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THE PRESS OFFICE MANUAL.



THE RULES OF THE TASK WORK SYSTEM.

THE OFFICE MANUAL
CONTAINING THE
RULES OF THE TASK WORK SYSTEM
IN THE
COCHIN GOVERNMENT PRESS
AND
*THE RULES FOR THE
WORKING OF ITS TECHNICAL DEPARTMENTS.*

ERNAKULAM:
PRINTED AT THE COCHIN GOVERNMENT PRESS.

—
1913.

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THE OFFICE MANUAL
FOR THE
WORKING OF THE TECHNICAL DEPARTMENTS
OF THE
COCHIN GOVERNMENT PRESS.

CHAPTER I.

GENERAL RULES.

1. DEPARTMENTS OF THE PRESS.—The Press is divided into seven departments, *viz.*, (1) Composing, (2) Reading, (3) Press and Machine, (4) Binding and Ware-house, (5) Foundry, (6) Stores and (7) Account.

2. EMPLOYMENT OF VOLUNTEERS.—Volunteers may be employed in all departments, provided that the total number of such volunteers does not exceed six. In the composing department they will work in the typeset until they get themselves acquainted with the work, when they will be put on to assist in the composing sections. As opportunities occur and the volunteers are sufficiently advanced, they will be brought on to the establishment of compositors. In other departments they work as learners, and will be allowed to earn as substitutes when they have studied the work, until they are brought to the establishment list as vacancies occur.

3. HOURS OF ATTENDANCE.—The hours of attendance in the Press shall be from 11 A. M. to 6 P. M.

Exceptions.—The typecaster and the stereotyper shall attend 15' earlier, and shall leave office only 15' after the work is closed to see to the fire being put out. The peons should, unless they are sent out on duty, leave office 20' later. But, in case they are sent out in the evening, they should return to office as early as they can, so that they may be back in time to close the office. The printing foreman should be present at the time of opening and closing the office, and must see that all doors and windows are properly closed. Ordinarily the office must be opened at 10-30 A. M., and men who have not been ordered to

work overtime shall enter the work rooms only at 10-45 A. M. When there is overtime work in the morning, the printing foreman shall have a meal time of one hour between 12 and 1. No one should leave work without permission before bell rings.

4. LATE ATTENDANCE.—Men on task work who are late by 30' or more without sufficient reason, will be fined half anna for each such late attendance during the month. The same deduction will be made for every three late attendance of 10' and under 30' in a month. Permanent men except the clerks and accountants, whose total late attendance exceeds an hour per month on the whole, will have all their late attendance totalled up, and pay deducted at $1\frac{1}{2}$ hours for every one hour late. Except when they are not eligible for casual leave, clerks, accountants, etc., are not fined, nor is their pay deducted for late attendance, but their late attendance will be converted into leave as follows:—For every four times of more than 10' and under 30', or three late attendance of 30' and longer, or one attendance of two hours late in a month, one day will be deducted from the leave due. Men who come late frequently, are liable to suspension or dismissal in addition to fine.

5. OVERTIME ATTENDANCE.—When necessary, sections or individuals may be asked to work earlier or later than the usual working hours and men refusing to work at any time or neglecting to attend as instructed will be punished with fine, suspension, or dismissal. No one who has not been ordered to work overtime in the overtime order book (Form No. 37), shall be allowed to remain in office during overtime working hours. The rules regarding late attendance will apply to overtime also, with the exception that fines will be imposed on men eligible for overtime allowance, for late attendance, only at the rate of half anna for every late attendance of 30' and longer, or for three late attendances of less than 30' at a time during a month.

6. RECORD OF ATTENDANCE.—Clerks, accountants, examiners, etc., should note their attendance themselves. The attendance of compositors, printers, binders, etc., should be marked by the printing foreman, or, in his absence, by the head clerk. Late attendance should be marked by the printing foreman in red ink.

