

## APPENDIX I—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
46.	To sanction and pay for repairs to typewriters, duplicators including cyclo-style machines and Calculating machines.	Government. Not exceeding the cost of the machine at a single instance or in the aggregate.	Para 6 of the Stationery Manual Volume I.
47.	To supply new typewriters in place of an existing one of the same size or lesser size to any office.		Para 74 of the Stationery Manual Volume I.
48.	To condemn old typewriters and replace them by new typewriters.		Para 74 of the Stationery Manual Vol.I
49.	To condemn unserviceable machines	1. Upto the book value of Rs.25,000 with the approval of the purchase committee. 2. With the approval of Government for machinery with book value exceeding Rs.25,000.	G.O. Ms. No.992, Transport, dated 22nd August 1983. G.O. Ms. No.992, Transport, dated 22nd August 1983.
50.	To condemn unserviceable stores	Rs.6,000 for each issue	G.O. Ms. No.790, S.W.D., dated 3rd July 1971.
51.	To sanction repairs to the printing machinery in the capacity of the Chairman of the Purchase Committee.	Provided the cost of repairs does not exceed the book value of the machines.	G.O. Ms. No.721, S.W.D., dated 18th June 1971.
52.	To post and transfer members borne in the Tamil Nadu Stationery and Printing Service.		G.O. Ms. No.410, Transport, dated 5th July 1973.
53.	Pension-Sanction of provisional pension and Death-cum-Retirement Gratuity to Gazetted Officers	All unit Officers are delegated with power.	Government Memo. 25862/Pension 75-3, Finance (Pension) Department, dated 2nd August 1975.
54.	To sanction initial supply of uniforms of last Grade Government Servants and Drivers.		G.O. Ms. No.659, Transport, dated 3rd December 1975.
55.	To purchase paper and boards from local market (excepting carbon and stencil papers).	Empowered to purchase outside the rate contract subject to the approval of the purchase committee.	G.O. Ms. No.930, Finance (Salaries), dated 23rd August 1976.
56.	To purchase on the recommendation of the Local Purchase Committee,	Upto Rs. 30,000 per annum.	G.O. Ms. No.78, I&T (S&P II), dated 3rd March 1993.
57.	To purchase stores annually for the Government Press, Madras in the capacity of the Chairman of the Five-men Purchase Committee.	Without monetary limit, subject to budget	G.O. Ms. No.930, Finance (Salaries), dated 23rd August 1976.

## APPENDIX I—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
58.	To write off the irrecoverable value of stationery articles lost or damage.	provision. Up to Rs.10,000 in each case subject to the condition that the total amount written off does not exceed Rs.1 lakh in a year.	G.O. Ms. No.986, Finance, (Salaries), dated 14th September 1976.
59.	To write off the irrecoverable value of stores or Public money lost thorough fraud, negligence or other causes and unprofitable outlay or work.	Up to Rs.10,000 in each case subject to the condition that the total amount written off does not exceed Rs.1 lakh in a year.	G.O. Ms. No.986, Finance, (Salaries), dated 14th September 1976.
60.	To sanction purchase of paper and boards on the recommendation of the Local Purchase Committee.	Upto Rs.5,000 without calling for tenders.	Government Memo. 24635/E1/75-II, Transport, dated 5th May 1976.
61.	To grant ex-gratia payment to meet the funeral expenses of the employees.	Rs.100 in each case.	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
62.	To forward applications of Non-Gazetted Officers under his control to posts under another State Government or the Government of India.		G.O. Ms. No.677, Transport Department, dated 7th December 1976.
63.	To purchase all Stationery articles except paper, boards, carbon and stencil papers, type writers, duplicators, cyclostyle machines and calculating machines.	Unlimited	G.O. Ms. No.930, Finance, (Salaries), dated 23rd August 1976.
64.	To purchase carbon paper and stencil paper	Powers unlimited. Subject to the condition that the cost does not exceed 10 per cent over and above the previous years purchase and subject to the approval of the Fiveman Purchase Committee.	G.O. Ms. No.930, Finance, (Salaries) Department, dated 23rd August 1976.
65.	To purchase typewriters, duplicators and calculators.	1. Unlimited. Powers to purchase on rate contract subject to the approval of the Fiveman Purchase Committee. 2. Outside the rate contract with prior sanction of the	G.O. Ms. No.930, Finance (Salaries) Department, dated 23rd August 1976.  G.O. Ms. No.930, Finance (Salaries) Department, dated 23rd August 1976.

## APPENDIX I—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
66.	To purchase paper and boards from Local market (excepting carbon and stencil papers).	Government. Empowered to purchase outside the rate contract subject to the approval of the Purchase Committee.	G.O. Ms. No.930, Finance (Salaries) Department, dated 23rd August 1976.
67.	To sanction part final withdrawals from General Provident Fund.	---	G.O. Ms. No.865, Finance Department, dated 6th August 1976.
68.	To impose punishments of Censure, and withholding of increments and recovery from pay on officers except General Manager and Works Manager.	---	G.O. Ms. No.469, Transport Department, dated 2nd August 1976.
69.	To purchase inks for printing of Raffle Tickets without calling for tenders.	Rs.30,000 for each draw.	G.O. Ms. No.1446, Transport Department, dated 16th December 1980.
70.	To purchase type metal	No monetary limit. Purchase not exceeding 15 M.T. in a year subject to budget provision with the approval of Purchase Committee.	G.O. Ms. No.70, Transport Department, dated 10th February 1977.
71.	To purchase Plant and Dead stock items.	1. Director upto Rs.3,000 2. Value exceeding Rs.3000/- but not exceeding Rs. 30,000 at a time subject to budget provision with the approval of Fiveman Purchase Committee.	G.O. Ms. No.70, Transport Department, dated 10th February 1977.
72.	To open letters of credit in favour of foreign supplier towards import of spare parts for machinery of foreign origin.	Not exceeding Rs. 1 lakh per year.	G.O. Ms. No.912, Transport, dated 23rd October 1978.
73.	To sanction advance payment to Indian Oil Corporation towards purchase of oil, petrol, etc.	---	Government Memorandum No. 153063-IV-72-7, dated
74.	To sanction fee in advance from office expenses to officer who are deputed to Seminar and Conferences.	---	G.O. Ms. No.978, Finance, dated 7th October 1977.
75.	To declare probation of Assistant Works Managers, Assistant Directors.	---	G.O. Ms. No.121, Transport Department, dated 19th January 1977.
76.	To incur expenditure towards servicing charges once in a year for water coolers.	No limit	G.O. Ms. No.81, Transport Department, dated 13th February 1978.

## APPENDIX I—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
77.	To sanction maintenance charges of "intercom".		G.O. Ms. No.331, Transport Department, dated 17th March 1981.
		Rs.5,000/-annum	
78.	To pay annual inspection fees for all Electrical installations.		G.O. Ms. No.330, Transport, Dated 10th May 1978.
		No limit	
79.	To sanction expenditure for the servicing of lifts.		Do.
		Rs.1,000 per lift per annum	
80.	To incur expenditure towards meals, tiffin, etc., for employees attending to Budget work.		G.O. Ms. No.34, Transport Department, dated 20th January 1978.
		Not exceeding Rs.850	
81.	To incur expenditure for the payment of fresh factory licences and for renewals.		G.O. Ms. No.1056, Transport Department, dated 1st December 1978.
		No limit	
82.	To purchase shoes, sandals, raincoats from the nearest Khadi or Handloom, Co-operative department.		G.O. Ms. No.177, Transport Department, dated 20th March 1978.
83.	To impose suspension on all officers of the Tamil Nadu Stationery and Printing Service excepting General Manager and Works Manager.		G.O. Ms. No.177, Transport Department, dated 20th March 1978.
84.	To payment of cash allowance in lieu of milk to employees who are exposed to hazards of lead poisoning.		G.O. Ms. No.1056, Transport Department, dated 1st December 1978.
		At the rates approved by Government.	
85.	To sanction initial raincoats with cover to the messengers and watch and ward staff.		Government Memorandum No.64748/E-2/78-1. Transport Department, dated 8th January 1978.

