller of Printing and Stationery, India, No. 451/35-A, and P., dated the 7/11/54, January 1955.)

(iv) A vacancy caused by the termination of the services of a probationer should not be treated as a fresh vacancy, but should be treated as (i) unreserved or (ii) reserved for Muslims or the other minority communities, according as the vacancy in which the probationer was originally appointed was treated as unreserved or so reserved. A vacancy caused by the premature discharge of a person holding a temporary post or vacancy should be similarly treated.

[Vide paragraph 7(c) of 'Supplementary Instructions'.]

(v) Vacancies caused by the termination (by resignation, transfer, promotion, etc.) of the services of direct recruits who have been brought on to or are drawing pay in the regular time-scale or grade after successfully completing their probation should be treated as fresh ones for purposes of recruitment and communal representation irrespective of whether the candidates concerned have been confirmed or not. Similarly, a vacancy caused by the termination of the services of a clerk promoted, or obtained by transfer, substantively should be treated as a fresh one except that if he was kept on probation and his services terminated during that period, the vacancy should be filled in replacement, i.e., without being treated as a fresh one. (Cf. Home Department Office Memorandum No. 3150/37-Estt. (S.), dated the 22nd September 1937.)

(vi) For every vacancy filled by direct recruitment for the purpose of the orders regarding communal representation it should be recorded whether the recruitment was made by 'competition' or 'nomination'. Selection on merit should be treated as competition. The appointment of minorities to reserved vacancies when merit except for the minimum qualifications laid down by Instruction 2 (v) is not a factor will ipso facto be nomination. (Cf. paragraph 4 of Controller of Printing and Stationery Memorandum No. 4511/36-A. & F., dated the 7/10th January 1936.)

11. Reduction of reserved vacancies.—When a member of a minority community obtains an unreserved vacancy, a corresponding reduction should be made in the number of vacancies reserved for that community. For example, if Muslims are entitled to three vacancies out of twelve and one Muslim obtains an unreserved vacancy on his merits, two more vacancies only should be given to Muslim by reservation; if Muslims obtain on their merits more than the number of vacancies reserved for them, no vacancies should be given to them by reservation. It is open to minority communities to obtain on their merits more than the percentage of vacancies reserved for them. [Vide paragraph 7 (b) of 'Supplementary Instructions'.]

12. Over-recruitment and under-recruitment of minorities and adjustment in respect thereof.

A. Over-recruitment.—(i) If Muslims obtain more than their reserved percentage in open competition no reduction will be made in the percentage reserved for other minorities, while if the other minorities obtain more than their reserved percentage in open competition no reduction will be made in the percentage reserved for Muslims.

(ii) If Muslims obtain by competition more than 25%, or other minorities more than 8.33%, of vacancies comprising a 'cycle' the excess should be adjusted in subsequent cycle or cycles, if any, occurring in the same calendar year. No adjustment can be made after the expiry of

For instance, suppose 15 vacancies occur in a year commencing with the beginning of a cycle of 12 vacancies which when filled show Muslims having secured 5 vacancies as follows:—

2nd vacancy in the cycle ... by reservation.
3rd to 6th vacancies in the cycle ... by competition.

The first three of these (including the one secured by reservation) would be regarded as furnishing the prescribed quota for Muslims in respect of the first cycle which leaves 2 appointments obtained by Muslims in excess of the 25% reservation. According to the rotation (see Instruction 10 above) the 14th vacancy should normally have been reserved for Muslims but since that Community has received an excess share in the first cycle, the 14th vacancy (i.e., 2nd vacancy in the following cycle) will be treated as unreserved. The 15th or last vacancy of the year which is also the 3rd vacancy of the second cycle is already unreserved according to the model rotation and will call for no change, so that the Muslim community will have carried an appointment in excess of the 25% reservation when the year closes. But no further adjustment will be made in respect of it and the next Muslim vacancy (the 5th vacancy in the second cycle) will remain unaffected as it occurs in a subsequent year.

(iii) It should be clearly understood, however, that the over-recruitment of persons belonging to minority community which is not to be adjusted must have been due to vacancies in excess of its reserved share having been obtained by competition or merit. If the appointments resulting in the excess have been given to the community by reservation such appointments must be cancelled as irregular unless they were made in pursuance of Instruction 10 (ii) above when subsequent adjustment must be effected even though this has to be done in another year. [Cf. Home Department Office Memorandum No. F. 14(1)37-Esta. (S.), dated the 6th January 1938.]

B. Under-recruitment.—(i) In the case of recruitment by competitive examination adjustment of shortage in the requirement of minorities in a particular cycle should be effected in such subsequent cycles as may occur in the same as well as in the next calendar year, i.e., adjustment should be carried forward for one year but not more.

The following illustration (which supposes that every year 12 vacancies are filled by direct recruitment) explains the method of adjustment:—

Year	Number of vacancies reserved for Muslims	Number of qualified Muslim candidates available	Number of reserved (Muslim) vacancies unfilled due to lack of qualified candidates	Number of unfilled reserved (Muslim) vacancies carried forward to the next year
1938	3	2	1	1 (1938)
1939	3-1 (1938)	2	1 (1939)- 1 (1938)*	1 (1939)
1940	3-1 (1939)	3	1 (1939)	Nil
1941	3	Nil	3 (1941)	3 (1941)
1942	3-3 (1941)	4	2 (1941)*	Nil

*The reason for the lagging of these vacancies is that they have already been carried forward for one year and cannot be carried forward further.

(ii) The above procedure will apply to services to which recruitment is made on the results of a competitive examination. When recruitment is made by selection, the reserved vacancy for which a qualified Muslim is not available should be filled temporarily and efforts made to attract more candidates of the Muslim community. In this connection use might be made of communal organisations referred to in Instruction 9 (ii) above.

(iii) The procedure will be the same in the case of the other minority communities, except that if a shortage of one year cannot be made up in the next year, the vacancies should, instead of being treated as unreserved, be treated as reserved for Muslims.

(iv) To justify a statement that there was a shortage of qualified members of minority communities it will be necessary to show that the various steps prescribed in Instruction 9 above were duly taken.

[Cf. Home Department Office Memoranda Nos. F. 14/1/37-Ests. (S.) and 14/13/38-Ests. (S.), dated the 6th January 1938 and 15th July 1938.]

13 Annual Returns.—The communal returns prescribed by the Government of India in the Home Department should be submitted with due regard to the instructions relating thereto (vide Section II of this Chapter). It should be realised that the purpose of the returns is to enable the authorities to watch the observance of the rules regarding communal representation. The returns must, therefore, show faithfully the actual position regarding the communal composition of the establishment concerned and the direct recruitment as it has taken place during the year. (Cf. paragraph 5 of Home Department Resolution, dated the 4th July 1934.)

14 Non-observance of rules.—Any appointment made contrary to the orders contained in the Home Department Resolution, dated the 4th July 1934, read with 'Supplementary Instructions' connected therewith (the substance of which orders has been incorporated in the foregoing paragraphs) shall be regarded as null and void and shall be cancelled by the Controller of Printing and Stationery, India, as soon as it is brought to his notice through annual returns or otherwise. (Vide paragraph 10 of 'Supplementary Instructions'.)

ANNEXURE.

CLASSIFICATION OF THE ESTABLISHMENTS OF THE PRESS AND BRANCHES OF THE STATIONERY AND PRINTING DEPARTMENT FOR THE PURPOSE OF THE ORDERS REGARDING COMMUNAL REPRESENTATION. [Vide Instruction 8 (ii) of Section I of this Chapter.]

CENTRAL STATIONERY OFFICE, CALCUTTA.

Posts not ordinarily filled by direct recruitment—

- Superintendent.
- Head Assistants, Class I and II.
- Cashier.
- Assistants.

Grades ordinarily filled by direct recruitment—

1. Chemical Assistants.
2. Clerks.
3. Collecting Stamps.
4. Typists.
5. Typewriter Mechanic.

7. Jetty Stenans.
8. Junior Clerks.
9. Stenographer.

CENTRAL PUBLICATION BRANCH

Posts not ordinarily filled by direct recruitment—

- Assistant Manager.
- Superintendent.
- Accountant.
- Assistants.

Grades ordinarily filled by direct recruitment—

1. Clerks.
2. Typists.
3. { Sircar
Junior Addressographer.

CENTRAL FORMS STORE, CALCUTTA.

Posts not ordinarily filled by direct recruitment—

- Superintendent.
- Accountant.
- Head Assistant.
- Assistants.
- Cashier.

Grades ordinarily filled by direct recruitment—

1. Clerks.
2. Typists.
3. Lorryman.
4. Store Receiver.
5. Junior Clerks.
6. Forwarding Sircars.

FORMS PRESS, CALCUTTA.

Posts not ordinarily filled by direct recruitment—

- Accountant.
- Stationery and Stock Keeper.
- Foreman.
- Machine Foreman.
- Reader.
- Standing Expense Keeper.
- Binders Jamadar.

Grades ordinarily filled by direct recruitment—

1. Clerks including Assistant Accountant, etc.
2. { Mechanic.
Motor Attendant.
3. Copyholder.
4. Compositors.
5. Impositor.
6. Machinemen.
7. Binders.
8. Proof Pressman.

GOVERNMENT OF INDIA PRESS, CALCUTTA

Posts not ordinarily filled by direct recruitment—

Head Reader.
 Senior Readers.
 Readers.
 Revisers.
 Head Assistant.
 Accountant.
 General Store Keeper.
 Cashier.
 Head Computer.
 Assistants.
 Case Foreman.
 Assistant Case Foreman.
 Section Holders.
 Assistant Section Holders.
 Bindery Foreman.
 Assistant Bindery Foreman.
 Bindery Jamadar.
 Machine Foreman.
 Machine Jamadar.
 Press Foreman.
 Correction Checker.
 Type Store Keeper.
 Standing Forms Keeper.
 Assistant Standing Forms Keeper.
 Stereotyper.
 Type Supplier.
 Examiners.
 Numberer.

Grades ordinarily filled by direct recruitment—

1. Head Mechanic.
2. Main Mechanic.
3. { Lino Mechanic.
Lino Operators.
Mono Operators.
4. Clerks including Computers, Report Writers, Paper Issuer, Assistant Cashier, Time Keeper and Typist.
5. Lorry Driver.
6. { Gestetner Operator.
Copyholders.
Rotary Machineman.
7. { Mechanic.
Carpenter.
Roller Moulder.
Mono Casters.
Collecting Sissors.
Paper Counters.
Proof Pressmen.
Material Suppliers.
Finishers (Bindery and Stereos).
8. { Warehouseman.
Despatcher.
Stamp Counter.

9. Compositors.
10. Impositors.
11. Distributors.
12. Machinemen.
12. Pressmen.
14. Binders.

GOVERNMENT OF INDIA PRESS, NEW DELHI.

Posts not ordinarily filled by direct recruitment—

- Head Assistant.
- Accountant.
- Cashier.
- General Store Keeper.
- Head Compositor.
- Assistants.
- Head Reader.
- Readers.
- Revisers.
- General Foreman.
- Correction Checkers.
- Type Store Keeper.
- Standing Forme Keeper.
- Assistant Standing Forme Keeper.
- Section Holders.
- Assistant Section Holders.
- Machine Foreman.
- Bindery and Warehouse Foreman.
- Machine and Press Jemadar.
- Bindery Jemadar.

Grades ordinarily filled by direct recruitment—

1. Clerks, Computers, Estimator, Assistant Computers, Paper Buyer, Report Writers, Time-Keeper and Assistant Time-Keeper, Caretaker and Transit Clerk.
2. Copyholders.
3. Type Suppliers.
4. { Lino and Mono Mechanics.
 { Mechanic (Mechanical) and Electric Mistry.
5. Assistant Mechanics (Lino, Mono, Mechanical and Bindery), Carpenter and Stereotyper.
6. { Lino Operators.
 { Mono Keyboard Operators.
7. Galley Proof Pressmen.
8. Distributors.
9. { Machinemen.
 { Pressmen.
10. Caster Attendants.
11. Binders.
12. Warehousemen.
13. Compositors.
14. Impositors.

GOVERNMENT OF INDIA PRESS, SIMLA.

Posts not ordinarily filled by direct recruitment—

Head Clerk.
 Upper Grade Clerk.
 Type Store Keeper.
 Section Holders.
 Assistant Section Holders.
 Binding and Warehouse Jemadar.
 Press Jemadar.
 Assistant Press Jemadar.
 Head Reader.
 Readers, including Senior Readers.
 Revisers.
 Standing Forme Keeper.
 Assistant Standing Forme Keeper.
 Time Checker.

Grades ordinarily filled by direct recruitment—

1. Clerks excluding upper grade clerks but including Gazette Despatcher and Addressograph Operator.
2. Copyholders.
3. Compositors and Randommen.
4. Im setters.
5. Lino and Mono Operators.
6. Machinemen and Stereotypers.
7. Pressmen.
8. Mono Caster Attendants.
9. Binders.
10. Warehousemen.
11. Suppliers and Paper Issuer.
12. Forme and Galley Proof Pressmen and Motor attendant.
13. Head Mechanic and Mechanic.
14. Blacksmith and Carpenters.

FORMS PRESS, ALIGARH

Posts not ordinarily filled by direct recruitment—

Head Clerk.
 Head Assistant (Forms Store).
 Accountant.
 Store and Stationery Keeper.
 Cashier.
 Clerks (Upper Grade).
 Foreman (Machine and Press).
 Foreman (Composing).
 Foreman (Bindery).
 Foreman (Stereotyping).
 Assistant Foreman (Binding).
 Machine Jemadar.
 Readers.
 Standing Forme Keeper.
 Forwarding Clerk.
 Transport Clerk.
 Waste Paper Clerk.

Paper Workers
 Vernacular Compositor.

Grades ordinarily filled by direct recruitment—

1. Compositors and T. printers.
2. Hand Pressmen.
3. Machinemen.
4. Tag Machinemen and Howinder.
5. Rotary Printers.
6. Sanders.
7. Stereotypers and Lead and Galleter Caster.
8. Galley Proof Pressman.
9. Head Mechanic and Mechanics.
10. Copyholders (i.e., including the Copyholder and Reviser).
11. Lorry Driver and Switch Board Attendant.
12. Clerks excluding Clerks in the grade of Rs. 80—100* (old scale) but including Time Keeper and Computer.
13. Counters.
14. Fitters.
15. Carpenters and Blacksmith.
16. Electrician.
17. Engine Driver.
18. Lineman.
19. Power Station Engineer.

Section (2)

PREPARATION AND SUBMISSION OF COMMUNAL STATEMENTS

To watch the observance of the rules regarding communal representation in services the Government of India in the Home Department have prescribed the submission of two annual returns in respect of each establishment to which the rules in question apply (C.I. paragraph 3 of 'Supplementary Instructions' connected with the Home Department Resolution, dated the 4th July 1934.) These returns known as Statement I and Statement II should show respectively:—

- (1) the communal composition of the establishment concerned on the 1st January of the year in which the statements are due for submission, and
- (2) the number of vacancies filled by direct recruitment in the establishment during the calendar year preceding that in which the statements are to be submitted.

The forms S. 157 and S. 157(a) prescribed for the submission of these statements are reproduced at the end of this Section.

2. The heads of presses and branches of the Stationery and Printing Department should submit the annual communal returns to the Controller of Printing and Stationery, India, as early as possible after the close of each calendar year and in any case not later than the 20th January. The latest dates for submission of the returns to the Department of Labour and Home Department are respectively the 15th February and 1st April each year. (C.I. Controller of Printing and Stationery Endorsement No. 45/139-A & F. dated the 12th May 1939.)

* Revised scale Rs. 75—1—00.

3. The following instructions should be observed in filing the communal statements referred to above.—

A.—Instructions which apply to both statements

(i) Figures are not required in respect of services and posts requiring high technical or special qualifications which have been exempted from the application of the orders contained in the Resolution of 4th July 1934, but the communal composition of such services and posts should be shown in a separate portion of Statement I.

(ii) Separate figures should be given in respect of permanent and temporary staff, the words 'Permanent' and 'Temporary' being inserted in the body of the statements where necessary.

(iii) Figures should be given separately in respect of each grade, division, or class of a Service, etc., to which recruitment is made separately.

(iv) The percentages should be calculated to one place of decimal.

(v) Jains should be included among 'Hindus other than Depressed Classes' but their number indicated in the 'Remarks' column.

(vi) In the column relating to 'Other Communities' only those communities which form a single religious unit (such as Buddhists), as distinct from territorial subdivisions, should be shown. The communities of such persons, as well as the number of members of each community should be indicated in the 'Remarks' column.

(vii) The administrative Department concerned should see that the returns submitted by offices attached or subordinate to them have been compiled with due regard to the instructions.

(viii) The nature and class of posts must be given.

(ix) The statements should show the place where an office is situated.

B.—Instructions which apply to Statement I only

(i) Figures are not required in respect of the All-India Services recruitment to which has ceased. [Please see Instruction A (i) above.]

(ii) The figures in column 20 should represent the existing strength of each grade, division, or class of a service, etc., on the first day of the year succeeding that to which the returns relate and not the sanctioned strength which may be different.

(iii) Particulars in respect of persons officiating in permanent posts should be given against the grade, division or class of post in which they are permanent.

[NOTE.—If an officiating person has no permanent post he may be shown under the head 'Temporary'.]

(iv) If a post has been held by more than one person during the course of the year under report, only the person in employment on the date given in the Statement should be taken into account, though particulars about the other incumbents should be given in the 'Remarks' column.

[NOTE 1.—Probationers should be shown in Statement I under 'permanent', the fact that they are on probation being indicated in the 'Remarks' column.

[NOTE 2.—Persons who are on deputation outside the establishment for an indefinite period, so that there is likelihood of their not returning to their substantive posts at all or for a considerable time, should be treated as permanent members of the borrowing service, Department or Office. In the Statement relating to the lending Department, their numbers, community and class, grade

or division of service, should be given in the 'Remarks' column only. Persons officiating or provisionally permanent in their place should, however, continue to be shown as required by Instruction B (iii) above, though the fact that they are officiating or are provisionally permanent in a higher class, grade or division of service, should be mentioned in the 'Remarks' column.

Persons on deputation for a definite period and expected to revert to their substantive posts thereafter, should be treated as permanent members of the parent service, Department or office and mentioned in the 'Remarks' column of the statement relating to the borrowing service, department or office.]

C—Instructions which apply to Statement II only.

(i) Under the head 'Temporary' not merely additional temporary posts but also all permanent posts filled by persons not permanently in Government service should be included, provided that the additional post is sanctioned or the temporary person appointed, for 3 months or more. Particulars are not required if the period is less than 3 months unless there is a subsequent extension by more than 3 months.