7. LEAVE.—(a) Men who are allowed to draw full overtime fees, are not eligible for casual leave. Men on task work are not eligible for any leave carrying allowances, except leave on medical certificate. In the case of examiners, foremen etc., who draw full overtime

allowance, privilege leave on full pay will not be granted for more than one month at a time when a substitute has to be appointed. Others are eligible for all kinds of leave, under the Cochin Service Regulations. No leave can be claimed as a matter of right. Casual leave cannot be granted for more than five days at a time without the Secretary's sanction.

(b) *Sick Leave*.—In case of actual sickness, leave on half pay may be granted to the task workers on production of medical certificate, their average earnings for the past full six months being taken as their pay for calculating leave allowance.

8. LEAVE DURING OFFICE HOURS.—Leave during office hours will not be granted except in case of sickness or urgent necessity. In such cases applications should be made previously, and no one will be allowed to leave premises before the leave is granted by the Press Superintendent, and the leave memo in Form No. 39 produced before the printing foreman. Leave of men for more than one hour in a month will be deducted from casual leave. The pay of men eligible for overtime allowance will be deducted proportionately for the number of hours on leave.

9. ABSENCE WITHOUT LEAVE.—Men on task work who absent themselves without leave, or who absent themselves after applying for leave, but are not granted the leave applied for, will be fined two annas per day, which will be deducted from the previous earnings. Ordinarily they may be granted 15 days' leave in a year. The rules regarding absence without leave in the Cochin Service Regulations will apply to permanent salaried men. Men who absent themselves frequently without leave, will be liable to suspension or dismissal in addition to fine.

10. WORK ON SUNDAYS OR HOLIDAYS.—Orders for Sunday or other holiday work, will be given at the discretion of the Superintendent with reference to the work in hand.

11. HOLIDAYS.—Unless there is an order for overtime work the Press will be closed on Sundays and Gazetted Holidays.

12. COMPENSATION LEAVE.—No compensation leave will be allowed to men for working during holidays, except to those who are not eligible for full overtime fees.

13. PAYMENTS.—Salaried establishment will be paid, if possible, on the 3rd of each month, overtime on the 10th, and task establishment on the 12th, accounts being made up to the last day of the

previous month. In all cases of disputes as to the amount paid, the decision of the Superintendent of Stamps, etc., shall be final. Deductions will be made for lost time, absence, fines, pie and spoilt and inferior work.

14. PAYMENTS FOR OVERTIME WORK.—For permanently paid establishment who are to be paid for actual hours of overtime work, extra time not exceeding 20' at a time, will not be paid for. Extra time exceeding 20' and under 40' will be treated as half hour, and above 40' as one hour. Task workers will be paid for overtime work on the monthly outturn rate irrespective of the number of hours worked, or at actual hours worked, according to circumstances. Employees in the clerical establishment will not be paid for overtime work. Servants are allowed overtime only one at a time.

15. HELPING OTHER SECTIONS.—When necessary, the men of one section may be asked to work in another, their outturn being measured according to the respective work scales of the latter section, and payment made at the rate of pay of the posts which they hold in their own sections.

16. APPOINTMENTS.—(a) The Superintendent can recommend for vacancies, permanent or temporary, and the Secretary to the Diwan shall have power to appoint in all posts carrying a salary below Rs. 25.

(b) In case of necessity substitutes may be employed by the Superintendent of Stamps for men who are absent, without incurring extra expenditure to Government. In cases involving additional expenditure application should be made to the Secretary to the Diwan.

17. PROMOTIONS AND INCREASE OF PAY.—Quick and correct work, general conduct, attendance, and educational and technical qualifications are, as a rule, to be considered before making promotions.

18. PUNISHMENTS.—Punishments by fine, recorded warnings, working extra hours or during holidays without allowance, entries in the service books of misdemeanour, stoppage of promotion, reduction of pay, suspension or dismissal, will be inflicted for bad workmanship, irregular or late attendance, delaying or spoiling work, idleness, loud and unnecessary talking, drunkenness while on duty, loss of manuscript or proof, falsifying the valuation on proofs or hour accounts, submitting false vouchers, wastefully using materials or stores, or destroying them, carelessly damaging machines, or otherwise acting against the general rules governing the conduct of public servants

or against the special rules, if any, governing the conduct of Press employees.