**APPENDIX II**  
**DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO JOINT**  
**DIRECTOR OF PRINTING.**  
*(Vide Paragraph 6)*

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
1.	To sanction condemnation retrospectively the periods of absence without leave into leave without allowances for the purpose of sanctioning pension.	---	Article 421 of Tamil Nadu Financial Code.
2.	To function as the appointing authority in respect of all categories of posts in the department.	Other than those governed by Stationery and Printing Service.	Services Manual Volume III, section 14, categories IV, paragraph 2 and Annexure II at page 452.
3.	To issue credit notes in payment of freight charges on articles transmitted by Railways.	For charges exceeding Rs.25 No limit	Local ruling 2 under Article 69 MFC, Vol.I.
4.	To sanction bonus to press employees for minimum work done over the prescribed settling outturn.	---	Art.214, Tamil Nadu Financial Code, Vol.I.
5.	To sanction refund of excess receipt of charges for advertisement in the <i>Fort St. George Gazette</i> and other official publications from the permanent advance by presenting bills.	---	Instruction 16 under T.R.16 of Tamil Nadu Treasury Code, Vol. I.
6.	To sanction petty purchase of stationery in the case of each article and also be sanction local purchase of articles required by binding department not stocked by stationery department.	Upto Rs.50	Rule 7 Chapter II of T.N. Stationery Manual, Volume-I.
7.	To dispose off appeals on disciplinary cases relating to press branch	---	G.O.Ms.No. 726, Public Works Department, dated 20th March 1964.
8.	To sanction pension, gratuity in respect of cases of the press branch.	---	Do.
9.	To function as the appointing authority.	For all categories of posts in the Government Press Subordinate Service including posts in Ministerial Service.	Do.
10.	To function as the appellate authority	---	Do.
11.	To sanction increment to the Ministerial Staff working in the Press and Stationery branches.	---	G.O.No. 65 Public Works Department, dated 8th January 1965.
12.	To maintain the personal files in respect of the ministerial staff of the Press and Stationery branches coming under the categories of Superintendents and Assistants.	---	Do.

## APPENDIX II—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
13.	To function as the Head of the Office at the Directorate.	---	G.O.No. 65. Public Works Department, dated 8th January 1965.
14.	To sanction the refund of Sales Tax collected on the sales of official publications in cases.	Where the cost of publication is refunded wholly or in part.	G.O.Ms. No.1769, Public Works Department, dated 21st June 1965.
15.	To purchase isolated copies of Newspapers.	Limited to Rs.5 on each occasion	Do.
16.	To sanction refunds	In excess of any amount chargeable for the work done, sale effected at and services rendered by the Government Press.	Do.
17.	To sanction rewards	Upto a sum of Rs.15 in each case to Gate Watchman or others who succeed in catching a persons who attempts to steal the articles of the press or who give information leading the detection of thefts in the press.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
18.	To write off irrecoverable value of Stores or public money, lost through fraud negligence or other causes.	Upto a limit of Rs.100 in each case.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
19.	To sanction the write off value of superseded or useless publications and missing stores and publications.	Upto a maximum Rs.100 in each case.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
20.	To endorse contingent bills for payment to a single private party.	Not less than Rs.25.	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
21.	To endorse contingent bills for the printing work done by a private press.	Irrespective of the bill amount	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
22.	To exercise the powers of a controlling authority for the purpose of countersigning Travelling Allowances bills of the technical employees of the Press.	---	G.O. Ms. No.1769, P.W.D., dated 21st June 1965.
23.	To sanction all kinds of leave to the entire ministerial staff working in the press branch.	Other than special disability leave.	G.O. Ms. No.1682, P.W.D., dated 3rd August 1968.
24.	To sanction leave to the following categories of Ministerial Service, Superintendents, Assistants, Clerks, Steno-typists and Typists.	Exceeding one month.	G.O. Ms. No.1682, P.W.D., dated 3rd August 1968.
25.	To declare the completion of probation of all the ministerial and technical staff.	---	G.O. Ms. No.1682, P.W.D., dated 3rd August 1968.

## APPENDIX II—cont.

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
26.	To sanction special disability leave to all employees.	---	G.O. Ms. No.134, Transport, dated 1st March 1976.
27.	To operate on the Personal Deposit Account in the name of the Director of Stationery and Printing in the Reserve Bank of India in the absence of the Chief Accounts Officer.	---	Government Memorandum No.15967/F1/73-8, Transport Department, dated 29th May 1974.
28.	To waive the recovery of training charges from the apprentices.	Up to Rs.500 in each case.	Government Memorandum No.20324/D1/77-16, Transport Department, dated 24th June 1978.

## APPENDIX III

**DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO GENERAL MANAGER.***(Vide Paragraph 6)*

Serial number.	Items.	Restrictions (if any).	Authority.
(1)	(2)	(3)	(4)
1	To execute contracts for printing at private presses	---	G.O. Ms. No.768, Transport Department, dated 25th September 1972.

## APPENDIX IV

**DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO WORKS MANAGER, GOVERNMENT CENTRAL PRESS, MADRAS-600 079.***(Vide Paragraph 6)*

1.	Powers of the controlling authority for the purpose of countersigning the travelling allowance bills of the technical employees of the Central Press.	---	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
2.	To write off recoverable value of stores or public money lost through fraud, negligence or other causes lost, etc.	Upto a limit of Rs.200 in each case and up to an annual limit of Rs.1,000 in a financial year.	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
3.	To write off irrecoverable value of stationery articles lost or damaged.	Up to a limit of Rs.200 in each case and up to an annual limit of R.1,000 in a financial year.	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
4.	To incur contingent expenditure on account of office contingencies.	Unlimited	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
5.	To incur expenditure towards supply of bun and tea to the employees of the Central Press, Madras.	---	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
6.	To sanction Casual Leave to the Gazetted Officers working in Central Press, Madras	---	G.O. Ms. No.870, Transport Department, dated 13th October 1978.
7.	To purchase of Spare parts	Upto Rs.1000/-in each case	G.O. Ms. No.78, I & T (S&PII) dated 3rd March 1993.
8.	To repairs to machinery	Rs.1,500/-in each case	G.O. Ms. No.310, Transport, dated 13th March 1981.
9.	To payment of freight charges	Rs.200/-in each case	G.O. Ms. No.310, Transport, dated 13th March 1981.
10.	To petty construction (Civil Work) and cost of laying foundation for erection of machines.	Rs 1000/-	G.O. Ms. No.310, Transport, dated 13th March 1981.



**APPENDIX V**  
**DUTIES AND RESPONSIBILITIES OF THE ADDITIONAL WORKS MANAGER,**  
**GOVERNMENT CENTRAL PRESS, MADRAS.**

*(Vide Paragraph 6)*

- |  |   |
|--|---|
| <p>1. To assist the works Manager in the technical work.</p> <p>2. He is responsible for the efficient functioning of Top Secret, Budget confidential (L.P.) and Budget Modernization sections and for watching the progress of all works executed in the confidential sections and timely despatch of priorities copies to the Government Departments concerned.</p> <p>3. To decide priorities of execution of non-routine items received and to approve</p> | <p>the programme for execution and to ensure prompt deliveries.</p> <p>4. To ensure that the machineries installed are well maintained to meet any eventualities of any point of time.</p> <p>5. To ensure that the products are turned out in time, maintaining quality at an optimum level.</p> <p>(Government letter No.30881/S&amp;PI/93-6, Information and Tourism, dated 24-6-1994)</p> |
|--|---|

**APPENDIX VI**

**DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO DEPUTY DIRECTOR OF STATIONERY, GOVERNMENT STATIONERY STORES, MADRAS-600 001.**

*(Vide Paragraph 6)*

Serial number. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
1.	To endorse cheques payable to order drawn in favour of Director of Stationery and Printing in official designation.	---	T.R. 16 under S.R.44.
2.	To sanction increments in respect of Superintendents, Assistants, Clerks, Steno-Typist, Typists, Attendants, Last Grade Government Servants and all workers.	---	G.O. Ms. No.1632, P.W.D., dated 3rd August 1968.
3.	To exercise the powers as Head of Office.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
4.	To take disciplinary action and impose nor penalties on all the categories of staff under his control according to rules.	---	Do.
5.	Responsible for the procurement of typewriters duplicators, Calculators, Stationery articles such as paper varieties, straw boards and miscellaneous items, such as carbon paper, Stencil paper and ink for duplicators and Press made articles, etc.		
6.	Responsible for all matters connected with all the transfers and postings of all categories of staff and workers in the stationery Stores.		
7.	To sanction of all kinds of leave exceeding one month to the Staff and workers.		