(ii) Each vacancy should be treated as a separate entity, and a person appointed to different vacancies in the course of the year, whether with or without a break in his service, should be taken into account as many times as he is appointed.

[Illustration.—Suppose a person 'A' in an office goes on leave, and his return to duty synchronises with the going on leave of another person 'B' in the same office. Then according to the Instruction, the vacancy caused by 'B's' going on leave is a fresh vacancy and not the same as caused by 'A's' going on leave. The vacancies should be reckoned as two separate vacancies for the purpose of the communal roster and the communal statements, even though they happen to be filled by the same person (which is possible if both vacancies are unreserved).]

(iii) If a vacancy of more than 3 months' duration is filled by more than one person, only the persons last in employment should be shown but a note showing the communities of the other incumbents, in the order of appointment should be entered in the 'Remarks' column provided that each incumbent has been in employment for 3 months or more.

(iv) Under the head 'Competition' should be included all persons appointed on considerations of merit, even though there is no competitive examination. Candidates selected in order to make up the quota of reserved vacancies should be treated as having been appointed by 'Nomination'.

(v) A vacancy filled by a person on probation should be treated as having occurred in the year in which the person was appointed on probation and not in the year in which he is confirmed.

[*Cl. enclosure to Home Department Office Memorandum No. F. 30/28.35-Ests. (S.), dated the 29th April 1937, as amended by Home Department Office Memorandum No. 30/239-Ests. (S.), dated the 13th January 1939; Home Department Office Memorandum No. F. 13/5/37-Ests. (S.), dated the 21st July 1937; and Home Department Office Memorandum No. 14/137-Ests. (S.), dated the 13th August 1937.*]

4. Utmost care should be taken in preparing the communal returns, it being ensured that the instructions laid down for the purpose have been duly observed and that there are no discrepant or doubtful points in the statements which have not been adequately cleared up by suitable remarks. For instance Statement I for a particular year should be compared, before submission with the relevant statement for the previous

year in order to see what changes have taken place during the year in the numbers and percentages of the various communities, and in particular the improvement, if any, in the representation of the minority communities, and the Depressed Class Hindus. Again, if an increase in the number of members of a community in grades not wholly filled by promotion is not sufficiently accounted for by the number reported in Statement II to have been appointed during the year under review, the reason for the increase should be clearly stated either in the 'Remarks' column or in the forwarding communication. It is most important to examine the recruitment shown in Statement II to see whether vacancies were filled with due regard to the reservations for the minority communities. Any under-recruitment of members of these communities should be explained, whether due to the non-availability of qualified candidates or to the position in the model rotation.

[Cf. Home Department Office Memorandum No. 30[7]39-Est. (S), dated the 13th April 1939.]

STATEMENT I

Statement showing the communal composition of the _____ on the 1st January 19 _____

Name of Service, etc.	Europeans.		Hindus.				Miscellaneous communities recognised for purposes of communal representation.							Total.	REMARKS.							
	No.	%	Hindus other than Depressed Classes.		Depressed Classes.	Muslims.	Domiciled Europeans and Anglo- Indians.	Sikhs.		Indian Chris- tians.		Paria. Other Com- munities.										
			No.	%				No.	%	No.	%	No.	%			No.	%					
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	116	

Signature.

Designation.

STATEMENT II.

Statement showing the number of vacancies filled by direct recruitment in _____ during the period 1st January 19 _____ to 31st December 19 _____

Name of Service, etc.	Europeans.		Hindus.				Minority communities recognised for the purpose of communal representation.						Total	Whether filled by competition or by appointment.	REMARKS.						
	No.	%	Hindus other than Depressed Classes.		Depressed Classes.	Muslims.	Domiciled Europeans and Anglo-Indians.	Sikhs.	Indian Christians.	Parits.	Other Communities.										
			No.	%							No.	%				No.	%				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Signature.
Designation.

RESIDENTIAL ACCOMMODATION

109. Officers.—The Managers of the Government of India Presses at Calcutta, Simla and New Delhi, and the Manager, Forms Press, Aligarh, are provided with residential accommodation free of rent. They are required to occupy the accommodation provided. The Manager of the Forms Press, Calcutta, is granted an allowance of Rs. 50 per mensem in lieu of rent-free quarters.

110. Establishments.—Residential accommodation for the Overseer of the Forms Press, Aligarh, and for a portion of the establishment of the New Delhi and Simla Presses has been provided by Government. Quarters are allotted in accordance with rules made by the Managers, who have been delegated the powers as decided in the Government of India, Department of Labour, letter reproduced below:—

Letter from the Government of India, Department of Labour, No. B9, dated the 27th April 1935.

I am directed to refer to the Department of Industries and Labour letter No. B9, dated the 22nd August 1935. The Governor-General-in-Council is now pleased to delegate to Chief Commissioners, Departments of the Government of India, and the authorities named in the annexed schedule the power to issue orders, under Fundamental Rule 45, laying down the principles governing the allotment and occupation of residences provided for officers of the Central Government under their control which are not covered by any special rules or which cannot be allotted to specified posts.

2. The Governor-General-in-Council also sanctions the delegation, under Fundamental Rule 45 to the following authorities of the power to issue orders, on the lines of Supplementary Rules 312—316 in respect of residences which are not covered by any special rules but which can be allotted to specified posts:—

- (a) the authorities mentioned in the annexed Schedule except those mentioned against item 71 of Appendix 13 to the Posts and Telegraphs Compilation (Volume II) of the Fundamental and Supplementary Rules:

The delegation made in this paragraph is subject to the condition that the power will not be exercised by an authority in respect of the Government residence occupied by himself, to which Supplementary Rules 311—316 should apply.

3. The order to be issued under paragraph 1 above should, as far as possible, be as indicated in the Memorandum which formed an enclosure to the Department of Industries and Labour letter No. B9, dated the 22nd August 1935. Subject, however to the condition that the order is to be scrutinized and approved by the Audit Officer concerned before issue, it is open to the authority concerned to vary the suggestions in that Memorandum where local circumstances justify this course. The order to be issued under the power delegated in paragraph 2 above should also be scrutinized by the Audit Officer before issue.

4. I am to add that it is not necessary that the authority empowered to issue orders laying down the principles governing allotments and the authority making actual allotments should be identical. As an instance of this distinction, I am to point out that it has been decided by this Department that, although under the annexed Schedule the power to issue orders in respect of the Government of India Press Quarters in New Delhi has been vested in the Manager, Government of India Press, New Delhi, the actual allotments will continue to be made by the Estate Officer, Central Public Works Department, and this authorisation to the Estate Officer will be provided for in the 'order' to be issued by the Manager. It has also been decided that the Manager's order should, before issue, be approved not only by the Audit Officer but by this Department also. It is similarly open to other Departments of the Government of India to prescribe, if they consider it necessary, that the order to be issued by an authority subordinate to them should be issued with their approval.

SCHEDULE

Serial No.	Authority to which the power is delegated.	Whether the power is to be exercised in respect of all residences under the control of the authority mentioned in column (2) or only certain classes of residences.	Remarks.
1	2	3	4
20	Manager, Government of India Press, New Delhi.	Quarters for press staff only	Allotments will be made by the Estate Office, Central Publications Works Department.
21	Manager, Government of India Press, Simla.	Do.	Do.
22	Manager, Government of India Press, Aligarh.	Residence of Overseer, Government of India Press, Aligarh.	Do.

111. Allotment orders for Aligarh Press Overseer's quarter.—The allotment of the quarter for the Overseer of the Forms Press, Aligarh, is made by the Manager in accordance with the following orders issued by him:—

ORDERS.

In exercise of the powers delegated by the Governor-General-in-Council under F. R. 45, as set forth in the Government of India, Department of Labour letter No. B9, dated the 27th April 1938, for laying down the principles governing the allotment and occupation of residences provided for the officers of the Central Government, the following orders are hereby issued in respect of the residence of the Overseer of the Government of India Forms Press, Aligarh:—

1. These orders shall come into force with immediate effect.
2. The incumbent of the post of Overseer to whom the residence is allotted under Rule S. R. 311 shall be considered to be in occupation during the period of his incumbency.
3. The incumbent of the post of Overseer shall not be considered to be in occupation when he proceeds on leave unless the Manager, Forms Press, Aligarh, otherwise directs.
4. (1) The Manager, Forms Press, Aligarh, may suspend the allotment of the residence to the post of Overseer if in his opinion the circumstances justify the suspension, e.g. if an officer is officiating as Overseer for a short period.
 (2) An order of suspension under this rule shall terminate on the next change of incumbents or when the circumstances justifying the suspension cease to exist, whichever is earlier.

(j) When the allotment of a residence to a post has been suspended under this rule, the competent authority may allot the residence to any officer of Government or, if it is not required by such an officer, to any suitable person.

Provided that the allotment to such officer or person shall terminate not later than the date upon which the period of suspension terminates.

5. No subletting will be allowed.

6. The Manager, Forms Press, Aligarh, may permit an officer during temporary absence from his station to store his furniture and other property at his own risk, free of rent in the residence occupied by him prior to such absence unless:—

- (a) the officer, if any, who discharges the duties of the absent officer is responsible for payment of rent of the residence, or
- (b) arrangements are made to let the residence during such temporary absence.

112. Allotment orders for the New Delhi Press quarters.—The allotment of the quarters for the New Delhi Press is made by the Estate Officer, Central Public Works Department, New Delhi, in accordance with the following orders issued by the Manager:—

ORDERS.

Orders issued by the Manager, Government of India Press, New Delhi, in exercise of the powers delegated to him by the Government of India under Labour Department letter No. B-9, dated the 27th April 1938, governing the allotment and occupation of residences for the staff of the Government of India Press in New Delhi.

1. *Preamble*.—These orders apply to residences intended for the use of the staff of the Government of India Press in New Delhi with the exception of the following residences which are allotted to the incumbents of posts and are governed by Supplementary Rules 311-16:—

- (1) 'C' Class Bungalow allotted to the Manager.
- (2) 'D' Class Bungalow allotted to the Assistant Manager.

2. *Classification of Residences*.—(1) For purposes of allotment residences are divided into the following classes for officers whose emoluments were on the last date for application provided in paragraph 4 of these orders as indicated below against each class:—

(a) *Unorthodox.*

Class 'C'	For officers receiving emoluments over Rs. 224 but not more than Rs. 350 per mensem.
Class 'D'	For officers receiving emoluments over Rs. 50 but not more than Rs. 224 per mensem.

(b) *Orthodox.*

Class 'C'	For officers receiving emoluments over Rs. 224 but not more than Rs. 350 per mensem.
Class 'D'	For officers receiving emoluments over Rs. 75 but not more than Rs. 224 per mensem.
Class 'E'	For officers receiving emoluments over Rs. 50 but not more than Rs. 75 per mensem.
Class 'F'	For officers receiving emoluments over Rs. 30 but not more than Rs. 50 per mensem.
Class 'Dutry'	For officers classed superior receiving emoluments over Rs. 17 but not more than Rs. 30 per mensem, inferior servants receiving emoluments of Rs. 20 and above per mensem and also office Dutries on any pay.
Class 'Peon'	For inferior servants other than those entitled to Dutry quarters.

(2) The classification of residences may, from time to time, be changed by order of the Manager, Government of India Press, New Delhi, issued with the concurrence of the Estate Officer, Central Public Works Department, New Delhi.

Provided that no officer shall be allowed to occupy a residence allotted to the time-

solely by reason of such change, unless he has been offered and has refused to occupy a residence in his own class.

(3) In these orders unless there is anything repugnant in the subject or context—

(1) in the case of salaried hands 'emoluments' means:—

(a) in the case of an officer serving in a qualifying appointment on the date on which his emoluments are to be determined—

(i) if he is on duty on that date, the pay admissible to him in respect of the qualifying appointment on which he holds a lien, or if he holds no lien on a qualifying appointment the pay actually drawn by him,

(ii) if he is on leave on that date, pay as aforesaid at the rate applicable to him immediately before he proceeded on leave,

(b) in the case of an officer not serving in a qualifying appointment on the date on which his emoluments are to be determined, pay as aforesaid at the rate which will be applicable to him immediately on his joining a qualifying appointment.

Provided that "Special Pay", if certified by the Manager as not permanently attached to the post, shall not be included in the emoluments.

(2) in the case of piece workers, the pay equivalent to 200 times their hourly class rate, vide paragraph (4) of subsidiary instructions framed by the Government of India in regard to the terms of occupation of Government residences received with the late Department of Industries and Labour letter No. B-9, dated the 23rd April 1929.

(3) 'qualifying appointment' means an appointment the incumbent of which is required to reside on duty with the Government of India Press in New Delhi.

(4) those who elect to be orthodox will have the first claim on orthodox quarters while those who elect to be unorthodox will have first claim on unorthodox quarters—

(a) 'orthodox' applicants will in addition be eligible for unorthodox quarters if any be left over after satisfying the claims of 'unorthodox' applicants. Similarly an 'unorthodox' applicant will be eligible for orthodox quarter left over after satisfying the claims of 'orthodox' applicants.

(b) where an applicant who elects to be orthodox/unorthodox possesses a lien on a house on which under the new arrangement unorthodox/orthodox applicants will have the first claim, his lien will be extinguished with effect from the beginning of the year to which the application relates.

3. The allotment of residences will be made by the Estate Officer, Central Public Works Department, New Delhi.

4. Date of Application.—(1) An application for allotment of residences will be made in such form as the Estate Officer may, from time to time, require, to the Estate Officer, so as to reach his office not later than 1st

October of the year preceding the year to which the application relates. No officer will be deemed to have applied for the allotment to him of a residence if his application reaches the office of the Estate Officer after the prescribed date.

Applications received after the prescribed date will be considered after meeting the demand of all the applicants who submitted their applications on or before the due date.

The application shall be signed by the applicant, or by another officer on behalf of the applicant:

Provided that—

- (a) when an application is signed on behalf of the applicant by another officer, the signature shall be authorised, in writing by the applicant; and
 - (b) the said authorisation shall ordinarily accompany the application and, where this is not practicable, it shall reach the Estate Officer before the expiry of one month from the date mentioned above, failing which the allotment, if already made, shall be cancelled.
- (2) Application shall be countersigned by the Manager, who shall not countersign or forward applications unless he is satisfied—
- (a) that the applicant is likely to be on duty in New Delhi for the greater part of the financial year concerned, or if the applicant is likely to be on leave during the financial year concerned for the greater part of the next financial year of the same class after his return from leave; and
 - (b) that the facts stated in the application are substantially correct.

5. *Period of Allotment*.—Residences will be allotted for each financial year, i.e., from 1st April to 31st March.

Provided that any residences which fall vacant after the commencement of the allotment year will be allotted for the rest of the year or for a shorter period.

Note.—The Estate Officer may extend the period of allotment in special cases.

6. *Allotment*.—Residences will be allotted as soon as may be after the last date for application provided in paragraph 4 to officers who have applied not later than that date in the following order and in accordance with the following principles:—

- (1) to the officer to whom the residence was allotted for the year previous to which the application relates if he was eligible for the residence under paragraphs 2 and 4 on the last date for application and to the officer who on the said date was ineligible for the residence under paragraph 2 by reason of an increase or a decrease in his emoluments:

Provided the officer whose allotment for the previous year was cancelled or commenced after the 1st January in that year will not be eligible under this clause.

- (2) to officers in order to seniority who hold liens acquired by them under paragraph 6 (1) and who desire on due date the transfer of the liens. (Such transfers to be allowed during first six months, i.e. from 1st January to 30th June each year).
- (3) to officers in order of seniority who were eligible for the residence under paragraphs 2 and 4 on the last date for application, who applied for a residence of the same class under

paragraph 4 for the year previous to the year to which the application relates and to whom an out-of-class residence was then allotted or no residence was then allotted.

- (4) to officers in order of seniority who were eligible for the residence under paragraph 2 on the last date for application provided in paragraph 4.
- (5) residences which are surplus after meeting the demands of eligible officers will be allotted by seniority in the following order:—
 - (a) to officers eligible for residence of a lower class;
 - (b) to officers eligible for residence of a higher class;

Provided that for the purposes of paragraph 6, officers in permanent employ or if in temporary employment are likely to remain in employment for the full financial year concerned or more will be given preference over officers not so employed.

Note 1.—(a) Seniority in the case of applicants for 'C', 'D', 'E' and 'F' classes of residences will be determined by the amount of emoluments, or, where the emoluments are equal, by the period for which those emoluments have been drawn or where the period for which the emoluments have been drawn is the same, by the length of continuous service.

(b) Seniority in the case of applicants for 'Duffry' and 'Peon' classes of residences will be determined by the year since which application for allotment of a residence of a particular class has been continuously made, provided that the application was submitted by the due date prescribed in paragraph 4. Thus a second year applicant will be senior to a first year applicant, a third year applicant will be senior to a second year applicant, and so on. Where, however, the year of first application is the same, seniority will be determined by the length of continuous service.

Note 2.—Separate lists of applicants for duffry class residences classed as superior or inferior Government servants will be maintained by the Estate Office each year and allotment made separately in the ratio as near as may be of the numbers of applications received from each category for that year.

7. Choices and Acceptance.—(1) When allotting residences, the Estate Officer will, as far as may be, have regard to any preferences expressed by the applicants.

(2) If an applicant accepts an offer of a residence by the Estate Officer by a written acceptance the residence will be deemed to have been allotted to the applicant for the period of allotment.

(3) No acceptance is necessary in the case of an applicant who is a lien holder. In such cases the residence will be allotted without a reference to the applicant.

8. Waiting List.—(1) The Estate Officer shall prepare a waiting list of officers who—

- (a) have secured allotment but not according to the preference expressed by them in their applications;
- (b) have applied within the last date of application provided in paragraph 4 of these orders, and to whom no residence has been allotted;
- (c) apply for residences after the last date of application provided in paragraph 4.

(2) The Estate Officer shall allot any residences which have not been allotted under paragraph 6 of these orders or the allotment of which has been cancelled under paragraph 13 *ibid* to officers on the waiting list, so far as may be, in the manner provided in paragraph 6, and thereupon the provisions of paragraph 7 shall apply:

Provided that, in allotting residences, the Estate Officer shall give priority to all the officers mentioned in clause (a) of sub-paragraph (1) over any officer mentioned in clause (b) of that sub-paragraph and to all officers mentioned in clause (b) of that sub-paragraph over any officer mentioned in clause (c) of that sub-paragraph.

Provided further that any officer mentioned in clause (a) of sub-paragraph (1) shall be considered only for the allotment of residences for which he has expressed a preference and that no allotment shall be made under this sub-paragraph to any such officer after he has actually gone into occupation of the residence previously allotted to him under paragraph 6 of these orders.

