

HAND SEWING

Library books.

(1)	Tape sewing illustrated weekly all along (2)	4 cords 2- On G.P.L. (3)	3 cords 2- on I.L.R. (4)	4 cords all along secretariat library. (5)	3 cords all along secretariat library. (6)	Over casting Cazette G.Os. etc. (7)	Tape sewing ledger all along (8)
A3 board	4 tapes	25	40	45	30	¾ inch.	40
	3 tapes.	30	50	55	35	1 inch.	50
	3 tapes	35	..	60	..	1¼ inch.	60
A6	2 tapes.	40	1½ inch.	70
R.A.—2 size	4 tapes.		25 sec.

Folded sheets and book Work

(9)	5 cords 3-on book work.	4 cords-2on book work.	3 cords 2-on book work. and register.	2 cords 2-on book work and register.	3 cords all along set work. (13)	2 cords all along book work and register. (14)
60		50
70		60	75	..	50	..

N.B.—In the case of books of less than 10 sections 21½ per cent extra time to be allowed for separating books in the case of library books of less than 25 section 12 per cent extra time to be allowed for separating books.

MADE ENDS WITH CLOTH JOINTS

A4	..	20 (160 per day)
A3	..	15 (120 per day)

Cloth joints for registration volumes (Azurelaid paper) R.F. 13 singles 100 per day

WRAPPING (PLASTING ON AT THE SPINE) WITH 2 ASSISTANTS-GROUP OF 3 PERSONS

<i>Bulk of the book.</i>	<i>A5 per hour.</i>	<i>A4 per hour.</i>	<i>A3 per hour.</i>
0.75 cm	225	190	150
1.25 cm	190	160	125
2.50 cm	150	125	100
5 cm	120	100	70

In the case of books stab stitched after the insertion of sections inside the wrapper involving holdings (2 folds) at the spine of the wrapper, e.g., Indian Law Reports, Women's Welfare Journal, etc., where the wrapper is not pasted, the outturn for folding and wrapping is 200 per hour.

Pasting strips of cloth on single leaf end .. 100 per hour with an assistant.

HALF BOUND REGISTER-FORWARDING AND COVERING

<i>Style of binding.</i>	<i>Bulk.</i>	<i>A5</i>	<i>A4</i>	<i>A3 board.</i>
Half khaki bound with colour paper sides, hollow back.	upto 2.50 cm	3	2½	2
	upto 5 cm.	2½	2	1½ (Books 3 for 2 hours).
Half khaki bound with colour paper sides, spring back.	Upto 5 cm	2	1½	1
	Upto 7.50 cm.	1½ (3 books for 2 hours).	1	2/3 (2 books for 3 hours).
Half khaki bound file books with colour paper sides cords laced in (no backing and no corners).	2	..

In the case of books sewn on cords involving lacing in or books bound with leather 25 per cent extra time to be allowed.

REGISTRATION VOLUMES-FORWARDING, COVERING AND COLLATING

	<i>Bulk.</i>		<i>Regular Forms A2.</i>
Full Khaki bound spring back	upto 5 cm.	3/4	(3 books for 4 hours or 6 books per day)
	Upto 7.5 cm and above	2/3	(2 books for 3 hours of 5 books per day).

In the case of leather bound books allow 33 1/3 per cent.

Registration files-Half khaki and calico cords laced in (no backing and no corner). | 1½ books per hour (3 books for 2 hours).

BINDING IN GOOD STYLE FULL OR HALF MOROCES BOOKS EXCLUDING SEWING-		
Thickness of the book	below 2.5 cm	3 hours per book.
	Upto 5 cm	4 hours per book.
	Above 5 cm	5 hours per book.
Cut edges for index and stamping letters.		1 book per hour.
	A5	A4
Full cloth or paper. Cut flush	20 books per hour.	15 books per hour.
Fullcloth or paper cut flush single leaf end paering.	50 books per hour.	40 books per hour.
Fullcloth or paper cut flush single leaf end pearing	30 books per hour.	25 books per hour.

RECEIPT BOOKS INTERLEAVING OR GATTERING, COLLATING AND WRAPPER OR
END PAPER INSERATION.

Description of work.	A5		A4		A3	
	In books of of 50 sets each (2) per hour	In books of of 100 sets each (3) Per hour	In books of of 50 sets each (4) Per hour	In books of of 100 sets each (5) Per hour	In books of of 50 sets each (6) Per hour	In books of of 100 sets each (7) Per hour
(1)						
Duplicate	820	850	760	800	560	600
Triplicate	510	530	480	500	350	375
Quadruplicate	410	425	380	400	28	300

PLAT FILE MANUFACTURE

(New case)	.. 9 cases per 2 hours (N.B.—If flaps are clothlined and supplied, 5 cases per hour)
(Old boards repairing)	.. 3½ cases per hour or 7 cases for 2 hours.
Cloth-lining of docket sheets with glue	.. A3-20 per hour per head.
Cloth-lining crown cartidge cover	.. A2-20 per hour per head.
Cloth case manufacture	.. A5-10 per hour.
Cloth case manufacture	.. A4-8 per hour.
Checked slips gummed, etc.	.. 25 per hour.

MANUFACTURE OF COVERS

Large size covers folding and pasting by hand:

No.1 size 16 inches x 11-¾ inches	.. 100 per hour.
No.2 size 14-½ inches x 10 inches	.. 125 per hour.
No.3 size 16-¼ x 6 inches.	.. 150 per hour
No.4 size 14 inches x 55/8 inches	.. 150 per hour.
No.5 size 10-½ inches x 4½ inches	.. 200 per hour.
No.6 size 9-¼ inches x 4 lines	.. 200 per hour
No.7 size 7-½ inches x 3 inches	.. 200 per hour.

In case of cloth pasted on covers 25 per cent less outturn to be allowed;

1 size	.. 70 per hour.
2 size	.. 80 per hour.
3 size	.. 90 per hour.
4 to 7 size	.. 120 per hour.

NIPPING. OUTER SHEET PASTING AND GLUEING

Number of Section.	Number of books per hour.			
	A4 and A5		A3 broad	
	$\frac{1}{4}$ bound (2)	$\frac{1}{2}$ bound (3)	$\frac{1}{4}$ bound (4)	$\frac{1}{2}$ bound. (5)
(1)				
7 sections (without tapes)	60	45	45	35
14 section	25	20	20	15
Above 14 section	20	15	15	13

SHEET CALENDER

(Operations including gathering counting and lining of pulp 23 calendars per hour. board)

HALLEY NUMBERING

A2	1,000 sheets per hour.
A3 Small size (Daily cleaning - one hour)	1,250 sheets per hour.
<i>Sheets made-ready hour-</i>	
Change of book (numbering)	
Up to 10 books	One hour.
Up to 20 books	Two hours.
Up to 30 books	Three hours.
40 and above books	Four hours.

Note.—For operations not included in the list and in the case of complicated work, outturn to be fixed by the Foreman-in-charge.

APPENDIX - XIII.

**PERCENTAGE OF APPORTIONMENT OF INDIRECT CHARGES—DIRECTORATE OF STATIONERY AND PRINTING.
(Vide Paragraph 110)**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
	Stationery.	Central Press.	Branch Press, Cause List.	Branch Press, Central Prison Press.	Branch Press, Anaikara Estate.	Branch Press, Pudukkottai.	Publication Depot.	Government Regional Press, Tiruchi-rappalli.	Government Regional Press, Virudhachalam.	Government Regional Press, Salem.	Government Regional Press, Madurai.	Total.
	50	25	1.75	1.75	3.50	3.50	0.50	3.50	3.50	3.50	3.50	100

PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT. PER CENT.

Officers Group I (Director, Joint Director, Personal Assistant, Chief Accounts Officer, Assistant Director (D), Labour Welfare Officer, Stock Verification Officer).

Officers Group II [General Manager, Management by Objective Adviser, Assistant Works Manager (P), Special Officer (Forms), Electrical and Mechanical Engineer, Cost Accountant].

Establishment Charges & T.A. 25 37.50 2.63 2.62 5.25 5.25 0.75 5.25 5.25 5.25 5.25 100

Contingencies 50 25 1.75 1.75 3.50 3.50 0.50 3.50 3.50 3.50 3.50 100

Depreciation on Furniture 50 25 1.75 1.75 3.50 3.50 0.50 3.50 3.50 3.50 3.50 100

PERCENTAGE OF APPORTIONMENT OF INDIRECT CHARGES—cont.

Particulars (1)	Hand Composing (2)	Lino (3)	Mono (4)	Machine (5)	Binding (6)	Mechani- cal (7)	Rubber Stamp (8)	Block Making (9)	Supplies (10)	Packing (11)	Out-work (12)	Despatch (13)	Total (14)
Government Branch Press, Pudukkottai—													
Officers													
Establishment	46	4	4	25	14	1.50	5.50	100
Supervision													
Contingencies													
Building Expenses													
Readers and Copyholders	87	5	8	100
Government Regional Press, Tiruchirappalli—													
Officers													
Establishment	15	39	34	3	9	100
Supervision													
Contingencies													
Building Expenses													
Building Depreciation													
Government Regional Press, Salem—													
Officers													
Establishment	22	31	37	1	9	100
Supervision													
Contingencies													
Building Expenses													
Building Depreciation													
Government Regional Press, Virudhachalam—													
Officers													
Establishment	29	25	27	1	8	100
Supervision													
Contingencies													
Building Expenses													
Government Regional Press, Madurai—													
Officers													
Establishment	4	12	68	6	..	5	5	100
Supervision													
Contingencies													
Building Expenses													

APPENDIX XIV

TAMIL NADU DISPOSAL OF SURPLUS PUBLICATIONS RULES, 1977.

(Vide Paragraph 536)

1. *Short Title and Commencement.*—(1) These rules may be called the Tamil Nadu Disposal of surplus Publications Rules, 1977.

(2) They shall come into force on the 19th April 1977.

2. *Definitions.*—In these rules, unless the context otherwise requires :—

(a) *Publications* means all publications such as Acts of Tamil Nadu (English and Tamil version) Codes, Manuals, Rules, etc., published by the Government of Tamil Nadu (Except Standardised Forms and Registers).