**APPENDIX VI—cont.****DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO DEPUTY DIRECTOR OF STATIONERY, GOVERNMENT STATIONERY STORES, MADRAS-600 001.****(Vide Paragraph 6)**

S.No. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
8.	To sanction of loans and advances except Festival, Khadi and Handloom Advance to all staff and workers.		
9.	To be Chairman of the Stores Committee with regard to the acceptance of supplies made by the contractors (G.O. Ms. No.355, Transport, dated 25-2-72).		
10.	Incharge of Accounts and Budget.		
11.	In charge of all matters connected with Election.		
12.	Responsible for disposal of waste paper, etc.		
13.	All correspondence concerning policy matters of the Unit.		
14.	Overall control of the Unit as Head of Office.		
15.	To conduct auction for the disposal of unserviceable and condemned articles (Rule 153 of Stationery Manual Vol. I).		
16.	To certify once a quarter in the Register of unserviceable and condemned articles that all the articles have been disposed off in accordance with rule (Rule 154 of Stationery Office Manual Vol. I).		
17.	Surprise checking up of Cash Balance and remittance Chalan etc. once in month.		

**APPENDIX VII****DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR (STATIONERY), GOVERNMENT STATIONERY STORES,****MADRAS-600 001.****(Vide Paragraph 6)**

1. He shall be the Bill drawing Officer and shall be responsible for the pay bill and Cash Section also.
2. For the issue of Stationery Stores including typewriters, duplicators, etc. to the Indenting Officers according to the Cycle of indent prescribed (Rule 31 of Stationery Manual Volume I).
3. To pass the indents for Stationery Stores including typewriters, duplicators, etc. received from the Indenting Officers according to the Cycle of Indent prescribed (Rule 133 of Stationery Manual Vol. I).

## APPENDIX VII—cont.

**DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR (STATIONERY), GOVERNMENT STATIONERY STORES, MADRAS-600 001.**

S. No. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
4.	For the Stock of Stores in the Godown as well as in the Stock Sections of Stores Wing.		
5.	To sanction Casual Leave, Compensation Leave and Hour Permission in respect of Staff and Workers.		
6.	To Sanction all kinds of leave including Surrender Leave and excluding disability leave not exceeding one Month in respect of all staff and workers.		
7.	To attest all entries in the Service Registers of Staff and Workers.		
8.	To attest all the Fair Copies (including all sanction proceedings).		
9.	To approve all routine correspondence and reminders in respect of the Sections under his control.		
10.	To issue N.G.O., Medical Concession Certificate, Pay Certificate, etc,		
11.	Incharge of Fair Copy and Despatch Sections.		
12.	He is nominated to the Stores Committee which examine the supplies received from the contractors before taking into account.		
13.	To sanction the Festival Advance, Khadi Advance and handloom advance to the Staff and Workers.		
14.	Incharge of Tappal Section and Telephone		
15.	To open the tappals in the absence of the Deputy Director.		
16.	Any other matter as and when entrusted by Deputy Director (Stationery).		

## APPENDIX VIII

**DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR, GOVERNMENT PUBLICATIONS DEPOT, MADRAS-600 002.***(Vide Paragraph 6)*

- |    |  |   |
|----|--|---|
| 1. | To exercise the powers as Head of Office.  | G.O. Ms. No.134, Transport Department, dated 1st March 1976.        |
| 2. | To endorse cheques payable to order, drawn in favour of the Director of Stationery and Printing in the official designation. | Proc. Pr. No.33031/G.E. 1976, dated 15th and T.R. 16 under S.R. 44. |

## APPENDIX VIII—cont.

**DELEGATIONS OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE ASSISTANT DIRECTOR, GOVERNMENT PUBLICATIONS DEPOT, MADRAS-600 002.**

S. No. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
3.	To sanction increments to all the categories of employees working under his control.	---	Proc. Pr. No.33031/G.E. 1976, dated 15th April 1976.
4.	To grant earned leave not exceeding one month for the ministerial service and sanction of all kinds of leave other than special disability leave to the number of the general Subordinate Service and Last Grade Government Servants.	---	proc. Pr. No.33031G.E./1976, dated 15th April 1976.
5.	To sanction Casual Leave and Compensation leave to the members of the ministerial service, General Subordinate Service and Last Grade Government Servants.	---	Proc. Pr. No 33031/G.E./1976, dated 15th April 1976.
6.	To take disciplinary action and impose minor penalties on employees working under his control.	---	Proc. Pr. No.33031/G.E./1976, dated 15th April 1976.

## APPENDIX IX.

**DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE DEPUTY WORKS MANAGER, REGIONAL PRESS AT MADURAI.**

(Vide Paragraph 6)

## I. DEPUTY WORKS MANAGER

1.	To sanction leave of all kinds other than special disability leave for periods exceeding one month to the members of the Government Press Subordinate Service.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
2.	To sanction Casual leave to the Gazetted Officers under his control.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
3.	Powers of the controlling authority for the purpose of countersigning the travelling allowance bills of the technical employees of the press.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
4.	Sanction of increments to all the technical employees of the Government Press Subordinate Service.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
5.	To write off irrecoverable value of stores or public make lost through fraud, negligence or other causes, etc.	Upto a limit of Rs.100 in each case and upto an annual limit of Rs.500 in a financial year.	G.O. Ms. No 52, Transport Department, dated 2nd February 1977.
6.	To write off irrecoverable value of stationery articles lost or damaged.	Upto a maximum limit of Rs.100 in each case and upto an annual limit of Rs.500 in a financial year.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.

## APPENDIX IX—cont.

## DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO THE DEPUTY WORKS MANAGER, REGIONAL PRESS AT MADURAI.

S. No. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
7.	To sanction petty purchase of stationery articles and to sanction the local purchase of articles required by the binding department not stocked in the Stationery Stores of the Stationery and Printing Department.	Upto an annual limit of Rs.50 in the case of each article.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
8.	To sanction rewards upto a sum of Rs.15 in each cases to Gate watchman and others who succeed in catching the persons who attempt to steal the articles of the press or who gives informations leading to the detection of thefts in the Press.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
9.	To sanction advance of pay and travelling allowance to all the members of the staff.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977 and under Art. 239 (a) and (b) of the M.F.C. Vol. I.
10.	To incur contingent expenditure on account of office contingencies.	Upto a limit of Rs.100 at a time.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
11.	(a) Where the breakdown or maintenance of machine can be attended to by the maintenance staff of the press. Powers to sanction purchase or manufacture of spare parts, etc., required for replacement by local quotation system.	Where the total cost of the items required for each work does not exceed Rs.500.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
	(b) Where the breakdown or maintenance of the machine cannot be attended to by maintenance staff.	Incur an expenditure not exceeding Rs.500 in respect of each case of machine repairs when entrusted to private parties subject to approval by sub-committee and in case of entrustment or repairs to Government units without the approval of sub-committee.	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
12.	To incur expenditure towards supply of Bun and Tea to the employees.	---	G.O. Ms. No.52, Transport Department, dated 2nd February 1977.
13.	To purchase spare parts.	Rs.1000 in each case.	G.O.Ms.No.78, I&T (S&PII) dated 3rd March 1993.
14.	To repair machinery including spare parts.	Rs.750 in each case.	G.O.Rt. 411 I&T (S&PII), dated 30th August 1990.
15.	To purchase Consumable stores.	Rs.100 at a time subject to Rs.5000 per year.	