9. (1) If any residence remains unallotted after the commencement of the allotment year, the Estate Officer may permit the residence to be occupied on payment of rent by any officer of Government or, if it is not required by such officer, by any person whom he considers suitable provided he gives an undertaking in writing that he will pay the prescribed rent and vacate the accommodation within one month from the date of receipt of a notice that it is required for the use of a Government servant belonging to the Government of India Press, New Delhi.

(2) An allotment under sub-paragraph (1) above will not confer any claim to allotment subsequent to the period concerned even if the allotment commenced on or before the 1st January.

10. *Responsibility for Rent and Damages*—(1) The officer to whom a residence has been allotted will be deemed to be in occupation thereof and will be personally responsible for its rent for the period of allotment whether he occupies it or not, unless the allotment is cancelled by the Estate Officer. The rent will be recovered in accordance with the instructions contained in letter No. A-467, dated the 6th June 1932, from the Government of India in the late Department of Industries and Labour. Rent will be recovered monthly in arrears by the Manager from the pay-bills of the officers concerned.

Note—Inferior servants occupying Government quarters are exempted from payment of rent and of water charges when water is supplied from a common hydrant.

(2) No officer will be deemed to be in occupation of a residence solely by reason of the fact that he shares it with the officer or person to whom it has been allotted.

(3) The officer to whom a residence has been allotted will be personally responsible for any damage beyond fair wear and tear, caused thereto or to the premises or services provided therein by Government during the period for which the residence has been and remains allotted to him.

(4) (a) If a residence allotted for the financial year is not available for occupation with effect from the commencement of the allotment year, rent will be charged from the 8th day after the date on which it becomes available or from the date of occupation whichever is earlier.

(b) In cases where an allotment has been made after the commencement of the allotment year the rent will be charged with effect from the 8th day after issue of the allotment letter or from the date of occupation whichever is earlier.

(5) When a group of residences is supplied with water through a common meter, the tenants will be required to pay to the New Delhi Municipal Committee, the water charges which will be divided equally

amongst the number of quarters of the group which are occupied, and the plugging of taps to avoid payment of proper share of the charges will not be permitted :

Provided that inferior servants to whom duftty class quarters have been allotted will be exempt from the payment of meter rent and of charges for water consumed up to a monthly limit of 2,000 gallons per quarter.

11. *Subletting*.—(1) The officer to whom a residence has been allotted may sublet it if the Estate Officer approves, during the period for which it has been allotted, to any officer eligible therefor, who is on the Estate Officer's waiting list, or if no such officer requires it, to any person, provided the sublease is during the absence of the lessor from New Delhi.

(2) Subletting will not be permitted if the sublease is not during the absence of the lessor from New Delhi except in very special cases.

(3) The sublease will not be recognised by Government and lessor will remain personally responsible for any rent payable in respect of the residence and for any damage caused to the premises or services provided by Government beyond fair wear and tear.

(4) The rent payable in respect of the residences and services provided by Government will not, except with the previous sanction of the Superintending Engineer, exceed the rent payable in such respect to Government by the lessor.

12. *Mutual Exchange*.—Officers to whom residences have been allotted may, if the Estate Officer approves, mutually exchange residences :

Provided that—

(1) the exchange will not be recognised by Government, and

(2) each officer shall pay the rent of the residence which has been allotted to him.

13. *Surrender*.—(1) The officer to whom a residence has been allotted will, if he is under order of transfer from the Government of India Press, New Delhi, or, having been granted leave on medical certificate, proposes to leave New Delhi, forthwith intimate the fact to the Estate Officer.

(2) If the officer to whom a residence has been allotted is transferred from the Government of India Press, New Delhi, or leaves New Delhi on leave on medical certificate, the allotment to him of the residence will, if he so requests, be cancelled with effect from the sixteenth day after the date on which his intimation of his transfer or intended departure reaches the office of the Estate Officer or from the date on which the residence is allotted to another person, whichever is earlier :

Provided that when an officer is transferred from the Government of India Press, New Delhi, before the commencement of the year for which the residence is allotted to him, his consent will not be necessary prior to the cancellation of the allotment.

(3) If the officer to whom a residence is allotted dies, is removed or dismissed, retires from the service, or proceeds on leave preparatory to retirement from the service or resigns his post in the Government of India Press, New Delhi, the allotment to him of the residence will be cancelled with effect from one month after the date of his death, removal or dismissal, retirement or proceeding on leave preparatory to retirement.

or resignation as the case may be or with effect from any date after such event above referred to, on which the residence is actually vacated, whichever is earlier.

14. *Notice of Vacating.*—The officer to whom a residence has been allotted must, before vacating the residence, give not less than 8 days' notice in writing to the officers concerned. This notice is apart from the notice of surrender provided in these orders.

15. *Inventory.*—The officer to whom a residence has been allotted will be required when he enters into occupation of, and when he vacates the residence, to sign an inventory of the furniture (if provided in the residence) and fittings.

16. *Sanitation.*—The officer to whom a residence has been allotted must maintain the residence and premises in a clean condition to the satisfaction of the New Delhi Municipality (which is responsible for the final disposal of the rubbish and night soil), the Health Officer, New Delhi and the Superintending Engineer.

17. (1) The officer to whom a residence has been allotted must not permit trees or shrubs on the premises to be cut down or lopped, save with the consent of the Superintendent Horticultural Operations, New Delhi.

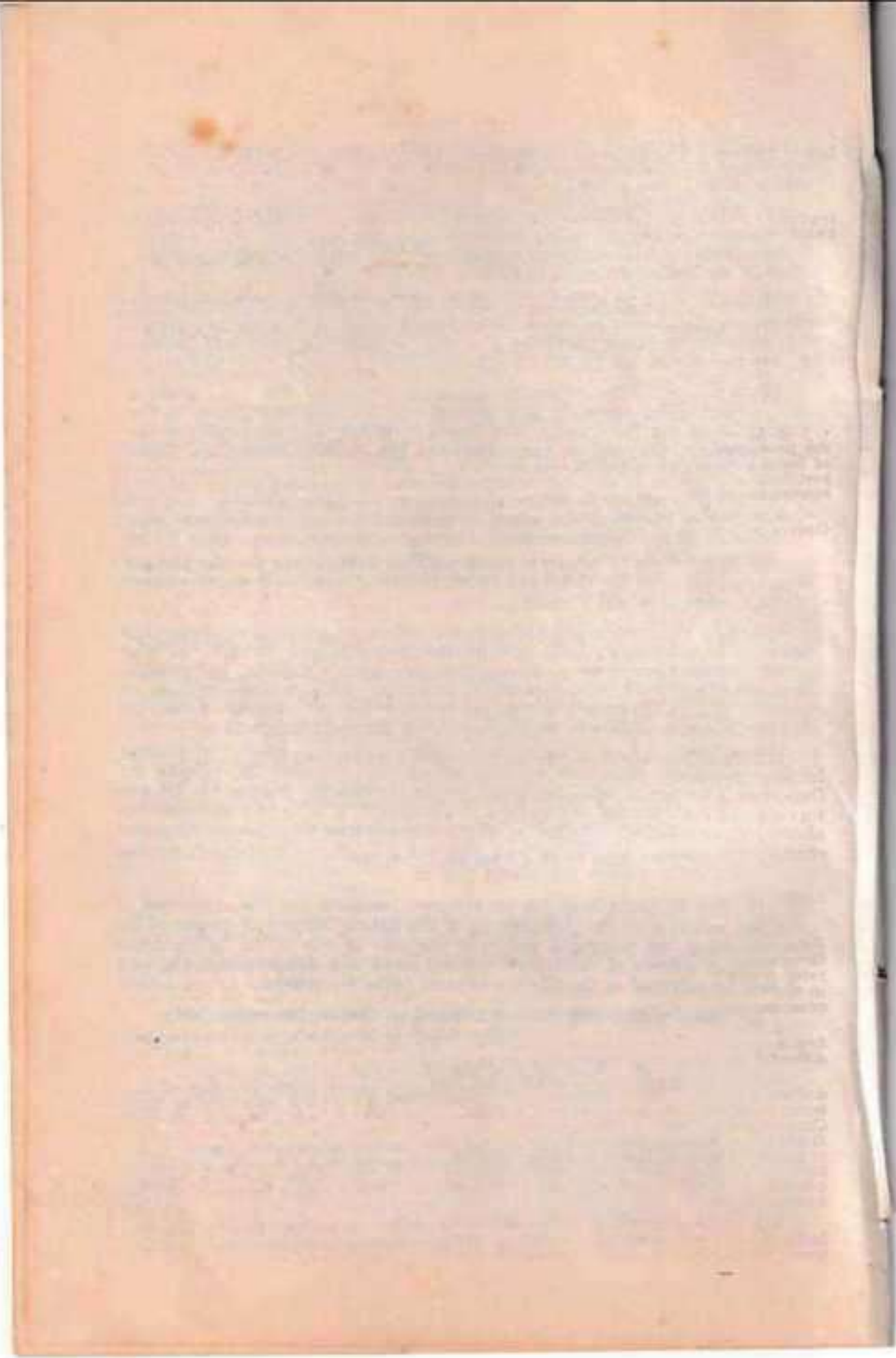
(2) The officer to whom a residence has been allotted must comply with any orders of the Government for the time being in force in respect of the garden attached thereto.

18. *Non-observance of Rules.*—If the officer to whom a residence has been allotted furnishes false information, commits any breach of the orders regarding allotment, sublets the residence without permission, misconducts himself or causes annoyance to other tenants, or uses or permits the residence or premises to be used for any purpose which the Estate Officer considers to be improper, the Estate Officer may—

- (a) require him to vacate the residence and may allot it to another officer or person, but the officer so required to vacate the residence shall continue to be personally responsible for the rent thereof as provided in paragraph 10 save in respect of any period for which it is allotted to another officer or person, and
- (b) declare him to be ineligible for a residence in New Delhi and Delhi during any stated period.

19. The Manager may for exceptional reasons, to be recorded in writing relax, with the concurrence of the Estate Officer, all or any of the provisions in the foregoing orders in the case of any officer or residence or class of officers or residences. When there is a disagreement the case should be referred to the Government of India for orders.

20. These orders will come into force on the 1st November 1941.



Letter from the Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi, No. A-467, dated the 6th June 1932.

I am directed to refer to the orders noted below in which certain rent concessions were sanctioned for the employees of the Government of India Press, Delhi, who were occupying Government quarters in Old Delhi:—

- (1) Letter from the late Public Works Department, No. 363-B.D., dated the 1st March 1913.
- (2) Letter from the late Public Works Department, No. 552-B.D.I., dated the 11th September 1914.
- (3) Letter from the late Public Works Department, No. 546-B.I., dated the 20th November 1917.
- (4) Letter from the late Public Works Department, No. 243-B.I., dated the 2nd May 1918.
- (5) Paragraph 1 (b) of the letter from the Department of Industries, No. A-467, dated the 30th January 1932.

2. In consequence of the transfer of the Press to New Delhi, and in view of the provisions contained in Rule 45-A of the Fundamental Rules, the Government of India have reviewed the position and have decided that there is no longer any justification to continue the concessions which were granted under special circumstances.

3. In order, however, to minimise hardship to existing incumbents the Governor-General in Council is pleased to issue the following orders:—

- (i) In accordance with Clause VI of Rule 45-A of the Fundamental Rules, water charges should be recovered from the press employees with effect from the 1st June 1932. The Governor-General in Council is pleased to waive the recovery of such charges for the period prior to the 1st June 1932.
- (ii) Rent should be recovered from all press employees who are allotted orthodox and unorthodox quarters in accordance with Clause IV of Rule 45-A of the Fundamental Rules. As an exception to this the Governor-General in Council is pleased to decide that the press employees who are at present in occupation of orthodox quarters, for so long as they continue to occupy them, should be charged rent up to a maximum of 5 per cent. of their emoluments.

113. Rent-free quarters for the inferior staff of the New Delhi Press.—In accordance with the decision contained in the Government of India, Department of Labour letter, which is reproduced below, all the inferior servants of the Government of India Press, New Delhi, who have been allotted Government quarters, shall occupy them free of rent and of charges for water supply from a common hydrant.

Letter from the Department of Labour, No. A-350, dated the 15th January 1938.

I am directed to refer to your letter No. 13/1336-A & F., dated the 19th June 1937, forwarding memorials from the labourers and former carriers of the Government of India Press, New Delhi. The memorialists pray (1) that their rates of pay may be raised to the level of the pay sanctioned for similar employees in the Government of India Presses at Calcutta, and (2) that they may be provided with Government quarters free of rent and water charges.

2. The Government of India regret that they are unable to accede to the first prayer of the memorialists for the obvious reason that rates of pay in different localities have been based on local conditions.

3. As regards the second prayer, the Government of India are pleased to declare that, with effect from the 1st January 1938, the orders contained in the letter from the late Department of Industries and Labour, to the Chief Engineer, Central Public Works Department, No. B-72, dated the 27th January 1934 (reproduced below), will apply to all the inferior servants of the Government of India Press, New Delhi, who have been allotted Government quarters and who have not already been given this concession. This will entitle those occupying quarters to do so free of rent and of charges for water supply from a common hydrant.

4. I am to request that the categories of employees of the Government of India Press, New Delhi, classed as 'inferior servants' may be communicated direct to the Chief Engineer, Central Public Works Department.

ANNEXURE

Letter No. B-72, dated the 27th January 1934, from the Department of Industries and Labour, referred to in paragraph 3 of the Department of Labour referred to above.

With reference to your letter No. B-R/23, dated the 27th October 1933, on the above-mentioned subject, I am directed to say that, under Fundamental Rules 43-A.V. (a) and 45-BV (a), the Governor-General in Council is pleased to decide that when residences belonging to the Central Public Works Department at New Delhi, Delhi, Simla, Dehra Dun, Indore, Izatnagar and Muktesar are allotted to inferior servants of the Central Government such servants shall be exempted from the payment of rent. It is understood that the Hon'ble the Chief Commissioner in Ajmer-Merwar is already issuing similar orders in the exercise of his delegated powers.

114. Free supply of water to the inferior servants of the New Delhi Press.—Inferior servants of the Government of India Press, New Delhi, occupying Duffry type quarters fitted with independent water taps are exempt from the payment of water meter rent and of charges for water consumed up to a maximum monthly limit of 2,000 gallons per quarter. Charges for water consumed in excess of the maximum allowed free of charge should be recovered in full from the occupants concerned. (Letter No. A-350, dated the 2nd July 1940, from the Government of India, Department of Labour, reproduced below.)

Letter No. A-350, dated the 2nd July 1940, from the Government of India, Department of Labour.

With reference to your letter No. 13/13126-A. & F., dated the 10th July 1939, I am directed to say that the Governor-General in Council is pleased to exempt the inferior servants of the Government of India Press, New Delhi to whom 'duffry' type quarters have been allotted, from the payment of meter rent and of charges for water consumed up to a maximum monthly limit of 2,000 gallons per quarter. Charges for water consumed in excess of this limit should be recovered in full from the occupants concerned. The expenditure involved should be debited to the grant for 'Civil Works'. These orders will take effect from the month for which the meter readings for water consumed are taken next.

115. Allotment orders for the Simla Press quarters.—There are 21 quarters in the Indian Clerks' Barracks reserved for the employees of the Simla Press. These quarters are allotted by the Manager in accordance with the following orders:—

Orders embodying the principles of allotment and the conditions of occupation of quarters in the Indian Clerks' Barracks on the Cart Road, Simla, placed at the disposal of the Manager, Government of India, Press, Simla.

1. The residences are intended for the superior staff of the Press as enumerated in Appendix II to these orders.

2. The allotment of the residences will be made by the Manager, Government of India Press, Simla (referred to as Manager in these orders).

3. Application for allotment of residences should be submitted to the Manager not later than the 1st October of the year preceding the year to which the application relates in the form appended to these orders (Appendix I). Applications received after that date will be considered only after all the applicants who submitted their applications on or before the due date have been provided with, or offered, quarters.

4. Allotment of the residences will ordinarily be made to the applicants by juniority in the following order:—

- (a) To the applicant who was allotted and was in occupation of the residences during the year previous to the year to which the application relates
- (b) In order of juniority to other applicants, preference being given to applicants in permanent employ over applicants not so employed. Provided that in special cases the Manager may in the interest of Government work allot a residence to any applicant, provided he is eligible for the residence under order 1 above.

Note.—“Seniority” and “Juniority” will be determined by the amount of emoluments or where emoluments are equal, by the period for which such emoluments have been drawn, or, where the period for which the emoluments have been drawn is the same, by the length of continuous service.

5. Allotment of residences will be made for each financial year:

Provided that if a residence falls vacant after the commencement of the allotment year, the Manager may offer it for the rest of the year or for a shorter period to applicants on the waiting list maintained by him in accordance with the principles in order 4.

Note.—The Manager will prepare every year a waiting list of officers in order of juniority who—

- (a) have applied within the last date of application provided in order 3 above and to whom no residence has been allotted;
- (b) apply for residence after the last date of application provided in order 3 above.

6. All persons to whom residences have been allotted will be deemed to be in occupation thereof, provided that they will not be considered to be in occupation during any period of leave if the Manager is able either to re-allocate or to sub-lease the residences temporarily for the period of the leave.

7. The officer to whom a residence has been allotted will be personally responsible for its rent calculated under Fundamental Rule 45-A, which shall be recovered monthly from his pay. He will also remain responsible for any damage, beyond fair wear and tear, caused to the residence, or to the premises or services, provided therein by Government, during the period for which the residence has been and remains allotted to him.

8. Sub-letting or sharing a residence with another person is not allowed without the express written permission of the Manager.

If permission to share a residence is granted by the Manager, the person who is allowed to share accommodation, i.e., the lodger, will not be considered to be in occupation thereof.

9. (1) A tenant wishing to surrender his residence in circumstances as detailed in sub-para. (2) below, must give 15 days' clear notice of his intention to do so in writing to the Manager, failing which he will be liable for rent for the period by which the notice falls short of 15 days.

On receipt of such notice the Manager will cancel the allotment from the sixteenth day after the notice reaches him or from the date when the new allottee becomes liable for rent, whichever is earlier.

(2) Residences once allotted and occupied may be surrendered by the tenants in the following cases:—

- (a) when the tenant concerned has been transferred or is under orders of transfer from the post to another office or department, whether in Simla or elsewhere;

- (b) when the tenant concerned leaves the station on leave on medical certificate; and
- (c) in other cases when the Managers is able to re-allot the residence for the rest of the allotment year.

(3) If the person to whom a residence is allotted dies, is removed or dismissed from the service, or retires from service, or resigns his post in the Government of India Press, Simla, the allotment to him of the quarter shall be cancelled with effect from one month after the date of his death, removal or dismissal or retirement or resignation, as the case may be, or with effect from any date after such death, etc., on which the residence is actually vacated, whichever is earlier.

