

SECTION I

CHAPTER I

GENERAL

1. General Application.—Every person appointed in the Stationery and Printing Department in temporary or permanent employment shall be deemed to be acquainted with and bound by these rules as well as by the "Government Servants Conduct Rules" and any other rules of Government which may be applied to the department. Copies of the special departmental rules will be pasted in the various sections of the press and no copies of these rules are to be taken out of the office on any account.

2. Introductory.—The department of Stationery and Printing consists of the following branches :—

(1) *Stationery Branch.*—For effecting supplies of stationery items, paper, boards, clothings and office equipments to the departments of the Government.

Note :(i) Under Rule 96 of the Tamil Nadu Stationery Manual the heads of Departments are delegated with powers for initial supply of clothing to the different categories of staff in accordance with the scale and conditions laid down by the Government from time to time.

(ii) The clothing materials for both the City and mofussil offices shall be purchased from the nearest Khadi or Handloom Depot by the respective officers after getting the sanction from the Heads of Departments or the Collectors as the case may be and the expenditure debited to the respective departments.

(iii) The Heads of Departments and District Collectors are delegated with powers to purchase items such as cumbly, shoes, sandals, raincoats, etc., from the nearest Khadi or Handlooms Co-operative

Department by debiting the expenditure to their respective departments.

(Vide G.O.Ms. No.659, Transport, dated 3-12-1975. G.O. Ms. No.670, Transport, dated 10-6-1981. Government Memo. No.10903/B2/77-4, Transport, dated 31-10-1978.)

(iv) All Government servants eligible for supply of uniforms shall be supplied with two sets of uniforms in Handloom and Khadi and they shall be paid an amount of Rs.100/- (Rupees one hundred only) towards stitching charges for two sets of uniforms by private tailors.

(Vide G.O. Ms. No.290, I&T (S&P2) dated 23-11-94.)

(2) *Press Branch.*—To comply with the requirements of Government departments in printing and binding, publication of official notifications through the Gazette.

(3) *Publications Branch.*—To make available the official publications of the State and Central Government for sale to the public.

3. Organisation.—The Director is the Head of the department of Stationery and Printing. The Joint Director assists the Director of Stationery and Printing on subjects relating to administration, service matters, finance and audit. The General Manager assists the Director of Stationery and Printing on technical aspects relating to printing and purchase of stores and stationery.

The organisations consists of the following units. Each unit is headed by an Officer, who functions as the Head of the office.

Unit. (1)	Head of the Office. (2)		
1. Directorate	Joint Director	5. Assistant Director (Verification)	Stock verification of Stores, forms and stationery.
2. Stationery	Deputy Director (Stationery)	6. Labour welfare Officer.	Labour Welfare, Factories
3. Government Press, Vallalar Nagar	Works Manager.	7. Medical Officer	Health Care.
4. Branch Press, Choolai	Deputy Works Manager	The General Manager is assisted by Officers at the following production units:—	
5. Branch Press, High Court	Branch Manager	(1) Works Manager at Government Central Press, Vallalar Nagar, Madras.	
6. Government Branch Press, Pudukottai	Do.	(2) Deputy Works Manager at Government Branch Press, Choolai, Madras.	
7. Government Regional Press, Tiruchirappalli	Do.	(3) Deputy Works Manager at Government Regional Press, Madurai.	
8. Government Regional Press, Salem	Do.	(4) Branch Manager at Government Branch Press, Pudukkottai.	
9. Government Regional Press, Vridhachalam	Do.	(5) Branch Manager at Government Regional Press, Tiruchirappalli	
10. Governemnt Regional Press, Madurai	Deputy Works Manager	(6) Branch Manager at Government Regional Press, Salem.	
11. Publication Depots at Anna Salai and High Court Campus, Madras	Assistant Director (Publications).	(7) Branch Manager at Government Regional Press, Vridhachalam	
The Joint Director is assisted by the following officers on the subjects indicated against them :—		(8) Branch Manager at Government Branch Press, High Court Campus, Madras.	
1. Chief Accounts Officer	Finance, Budget accounts and audit.	9. Deputy Works Manager	Technical scrutiny of bills, Technical advice to Government Departments on entrustment of works to be printed at private presses.
2. Deputy Director of Stationery	Stock and Supply of Stationery.	10 E. & M.E.	Installation and Maintenance of plant and machines.
3. Assistant Director—Establishment	Recruitment, Service Matters, Retirement Benefits, Transfers, Posting, Funds.	11. Cost Accountant	Cost control—Revision of rates for periodical publications.
4. Assistant Director (Publications)	Sale of Publications.	12. Assistant Works Manager. (Procurement)	Purchase of stores articles for the the Press Branch.

Note: (i) All the Regional Presses shall be known as Branch Presses. (Vide G.O. Ms. No.1491, Transport, dated 23-12-1965).

(ii) Personal Assistant to the Director shall assist the Director in general administration and personnel management.

(iii) Security Officer shall safe guard the security of the Government Central Press.

(iv) Management by Objective Advisor shall assist for an effective Management information system and collection, analysis and presentation of reliable statistical data relating to production cost-factor and utilization of machinery etc., to the Managers at various levels to compare, review and improve the performance at different stages.

(Vide G.O. No.643, Transport, dated 14-12-1977.)

(v) Electrical and Mechanical Engineer shall be designated as Deputy Works Manager (Maintenance)

(Vide G.O. Ms. No.312, I and T (S&P I), dated 12-11-1992)

(vi) Assistant Director (Stationery) shall look after the stores section and arrange to distribute Stationery articles to the indenting officers.

(Vide G.O. Ms. No.1279, Transport, dated 1st August 1986)

(vii) Additional Works Manager to assist the Works Manager in Technical work.

(Vide G.O. Ms. No.321, I&T, dated 24-11-1992, Government letter No.30881/S&P1/93-6 Information and Tourism, dated 24-06-1994)

4. Directorate.—The Directorate as a separate unit shall co-ordinate and control the functioning of the Stationery branch, Central Press, other branch and regional presses and the publications branch.

5. Functions of the Directorate.—The Directorate shall (i) evolve policy decisions for adoption by the several units under its control relating to:—

- (a) Personnel Management,
- (b) Industrial Relations,

(c) General administration including Budget Audit, Accounts and Inspection,

(d) Centralised materials management,

(e) Norms and Incentives, and

(f) Procurement and Supply of paper, type-writer, etc., to all Government Offices.

(ii) Function as the printing adviser to Government, Quasi Government and Local authorities including Universities ;

(iii) exercise control over production, cost, management of men, machinery and materials for the development and effective functioning of the organisation.

To discharge the above functions the Directorate is divided into compact sections dealing with—

- (a) Establishment
- (b) Budget
- (c) Accounts
- (d) Procurement
- (e) Bills (Computing).
- (f) Costing
- (g) Stock verification
- (h) Internal Audit
- (i) Labour Welfare

In the units, the administrative functions are attended to by the sections under the immediate charge of section Heads.

6. Financial and Executive Powers.—The financial and executive powers delegated to the Director of Stationery and Printing, Joint Director and other officers are furnished in Appendix I to X.

CHAPTER 2

**OFFICE SYSTEMS AND
PROCEDURES**

7. Establishment.—This section attends to matters relating to recruitment, selection, issue of orders of appointment, declaration of probation, confirmation, finalization of pension and gratuity to employees and other service matters.

8. Conditions of appointment.—Recruitment, promotion and transfer of the employees excluding those borne on the contingent establishment, are governed by the General and Special Rules.

9. Service conditions.—Appointment to various posts are made by promotion or by direct recruitment, or by transfer from other service. Continuous temporary or officiating service rendered in a regular capacity, followed without any interruption by confirmation in the same or in any other post will qualify for pension.

10. Method of Recruitment.—Recruitment for all posts in the Government Press outside the purview of the Tamil Nadu Public Service Commission is made in consultation with the employment Exchange and selections are made by the Committee appointed for the purpose.

11. Register of Recruitment.—A Register of Recruitment will be maintained furnishing the following details :-

1. Serial Number and Date.
2. Name of the Selection Committee and sitting.

3. Number of posts for which selection is made.

4. Number of posts vacant.

5. Number of candidates selected.

6. Current Number and date in which proceedings of selection was made.

(O.O.37/76)

12. Appointing Authority.— The appointing authority for the categories of staff belonging to the following services shall be the Joint Director :-

(1) Tamil Nadu Ministerial Service.

(2) Tamil Nadu Stationery Subordinate Service.

(3) Tamil Nadu Government Press Subordinate service.

(4) Tamil Nadu General Subordinate service.

(5) Tamil Nadu Basic Service.

13. Promotions.—The promotion of the Ministerial staff and technical staff in the Press branch is made by the Joint Director of Printing. The promotion of the Basic Servants and contingent staff is also made

by the Joint Director of Printing. Such promotion are to be regulated by the general or special rules applicable to them.

14. Transfer.—All the employees are liable to be transferred to any of the units under the control of the Directorate.

Note:—The Director of Stationery and Printing, Madras is empowered to transfer the posts from one unit to another from among the sanctioned strength, in the Stationery and Printing Department to avoid idleness of man power and with the ultimate aim of optimum utilization of machinery. He is also empowered to suitably reallocate the funds provided towards pay and allowances of the staff in the Stationery and Printing Department.

(G.O. Ms. No.931, Transport, dated 28-8-1985)

Employees desirous of getting themselves transferred from one unit to another shall have their applications registered in the register maintained for the purpose.

15. Pensions and Gratuities.—Pensions and gratuities are admissible under rules laid down in the Tamil Nadu Liberalised Pension Rules.

Note:—Heads of Offices are empowered to sanction Death Cum Retirement Gratuity and Pension.