## APPENDIX X

**DELEGATION OF FINANCIAL, ADMINISTRATIVE AND EXECUTIVE POWERS TO  
BRANCH MANAGERS, GOVERNMENT BRANCH PRESSES, SALEM, TIRUCHIRAPPALLI,  
PUDUKKOTTAI AND HIGH COURT, MADRAS-600 104.**

*(Vide Paragraph 6)*

Serial number. (1)	Items. (2)	Restrictions (if any). (3)	Authority. (4)
A. ADMINISTRATIVE.			
1.	To exercise the functions as a Head of the Office.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
2.	To perform the functions as a Drawing Officers.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
3.	To sanction all kinds of leave other than special disability leave for periods not exceeding one month to all the category of employees under their control.	---	
4.	To sanction of increments to all the employees under their control.	---	G.O. Ms. No.134, Transport Department, dated 1st March 1976.
5.	To sanction advance of pay and travelling allowance to all the members of the staff under their control.	---	At 239 (a) and(b) Tamil Nadu Financial Code, Volume I.
6.	To sanction temporary advances from the General Provident Fund to the staff and the employees working under their control.	---	G.O. Ms. No.563, Transport Department, dated 25th September 1976.
7.	To issue pay authorisation, etc., in respect of staff and employees working under their control.	---	
8.	To sanction arrears of increments upto a period of one year.	---	G.O. Ms. No.265, Finance Department, dated 11th March 1973.
9.	To countersign travelling allowance bills and medical bills.	---	
10.	To accord sanction for the purchase of the Khadi, Handloom, etc.,	---	
11.	To impose minor punishments to the staff working under their control.	---	
12.	To sanction festival advance	---	
13.	To exercise routine duties such as invitation of tenders, settlement of tenders, signing of agreements, returns and refund of E.M.D. and security deposit, termination of contract and imposition of other penalties in respect of contract for disposal of waste paper, supply of bun and milk and tea and carting contract relating to the press.	---	G.O. Ms. No.768, Transport Department, dated 25th September 1978.

## APPENDIX X—cont.

Serial number. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
B. FINANCIAL.			
14.	To draw Pay Bills, O.T.C.A., Bonus, N.S.A. Bills, Travelling Allowance Bills, Contingent Bill and bills for various advance of the respective branches.	---	---
15.	To incur expenditure relating to payment of electric current charges.	No monetary limit	Artick 121, Tamil Nadu Financial Code, Vol.I
16.	To incur expenditure relating to the telephone charges.	No monetary limit	Item 49, of Appendix 5 of Tamil Nadu Financial Code, Vol. '1.
17.	To incur expenditure relating to service postage and telegrams charges.	---	Item No. 46 of Appendix 5 of Tamil Nadu Financial Code, Vol. II.
18.	To incur expenditure for repairing machines including spare parts.	Limited up to Rs.750/-	G.O. Rt. No.411, I & T (S&P '11) Department, dated 30th August 1990.
19.	To incur expenditure in respect of purchase of consumer stores.	Upto Rs.100 at a time in each case. Annual limit Rs.5,000.	Do.
20.	To purchase kerosene.	100 litres per month. Monthly monetary limit Rs.150. Annual monetary limit Rs. 1,800.	G.O.Ms. No.54, Transport Department, dated 28th January 1978.
21.	To sanction the temporary advance towards the purchase of Maida flour.		
	Government Branch Press, Pudukkottai.	Not exceeding Rs.300 per month towards purchase of maida flour as obtaining necessary permit from the local Civil Supply Department.	Article 99 of Tamil Nadu Financial Code, Vol. I in G.O.Ms. No.519. Transport, dated 5th October 1976.
	Government Regional Presses, Salem and Tiruchirappalli.	Not exceeding Rs.300 at a time and one bag at a time but not exceeding 2 bags of maida flour in a month.	G.O.Ms.No 179, Transport, dated 27th March 1977.
	Government Regional Press, Virudhachalam.	Not exceeding Rs.400 at a time and 2 bags at a time but not exceeding 2 bags in a month.	G.O.Ms.No.179, Transport, dated 26th March 1977.
22.	To Purchase of spare parts.	Rs. 1,000 in each case.	G.O. Ms No.78, I & T (S&P '11), dated 3rd March 1993.

## APPENDIX - X—cont.

Serial number. (1)	Items. (2)	Restrictions (If any). (3)	Authority. (4)
B. FINANCIAL.—cont.			
23.	To purchase the articles required.	Not exceeding Rs.100.	
24.	To purchase contingent stores.	Exceeding Rs.50 should be referred to the Head Office for sanction by the Local Purchase Committee of the Directorate.	Office Order No. 8775, dated 17th August 1975. Proc. Pr.No 98168/P1/75, dated 1st November 1975.
25.	To endorse cheque payable to orders drawn in favour of the Works Manager and Director of Stationery and Printing in the Official designation.		T.R. 16, S.R. 44, Tamil Nadu Financial Code, Vol. I.
26.	To incur contingent expenditure on account of Office contingencies.	Up to a limit of Rs.25 at a time.	Article 98 (a) (i) and Tamil Nadu Financial Code, Vol. I.
27.	To incur charges towards transport of articles subject to conditions that payments should be made to the contractor who will be selected for the year by Director of Stationery and Printing, Madras.	No monetary limit.	
28.	To Sanction rewards up to a sum of Rs. 15 in each cases to Gate Watchman and others, who succeed in catching a person who attempts to steal the articles of the press or who gives information leading to the deletion of thefts in the press.		



**APPENDIX - XI**  
**PRODUCTION ACCOUNTING (STANDARDS)**

**A.HAND COMPOSITION.**  
**(Vide Paragraph 358)**

**1. General principle.**—For purposes of outturn the compositors (hand setting) shall be divided into two classes 'A' and 'B' (i.e) above E.B. and below E.B. They shall give outturn of 1,000 and 800 corrected ens per hour respectively. The time allowed shall also include first corrections and distribution and shall carry with it responsibility for the matter till it is finally imposed.

(G.O.Ms.No.484, Education, dated 7th March 1952)

**2. Plain Matter.**—The time account for composing solid matter shall be calculated on the basis of 'cast up' of the work as indicated in Annexure. Two Rough proofs shall be pulled in respect of each work composed out of which one shall pass

through for corrections and further necessary action. The other proof duly signed by the foremen concerned shall be attached to the outturn sheets of the compositor as voucher. The hours with reference to the entire setting work shall be allowed to be accounted for at the first instance in the outturn account on the scale fixed.

In the case of confidential papers a memorandum giving details of matter set up and initialled by the Officer-in-charge shall take the place of first proof.

**3. Casting up.**— Number of lines for English work and approximate hour per page as cast up for single page only classified under 'A' and 'B' are given below:-

Size of Type (1)	35 EMS-A-4			26 EMS-A-5		
	Number of lines (2)	A Class. (3)	B Class. (4)	Number of lines. (5)	A Class. (6)	B Class. (7)
		H.M.	H.M.		H.M.	H.M.
12 point	60	4.30	5.24	45	2.30	3.00
11 point	70	5.45	6.54	53	3.15	3.54
10 point	76	7.00	8.24	58	4.00	4.48
8 point	92	10.00	12.00	70	5.30	6.36
6 point	120	17.00	20.24	90	9.30	11.24

Note.—(1) In respect of body types, pica shall be taken as 12 point, small pica 11 point, long primer 10 point, brevier 8 point, non-pareil 6 point.

(2) The above hours are only for close solid matter. Reduction will be made on merit of labour for open or blank portions.

**4. Conversion Table.**—Lines longer or shorter than the ordinary page widths are converted which may accure as following for line account purposes only.