10. A tenant before vacating a residence must ordinarily give 8 days' notice of vacation to the Manager, and the Executive Engineer, Simla Central Division, so that the latter may arrange for the residence with fixtures and fitting, if any, to be taken over. The tenant is required to hand over everything in good order.

(4) The Executive Engineer or other officer deputed by him will at the time of taking over bring to the notice of the tenant any deficiencies or damage he discovers. The tenant will be required to make good such deficiencies or damage. In the event of a tenant failing to give the necessary notice of vacation, he will be held responsible for anything found deficient or damaged in the quarters.

Note.—The notice required to be given under this order is apart from that contemplated in order 9.

11. No alterations or additions are to be carried out to the residences without the written permission from the Executive Engineer, Simla Central Division, Simla. Any infringement of this order will render the occupant liable to pay the cost of restoring the residence to its original state.

12. Tenants will not be allowed to keep large families in the residences. Where overcrowding is observed in a residence resulting in insanitation the tenant will be required to vacate his residence.

13. Occupiers of residences will be responsible for keeping their residences in a sanitary condition, and must abide by the Municipal by-laws in all respects.

14. Residences should be open for necessary inspection at reasonable times by the Manager or officers deputed by him. The residences must also be open to any special inspection by the officers of the P. W. D. Due notice of such inspection will be given when possible.

15. Any tenant who misconducts himself or causes annoyance to other tenants, or persistently infringes any of the foregoing orders may be called upon by the Manager to vacate his residence at 15 days' notice.

16. Appeals against the decision of the Manager may be made through him to the Controller of Printing and Stationery, India.

APPENDIX I

Application for the allotment of residences in two Indian Clerk barracks on the Cart Road, Simla, placed at the disposal of the Manager, Government of India Press, Simla.

1. Name.
2. Appointment held.
3. Whether held permanently or temporarily.
4. Date of appointment to the post.
5. Encumbrances as defined under Fundamental Rule 45-C.
6. Date from which encumbrances stated against (5) are being drawn by the applicant.
7. Married or single.
8. Whether prepared to share the accommodation with any one else.
9. Whether it is intended to reside in Government residences with or without family (give number of family members with details of relationship).
10. Year for which accommodation is required.

I have read the Orders embodying the principles of allotment and the conditions of occupation of residences in the Indian Clerk barracks on the Cart Road, Simla, placed at the disposal of the Manager, Government of India Press, Simla and agree to abide by them.

I, a Government residence is allotted to me I undertake not to sublet the residence without the prior sanction of the Manager.

*N.B.—The subletting for profit of Government residences to unauthorised persons will be treated as an improper use of the premises.

Signature of applicant.

APPENDIX II

List of employees of the Government of India Press, Simla, who are eligible for renting Government residences placed at the disposal of the Manager, Government of India Press, Simla, in the Indian Clerks' Barracks on the Cart Road, Simla.

1. Clerical Branch except Head Clerk.
2. Readers except Head Reader.
3. Mechanical Branch except Head Mechanic.
4. Copyholders and Revisers.
5. Section-holders and Assistant Section-holders.
6. Monotype Keyboard Operators.
7. Linotype Operators.
8. Compositors and Randommen.
9. Binders and Warehousemen.
10. Cater Attendants.
11. Machinemen and Hand Pressmen.
12. Type Suppliers.
13. Carpenters.
14. Gally and Forme Proof Pressmen.
15. Standing Forme and Store Keeper.
16. Impositors.
17. Stereotyper.

116. Eligibility of the employees of the Simla Press for allotment of quarters from the general pool.—In addition to these quarters, employees of the Simla Press are eligible for allotment of residential accommodation from the general pool of Central Government quarters in Simla the allotment of which is made by the Estate Officer, Central Public Works Department, New Delhi. Applications for such quarters should be made in accordance with the rules governing their allotment.

117. Monthly emoluments of a piecworker for the purpose of F. R. 45-A.—In accordance with the decision contained in the Government of India, Finance Department letter, which is reproduced below, the monthly emoluments of a piecworker employed in a Government of India Press for purpose of Fundamental Rule 45 is equivalent to two hundred times his hourly class rate.

Letter No. F-109-C.S.R.-26, dated the 29th March 1926, from the Finance Department to the Accountant General, Central Revenue.

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 piecworker employed in a Government of India Press shall be deemed to be equivalent to two hundred times his hourly class rate.

CHAPTER VII

MEDICAL ATTENDANCE

118. Government of India Press, Calcutta.—A dispensary, sanctioned by the Government of India, in the Department of Industries and Labour letter No. A-669, dated the 19th June 1928 (reproduced below), exists on the premises and is under the supervision of a Sub-Assistant Surgeon. The Dispensary is intended for the exclusive use of the staff employed in the different branches of the Stationery and Printing Department located in Calcutta. It is well equipped with medicines, appliances and surgical instruments, sufficient to meet ordinary cases of illness and injury (the more serious ones being sent to hospital with the consent of the patients). The Sub-Assistant Surgeon in charge of the Dispensary is also required to conduct the medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning. The attendance hours of the dispensary are 7 A.M. to 6 P.M. on week days except on Saturdays when the time is from 7 A.M. to 3 P.M. If the staff for operating machines is booked on holidays the dispensary should remain open to attend emergent cases.

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 establishment of the following staff for the dispensary—

- One Sub-Assistant Surgeon on a pay of Rs. 55-5-175 per annum (seventy-five, rising by annual increments of one to one hundred and seventy-five).
- Two compounders on a pay of Rs. 25-1-40 (thirty, rising by annual increments of one to forty) each per annum.
- One dispenser on a pay of Rs. 15 (fifteen) per annum.

They also sanction the following expenditure for the equipment of the dispensary—

Non-recurrent	
	Rs.
Surgical and medical equipment	415 (One hundred and twenty-two)
Medicines	1,000 (One thousand)
Furniture	360 (Three hundred and sixty)
Recurrent	
Medicines	500 (Five hundred) per annum, with effect from the year 1928-29
Contingent	50 (Fifty) per annum
Fees	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.

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.

119. Government of India Press, New Delhi.—The services of a Sub-Assistant Surgeon have been made available by the Government of India, in the Department of Industries and Labour letter No. A-669, dated the 24th June 1928 (reproduced below), for attendance in the press premises on the employees of the press. The Sub-Assistant Surgeon, who is granted a special pay of Rs. 30 p.m. for the purpose, should visit the press on every alternate day to attend to the employees, prescribe medicines and also conduct medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning. A labourer, sanctioned by the Government of India, in the Department of Industries and Labour letter, reproduced below, should be employed for fetching medicines for the employees of the press from the Irwin Hospital. The employees of the Press are also eligible for all available medical facilities provided by the Irwin Hospital.

The First-Aid Chest maintained in the press should be utilised for giving first-aid to the staff in cases of emergency.

Letter No. A-669, dated the 24th June 1937, from the Government of India,
Department of Industries and Labour.

With reference to your letter No. 2441/36, dated the 2nd October 1936, I am directed to forward a copy of the letter from the Chief Commissioner, Delhi, to the Chief Medical Officer, Delhi, No. 2397-Edn, dated the 10th March 1937, detailing the Sub-Assistant Surgeon attached to the Willingdon Hospital, who conducts the periodical medical examinations of the employees of the Government of India Press, New Delhi, for the prevention of lead poisoning, to visit the press every alternate day for attending to the medical needs of its employees.

2. The Government of India are pleased to sanction the grant to the Sub-Assistant Surgeon for the performance of both the duties mentioned in paragraph 1 above, of a special pay of Rs. 30 (thirty) per mensem with effect from the date on which he actually took up the additional work of attending to the medical needs of the employees of the Press. For the period prior to that date, during which he was conducting the periodical medical examinations of the industrial employees of that press after the closing down of the Municipal dispensary in the press area, he will be allowed a special pay of Rs. 20 (twenty) per mensem.

3. The Government of India also authorize the Manager, Government of India Press, New Delhi to incur recurring expenditure not exceeding Rs. 15 (fifteen) per mensem from the contingent grant of that press on account of coolie hire for fetching medicines for the employees of the Press from the Irwin Hospital.

4. The expenditure involved during the current year should be met from within the sanctioned budget grant under the head "Stationery and Printing" for 1937-38.

Copy of letter No. 2397-Education, dated the 10th March 1937, from the Chief Commissioner, Delhi, to the Chief Medical Officer, Delhi.

With reference to the correspondence ending with your letter No. 1465, dated the 27th February 1937, I have the honour to request that you will kindly direct the Sub-Assistant Surgeon attached to the Willingdon Hospital, who conducts the periodical medical examination of the press employees for the prevention of lead poisoning, to visit the press every alternate day for attending to the medical needs of the employees. Arrangements may also be made for his prescriptions to be dispensed at the Irwin Hospital.

These duties will be in addition to the periodical visits to the press of the Sub-Assistant Surgeon in connection with prevention of lead poisoning.

130. Government of India Press, Simla.—The services of a Sub-Assistant Surgeon has been made available by the Government of India for attending to the medical needs of the press employees. The Sub-Assistant Surgeon who is granted a special pay of Rs. 45 per mensem for the purpose, sanctioned by the Government of India in the Department of Industries and Labour letter No. A-707, dated the 11th January 1935 (reproduced below), should visit the press on alternate days as required in paragraph 2 of the Department of Industries and Labour letter No. A-669, dated the 19th June 1938 (reproduced under paragraph No. 118), prescribe medicines and should also conduct medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning. The medicines prescribed by the Medical Officer should be obtained free from the Civil and Military Dispensary, Simla. A whole-time contingent labourer sanctioned by the Government of India in the Department of Industries and Labour letter No. A-669, dated the 28th February 1929 (reproduced below), should be employed for fetching medicines for the employees of the press from the dispensary. He should not be paid more than Rs. 15 per mensem.

The First Aid Chest maintained in the press should be utilized for giving first-aid in emergent cases.

Letter No. A-707, dated the 11th January 1934 from the Government of India, Department of Industries and Labour.

I am directed to refer to paragraphs 3 and 4 of your letter No. 21432-A, and F., dated the 1st October 1934 and to convey the sanction of the Government of India to the grant of a special pay of Rs. 15 (Rupees fifteen) per mensem to the Medical Officer in charge of the Sadar Dispensary, Aligarh, for the conduct of the medical examinations of the employees of the Forma Press, Aligarh. The special pay will be admissible from the date the medical officer actually commences the examination of the employees of the Press.

2. The Government of India are also pleased to sanction an increase of the special pay of the Medical Officer attending on the employees of the Government of India Press, Simla, from Rs. 30 (thirty) to Rs. 45 (forty-five) per mensem with effect from the 1st March 1934, from which date he undertook the additional work of conducting the medical examination of the industrial employees of that Press in connection with the prevention of the occurrence of lead poisoning.

3. The expenditure involved during the current year should be met from within the sanctioned grant of the Stationery and Printing Department for 1934-35.

Letter No. A-689, dated the 20th 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.-1172/29, 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 charges for fetching medicines for the employees of the Press from the dispensary.

121. Forma Press, Calcutta.—No separate Medical Officer has been made available for the Forma Press and Store, Calcutta. The subordinate staff of both the Press and Store should utilise the Dispensary located at the Calcutta Press, which exists for the exclusive use of the subordinate staff of the different presses and branches of the Stationery and Printing Department located at Calcutta. The services of the Sub-Assistant Surgeon in charge of the Calcutta Press Dispensary should also be utilised for the medical examinations prescribed in paragraph 123 regarding precautions against lead poisoning.

The First-Aid Chest maintained in the press should be utilised for rendering first aid to the employees of the press in emergent cases.

122. Forma Press, Aligarh.—There is no separate Medical Officer attached to the press. The staff is, however, eligible for free medical attendance at the District Hospital and medicines as are available. The Medical Officer in charge of the District Hospital, Aligarh, who has been granted a special pay of Rs. 15 per mensem in the Government of India, Department of Industries and Labour letter No. A-707, dated the 11th January 1935 (reproduced under paragraph No. 125) should conduct the medical examinations prescribed in paragraph 123 below regarding precautions against lead poisoning.

The First-Aid Chest maintained in the press should be utilised for giving first-aid to employees who receive slight injuries while on duty or in emergent cases.

123. Precautions against lead poisoning.—With a view to preventing as far as possible the occurrence of lead poisoning in the Government of India Presses a preliminary medical examination at the time of recruitment of each employee is essential, particularly if he has had previous experience of press work. Any applicant showing traces of lead poisoning

should not be taken into employment. Half-yearly medical examinations of employees who are exposed to the risk of lead poisoning in the course of their official duties should be conducted by the medical officers available for the purpose.

A set of instructions for the guidance of the medical officers concerned indicating the lines on which medical examinations should be made are reproduced below. When a press employee reveals symptoms of lead poisoning, it is necessary to consider at once to what extent, if any, Government are liable to pay compensation under the Workmen's Compensation Act.

Suitable rules should be framed for the protection of press employees against risks of lead poisoning and these rules should be brought prominently to the notice of all workers. The Assistant Manager (Foreman in the case of Forms Press, Calcutta, and Overseer in the case of the Forms Press, Aligarh) of the press should be made responsible for seeing that the rules are strictly observed. (Letter No. A-707, dated the 5th December 1933, from the Government of India, Department of Industries and Labour.)

Copy of letter No. A-707, dated the 5th December 1933, from the Government of India, Department of Industries and Labour.

1. I am directed to say that the Government of India have had under consideration the steps which should be taken with a view to preventing, as far as possible, the occurrence of lead poisoning in the Government of India Presses. They consider that a preliminary examination at the time of recruitment of each employee is essential, particularly if he has had previous experience of press work. Any applicant showing traces of lead poisoning should not be taken into employment. There should also be subsequent periodical examination, all of which should be performed by the medical officers attached to the Presses as part of their duties.

2. I am to enclose for the guidance of the medical officers concerned a set of directions indicating the lines on which medical examinations should be made. These directions also embody the main points to be kept in view for the purposes of the Workmen's Compensation Act. When a press employee reveals symptoms of lead poisoning, it is necessary to consider at once to what extent, if any, Government are liable to pay compensation under the Act. The examination of the nature of disablement and the assessment of the loss of earning capacity caused by it need particular care and knowledge of the provisions of the Act.

3. I am to request that suitable rules may be framed for the protection of press employees against risks of lead poisoning and these rules may be brought prominently to the notice of all workers. An Officer of the press should be made responsible for seeing that the rules are strictly observed.

DIRECTIONS TO MEDICAL OFFICERS IN CASES OF LEAD POISONING.

A general card should be maintained for all industrial workers in the Government of India Presses in which you should put on record the general physical conditions of the employee before his exposure to risks of lead poisoning, and if he has already been exposed to such risks he may reveal symptoms of early poisoning and they should be specially recorded. Form A indicates the particulars relating to the general physical conditions which should, as far as practicable, be collected. In the case of men who

come into contact with lead or lead fumes, this general card should be supplemented by a special examination form or questionnaire on the lines indicated by Form B. This examination should be made at intervals of not less than six months, i.e., two per annum.

2. An attempt should be made to ascertain whether the workman is observing the press rules in force for the prevention of lead poisoning. A note of any proved neglect should be made, whether the man shows traces of poisoning or not, and he should be warned (1) of the medical consequences (2) that such neglect may deprive him of compensation if he is disabled.

3. As soon as the periodical medical examination indicates that a man is suffering from lead poisoning, a special report should be made to the Manager in which you should say whether in your opinion his efficiency is already impaired or is likely to be impaired if he continues at work. If you consider that his efficiency, though not yet impaired, is likely to be impaired if he continues at work, you should say what measures you recommend for his restoration to health, such as leave, change of occupation, etc. If you consider that his efficiency is already impaired you should apply the following tests.

4. Tests for compensation.

A. Ascertain whether the workman is either partially or totally disabled. He is totally disabled if he is incapacitated for all work that he was capable of performing (not merely for the work he was actually performing) at the time of the accident. If he is still able to perform some work in any capacity that he was, at the time of the injury, capable of undertaking he is partially disabled.

B. If he is found to be partially disabled, ascertain whether the disablement is temporary or permanent. It is permanent only if both of the following conditions are satisfied:—

- (a) the injury is of a permanent character, and
- (b) his earning capacity has diminished in every occupation which he was capable of undertaking at the time of the accident.

If he is able to earn as much as before in some other job he is not permanently disabled. Disablement is temporary if the injuries, whether they are likely to remain or to disappear, reduce his earning capacity at the job he was doing at the time of the injury. In the case of permanent partial disablement state what, in your opinion, is the percentage of the loss of earning capacity.

C. Ascertain how the disease arose. In the case of lead poisoning of press workers who come into contact with lead or lead fumes, it must be presumed to have arisen out of the employment unless some other cause has been found.

5. Your findings on these points should be embodied in your report, together with any observations on any neglect of press rules regarding washing, etc., which is proved to have occurred.

6. If at any time a man applies for leave on medical grounds, satisfy yourself that lead poisoning is not a contributory cause to his ill-health. If it is, conduct a special examination applying the tests given under A, B and C above.

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FORM A.

General Card for all industrial workers

Name	Age
Address	
Date of appointment	
Department	
General appearance	
Eyes : V. in dist. 19 ft.	{ R. L.
Ears : Hours watch	{ R. Inches. L. Inches.
Nose	
Throat	
Tongue	
Teeth	
Neck	
Chest contour	
Heart	
Pulse	
Blood pressure	
Lungs	
Abdomen	
Extremities	{ Upper Lower
Inguinal region	
Genito urinary	
Spine	
Skin	
Height	Weight
Joints	
	Remarks.
Date of examination.	Signature of Medical Officer.

Lead questionnaire for recording all workers exposed to lead poisoning

Name	Age	Address
Department	Experience therein and previous experience in handling lead.	
Health	{ Good Fair Poor	
Appetite	{ Good Fair Poor	
Digestion	{ Good Fair Poor	Colic eructation gas and regurgitation of fluid.
Bowels	{ regular constipated or loose alternating constipation or diarrhea.	
Strength	{ Vigorous weak	
Swelling of ankles	{ present absent	

Physical Examination.

General appearance	robust	frail
Pallor	{ present absent	
blue line	{ present absent	
Mouth—		
Teeth	{ good fair poor	
Heart murmurs	{ present absent	description of
Arteries rate of pulse sclerosis	{ present absent	degree
Blood pressure	{ systolic diastolic pulse pressure distended	
Abdomen	level	
Peri-umbilical	tenderness	{ present absent

Physical Examination—contd.