(b) *"Period of retention"* means the period up to which a publication shall be stocked in the Government Publications Depot, for sale. This period shall be reckoned from the date of publications;

(c) *"Show moving publication"* means publications whose sale is not appreciable or Annual Sales Drop below 25 per cent;

(d) *"Author Department"* means Heads of Departments and Departments of Secretariat under those authority the publication is compiled, printed or published;

(e) *"Director"* means the Director of Stationery and Printing or an authority subordinate to him to which powers under these rules are delegated by the Director of Stationery and Printing.

3. *Classification.*—The publication stocked in the Government Publications Depot, Madras will be classified into the following groups :—

(i) Acts of the Government of Tamil Nadu (English and Tamil version);

(ii) Budget Publications, Budget Estimates, Demands;

(iii) Codes, Manuals and Rules including the Standing Orders of the Board of Revenue;

(iv) Syllabi for Government Examinations, course of study, etc.,

(v) District Gazetteers;

(vi) Hand Books and Lists;

(vii) T.N.L.A., T.N.L.C., Debates and I.L.R. (Madras).

(viii) Publicity Pamphlets of I. & P. and other Departments;

(ix) Reports, Annual and Administration Reports; Tamil Nadu Government Gazette, Tamil Nadu Public Service Commission Bulletins;

(x) District Census Hand Books, Statistical Atlas and other Census Publications.

(xi) Miscellaneous publications;

4. *Period of Retention.*—The period specified in column (3) of the Table below shall be the period of retention for sale in the Government Publication Depot of the Publications specified in column (2) thereof;

THE TABLE.

Serial number and name of Publications.	Period of retention.	Serial number and name of Publications.	Period of retention.
(1)	(2)	(1)	(2)
I. Important Publications having long lasting value. Syllabi for Government Examinations, District Gazetteers District Census Hand Books, Statistical Atlas and other Census Publications.	Up to ten years or till they are replaced by the editions which ever is later.	III. Publications having average demand Rules. Miscellaneous Publications. Up to five years.	Up to five years.
II. Publications, having appreciable demand. Up to seven years. Acts of the Government of Tamil Nadu (English and Tamil version) Manuals and Standing Orders of the Board of Revenue.	Up to seven years.	IV. Publications having poor demand with currency for a limited period. Budget Publications. Budget Estimates, Demands, Etc., Hand Books and Lists, T.N.L.A., and T.N.L.C. Debates and I.L.R. (Madras). Up to three years.	Up to three years.

Serial number and name of Publications. (1)	Period of retention. (2)
V. Publications which are printed every year and are purely departmental publications and periodicals. Up to one year.	Up to one year.
Reports, Annual and Administration Reports, publicity pamphlets of (I. & P. Department) Tamil Nadu Government Gazette, Tamil Nadu Public Service Commission Bulletin.	

5. Whenever a new publication which does not fall under any of the eleven groups of publications specified in rule 3 is printed and copies are sent to the Publications Depot for stock and sale, it shall be the responsibility of the head of department or the author department who ordered for its printing to fix the period of retention of the publications in the printing order itself. In cases where the period of retention of such publications is not fixed by the author department it shall be open for the Director to fix the period of retention based on its importance.

6. Unpriced publications or publications not intended for sales shall not be stocked in the Publication Depot.

7. *Authority for weeding.*—After the expiry of the period of retention specified in rule 4 all publications shall be declared as obsolete and weeded out by the Director of Stationery and Printing in accordance with rule 4 and disposed off in the following manner by the Director of Stationery and Printing without any monetary limit :—

(1) Free supply to the Government Offices who may require them

(2) Whenever the Author Departments do not require copies of the Administration Reports relating to their Departments of the publications brought out by them as the case may be, the Director of Stationery and Printing may arrange for the free supply of such copies to the Public Libraries, Connemara Public Library, State Archives,

College Libraries, etc., instead of disposing them as waste paper.

(3) Treating them as waste paper.

The Director of Stationery and Printing shall write off the face value of publications treated as waste paper.

The value to be written off the accounts shall be the face value of the publications treated as waste paper. The sale proceeds realised subsequently by sale as waste paper shall be credited as receipts under the Head of Account of Stationery and Printing Department.

8. When a publication becomes due for weeding under rule 4, a stock designed to cover the requirements of another one year at the average rate of demands or a minimum of 10 copies should be retained for further sale for one more year and the balance copies may be disposed off as waste paper. After a lapse of one year the stock retained under this rules shall be finally weeded out and disposed off as waste paper.

In case where large number of copies have to be disposed off as obsolete on account of excess printing, the head of department or the author department which ordered for its printing shall be held responsible for the excess printing.

9. *Method of weeding.*—The procedure for disposing publications declared as obsolete shall be as follows :—

At the beginning of every year during the month of January the weeding section shall take up a review of the stock of publications and assessment of sale. The storeskeeper shall identify the publications which are to be treated as nonmoving by reference to the ledgers and prepare lists under the following categories, namely:—

(1) Slow moving;

(2) due for weeding next year; and

(3) due for final weeding.

The review shall be completed before the 31st March of every year. In respect of the items identified as slow moving, and due to be weeded out next year, sales promotion measures may be adopted and also the

author departments responsible for the publication may be informed of the total number of copies placed on sale and the present stock and the said department may be sought for instructions for disposal. The author department shall send a reply within three months indicating clearly :—

(1) the number of copies to be distributed and the list of officers, schools, libraries;

(2) the number of copies required by author department for its own use; and

(3) the number of copies to be treated as waste paper :

Provided that if no reply is received from the author department within the said three months, the balance of stock will be disposed off as waste paper by the Director of Stationery and Printing in accordance with rule 4.

10. *Sales Promotion.*—In respect of the publications identified as slow moving, the following measures may be taken by the sales Officer with the approval of the Director

of Stationery and Printing with a view to increase sales :—

(1) to allow ten per cent increase in the commission to the agents :

(2) to reduce the sale price to public;

(3) to give publicity to the publications; and

(4) to take such measures as may be considered necessary to promote sales.

11. *Tamil Nadu Government Gazette.*—Copies of the Tamil Nadu Government Gazette and the Tamil Nadu Public Service Commission Bulletin shall be stocked for a period of one year only from the date of issue, for sale to the public and then they shall be weeded out and disposed off as waster paper according to rules.

12. *Register for weeding out publications.*—A Register shall be maintained showing the details of publication weeded out by free supply to offices and by sale as waste paper. The value realised through sale as waster paper and the total amount written off the accounts shall also be noted in that register.

APPENDIX XV

RULES FOR THE ADMINISTRATION OF THE MADRAS GOVERNMENT PRESS EMPLOYEES BENEVALENT FUND.

(Vide Paragraph 71)

1. *Name.*—The Fund shall be called “The Madras Government Press Employees Benevolent Fund”.

2. *Objects.*—(i) The object of the fund is to meet the funeral expenses of the employees of the Government Press, Madras and its branches in such of the cases which in the opinion of the Director of Stationery and Printing, Madras need and deserve ex-gratia payments.

Note.—For the purpose of these rules, an employee means only a person for the time being paid from the establishment of the Director of Stationery and Printing (the Government Press, Madras and its branches) Retired men are not considered as employees for this purpose.

(ii) Family for the purpose of granting the said funeral ex-gratia payment, means and includes wife (husband in the case of female employee), legitimate children, step children, parents, sisters and brothers of

the deceased employee or any member of the family of the deceased, who performs the last rites.

3. *Administration of the Fund.*—All heads of offices at the Stationery and Printing Department in the City and Mofussil Presses are empowered to sanction the grant of the fund for funeral expense subject to notification by the Administrator of the Fund (i.e.) Director of Stationery and Printing, Madras. The heads of offices are also permitted to incur the expenditure initially from the office contingencies.

4. *Grant.*—An initial grant of Rs. 1,000 (Rupees One thousand only) received from the Government will be funded in deposit not bearing interest.

(ii) A recurring grant every year to bring the fund to the limit of Rs. 1,000 will be contributed by Government.

5. The maximum amount payable to an individual shall not exceed Rs. 100 (Rupees one hundred only) in each case for funeral purposes.

6. Payment shall be made in the presence of two permanent employees of the establishment, who will identify the payee.

7. *Accounting.*—The transactions relating to the Madras Government Press Employees Benevolent Fund shall be recorded as follows:—

(i) Initial non-recurring contribution of Rs. 1,000 and further grants.

Dr. "68. Stationery and Printing-II. Printing— d. Government Presses recurring.

— Madras Sub Head—
F. Other expenditure
Contribution to
Government Press
Employees
Benevolent Fund".

Cr. "T. II Deposits and
Advances —
(Deposits not bearing
interest) (B) Reserve
Funds — Govern-
ment Press
Employees Bene-
volent Fund"
(Receipts).

(ii) Individual expenditure on the object of the Fund.

Dr. "T. II. Deposits and
Advances —
(Deposits not bearing
interest) (B) Reserve
Funds —
Government Press
Employees'
Benevolent Fund
(Outgoing)".

(G.O.No.1347, P.W. dated 4th June 1966.)

—Amended in Government Memo. No.38686 (A) D1/77-5, Transport, dated 22nd February 1978).

APPENDIX XVI

TAMIL NADU GOVERNMENT PRESS TECHNICAL LIBRARY RULES.

(Vide Paragraph 343)

The management of the library shall be in the hands of the Works Manager, Government Press, and it shall be in immediate charge of the Type Store keeper.

The persons entitled to use the Library are the Gazetted officers and subordinate staff of the Government Press.

Books shall be issued on signed requisitions from the Gazetted officers and on applications sanctioned by the Works Manager in other cases.

Books shall be issued in rotation in the sequence applied for. More than one book shall not be issued at a time.

Books taken shall not be kept for more than a week but an extension of time may be sanctioned on fresh applications provided there are no previous applications registered for the same book. Persons who fail to

comply with this rule shall forfeit the privilege of using the library. A black list for this purpose shall be maintained.