19. **PIE MONEY.**—In case there is an accumulation of pie in any of the sections, the same will be got sorted by volunteers, and a deduction from the earnings of the compositors working in the section, will be made at 3 pies in the rupee. The volunteers will be paid at 4 pies per lb. for the pies sorted.

20. **PENSIONS AND GRATUITIES.**—The rules laid down in the Service Regulations in regard to pensions and gratuities will be applicable to Press employees. The services of the task workers are also pensionable. The average earnings of the men on task work for the last six years of their service, will be taken as their pay in calculating pensions and gratuities.

21. **SEARCHING.**—Employees are strictly prohibited from taking anything out of the office without permission. They may, if necessary, be searched in the presence of the printing foreman or the Superintendent of the Press.

22. **CONDUCT OF WORKMEN.**—Employees are prohibited from holding unnecessary conversation with one another, or doing anything which may cause annoyance to the fellow workmen. Employees must leave office as soon as they are allowed to go, and must not loiter about the premises. They must not bring outsiders to office, nor allow strangers or even workmen of other sections to loiter about their sections. Reading of newspapers and books, or writing private letters while in office, is strictly prohibited. If any letters addressed to the Press employees arrive, they will be delivered to the head clerk who will place them in the box kept for same from which they can be taken only at 11 A. M. or 6 P. M. The head clerk or printing foreman will inform men when money orders or hundies are awaiting them. Post peons or Anchal peons are not allowed to enter the work rooms without permission.

23. **SECRECY.**—No employee of the Press should disclose the nature or subject-matter of the work he is employed upon. Employees are strictly prohibited from giving out any information, however trivial, regarding work, to any one who is not engaged on the same work, although he may work in the same department or section, or to any one who is not employed in the Press. Men who act against the above rules, are liable to be dismissed and debarred from future employment in Government service. In very serious cases they are

also liable to be prosecuted. Clerks and accountants should not give out any official information coming within their knowledge in the course of their work. They should not allow any workmen or other employees or strangers to look into the office papers coming to their hands.

24. OBEEDIENCE TO ORDERS.—Employees having a grievance must first carry out instructions, and then represent their grievances individually. Men who refuse to obey orders, will be liable to be suspended or dismissed. Employees who wish to prefer grievances to the Superintendent of the Press or to the Superintendent of Stamps, may do so at any time during office hours.

25. SMOKING, ETC.—Smoking and drunkenness while in office are strictly prohibited.

26. INFECTIOUS DISEASES.—Men who are suffering, or are attending upon persons suffering, from infectious diseases, will not be permitted to work in the office.

27. STRANGERS.—Persons from an outside office or employees of another section or department of the Press, will not be allowed to loiter about a department, to look over the work, or talk to the men, on any pretext.

28. RECEIVING WORK.—In the absence of the Superintendent of the Press, the foreman of a section may open the covers relating to that section and receive work. But he shall not take instructions from an outside officer except through the Superintendent of the Press, and in the absence of the latter, through the Superintendent of Stamps.

29. DISTRIBUTION OF COPIES OF THE RULES.—A copy of these rules and of the respective departmental rules, will be put up in each department, and men accepting employment in the Press, will be deemed to be acquainted therewith and bound thereby. Copies of these rules should not be taken out of the Press.

CHAPTER II.

THE COMPOSING DEPARTMENT.

I. General.

30. SECTIONS OF THE DEPARTMENT.—The composing department is divided into three sections, *viz.*, Book, Gazette and Job. The first two sections will work under the composing foreman, and the last under the head compositor who will discharge all the duties of the composing foreman in the job section.