Extremities	-- {	extensor weakness	--	--	{	present
		or wrist drop				absent
		oedema ankles			{	present
					{	absent
Blood		stippling	--	--	{	present
					{	absent
Urine	Lead --		--	--	{	present
					{	absent
	nephritis		--	--	{	present
					{	absent

Remarks

Date of examination.

Signature of Medical Officer.

CHAPTER VIII
SYSTEM OF COSTING

Section (I)

COSTING SCHEME AND ANNUAL REPORT

124. Costing 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 to the Controller of Printing and Stationery, India, New Delhi, not later than the end of September. 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.

The narrative portion (in half margin) and the statements appended to the report should be forwarded in duplicate. (C. P. & S. Memo. No. 23/2/39 A & F, dated 25th February 1939.)

In addition one other statement is required to be sent to the Controller of Printing and Stationery, India, New Delhi, by the first week of October for incorporation in the Commercial Appendix to the Appropriation Accounts. The statement should show comparative figures of the receipts, issues and closing balance of the stores handled by the press during the year as compared with those of the previous year. The closing balances should show the balances of the main categories of stores. The information should be furnished as in the following form:—

I.—Paper, binding materials and office stationery

Year	Receipts	Issues	Closing balance			Total
			Paper	Binding materials	Office stationery	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

II—Miscellaneous stores, spare parts, petty plant, etc.

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

Note.—The value of stores, if any, actually adjusted in the accounts on account of excesses and deficits should be stated in foot-notes and suitably explained.

The accountant or other official to whom the duties are entrusted, 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.

Introduction of a revised system of costing and the creation of a depreciation fund in Government Presses.

Letter No. Pg-3, dated 6th May 1924, from the C. P. S. & S. to the Department of I. & L.

I have the honour to refer to paragraph 1 of my letter No. Pg-9-17, dated the 11th 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. Jagdishan, 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 appended to these instructions.

2. The principles which have been adopted in reviving the system of costing here, I think, have been fully explained in my note, dated the 10th 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 re-cession of this statement with the object of making it complete and accurate. The instructions which I now have the honour to forward to you 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 (Department of Commerce and Industry Resolution No. 11065-11023-25, dated the 6th December 1903, reproduced below) 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 the 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 at other offices.

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 allocation 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 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 satisfactorily 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

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 Dept. of I. & L., to the
C. P. S. & S.

1. 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 Allahabad 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 2 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.

Government of India, Department of Commerce and Industry, Stationery and Printing, Resolution No. 11965-11983-25, dated the 30th December 1924.

The Government of India have, for some time, had under consideration the question of exhibiting the accounts of Government Presses in India upon a uniform plan.

*See revised form on page 192.

2. A scheme for the unification of press accounts has accordingly been prepared. It consists of two parts—

- (1) a revision of the Budget Heads, as shown in Annexure A (reproduced below) under which the receipts from, and the expenditure on, printing are shown; and

3. The Governor-General in Council is now pleased to direct that the scheme shall be introduced with effect from the 1st April 1909 in all Government Presses except the Bengal Jail Press and the presses in Madras and Bombay.

Formal orders in regard to the revision of the Budget Heads will shortly issue from the Finance Department. In each press where the scheme is adopted, the establishment pay bills should be prepared in accordance with the detailed heads adopted in the new scheme, permanent and temporary establishment being shown separately.

ANNEXURE A

BUDGET HEADS UNDER WHICH THE RECEIPTS AND EXPENDITURE ON PRINTING SHOULD BE SHOWN

XXIII—Sale of Gazettes and other publications

1. Indian Law Reports.
2. Acts and other books.
3. Gazettes, Civil Lists, and other periodical publications.
4. Stock forms.

Other Press Receipts

1. Work done for High Court suiters.
2. Work done for Local and private bodies.
3. Cost of printing work executed for public departments by Jail Presses.
4. Cost of printing work executed for public departments by Secretariat Press.
5. Sale of rent receipt forms.
6. Sale proceeds of service books.
7. Advertisements.
8. Sale proceeds of waste-paper and other unserviceable materials.
9. Miscellaneous.

30.—Stationery and Printing: Government Presses

I.—Administration—

- | | | |
|--|---|---|
| 1. Superintenders— | | |
| Deputy Superintendent (1) | — | } If their duties extend to branches of establishment other than printing proper. |
| Assistant Superintendent | — | |
| 2. Exchange compensation allowances (1). | | |
| 3. Office establishment (2) | — | — E.g., accountant, cashier, copyists, clerks, despatchers, i.e., all whose work is similar to that of any other office establishment and is extended over all the branches of the Press. |
| 4. Menial establishment (3) | — | — E.g., servants, peons, messengers, sweeper, bhadi, etc., etc., as above. |
| 5. Temporary establishment | — | — (2) or (3). |

II.—Press—

1. *Supervising and working staff* (4) ... *E.g.*, Deputy Superintendents and Assistant Superintendents, if their duties are confined to the Press proper. Overseers, store-keeper, time-keeper, practical printer, estimator. Also computers, if their duties are not confined to particular branches of the Press.
2. *Composing branch*—
- *(a) *Supervision and accounts* (5) ... *E.g.*, Section holders and their assistants; computers, if confined to this branch; overseer, if confined to this branch, etc.
- (b) *Auxiliaries* (6) ... *E.g.*, type suppliers and other salaried workers.
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- (c) *Workmen* (7) ... *E.g.*, compositors, distributors, impositors.
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- (d) Overtime to auxiliaries (8).
- (e) Overtime to workmen (8a).
3. *Reading Branch*—
- Readers and press (9).
- Copyholders (10).
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- Overtime to Reading Branch (11).
4. **Press and Machine*—
- (a) *Supervision and accounts* (12).
- (b) *Auxiliaries* (13) ... *E.g.*, forme-carriers, rollers, makers proof-pressmen.
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- (c) *Workmen* (14) ... *E.g.*, pressmen, machinemen, inkers fly-boys.
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- (d) Overtime to auxiliaries (15).
- (e) Overtime to workmen (15a).
5. *Warehouse and Binding*—
- (a) *Supervision and accounts* (16).
- (b) *Auxiliaries* (17)—
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- (c) *Workmen* (18)—
- (i) Permanent.
- (ii) Temporary.
- (iii) Day-extra.
- (d) Overtime to auxiliaries (19).
- (e) Overtime to workmen (19a).

* Where the Supervising Staff is entitled to Overtime, the Overtime should be indicated for separately from pay but shown immediately after it.

II.—Press—*contd.*

6. Type Foundry and Casperis—

*Same as above (20).
(21).
(22).
(23).
(23a).

7. Drawing and Lithography—

*Same as above (24).
(25).
(26).
(27).
(27a).

8. Mechanical

... ..

For the establishment for applying the necessary power and keeping the plant in repair, e.g., engineer, engine-driver, ironmen, braker, etc. (28).

9. Jail Discipline

... ..

For Jail Presses (for that portion of the establishment which is entertained for the supervision, watch and ward of convicts owing to the Press employing jail labour (29).

III.—Publishing Branch—

Clerks and servants (30)

... ..

Any establishment exclusively employed for selling and distributing Gazettes, etc.

IV.—Forms Store—

Clerks and servants (31)

... ..

Establishment exclusively employed for the storing and despatch of stock forms.

V.—Outside Printing—

Clerks and servants (32)

... ..

Establishment exclusively employed for the checking, etc., of bills and accounts of various presses or contractors of Government printing.

VI.—Other Presses and Offices—

Clerks and servants (33)

... ..

E.g., establishment of the Home Office divisions in the India Press.

VII.—Allowances—

1. Hill marks allowances (34).
2. Travelling allowances (35).
3. House rent allowances (36).
4. Allowances for compiling Gazette of India and indices of Secretariat proceedings (37).

VIII.—Supplies and services—

1. Contract for Government Printing (38).
2. Other outside printing (39).
3. Purchase of plant and furniture (40).
4. Repairs to plant and furniture (41).
5. Freight, etc., on plant and furniture (42).
6. Purchase of materials, etc., for other Presses (43).
7. Purchase of raw materials (44).
8. Freight, etc., on stationery (45).

*Where the Supervising Staff is entitled to Overtime, the Overtime should be budgeted for separately from pay but shown immediately after it.

9. Postage and packing charges, Forms Store Branch (46).
10. Postage and packing charges, Publication Branch (47).
11. Purchase of country stationery (48).
12. Feed of Bulls of the Press cart (49).
13. Water-supply (50).
14. Maintenance charges of electric installation (51).

IX.—Contingencies—

1. Police charges (52).
2. Sanitation charges (53).
3. Hot and cold weather charges (54).
4. Telegram charges (55).
5. Telephone charges (56).
6. Hill journey charges (57).
7. Lighting charges (58).
8. Rents, rates and taxes (59).
9. Postage charges (excluding Publication and Store Branches) (60).
10. Office expenses and miscellaneous (61).
11. Clothing for peons (62).
12. Subscriptions to Newspapers and Periodicals (63).
13. Coal for engine (64).

Procedure prescribed for the costing system, the annual report and *pro forma* 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 sub-heads 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 sub-head 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. Statement of Statement No. 1 How charge is to be debited.

Permanent salaried

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.
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 166.)
A-10	8. <i>Standing Formes</i> (charges which can only be distributed proportionately between different branches) ... proportionate.
A-11	Distribution of standing formers.
A-16	10. <i>Officers</i> proportionate.
A-16a	Distribution of officers.
A-12	11. <i>Office establishment and accounts staff</i> (charges which can only be distributed proportionately between different branches) ... proportionate.
A-13	Distribution of office establishment and accounts staff sections.
A-13a	Store staff, see F. G. P. A.'s letter No. 131-C-29:84-28, dated the 9th May 1929.

Permanent piece

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>

Temporary salaried

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 166.)

List of Forms—contd.

Form No.	Sub-head of Statement No. 1	How charge is to be divided
Temporary salaried—contd.		
A-23	8. <i>Standing Formes</i> (charges which can only be distributed proportionately between different branches)	proportionate.
A-24	Distribution of standing formes.	
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 work time</i>	"
A-25	5. <i>Branch supervision</i> (charges which can be definitely allocated to a specific branch)	"
A-35	3. <i>Branch supervision</i> (charges which can only be distributed between different branches)	proportionate.
A-45	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>Revolving</i>	direct.
A-22a	(see para. 7 on page 166.)	
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	Total																	
	Jan.	April	May	June	July	August	September	October	November	December	January	February	March	Salaries	Outstanding pay	Overtime	Leave payments	Allowances
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

Distribution Form

Total amount Debit	Carpentry				Painting				Lithography				Total	
	10—Distribution	11—Materials	12—Litho	13—Printing	14—General	15—Machine	16—Drawing	17—Printing	18—Litho	19—Printing	20—Litho	21—Printing		
	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. Stores. Cash purchases made from contingencies.
B-1a	12. Allowances.
B-2	13. Contingencies general charges. Direct and proportionate debit.
B-2a	Distribution of above. (Proportionate debit).
B-3	14. Supplies and Services. Cash purchases from contingencies. Direct and proportionate debit.
B-3a	14a. Supplies and Services. Renewals and replacements. Direct and proportionate debit.
B-4	Distribution of Supplies and Services. (General charges.)
B-5	15. Mechanical. Distribution of charges for power and repairs to branches.
B-5(A)	15a. Type foundry. Distribution of the individual items of charges in the Type Foundry.
B-6	16. Stores. Distribution of issues of stores, petty plant, spare parts and proportionate debit.
B-7	17. Depreciation.
B-8	18. Interest on capital expenditure. Plant stock, etc., and on unused stock.
B-9	19. Up-keep of buildings.
B-10	Floor area by branches. Direct and proportionate debit.
B-11	20. Interest on buildings. Direct and proportionate debit.
B-11a	
B-11b & 11c	
B-12	20a. Depreciation on buildings. Direct and proportionate debit.
B-13	21. Pension, gratuity, provident fund and other contributions, etc.
B-14	24. Stationery, post, paper, office forms and printing.
B-15	25. Audit charges. Proportionate debit.

B-5. 15.—Mechanical. Distribution of charges for power and repairs to branches.

(Form exactly as B-2a.)

B. 5(A). 15a.—Type Foundry.

Item of Charge	Hand.	Lab.	Mono.	Supplies to Outside Officer.	Total.	How distributed.
1	2	3	4	5	6	7
<i>Operator.</i>						
(1) Machine Caster						(1) To be distributed over columns 2, 4 and 5 in a fixed ratio.
(2) Metal-melter						(2) To be distributed over columns 2, 3, 4 and 5 according to the quantity of metal melted.
(3) Stereotypor, etc.						(3) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(4) Overtime to above, leave payments to above, illness payments, if any.						(4) To be distributed in the same ratio as the pay of the operator concerned.
(5) Branch supervision, Auxiliaries and Branch menials, Offices, establishment, allowances, contingencies, supplies and services, Mechanical, Depreciation on Plant, machinery and buildings, interest on buildings, leave allowances out of India, Pension, etc., Stationery proof paper, etc., Audit charges, stores (other than metal).						(5) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(6) Value of metal						(6) That portion of metal used for manufactures for our agencies to be debited to column 5.

B-10.—Floor area of branches.

Proportionate—			sq. ft.	Direct—	sq. ft.
Manager		1. Hand	...
Assistant Manager		1 (b). Distribution	...
Receiving section		2. Mono	...
Clerical and Accounts		3. Lino	...
General stores		4. Imposing	...
Stationery and paper		5. Press	...
Cashier		6. Machine	...
Time-keepers		7. Litho drawing	...
Chowkidars, etc.		8. Litho printing	...
				9. Bindery	...
				11. Mechanical	...
				12. Foundry	...
				14. Outwork	...
				15. Supplies	...
					...
				add proportionate	...
					...
				GRAND TOTAL	...

B-11. 20.—Interest on buildings.

(Forms same as B-9 and 10.)

B-11a.—Details of proportionate debit.

	Square feet	Amount			Square feet	Amount		
		Rs.	A.	P.		Rs.	A.	P.
Manager					Drawn forward			
Assistant Manager					Stationery & paper			
Receiving Section					Cashier			
Clerical and Accounts					Timekeepers			
General Stores					Chowkidars			
Carried over					Total			

B-11b. 20(a)—Depreciation on buildings.

B-11c.—Details of proportionate debit.

(Forms same as B-10 and 11a.)

"H-125-21" — Stationery, utility, provident fund and other contributions, etc.

No.	Sub-heads																Total
	1—Rent	1(B)—Disbursements	2—Stationery	3—Liquor	4—Expenses	5—Printing	6—Machine	7—Like Insurance	8—Life Policy	9—Sundry	10—Miscellaneous	11—Furniture	12—Outlook	13—Supplies	14—Fuel	Rs.	
Payments, vide working compilation form: Part A.—																	
A-14																	
A-12																	
A-1 & A-2																	
A-14																	
A-2																	
A-4																	
A-2																	
A-2																	
A-8																	
A-10																	
Total																	
Pension charges, etc.																	
Gross 1/16th of the pay of officers in superior service.																	
Gross 1/16th of the pay of inferior servants.																	
Provident Fund Administration (A) & (B)																	
Net Provident Currents																	

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

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

B-15. 25.—Audit charges.

(Form same heading as B-12.)

Costing 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-28a, Part A, and B-1 to B-15, Part B. For instructions in the compilation of these forms see pp. 165—172.

*For latest instructions regarding the preparation of this statement see Item 22 of the Instructions for the compilation of forms, etc. on pages 153-156.

STATEMENT
EXPENSE

Head and Sub-head of Charges	I—PRODUCTIVE						
	Composition					Factors	
	Hand Composition	Distribution	Manufacture	Labor-type	Impurities	Hand Prod.	Machines / Yrs.
	1 (a)	1 (b)	2	3	4	5	6
PAYMENTS	R.	R.	R.	R.	R.	R.	R.
A.—Direct payments to workmen :							
1. Overtime							
2. Overtime in store							
Total A							
B.—Charges debited direct :							
3. Leave payments to workmen							
4. Payments for shift work							
5. Branch Supervisors							
6. Auditors							
7. Wrecked and Spoiled							
8. Sundry Expenses							
9. Taxes							
Total B							
C.—General overhead charges :							
ADMINISTRATION.							
10. Officers							
11. Establishment							
CONTINGENCIES.							
12. Allowances							
13. Overtime allowances							
14. Contingencies							
15. Supplies and Services							
16. Repairs and Replacements							
17. Additions to Plant and Machinery							
Total C							
TOTAL PAYMENTS, A, B, AND C							

Head and Sub-head of Charges	I.—PRODUCTIVE						
	COMPOSING.					PRINTING.	
	Hand Composition.	Distribution.	Monotype.	Linotype.	Imposition.	Hand Press.	Machine Press.
	1 (a)	1 (b)	2	3	4	5	6
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
BOOK ADJUSTMENT							
D.—Charges debited direct :							
15. Mechanical							
15a. Type Foundry							
16. Stores							
17. Depreciation							
18. Interest (on plate and metal stock)							
19. Upkeep of Buildings							
20. Interest on Buildings							
20a. Depreciation on Buildings							
21. Furniture, fixtures, gas-plant, tool and other contributions, etc.							
22. Building							
Total D							
E.—General overhead charges :							
23. Interest, proof paper, etc.							
24. 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							
Total 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.-11065-11033-25, dated 8th December 1908, should be followed. If in any particular case owing to the peculiar conditions prevailing in a press this classification is in appropriate, it may be altered in consultation with the Accountant General, Central Revenue.

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 or bonus to Lino and Mono Operators 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. Payments made to workmen employed in more than one productive branch are also separated and shown against productive branch where actually employed. The payments to workmen for printing forms, etc. for the use of the press are separated and exhibited under the column "Press work". (C. P. & S. Memo No. 25/3/37-A. & F. dated 31st March 1938—reproduced below item 24.) 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.

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

3. *Payments 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 sectionholders, 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). Therefore the distribution forms A-8, A-22, and A-22a will only be required where the use of this outturn sheet is necessary. [Forms A-8, A-21, A-21a, A-22 and A-22a.]

8. *Standing forms*.—This charge (vide Form No. A-10) must be distributed under hand composition line and mono. [Forms A-10, A-11, A-22, A-23a, A-24 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 and accounts staff time-keepers, 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.] For store staff see E.G.P.A.'s letter No. 131-C29/64-21, dated the 3th May 1929 (reproduced below).

Letter from the examiner, Government Press Accounts, to all Superintendents/Managers of Government Presses, No. 131-C.29/64-28, dated the 8th May 1929.