Books taken shall be returned to the Type Store-keeper, care being taken to see that the return is duly noted in the "Register of book issued" and the signed requisition destroyed.

No one shall make any mark in any book, turn down its leaves or otherwise damage it.

Books lost by any officer shall be replaced by that officer and any damage to books whilst in his possession made good.

All periodicals and new additions to the library shall be checked as received and brought to receipt in the record of books maintained. The Catalogue of books shall be kept corrected issuing when necessary a revised edition.

APPENDIX XVII

**CARTAGE RATES APPROVED IN G.O.MS.NO.32, TRANSPORT, DATED 24TH JANUARY 1977.
(Vide Paragraph 515)**

Serial number and name of the Office and place. (1)	Distance. (2) K.M.	Rate. (3) Rs.P.
1. Accountant-General, Madras-18	8	1.20
2. All India Radio, Madras-4	5	0.75
3. Accommodation Controller, Madras-18	5	0.75
4. Arts College, Madras-2	6	0.90
5. Chepauk Offices, Madras-5	5	0.75
6. Director-General of Police, Madras-4	7	1.05
7. Commissioner of Police, Madras-8	4	0.60
8. Chief Conservator of Forests, Madras-6	8	1.20
9. College Road, Madras-34	6	0.90
10. Chief Presidency Magistrate, Madras-8	4	0.60
11. Commercial Tax Officer, North Madras, Madras-1	7	1.05
12. Connemara Public Library, Madras	5	0.75
13. City Probation Officer, (Beach) Madras-1	2	0.30
14. Deputy Commissioner of Police, T.L. Madras	3	0.45
15. Deputy Director of Fisheries, (Island) Madras	8	1.20
16. Deputy Director of Fisheries, (Marine) Madras	6	0.90
17. Director of Public Health, Madras-6	5	1.20
18. Director of Town Planning, Madras	2	0.30
19. Director of Agriculture (M.R.), Madras	6	0.90
20. Director of Adi-Dravidar and Tribal Welfare, Madras	6	0.90
21. District Educational Officer, Madras	6	0.90
22. Egmore Station, Madras-8	4	0.60
23. Employment Exchange, Madras	5	0.75
24. Electricity System, Madras-2	6	0.90
25. Examiner of Local Fund Accounts, Madras	2	0.30
26. Fort St. George, Madras-9	4	0.60
27. Forest Utilisation Officer, Madras-18	6	0.90
28. Government Railway Police, Madras	3	0.45
29. Government Museum, Madras-8	5	0.75
30. Government Examinations, Madras-6	6	0.90
31. Government House, Madras-2	4	0.60
32. Government Publication Department, Madras-2	5	0.75
33. Government Bus Service, Body guard Road, Madras-2	4	0.60
34. Government College for Muslim Girls, Madras	10	1.50
35. Government General Hospital, Madras-3	3	0.45

Serial number and name of the Office and place. (1)	Distance. (2) K.M	Rate. (3) Rs.P.
36. Kasturba Gandhi Hospital, Madras-5	6	0.90
37. High Court, Madras-104	3	0.45
38. Inspector-General of Registration, Madras-1	2	0.30
39. Inspector of Municipal Councils and Local Boards, Madras-1	2	0.30
40. Inspector-General of Prisons, Madras	6	0.90
41. Indian Medical School, Madras	6	0.90
42. Inspector of Factories, Madras	6	0.90
43. Lady Willingdon College, Madras-5	6	0.90
44. Muslim College, Madras-10	6	0.90
45. Mental Hospital, Madras-10	6	0.90
46. Nungambakkam, Madras-6	6	0.90
47. Ophthalmic Hospital, Madras-8	5	0.75
48. Public Work Department Workshop, Madras-79	1	0.15
49. Presidency College, Madras-5	5	0.75
50. Tamil Nadu Public Service Commission, Madras-2	4	0.60
51. Poultry Development Officer, Madras	10	1.50
52. Police Wireless Officer, Madras-4	8	1.20
53. Queen Mary's College, Madras-4	7	1.05
54. Radio Engineer, Chepauk, Madras-5	5	0.75
55. Royapettah Hospital, Madras-14	6	0.90
56. Registrar of Co-operative Societies Madras-5	5	0.75
57. Stanley Hospital, Madras-1	1	0.15
58. Salt Cotours, Madras-112	2	0.30
59. Superintending Engineer, Tamil Nadu Electricity Board, Madras-2	6	0.90
60. Secretary, Commissioner for Government Examinations, Madras-6	6	0.90
61. Superintending Engineer, (General) Madras-5	6	0.90
62. Sanitary Engineer, Government	5	0.75
63. Telephone House, Madras-1	3	0.45
64. T.B. Hospital, Madras-47	9	1.35
65. Superintending Engineer, Technical Education, Madras-25 ..	6	0.90
66. Drugs Controller, Madras	8	1.20
67. Women and Children Hospital, Madras-8	5	0.75
68. Veterinary College, Madras-7	4	0.60
69. Registrar, University of Madras, Madras-5	5	0.75
70. Transport Unit, Madras	6	0.90
71. Director Medical Services, Madras-18	8	1.20

APPENDIX XVIII
LIST OF STANDARDISED W.M.G.P. GROUP FORMS.

Serial number.	Group and serial number.	Description of the forms.
(1)	(2)	(3)
1.	W.M.G.P. 1	Bank Chalan Book (Chalan for payment of money into the R.B.I.) in duplicate
2.	" 2	Bank Chalan Book (Chalan for payment of money into the R.B.I.) in triplicate
3.	" 3	Register of valuables
4.	" 4	Cash book
5.	" 6	Daily cash balance abstract
6.	M.V.D. 7	Acquittance Roll (Outer)
7.	" 7A	Acquittance Roll (Inner)
8.	" 8	Disbursing Officer's Register of expenditure and liabilities
9.	" 9	Day book of work done or acts, etc. supplied to constituents on credit
10.	" 10	Bill Forms (Common) for Acts, Publications, etc., supplied
11.	" 11	Bill Form (Special to advertisement charges)
12.	" 12	Bill Form (Special to I.P. Notices)
13.	" 13	Cash Receipt Book
14.	" 14	Mazdoor's requisition on office account
15.	" 15	Mazdoor's memo.
16.	" 16	Advertisement Bill Book
17.	" 17	Pay authorisation form
18.	" 18	Register of Chalans in respect of payments in the Treasury
19.	" 19	Result of checking in statements of Secretariat Pass receipts
20.	" 19(a)	Conveyance Bill
21.	" 20	Register of countersigned bills sent to A.G. for adjustment
22.	" 21	Register of irrecoverable sums. public money
23.	" 22	Price fixing dockets
24.	" 23	Valuation works slips of line accounts valuation
25.	" 24	Quarterly statement showing the cost of forms supplied to different officers
26.	" 25	Computing slips—cost recoverable (blue)
27.	" 26	Computing slips—Book adjustment—Central (red)
28.	" 27	Computing slips—Book adjustment—Provincial (white)
29.	" 28	General ledger—cost of work done in different sections
30.	" 29	Statement of work done for cost recoverable Depts., cash payment (for cost recoverable office)
31.	" 30	Statement of Work—Cash payment, book adjustment—For Central Dept. Officers
32.	" 31	Goods received sheets
33.	" 32	Bin cards (big size)
34.	" 33	Bin cards (small)
35.	" 34	Stores received book
36.	" 35	Requisition for stores-Consumable stores
37.	" 35A	Requisition for stores-Electricals
38.	" 35B	Requisition for stores-Rubber stamp materials

Serial number.	Group and serial number.	Description of the forms.
(1)	(2)	(3)
39.	W.M.G.P	35C Requisition for stores-Spare parts
40.	..	35D Requisition for stores-contingent stores
41.	..	35E Requisition for stores-binding materials
42.	..	35F Requisition for stores-petty plant
43.	..	35G Requisition for stores-dead stock
44.	..	36 Stores issued books
45.	..	37 Monthly summary of stores consumed
46.	..	38 Stores-Plan ledger
47.	..	39 Stationery issue registers
48.	..	42 Stock book-petty plant
49.	..	43 Torn and spoilage book
50.	..	44 Proof paper indent slip
51.	..	46 Paper issued to the Provincial Officers
52.	..	47 Paper issued to the Central Government Offices
53.	..	48 Paper issue register
54.	..	50A Paper Stock Book
55.	..	50B Paper ledger
56.	..	51 Plant ledger
57.	..	52 Classification of establishment charges
58.	..	53 Compilation general
59.	..	54 Charges ledger
60.	..	55 General journal
61.	..	56 List of wages earned by piece-workers
62.	..	57 General letter to Surgeon and memorandum to employees (permanent) O/C.
63.	..	57A General letter to Surgeon and memorandum to employees (permanent) Fair copy
64.	..	58 Special letter to Surgeon for hospital leave and memorandum to employees (piece worker) O/C.
65.	..	58A Special letter to Surgeon for hospital leave and memorandum to employees (piece workers) Fair Copy
66.	..	59 Report of accident
67.	..	60 Special reminder with reference to out standing (letter size)
68.	..	61 Acknowledgement of treasury receipt
69.	..	62 Certificate authorising printing at private presses
70.	..	63 Sanction for the payment of binding bills
71.	..	64 Office Order Books
72.	..	65 Leave account register
73.	..	66 Register of pensions sanctioned by W.M.G.P
74.	..	68 Invoice reminder cards
75.	..	69 Receipt for stock
76.	..	70 Stock ledger (publications)
77.	..	71 Stock ledger (Gazettes)
78.	..	72 Day book of Act. etc., supplied on credit by value
79.	..	73 Distribution, and sale of publications
80.	..	74 I.L.R. Subscribers distribution list