**35 EMS.**

42 and 43 cms pica wide count.	5 lines	6 lines.
40 do	7 lines	8 lines.
38 do.	12 lines	13 lines.
32 do.	13 lines	12 lines.
30 do.	8 lines	7 lines.
26 do.	8 lines	6 lines.
24 do.	6 lines	4 lines.
22 do.	5 lines	3 lines.
19 do.	11 lines	6 lines.
17 or 18 do.	2 lines	1 line.

## 28 EMS

32 ems pica wide plus 1/7 or count	7 lines	8 lines.
30 ems pica wide plus 1/14 or count	14 lines	15 lines.
26 ems pica wide minus 1/14 or count	14 lines	13 lines
24 ems pica wide plus 1/7 or count	7 lines.	6 lines.

## 26 EMS.

30 ems pica wide plus 2/13 or count	13 lines	15 lines.
28 ems pica wide plus 1/13 or count	13 lines	14 lines.
24 ems pica wide minus 1/13 or count	13 lines	12 lines.
22 ems pica wide minus 1/13 or count	13 lines	11 lines.
20 ems pica wide minus 3/13 or count	13 lines	10 lines.
19 ems pica wide minus 2/7 or count	7 lines	5 lines.
18 ems pica wide minus 4/13 or count	6 lines	4 lines.

## 22 EMS.

20 ems pica wide (-)1/11 or count 11 lines as 10 lines 18 and 19 ems pica wide minus 2/11 or count 9 lines as 7 lines.

Exceptional and unusual sizes will be cast up to ens, and divided by the number of ens a (A4 metric size) line of the same type to obtain the number of lines to be as outturn.

**5. Marginal References As Side Notes out-side the page or as in-cut notes of all sizes.**—Two and a half minutes time shall be allowed for all classes of compositors uniformly for setting and justifying per appearing line for plain matter or per line of measured depth for tabular margins, the text lines opposite such in-cut margins shall be taken as full lines for purposes of 'casting up'.

**6. In-Cuts.**—In proceedings, etc., remarks (which are not marginal references) cut into the text are reckoned as lines of the type used at the fractional width of the page they occupy with one line of full measure extra for each in-cut, the appearing text lines being treated as a line of type of the remaining width of measure.

**7. Notes, etc.**—In half measure in parallel columns are treated as column matter the appearing lines being calculated at their

actual width converted into full measure, plus the following allowance for ranging lines and making up blanks:

Blanks up to 6 picas in depth, 1/2 line pica of column width.

Blanks from 7 to 12 picas in depth, 1 line pica of column width.

Blank from 12 to 24 picas in depth, 2 lines pica of column width.

Blanks from 24 to 40 picas in depth, 3 lines pica of column width.

Blanks from 40 upwards in depth, 4 lines pica of column width.

**8. Foot Notes.**—Are taken as lines of type in which they are composed and the dividing rules as lines of the text type.

**9. Matter or margin overrun from one length of matter to another.**—One third of the time permissible for the original setting of the matter shall be allowed for overrunning to new sizes.

**10. Justification.**—In plain English matter only when exceeding two in the depth of line-address lines in proceedings—Dash and star lines—Starling headings—Greek—Anglo—Saxon and music setting work—Accented and discrietial letters when

used along with texts—Old record works and such similar works—Time shall be allowed on the merit of labour in each case.

### B. TABULAR WORK.

**11. Allowances for tabular matter.**—For this description of work extra hours to the extent noted below in addition to the hours for solid work fixed for the different classes of Co-compositors shall be allowed provided the set up matter is fairly solid. In case of open tables of a lighter description reduction in hours shall be made proportionate to the labour involved in each case.

Class 1—Printing lengthways of pages 2 and 3 columns dependent upon each other

and reading across the tables.

with or without headings as plain matter.

4 and 5 with or without headings as plain matter one-eighth extra.

6 and 7 with or without headings as plain matter quarter extra

8 and 10 with or without headings as plain matter one third extra.

above 10 with or without headings as plain matter half extra.

Class 2—Narrow way of page.

2 Columns dependent upon each other.

with or without Readings as plain matter.

3 and 4 with or without headings as plain matter one eighth extra.

5 and 6 with or without headings as plain matter quarter extra.

7 and 8 with or without headings as plain matter one-third extra.

above 8 with or without headings as plain matter half extra.

As and smaller sizes are taken at the rate of class 2 for both ways of page.

*Note.*—One-eighth extra for tabular matter containing 5 columns and above not separated by lines shall be allowed.

**12. Tabular matter with other lines set across the page and rules cut.**— The full lines shall be treated as plain matter. The actual depth of the tabular matter shall be taken into consideration for conversion into hours.

**13. Column matter irrespective of the number of columns not dependent upon each other.**— shall be treated as plain matter and hours allowed on the 'cast up'.

**14. Specimen blank forms i.e.**—With headings and blank columns in book and proceedings work : Hours shall be allowed on the merit of labour just line job works.

**15. Narrow tables of a measure less than the full width of the page**—Time as for the full width shall be taken and from it proportionate deduction shall be made with the addition of time for making up the blanks at sides calculated in lines.

### JOB WORKS.

**16. General.**—Includes notices, band bills, circulars, invitations, memoranda, office orders forms standardized and special which are complete in themselves. Each job irrespective of nature of setting shall be treated as single unit and hours allowed on merit of labour based on a standard outturn of 1000 lines per hour for 'A' Class and 800

lines for 'B' Class. The compositors shall be responsible for each job set up until it is struck off. In cases of close tabular work, extra hours shall be allowed with reference to the merit of labour and shall not exceed double the extra hours for tabular work. Title and displayed pages shall be computed into hours on merit of labour involved in these cases.

**17. Conversion Table.**—Conversion table for estimating time or converting solid lines of other sizes of type to pica under this scale in case 'A' class compositors is given below: In respect of 'B' class compositors add 20 per cent of the cast up time.

<i>Pica 12 point.</i> (1)	<i>Small pica 1 point.</i> (2)	<i>Long primer 10 point.</i> (3)	<i>Brevier 8 point.</i> (4)	<i>Non pareil 6 point.</i> (5)	<i>Value time.</i> (6)
					H.M.
1 line	1 line	1 line	½ line	½ line	0.10
2 lines	2 lines	2 lines	1 lines	1 lines	0.10
3 lines	3 lines	3 lines	2 lines	..	0.15
4 lines	4 lines	..	..	..	..
4 lines	4 lines	4 lines	3 lines	2 lines	..
				3 lines	0.29
6 lines	5 lines	5 lines	4 lines	..	0.25
7 lines	6 lines	6 lines	5 lines	4 lines	0.30
8 lines	7 lines	7 lines	6 lines	..	0.35
9 lines	8 lines	..	..	..	0.40
10 lines	9 lines	8 lines	7 lines	5 lines	0.45
11 lines	10 lines	9 lines	8 lines	6 lines	0.50
12 lines	11 lines	10 lines	..	..	0.55
13 lines	12 lines	..	..	..	..
14 lines	13 lines	11 lines	9 lines	..	1.00
15 lines	14 lines	12 lines	10 lines	7 lines	1.08
				8 lines	..
22 lines	20 lines	18 lines	15 lines	12 lines	1.40
30 lines	27 lines	24 lines	21 lines	16 lines	2.15
37 lines	34 lines	31 lines	26 lines	20 lines	2.47
45 lines	41 lines	38 lines	31 lines	24 lines	3.22
52 lines	48 lines	43 lines	36 lines	28 lines	3.55
60 lines	55 lines	49 lines	42 lines	32 lines	4.30
or 4/5 page Pica	or 5/8 page Pica		or 1/2 page Pica		or 1/4 page, Pica
1 page	1 page		1 page		1 page
1-1/3 pica	1-5/8 pica		2-1/4 pica		4 pica

For Great Primer 2 lines=pica; for English

9 lines=8 pica ; 1 page English=7/8 pica;

1 page pica thick leaded 4/5 page solid pica.

*Note:* (1) Envelope addresses of any size containing 6 lines or under are reckoned as 1/8 page, more than 6 lines on their merits as to labour involved.