31. THE COMPOSING FOREMAN.—The composing foreman is in charge of all the composing materials, and is responsible for the care of all papers received for printing. He should see to the proper working of the department, and that the compositors obey all the office rules. He is responsible for the maintenance of all the registers and accounts of his department, and for the submission in time, of all the returns due. He should see that work is distributed evenly among the compositors. He is also responsible to see that strict economy is observed in the production of work, and that no avoidable delay is made in the despatch of work.

32. DISTRIBUTION OF WORK.—The foreman will see that work is distributed according to the names entered in the turn book which should always be kept on his table. He will ordinarily give matter for two pages at a time to be set in types by each compositor. He will also see that the proofs are corrected by the compositors responsible.

33. DELAY.—The foreman will put on men to assist the compositor whose work is likely to be delayed, and, if it is wilfully delayed, he must report such cases forthwith.

34.—ECONOMY IN SETTING. The foreman will be careful to follow the rules prescribed for standing matter in rule 65 *infra*, and also to avoid resetting of matters standing. He must follow the most economical method of producing work. He will see that tabular matter is printed in as condensed a form as possible, and across the page, if it does not waste space. He must see that tables are not whited out, while the entries made therein may conveniently be converted into

footnotes, or, by adopting a similar or other arrangement a whole blank column can be saved.

35. **SENDING PROOFS TO AUTHORS.**—Author's proof should not be sent unless asked for and unless there are queries which the Head Examiner and the Superintendent of the Press cannot solve. In the absence of instructions as to the number of proofs required, only one proof should be sent to author, pulled well only on one side of the paper which should not be folded. The initials of the officer concerned should be taken in the proof despatch book in Form No. 6, in case the proof is sent by local delivery.

36. **READING.**—The foreman should see that all proofs are sent for the prescribed number of readings.

37. **SUPPLY OF MATERIALS TO COMPOSITORS.**—The foreman will see that material is regularly supplied to the compositors and, if there is a scarcity of distribution matter, sorts, etc., inform the Superintendent of Press suggesting remedies. When there is excess, the same should be transferred to the tpestore. The daily accumulation of pie should be got sorted by the compositors every morning before commencing work.

38. **DISPLAY TYPES.**—The foreman is responsible that heading and other display types are transferred to the tpestore immediately after use.

39. **ORDER OF WORKS.**—The foreman will particularly be careful to see that all works promised by a specified time, or periodical works for which a date has been fixed, are despatched by the fixed date. Works marked "immediate", "very urgent", and "urgent", should be taken up first, and ordinary works should be taken up in the order in which they are received. As far as possible ordinary works up to three pages should be got out within two days; but very urgent works should be done the same day or by the time specified.

40. **LINE AND HOUR ACCOUNTS.**—The foreman is responsible to see that the line account charge given for tabular matter is according to scale, and proportionate to the labour involved, especially for standing matter, that the number of lines marked on proofs and the hours passed in the hour account memos are correct, and that the proofs are signed by the reader and sent complete arranged in proper order to be checked and passed by the Superintendent of the Press.

41. **VALUATION OF WORK.**—The foreman is responsible to see that a complete file of vouchers for all works done in his department in

each month, is sent to the account section by the 5th of the next month with details written on each regarding remade up, reimposed and overrun matters, formes altered for sign or spare copies, formes restructed, etc., and that a statement in Form No. 7, of the number of hours engaged in authors' corrections, is prepared and sent to the account section in the case of cost recoverable works.

42. **DESPATCH OF PROOFS.**—The foreman will collect proofs and despatch them in time. He should see that proofs are well pulled, manuscripts are complete and in good order, and the number and style of proofs agree with the requisition. Sign copies of Acts and copies of Proceedings and other important matters should be shown to the Superintendent of Press before despatch. The dates on which proofs are sent and returned, should be carefully recorded in the work books.