Serial number.	Group and serial number.	Description of the forms.
(1)	(2)	(3)
81.	W.M.G.P. 75	Register of G.Os., etc., received for sale
82.	" 76	Information card for I.L.R. Publications
83.	" 76A	Skeleton post card requesting payment of bills
84.	" 77	Register of publications
85.	" 78	Notice regarding expiration of subscriptions for P.P.C.
86.	" 79	Notice regarding expiration of subscriptions for G.C.
87.	" 80	List of subscribers for Gazettee (in two kinds)
88.	" 81	Register of press papers despatched
89.	" 82	Work register of rubber stamps
90.	" 83	Standard forms work book
91.	" 84	Register of railway parcels, etc. despatched
92.	" 85	Local tapal book
93.	" 86	Address slips—mufassals—blank
94.	" 87	Address slips—local
95.	" 88	Address slips—Post
96.	" 89	Address slips—Post (Licensing Officer)
97.	" 90	Intimation regarding transfer of form
98.	" 91	To-pay forwarding note
99.	" 92	Government Press Motor Lorry Log Book
100.	" 93	Gate register
101.	" 94	General attendance register
102.	" 97	Leave memo,—General
103.	" 98	Leave memo,—Less than half a day
104.	" 99	Leave memo,—Day extra men
105.	" 100	Invoice book in triplicate
106.	" 100A	Invoice book in quadruplicate
107.	" 101	Indent for forms, types, etc.,
108.	" 102	Daily work report—High Court arrears
109.	" 103	Superintendent's outward register
110.	" 104	Superintendent's Flyslip work book
111.	" 106	Composing work book—common to several departments
112.	" 107	Composing work book—special for Book Department
113.	" 108	Composing work book—special for Confidential Department
114.	" 109	Composing work book—special for High Court Department
115.	" 110	District Gazette work register
116.	" 111	Matter transferred to other sections
117.	" 112	Printing Order Dockets (covers)
118.	" 113	Compositor's turn book
119.	" 114	Compositor's work book
120.	" 115	Time sheet Mechanical/Carpentry Section
121.	" 116	Strike Order slips
122.	" 117	Delay slips
123.	" 118	Imposing and press order books
124.	" 119	Letters regarding standing types/return of proofs
125.	" 120	Departmental plant book

Serial number.	Group and serial number.	Description of the forms.
(1)	(2)	(3)
126.	W.M.G.P. 121	Vernacular supplements of Fort St. George Gazette
127.	" 122	Fort St. George notifications republished in District Gazette
128.	" 129	Gazette supplements
129.	" 130	Gazette miscellaneous work
130.	" 131	T.N. Police Gazette
131.	" 132	Registration Gazette
132.	" 133	Orders for and despatch of spare copies of notifications, etc. for use in Gazette Section only.
133.	" 134	Delivery book (despatch register) proceeding section
134.	" 135	Outturn sheet—Hand Compositor
135.	" 136	Outturn sheet—Hand Compositor (High Court section only)
136.	" 137	Daily out turn register sheets for Readers
137.	" 138	Job cleared and strike off list
138.	" 139	Mono casting machine time-sheet for the month of
139.	" 140	Mono-spool entry book
140.	" 141	Mono-spool slip
141.	" 142	Mono-spool docket slip book
142.	" 143	Mono-spool Composing metal book
143.	" 144	Lino Composing metal book
144.	" 145	Register of causes and time of stoppages
145.	" 146	Machine outturn book
146.	" 147	Mono-type casting outturn for the month of
147.	" 148	Non-Production hours—Lino setting
148.	" 149	Daily outturn sheet
149.	" 150	Register half a day
150.	" 151	Press and Machine men's average book
151.	" 152	Press and Machine men's daily account book
152.	" 153	Work Receipt register
153.	" 154	Covers—work and despatch book
154.	" 156	Daily outturn—ruling machine
155.	" 158	Daily outturn—folding machine
156.	" 159	Daily outturn—thread and wire stitching machine
157.	" 161	Daily outturn—sewing machine
158.	" 165	Settlement register valuation book
159.	" 166	Register of tools issued
160.	" 167	Indent for binding materials
161.	" 168	Register showing the detailed issue of binding materials from stores
162.	" 169	Binding valuation ledger
163.	" 170	Binding valuation ledger—High Court
164.	" 171	Binding valuation ledgers—current work
165.	" 172	Cover work book (piece)
166.	" 173	Binding bill book (log)
167.	" 174	Binding valuation register (gazettes)
168.	" 175	Daily outturn sheet
169.	" 176	Stereo typing/electro typing work book

Serial number.	Group and serial number.	Description of the forms.
(1)	(2)	(3)
170.	W.M.G.P. 177	Cutting and engraving work book
171.	.. 178	Punch and matrices work book
172.	.. 179	Indent book for metals, etc.,
173.	.. 180	Metal receive and issued book
174.	.. 181	Cast order, slip-punch, cutting, etc., work
175.	.. 182	Engraving, stereo and electro order slip
176.	.. 183	Type foundry-time sheet
177.	.. 184	Receipt for serviceable/unserviceable metal
178.	.. 185	Old metal received and issued
179.	.. 186	Types etc., supplied to district and jail presses
180.	.. 187	Types etc., sent to outside presses and departments
181.	.. 188	Receipt and issues of types
182.	.. 190	Carpenter's order book
183.	.. 191	Register of half-tone blocks and illustrations, etc.,
184.	.. 192	Punches/matrices received from Composing department
185.	.. 195	Distribution of prisoners
186.	.. 196	Task sheet for Compositors
187.	.. 197	Press machine task sheet
188.	.. 198	Task sheet-monthly totals-machines and outturn press
189.	.. 199	Binder task sheet
190.	.. 200	Register of tasks and attendance
191.	.. 201	Convict labour bill (outer)
192.	.. 201A	Convict labour bill (inner)
193.	.. 202	Penitentiary Branch Press Foreman's daily summary
194.	.. 203	Statement of outstanding items under the provincial budget heads at Mount Road and Penitentiary Branch Press
195.	.. 204	Leave memo for the holiday on
196.	.. 205	Machine Department work receipt register
197.	.. 206	Binding machine daily out turn sheet
198.	.. 207	Binding daily outturn sheet
199.	.. 208	Stock book
200.	.. 209	Details of posting of operators absentees and idling machine
201.	.. 210	Acquittance roll of wages—monthly
202.	.. 210A	Certificate (big)
203.	.. 211	Certificate (small)
204.	.. 212	Certificate Budget/Top Secret/Raffle
205.	.. 213	Recovery Register
206.	.. 214	Register of rents recovered
207.	.. 215	Countersigned certificate for binding bill
208.	.. 216	Letter to Collector/R.D.O. with Annexure
209.	.. 217	Returning the Private Press bills for re-transmission
210.	.. 218	Personal compilation card
211.	.. 219	U.O. Note furnished on turn
212.	.. 220	Statement showing the outturn particulars
213.	.. 221	Cost work sheet

Serial number.	Group and serial number.	Description of the forms.
(1)	(2)	(3)
214.	W.M.G.P. 222	Work sheet for non-standardised forms—cost recoverable basis (big)
215.	.. 222	Work sheet for non-standardised forms—cost recoverable basis (small)
216.	.. 223	Monthly abstract of outturn sheet
217.	.. 224	Completion statement of Imposer/Compositors
218.	.. 225	Work sheet for standardised forms on pre-payment basis (big)
219.	.. 225A	Work sheet for standardised forms on pre-payment basis (small)
220.	.. 226	Tapal registers
221.	.. 227	Press and Machine department daily men allocation
222.	.. 228	Form "A"
223.	.. 229	Register of machine showing details of break down repaired
224.	.. 230	Work allocation register
225.	.. 231	Information Card
226.	.. 232	Invoice book (Government Publication Depot.)
227.	.. 233	Issue slip
228.	.. 234	R.V. Coupon
229.	.. 235	Night shift allowance register
230.	.. 236	Local delivery despatch book
231.	.. 237	Intimation Card
232.	.. 238	T.N.G.T.C. Parcels Intimation card
233.	.. 239	Local intimation card
234.	.. 240	Labels for sending T.N.G.T.C. receipt
235.	.. 241	Leave proceedings form
236.	.. 242	Work register
237.	.. 243	Daily absentees slip

Copy of G.O.Ms.No.832, Transport Department, dated 20-7-1981, 5—Aadi—Thunmathi,
Thiruvalluvar Aandu 2012 of Government of Tamil Nadu.

ABSTRACT

Stationery and Printing Department -- Revising of Press Office Manual --
Finalisation -- Printing of -- Orders --- Issued.

READ :

1. From the Director of Stationery & Printing Letter No.319/P9/81,
dated 23-1-81.
2. From the Director of Stationery & Printing Letter No.2219/P9/81,
dated 28-5-81.

ORDER :

The Government approve the Press Office Manual, sent by the Director of Stationery and Printing. Sanction is hereby accorded to the printing of 250 copies of the Press Office Manual for distribution to the staff of the Stationery and Printing Department free of cost. The publication is only for official use. Distribution will be made as laid down in the Printing Manual.

2. Certified that the number of copies indented for is really necessary and that the above number has been fixed with due regard to the actual requirement and do not admit of reduction.

(By order of the Governor)

Jayanthi Alexander,
Joint Secretary to Government.

(True copy)

(Sd.).....
M.B.O. Adviser.

Copy of G.O.Ms.No.26, dated 31-1-92 from Tmt. C. K. Gariyali, Secretary to Government, Information & Tourism Department, Madras-9 addressed to the Director of Stationery & Printing, Madras-2.

ABSTRACT

Stationery & Printing Department — Press Office Manual — Revision of Press Office Manual — Approval of Government — Orders — Issued.

READ :

1. G.O.Ms.No.832, Transport, dated 20-7-1981.
2. From the Director of Stationery & Printing Letter No.P9/20645/86, dated 28-6-86.

ORDER :

In the G.O. first read above the Press Office Manual was approved and the printing of 250 copies has also been ordered.

2. The Director of Stationery & Printing in his letter Second read above has now submitted a proposal for approval of the revised manual proposed by his office.

3. After careful consideration the Government permit the Director of Stationery & Printing, Madras to publish the Manual on the basis of existing amendments, to the original manual.

(By Order of the Governor)

C. K. Gariyali,
Secretary to Government.

(True copy)

(Sd.).....