(G.O. Ms. No.837, Finance, dated 6-9-80 read with Government letter No.98567/Pension/84-1, dated 22-1-1985)

16. Punishment.—The Statutory provisions, contained in the Civil Service (Classification, Control and Appeal) Rules are observed in awarding punishment.

17. Resignation.—Resignation entails forfeiture of past service. Each member, who resigns should give a written statement that he is aware of the consequences of his action.

18. Certificate of Service.—The Joint Director alone may grant on discretion certificates of services, ability etc., As a general rule, such certificate will not be given to those, who continue in service.

19. Divisions of Establishment.—For purposes of internal control and accounts, the Press Branch is divided into twenty departments, viz.

1. Composing.
 - (a) Hand
 - (b) Mechanical

2. Machine
3. Binding
4. Reading
5. Foundry
6. Stores
7. Accounts
8. Publication and Despatch
9. Electrical
10. Forms, Control and Despatch
11. Mechanical and Carpentry
12. Offset and Block Making
13. Raffle ticket printing
14. Computing
15. Planning
16. Budget (Confidential)
17. Top-Secret
18. Establishment
19. Watch and Ward
20. Time-Office

20. Service Books.—The detailed rules regarding service books and their maintenance laid down in Fundamental Rule 74 (iv) shall be followed.

21. Maintenance of Records of Service.—A service book in Fundamental Rule Form No.10 shall be opened for each Government Servant at his own cost as soon as he is appointed. It shall be in the custody of the officer under whom he is working. The officer shall see that all entries are duly made and attested. It is the duty of the employee to see that his own service book is properly maintained and that all erasures in it are attested. Each employee may maintain a duplicate service register, if necessary. In the case of Basic Servant, the Service Registers will be provided to the employees free of cost.

22. Conduct and Discipline.—All the employees of the department are governed by the Tamil Nadu Government Servants' Conduct Rules.

The employees who are classified as "Workers" under the Factories Act, 1948 shall in addition to the General Rules of

conduct also observe the following instructions :

(1) They should abstain from holding unnecessary conversation with each other and from doing anything which may cause annoyance to their fellow workers.

(2) They should leave the office immediately when the work is finished and not loiter in the premises.

(3) They shall not bring outsiders into the office and shall not allow strangers, not even men of another sections or department of the office to loiter about in their section.

(4) They should not read newspapers and books during working hours.

(5) They should not smoke in any part of the Press.

(6) They should not spit in any part of the premises except in the receptacles provided for the purpose and disfigure walls.

(7) They shall not collect funds or conduct any other means of raffling in office.

(8) They shall take proper care of all machines, tools, types and other materials used by them in their work.

(9) The employees shall not take meals in the press premises or in the workspots. They shall take tiffin or meals only in the rooms set apart for this purpose.

(10) No employee or outsiders bringing meals shall enter the Press premises for the purpose of delivering the meal carrier to the employees on duty.

(11) They shall not wilfully interfere with or misuse an appliance or other things provided in the factory for the purpose of security, health, safety or welfare of the workers therein.

(12) They shall not wilfully without reasonable cause do anything likely to endanger themselves.

(13) They shall not wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

(14) Every employee must register his residential address and immediately notify

any change of residence to the section head and Overseer.

(15) No employee shall stop work before the signal to cease work or before the time specified above without permission.

(16) They shall not leave their headquarters without prior permission. They shall indicate, apart from the purpose, in the leave application their address during the leave period.

(17) They shall obtain permission from the security staff to enter the press premises excepting when they report for duty.

(18) They shall handover the hour leave memos and leave memos at the gate.

(19) Employees on leave are prohibited from accepting any employment outside the press which involves the receipt of any pay, fee or honorarium.

(20) Although employees are not under oath, it is a part of the professional honour of a printer not to dislodge the nature of the work upon which he is employed. They shall not communicate anything regarding any work to any person who is not engaged on the work although he may work in the same section or to any person who is employed in the office. Employees found guilty of this offence will be dismissed and they may be debarred from future employment under Government and in serious case they may be prosecuted.

(21) Every person in the press service holds his office during the president's pleasure, and it is well established principle of law that no suit of other proceedings will lie in a Civil Court against the Government at the instance of a Government servant in respect of any other affecting his conditions of service, or in respect of any disciplinary or other action taken against him in his capacity as a Government servant. If a Government servant feels aggrieved by any such order or action, his remedy is to appeal, or to submit a memorial to higher authorities, submit to the conditions and restrictions, if any, prescribed by the rules applicable to his service. Recourse to Courts to ventilate service grievances is improper and will be viewed with grave displeasure.

23. Leave Rules.—The employees are governed by any one of the following leave rules :-

(i) *Tamil Nadu Leave Rules.*—The staff of the Ministerial service, General subordinate service and Basic service are governed by the Tamil Nadu Leave Rules.

(ii) *Industrial Employees Leave Rules.*—All employees of the Press who were permanent and hold inferior posts and who were enjoying the benefits of Madras Leave Rules shall continue to be governed by the same Leave Rules till they are confirmed in any of the posts which comes under the Government Press Subordinate Service. After confirmation, they are governed by the Industrial Employees Leave Rules.

Note.—The unearned Leave on Medical Certificate is enhanced to 18 months instead of 12 months to Employees of the Government Presses.

(Vide G.O. Ms. No.100, Information and Tourism (S&P II), Dated 3rd April 1992)

(iii) *Pudukkottai State Leave Rules.*—Ex-Pudukkottai State servants who have opted to remain under Pudukkottai State Rules, governed by the Pudukkottai State Leave Rules after absorption with Tamil Nadu Government.

24. Leave.—(a) The employees are governed by the general and special instructions contained in the District Office Manual/Fundamental Rules.

(b) Application for leave for less than half a day should be entered in the prescribed form making corresponding entries for reference in the foil of each memo. The head of the section should be careful to see that the serial number, date, name and time of leaving are also entered in the foil of the leave memo and the book submitted to the sanctioning authorities for their initials both on the foil and counterfoil. After the memoranda is sanctioned, the counterfoil should be handed over to the employee concerned for delivery to the Watchman when passing through the gate. Heads of sections (Technical only) should check attendance register with the foils, at least once in a month to verify whether the leave availed of is entered in the attendance register.

Note.—The clause "number of times taken during the past two months" will mean "number of times taken during the last two months from the date on which the application is made".

(c) Employees who absent themselves on sick report should submit medical certificates immediately on placing themselves under medical treatment. Failure to do this will render to the employee concerned liable to loss of leave allowance or to delay in payment thereof. On the termination of medical leave due to sickness, a certificate of fitness to resume to duty must be produced.

(d) The leave accounts of employees under the Industrial Employees Leave Rules shall be in accordance with the instructions contained in Fundamental Rules.

25. Absence without Leave.—Employees are warned that all absences, however short, marked 'A' opposite their names in the attendance register in red ink are unauthorised absence constituting break and forfeiture of past service under the rules. It is, therefore, necessary that each employee should in all cases obtain leave before he stays away from work or if he should happen to be absent from duty owing to unavoidable circumstances, he should invariably send a report within three days from the date of his absence. He should also apply for leave in the form prescribed on his joining duty.

The Officer in-charge of the department at his discretion, order the deduction of one day's pay for each day of absence of an employee without leave or without the production of medical certificate. Only sudden illness will be an excuse for absence without previous permission. Absence without leave for more than three days render the absentee liable to disciplinary action entailing even removal from service. Sundays and holidays occurring during absence without leave are reckoned as working days.

Note. (i) If an employee is absent without prior permission for more than 3 days, a memo should be sent instructing to join duty:

(ii) If the absence is continuous for more than seven days without prior intimation, disciplinary action should be initiated against him/her under Tamil Nadu Civil Services (Classification, control and Appeal) Rules 17 (a);

(iii) If he/she does not turn up for duty in spite of disciplinary action initiated, or explain the reason for the absence, all actions said under TNCS (CCA) Rules 17(b) & 18 (C) should be initiated.

(iv) When the disciplinary action is pending, if the employee express his/her desire to join duty, within six months, the unit officer shall permit him/her to join duty. If the action taken is under TNCS (CCA) Rules 17(a), the unit office shall take a decision. If it is under Rules 17(b), only the appointing authority is empowered to take a decision on this.

(v) If the absence is more than six months, even if the request to join duty on the basis of Medical certificate or the report of the Medical board, only the appointing authority is empowered to take a decision.

(Vide G.O. Ms. No. 1046, P & A. R. (FR. III) dated, 13th November 1987. Government letter No. 8699/FR III/91 5, P & A. R. dated 8th August 1991, Directorate's Circular No. 31340/D2/91, dated 28-11-91.)

26. Cancellation of leave.— Heads of sections will note that no employee is to be allowed to return to work before the expiry of his leave without the written permission of the officer sanctioning the leave.

27. Leave certification.—The leave reports and certificates will be received by the Tappal section. The reports will be date stamped and sent to the departments concerned. The medical certificates will be date stamped and handed over to the concerned establishment sections for certifying the eligibility of leave, before certifying the eligibility of leave the medical certificate will be sent to Time office for affixing leave memos and certifying the leave availed of by the employees during the last two years. The medical certificates with these memos will be sent to the concerned departments for obtaining the initials of the concerned Foreman on the leave memos and then they will be sent to the establishment sections concerned for certifying the eligibility of leave.

28. Hours of Attendance.—(A) The hours of attendance for the ministerial staff shall be in accordance with the hours of working prescribed in the District Office Manual.

(B) The press branch shall work for 45 hours a week in each shift.

(G.O.Ms. No. 282, Transport, dated 20th April, 1976).