#### **Works in Indian Language** (Other than Job Works)

**18. General.**—In this class of work the hours in respect of outturn shall be worked out with reference to the appearing matter in page or eights of a page deducting large blanks.

**19. Fractions of pages less than one eighth of page.**—The time to be allowed shall be:

(a) 5 Minutes per line for A-4 size.

(b) 7½ minutes for two lines in A-5 size.

(c) 3 minutes for smaller sizes uniformly for compositors.

**20. Marginal Lines.**—(Plain or tabular), 3 minutes shall be allowed for each line uniformly for all sizes.

**21. Tabular Work.**—Hours may be allowed extra as per tabular matter in English calculated to the nearest eighth of a page.

**22. Standing Matter.**—One line of the type used for each full line actually altered shall be allowed and after 'Cast up' converted into hours. This shall be done only in case where alterations are made on type matter kept standing and recorded in the register of standing matter.

**23. Corrections:** The corrections shall be done by the individuals concerned doing the original work and no hours shall be allowed for doing such rough corrections in the outturn account. If the correction work of the matter set by one Compositor is done by another, the hours allowed as labour equivalent to the latter shall be deducted from the hours passed for the original setting work in this connection.

**24. Authors corrections, Press Attendance, Alteration in matter kept Standing and Recorded in the Register of Standing Matter.**—The labour shall be

converted into hours as fair equivalent to the expected outturn per hour in respect of 'A' and 'B' classes of Compositors. 'A' class labour equivalent will be 1,000 ens per hour and 'B' 800 ens per hour. Generally, 50 Corrections in hand composed matter and 45 in case of mono composition shall be considered as equivalent to 1,000 ens or an hour's labour. With imposed matter 15 minutes upto 4 pages and 30 minutes for above 4 pages irrespective of sizes will be allowed and locking up and taking to proof press.

**25. Lino Slug Corrections.**—In respect of Lino set matter the slugs containing the mistakes as indicated in the proofs shall be replaced by the recast slugs after verification either in galleys or in forme irrespective of the size at the following rates:

Matter in galleys .. 45 slugs per hour.  
Matter in forme .. 40 slugs per hour.

**27. Time rates for making up and Imposing.**

Numbers of pages (1)	Page size. (2)	Making up		Imposing (5)
		Lino (3)	Mono/H.S. (4)	
		Hr. Mts.	Hr. Mts.	
16	A5	3.00	4 00	4 00
8	A4	3 00	4 00	2.30
8	A5	1 30	2 00	2 00
4	A4	1 30	2 00	1 15
4	A5	0 45	1 00	1 00
2	A4	0 45	1 00	0 45
1	A3	0 45	1 00	0 30
1 Page and other size	..	0 30	0.30	0 30

Note:

The norms fixed by O & M Cell for making up and imposition operation will be as follows:

S.No.	Classification	A4 (Solid)		A5 (Solid)	
		Mono including Hand setting Hrs. M	Lino Hr. M	Mono including Hand setting Hrs. M.	Lino Hrs M.
<b>Making operation</b>					
1.	Single Column	0-40	0-30	0-20	0-15
2.	Double Column	0-50	0-40	0-25	0-20
<b>Imposition</b>					
1.	4 Page	1-15	1-15	—	—
2.	8 Page	—	—	2.00	2.00

- Remaking and Impose - Existing Procedure of allowing 50% of the above norms will be continued.
- Searching the Galley matter for correction - Five minutes per Galley
- laying hours -
- Searching the forms and placing it on the Imposing it on the Imposing stone and unlocking and locking the form. - 30 minutes per forme in RA2 size.

(Vide O.O.No.7/89, date 30th March 1989)  
(C.P.22645/GE1/89 date 30th March 1989)

## 28. LEADED MATTER (Extra time for inserting lead).

(1)	4 Page in A4 Size								8 Page in A5 size			
	Single Column				Double Column				Single Column			
	2 point lead		3 Point lead		2 point lead		3 point lead		2 point lead		3 point lead	
	Lino Hr.	Mono Hr.	Line Hr.	Mono Hr.	Lino Hr.	Mono Hr.	Lino Hr.	Mono Hr.	Lino Hr.	Mono Hr.	Lino Hr.	Mono Hr.
(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	Mts.	
Set in 12 point	15	30	15	30	30	45	30	45	45	60	45	60
Set in 11 point	15	30	15	30	30	45	30	45	45	60	45	60
Set in 10 point	30	45	30	45	45	60	45	60	45	60	45	60
Set in 8 point	30	45	30	45	45	60	45	60	45	60	45	60

1. Other sizes in proportion.
2. Press order attendance 15 minutes perform.
3. Heavy corrections at valuation.
4. Re-imposing 30 minutes per forme less than imposing rates for four pages and 8 pages, one hour per forme less than 16 pages.
5. Make up of irregular or tabular pages according to labour involved.

**B. Lino Type Composition.**

**26. Making up and Imposing.**—The time rates include unlocking, collecting chase, furniture etc., tying up or transferring to galleys matter released from chase and slight corrections in making up. In the case of line setting 10 per cent of the time allowed shall be deducted for different sizes.

**29. Setting work.**— The minimum outturn for Lino operators shall be 4,500 corrected ens per hour.

(G.O Ms.No.2886, Education and public Health, dated 16th November 1948)

For setting works of Assembly debates or other items involving a combination of English and Tamil appearing in the sameline, the minimum outturn shall be 3,600 corrected ens per hour.

(O.O.24 66 dated, 28th April 1966).

The outturn fixed includes all considerations for labour involved in respect of superior figures heading in small capitals, dash and star lines, short slugs, head lines extraneous founts not run on the machines, etc.

**30. Setting in corrections.**—The hours with reference to the entire setting work shall be allowed to be accounted for at the first instance in the outturn account. The ready reckoners printed for official use for the purpose of valuation shall be adopted by the computers.

**31. Corrections.**—The corrections shall be done by the individuals concerned doing the original setting work and no hours shall be allowed for doing rough correction work. Corrections other than the initial setting will be valued at 3,700 ens per hour.

If the correction work of the matter set up by one operator is done by another, the hours allowed as labour equivalent to the latter shall be deducted from the hours passed for the original setting work in this connection.

**32. Repeat lines.**— One minute shall be allowed for every four slugs run on the machine.

Non-setting hours shall be included:-

1. Mechanical and electrical breakdown not due to operator's fault;
2. Change of magazines;
3. Cleaning of machine; and
4. waiting for copy.

**33. Tabular Matter.**— Works containing four columns or more tabular matter set in solid form 12½ per cent extra time shall be allowed over plain setting.

**34. Marginal lines and standing alterations.**—They shall be treated as plain matter and time according to the number of ens shall be allowed.

**C. Monotype Key Board**

**35. Setting work.**—The minimum outturn for mono type keyboard operators shall be 5,000 corrected ens per hour. The ready reckoners for official use for sizes commonly in use shall be adopted by the computers for the purpose of valuation.

The minimum outturn for setting in Mono 580 series (Tamil) shall be 4500 corrected ens per hour.

(O.O.26/76, dated 7th May 1976).

**36. Mono Corrections by Compositors.**— An initial deduction of 10 per cent from the total production shall be

**39. Bonus.**—The rate of bonus payable to Linotype operators, Monotype operators and Hand Compositors per 1000 corrected ens in excess of the prescribed outturn in as detailed below against each category:-

Category	Rate of bonus per 1000 corrected ens.	G.O.No. and date.
(1)	(2)	(3)
1. Lino type Operator	0.21	G.O.1121, P.W.D. dated 18th May 1967.
2. Mono type Operator	0.18	
3. Hand Compositor (Above EB)	0.19	G.O.Ms.No.2886, Education and public Health, dated 16th November 1948.
4. Hand Compositor (Below EB)	0.95. (800 corrected ens.)	G.O.Ms.No.484, Education, dated 7th March 1952.

Bonus will be calculated and paid for on the net excess outturn for each quarter of the financial year. Annual increments shall not be granted to those who are not able to give the prescribed outturn.