M.B.O. (Adviser).

APPENDIX IX

Stores Classification List

Dead stock	
Air compressor	Cheques
Air cooling tank (mono)	Circles and ovals
Almirahs, Teakwood	Circular saw bench with saws and wood bench with setting clamp.
Benches	Clocks, ordinary
Bicycles	Clocks, "Tell-Tale", Watchman's with leather box
Blocks, ornaments, Badges, tabs, etc.,	Coddington lens
Blower, electric portable with suction attachment.	Collars.
Blow-lamps	Compasses (set in case)
Board, patching, teakwood.	Composing stick, brass
Boards, pressing (binding)	Composing stick, iron
Boards, teakwood (with boxes for tokens)	Composing stick, steel
Body, irons (type foundry)	Composing stick, wooden, broadside
Boilers, ash water.	Comptometer
Boilers, glue	Cone pulleys
Boilers, paste	Corner pieces, brass (Binding)
Book-cases, glass fronted.	Counters (cash-keepers and paper issues)
Book shelves	Counter shaft with cones, etc.,
Bookstands	Crane
Borders, type metal, brass	Cupboards
Boxes, steel	Curve, furniture
Boxes, teakwood	Depositing vats, lead-line
Boxes, tin (First aid)	Desks
Braces, large, brass	Dial, "Tell Tale" clock
Brackets, cast iron or teakwood	Dictionary (Webster's)
Brass vessel for boiling ash water, tap water, etc.,	Display matrix holder with blank mat (Mono)
Bunk, teakwood	Dressing rods, iron
Cabinets, teakwood	Dummy key boards
Cardboard, bench shear	Duplicator R.R.R.
Carts, hand	Electroplates
Cash box or chest	Ejector blades (inter changeable among machines but value mainly included with individual machines)
Cases, English	Fans of sorts.
Cases, Indian language	Finishing plates (electro)
Cases, Special	Finishing slabs (stereo)
Casting boxes, stereo.	Fire extinguishers
Chain, twisting, tackle	Fire pump, portable
Chairs, cane, seated	Flong rollers (stereo)
Chases of sizes	Florettes, brass (binding)
Chairs, teakwood, wooden seat	Forge hood and chimney
Chemical balance	

- Forge with patent blast
 Forme carriages
 Forms lift (Harilds)
 Frames, composing cabinet
 Frames, composing English
 Frames, composing Indian Language
 French dashes, brass, type metal.
 Furnaces
 Furniture, cabinet and galley rack for 160 galleys
 Furniture, metal
 Furniture, steel skeleton
 Furniture, trimmer (Typefoundry)
 Galleys of sizes and sorts (brass, steel etc..)
 Gas-light oil tank
 Gauges (typefoundry and stereo)
 Gauge (typepressure)
 Gauge, wire
 Glue pot, electric
 Gold dust boxes
 Heating boxes (Binding)
 Holders, matrix rubbing and striking (typefoundry)
 Horses, teakwood or iron
 Hose, canvas pipe
 Hose, rubber
 Imposing surfaces of sorts
 Ink tables, ordinary and cylindrical
 Inter-locking quotations
 Kettles, electric
 Kettles, roller composition, copper
 Key locker, yard and gate
 Ladders, wooden, bamboo, iron etc.
 Lathes
 Leads and clumps
 Levelling slab, iron
 Lights, electric
 Liners
 Lockers, clothes
 Machine, adding and listing
 Machine, gum strip sealing
 Machines, printing, binding, lino, etc.
 Machine steps
 Magazines.
 Matrices (petty plant in case of replacements for Lino and Mono machines)
 Matrix assembling tray (Mono)
 Matrix cases
 Matrix, reshaper
 Melting pots.
 Micrometer
 Motor lorry
 Moulds, ingot
 Mould, ingot, small, large, Mono type and square.
 Moulds, machine type foundry
 Mould, rollers.
 Moulds, stereo furniture
 Mounts and clips, stereo, iron
 Numbering boxes
 Oil, cabinet, with pump
 Oil, cup, motor
 Oil fitter (L & P)
 Oven.
 Pallets, brass (binding)
 Panel switch board
 Pantagraph, brass, in case and drawing table (type foundry)
 Pestle and mortar
 Pigeon holes
 Pipes, joints, elbows, flanges, wheel valve etc., galvanized iron
 Planes (typefoundry)
 Platform, wooden
 Plummer blocks, bearings and lubricators.
 Point spaces, key stone in case
 Poster ornaments
 Poster, type, wood
 Pouring slabs, electro
 Precision register quoins
 Presses, galley
 Presses, hand, etc.
 Pulleys
 Pump, hand, semi-rotary

* To be added to account to pump with which it is used.

* Interchangeable among machines but the value mainly included with individual machines

‡ Interchangeable among machines.

- Pump, two stroke, manual with two handles.
 Quad, bins
 Racks of sorts-iron or wood
 Rails, iron
 Randoms
 Rattan chicks
 Roller extractor
 Rollers, flong
 Rollers, frames in disrepair
 Rolls, brass, binding
 Rotary sub-station air compressor
 Royal Arms
 Rules—
 Brass, ordinary.
 Brass, dotted, waved, perforated.
 Brass, special.
 Medium faced.
 Steel, perforating.
 Wood, border pieces.
 Safe, iron
 Scales
 Screens
 Screw, pitch gauge for whitworth standard thread
 Sealing wax heater,
 Electric (binding)
 Shafting
 Shape, cutting guide (binding)
 Shelves, wooden
 Side cases.
 Sink, porcelain
 Slides, rails corrugated iron with M.S. adjustable bits.
 Slug cutters.
 Small ornaments, brass (Binding)
 Space bands
 Space casting device (Mono)
 Spirit lamp
 Stands for commode, copying press, fire buckets, wash hand basin, hats, etc.,
 Steps.
 Stereo plates
 Stools
 Swages, iron
 Tables, random
 Ink
 Machine
 Press
 Teakwood, writing
 Tank, galvanized iron
 Taps with bend plug taper etc.
 Tarpaulins
 Testing apparatus
 Time pieces
 Time recorders
 Time recorders with discs (Haddon)
 Tool heater, electric (binding)
 Tools, brass (Binding)
 Trays, teakwood galley
 Trays wax mounting (electro)
 Trolleys
 Trough, washing (electro)
 Truck platforms
 Trucks.
 Type body
 Jobbing
 Point
 Type dressing benches
 on stands with stick racks
 Type, high, gauge bed
 Type high gauge micrometer
 Type high ornamental cover blocks, brass (Binding)
 Types, brass (binding)
 Typewriters
 Vaccum cleaner, electric (Daisy)
 Vice bench
 Vice tube
 Wall box
 Waste paper bin (iron)
 Water cocks, brass
 Work benches
 N.B.—Dead stock articles which are charged to working expenses and not from the provision under "Apparatus and Materials" and should be classified as spare parts when supplied to machines and stores in all other cases.

Adapters	Bar magnet
Ammeter, iron	barrel, ashwater
Armatures.	Barrels, empty
Automatic control panel	Basket, cane, large
Blocks, teakwood, hollow for ceiling roses (circular)	Beaker, tin
Capping, teakwood for wiring	bell, bicycle
Casing	Bell, calling
Ceiling roses	Bellows, country
Cleats, porcelain	Bellows, hand
Commutators.	Billhooks
Cut outs, of sorts	Blackboard
Dynamos	Blotters, hand
Field coils	Blow lamp (exception in the case of Lino)
Fuse boxes and boards	Boards, backing
Fuse carriers	Boards, paper
Fuse cut outs	Boards, side
Insulators	Boards, token
Joint boxes	Boards, type
Lamp holders, key switch push bar type, etc., only when used for extension of wiring in case of replacement consumable stores.	Bodkins, binders boring tool
Motors, electric	Bottles, glass stoppers
Shades, glass globe, etc., for electriclights.	Boxes, dealwood for special purposes
Starters, motor	Boxes, Mangowood
Strap clips	Boxes, teakwood for special purposes
Switch boards	Boxes, teakwood for broken type
Switches of sorts	Boxes, tin
Turn buckles	Braces, ratchet
Wall plugs and sockets	Brayers.
Wire cable, flexible, etc.	Building tools (electro)
Wiring for bell circuit	Brushes, magazine (Lino)
Wiring for motors-power and light circuit	Brushes, typewriter (soft and hard)
N.B.-Electrical goods issued for renewal of or repairs to wiring for power of lighting circuits should be classified as consumable stores, when used for extension of circuit they are dead stock.	Buckets, enamelled
	Buckets, galvanized, iron
	Buckets, wooden
	Bull horn.
	Burnishers (binding)
	Cabinet, dealwood
	Calipers, inside
	Calipers, outside
	Calibers, spring
	Can, aluminium
	Case, tin round
	Cases, dealwood
	Chain rivet extractor
	Chase, brass

Petty Plant

Adze
Airpipe, rubber hose
augers
Bamboo pole

- Chaser
Chicks, bamboo
Clamps
Clamps, saw setting
Clothes pegs.
Compass, pair of compasses
Copy holder, teakwood
Copy stand, typewriter
Cork screw
Counters, machine
Couplings
Cramp, joiners
Creasers, brass (binding)
Creasing rods, brass
Creasing rods, iron
Crowbar
Crusibles
Cupboard, dealwood
Die steel or brass
Die with holder
Dies, gas screw
Dies, gas thread
Dies, rubber stamp
Digging fork
Dividers
Draw, wire
Emery slabs
Engraving pads.
Eyeletting, hand machine
File knife
File, matrix
Files, wood (rasp)
Fingerprint outfit
Folders, bone
Foot pump, air
Foot rest
Foot rule
Forme lock patent
Forme, protectors
Fret saws
Funnel, copper
Funnels, glass
Funnels, tin
Furniture
Galleys, wooden
Gauge, carpenters
Gauges, furniture (zinc sheet)
Gauges, marking
Gauges, matrix, car file
Gauges, page, etc., aluminium
Gauges, page, etc., brass
Gauges, page, etc., iron
Gauges, thread
Gauges, type high
Gimlets (auger)
Glass, cutter
Gloves, rubber
Greavers.
Grease, gun
Goggles with side protection
Gongs, small
Guillotine, knife, level
Guillotine, knife sharpener
Hammers
Hammers, backing
Hammers, sledge
Hat, pegs
Hat, stand
Holder for matrices
Hurdy-gurdy (electro)
Hygrometer
Incinerator (waste paper)
Ink boxes
Ink, muller
Ink stands
Iron slabs, stone, small
Jack, lifting and traversing
Jimcrow, small
Jumper, steel
Kettles, glue melting, Copper
keys for Hempel, Wickersham and Haddon
quoins
Knives, composition cutting
Knives, miscellaneous
Knives, overlay
Knives, palette
Knives, Paper cutting
Knives, paring