Shift timings.—(i) The hours of working in each shift shall be as follows :-

Hours of attendance	Interval
Shift I— 6.00 a.m. to 2-00 p.m.	10-00 a.m. to 10-30 a.m.
Shift II— 2-00 p.m. to 10-00 p.m.	5.30 p.m. to 6-00 p.m.
Shift III— 10-00 p.m. to 6-00 a.m.	1-30 a.m. to 2-00 a.m.
Normal— 9-00 a.m. to 5-30 p.m.	1-00 p.m. to 2-00 p.m.

Note —

The hours of working in General shift shall be as follows:—

Hours of attendance	Interval
9.45 a.m. to 5.45 p.m.	1.30 a.m. to 2.00 p.m.

(Vide G.O. Ms. No.5, Information and Tourism (S&P II) Dated 6th January 1992.)

(ii) The hours of attendance for the following categories of staff shall be as follows :-

(a) Gate Sergeant—

All working days—

Shift I— 5-45 a.m. to 2-10 p.m.	9-15 a.m. to 9-45 a.m.
Shift II— 1-45 p.m. to 10-15 p.m.	6-00 p.m. to 6-30 p.m.
Shift III— 9-45 p.m. to 6-15 a.m.	2-00 a.m. to 2-30 a.m.

(b) Time-keepers—

All working days—

Shift I— 5-45 a.m. to 2-15 p.m.	10-30 a.m. to 11-10 a.m.
Shift II— 1-45 p.m. to 10-15 p.m.	6-00 p.m. to 6-30 p.m.

<i>Hours of attendance</i>	<i>Interval</i>
Shift III— 9-45 p.m. to 6-15 a.m.	2-00 a.m. to 2-30 a.m.

(c) Sweepers and Scavengers—

All working days—

Shift I— 5-45 a.m. to 2-15 p.m.	10-30 a.m. to 11-00 a.m.
Shift II— 1-45 p.m. to 10-15 p.m.	5-30 p.m. to 6-00 p.m.
Shift III— 9-45 p.m. to 6-15 a.m.	1-30 a.m. to 2-00 a.m.
Normal Hours— 9-00 a.m. to 5-30 p.m.	1-00 p.m. to 2-00 p.m.

(d) Waterman—

All working days—

Shift I— 5-00 a.m. to 1-00 p.m.	9-30 a.m. to 10-00 p.m.
Shift II— 1-00 p.m. to 9-00 p.m.	5-00 p.m. to 5-30 p.m.
Shift III— 9-00 p.m. to 5-00 a.m.	1-00 a.m. to 1-30 a.m.
Normal Hours— 9-00 a.m. to 5-30 p.m.	1-00 p.m. to 2-00 p.m.

(e) Watchman—

All working days—

Shift I— 5-45 a.m. to 2-15 p.m.	10-15 a.m. to 10-45 a.m.
Shift II— 1-45 p.m. to 10-15 p.m.	6-15 p.m. to 6-45 p.m.
Shift III— 9-45 p.m. to 6-15 a.m.	1-45 a.m. to 2-15 a.m.
Normal Hours— 9-00 a.m. to 5-30 p.m.	1-00 p.m. to 2-00 p.m.

Note 1.—One electrician shall attend office at 4-00 a.m. in the first shift on every Monday and on the working days following a holiday to switch on the power required for melting of metal on Lino and Mono machines.

Note 2.—One foundry worker shall attend in first shift on every Monday and on the working days following holidays for lighting the ovens and shall leave office one hour earlier on such days.

29. Time-Keepers.—Attached to the overseer and they will work under the immediate orders of the officer in-charge of the Time Office. They shall be responsible for the correct recording of the attendance of all employees of the Press in accordance with the instructions contained in paragraph 32. They shall watch the employees signing their names, posting their time in the recorder or dropping the tokens in the boxes and with these records immediately arrange to post the attendance registers. They shall maintain the register of all leave taken by employees up-to-date for the purpose of showing the leave records in the application for leave by the employees.

30. Attendance Registers.—Separate registers for the different departments to conform to the division of establishment under the system of cost accounts shall be maintained. The attendance register in W.M.G.P. shall be maintained by the Press Branch. As the attendance register is a book of prime entry, it shall be maintained as accurately as possible. Late attendance, permissions granted to leave office early, causal and leave of all kinds shall be recorded in this register.

31. Token Numbers.—Each Employee of the Press is assigned a token number. These numbers are subject to revision as and when found necessary. The newly appointed men takes the vacant number. A compositor transferred from one section to another does not change his number. All entries in the order books, pay bills, acquittance rolls, leave memorandum, letters, etc., should contain the number as well as the name and designation of individual.

32. Record of Attendance.— All employees in the Press Branch shall drop their tokens in the boxes provided for the purposes or punch cards in the Time Recorders provided.

Overseers, Top Senior Foreman, Senior Foremen, Junior Foreman, Technical Assistant, Head Reader, Top Senior Readers, Store Keepers, Chief Despatcher, Head Despatchers, Senior Despatching Clerks, Warehouse Clerks, Adler Type Operators, Lino and Mono Operators, Time-Keepers, Gate Sergeants on first entering the Office in their respective shifts will sign their initials in the Attendance register. The watchman in shifts also will sign in the attendance register. The watchmen record rounds on the tell-tale clock during nights on all days and during day time on holidays and Sundays.

Those attending office latter, i.e. after 10 minutes of grace shall mark their time of arrival in the register.

Employees who attend office late upto half-an hour will be marked in red ink, and beyond half an hour up to two hours, they will be marked in blue ink with blue ink underlined.

All erasures, over writings, additions and alterations of any kind in attendance registers converting absence into leave of any kind or leave into absence or one kind of leave into another should be initialled by the respective Junior Time-Keepers based on orders recorded in the Office order book or borne out of by memo sanctioned under authority of the Officer-in-charge.

33. Late attendance.—(A) Employees in the Press Branch attending office late after 10 minutes, grace in all the shifts will be marked late in the attendance registers in red ink. Late attendance above 10 minutes and up to 15 minutes is reckoned as 15 minutes late and above 15 minutes and up to 30 minutes as 30 minutes late. Employees attending office after 30 minutes and upto 2 hours shall be permitted to work only after they get hour leave memo with the late slip issued by the Gate Sergeant sanctioned by the Officer-in-charge or the Overseer.

(B) Ministerial Staff.—The procedure laid down in District Office Manual shall be followed in respect of ministerial staff attending office late.

34. Deduction from salary for late attendance.— If the total of late attendance

in a month amounts to an hour or less in the aggregate, it is excused. If the late attendance exceeds one hour, deduction shall be made from out of salary for the total number of hours of late attendance.

Employees, who frequently attend late without satisfactory explanation are in addition to the above deductions liable for disciplinary action entailing even removal from service.

35. Permission to attend office late and to leave early.— Ministerial staff of the Directorate and Central Press and its branches in the city and the mofussil belonging to Hindu religion may attend office one hour late on new moon days and leave office early on the days specified in District Office Manual.

36. Hour leave.—Leave during office hours for less than half a day may be sanctioned to the technical employees who shall submit their application in W.M.G.P. 98 to the Officer-in-charge or in his absence to the Overseer through their immediate section heads. Employees of the confidential section shall obtain sanction from the Officer-in-charge or in his absence from the Overseer.

37. Absentee list.—Absentee lists of all employees coming in the shifts due at 6.15 a.m., 2-15 p.m., 10-15 p.m. will be made up at 6-45 a.m., 2-45 p.m., and 10-45 p.m. respectively. Absentee lists of all employees coming in normal hours due at 9-15 a.m. will be made up at 9-45 a.m. The list of absentees should be submitted to Officer-in-charge of the Time Office daily at 11-00 a.m., 7-00 p.m. and 3-00 a.m. for each shift. A consolidated register showing details of absentees of each department for each day should be submitted to the Works Manager through the Officer-in-charge of Time Office at 11-00 a.m. on the next working day.

38. Absentee statement.—An absentee statement showing particulars of strength, absentees and percentage of absentees in each department shall be prepared every day. For comparison, previous day's percentage of absentees shall also be shown in the statement.

39. Change of Shifts.— Employees shall attend office in the shifts to which they are

posted. They shall not change shifts without prior permission. Muslim employees, who are working in shifts is permitted to work between 6 a.m. to 2 p.m. and those who are working in normal hours is permitted to work between 8 a.m. to 4-30 p.m. during Ramzan at their own request.

40. Holidays.—The press will be closed on all Public Holidays declared under the Negotiable Instruments Act, and other holidays declared on special occasions to Government Institutions.

(G.O. Ms. No. 667. Transport, dated 14th December 1974.)

41. Sunday Work.—Orders for Sunday work will be given at the discretion of the Works Manager/Branch Manager with reference to the circumstances of the work required to be done, provided also that the provisions of the Factories Act are not infringed. Generally no work for a Sunday can be accepted unless the Secretary to Government certified that a special work is so urgent that it must be done on Sunday.

42. Compensatory Holidays.—Employees of the Press who come under the definition of workers in the Factories Act, if required to work on a Sunday (weekly holiday) will be allowed substituted holiday on one of the three days immediately before or after the Sunday. The grant of such a substituted holiday shall be so regulated that no employee works for more than ten days consecutively without a holiday. If such substituted holidays are not given, compensatory holidays will be granted by the competent authority for the work on Sundays or holidays within the month in which the holidays are due to them or within two months immediately following that month in accordance with the Factories Act.

Compensation leave for employees who do not come under the definition of "Workers" including Ministerial staff will be granted on application to the Officer-in-charge of the Departments within six months from the holiday or holidays not availed of.

Orders for working on any of these holidays will be given on the same authority as for Sunday work.

43. Tappals (A).—This section shall attend to the receipt of tappals and function in accordance with the instructions laid down in the District Office Manual.

A Distribution Register in Form I given in Appendix 3 of the District Office Manual (C.F. New No. 260) shall be maintained separately for each section. Serial Nos. in column (1) of the register shall be got machine numbered in advance. All papers received in tappal shall be entered in this register.