It has come to my notice that a uniform procedure is not being followed by the different Presses in regard to the calculation of freight on paper and stores in the cost statement. While some Presses charge an arbitrary percentage on account of freight others try to distribute the total charges according to weight of articles on their value. At the present procedure, adopted by the several Presses is inaccurate in some cases and involves considerable clerical labour in others without any appreciable advantage. Some modification is desirable. I have discussed the question with the Controller of Printing and Stationery and the following instructions are issued with his concurrence.

1. In the first place, it is unnecessary to add the charges on account of freight to the cost of individual articles in the stores ledger and it will appear sufficient for all practical purposes if the total charges incurred on this account during a year are distributed over the sections of the Press in proportion to the cost of stores consumed. Thus the freight charges on paper need not be added to the value of paper in the paper ledger. The total freight charges incurred during a year as shown in the performance account of paper may be distributed at the end of the year over the several Departments in proportion to the total value of paper used by the Department as shown in Statement II—Value of work done. As regards all freight charges paid by the Press in cash or by book adjustment on account of stores, paper, etc., received in the Press, excluding dead stock articles and all other expenses for sending out printed papers such as packing papers, motor lorry charges, coaly hire, etc., such portions of these as pertain to particular Departments and are debitable to them should appear in column 16 "Freight and packing on paper and issues" in model statement No. I—Analysis of Press Cost, during the year and should be charged to the Departments concerned in Statement No. II, and the balance should be distributed over the sections of the Press in proportion to the cost of stores consumed during the year.

2. The same principle may be applied in distributing the cost of Stock-keeping establishment employed in looking after stores and paper and binding materials and the cost may be debited to the sections of the Press or the different Departments concerned in proportion to the cost of stores or paper issued.

3. In the case of dead stock articles, however, the freight charges should be added to the cost of such articles in order to arrive at the total cost of the articles for the purpose of working out depreciation.

Memorandum from the C. P. & S. to the Government of India Presses, etc.,
No. 27235-N. & F., dated the 7th May 1935

Will the Manager kindly refer to paragraph 3 of Examiner, Government Press Accounts' letter No. 1, C-2994-2a, dated the 9th May 1929? It has come to the notice of this office that the Government of India presses are not following a uniform procedure in regard to the inclusion of the cost of Store-keeping establishment in Statements I and II and pro-forma statement "E" of Paper and Binding material, etc., which are appended to the Annual Report on Government of India Printing.

2. The question has been examined in consultation with the Accountant General, Central Revenues, and it has been decided that the entire pay and allowances and leave and pensionary contributions of the Store-keeping establishment should be distributed over the entire cost of paper and binding materials, etc., issued for work done for the various departments, etc., during the year and thus included in Statement II. The cost of this staff will not be added to the overheads as calculated for Statement I.

3. It is also unnecessary to exhibit the cost of the above staff in Statement I pro-forma Account "E" of Paper and Binding materials, etc. The account should show only (i) the value of receipts and issues, and (ii) the incidental charges such as those for carriage, loading and unloading.

4. It is requested that the above instructions should be given effect to in the preparation of the Annual Report for 1935-36.

5. The amendment to the Handbook will issue in due course.

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, potty plant and spare parts.—The amount is shown under "Capital account and plant" (column 13 of Statement I). 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.]

14b. Additions to plant and machinery.—Expenditure, if any, incurred under this head is shown in column "13-Capital account and plant" of Statement No. 1.

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. See pro-forma account C (page 195) 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-forma account "mechanical". In the case of the Simla Press, the cost of repairs carried out by the Mechanical Section is however allocated to the productive branches according to certain fixed percentages without reference to the actual amount of work done for each Branch. (I. & L. Dept. letter No. A-463, dated 23rd June 1934, reproduced below.)

Letter No. A-121, dated the 23rd June 1934, from the I. & L. Department, to the C. P. & S. I.

In reference to your letter No. A. & F. 24334 dated the 4th May 1934, I am directed to say that in the circumstances explained, the Government of India are to the continuance of the existing procedure in the Government of India Press, under which the cost of repairs carried out by the Mechanical Branch, is allocated to the productive branches of that Press according to certain fixed percentages without reference to the actual amount of work done for each branch.

15. *Type Foundry*—This head has been opened under instruction 7 (c) of the Instructions for the Stock-taking and accounting, etc., of Type and Type metal. The cost of this section excluding the value of metal should be exhibited in Statement I under "II—Service Branches distributed under I". The basis for distribution of the individual items of charges should as far as possible be the work done for each branch of the press.

16. *Stores*—All purchases of stores by book adjustment are taken under "Capital account and plant" (see *pro-forma* 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.]

The value of unserviceable plant, etc., which is credited to the Fund is shown in Statement I under the head "Capital account and plant" but is not distributed over the productive branches. (E.G.P.A. letter No. 261-C-Smt. 35-26, dated the 1st October 1928, extract reproduced below.)

Extract from E.G.P.A. letter No. 261-C-Smt. 35-26, dated the 1st October 1928.

2. Statement No. I of the Press Annual Report (Analysis of Press Costs) has so far been showing only the amount of the actual depreciation of the plant and the value of the unserviceable plant though credited to the Depreciation Fund was omitted from the Statement. In future the amount of the unserviceable plant also which was credited to the fund may be shown in the statement, but as this is not to be distributed over the branches, it may be shown under the head "Capital".

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, machinery, and unused stock of stores, etc.*—Interest should be calculated at the rate of 5 per cent. per annum on the mean value (i.e., half the sum of the values at the beginning and at the close of the year) of the Plant and Machinery.

Interest on unused stock of stores, paper and binding materials should, however, be calculated on the value at the close of the year.

The distribution of the amount will be as under:—

Interest on plant, etc., including unused stock of stores but excluding paper and binding materials.—[As in form B-3.]

Interest on the closing value of paper and binding materials.—Should be allocated entirely to the store-keeping establishment and exhibited in the column "Freight and packing on paper, etc." under "Part III—Other Expenditure" in Statement I. This amount together with the cost of the store-keeping establishment should be distributed

Statement II of the Costing scheme on the basis laid down in the letter from the E.G.P.A. No. 101-C-29/64-28, dated the 8th May 1939. (Reproduced under item II above.)

(The amendment will take effect from the 1st April 1939.)

(C.P. & S. 23/4/38-A. & F.)

19. *Upkeep of building*—See B-9 and pro-forma 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 of 5 per cent. on the capital cost of the buildings at the beginning of the year, as shown in column 2 of Statement "B—Capital Account—Buildings" (page 194), must be distributed according to the floor space occupied by each branch (see B-10). (C.P. & S. letter No. 35/2/34-A. & F. dated the 27th August 1934.) The portion for office will be redistributed over the various sections in the same proportion as office establishment.

With effect from the 1st April 1938 the distribution of interest and depreciation on, and the charges for the upkeep of, the bungalow occupied by the Manager should be made in the same proportion as the pay of the Manager. (C.P. & S. Memo. No. 23/4/38-A. & F., dated the 15th November 1933.)

20a. *Depreciation of buildings*—Depreciation on buildings and electric and sanitary installations will be calculated at the prescribed rates on the value of the buildings, etc., at the end of the year, as shown in column 4 of Statement "B—Capital Account—Buildings" (page 194), and distributed in the same manner as interest on buildings. [Forms B-11b and B-11c.]

(C.P. & S. Memo. No. A. & F. 35/2/34, dated the 18th July 1934.)

21. *Pensions, Gratuity, Provident Fund and other Contributions, etc.*
[Form B-12.]

I. These should be calculated as set out below and charged in Statement I.

(i) *Pensions and Gratuity*—For the purpose of contributions Government servants of the Stationery and Printing Department have been classified in the following four grades:—

1. Members of Class I—Central Services.
2. Members of Class II—Central Services.
3. Members of Subordinate Central Services excluding inferior servants.
4. Inferior servants.

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

Grade 1.—Rs. 209-5-0 per mensem.

Grade 2.—11.13 per cent. per mensem of the maximum monthly pay of the grade substantively held.

Grade 3.—9.5 per cent. per mensem of the maximum monthly pay of the grade substantively held.

Grade 4.—1.16 of pay.

(For pieceworkers 200 times the highest class rate below the selection class when the pieceworker is not in the selection class and 200 times the class rate held if the pieceworker is in the selection class, should i.e. treated as pay.)

(ii) Leave Salary.—For the purpose of contributions for leave salary for Government servants who are granted leave under the Fundamental Rules, the classification will be as under and the rates to be adopted will be those shown against the appropriate category:—

1. Members of Class I.—Central Services—15-5/8 per cent.

2. Members of Class II.—Central Services and Subordinate Central Services excluding inferior servants—12½ per cent.

In the case of Government servants, who are subject to the Revised Leave Rules, 1933, the rate of monthly contribution of Leave Salary will be 11 per cent.

These percentages will be calculated on the total sanctioned cost or average cost (for time scale of pay) of all permanent sanctioned posts actually filled.

For Government servants to whom leave is granted under rules other than the Fundamental Rules and the Revised Leave Rules and inferior servants, actual leave payments will be charged in this item of Statement I except in the case of "Leave payments to Workmen" for which a separate item (B-3) has been provided.

(iii) Provident Fund.—An amount equal to the Government contribution to the Contributory Provident Fund should be charged.

(iv) Passages.—A contribution at the rate of Rs. 20 a month in the case of an officer entitled to 1st class passage and Rs. 30 a month in the case of an officer entitled to 2nd class passage should be charged. In the case of the permanent incumbent of a post, this contribution should be charged irrespective of whether the officer is on leave or on duty. In the case of an officiating incumbent who is entitled to passage concessions, this contribution should be made for the period such an officer holds the appointment in addition to the charge, if any, on account of the permanent incumbent of the post in question.

(v) Compensation payable under the Workmen's Compensation Act.—The actual expenditure, if any, on this account should be charged under this head.

II. The distribution of the above charges over the various sections of the press should be made in the same manner as the pay of the Government servant for whom the charge is made.

(This amendment takes effect from the 1st April 1939). (35/8/38-A. & F.)

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

E.—General Overhead Charges.

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.)

Memorandum from the C. P. & S. I., No. 35/37-A & F., dated the 31st March 1938.

A copy of the correspondence mentioned below is forwarded to the Manager for information and guidance. The Statement I of the Annual Report of the Press should be prepared in future in accordance with the decisions arrived at by the Accountant General, Central Revenues, in consultation with this office. The cost of the standard forms used by the press can be ascertained from the Forms Stores, Calcutta.

- (i) Letter No. OA-3/8-716, dated the 1st September 1937, from the Accountant General, Central Revenues, to the Controller of Printing and Stationery.
- (ii) Letter No. 35/37-A & F., dated 24th December 1937, from the Controller of Printing and Stationery, to the Accountant General, Central Revenues.
- (iii) Letter No. OA-3/8/1733, dated the 9th March 1938, from the Accountant General, Central Revenues, to the Controller of Printing and Stationery.

Copy of letter from the Accountant General, Central Revenues, to the Controller of Printing and Stationery, India, New Delhi, No. OA-3/8/716, dated the 1st September 1937.

I have the honour to state that a question has arisen as to the figures that can be appropriately included in the annual financial statement No. 1 of the Government of India Presses under item "E-24—Stationery, Proof Paper, office forms and printing", vide page 173 of the Handbook of Government of India Presses.

(b) From the illustration contained in sheet B-14, which accompanied your letter No. Pg. (9), dated the 6th May 1934, to the Government of India, Department of Industries and Labour, it would appear that the following charges should be included in addition to the actual cost of paper and stationery:—

- (i) Cost of standard forms obtained from the Forms Press, Calcutta; and
- (ii) Labour and other charges incurred in printing locally non-standard forms required for the internal use of the Press.

(c) With regard to (i) "Cost of standard forms", it does not appear to be the practice in the Government of India Press, Simla, to ascertain and include the figure in Statement I.

(d) With regard to (ii) "Cost of local printing of non-standard forms", the charges comprise of (a) Labour, (b) Paper, and (c) Overheads. As to labour, the practice appears to be to include the same set of figures once under "A—Direct payments (Productive Section) and again under "E-24—Stationery, Proof Papers, etc." The payments to workmen in this case being in relation to an item of work which would correctly be classified as "Overheads", it would be correct to include them under "E-24—Stationery, etc.", and not under productive charges under "Underpayments to workmen". In order, however, to effect a reconciliation of the actual payments shown in Statement I with the booked figures of this office, it is suggested that payments to workmen should be noted in a separate column "Press work" under "Section II—Service Branches distributed under I", in the same way as payments to workmen in the mechanical branch and the type foundry are now recorded. The figure will then be distributed on a proportionate basis against line "E-24" under the several heads in "I—Productive charges".

The inclusion of overheads on a percentage basis in addition to the actual cost of labour and paper would also appear to be redundant, in view of the fact that every item of overhead expenditure is already included in the statement individually under one or other of the several items. It is, therefore, suggested that this addition of overheads on the basis of previous year's percentages may be discontinued.

2. The method of charging interest on capital expenditure would also seem to require reconsideration. In accordance with rule 18, interest on plant, machinery, and other similar assets is calculated on the mean of the value at commencement and at end of the year, whereas in accordance with rule 20, interest on buildings is calculated on the value at the commencement and at end of the year only, the cost of additions made during the year being ignored for the purpose. The reason for such differentiation is not known to this office, and a uniform procedure is apparently desirable.

2. The Manager of the Government of India Press, Simla, with whom the above proposals were discussed, agrees with the views expressed above. The favour of your views is requested.

Copy of letter from the Controller of Printing and Stationery, India, to the Assistant General, Central Revenue, New Delhi, No. 35/537-A. & F., dated the 24th December 1937.

With reference to your letter No. GA.-3-B-718, dated the 1st September 1937, I have the honour to state that instructions will be issued to the presses to ascertain the cost of the standard forms used by them and to exhibit the same in Statement I as originally contemplated in the illustration contained in sheet 3-B-14 which accompanied this department letter No. Pg. (9), dated the 6th May 1934, to the Government of India.

2. As regards the expenditure incurred by the press in printing the other forms required by it, I may say that this item was included as an item of on-cost in pursuance of the decision reached in the conference of the representatives of Government Printing establishments in India in 1923. The aim was presumably to allow for the increased cost that would be necessary if the press had to pay for all the forms it uses. In reaching that decision, however, allowance does not appear to have been made for the fact that in the case of forms which a press uses, the direct labour employed in such work is being employed on "unproductive work". I agree, therefore, that the payments to operatives for such work should not figure under "I-Productive Branches" in Statement "I-Expenditure of the press". The suggestion that such payments should preferably be exhibited in a separate column "Press work" under "Section II-Service Branches distributed under I," in the same way as payments to workmen in the mechanical branch and type-foundry is, therefore, agreed to.

As for the inclusion of overheads in arriving at the cost of the forms printed in the press for its use, it may be observed that this will be necessary as the actual cost of manufacture of the forms cannot be achieved otherwise. Strictly speaking, the indirect (charges) labour, etc., employed on the work should be ascertained separately as in the case of the other service branches and exhibited under the new column proposed to be opened. This would, however, involve unnecessary and unprofitable clerical work and it was presumably because of this that the conference decided to adopt the previous year's percentage for working out the cost of such forms. As, however, such a course does not allow for the fact that the existing resources of the press are employed on the work, the suggestion to exclude the overheads is agreed to even though this would result in a not strictly equitable distribution of the on-cost in respect of this item as may be observed from the following illustration. Suppose the forms required are set up by the mono-section only. In the revised procedure, all the indirect charges will be borne by mono-section only even though the forms printed may be used by the other branches as well. This is perhaps unavoidable as any further refinement in the allocation of this cost will entail clerical labour which will not be commensurate with the results obtained.

In the case of the Aligarh Press, however, I do not consider that the press should exhibit the cost of the forms printed by it for its own use in the manner outlined above. These forms are generally taken from the stocks of P. & T. forms and as the entire cost of this press is being borne by the Posts and Telegraphs Department, the calculation of overheads with such meticulous accuracy is not necessary in view of the labour involved, and the expense that will be incurred by the provision of additional staff to cope with the work.

3. The reason for charging interest on buildings on a basis different from that for plant and machinery is not traceable. It is essential in the case of the latter that interest should continue to be calculated on the mean value as the capital value is continuously variable. There is no objection to calculate the interest on buildings in the same way, viz. on the mean value (capital cost) of the buildings at the commencement and at the end of the year as a certain amount of uniformity would be achieved thereby and as there is no reason to suppose that this item of on-cost would be affected thereby. I may mention, however, that the present procedure for exhibiting this cost was approved by the Government of India and would, therefore, require whether you propose to refer the matter to the Government of India.

4. Necessary instructions will be issued to the presses when the question is finally settled.

Copy of letter from the Accountant General, Central Revenues, to the Controller of Printing and Stationery, India, New Delhi, No. OA-3-8-1739, dated the 9th March 1938.

I have the honour to refer to your letter No. 35/537-A & F, dated the 24th December 1937, and to request that necessary instructions may kindly be issued to the Managers of the Government of India Presses, so that—

(a) the cost of Standard Forms used by them should be ascertained and exhibited in Statement No. I, as shown in the illustration contained in Sheet B-14 which accompanied your letter No. Pg. (9), dated the 6th May 1934, to the Government of India; and

(b) the payments to the operatives for printing non-standard forms required by the Presses, should not be shown under "18—Productive Branches" in Statement No. I; but should be exhibited in a separate column "Press work" under "Section II—Service Branches distributed under I", in the same way as payments to workmen in the mechanical branch and type-foundry; and overheads should be excluded in working out the cost of these forms.

2. There is no objection to the proposal that the cost of non-standard forms in the case of Aligarh Press need not be worked out by the method proposed in paragraph 1 (b) above.

3. The question of changing the existing method of calculating interest on buildings so as to bring it into a line with that for Plant and Machinery has been considered again, and it has been decided to drop the point for the present, as the charges in question are not appreciably heavy.

4. A copy of your letter to the various Government of India Presses, when issued, may also kindly be endorsed to this office.

25. Audit charges.—The charges ascertained from the accounts authorities concerned 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 Accountant General, Central Revenues. 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 or other official entrusted with the duties, 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.

The method of calculating the debits to be raised for the "Army Clerks" employed in the presses has been detailed by the Controller of Printing and Stationery, India, in his unofficial Issues No. 2/59/33-A & F, dated the 12th March and 25th July 1936.

Note (i).—Work set up on Lino and Mono machines should be charged at the rates of 2 annas 6 pies and 3 annas per one thousand ems respectively plus the overhead charges for Lino and Mono of the press concerned. (Vide Department of Industries and Labour letter reproduced below.)

Letter No. A-724, dated the 14th February 1929, from the Dept. of I & L, to the C. P. & S., 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 ems 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.

Note (ii).—The figures in Statements I and II should be reconciled as laid down in the instructions contained in Memorandum No. 35/138-A. & F., dated the 31st January 1939. (Reproduced below.)