43. **GENERAL INSTRUCTIONS.**—The foreman will also see that intimation is given to the binding foreman of approaching issues of publications, sufficiently in advance, and that only the exact number of copies with the authorised extras is mentioned in the strike order. He should see that hour account memos and time sheets are entered at once when work is finished and that the number of hours allowed is correctly accounted for. Office rules and orders must be circulated to all men, so that they may not plead ignorance. The foreman will, when he finds time, attend to final corrections, if light, make slight changes in docketts, standing matters, etc., if necessary, and attend also to making up and imposing. The foreman should check valuation files and revise press orders.

44. **EXTRAS ALLOWED TO BE PRINTED.**—In the absence of special instructions, three extra copies may be ordered to be printed of each forme, one for valuation of work, one for the composing department, and another for reference in the stores.

45. **THE HEAD COMPOSITOR'S DUTIES.**—The head compositor will attend to all the duties of the foreman enumerated above, and also of the imposer in the job section under his charge.

46. **IMPOSERS.**—One or more of the task compositors may be engaged to do duty as imposers, *i. e.*, for making up, imposing, alteration for sign or spare copies, stone work and authors' corrections. Vouchers for all work done by them should be prepared in the time sheet (Form No. 11) as soon as the works have been finished and not from books or memory afterwards.

47. ACCURACY IN IMPOSING.—Imposers will be charged for time lost on press owing to incorrect imposing.

48. HOW TO PRESENT FORME PROOFS TO BE REVISED.—Before forme proofs are given to the reader, it is the duty of the imposer to write on the first page the description of the work, that is, whether imposed, standing, reimposed, remade up, recomposed, or altered, in order that the reader may revise or read through the matter as the case may be. Portions pied should be encircled for directing the special attention of the reader to that portion.

49. IMPOSING OF JOB WORKS.—Imposing, except locking up and stone work, for all job works, are done by the compositors themselves, a charge for same being included in the valuation, and the compositors are responsible for their matter until it is struck off.

50. COMPOSITORS' RESPONSIBILITIES.—Each compositor should distribute the types he requires for use, and he is responsible for the composed matter until it is imposed or a clear proof is sent out. He is responsible for the copy and to keep it clean. When no proof is sent out, he should correct all proofs. When a proof is sent to author, if the corrections are few, the compositor should make them without charge. If many, hour account will be allowed. He must rectify without charge bad workmanship, battered letters, and deviation from style or copy, whenever it is pointed out to him, even if the forme is on machine. All compositors must be able to impose formes as they are liable to be called on to act as imposers at any time.

51. TURN BOOK.—When a compositor has finished his take, he will get a proof pulled, and give the copy and proof to the foreman, and will write his name in ink on the ruled line immediately below the last name in the turn book on the foreman's table, and go on distributing types if no more copy is ready. If he is late or absent, his name will be struck off the turn list, and he must write his name again below the last name when he arrives.

52. MAKING UP.—Rough proof of each take should be taken separately. When the rough corrections are over, the compositor who has the first take of an ordinary solid work, will make his matter up into pages, and if matter for any fraction less than half a page is wanting, he will take sufficient matter from the next man, transfer notes, etc., and make it up approximately to the page length for fair proof on his own galley. The compositor whose matter falls on the

top of the next page will find the galley, take a portion of the following take to make up the page length, give proofs to the foreman, and so on with the remaining pages. If, however, the matter turned over by a compositor from one page to the next, does not exceed half a page, the next compositor is considered to be at the top, and finds the galley, makes up the page and pulls the proof. In case the compositor sets or alters head lines for the making up, he should obtain a rough proof, so that he may be paid for it. The compositor making up the page is responsible to see that the fair proof and the copy for it are given to the foreman. If authors' corrections cause remaking up, it is the duty of the compositor attending to the corrections to do it, if it can be done within the forme or page. If not, he should inform the foreman so that the latter can arrange to adjust matter for the next forme. In case of urgency with smaller takes than half a page for the first man, the imposer or foreman makes up the pages, but the compositor whose page falls at the top, provides the galley. Continued tabular matter should be made up to the exact length, rules, etc., being fitted by compositors before rough proof is taken, and the compositor should be paid by adjustment accounts for any matter exceeding three lines that he gives over to the next page. If, however, the matter turned over exceeds half a page in depth, the first compositor makes up the succeeding page, payment being made by adjustment accounts from the next compositor. Headings set up in excess of the number actually required will not be paid for. Cost of any remaking up, rectification of columns, rules, etc., by imposers will be recovered from the compositors concerned by adjustment accounts.