This section shall also maintain the Register of Valuables and account for all the items recorded therein.

After perusal of the tappal by the Officers the tappal Junior Assistant shall sort out the papers of each section into separate bundles and send each bundle to the Section heads concerned who shall sort out the papers intended for each clerk and have them numbered with the automatic numbering machine in such a way that each clerk gets a consecutive series of numbers. Below the last number given to the day's tappal, the section head should invariably affix his initial with date. In Column (2) of the Distribution Register, the section head shall enter the nature of the enclosures, if any, received with the current. The concerned Junior Assistant and Assistant shall acknowledge the receipt of the tappals in the respective section Distribution Register.

(B).—(i) Tappals received in the press branch during the office hours will be received and attended to by the Tappals Section.

(ii) Tappals received out of office hours and on Sundays and holidays will be received by the Overseer and handed over to the tappal section the next working day.

(iii) Tappals superscribed "Immediate", "Special" or "Urgent" containing proofs and other materials for printing on receipts shall be opened by the Overseer/Officer on duty. Action as warranted shall be taken by the Overseer/Officer on duty and Intimated to the officer concerned the next day.

(iv) Scaled covers containing proofs or materials for printing shall be opened only

by the Foreman of the Top Secret/Budget section concerned. The officer on duty shall refer the Foreman Top Secret/Budget section in cases of doubt.

(v) Tappals addressed by name shall be sent to the officer concerned for their attention.

44. Registers.—The registers and forms as prescribed under the Codes and Manuals shall be maintained by the section heads concerned. The registers and forms listed in Appendix (XVIII) shall be maintained in addition. Maintenance of unauthorized registers and non-maintenance of the prescribed registers shall be avoided.

45. Record Section.—This section shall keep in safe custody all records received from the various sections after disposal till they are ripe for destruction. The instructions contained in the District Office Manual regarding the maintenance and disposal of the files shall be followed. The Record-keeper shall also keep in serial order all the office orders and circulars issued.

46. Record Keeper.—Shall arrange to obtain the stationery articles from the Stationery Stores on annual indent and distribute them in accordance with the scale laid down in the Stationery Manual. He shall maintain Stock Register to record receipts and issues. He shall maintain the register of furniture and arrange for the annual verification of furniture.

47. Officer Order Book—An order book shall be maintained in the Record Section wherein all office orders issued by the various sections shall be entered.

The office order book dealing with appointments, resignations, fines, promotions, warnings etc., relating to personnel shall be maintained in each establishment section concerned and put up to the officer-in-charge for review once in a month.

48. Destruction of Records.—The instructions contained in Articles 326 of Tamil Nadu Financial Code, shall be followed in the destructions of records referred to therein. The list of other records that should be permanently retained or preserved

for not less than the period specified against each are given below:-

A. To BE RETAINED

1. Government Order file (if indexed).
2. Pension Papers (Accountant General's reports on Pension applications and Joint Director's sanction thereon together with other connected papers should ordinarily be preserved permanently).
3. Invoice Books of Printing and Binding materials, imported from England.
4. Tamil Nadu Government Gazette files.
5. R. Dis. files (to be reviewed after 30 years).
6. Pay Bills and Acquittance Rolls.

B. To BE PRESERVED FOR NOT LESS THAN THE PERIOD SPECIFIED AGAINST THEM

Office.	To be destroyed after years.
1. Cash Books	20
2. Day Books (including supplies by V.P.)	15
3. Advertisement Bill Books	15
4. Stock Ledger for Plant, Stores, etc.	10
5. Register of Valuables ..	10
6. Ledger Accounts of printing work done for State and Central Officers.	10
7. General and Charges Ledgers, Compilation Journal	10
8. Bill Books	5
9. Receipt Books	3
10. Tender files	3
11. Treasury Receipt Files ..	3
12. Postage Accounts	3
13. Subsidiary books-	
(a) Classification charges (casting system)	3
(b) Stores receipt book and monthly summary of stores consumed	3

Office.	To be destroyed after years.	Office.	To be destroyed after years.
14. Distribution Register ..	5	Copies of correspondence ..	10
15. Personal Registers ..	5	Subscriber's register of L.L.R. and Gazette. ..	3
16. New Case Register ..	5	Letters accompanying subscription to the periodicals and other publications, etc.	2
17. Fair Copy Register ..	3	All Government orders and correspondence for inserting notifications, etc. in the Gazette ..	2
18. Despatch by post and Local delivery book. ..	3	Telephone messages, applica- tion for appointment and formal inquiries asking for price of publications, rate of subscription to Gazettes L.L.R. etc ..	2
19. Periodical Register ..	3	Attendance Registers ..	10
20. Call Book	3	(i) Files, Registers, etc., not selected for audit and relating to period, the audit of which is over to be destroyed six months after the disposal of the objection statement of that period. Audited files to be preserved till a review thereof, if any, by the Accountant-General is over.	
21. Security Register (provided all items are accepted for)	10	(ii) Audit vouchers shall comprise line account, rough proof, hour account, memos., Imposers time sheets, etc. G.R.S., requisition for stores, invoices following supplies, etc., paper issue vouchers, supply bills with invoices, leave memos., overtime working sheets, outturn sheets, etc.	
22. Record Issue Register	3	(iii) Spare copies of <i>Tamil Nadu Government Gazette</i> ordered for destruction may be sold as waste paper and in cases in which it may be desirable, these papers shall be torn into pieces before being sold.	
23. Register of key of Record Room	1	49. Budget. — This section shall (i) attend to the preparation and submission of Budget Estimates in respect of the Department of Stationery and Printing. For this purpose, this section shall assist the Chief Controlling Officer in exercising control over the expenditure at all the units.	
24. Arrear list (Form VII and X) and running Note files ..	3	(ii) attend to submission of proposals for re-appropriation and Surrender of Funds.	
25. D. Dis. files and F. Dis. if marked 'D'	10		
26. K. Dis. files and F. Dis. if marked 'K'	3		
27. L. Dis. files	1		
28. Audit Vouchers, registers, etc.	5		
<i>Other sections</i>	<i>Years.</i>		
Order Books	30		
Work Order book including (slip and turn book) ..	3		
Bin Cards	3		
Paper Issue Books	3		
Stationery Office indent files	5		
Spare copies of Tamil Nadu Government Gazette (retaining 2 copies for sale to the Public by levy of Rs. 5)	1		
Stock ledgers of publications	10		
Acts of Government of Tamil Nadu Superseded publications.	6 months after repeal on issue of revised Edition.		

(iii) Conciliation of proposals for inclusion under part II scheme.

(iv) Classification Order-classification of Heads of accounts.

(v) Re-conciliation of Departmental expenditure and furnishing certificates to Accountant-General, Tamil Nadu.

(vi) Submission of reports to Accountant General on the variation in the Appropriation Accounts, preparation for notes for discussion in the Public Accounts Committee on Appropriation Accounts.

(vii) Submission of number statements to Government and

(viii) Submission of statements on election expenditure and receipts to Government.

Forms for the preparation of estimate of receipts and charges are supplied by the Finance Department. Detailed instruction for the preparation of the estimates are contained in Chapters III, IV and V of the Budget Manual. The dates for the submission of the estimates are given in the statement of returns.

All the Heads of Offices and Controlling Officers shall send the estimates to the Directorate in complete shape and in the prescribed form twenty days in advance for consolidation.

50. Subsidiary Statements.—In advance of the departmental estimates, the Director of Stationery and Printing shall forward to the Finance Department on the 1st August of each year, the following statements of numbers:-

(i) Statement in Annexure I (Budget Manual) giving particulars of posts in each permanent and temporary establishment, the sanctioned monthly pay, the pay that will be drawn on the 1st of April, following the number of officers at each rate of pay for whom provision will be made in the departmental estimates.

(ii) A statement in Annexure II (Budget Manual) Showing the allowances attached to posts or individuals.

(iii) A Statement in Annexure III showing the number of posts in each category.

51. Control of Expenditure.—Form-D in the Budget Manual, modified as suitable to the Office, shall be used in Register form for recording the appropriations, re-appropriations and expenditure together with all liabilities to watch the progress of expenditure as compared with appropriations and re-appropriations. The register shall be closed monthly and the progressive total carried forward. The figures booked in the department shall be verified with those of the Accountant-General's Office, Tamil Nadu every month and the differences reconciled and certificate furnished to the Accountant General Tamil Nadu. The Assistants will be deputed for this purpose.

The detailed instructions for the maintenance of this account, Chapter VII of the Budget Manual shall be followed.

52. Re-Appropriation and Surrenders.—Proposals for surrenders shall be submitted to Government not later than 15th January each year, if it is found that any portion of appropriation cannot be spent during the year. Applications for additional appropriation and re-appropriations shall be submitted to Government as necessity arises but not later than 15th January each year. For instructions Chapter VIII of Tamil Nadu Budget Manual shall be referred to. Proposals for final surrender shall be sent to Government in Finance department before 15th March of each year.

53. Cash Section.— This section shall keep in safe custody of all moneys received for disbursement. The detailed instruction laid down for the custody of cash and accounting procedures detailed in the Tamil Nadu Treasury Code and in the Tamil Nadu Financial Code shall be observed. The Cashier in-charge of the cash section shall furnish the prescribed security and keep under his custody the valuables including security bonds, agreements, vouchers relating to disbursements and the records relating to all the cash transactions. The Junior Cashiers and shroffs who are classified as security hands shall assist the cashiers.

54. Accounts Procedure.—The following accounts procedure shall be followed in the Press Branches, Government Publication

Depot at Anna Salai, Madras (and the Directorate of Stationery and Printing) in regard to the transaction of cash.