- Knives, scraping
Knives, table
Knocking down, iron
Krurling tool
Ladle, iron
Lamp, hand, electric portable with globe and wire gauge.
Lamp (table, with shade and wall plugs)
Lamps, bicycle
Lamps, hand
Lamps, lorry
Lamps
Lanterns, hurricane, Dietz
Letter file clip
Letter file rack
Lead and rule cutters
Letter trays, dealwood
Letter trays, teakwood
Licence holder
Lock and chain, cycle
Lock, Yale and key
Locks, Miller
Magnifying glass
Mallets, tinkers
Mammoties
Measure 1 gallon coper
Measure 1 gallon glass
Measuring rod.
Measuring tape
Mercury contact breaker
Mercury switch
Mercury tube
Metal pots
Micrometer (Slocomb)
Mirror
Mitre block and saw
Moulds, buffer, leather
Mould, Monotype
Mould, display (Mono)
Mould (Rotary water cooled)
Moulds body, universal, caps, plain and recessed.
Moulds, dummy (Lino)
Moulds, furniture (H. Pattern) 2, 3, 4, 6 and 8 ems
Moulds, hand (typefoundry)
Mugtin
Nail Puller
Notice board (working hours)
Oil cans, bicycle
Oil cans, machine
Oil cans, typewriter
Oil drum with tap
Oil stones, mounted on wood
Oil stove
Packing needle
Padlocks, brass with duplicate keys
Padlocks, iron with duplicate keys
Paper carrier
paper weight metal
Paper weight, wood
Parallel rules
Peel
Penknives, ordinary
Pen slides
Pincers
Plane, grooving
Plane, iron
Pipe bender, conduit
Pipe cutter
Pipe cutter and wrench
Pipe wrench
Pipe wrench adjustable
Plane, Jack (hand), wooden
Plane, metal shooting
Plane, smoothing
Pliers, brace
Pliers, celluloid.
Pliers, cutting
Pliers, gas
Pliers, insulating
Pokers
Polishing iron, flat
Polishing iron, round
Potwell, scrapers (Lino)
Precision tools box (Mono)
Pump, bicycle

- Pump, bucket, spray
 Pump, kerosene tin
 Punch, except type punches
 Punches, vignette
 Punch washer
 Rack, dealwood flag
 Rack, dealwood, tool and storage
 Rack, paper ordinary
 Rack, stationery
 Rack, time sheet, file
 Rake, fire.
 Rake, garden
 Rake, pen
 Rat traps, wooden, wire, iron
 Reamers
 Rim tool
 Roller racks, dealwood
 Rollers hand
 Rouse slug clipper with scale
 Rubber stamps, miscellaneous
 Rubbing stones,
 Rule, engravers steel
 Rule, type (Stanley pull push)
 Rule, wooden fold
 Rule, wood
 Rulers, round
 Saw, crosscut
 Saw, hack
 Saw, hand
 Saw, keyhole
 Saw, metal
 Saw, mouthpiece cleaner
 Saw, set
 Saw, tenon
 Scissors
 Scissors blade
 Scrapers
 Screw drivers of sorts
 Screw plate
 Scribing block
 Scribing gauge
 Seal, brass
 Setting sticks, wood
 Shears
 Shelf, dealwood
 Shooting sticks, iron and steel
 Shovel
 Sieves, tin
 Sieves, wire
 Skimmers (See Ladles)
 Slab, lithic stone
 Slab, stone, iron levelling
 Slabs, lead
 Slabs, stone, marble
 Slabs, stone small
 Slug cutter, bench
 Smoothing iron (electro)
 Soldering tools
 Spanner, girder
 Spanners
 Spanners, box
 Spanners, dog
 Spanners, monkey
 Spanners, screw
 Speed indicator
 Spirit, level
 Spokeshave
 Spools
 Squares
 Squares, T.
 Stand, magnifying glass
 Stand teakwood frame
 Starting handle
 Steel die
 Stencil set
 Stock, die
 Stones, sharpening
 Stocks, taps and dies, for steel conduit
 Stocks, taps and dies (in set)
 Stocks, taps and dies, gas thread
 Stoves
 Stove nipples, key
 Stationery cabinet
 Straight edge
 Swages
 Syringe, garden
 Syringe, vaseline

Tape, measuring, robes Metallic in leather case
 Taps, gas, thread
 Taps, Wrench
 Thermometer, machine
 Thermometer, wall
 Tin, cutter
 Tin, petrol
 Tool (Electric grinding machine)
 Tool-bag, bicycle
 Tools, pump cleaning
 Tommy pins
 Tongs
 Torch light
 Tray, iron
 Trays, drip tin
 Trays, tin, for numbering machines
 Tripod.
 Trowels
 Tub, ash water
 Tweezers
 Tubs, teakwood
 Tubes, dealwood.
 Typeholders, brass, long withspring
 Vice hand
 Wall bracket, iron
 Waste paper basket (rattan)
 Watering cans, garden, tin
 Water pots, iron
 Wax pourer
 Winnows, iron
 Wire gauge
 Wrench
 Writing slope

Consumable store articles.

Acid, Carbolic
 Acid, Nitric
 Acid, Muriatic
 Acid, Sulphuric
 Alum
 Alloy, gun metal
 Ammonia

Antimony
 Asbestos, packing rope
 Asbestos, Mill board
 Asbestos, powder
 Band, driving, rubber
 (or endless rubber band)
 Basin, aluminium
 Basin, enamel
 Battery, dry, cell
 Bees wax
 Bees wax (electro-typing)
 Belting gandy's cotton good year
 Belt fasteners (alligator)
 Belt fasteners (Jacksons)
 Belting leather
 Blanket, Press, fine white
 Blanket, Press and machine
 Blanket, rubber stamps
 Blanket, stereo
 Blue stone (see copper sulphate)
 Blue Powder
 Belts and cummerbands, servants
 Boards, equivalent pica
 Blanket, woollen
 Belts and nuts, brass
 Bolts, doors, slide of sizes with screw set
 Bolts, doors, iron
 Bonding clamps (electrical)
 Boot lace
 Borax
 Bowl, enamel
 Brasso, tin
 Brass sheet, latten
 Brass sheet
 Bronze powder
 Brush, brass, wire
 Carbon
 Chalk
 Copper (electrical)
 Dressing
 Glue
 Keyboard lino
 Lye
 Oil

- Paint
 Pick
 Plumago polishing
 Plunger cleaning
 Ruling
 Slip ring
 Stencil
 Stereo
 Tooth
 Buttons for punching
 Canvas bag, bicycle
 Carrier, bicycle, front
 Carbon paper, typewriter (Black)
 Carbon paper, 30-C hard coated pencil
 carbon, one sided
 Carborandum machine grinding stone
 Charcoal, soft
 Charcoal, one bag of 40 lb.
 Charcoal, hard, see twigs
 Chalk, French
 Chalk, white
 Chimneys, iron
 Chimneys, glass for hurricane lamps
 Chimneys for kerosene lamps
 Chinese, white
 Chisels, plane
 Chisels and punches (engravers)
 Chisels, blacksmiths, cold
 Chisels, carpenters
 Chisels, cold
 Chisels, grooving
 Chisels, paper
 Chisels, rubber stamp
 Chisels, stereo
 Clips, cycle
 Clips, link, lead, Henleys
 Cloth, drill
 Cloth, dungry
 Cloth, baize, green or blue
 Coal
 Colour, dry, for relief stamping vermilion
 for book edges
 Commercial spirit
 Cotton, white
 Cowdung cakes
 Copper plates
 Cups and saucers (set) enamelled
 Cups, porcelain
 Cuttras, earthern
 Copper clamps with bolts and nuts
 Commode, enamel,
 Dextrine
 Dummy keys
 Drill, breast, high speed
 Drill, archimedian, wood
 Drill bits, archimedian
 Drill bits, bows
 Drill bits, country
 Drill bits, ratchet
 Drill bits, twist or centre
 Drill, bow
 Drill, breast
 Drill, country
 Drill, hand
 Drill, ratchet
 Drill, well arm
 Drills (carbon steel combined and counter
 sinks)
 Dropped head tool holder
 Dross metal
 Dry flong, bowrie
 Ebonite rod
 Emery cloth
 Emery powder
 Enamel paints
 Envelope and shape cutting knives
 Erasers, rubber, typewriter
 Erasers, rubber, pencil
 Etching powders
 Etching fluid (jor of a gallen)
 Expanded metal
 Felt, Indian made
 Fibre sheet
 Fibre rod
 Files of sizes
 Files flat
 Files, half round, rough and smooth
 Files, punch cutting