Memorandum from the C. P. & S. India, to the Government of India Presses, etc., No. 35/138-A. & F., dated the 31st January 1939.

SUBJECT :—Reconciliation of Statements I and II.

Attention is invited to the instruction laid down in the Handbook for the preparation of Statement II and the various instructions issued from time to time in regard to the valuation of the work done in the Press for the compilation of Departmental Registers. It is observed that no attempt is made in most of the presses to reconcile the total of the work charges in Statement II with the total of Statement I—Part I—Productive charges. The existence of salaried operatives in the press, the introduction of flat rates for valuing certain classes of work, etc., have caused the direct payments made to the operatives to diverge from the amounts shown in the departmental registers which form the basis for raising debits against the various departments and offices. The existing costing scheme aims at a valuation of the cost of work done for each department by the addition of a percentage to the direct payments made to the operatives for work done on behalf of that department, of which Statement 2 of the Annual Report is an abstract. The non-reconciliation of the totals referred to, therefore, results either in a short or over-allocation of the expenditure of the press to the various departments, etc.

2. It has therefore been decided that, in the case of the Government of India Presses, Calcutta and New Delhi, and the Forms Presses, Calcutta and Aligarh, the figure in Statement 2—showing the cost of printing, etc.—“Total Work Charges” should, with effect from the Annual Report for 1938-39, be made to agree with the total of A, B, C, D and E in Statement 1—Expenditure—“Part I—Productive Branches”, by adding to or deducting from the former as the case may be any difference which may be revealed when the Annual Report is prepared. The difference should be distributed proportionately over the various departments, etc., shown in parts (a) and (b) of Statement 2, i.e., excluding part (c) which relates to work done on cash payment, the amount to be added or subtracted in each case being that portion of the net difference which bears the same ratio to the total difference as the total work charges shown (in the unreconciled Statement 2) against it bears to the total work charges in parts (a) and (b), i.e., excluding part (c) which relates to work done on cash payment.

In the case of the Government of India Press, Simla, however, as the number of salaried operatives is large, it is desirable to secure a closer approximation of the figures in the departmental registers to the direct payments made to the operatives. The cost of the work done by the salaried operatives should be calculated, where possible, at the Handbook piece rates in the first instance and debited to the respective departments in the departmental registers. At the end of the year when the total figures of actual payments for the whole of the year are available, the cost worked out at Handbook piece rates should be converted into the figures of actual payments by adjusting against the various departments concerned the net difference arrived at in each category of operatives in proportion to the cost previously debited at the Handbook rates.

3. It should be borne in mind that Statement 2 of the Annual Report is intended to exhibit the value of work, etc., done by the Press during the year only and should not, therefore, include adjustments for work done by the Press in the previous years.

4. These instructions will be incorporated in the Handbook in due course.

Departmental Register of Charges.

Name of Department _____

Serial No.	P. O. No.	CONSTRUCTION			Bill Book No.	PAID WORK			Bill Book	WAREHOUSE AND BATTERY		Total
		Amount.				Amount.				Amount.		
		For labor	For material	For other		On time	On piece	On contract		On piece	On time	
		Rs. A. P.	Rs. A. P.		Rs. A. P.	Rs. A. P.		Rs. A. P.	Rs. A. P.	Rs. A. P.		

(Note.—Additional columns may be inserted according to the requirement of each Prem.)

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

Name of Department.	For labor	For material	Total	Supervisors	Cost of tools, etc.	Total

Statement No. II.—Showing cost of printing and book-binding, paper and binding materials for the various departments and offices for the year

Budget Heads.	(A) Cost of work printed.										(B) Cost of printing on work done.										(C) Cost of printing on cash payments.									
	2. Fresh composition (including cost of blocks, plates, etc.)										2. Fresh composition (including cost of blocks, plates, etc.)										2. Fresh compositions (including cost of blocks, plates, etc.)									
	3. Alterations, etc.	4. Printing	5. Binding	6. Total work charges.	7. Paper and binding materials.	8. Freight, etc.	9. Payments made to contractors.	10. Total cost.	3. Alterations, etc.	4. Printing	5. Binding	6. Total work charges.	7. Paper and binding materials.	8. Freight, etc.	9. Payments made to contractors.	10. Total cost.	3. Alterations, etc.	4. Printing	5. Binding	6. Total work charges.	7. Paper and binding materials.	8. Freight, etc.	9. Payments made to contractors.	10. Total cost.						
1. Customs ...																														
4. Income-tax ...																														
7. Salt ...																														
10. Fossils ...																														
11. Railways ...																														
20. Posts and Telegraphs.																														
21. General Administration.																														
25. Audit ...																														
27. Administration of Justice.																														
29. Police ...																														
30. Posts and Telegraphs.																														
31. Ecclesiastical																														
33. Political ...																														
34. Scientific Departments.																														
34. Medical ...																														
39. Public Health																														
40. Agriculture ...																														
44. Aviation ...																														
47. Miscellaneous Departments.																														
48. Currency ...																														
49. Mint ...																														
50. Civil Works																														
56. Stationery and Printing.																														
57. Miscellaneous																														
58. Defense Services.																														
62. Provincial Governments.																														
Total ...																														

NOTE.—The budget heads under Column I should be adopted according to the requirements of each press.

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.						REMARKS.
	Opening Value on 1st April 19	Less Depreciation on 1st April 19	Less Book Value of Plant, etc., disposed of during the year.	Closing Value.	Additions of new plant during the year.	Closing Value of all Plant.	
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Total							

NOTE.—The figures in column 2 are transferred from column 7 of the previous year's statement. Column 4 should agree with the value of plant, etc., disposed of during the year as per dead stock books. New additions (column 6) should agree with the issues in pro-forma account F under dead stock.

NOTE.—The above statement has been slightly modified. See end of section (3) of this Chapter.

B.—Capital Account—Buildings.

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

Description of building.	Value on 1st April 19	Cost of additions during the year.	Total value at the end of the year.	Depreciation.	Cost of upkeep of buildings.
	Rs.	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 of 5* per cent.

* From 1-4-38 (15/4/38-A. & F.).

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		2	
	Rs.		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 except in the case of the Simla Press, where it is allocated according to the certain fixed percentages, cf. item 15 of the instructions for the compilation of Form, etc., on page 183. Any balance remaining after issues during the year should be shown after col. 2(c).

D.—Foundry.

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

NOTE.—The price per 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 press departmental costs.)

Receipts				Expenditures		
Opening balance on 1st April 19	Stock received during year.	Paid on account of freight, etc.	TOTAL.	Issued during year and freight.	Stock balance on 31st March 19	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					Issues		
	New materials.	Dead stock.	Prize plant.	Spare parts.	TOTAL.	Amount	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 prescribed on depreciated value and distributed over the productive and service branches according to the dead stock ledger, see Section (4) of this Chapter. The depreciation of other non-productive sections is also redistributed over the productive sections. The distribution of office furniture is redistributed over the productive sections (see Form B-7 on page 172).]

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 Rectification of dead stock	
Adjustments		Adjustments	
		Closing balance	
TOTAL		TOTAL	

DEPRECIATION ON PLANT AND MACHINERY.

Rules for the Depreciation Fund in Government Presses.

125. 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.

Principle of debiting repairs to the Depreciation Fund.

All repairs should ordinarily be treated as working expenses and debited directly to the sections of the press concerned—the cost of replacing the spare parts in the course of the repairs, however, being met from the Depreciation Fund if they happen to be articles which by themselves earn depreciation at a specified rate. If, however the repairs are considered to be in the nature of a "renewal" or the cost involved is heavy the expenditure should be met from the Depreciation Fund with the prior approval of the Controller. (C. P. & S. Memo. No. 3516/36-A & F., dated 17th December 1936.)

Value of replacement may exceed original cost.

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. (U. O. I. No. 1-116(Camp), dated the 19th August 1938, from the Examiner, Government Press Accounts, Bombay, to Manager, Government of India Press, Calcutta.)

* (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);

Note.—Depreciation is not calculated on the value of such stationary stores or office appliances, the cost of which is not met from the press budget allotment. (C. P. O. F. No. 113/28.)

1See also E. C. P. A.'s letter Nos 376-55-26 and 1284-53-26, dated the 1st August 1938 and 22nd March 1939, concluded at the end of this Section.

Depreciation not charged on plant and machinery in stock

With reference to your letter No. 1774-G., dated the 26th August 1933, I have the honour to state that in the Government of India Presses no depreciation is calculated on new plant or machinery before it is actually taken into use, i.e., while it is held in stock. Depreciation is, however, calculated on plant and machinery which have been once taken into use and later on, for some reason or other, kept idle temporarily. (Letter No. 35-5-25-A. & P., dated the 4th September 1933, from C. P. & S. L. to the Supdt., Government Printing, Punjab.)

(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 (1).—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.

Note (2).—See also note under (1) (a) above.

* (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 amount that will be charged to the accounts head "Provision for Depreciation" in the accounts of the same year in the books of the Accountant General concerned. In order that this may be done the total amount to be credited to the depreciation fund, viz.:—

(1) the amount of depreciation calculated on the depreciated value of 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 indicated to the Accountant General concerned 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 amount of previous year. The actual amount to be transferred to the depreciation fund will be decided by the Accountant General concerned against the budget provision. It is, therefore, necessary that the budget provision should be as accurate as possible because it will be impossible to surrender any balance if the budget is for a larger amount, or to obtain additional funds if it is for a smaller amount, as the necessary adjustment will be made after the close of the official year. In order to guard against any deficiency in or excess over the budget provision already made, and to provide for additional grants or surrender excesses in time before the close of the year, the position should be reviewed during November of each year with reference to the actual transactions of the year. —

(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.

* See also E. G. P. A.'s letters Nos. 376/55/24 and 1364-55-26, dated the 1st August 1933 and 23rd March 1933, reproduced at the end of this Section.

(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 and 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 cost of a Mechanical Branch should be a charge on the Fund 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) Purchase of new type in replacement of worn-out or unserviceable type (as subsequently amended).

*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.

Administrative Instructions from the C. P. & S. (I)

In accordance with the procedure laid down in the note to rule 3 of the Rules for the Depreciation Fund in the Government of India Presses, the cost of that portion of the Type Foundry and Mechanical sections employed on the manufacture of type, etc., for the renewal of existing stocks, is chargeable to the Depreciation Fund. The late Pay and Accounts Officer, Secretariat, held that since all expenditure in respect of renewals and replacements referred to above as provided under the appropriate detailed heads subordinate to "46—Stationery and Printing", it was not necessary to make provision under "Demand amount transferred from the Depreciation Fund". Accordingly, the expenditure incurred in the Type Foundry and Mechanical Sections on renewals, etc., is being booked under the "Deduct" head referred to above after the close of the financial year.

2. As this procedure results in unutilised savings in the appropriation Accounts under the "Deduct" head mentioned above the Accountant General, Central Revenues, has lately taken up the question with this office with a view to introducing some suitable procedure which would remedy or reduce the variation. The matter has been examined in detail and it has been decided that the present procedure should continue to be followed in respect of 1933-34 and 1934-35 except that for 1935-36 suitable provision will have to be made for renewals in the Type Foundry and Mechanical Sections under "Deduct amount transferred from the Depreciation Fund". For this purpose, the necessary figures debitable to the Depreciation Fund should be included in the final forecast estimate due in this office by the 1st March (now within the first week of March) each year, for necessary action. From 1937-38 onwards, it will be necessary to make budget provision for the cost of renewals and replacements in the Type Foundry and Mechanical Sections under "Deduct amount transferred from Depreciation Fund" on the basis of actuals of the previous year.

3. Budget provision on account of expenditure for the above is made under various detailed heads, e.g., Supplies and Services, Contingencies, Mechanical Section, Type Foundry, etc., and the expenditure thereon is recorded against these heads in the first instance. As this amount has to be met from the Depreciation Fund, it is necessary that the same should pass through the head "Renewals and Replacements". It has, therefore, been decided in consultation with the Accountant General, Central Revenues, that the cost of renewals and replacements excluding overhead charges, in the Type Foundry and Mechanical

* Cost of renewals of worn-out parts of Mono moulds is debited to the

Sections, i.e., expenditure incurred on such renewals and shown in the first instance against the various detailed heads, should be worked out by the Manager when preparing his final forecast estimate, which is due in this office by the 1st week of March each year, and included under the head "Renewals and Replacements" in the final estimate, the detailed head concerned being reduced by the amounts included under "Renewals and Replacements". The distribution of this amount among the various detailed heads concerned should be shown clearly in the remarks column and this office will then reappropriate funds to the extent required from the various detailed heads concerned to the head "Renewals and Replacements". The expenditure as booked by the Accountant General, Central Revenue, under the detailed heads will also have to be reduced by the respective amounts transferred from those heads and for this purpose a statement should be submitted to the Accountant General, Central Revenue, giving the same details, i.e., the amounts to be transferred from the detailed heads to "Renewals and Replacements". The net position under the heads "Renewals and Replacements" and "Defect amount transferred from the Depreciation Fund" will still show a small variation under the former head on account of overhead charges, but this is unavoidable.

[Memo. from C. P. & S. I. No. 5236-A. & F. dated the 30th June 1936.]

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

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

Note.—If the provision in the Depreciation Fund is not sufficient to meet the cost of any new machinery to replace machinery worn out or condemned as unserviceable which may be required urgently, special provision should be made in the budget for the purpose before any purchase can be made. The cost of machinery, etc., purchased in England through the High Commissioner for India is adjusted in his books under the head "Cost of Stores purchased from Depreciation Reserve Fund" subordinate to minor head "Charges in England—Stores for India" under "58—Stationery and Printing" and will be subsequently transferred to the Depreciation Reserve Fund by credit to the detailed head "Defect amount transferred from the Depreciation Reserve Fund". The revised procedure has the approval of the Finance Department and will take effect from the 1st April 1941. (As amended, vide A. G. C. S. Letter No. 77 C-6/1943 dated 6th January 1941.)

(7) Subject to necessary provision in the budget to the powers of the officer concerned to purchase and enter into contracts and to the general control of the ^{Controller of Printing and Stationery India} Administrative Department of the Local Government 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 bona 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.

126. Transfer of credit in the Depreciation Fund when the asset is transferred.—(a) When plant, machinery, etc. (excluding type), is transferred from one press to another a corresponding amount in the Depreciation Fund (i.e., the amount credited to the fund on account of the article

in question) should also be transferred, as the press to which the transfer of plant, etc., is made will be responsible for the replacement of these assets in future. No transfer of amounts from the Depreciation Fund of one press to that of another should, however, be made if the original value of the asset transferred does not exceed Rs 1,000. This arrangement took effect from the year 1936-37. (Memo. from the C. P. & S. I., No. 22-26-35-A & F., dated the 3rd February 1936.)

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

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

- (i) Deduct amount transferred from the Depreciation Fund.—The deduction will be provided for by the press from which the machine is transferred.
- (ii) Provision for Depreciation Fund.—The provision will be made by the receiving press.

(C. P. & S. Memo, No. 35436-A & F., dated the 23rd October 1936.)

Letter No. 17635-26, dated 1st August 1929, from the Executive, Government Press Accounts, to the Managers of Government 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. P-9, dated the 8th 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.

1. 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).

2. 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 account 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 before 1st July of the following year to enable that Pay and Accounts Officer officer to carry out the necessary adjustment on his books before closing the accounts of the year concerned.

*The term "Accountant General" includes "Controller".

4. Rule (1) 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 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.

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) Purchase of new type in replacement of worn-out or unserviceable type. (As subsequently awarded.)

Renewals of parts of machinery, e.g. rollers, 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 "45-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" (since revised-for latest instructions see note to Rule 6 above p. 206).

8. These instructions may be given effect to commencing from the accounts for the year 1928-29.

G.—Depreciation Fund Account for the year ending 31st March 1929.

Credit		Debit	
	Rs.		Rs.
Opening balance on 1st April 1928 ...	14,000	By Mechanical Branch ...	634
Credits on account of depreciation during the year 1928-29 ...	27,540	By Foundry ...	4,000
Book value of plant, etc., disposed of during the period from 1st November 1927 to 31st October 1928 ...	4,560(1)	Closing balance ...	20,726
Total ...	46,500	Total ...	46,500

	Rs.
(a) Value of non-reversible articles disposed of during 1st November 1927 to 31st	
Mar'y 1928 ...	1,500
and from 1st April 1928 to 31st October 1928 ...	2,500
	4,000

Section (2)

DEPRECIATION ON BUILDINGS

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

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

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

	Rate of depreciation of buildings proper	Rate of depreciation of electric installations	Rate of depreciation of sanitary installations
1. Government of India Press, Calcutta.	1/2 per cent. per annum	1 1/2 per cent. per annum on the cost of electric installations.	2 1/2 per cent. per annum on cost of the sanitary installations.
2. Government of India Press, Allahabad.	2 per cent. per annum	None	There is no sanitary installation.
3. Government of India Press, Benares.	1 1/2 per cent. per annum	2 per cent. per annum on the cost of electric installations.	2 1/2 per cent. per annum on the cost of sanitary installations.
4. Government of India Press, New Delhi.	2 per cent. per annum	2 1/2 to 4 per cent. per annum on the cost of electric installations.	2 per cent. per annum.
5. Government of India Press, Coimbatore.	1/2 per cent. per annum	10 per cent. per annum	2 1/2 per cent. per annum.

Note.—(1) The Manager's bungalow should be regarded as a part of the press buildings and included in the relevant pro-forma account.

(2) Depreciation is not deducted when arriving at the value of the buildings, which consequently should be the value on the 1st April 1929 plus any subsequent increases.

Inclusion of depreciation of buildings in the cost accounts of the Government of India Presses.

Letter from the Department of Industries and Labour, No. A-463, dated the 22nd August 1929, to the C. P. & S. I.

I am directed to enclose a copy of the correspondence with the Auditor General noted below:

- (1) From the Auditor General, No. 180-Com.115-25, dated the 8th December 1925.
- (2) Memo. to the Auditor General, No. A-463, dated 27th February 1929, with enclosure.
- (3) From the Auditor General, No. 1045-Com.115-25, dated the 22nd March 1929.

and to say that the Government of India have decided that depreciation of buildings (including sanitary and electric installations) should be included in the costing systems of the major and minor Government of India Presses and should be calculated on the present value of the buildings occupied by the press at the rates shown in the attached statement. (Not printed—see paragraph No. 127). The detailed instructions regarding the respective costing system should be amended accordingly in consultation with the Examiner, Government Press Accounts.

The Government of India have also accepted the proposal of the Auditor General that the words "in use" occurring in sub-para. (1) (a) of the Rules for the Depreciation Fund in Government Presses should be deleted and that depreciation should be calculated also on the machines, etc., not actually in use.