55. Register of valuables (W.M.G.P. 3).—

All money, any valuables received on account of work done or supplies made shall be entered in this book by the Chief Cashier with his dated initials.

The Chief Cashier will strike off the daily total and initial in token of the receipt of the valuables.

56. Receipts may be realised only in legal tender coin or currency notes. Cheques, remittance transfer receipts and demand drafts issued by the bank shall also be accepted.

A final receipt may be issued for the amount of a cheque received with the addition of the words "subject to realisation of cheque" in the receipt. No further receipt shall be issued after the realisation of the cheque.

All moneys received shall without undue delay be paid into the Bank and shall be included in the General balance of Government. Receipts shall not be appropriated to meet departmental expenditure.

Note.-1. In cases where particulars are not available for remitting the amounts into the Bank under proper unit in the Revenue Account the amount may be kept "not credited" subject to a maximum period of three months.

2. The daily progressive totals of such items shall be carried forward.

57. Cash receipt book (W.M.G.P. 13).—

The receipt of all moneys including cheques and stamps received on behalf of Government will be acknowledged in this form. In cases of remittances by money order, the acknowledgement portion of the money order form shall be treated as a Receipt Voucher.

58. Cash book (W.M.G.P. 4).—All cash realised which is for credit to Government will be entered in this book classified under the various detailed heads provided for in it. The daily total in the cash books shall be reconciled with that of the Register of Valuables and the initials of the Bill Drawing Officer obtained. All corrections and alterations in the book shall be authenticated

by the dated initials of the respective officers. Money withdrawn on bills for pay, establishments, contingencies, etc., should not be treated as receipts and entered in cash book but should be accounted for and watched through acquittance rolls, contingent registers, etc. The Cash Book shall be closed for remittance in the bank at convenient intervals avoiding always holding up of unduly heavy cash balance.

Note.-The Cash Book should ordinarily be closed and balanced daily. At the Central Press where daily cash transactions are few, it will be written up by dates, after balancing daily and closed for remittance to bank at least, twice a month.

59. Chalan (W.M.G.P. 1-2A).—

Remittances to the Bank shall be accompanied by a chalan made out in triplicate giving full particulars of credit heads. The receipt of the amount will be acknowledged by the Bank in the original of the chalan.

60. Custody of money and keys.—

Vouchers and all valuables, cash, shall be kept in the cash chests provided with double locks. One key shall be in the custody of the cash-keeper and the other with the drawing officer.

61. Abstract cash book.—This book shall be maintained by the Cashiers. All receipts including salaries, etc. are entered in this book (W.M.G.P. No. 6) properly classified as given below with disbursement noted against each item. This book shall be closed daily and the cash balance verified. The Bill Drawing Officer shall verify the cash balances daily and record under his dated initials a certificate of count in this book. Physical verification of actual cash balances held by the Chief Cashier shall be conducted by the senior Officers, Central Press, Madras, once in every week by rotation. The Accountant in the Publication Depot shall check the cash abstract book before verification of the actual cash balances by the Assistant Director (Publications). The Branch Manager or the Assistant Directors at the unit presses shall verify the cash balances daily. The check of this book should also be made to watch the correct disposal of the money received e.g. by payment into the Treasuries concerned, disbursements of pay among the staff, return of security deposits, etc.

62. Payments into the Reserve Bank of India and the Treasuries, their verification and reconciliation.—The remittances into the Bank and the Treasuries are noted in a manuscript register classified under several heads of credit from the original of the chalang. The direct payments into the Bank and the Treasuries by the State Officers for credit under "058. Stationery and Printing" shall be reconciled with the Accountant-General's figures every month.

63. Expenditure.—No expenditure shall be incurred unless covered by general or special orders and appropriations or re-appropriations for the year sanctioned by the competent authority.

While incurring or authorising expenditure, it should be noted that it does not contravene the principles which are known as standards of financial propriety as laid down under article 3 of Tamil Nadu Financial Code, Volume I.

All sanctions to expenditure shall be expressed both in words and figures.

64. Alterations.—Erasures and over-writings in any account register, schedule or cash book are absolutely forbidden. Corrections shall be carried out in red ink and shall be authenticated by the Officers-in-charge setting his dated initials against each.

65. Contingent Bills.—The check of contingent bill shall be directed to ensure:

1. that each bill is supported by vouchers defining the claims against the Department.
2. that the claim so preferred is a correct one properly payable by the department.
3. that adequate sanction to the charge exists,
4. that there is due provision in the budget, and
5. that the charges are in accordance with the contract or market rates.

Note.—Petty contingent expenses for a months shall be drawn in a single bill at the end of each month.

66. Vouchers.—Every payment shall be supported by a voucher setting-forth full

and clear particulars of the claim. They shall be duly stamped if the amount exceeds Rs. 20 unless exempted (Appendix. I Tamil Nadu Treasury Code, Volume II). For the special rules regarding the form of vouchers for disbursements made, etc., clauses (a), (b), (c) and (d) of S.R. 2 under T.R. 32, Tamil Nadu Treasury Code, Volume I may be referred to.

Note.—1. On the office copy of the bill towards claims for the purchase of stores, the Chief Store-keeper shall certify that the new purchase in question has been duly taken into the stock account. The settlement of the claim shall also be noted on the office copy of the original indent for articles.

2. Special form No. WMGP New No. 15 shall be used to pass payment for conveyance charges to establishment, cooly and cart hire for carriage of Gazettes and forms and such vouchers wherever necessary shall be supported by gate passes (C.F. 142)

3. Cash payment shall be used in all cases of payments of freight charges made on articles transmitted by rail.

4. Payment made to other Government departments for services rendered in respect of non-standardised items of Act, ordinances and other Manuals, etc., shall ordinarily be made by book transfer-Vide Article 69, Tamil Nadu Accounts Code, Volume I.

67. Pay Bill Section.—This section shall attend to the preparation of Pay bills for both permanent and temporary establishment of all officers other than those classified as self-drawing officers. This section shall also prepare claims relating to supplemental pay bills, Travelling allowance bills, Medical reimbursement bills and bills relating to loans and advances.

68. Payments.—The wages of every person employed in the press shall be paid before the expiry of the tenth day after the last day of the wage period in respect of which the wages are payable.

All payments shall be made in a working day in current coin or currency notes or in both.

69. Claims of Government Servants (General).—All proposals for additions to establishment whether permanent or temporary or for an increase in the emoluments of an existing post shall be scrutinised with the greatest care. Full details to be furnished with establishment proposals, instructions regarding submission

of proposition statements where necessary and other instructions are contained in Article 64 to 68, Tamil Nadu Financial Code, Volume I. Establishment bills of the employees of the Press shall be presented for payment five days before the last working day of the month to which they relate.

Pay, leave salary and other monthly recurring payments to the employees of the Press become ordinarily due for payment only on the expiry of the month to which they relate.

70. The Monthly Establishment Bill.—Form No. 47-A, Tamil Nadu Treasury Code shall be used for bills for the pay, fixed allowance and leave salaries of *non-gazetted* Government Servants. No separate office copies shall be maintained for these bills, but the special acquittance roll (WMGP 77-A) prescribed for the Government press shall be adopted. The names of all permanent and officiating and temporary officials together with their pay, leave and other allowances, deduction of fines and recoveries shall be noted in the respective columns. The names of all Government servants in inferior service may be omitted in the bills. In the case of temporary establishments sanctions shall be noted.

Details of pay of absentees refunded shall be furnished in the space provided for the same in the bill. Pay of menials charged to contingencies shall not be included in pay bills but drawn separately (see Appendix-14, Tamil Nadu Treasury Code, Volume II).

Note-1. Amounts held over for future payments shall be in red ink and ignored in totalling.

2. Fines, cost of resetting, repairing, etc., recovered from employees and refunds pertaining to the official year shall be treated as abatement of charges.

3. Recovery on account of materials, including paper damaged and refunds relating to previous official years shall be treated as receipts under proper heads.

4. Deduction of funds, income-tax, etc., are regulated in accordance with the rules specified against each.

71. Deductions from the wages of an employed person shall be made only in accordance with the provision of the Payment

of Wages Act, 1936 (Act IV of 1936) and may be of the following kinds namely:

(i) Fines.

(ii) Deductions for absence from duty.

(iii) Deductions for damage to or loss of goods expressly entrusted to the employed person for custody or for loss of money for which he is required to account, where such damages or loss is directly attributable to his neglect or default.

(iv) Deductions for house accommodation supplied by the employer.

(v) Deductions for such amenities and services supplied by the employer as the State Government may by General or Special Rules authorise.

(vi) Deductions for the recovery of advances or for adjustment of overpayment of wages.

(vii) Deductions of Income-Tax payable by the employed person.

(viii) Deductions required to be made by order of a Court or other authority competent to make such order.

(ix) Deductions for subscription to and for repayment of advances from any Provident Fund to which the Provident Fund Act, 1925 (XIX of 1925) applies or any recognised Provident Fund as defined in section 58A of the Indian Income-Tax Act, 1922 (XI of 1922) or any Provident Fund approved in this behalf by the State Government.

(x) Deductions for payment to co-operative societies approved by the State Government or to a scheme of insurance maintained by the Indian Post Office.

(xi) Deductions made with the written authorisation of the employed person in furtherance of any savings scheme approved by the State Government.

72. Arrear Bill.—Arrear pay shall be drawn in a separate bill with quotation of the bill from which the amounts were either withheld or refunded by deductions or of any special order of competent authority granting a new allowance. Such bills may be presented from 2nd to 25th of every month.

73. Overtime Compensatory Allowance is paid to the employees in the press branch

as on 2nd June 1958, who are qualified to draw the allowance. This allowance shall count Pay in reckoning leave salary and pension.