- Files, round, rough and smooth
Files, saw
Files, square, rough and smooth
File standard, saw
Files, three-cornered rough and smooth
Files, brass, wire
Flannel ruling
Fireclay
Flour
Folios overlay
Folders, wooden
Fuse, cartridge (electrical)
Fishplates with bolts and nuts
Girthing, Press
Girthing, rings
Glissol
Glossing preparation
Glue pot heaters
Glue, country
Glue, elastic
Glycerine
Grinding stone on stand
Handles, wooden
Handles, Press, rosewood
Handles, rosewood for typeholder
Hand pump washers
Hasps and staples for padlocks, iron
Hasps and staples for padlocks, brass
Hinges, brass, English, with screws
Hooks with screwed eyes, window
Hooks, slide, brass of sizes
Hooks for almirahs
Hooks, doors
Hooks, brass, for token boards
Hooks, iron
Hooks, iron, window
Hooks, brass
Husk
Ink bottles, glass
Ink paste, red
Ink powder, blue (Leopald Casseles)
Ink powder, black
Ink powder, red (Fushine)
Ink powder, red (Scarlet)
Ink, printing, coloured, blue
Ink, printing, black, common
Ink, printing, coloured, red
Ink, printing, coloured, green
Ink, printing, overlay
Ink, printing, overlay, black (Art and jobbing)
Ink, rubber stamp, violet
Ink, ruling (blue black)
Ink, ruling, black
Ink, ruling, red
Ink, Indian
Ink, record, black (writing)
Ink, printing Trichromatic, red, yellow, green,
Complementary and Tinting
Ink, stencil
Ink, writing, blue-black
Iron bar, plate, etc.
Iron filings
Iron sulphate
Jaggery
Japan black
Khaki suits, gateman
Khaki suits, messengers
Knife, bevel cutting
Knobs, wooden
Lamp holders
Lamps, Philips, vacuum
Lantern, hand
Lead, pig
Lead sheet
Leather bark
Leather, buffers
Leather compressed
Leather, lace, round
Leather, hook joints
Lock, almirah, brass with screws 4 levers,
superior
Leather washer for foot pump
Lock, iron with screws 4 levers, superior
Lock, brass draw (Europe) with 4 levers
Lock, brass draw, country
Lock, box brass
Lock, cupboard, chubbs, brass
Long cloth, bleached

Long cloth, bleached wide binding materials	Oil, olive
Long cloth bleached ordinary	Outfits, bicycle
Long cloth bleached fine H.K. unbleached	Page-cord
Mats, date	Paints
Mallets (satin wood)	Paper, Chine
Methylated spirit	Paper, clips
Moleskin	Paper, reel signature, time recorder
Moulds composition, machanical underlay	Paper, tape, bundy time recorder
Moulding composition	Paper, tape, gummed
Moulding plaster	Paper, wiping
Moulding rubber	Paper, spool or monotype
Mull, lining	Patch Dunlop
Mullays	Patties, messengers
Musin and mull, strong	Pencils, blacklead
Nails, iron, square	Pencils, coloured, red
Nails, copper	Pencils, coloured, blue
Nails, rivetting	Pencils red and blue
Nails, wire	Pencils, copying
Needles, bookbinder	Pencils, drawing B.
Needles, three cornered	Pens holders
Nibs, waverly	Petroleum Jelly
Nibs, conference	Pins
Nibs, ladies	Flanners, country made
Nibs Rani pens	Plaster of Paris
Nibs, ball pointed (No. 499F)	Pipe, galvanized iron
Nibs, convey	Plumbago (Graphite)
Nibs, lancet (Perry,s)	Polish, French 2 pint bottles
Nipples, primus stove	Potash, country
Nuts, iron of sizes	Powder Tapioca
Oil cloth	Powder, Arrowroot
Oil can spouts	Powder, Bleaching
Oil, lubricating medium for machines	Powder, Starch
Oil, thick for shafting	Plugs, wooden for forme racks
Oil, spindle for electric Motors	Pump connexion, Dunlop
Oil, valvoline A.A.A.O. Cylinder	Pump connection
Oil, typewriter	Punches
Oil, comptometer	Putty
Oil, R.S.S. 36 for Mono Keyboard	Quons
Oil, Motor "C"	Quils, Crow
Oil, castor	Red lead
Oil, Coconut	Ribbon, typewriter
Oil, Kerosene	Rings, brass, with screws
Oil, Lamp	Rings, iron, with screws
Oil, linsseed (bottle of 2 pints)	Rivets, copper with washers

- Rivets, copper, without washers
Red powder
Rivets, iron
Rivets, mild steel
Roller composition
Ropes, cotton
Ropes, Manilla
Ropes, packing
Rosin
Rubber bands, flat
Rubber rings, filer
Rubber tube (V.T.C.)
Rubber envelope making machine (tube)
Rubian red black wood
Rules—
 Brass, ordinary
 Brass, dotted, waved perforated
 Brass, special Medium faced
 Steel, perforating
 Wood, border pieces
Salampore cloth blue
Sand paper
Saucers, porcelain
Screw, iron
Sealing wax (country)
Shellac.
Shield eraser, typewriter
Shooting sticks, ordinary, wooden
Shooting sticks, celluloid
Shooting sticks, brass tipped
Sieves
Sieves, bamboo
Sieves
Silver plate
Skins, chamois
Skins, skiver
Slide hooks for almirah brass
Slide hooks for almirah, iron
Soap bar
Soap, carbolic
Soda ash
Sponge pieces
Staples, wire, stitching
Starch
Steel, bar, plates, etc..
Suspenders, cord
Tallow, country
Tape, cotton, country
Tape, insulation, cotton
Tape, insulation, rubber
Tape, linen
Tape, machine (sizes)
Tape, machine (folding)
Tape, machine, printing (first quality)
Tape, webbing (second quality for sewing)
Tape, tags, long and short
Terebene, sewing machine
Thread, cotton cord
Thread, sewing linen
Thread, thablack,
Thread, twisted, country
Tin foils
Tin, ingot
Tin sheets
Tracing cloth
Tubes, inner, cycle
Turpentine
Turpentine, mineral
Tweeds, woollen
Twigs (bundle of 56 lb)
Twine, country, Bengal
Twine, Hempen
Twine, seaming, binders, soft.
Type metal per 1,000 lb.
Tyres, outer, cycle
Tyres, rubber forme carrier
Umbrella cloth
Varnish leather, book binders
Varnish, copal
Varnish, Crystal embossing
Varnish, insulation
Varnish, letter press
Varnish, missle
Varnish paper
Vaseline
Washers, leather for pumps
Window blinds
Waste, cotton, white

Waste, coloured
 Waste, paper box (D.W)
 Wax cloth, white
 White lead
 Wire, tension, high for lorry
 Wire, brass
 Wire, copper
 Wire, D.D.C.
 Wire, iron, galvanized
 Wire, iron stitching
 Wire, iron netting
 Wire, tinned, copper
 Wire, tinned, Copper
 Wire, steel, bright
 Wood, casuarina
 Wood, Jungle
 Wood, mango
 Wood, rose
 Wood, teak
 Wood, Trincomalle
 Wood, Sain
 Wood, teak, block of sizes
 Wax, white or yellow.
 Water proof coats
 Water proof caps
 Zinc
 Zinc sheet, scraping
 zinc plates.

Spare Parts

Key bar frames (Mono)
 Keyboard Monotype "D" pattern on stand
 Key button banks (Mono)
 Leading attachment, automatic (Mono)
 Matrices, Linotype (only in case of replacement)
 Matrices, Monotype (only in case of replacement)
 Pot, heaters
 Rollers, cylinders, machine
 Rollers, stock, proof press
 Set drum (Mono)
 Stop bar case (Mono)
 Wedges, normal (Mono)

Rubber Stamp materials

Brass mounts without handles
 Brass mounts with handles
 Date bands, in sets
 Date bands months only
 Figure bands
 Rubber stamp daters with dates
 Rubber stamp daters without dates
 Rubber stamp daters, diamond daters
 Rubber stamp, self-inking frames with daters
 Rubber stamp, self-inking frames without dates
 Rubber stamp daters handles
 Rubber sheet (rubber stamps)

Contingent Stores

Bandages
 Basket, rattan
 Brooms, ordinary
 Brooms
 Brooms, coconut
 Candles,
 Carbide
 Cement
 Chunam
 Chunam, shell
 Cobweb sticks
 Commode, enamel
 Disinfecting powder
 Glass panes
 Goglets, jug
 Grease
 Liveries, peons
 Matches, safety
 Napthalene balls
 Phenyle
 Pitch
 Pots, earthen
 Pots, tin
 Pot rest
 Rubber solutions
 Sand, river
 Siove pins

Thatties, cuscus
Tumblers, glass
Valve, tube
Water distilled
Wick, lamp
Wick, stove
Winnows

Binding Materials

Buckram
Canvas, binders
Canvas, art, green
Canvas, linen
Cloth, binders, ordinary
Cloth, binders superior
Duzeen, single texture
Duxeen, double texture
Eyelets
Foil books
Gold leaf books
Holland, brown
Head band, cotton
Head band, silk

Longcloth, bleached, ordinary
Longcloth, bleached, fine H.K.
Longcloth, bleached
Longcloth, unbleached
Marble paper, royal
Marble paper, foolscap
mazri cloth
Morocco
Mull
Rexine
Skins, skinner
Skin, roan
Skin, calf
Skin, sheep, foolscap
Skin, sheep, royal
Straw boards
Tape Europe, white broad
Tape, Europe, red, broad
Tape, Europe, white narrow
Tape, Europe, red, narrow
Tape, elastic, cotton covered
White foil books.