## D. READING

<i>Engaged in uniformity, editing translation, etc. hours.</i>	<i>Engaged in Reading as copy holder hour.</i>	<i>Total outturn shown in terms of hours.</i>	<i>Total number of hours worked</i>	<i>Plus or minus hours.</i>	<i>Remarks.</i>
<i>1. Outturn scale in minutes per solid page.</i>					
<i>Page dimensions. (1)</i>	<i>First reading or rough proof. (2)</i>	<i>Second Reading of fair proof. (3)</i>	<i>Revise reader's and author's (4)</i>	<i>Form or reading without copy. (5)</i>	<i>strike order or revise. (6)</i>
	M.S.	M.S.	M.S.	M.S.	M.S.
<i>Pica 12 point one page.—</i>					
A4	11 0	15 0	5 0	9 15	1 30
A5	6 30	9 0	3 0	5 30	0 55
<i>Small pica or 11 point 1/3 extra</i>					
A4	14 40	20 0	6 40	12 20	2 00
A5	8 40	12 0	4 00	7 20	1 13
<i>Long primer or 10 point 1/2 extra</i>					
A4	16 30	22 30	7 30	13 50	2 15
A5	9 45	13 30	4 30	8 15	1 20
<i>Brevier or 8 point 1 extra</i>					
A4	22 0	30 0	10 0	18 30	3 00
A5	13 0	18 0	6 0	11 00	1 50
<i>Non Farcil or 6 point 3 extra</i>					
A4	44 0	60 0	20 0	37 0	6 0
A5	26 0	36 0	12 0	22 0	4 0
<i>2. other description.</i>					
Leader matter	..	Three-fourths of the time allowed for the same kind of type and page dimensions.			
Full tabular matter	..	One and one-tenth	Do.		
Open tabulator matter	..	Two-thirds	Do.		
Standing Matter	..	Three-fourths	Do.		
Blank form work	..	Half of the time allowed for solid pica page			
Open display, title pages, etc.	..	Do.			
Settlement registers rough 5 minutes, fair 7 minutes	..	Do.			



## APPENDIX XII

## MINIMUM OUTFURN FIXED FOR BINDING (MACHINE) OPERATIONS.

(Para 436)

## FOLDING MACHINE-Auto-Fed 15, A,B, &amp; C.

	2 folds (8pp.)	3 folds (16 pp.)	4 folds (32 PP)
RA-I ..		1,500 per hour.	1,300 per hour.
RA-II.. ..	1,800 per hour.	1,600 per hour.	1,500 per hour.
RA-III.. ..	2,000 per hour.	1,800 per hour.	..

In the case of Imitation Art and Art paper 25 per cent less outturn to be allowed.

## MACHINE SETTING TIME

2 folds ..	30 minutes.
3 folds ..	45 minutes.
4 folds ..	1 hour.

Forms alteration: Signature to Signature-5 minutes

Daily cleaning .. 1 hour.

## FOLDING MACHING-Hand Feed No.16-

Size.	2 folds (8pp)	3 folds (16 pp.)
RA-I ..		1,200 per hour.
RA-II ..	1,600 per hour	1,400 per hour.
RA-III ..	1,800 per hour.	1,600 per hour.

In the case of Art Paper (Imitation and Art) 25 per cent less outturn to be allowed.

## MACHINE SETTING TIME.

2 folds ..	15 minutes
3 folds ..	30 minutes

Forme alterations: Signature to signature-5 minutes

Daily cleaning .. 30 minutes

## NUMBERING

(i) Straight forward single numbering by treadle or hand machine in a convenient portion on the page.	1,500	Numbers per hour.
(ii) Numbering at the foot of the page or near the spine or on each page or on small size forms.	900	Do.
(iii) Numbering single, double or triple or treadle machine or on oblong shape books by hand machine.	1,300	Do.
(iv) Numbering cheques on treadle machine	800	Do.
(v) Numbering on big sheets such as foolscap broad Royal foli on treadle machine.	1,000	Do.
(vi) Numbering on Foolscap long 4 to sheets in tri-fold	1,000	Do.
(vii) 1 to 99	1,000	Do.
(viii) 101 and above	1,300	Do.

## RULING OUTTURN (NUMBER OF SHEETS PER HOUR)

Size. (1)	Running length (2)	Feed edge. (3)	Disc Machine.		Pen Ruling.	
			Hand fed Machine. (4)	Auto fed 8A and 8 B. (5)	Run through 9 to 13 4. (6)	Stopped work 14 (7)
	CM.	CM.				
Foolscap A(3)	30-5 43	43 30-5	2,500	3,250	2,200	1500
Double Foolscap A (2)	43	61				
Double Foolscap A(2)	61	61	2,250	3,000	2,000	1,250
Quad Foolscap A(I)	61	86	1,750	2,250	1,500	1,000
Quad FoolscapA(II)	86	61	1,500	2,250	1,000	

*Setting time:*

Run through pens or disc.	..	..	..	..	..	100 lines per hour.
Stop work	..	..	..	..	..	32 lines per hour.
Stops	..	..	..	..	..	4 per hour.
Colour (after the first one)	..	..	..	..	..	4 per hour.
Two sides machine (Disc.)	..	..	..	..	..	3 time the single side time.

Adjustment of the feeding mechanism and delivery mechanism and changing of cams on Auto Disc machine. 2 hours.

Jogging sheets and placing on the feed Board	..	..	..	..	..	¼ hour for 12 ream.
Alteration of sizes (form A-1 to A-II, etc.)	..	..	..	..	..	1 hour.
Daily cleaning	..	..	..	..	..	½ hour.

## ENVELOP MAKING

Folding and pasting large or long covers on big machine	..	..	..	..	..	2,000 covers per hour.
Changing box	..	..	..	..	..	10 to 12 hours.
Daily cleaning	..	..	..	..	..	½ hour.

## PUNCHING MACHING

Light weight paper (upto 7.2 K.g.)	..	..	..	..	..	6,000 impressions per hour.
Medium weight paper (upto 9.7 K.g)	..	..	..	..	..	5,000 impressions per hour.
Heavier paper like Lancashire Ledger or Azurelaid etc.	..	..	..	..	..	3,000 impressions per hour.
Card (3 or 4 sheet thick)	..	..	..	..	..	1,000 impressions per hour
Boards	..	..	..	..	..	800 impressions per hour.

## EYELETING MACHINE

Eyeletting on tradle machine when eyelets drop in position automatically						400 per hour
Eyeletting on tradle machine when eyelets are to be placed in position by hand						100 per hour.

## CUTTING MACHINE

Cutting paper from larger sheets into smaller sheets or trimming edges of books to the full capacity of the guillotine.						25 cuts per hour.
Trimming edges on (Seybold) 3 side trimmer	..	..	..	..	..	40 cuts per hour.
John Perfects, Original Perfecta-3 Sides trimmer	..	..	..	..	..	50 cuts per hour.
Alteration time	..	..	..	..	..	½ hour for each size.
In case an assistant, is deputed 1½ times the outturn i.e in single side cutting 3 Knife						37 cuts per hour 60 cuts per hour.

*Embossing Machine:*

(i) Embossing in single colour on hand machine .. .. .	100 impressions per hour with an assistant.
(ii) Embossing in single colour on auto inking machine .. .. .	250 impressions per hour with an assistant.
(iii) Embossing in tricolour on hand machine .. .. .	60 impressions per hour with an assistant.
Make ready .. .. .	1 hour.

## ROTARY PERFORATING MACHINE - (OLD MACHINE)

Run through .. .. .	1,250 sheets per hour.
Stopped work .. .. .	1,000 sheets per hour.
Setting time for run through work .. .. .	½ hour.
Stop work .. .. .	¼ hour.

*N.B.*—Reduce 20 per cent in the case of numbered sheets.