(1) G.O. Ms. No. 3357, P.W., dated 13th December 1958.

(2) G.O. Ms. No. 1458, P.W., dated 11th May 1960.

(3) Government Memo No. 4628/D1/60-7, P.W., dated 14th November 1960.

74. Adhoc Allowance or Fixed Allowance.—Adhoc allowance or fixed allowance is paid to the employees in the press branch in addition to the over time compensatory allowance. This allowance shall be termed as pay in reckoning leave salary as well as pension.

(G.O. Ms. 282, Transport, dated 20th April 1974.)

(Govt. Memo, 102329/81/70-29 Transport, dated 23rd May 1974.)

75. Night Allowance.—The employees working in the press branch are paid at the rate of Rs. 1.50 whenever they work beyond 12 midnight.

(G.O. Ms.No. 676, Transport, dated 26th December 1974).

Note: Night shift allowance shall be raised from Rs. 2.50 to Rs. 3.50 per night.

Vide G.O. Ms. No. 102, I & T (S & P II), Dated 31st March 93.

76. Good Conduct Allowances.—Shall be paid at the discretion of the Director of Stationery and printing on the recommendations of the respective heads of offices to the employee of Composing, Machine, Binding, Lino, Mono, Type foundry Departments who give exceptionally good outturn and keep their machines clean.

77. Bun and Tea Allowance.—All the technical employees will be paid a sum of Rs. 10 per month as bun and tea allowance.

(G.O. Ms. No. 626, Transport, dated 24th July 1978.)

Note.—The Bun & Tea allowance shall be raised from Rs. 20/- per month to Rs. 30/- per month.

(Vide G.O. Ms. No. 102, Information & Tourism S & P II, dated 31st March 1993.)

78. Seven-Day Week Compensatory Allowance.—The employees of the Top Secret and Budget Sections are paid "Seven-

Day Week Compensatory Allowance" of Rs. 5 p.m. for those getting above Rs. 300 p.m. and Rs. 3 p.m. for those getting below Rs. 300 p.m. for working on Sundays. They shall avail their weekly holidays in turns.

(G.O. Ms. No. 25, Transport, dated 19th January 1976.)

(G.O. Ms. No. 62, Transport, dated 29th January 1976.)

Note: Seven-Day week compensatory allowance shall be enhanced as follows:

Scale of Pay	Rates of seven days week Compensatory allowance
1. 780-35-1025-40-1385	Rs. 15/- per mensem
2. 705-20-745-25-1230	
3. 555-15-615-20-795-25-970	Rs. 12/- per mensem
4. 505-10-555-15-615-20-795-25-845	

(Vide G.O. Ms. No. 880, Transport, dated 29th May 1986.)

79. Disbursement.—The Drawing and Disbursing Officers of the Stationery and Printing Department are personally responsible for every pay, etc., drawn on a bill signed by themselves until they have paid it to the persons entitled to receive it and have had the acquittance roll signed by the payees with a stamp where necessary. The undisbursed amount shall not be repaid for any period exceeding two months. The disbursement such be made by the persons preparing the bills. When the Drawing and Disbursing Officers of the respective units check the acquittance roll, they should themselves total up the items in it, check the total against the total of the corresponding establishment bill and the money received from the Bank/Treasury to be done by a responsible person. The person making the checks should sign statement at the foot of the acquittance rolls as follows:-

"Checked in accordance with subsidiary rule (4) (d) under Treasury Rule 32".

Pay, leave salary, travelling and other allowances being payable only to the personal receipt of the Government servant concerned, the requisitions for their disbursement to another person shall be accompanied by a proper receipt duly stamped if the claim

exceeds Rs. 20 in the following form for the amount of the claim to be disbursed:-

Received from the Director of Stationery and Printing, Madras, the sum of Rs. in words
being my pay, leave or other allowances for the month of 19 .

Station: *Signature.*
Date: *Designation:*

80. Supply Bills.—This section shall attend to the settlement of bills for the supplies made and services rendered to the entire department relating to (i) settlement of bills for work done by private printers, the expenditure of which is borne by the department, (ii) machinery purchased (iii) cost of repair to machinery, and (iv) other office expenditure.

81. Settlement of Bills through cheques.—The supply bill sections at the Directorate after passing the supply bills, repair bills, printing charges bills, will prepare contingent bills for settlement through cheques—Operated on the personal Deposit Account.

Electricity, postal, rental, taxation of vehicles and building, handloom bills, Khadi bills, recoupment of permanent advance bills, payment of wages to employees, arrear bills etc., will be sent to Pay and Accounts Office direct for encashment.

(G.O. Ms. No. 1025, Transport, dated 28th December 1972.)

82. Personal Deposit Account—Shall be opened with Rs. 15,00,000 by debit to the service head. The amount shall be treated as temporary advance and held under objection in the books of the Pay and Accounts Officer, Madras. At periodical intervals a contingent bill with the paid sub-vouchers should be sent to pay and accounts Officer, Madras for making payment by debit to the service head and transfer credit to the Personal Deposit Account. Necessary advice to the Reserve Bank of India, Madras will be issued for the amount passed on the bill at the end of the year by 25th March. The Personal Deposit Account should be closed by remitting the balance in the accounts to the credit of the service head

and an adjustment bill presented at the Pay and Accounts Office.

1. G.O. Ms. No. 1025, Transport, dated 28th December 1972.

2. Government Memo. No. 26957/E1/73 Transport, dated, 7th November 1973.

3. Government Memo. No. 40033/E1/73-4, Transport, dated, 19th January 1974.

4. Government Memo. No. 67934/E1/79-3, Transport, dated, 30th January 1980.

Note:—The limit of the Personal Deposit Account shall be raised from Rs. 15 lakhs to Rs. 25 lakhs under "258. Stationery and Printing".

(Vide G.O. Ms. No. 43, Transport, dated 17th January 1983.)

83. Operation of Cheques.—The Chief Accounts Officer will be the cheque drawing officer. He shall keep the cheque books under his personal custody. In the absence of leave etc., the Joint Director will operate on the accounts.

(G.O. Ms. No. 1025, Transport, dated, 29th December 1972.)

PROCUREMENT

84. General.—Purchase of machinery, spare parts, types, type materials, metal and other consumable stores required by the Press Branch shall be attended to by a separate section known as "Procurement section" which shall prepare the specifications, invite tenders, scrutinize them and place firm orders for the supply.

Procurement of paper, stationery and office appliances shall however be attended to by the Stationery Branch.

85. Store Purchase.—The acquisition of stores shall be regulated in accordance with the rules in Chapter VII Tamil Nadu Financial Code, Volume I. The provisions in the Code, unless noted against in respect of the following article, shall be followed:

1. Articles manufactured in Jails and other Government institutions—Instructions (1) and (2) (c) under rule-VII in Article 125, Tamil Nadu Financial Code, Volume I.

2. Books and periodicals—Item 8, Appendix 5, Tamil Nadu Financial Code, Volume II.

3. Stationery and Printing and Stores.- Appendix 8 Tamil Nadu Financial Code, Volume II.

4. Clothing and Liveries-item (10) of Appendix 5, Tamil Nadu Financial Code, Volume II, etc..

5. Standard articles of furniture-Instructions (2) (a) under Rule VII in article 125, Tamil Nadu Financial Code, Volume I.

86. Purchase Procedure.—The procedures indicated for inviting tenders, selection and execution of contract shall be in accordance with the Rules laid down in the Tamil Nadu Financial Code, Volume-I.

1. Machinery purchased from Indigenous Sources—Machinery available through indigenous sources are procured by calling for tenders duly observing the rules prescribed in the Tamil Nadu Financial Code, Volume-I.

2. Machinery of Foreign Origin purchased under Stock and Sale Licence of the Suppliers—Certain item of machinery of foreign origin are offered by the supplier under their stock and sale licence. In these cases, the suppliers import the same under their own stock and sale licence and supply the items to this department, on the rate to be fixed by the Projects and Equipment Corporation of India, New Delhi, a subsidiary organisation of the State Trading Corporation of India.

3. Machinery of Foreign origin imported under Actual User's Import Licence.—Certain items of machinery of foreign origin are to be imported from foreign countries on Actual User's Import Licence. In these cases, the clearance in the indigenous angle for the import of the above items is to be obtained from the Director-General of Technical Development, New Delhi and after obtaining this clearance in the indigenous angle, necessary application in the prescribed form is to be made to the Directorate of Printing, Government of India, New Delhi, for forwarding the papers of this Department to the Ministry of Works and Housing Government of India, New Delhi, for obtaining release of foreign exchange. The Directorate of Printing, Government of India, New Delhi, after scrutiny, will forward the

papers of this Department along with necessary clearance in the essentiality angle. The release of foreign exchange will be obtained by the Ministry of Works and Housing, Government of India, New Delhi, and will be communicated to this Department. After obtaining the release of foreign exchange, necessary application is to be made with the Joint Chief Controller of Imports and Exports, Madras-1, for the issue of import licence. After obtaining the import licence, supply order will be placed with the supplier for the import and supply of the machinery.

4. Procurement of spare parts under the stock and sale Licence of the supplier (Proprietary Concern).—Quotations will be called for, from the proprietary concerns for the supply of the spare parts. After obtaining necessary financial sanction, supply order will be placed with the suppliers, who will import and supply the items under the licence.

5. Procurement of spares under Actual User's Import Licence (Proprietary Concern).—For the import of spare parts under Actual User's Imports. licence, the same procedure as in the case of machinery to be imported on actual User's import licences is to be adopted.

6. Purchased in Local Market.—Certain items, spare parts, tools, equipments, etc. which can be purchased in the local market, are procured by calling for quotations, and finalising the offers received subject to their suitability being tested by the consuming departments.