53. CORRECTIONS.—Corrections of all kinds must take precedence of composing and making up, unless special instructions are received to the contrary. With fair proofs and made up pages the compositor whose matter is first, is responsible that the proof and galley are given to the next man in turn, the second to the third, and so on to the last who will see that a clean proof is given to the foreman. It is not the duty of the foreman to wait on the compositors to get clean proofs, matters, etc. The copy, proofs, etc., should be delivered to him at once by the compositors.

54. A COMPOSITOR'S CORRECTIONS DONE BY OTHERS.—Compositors' corrections done by imposers or others which should be paid for by time sheet accounts, should be entered against the accounts of the persons concerned, and cost recovered by adjustment hour account memo (Form No. 13) to the credit of the Government in case a

member of the permanently paid staff does the work, or to the credit of the compositor or other task workman who actually does the work.

55. CARE OF MATERIALS.—Each compositor must keep his frame and cases in good order and free from pie, returning excess types to the foreman, and filling his cases with types when there is no copy to set up. If his cases are not full of types, he is liable to lose his turn of copy. He must not keep distribution matter or sorts under his frame. Heading types for which there is no case in his section, should be given to the foreman immediately after use. He must avoid wasteful use of leads, rules and other materials, and he is responsible for the sticks and galleys used by him. He must not use private shears to cut rules and leads. If the rule or lead cutting is unavoidable, a piece of the nearest possible size should be selected. Battered types taken out of proofs should not be thrown out on the floor or distributed in the case. Wrong founts must be returned to the proper cases if in the section; and, if not, they must be given to the foreman.

56. PUNISHMENT FOR PIE.—In addition to individual fines for dirty frames and cases, a deduction at 3 pies in the rupee will be made from the earnings of all workmen in a section in which there is much pie, on account of pie money to be paid to volunteers for clearing it. It is therefore to the interest of each man to bring to notice cases of concealment of pie. Men concealing or wrongfully disposing materials, are liable to heavy punishments. Compositors taking over cases from each other or from store, must see that they are free from pie, for any man working at it will be responsible to clear it.

57. INCOMPETENCY.—Compositors whose average outturn is continuously below 21 pages per month without sufficient reason, or whose proofs contain a large number of marks, will be liable to be turned out for incompetency.

58. TRANSFER OF WORK OR PROOF.—No compositor must transfer to another any work given to him, or line or hour account vouchers for work done by him, nor should he assist another man unless ordered by the foreman. In the latter case he must receive payment for the portion of the work done by him by adjustment accounts; but in no case will any private arrangement between the workmen, about pay, be permitted.

59. TRANSFER OF COMPOSITORS.—When a compositor leaves the Press, or is transferred to another section, he must give over all his

matter, proofs, sticks, galleys, etc., in good order to the foreman, or deduction will be made for the cost of doing this, or the cost of the materials, etc., if lost, from his earnings.

60. **WORK VOUCHERS.**—All vouchers should be passed by the Superintendent of the Press. The vouchers for the first half of each month should be sent to the account section not later than the 18th of each month, and those for the 2nd half, not later than the 3rd of the following month. Vouchers not received in time will be treated as those belonging to the next following half month. The foreman should value the works of each compositor according to scales 2 to 7 in Appendix A, as the case may be, and submit the vouchers with the valuation thereon for approval. Rough proofs of standing matter for which reprint copy with correction is received, should be submitted with copy for valuation, before the proof is sent out.