ANNEXURE TO STORES CLASSIFIED LINE

I Dead Stock—Plant:

1. Printing Machines
2. Wire stitching Machine
3. Guillotine Cutting Machine
4. Ruling Machine
5. Rimming Machine
6. Hand Numbering Machine
7. Cover Punching Machine
8. Rotary Numbering Machine
9. Proof Press
10. Type High Numbering Machine
11. Rotaprint and allied Machinery
12. Mono Type casting
13. Lino Type casting
14. Sewing Machine
15. Electrical Furnace
16. Lathes
17. Routing Machine
18. Mono Keyboard
19. Web Offset Machine
20. Sheetfed Offset Machine
21. Offset Machine
22. D.T.P. Systems
23. Electronic typewriters
24. Dot Matrix Printer
25. Lazer Printer
26. Retouching tables
27. Twin exposures
28. Plate Processors
29. Roller Washing Machine

II Petty Plant:

1. Carpentry Tools
2. Files
3. Drill Bits and other Cutting Tools
4. Taps Sets
5. Hammer
6. Hacksaw Frame
7. Cutting Pliers
8. Screw Drivers
9. Vice
10. Wall clocks

11. Metal Seals
12. Galleys
13. Chases
14. Router, Cutter in various sizes, Die of State Emblem with inscription

III Spare parts (Mechanical):

1. Gears M.S. and Fibre, Cam Gears, Special Gears, etc.
2. Grippers
3. Chains
4. Fibre Pinions
5. Springs
6. Cylinders
7. Circlips
8. Liners
9. Bed Racks
10. Runners, etc.
11. V. Belts
12. Leather Belts
13. Round Belts
14. Hacksaw Blades
15. Grinding Stones
16. Bolts and Nuts
17. Pipe Fittings
18. M.S. Rods
19. G.M. Rods
20. Hose Pipes
21. Nail Wire iron
22. Screw Nails
23. Oil Seals
24. Bolts suitable for Printing and Cutting Machines
25. Welding rods
26. Haps and Staples
27. Hinges
28. Ball Bearing and Roller Bearings
29. Spare parts of Printing Machines of the respective maker
30. Rubber blankets for Offset Printing Machines
31. Guillotine Knives for Cutting Machine
32. Cover Punching Knives

33. Hook Needles
34. Hook Sewing Needles
35. Cutter Box
36. Clenchers
37. Clencher Pushers
38. Bender Blade

IV *Spare parts (Electrical):*

- 11 Lamps
- 12 Fluorescent Tube lights and Fittings
- 13 Gauge Bulbs
- 14 Starters
- 15 Side Holders
- 16 insulating Tapes
- 17 Leather Oil Paper
- 18 P.V.C. Sleeves
- 19 P.V.C. Wires
- 20 Chockes
- 21 Plastic Wires
- 22 Fuse Wires
- 23 I.C.T.P. & I.C.D.P. Switches
- 24 Top Switches 5 Amps
- 25 Slip Rings
- 26 Carbon Brushes
- 27 Condensers
- 28 Brake Magnet Coils
- 29 Resistant Units for PDV Machine
- 30 SWG Copper Wires
- 31 Tester, Voltage Regulators, Incinerator Torchlights (Cells), Carbon Brush, Holders, Selenium Rectifier
- 32 Electric Kettle
- 33 Electric Heaters
- 34 Carbon Brush Holder for PDV Machine
- 35 Impression Magnet Coil
- 36 Batteries different varieties

V *Consumables:*

- 1 Letter Press Inks Various Colours
- 2 Offset Inks Various Colours
- 3 Web Offset Inks Various Colours
- 4 Franking Inks Various Colours
- 5 Security Ink numbering & transparent

6. Tri-Colour set ink blue, red, green
7. Offset ink for polyster master plate
8. P.V.C. inks
9. Inks of other types
10. Anodised micro grained plates, wipeon plates
11. Colitto paper plates various sizes
12. BLD film-Bright light developing film
13. Dampening hose—Various sizes
14. Hypo crystal, Litho graphic Art film
15. Nitric Acid
16. Photo Engraving highly polished Zinc sheets
17. Photo Engraving highly polished copper plates
18. P.S.AI. Plates for Offset Printing in different sizes
19. R.S. Dust proof daters with date band oval and oblong of various sizes
20. R.S. Special mounts with handles and nails of various sizes
21. Diamond daters
22. Rubber sheet
23. R.S. Mount different sizes
24. Gothic type faces— various sizes
25. R.S. Daters with bands — Eng. and Tamil, oval and oblong Different sizes

GROUP VIII

BINDING MATERIALS:

26. Arofix 555
27. Bengal twine 6 ply
28. Binders needle
29. Blue stone
30. Bresh powder
31. Calico cloth Medium and special
32. Elastic band Tape ½"
33. Fevicol S.H.
34. Glue Country
35. Gold Imitation Transparent foil 3"
36. Gum Country
37. Goat skin
38. Head band cotton
39. Indocol S.H.
40. Iron wire stitching roll— round and flat in various sizes

41. Kakki Mull cloth
42. Metal fastner
43. Mole skin cloth
44. Page Chord
45. Rexine cloth
46. Ruling ink powder
47. Satin ribbon - different Colours
48. Satin twine - different Colours
49. Sewing thread 1,2, 10
50. Spiral wire plastic in various colour & thickness
51. Soft twine 3 ply
52. Stapler pin No. 10 & 555
53. Tape double stitched 3", ¾", 1", 1¼"
54. Tape webbing 7/6", ¾", 1", 1¼", 1½"
55. Tape white
56. White Mull

GROUP IX

FIRE EXTINGUISHER, PAINT, HARDWARE, BRUSH AND PLASTIC:

- 57 Refills for Dry Chemical Powder Type Fire Extinguishers 2 Kgs. Capacity
- 58 Refills for Carbondioxide Type Fire Extinguishers 2 Kg. Capacity
- 59 Refills for the Soda Acid Type Fire Extinguisher
- 60 Paint Enamel, Red, White, Blue, Gray, Black, Apple Green and Varnish, etc.
- 61 Aluminium Paint
- 62 Brushes Plain Flat 6", 3", 2½", 2"
- 63 Brushes Sable Hair No.6 to 13
- 64 Brushes Lye
- 65 Brushes Pick
- 66 Sable Hair Brushes 2", 3", 5"
- 67 Lino Key—Board Brushes
- 68 Typewriting Cleaning Brushes
- 69 Brushes Etching 5", 6" flat, 3" flat
- 70 Plastic Trays, Clips, Bucket, Mug, Funnel and Containers
- 71 Cus Cus Thatties
- 72 Bomboo Thatties

GROUP X

CHEMICALS:

73. Alum Crystal/powder
 74. Ammonium phosphate
 75. Amyl Acetate, Araldite
 76. Blanket cleaning mixer
 77. Blanket reviver-Rotoc print
 78. Carbon tetra Chloride
 79. Clean P.S.
 80. Etching Powder
 81. Fount plus
 82. French chalk powder
 83. Glycerine
 84. Hydrochloric acid
 85. Gum Arabic
 86. Ink reducer
 87. Iron per chloride
 88. Iso Propyl Alcohol
 89. Liquor Ammonia
 90. Liquid Soap
 91. Phosphoric Acid
 92. Photo Engraving glu :
 93. Lith developer
 94. Preserving solution
 95. P.S. Delete
 96. P.S. developer
 97. Pumice Powder
 98. Rotawedge eraser
 99. Sprit
 100. Turpentine
 101. Uniquim
 102. Wash-Nova
 103. Dupont Plate Cleaner
 104. Dupont clean start
 105. Other allied chemicals used in offset and web offset printing
 106. Ready Mix Powder
- #### OIL GREASE, ETC.
107. Kerosene Oil
 108. Servoline Oil different grades
 109. Servo gear S.M. 140 oil
 110. Servo cut oil
 111. Servo spin oil

- 112. Servo System oil 311
- 113. Yellow grease
- 114. High Speed diesel oil
- 115. Engine oil super
- 116. Ball bearing grease
- 117. Other lubricating substances

TIMBER:

- 118. Mangowood
- 119. Pillai Maruthu
- 120. Plywood sheets
- 121. Sita wood
- 122. Shooting sticks—Hylam
- 123. Teak wood
- 124. Wooden Mallets
- 125. Casuarina wood

COTTON WASTE:

- 126. Cotton Waste (Mill) colour or white
- 127. Cotton Waste (Handloom) colour or white
- 128. Cotton wool

ROLLER COMPOSITION:

- 129. Roller Composition (Hand Grade)
- 130. Roller Composition (Soft Grade)

GAS:

- 131. Oxygen and Acetyline Gas

MISCELLANEOUS ITEMS:

- 132. Batex
- 133. Bleaching Powder
- 134. Brasso Polish
- 135. Brooms, Ordinary & Coconut
- 136. Candles
- 137. Carbon Papers
- 138. Cellophone Paper
- 139. Cellotape-white and Red
- 140. Chunnam
- 141. Compressed sponge
- 142. Corrigated boxes, Diary covers
- 143. Eye lets small & big
- 144. Folding stove
- 145. French Polish

- 146. Cravers Knife
- 147. Grease Gun
- 148. Gamaxine Powder
- 149. Gum country
- 150. Hessain cloth
- 151. Hurricane lamp
- 152. Match Box
- 153. Maroon colour silk thread
- 154. Mud pot with tap
- 155. Napthalene Balls
- 156. Oil cane in various capacity
- 157. Nylon tape-various thick
- 158. Pad lock
- 159. Paper gum tape
- 160. Rubber band
- 161. Sealing Wax
- 162. Steel tumbler
- 163. Transparent plastic sheets
- 164. Thinner
- 165. Type Metals
- 166. Twisted thread
- 167. Vim powder
- 168. Towels
- 169. Polythene boxes
- 170. Plastic containers & trays
- 171. Bar Soap
- 172. Stationery articles such as inks, pins, tags, etc.
- 173. Glass marking pencil
- 174. Carpentry pencil
- 175. Chalk box
- 176. Bees wax-Yellow
- 177. Plastic vallets
- 178. Locks
- 179. Rubber solution
- 180. Mono Spool paper

ELECTRONIC TYPEWRITER DTP SYSTEMS:

- 181. Boppmicron 40
- 182. Dot Matrices sheets
- 183. H.D. Floppies 3.5" & 5.2"
- 184. Kores 720 developer
- 185. Natural tracing paper, in various GSM

**ELECTRONIC TYPEWRITER DTP
SYSTEMS—cont.**

- 186 Multi strike ribbon-pan cake for Electronic typewriter
- 187 Multi strike ribbon with casets for Electronic typewriter
- 188 III P Laser jet painter
- 189 Printer Ribbon
- 190 Tape drive
- 191 Tape cartridge
- 192 Single strike ribbon pen cake for Modi, Godrej & pck Electronic typewriter
- 193 Single strike ribbon with cassette for Electronic typewriters
- 194 Toner Cartridges-Various sizes
- 195 N.T. Cutter
- 196 N.T. Cutter blade
- 197 Daisy wheel.