7. Manufactured by Government Departments and Government Undertakings.—Certain materials like Hand trucks, brass seals, brass galleys, etc., are manufactured by Government Departments and Government Undertakings viz. Tamil Nadu Public Works Engineering Corporation, Tansi, etc. and these items are purchased from these Government owned institutions after calling for their rates and after obtaining necessary financial sanction of the competent authority.

8. Purchase of Consumable Stores through annual Tender.—Almost all the

consumable stores which are regularly consumed in the production departments are procured through Annual Tenders. Tenders are called for once in a year and after the finalisation of the offers, supply orders are placed for these items, with the selected tenderer as and when necessity for these items arises.

9. Procured through Government Departments. — Government Undertakings.—Maida and Kerosene are purchased from the Tamil Nadu Civil Supplies Corporation, and Indian Oil Corporation respectively, after obtaining permits from the Civil Supplies Department. Petrol is purchased from the I.O.C. Shop is being procured from Khadi Kraft and the Government Press Employees Co-operative Stores. All the items shall be procured from the Government Departments, Government

Undertakings, Co-operative Institutions, etc., in the order of priority.

10. Procured through Director-General Supplies and Disposal.—Rate Contracts.—Certain items like Water Coolers, bulbs, fluorescent bulbs, Servoline Oil, etc., which came under the purview of the Director-General, Supplies and Disposals Rate Contract are procured through the Director-General, Supplies and Disposal.

11. Procured through Stationery Stores.—Paper, boards, etc., which are required for printing are procured through Government Stationery Stores.

12. Other consumable stores, which do not come under the purview of the above are purchased through local market by calling for quotations.

All items of Stores, Machinery, etc., excepting that procured on annual tender basis, are purchased based on the procurement Slips in the following form as and when received from Stores:-

FORM OF PROCUREMENT SLIP.

Serial number.	Description	Total quantity purchased last year.	Price at which purchased last year.	Total quantity to be purchased this year.
(1)	(2)	(3)	(4)	(5)
Quantity purchased so for this year.	Date of last purchase.	Quantity now in stock.	Quantity now required.	Remarks.
(6)	(7)	(8)	(9)	(10)

87. Committees.—All purchases other than those which are made by the Director in the capacity of a head of the Department for which he has been vested with powers under the Tamil Nadu Financial Code shall be made by either:

(i) the Local Purchase Committee, or
(ii) the Five-man Purchase Committee, or

(iii) the Special Committee constituted, for the purpose.

88. Local Purchase Committee.—The members of the Local Purchase Committee consists of:

1. General Manager .. Chairman.
2. Works Manager, .. Member
Central Press
3. Officer-in-charge .. Secretary.
of the Procurement
Section.

The Local Purchase Committee is empowered to sanction purchase of consumable stores, Composing and Machine, Binding, Rubber stamps, offset and Block-making, spare parts, petty plant and electrical goods, despatch and miscellaneous goods and contingent stores, viz., oil, cotton, waste, etc., where the total cost of any one of more articles does not exceed Rs. 1,500 at a time.

2. To recommend to the Director of Stationery and Printing for the sanction of annual purchase of the above articles upto Rs. 15,000 per article.

3. To recommend to the Director of Stationery and Printing to purchase plant and dead stock items upto Rs. 500 subject to the Budget provision.

4. To recommend repairs to machines up to Rs. 3,000 subject to the condition that the book value not exceed Rs. 3,000.

[Rule 7 II-2(i)-MFC-Vol. II]

(G.O. Ms. No. 721, S.W., dated 18th June 1971.)

Note:—The financial powers of the local Purchase Committee shall be Rs. 10,000/- for purchase of spare parts and consumable articles and to recommend such purchases to the Director of Stationery and Printing, Madras upto Rs. 75,000/-

(Vide G.O. Ms. No. 204, Information & Tourism (S & P II), Dated 7th November 1996.

89. Five-Man Purchase Committee.—Five-Man Purchase Committee consists of:

1. Director of Stationery .. Chairman.
and Printing.
2. General Manager .. Secretary.
3. Joint Director of .. Member.
Industries and
Commerce (Electrical
and Electronics).
4. Deputy Manager .. Member
(Purchase), Tamil Nadu
Small Industries
Corporation.
5. Principal, .. Member
Institute of Printing
Technology.

1. The Five-Man Purchase Committee is empowered to approve the pattern of the typewriters, duplicators, cyclostyle machine and calculating machine for purchase by the Director.

2. To sanction annual purchase of consumable stores, Composing, Machine, Binding, Rubber Stamps, Offset and Block-making, spare parts, petty plant and electrical goods, despatching and miscellaneous goods and contingent stores, viz., oil, cotton waste, etc., without any limit subject to budget provision.

3. To approve the purchase of carbon and stencil papers without limit subject to the condition that the cost does not exceed 10 per cent over and above the previous years' purchase value.

4. To sanction purchase of type metal not exceeding 15 metric tonnes in a year without monetary limit after observing the formalities of inviting tenders, etc., subject to the budget provision (*vide* G.O. Ms. No. 70, Transport, dated 10th August 1977).

5. To sanction purchase of plant and dead stock items to the value exceeding Rs. 500 but not exceeding Rs. 15,000 at a time subject to the budget provision.

6. To sanction repairs to printing machines without limit, subject to budget provision.

[Rule 7 II-2(iii)-MFC-Vol.II.]

The Director is authorised to purchase paper and boards without monetary limit under rate contract entered into with the Director-General of Supplies and Disposals, New Delhi. In respect of purchase of paper and boards outside the rate contract, the Special Purchase Committee consisting of the Secretary to Government, Transport Department, the Director of Stationery and Printing and Under Secretary or Deputy Secretary to Government Finance Department is empowered to purchase, without any monetary limit [vide G.O. Ms. No. 930, Finance (Salaries) Department, dated 23rd August 1976].

Note.— The Five-men Purchase Committee be empowered (i) To purchase spare parts and consumable articles above Rs. 75,000/-

(ii) (a) To purchase Dead stock articles upto Rs. 1,00,000/-

(b) Above Rs. 1,00,000/- orders of Government are necessary

[Vide G.O. Ms. No. 204, Information and Tourism (S & P II) Dated 7th November 1996.]

(iii) To condemn machinery without reference to the Government upto Rs. 25,000/- as per existing book value and upto Rs. 50,000/- if the value is refixed. The minimum period of service of machinery for considering condemnation be fixed in terms of actual working hours viz 66,000 hours instead of 30 shift years. While computing the period of service, the time taken for carrying out repairs, period of break down and the idle time be excluded but the time taken for cleaning and make ready hours be included.

[Vide G.O. Ms. No. 992, Transport dated 22-8-1983].

90. Special Purchase Committee.—The Special Purchase Committee consists of:

(1) Secretary to Government, Transport, Department.

(2) Director of Stationery and Printing.

(3) Under Secretary or Deputy Secretary Finance Department.

The Special Committee shall exercise full powers in purchasing paper and boards outside the rate contract.

91. Invitation of tenders, signing agreements, etc.—The Officer-in-charge of Procurement for purchase of Stores and machinery for use in the Government Presses is empowered to exercise routine duties such as invitation of tenders, settlement of tenders, signing of agreements, return and refund of Earnest Money Deposit and Security Deposit, termination of contract and imposition of other penalties.

[G.O. Ms. No. 768, Transport Department, dated 25th September 1972.]

92. Tender for stores.—During January each year a forecast of all press articles required for the next financial year and procured on annual tender basis shall be prepared in the form given below:-

Serial Number (1)	Name of Article (2)	Total issues for the past three years (3)	Average of three years (4)	Stock as on 31st December (5)
	Due from the supplier as on 31st December. (6)	Probable quantity required from 1st January to 31st March based on previous nine months consumption. (7)	Probable opening balance as on 1st April (8)	Quantity required for the next year less probable opening balance. (9)
	Add three months reserve stock. (10)	Quantity (net) required for the next year. (11)	Quantity required for the next year may be fixed. (12)	Remarks (13)

The tenders for required quantity of printing ink and other stores for the year shall be invited on 30th March each year through advertisement in newspaper released through the Director of information and Public Relations, Madras and by sending tender notice to reputed dealers, contractors, etc. The date fixed for the receipt of tenders shall be not later than the last week of March of each year. The tenders shall be invited and accepted on behalf of the Governor of Tamil Nadu.

(Government Memo. 42882/D3/65, PWD, dated 13th May 1959.)

The tenders received upto the time and date fixed shall be kept by the officer-in-charge of Procurement section in his personal custody. All the tenders received shall be opened after 3.00 p.m. on the last day or receipt by the officer-in-charge of the Procurement section in the presence of tenderers or their representatives, who are present.

The officer-in-charge of the Procurement section will record the total number of tenders received and the fact of opening the tenders in the presence of tenderers or their representatives.

All tender documents relating to purchase of stores along with the comparative statements should be routed through Chief Accounts Officer, Stationery and Printing Department before they are submitted to the Director of Stationery and Printing so that the Director of Stationery and Printing may give due consideration to the remarks of the Chief Accounts Officer, if any, before he submits his final recommendation to the Government.

(G.O. Ms. No. 433, PWD, dated 11th February 1959.)

93. Samples.—The tenderers will be required to send such number of samples as are necessary for the articles which have to be examined and tested. Samples used up during test will not be returned and will not be paid for. Other samples of approved tenderers will be adjusted towards supply or returned to the respective tenderer if not required. Samples of other unapproved tenderers will be returned to the consuming sections of the press for the best possible

use. Packing cases or any other packing materials will neither be returned nor paid for. The samples received shall be entered in the register of samples.

All samples received shall be under the personal custody of the Chief Accounts Officer. After test and selection, the samples of the successful tenderers will be kept in the custody of the Chief Accounts Officer for comparison with supplies when received and at the end of the year they will be added to the stock.