Letter No. 126-Com.15-25, dated 31st and 30th December 1925, from the Auditor General in India, Department of Industries and Labour.

I have the honour to address the Government of India on the rules for the Depreciation Fund in Government Presses sanctioned by the Government of India in their letter No. A-462, dated the 15th September 1924. [See section (a) of the Chapter.]

In the course of an examination into the Costing system for Minor Printing Presses under the Government of India, my Director of Commercial Audit brought to my notice the fact that no provision has been made therein for depreciation on buildings. From correspondence with the Controller of Printing, Stationery and Stamps, which followed it has been ascertained that buildings are not depreciated in the case of major Presses. As heavy printing machinery has usually a damaging effect on buildings and as in the case of similar concerns outside Government a charge for depreciation is invariably debited to the accounts, the Director of Commercial Audit is of opinion that Government Press buildings should also be depreciated. He has therefore suggested that para 1 (a) of the Depreciation Fund rules mentioned above may be altered to read "..... on the value of buildings, plant," and that the relative headings in Statement I of the rules in respect of both classes of presses be altered accordingly. He has also suggested the deletion of the words "in use" in the same sub-para, for the reason that machines, etc., not in use often depreciate more rapidly than those in use.

I agree with the views of the Director of Commercial Audit and recommend that his suggestions be accepted by the Government of India.

Memorandum No. A-463, dated 27th February 1926, from the Department of Industries and Labour, to the Auditor General in India.

The undersigned is directed to invite a reference to the Auditor General's letter No. 126-Com.15-25, dated the 30th December 1925, and to his unofficial notes Nos. 126-Com.15-26, and 1111-Com.15-Com.25, dated the 23rd March and 10th June 1926 respectively. The proposal to include a charge for depreciation on buildings in the costing system of Government Presses calculated on the present value of the buildings, was accepted by this Department and the Controller of Printing and Stationery has suggested in consultation with the local Public Works Department authorities that depreciation should be charged on the buildings occupied by the major and minor Government of India Presses at the rates specified in the attached statement (not printed). These rates are chiefly based on the probable life of the respective buildings and installations. The undersigned is to enquire whether the rates are in accordance with ordinary commercial practice and have the approval of the Auditor General.

The Controller of Printing has ascertained that it is intended to include the depreciation of buildings in the cost accounts of both major and minor Presses under the Central Government and that it is not proposed to start a separate depreciation fund for buildings used as presses or to replace such buildings as are borne on the books of the Public Works Department from such a fund. In the Auditor General's letter, dated the 30th December 1925 it was stated that provision for depreciation of buildings should be made in the costing systems of both classes of Presses and also in the Rules relating to the Depreciation Fund which apply only to the major Presses. An amendment was accordingly suggested to paragraph 1 (a) of the Depreciation Fund Rules. In his unofficial note, dated the 23rd March 1926, the Auditor General also remarks that it was necessary to make provision in regard to buildings in the Depreciation Fund to meet renewals and replacements. Will the Auditor General kindly state whether it is necessary that a separate depreciation fund should be started for buildings occupied by the major Presses under the Central Government.

Letter No. 1045-Com.15-25, dated 22nd March 1926, from the Auditor General in India, to the Department of Industries and Labour.

With reference to your Memo. No. A-463, dated the 27th February 1926, I have the honour to state that I have no comment to offer on the rates of depreciation suggested by the Controller of Printing and Stationery. The assumption of the Controller of Printing regarding the adjustment of depreciation charges in the cost accounts is correct. It is not necessary to open a separate depreciation fund to meet renewals and replacements of buildings.

Section (4)
DEAD STOCK

123. General Procedure and Depreciation Rates.—The general procedure regarding the account, & etc., of dead stock and other articles and stores in the Presses is contained in the following orders:

1. Letter No. 6124, dated 12th July 1916, from the 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. 11088-11652-25 recorded in this Department on the 8th December 1905, which contained a scheme for the exhibition of the accounts of Government Presses in India and the subsequent history 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 Coimbatore 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, 5 and 10 per cent, to be worked off the depreciated value of the articles. (Letter No. 9213, 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 the rates should be made. The rates seem to the Government of India to be fair, and I am in 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 (now Accountant General, Central Revenue, New Delhi).

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, appears unfair 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 accounts for articles of dead stock and store, with a view 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 "Wetty 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 a copy in use, or suggested for use, 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 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 for 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 India Office 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 part of the press on purchase through the Contingent Register. The purchase locally as well as demands should, however, be debited on issue. Articles are accounted for by any considerable balance at the end of a year. In the case of imported articles, on the other hand, which are imported for once a year, there is invariably a large balance, and the debit of the entire cost would unnecessarily inflate the expenditure. The value of the unaccounted 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, the omission of the money column, which are not required at the end of the year. The object of the ledger is to keep an account of the number of articles of each description which are stored as petty plant, and when such articles are brought into use either from store or directly on purchase they should be accounted for in this ledger.

8. A 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 a stock is taken of dead stock articles, which should never be less frequent 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 form 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 different bodies separately. (Since revised—for the revised procedure see Instructions for Stock-taking and Accounting, etc., of Type and Type Metal in the Government of India Presses.)

* Note.—When submitting to the Controller of Printing and Stationery, India, the results of the annual stock-taking for adjustment of the excesses and deficits the value of deficits should be attested by the Manager of presses at the local market rates and intimated to the Controller.

10. The value of stores and dead stock shown in the ledgers should include all incidental charges such as freight, packing, insurance, cost of receipt, 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 enumerated 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. "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 column of the Press concerned as a contingent charge.

His Excellency the Governor of India has
by Order directed the Comptroller-General of Accounts to
2011-1912

12. I am directed to request that if no objection, the procedure indicated above may be observed in future in the Presses under ^{his} control.

ANNEXURE

[As amended by para. 515 of the Instructions forwarded with the Govt. of India, Department of Labour letter No. A-455, dated the 16th January 1939.]

3 per cent. *

Batches of every kind, whether wooden or metal (not glass boards).
Cases.
Imposing stands.
Desk tables, stone or slabs.
Oil cabinets and others.
Presses.

Racks of every kind.
R.S.s, rails, etc., made of steel, iron or other metal.
Scales.

Steel beams (a).
Tubes, 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 chairs, brooms, mopping (not dry) mats.
Clocks, trunks, safes, wheel barrows.
Clocks and other machines.
Composing sticks.
Engines and all accessories.

Machines of every sort.
Metal furniture, rollers and quills.
(Wooden furniture, rollers, quills and keys as petty plants).
Microscopes.
Meters (a).
Moulds of all sorts.
Particulates.
Paper printing machines.
Piping (a), iron or steel (a).
Pallies, pulley blocks and cranes.

6 per cent.*—contd.

Pans (+), electric jost, etc. (+) (if purchased by the Press).

Filters.

Fire engines.

Forges, furnaces.

Forme carriers and carriages.

Furniture, e.g., armchairs, chairs, commodes, cabinets, side-boards, benches, stools, tables, thermosidolens, book cases, pigeon holes, shelves, cupboards, drawers, desks, brackets.

Galleys, whether wooden or zinc.

Gas compressor.

Godowns 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.

Pumps.

Pushes.

Roller frames and stocks.

Scales of all sorts (the weights to be included).

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, ride and leaf cutters, pestles and mortars, axes, 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.

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, portulas, chicks.

Dust extractors.

Fire extinguishers.

Melting pots of every kind.

Rubber hose and piping.

Tarpsulins.

Thin zinc plates.

Type.

Type metal.

Note.—Borders, ornaments, rules, corners, leads, clumps, quotations, quads, etc., etc., should be treated as dead stock and classified under type or type-metal in accordance with paragraph 1 of the instructions enclosed with the letter from the Government of India, Department of Labour No. A-463, dated the 19th January 1939. (Letter No. A-453, dated the 8th November 1946, from the Department of Labour.)

* Depreciation will be calculated at the rates of 4, 8 and 12 per cent. instead of the existing rates on depreciated value and distributed over the productive and service branches according to the Dead Stock Ledger. Vide Controller's letter No. Pg-9, dated the 6th May 1934 and Industries and Labour Department's letter No. A-463, dated 16th September 1934.

For the periods from the 1st April 1931 to the 31st March 1937 and 1st April 1938 to 31st March 1939, no depreciation was written off in the major Government of India Presses, as a result of the suspension of rules 1-3 of the Rules for the Depreciation Fund. The rates for depreciation have been altered to 2, 4 and 8 per cent. with effect from the 1st April 1937 for the Simla, New Delhi, Aligarh and Calcutta Presses (Industries and Labour Department letter No. A-463, dated the 1st July 1931 and the Auditor General's letter No. 53-Ac.155-36, dated the 16th February 1937). The Poona Press, Calcutta, will continue to calculate depreciation at the earlier rates of 4, 8 and 12 per cent. (Letter No. O.A.1856, dated 29th November 1940, from the Accountant General, Bengal, to the A. G. C. R., C. P. & S. P. No. 25/235-A & F.)

(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.

Special rates for certain articles in the Aligarh Press

Serial No.	Name of article	Rate of Depreciation
1	Furnace and Drying Chamber	4%
2	Electrotyping outfit	4%
3	Flag (Union Jack)	2%
4	Crane	10%
5	Lift (Goods)	10%
6	Switch Board (for power generation)	5%
7	Voltmeter	5%
8	Adjustable type High Gauge for stereotyping	4%
9	Megger	5%
10	Ampere Hour Meter	5%
11	Lightning Arrestor	3%
<i>Fire Protection Plant</i>		
12	Pipe Line	2%
13	Well (Masonry)	2%
14	Pump (Mechanical)	5%
15	Pump Room	5%
16	Tanks	2%

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

Rate of depreciation for motor vehicles.

Letter No. A-463, dated the 13th February 1932, from the Department of Industries and Labour, to the C. P. & S. I.

I am directed to say that the Government of India sanction your proposal that the rate of depreciation in the case of motor vehicles in use in the various Government of India Presses should be fixed at 20 (twenty) per cent.

Procedure regarding maintenance of dead stock registers, both for receipts and issues.

Unofficial Note No. Pg-203/1, 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

discovered 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 old 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 18 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 Rs. 200-00-00 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 such 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 chalangas 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 chalangas 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 Form Press. A new Ledger must be opened for the main press in order to conform with the instructions given under 1 (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.

Customs Duty, Freight, Insurance, etc. chargeable to Depreciation Fund.

With reference to your letter No. 258-G, dated the 4th May 1935, I have the honour to say that all incidental charges, e.g., Customs duty, freight, insurance, etc., incurred on the replacement from the Depreciation Fund of plant or machinery should also be met from the Depreciation Fund. (Letter No. 35433-A & F, dated the 24th June 1935, from the Controller of Printing and Stationery, India, New Delhi, to the Superintendent, Government Printing, Punjab, Lahore.)

Adjustment of differences between the stock and book balances of paper, binding materials and dead stock articles, etc.

1. I have the honour to invite a reference to paragraph 2 of letter No. 6454, dated the 12th July 1918, from the Government of India, Department of Commerce and Industry, regarding the stock-taking of petty plant and dead stock articles, and to paragraph 86 (revised No. 149) of the Handbook of the Government of India Presses, which lays down the existing procedure for the stock-taking of paper, binding materials and dead stock articles. The Deputy Accountant General, Central Revenues, Calcutta, has now suggested a change in procedure and I enclose a copy of his letter No. 24-L. A. I. 8 (1)32, dated the 25th June 1932, and an extract from a subsequent note by him on the subject. The Accountant General, Central Revenues, who was consulted by this office, agrees with the views expressed by the Deputy Accountant General.

2. At present the balance sheets are audited before sanction is accorded to the adjustment of the differences, but, according to the revised procedure suggested, it will be necessary to accord sanction first to the adjustment of the differences. The balance sheets will be audited later and any points which the auditors wish to bring to the notice of the controlling authority will be commented upon in the Audit and Inspection Report. It will be seen, however, that the revision is directed towards more efficient stock accounting.

3. An objection to the procedure proposed is that the sanctioning authority will have to mention write-off the adjustment of the differences, etc., without being able to satisfy itself as to the correctness of the entries made in the balance sheets. It is suggested that the authority should make a personal examination of the stocks

and accounts concerned. It may also be necessary on occasion to issue supplementary questions or queries which the auditors discover will not be brought to notice till a later date, since the points will be commented upon later in the Audit and Inspection Report. In view of the fact, however, that the procedure proposed is apparently being followed satisfactorily in other Government commercial concerns and since its introduction will avoid delays in opening the ledgers, I propose to agree to the revision. But, before doing so, I would be glad of the approval of the Government of India, as instance may arise where the required sanction would have to be given by the Government of India. (Letter from the C. P. & S. I., to the Department of Industries and Labour, No. A. & F. 25-13-22, dated the 12th November 1922.)

In reply to your letter No. A. & F. 25-13-22, dated the 12th November 1922 I am directed to say that the Government of India approve of the revised procedure proposed therein for the adjustment of differences between the stock and the book balances of paper, binding materials and dead stock articles, etc., in the Government of India Presses and other offices of the Stationery and Printing Department. (Letter from the Department of Industries and Labour, to the C. P. & S. I., No. A-578, dated the 7th January 1923.)

Adjustment of differences in stock found on stock-taking in the Government of India Presses

I have the honour to state that the late Examiner of Press Accounts in his letters Nos. 96-C-29176-25, dated the 25th April 1922, and 156-C-1176-28, dated the 30th May 1922, prescribed after taking your approval a procedure for the adjustment of differences in stock found on stock-taking in the Government of India Presses; but it has been intimated by the Controller of Printing and Stationery that the procedure is not being uniformly followed in all the Presses.

The matter was, therefore, examined *ad hoc*, and in consultation with the Controller of Printing and Stationery, who has accepted the proposals, it is considered desirable that the following method should be adopted uniformly by all the presses in future—

(a) In the case of paper and binding materials and articles other than dead stock an adjustment in respect of values should be made, and only the correct quantities as found on stock-taking should be shown in the ledgers, by addition to Receipts or as additional issues, as the case may be. The adjustment of values is not essential in these cases as the issue price of these articles will get corrected on the issue of the articles in stock. This will be in accordance with the existing practice suggested by the late Examiner of Press Accounts under your orders.

(b) In the case of articles of dead stock * * * * * the adjustments should be made in the ledgers both in values and quantities. This is considered necessary because for purposes of correct costing accounts the amount of depreciation should vary with the actual stock value of the type, type metal and other articles of dead stock. Further the value of articles found short or in excess is appreciable, and this seriously affects the amounts to be debited under "Depreciation and Interest" in Statement No. 1—Analysis of Press Costs.

The necessary instructions will be issued accordingly to the Managers of the Government of India Presses on receipt of your approval. (Letter No. O.A.-3-2-1204, dated the 29th March 1923, from the A. G. C. R., New Delhi, to the Auditor General of India.)

With reference to your letter No. O.A. 3-2-1204, dated the 29th March 1923, I have the honour to state that the Auditor General approves of the procedure suggested by you. (Letter No. 445-Ac(179)-37, dated the 1st May 1923, from the Auditor General of India, to the A. G. C. R.)

Adjustment of differences in stock found on stock-taking of the articles of petty plant in the Government of India Presses

It has been decided, with the concurrence of the Accountant General, Central Government, New Delhi, that the values of estimated current market rates, of articles of Petty Plant shown to be in deficit as a result of the unbiennial stock-taking of Petty Plant in use should in future be shown in the stock-taking lists of such articles. The value of excesses and deficits of petty plant articles in

stores should continue to be shown in the annual stock-taking lists in accordance with the instructions for stock-taking of such articles as laid down in the Handbook of the Government of India Presses. (C. F. & S. Memo No. 251540-A, I. P., dated 17th October 1941.)

129. Type and type-metal.—The procedure for the accounting, stock-taking, etc., of type and type-metal is contained in the following orders:—

Supply of types, other printing materials and stores

I am directed and to say that for the reasons given in paragraphs 2-4 thereof the Government of India have decided that no recovery should be made by one Government of India Press from another for the supply of types, other printing materials and stores. The orders issued in this Department letter No. 4113-A, dated the 5th July 1937, are accordingly cancelled. (Letter No. D-6753-F, dated the 21st September 1932, from the Finance Department, to the A. G. C. R.)

Adjustment of manufacturing charges of type, etc.

With reference to your letter No. 11,6724-A & F, dated the 20th August 1931, I am directed to say that the Government of India sanction your proposal that the manufacturing charges of type, etc., supplied by one Government of India Press to another should be adjusted in the accounts of the receiving Press under the head "Renewals and Replacements from Depreciation Fund" and that the charges for type, etc., manufactured for its own use only should be adjusted against the Depreciation Fund of the Manufacturing Press.

The orders contained in the letter from the Government of India, Finance Department, No. D-6753-F, dated the 21st September 1932, to the Accountant General, Central Revenues, forwarded to you with this Department endorsement No. A-138, dated the 3rd October 1932, will be modified accordingly. (Letter No. A-463, dated the 22nd December 1933, from the Department of I. & L.)

Note.—Orders contained in paragraph 1 above have been modified. See item 5 (a) of the Instructions for the Stock-taking and Accounting, etc., of Type and Type Metal, reproduced in this section.

Unserviceable type removed from Dead Stock Ledgers.

I am directed to refer to paragraph 9 (a) of the Government of India, Department of Commerce and Industry letter No. 6454, dated the 12th July 1932 (copy forwarded to you with that Department endorsement No. 6455 of the same date), which laid down inter alia that the value to be written off on account of unserviceable type that is thrown out during a year should be calculated at the current rate for old type metal. The Government of India understand that no uniform practice in this respect obtains at present in the several presses under their administrative control. In some presses it is the book value that is written off while in others the value of the type metal is deducted from the Ledgers. In order to ensure a uniform practice in the matter the Government of India, with the concurrence of the Auditor General, have decided that in accordance with rule 1 (b) of the Depreciation Fund Rules published with your letter No. 37555-28, dated the 1st August 1928, the value of unserviceable type to be written off should in future be based on its book value and not on its metal value. (Letter No. A-579, dated the 11th July 1930, from the Department of I. & L., to the Examiner, Government Press Accounts.)

Type and type-metal—Stock-taking of—Depreciation, etc.

I have the honour to invite a reference to paragraph 5 of letter No. 6454, dated the 12th July 1932, from the late Government of India, Department of Commerce and Industry, and to paragraph 80 of the Handbook of the Government of India Presses which lays down the existing procedure for the stock-taking of type and its accounting in the dead stock ledgers. The increasing bias towards mechanical composition in the three major Government of India Presses has led practically to the replacement of type, which was generally brought from outside, by type-metal. The views of the Government of India referred to did not