## MACHINE SEWING.

Brehmer (No.33 model) and Symth Model Section sewing registers	400 sections per hour.
Martin machine (Old model) .. .. .	300 sections per hour.
Martin machine Daily cleaning .. .. .	½ hour.
In the case of big sizes such as A 3 Broad and A 2-25 per cent less outturn to be allowed, viz.	300 sections per hour.
In the case of book work of small size such as A 5(with bolts) - 25 per cent extra outturn be given viz.	500 section per hour.

*Machine Setting time:*

Sewing without tapes .. .. .	1 hour.
Sewing with tapes .. .. .	½ hour
Sewing through 4 tapes .. .. .	2 hour.
Very short runs .. .. .	½ hour.
Alteration of size from-A-5 to A-3 or to F.C. Broad, A-3 Broad, etc.	1 hour

## WIRE STITCHING:

<i>Style stitching</i> (1)	<i>Description of work.</i> (2)	<i>Number of sections.</i> (3)	<i>Staples per hour</i> (4)	<i>Staples per hour.</i> (5)
Stabstitching ..	Sections folded and made up registers or folded and gathered sections of book work.	1 section	1,000	1,000
		2 to 5 sections	700	500
or				
Saddle. ..	Loose sheets gathered with B.C. Wrapper per or with single sheet ends re-inforced with cloth strips.	6 to 9 sections	600	400
		10 and over	500	300
		1 section	650	500
Saddle. ..	Folded sections with bolts inserted quire-wise (magazines and booklets).	2 to 3 sections	525	400
		4 and over	450	300

## OUTTURN FOR DOUBLE HEAD WIRE STITCHING MACHINE.

	Number of books per hour.	
	A-5	A-4
<i>Side stitching</i>		
1 section	650	650
2 to 5 sections	500	350
6 to 9 sections	400	300
10 sections and above	350	250
<i>Saddle-</i>		
1 section	450	400
2 to 3 section	400	300
4 and above	350	250

Outturn for 2 ups, 3 ups, etc., are fixed in the following scale for double head wire stitching.

For 2 ups.—20 per cent extra outturn to be given invariable for all sizes, sections and style of stitching.

In case of 3 ups, 4 ups and 5 ups.—30 per cent, 50 per cent and 60 per cent respectively to be given.

Board cutting machine Rotary .. .. . 200 boards per hour

Setting time .. .. . ½ hour

N.B. For operations not included in this list and in the case intricate type of work or when the machine gives trouble due to minor defects the outturn to be fixed by the Foreman in charge.

## BINDING HAND OPERATIONS.

	Folded size page. (1)	Folding to print.	
		Folding by hand. A-5 (2)	Folding to print. A-4 (3)
		per hour.	Per hour.
4 pages	.. .. .	750	600
8 pages	.. .. .	525	450
16 pages	.. .. .	375	..
32 pages	.. .. .	200	..

## FOLDING TO PAPER.

	Folded size (1)	Folding to paper.	
		A-5 (2)	A-4 (3)
		per hour.	Per hour.
4 pages	.. .. .	800	700
8 pages	.. .. .	600	500
16 pages	.. .. .	325	..
32 pages	.. .. .	..	..

P.S.—Folding sheets into quirewise and pulling up:-1000 per hour.

*Quirewise insertion of folded forms:*

A-6 (1)	A-5 (2)	A-4. (3)
1,000 per hour.	900 hour.	700 per hour.

If a particular portion is to be found for the sections or sheet inserted, add 50 per cent to the time required.

*Pasting of plates or single sheets-*

22½ Cm. x 15 Cm.	22½ Cm. x 15 Cm. upto 27½ Cm. X 22½ Cm.	27½ Cm. x 22½ Cm.
A-6 per hour	A-5 per hour	A-4 per hour.
375	300	250

## FILE FOLDING AND INSERTING

Book of 10 section	..	..	..	..	..	30 books per day.
Book of 15 section	..	..	..	..	..	25 books per day.
Book of 25 sections	..	..	..	..	..	20 books per day.
Manufacture of hinged file board	..	..	..	..	..	5 sets per hour.
Small slips (errata, etc.) tipping	..	..	..	..	..	200 per hour.
Pasting of labels on books	..	..	..	..	..	150 per hour.
B.C. inserting books	..	..	..	..	..	100 books or 200 books per hour.

## CLOTH-LINING ON PAPER

Khadi or mill cloth A-3	..	..	..	..	..	30 pieces per hour.
Khadi or mill cloth A-2	..	..	..	..	..	20 pieces per hour.
Calico A-4	..	..	..	..	..	20 pieces per hour.
Calico A-3	..	..	..	..	..	15 pieces per hour.
Calico A-5	..	..	..	..	..	25 pieces per hour.

## SECTION FOLDING

	A-6 (1)	A-5 (2)	A-5 (3)	A-3/A-2 (4)
	per hour.	per hour.	per hour.	per hour.
	300	250	200	150/100

## MAKING UP OF BOOKS

(1)		A-4 (2)	A-3 (3)	A-2 (4)
50 leaves 7 to 10 section	..	..	..	..
100 leaves 14 to 20 section	..	..	..	..
200 leaves 21 to 30 sections	..	..	..	..
		100	50	25
		50	25	13
		25	12	0

Section folding tipping outer sheets and making up-

			A-4	A-3
			(2)	(4)
50 copies	..	..	..	..
100 copies	..	..	..	..
200 copies	..	..	..	..
			20	8
			10	6
			8	4

Post wrapping of journals, magazines, gazette packeting and Law Reports (rolled) 180 per hour.

(1)		A-5 (2)	A-4 (3)	A-3 (4)
Gathering folded forms	..	..	..	..
Collating of gathered signatures folded forms	..	..	..	..
		1,500	1,400	1,000
		1,500	1,400	1,000

In case of sewn books 50 per cent of the outturn is to be allowed.

## KNOCKING UP OR JOGGING BY HAND

Sheet size.		Average number of sheets per hour.
(1)		(2)
A-4	..	..
A-3	..	..
A-2	..	..
A-1	..	..
		15,000 (30 reams).
		7,500 (15 reams).
		4,000 (8 reams).
		2,500 (5 reams).

If the paper is gummed, varnished, very thin (less than 9.7 K.g) or very thick substance, decrease the output by 20 per cent.

Counting sheets by hand.

(1)	Average number of reams per hour	
	Counting in 500. (2)	Counting in 100 (3)
A-4 .. ..	12	8
A-3 .. ..	10	7
A-2 .. ..	8	6
A-1 .. ..	6	4

## MAKING AND PAPERS.

Reinforced, A-4 .. ..	50 singles with an assistant or (400 per day)
Reinforced, A-3 broad .. ..	40 singles (320 per day)
Cloth joints ends A-4 .. ..	25 singles (200 per day)
Cloth joints ends A-3 broad.. ..	20 singles (160 per day)
Cloth joints ends A-3 .. ..	15 singles (120 per day)
Cloth joints ends A-2 .. ..	10 singles (80 per day)

QUARTERS CLOTH, STIFF COLOUR PAPER, SIDES CUT FLUSH, END PAPERING,  
FORWARDING AND COVERING.

(1)	A-5		A-4		A-3 board.	
	Number of books per day for a group of 6 persons. (2)	Number of books per head per day (3)	Number of books per day for a group of 6 persons (4)	Number of books per head per hour. (5)	Number of books per day for a group of 6 persons. (6)	Number of books per head per hour. (7)
Books of 50 or 100 pages stitched quirewise with single leaf ends reinforced with cloth strip at the back or stab stitched with single leaf ends reinforced with strip at the sides.	650	14	610	13	515	11
Book of 50 or 100 pages sewn or stab stitched with end paper.	610	13	550	12	465	10
Books of 200 pages stab stitched or sewn.	550	12	515	11	420	9
Books of 300 to 600 pages, stab stitched or sewn.	465	10	420	9	375	8
Books of 600 to 800 pages sewn.	375	8	325	7	280	6

*N.B.*—In the case of book work or register with calico book 10 per cent less outturn to be allowed.  
In the case of books sewn on cords, 12 1/2 per cent less outturn to be allowed for spraying cords.