Costly samples like daters, rubber mounts, etc., which are not consumed while testing shall be returned to the tenderers when asked for, otherwise they will be sent to stores and added to stock.

94. Instructions to regulate supplies of articles purchased on Tenders in India.—

As soon as tender is settled the selected tenderer shall be informed of the acceptance of his tender and he shall be asked to effect the supplies on or after 1st April. He shall, in the meanwhile, be required to remit the security deposit and to execute the agreement for the due fulfilment of the contract. In case of default of either of these conditions, his tender deposit shall be forfeited to Government and order placed with anyone of the other tenderers or other local dealers as considered expedient. No payment for the supplies made will be done without the execution of agreement. The officer-in-charge of Procurement in the Directorate is authorised to execute on behalf of the Government of Tamil Nadu, all deeds and instruments specified in item 2 in Appendix 3 of the Tamil Nadu Financial Code, Volume II.

95. Inspection.—The supplies made shall be carefully checked with the approved samples by the Stores Committee before the supplies are taken into account. Details of orders placed and supplies received shall be entered in the check registers, details of agreement shall be registered in the Register of Agreement.

Note.—1. In cases when articles are purchased from other departments of the State Governments, it is not necessary to insist on tender deposit, security deposit and execution of agreement. Small-Scale Industries Unit sponsored by National Small Industries Corporation of Tamil Nadu State and other States are

exempted from the payment of Earnest Money Deposit and Security Deposit.

2. Earnest Money Deposit of Rs. 200 for each group in the tender schedule will be collected and 10 per cent of the total value of the tender shall be collected as security deposit from successful tenderers for the due faithful performance of the agreement.

3. The successful tenderers shall arrange to affix the adhesive stamp to the value of Rs. 2.50 on the agreement form shown in the Annexure before it is executed.

4. The chalans, demand drafts or Term Deposit Receipts etc., received towards security deposit shall be entered in the Security Register and handed over to the Cashier of Directorate of Stationery and Printing, for safe custody. The agreements executed shall be added to the connected file.

(i) Requisition for additions or replacement of machinery will be approved by the General Manager, Directorate of Stationery and Printing and orders involving special purchase like Tin ingots, piglead, Lino and Mono Type metal, sheep skin will be approved by the General Manager, Directorate of Stationery and Printing.

(ii) The Works Manager will pass requisition for additions and replacements of plant (other than machinery or special purchase) spare parts or petty plant or special repairs in respect of Central press.

(iii) The Deputy Works Managers, Government Branch press, Choolai and Government Regional press Madurai and Branch Managers in the City and mofussil will pass requisition for additions and replacements of plants (other than machinery or special purchase) spare parts or petty plant or special repairs.

(iv) Requisitions for articles other than those mentioned above will be passed by the Gazetted Assistants.

96. Commercial Accounts Section—General.—This section shall attend to (i) analysis of Establishment and other charges, (reconciling the amounts with the figures booked by the Accountant General, Tamil Nadu), (ii) drawing up a compilation journal, (iii) maintenance of charges, ledgers and (iv) apportionment of charges for incorporation in the Annual Administration Report. This section shall compile details on stores consumed and cost involved therein from all the units for preparation of statements and proforma accounts featuring in the Annual Administration Report.

97. Plant Account—Plant, Machinery and Furniture.—Plant, machinery and furniture articles issued from stores to the departments for use shall be accounted for in the Stores Ledger for dead stock through the subsidiary book of 'Monthly Summary

of Stores Consumed Book and brought under Plant Ledger with their money value which should include all incidental charges such as freight packing, insurance, cost of receptacle etc. In the case of office manufacture, the value to be taken shall be the cost of production inclusive of all overhead charges. The cost of repairs, spare parts, etc., shall be debited to the Working expenses and not added to plant. Articles which become unserviceable shall be condemned by the competent authority and sent to stores for disposal in public auction or otherwise as may be ordered. Whenever necessary, plant articles are transferred from one department to another or from the Central Press to Branch and Regional Presses in the Madras City and mofussil or *vice versa* through the stores after obtaining necessary orders from the General Manager. All such transfers shall first be noted in the stores ledgers, etc. and finally carried to plant ledgers.

From the book value of plants brought into account, depreciation calculated in the diminishing balance method shall be deducted in accordance with the following rates and instructions contained in the Rules for the Depreciation Fund in Government Presses.

The record besides showing the value of depreciation shall contain the replacement value where there is fluctuation in the cost of machinery. In addition, the card shall contain the cost and nature of repairs attended to each time with date and Progressive total of expenditure incurred.

(G.O. Ms. No. 609, S.W., dated 15th May 1971.)

98. Type and type materials.—(i) Type and type materials in the Government Press and its branches in the Madras city and mofussil shall be accounted for in the plant ledgers in terms of the following five kinds of metals;

- (a) Lino metal
- (b) Mono metal
- (c) Foundry type metal
- (d) Spacing materials metal
- (e) Stereo metal

(ii) Provision shall be made for depreciation on metal to cover loss and

gross per year upto 4% in quantity and value.

(iii) The expenditure incurred in recasting of types, etc. (except stereo and electro plates) shall be treated as repairs and renewals and charged directly to department in analysis I of the press statement. In this process, the following items of cost stand to be recovered.

- (a) The cost of handling unserviceable types.
- (b) The cost of melting in the foundry.
- (c) The cost of casting in the machine.

The recovery of the above costs shall be done as direct expenses of (1) Lino department (2) Mono department and (3) Hand composing department in proportion to the quantity of metal used or any other equitable basis (such as machine and man hours.)

(iv) The capital value of the stereo and electro plates shall be taken at the metal value. The expenses of the department melting and casting the metal shall be apportioned to the various Government Department for which the services is done on the basis of weight of stereo or electro plates.

(v) The cost of types or borders or the like that may occasionally be purchased from open market shall be apportioned under two parts:

1. The cost of basic metal and
2. The manufacturing cost.

The cost of metal shall be capitalised and brought under the respective category of type metal. For this purpose, the cost of the metal alone, at the time of purchase, shall be assessed and the total purchase value of such types less capitalised metal value shall be taken to the working expenses of the year of purchase (vide G.O. Ms. No. 1081, Public Works, dated 28th April 1964).

Note.—(1) A quantitative account shall be kept with reference to petty plants for being checked at the time of periodical stock verification. The full cost of the petty plants shall on issue be debited to the consuming departments against production.

(2) The provision of depreciation will cease on all machines in use and continued to be used when the residual value of such machines reach ten per cent of their original cost.

(3) Revaluation of plant with reference to the existing market rate be done at the time of condemnation and where the residual value of plant reaches 10% of the purchase value after allowing for depreciation. The revaluation be done by the Deputy Works Manager (Maint), and the Assistant Works Manager (Procurement) with the approval of the purchase Committee.

(4) Depreciation be continued to be charged on the value of machinery after revaluation done as under item (i) above.

(Vide G.O. Ms. No. 992, Transport, dated 22-8-1983).

99. Rates of Depreciation (For purpose of calculating depreciation reserve Fund) plant, machinery and furniture.

Five per cent.

Beating slabs
Boards of every kind—whether wooden or metal (not glazed boards)
Chassis
Composing frames, English and Vernacular
Dummy key boards
Finishing plates
Finishing slabs
Flong-rollers
Imposing surfaces
Ink tables, stones or slabs
Oil cabinets and filters
Pen slides
Pouring slabs
Presses
Press boards
Racks of every kind
Rods, rails, etc., made up steel, iron or other metals
Safes
Sentry box
Sewing frames
Steel beams
Tubs, troughs, tanks

Fifteen per cent.

Adler litho compositors
Air blowers
Air compressors and tanks
Air reservoirs with pressure gauge
Alphabetical index lettering in the case
Anvils
Armatures

- Automatic leading attachment
Automatic metal feeder
Batteries and dynamos
Bell, alarm
Bell, on stand, Belt lacer
Bins
Block making equipment
Boxes of all sorts (including cash boxes)
Brass cock and connector
Brace makers
Breast drill
Bunk
Cameras with all accessories
Carpets and durries, linoleum matting (not door mats)
Carts
Cases, English and Vernacular
Case keeper counter
Casting boxes, stereo
Centrifugal pump
Chain pulley and tackle
Chassis
Circular saws
Clocks, time pieces and time recoders
Combined welding and cutting out fit
Compasses set
Composing sticks, brass, iron and wood
Comptometer
Condencer
Continuous delivery device
Cot
Counter paper issue
Couplings
Cradle
Cylinder dissolved acetelyne
Cylinder, oxygen
Dies steel
Double handle belt lacer
Drills (other than hand drills)
Drip pan
Drums
Dummy key boards
Electrical plant in power house
Engines with all accessories
Fans (Ceiling fans, duplex fans, Keith fans, table fans, exhaust fans, etc., if purchased by the Press)
Filters
Forege hood and chimney
Formes carriers and carriages
Furnaces
Furniture of all sorts (e.g.) Almirahs
Benches
Book cases
Brackets
Bureawas
Cabinets
Chairs
Commodes
Cup boards
(Drawers) Desks
Lockers
Pigeon holes
Platforms
Screen
Shelves
Stools
Tables
Thermantidotes
Galley brackets
Galleys, brass or wooden
Galvanised iron waste trays
Gas compressors
Gas light tanks
Gauges
Gaultry (crane)
Generators
Glaxed boards
Gongs
Graphedex panelex
Grinding stones
Heaters electric
Horses, Teakwood and iron
Iron stereo mounts
Jack with handle
Justifying scales or set drums
Kerming files hand
Kettles
Key buttons
Key for hemple and wickersham quoins.
Light table or hand
Ladders
Lathes
Lead and rule cutter
Lead and rule dotter
Levelling slabs