61. **RECONSIDERATION OF VALUATION ON VOUCHERS IN CASE OF DISSATISFACTION.**—Should a compositor be dissatisfied with the valuation passed or with the adjustment for his share of work, the vouchers should be submitted to the Superintendent of the Press again, with the foreman's remarks, for reconsideration. An appeal against the Press Superintendent's decision will lie to the Superintendent of Stamps whose decision will be final.

62. **HOOR ACCOUNTS.**—Hour account will be given for authors' corrections, alteration of standing matters, etc. The charge passed includes distribution of types thrown out by correction except large paragraphs of cancelled matter which should be returned to the foreman. Press attendance, etc., will also be paid by hour account. The hour account memos should be made out by the compositor in Form No. 12 as soon as the work is finished, and valued by the foreman and submitted to the Superintendent of the Press with the originals or proofs. After the vouchers are passed, the same will be returned to the compositor to be kept until they are called for to be sent to the account section.

63. **CARE PAPERS.**—The rough proofs of care papers are valued and entered in a line account slip in Form No. 55, and checked and sealed by the Superintendent of the Press before the originals and proofs are sent out. All rough, etc., proofs are to be destroyed. Cheque forms should be treated as care papers.

64. **OVERTIME.**—Overtime should be avoided as far as possible. When overtime is found necessary for executing any work, task men

should be selected as far as possible, in the order in which their names appear in the turn book ; but when a work on which a man is already engaged, remains unfinished, he should himself be made to work at it overtime. Permission of the Superintendent of Stamps to work overtime should be obtained in the overtime order book (Form No. 37), in advance, or the hours worked will not be paid for. The names of all permanent and task men who are to work overtime, should be specified. Information should also be given to the reading section to arrange for overtime work, if the matters to be composed during overtime hours should be read then and there.

65. **STANDING MATTER.**—When it is evident from the subject matter of a work printed that the types will be wanted again by the same or another section, as when draft regulations are sent to Government for approval, the types must be kept standing. In such cases the word “Standing” should appear in the press order book and docket. When an outside office asks for types to be kept standing, reminders should be sent every week for expediting matters. Similar procedure should be taken with matters out on proof and not returned for final printing within two days, if in Ernakulam or Mattanchery, and four days, if in other stations. The work books and standing matters should be checked, and orders of the Press Superintendent taken every month. The reminder dates should be entered in the remarks column of the work books in red ink. Types required to be kept standing should not be distributed without the written orders of the Superintendent of the Press, or the foreman will be held personally responsible for the extra cost to the Government that may be rendered necessary for recomposing.

66. **RECORD OF STANDING MATTER.**—A complete file of all standing matter for reprint, as it stands, or to be given to the compositors for alteration, should be secured by the foreman at the time the work is put away for future use, and must be kept by him as a guide for giving out copy. When the matter is given out for alteration or reprint, he must write across the file copy in red ink the name of the compositor to whom given and the condition in which given, and make corresponding entries in the strike order book and strike order proof, so that the work may not be valued as a fresh setting. The foreman should write “Standing” in all copies of this nature, before giving them to the compositors, and make similar entries in the work books, as a further check against improper charges.

67. **RESETTING.**—Matter which is pried or lost, or which comes in for reprint, must not be reset without the written authority of the

Press Superintendent, the memo being filed for audit. This applies also to the matter marked to be reset by the examiner owing to incorrect instructions of the foreman. The compositors should not be asked to reset it without charge, unless they are also at fault.

68. MAINTENANCE OF RECORDS.—Manuscripts, originals, authors' proofs, extra office copies and letters regarding works, should be arranged chronologically, folded to foolscap folio between boards, in monthly bundles, and kept for twelve months after the work is despatched, or for one month after audit, whichever is later, as detailed in Appendix F. Work vouchers and valuation files can be destroyed one month after audit, but work books should be kept for three years. The destruction of all these records should be done with the sanction of the Secretary to the Diwan. Printed copies destroyed in printing should at once be taken to the Press Superintendent for orders. Government orders, letters, etc., and standing orders regarding work, and the office orders of the Superintendent of the Press and the Superintendent of Stamps should be pasted in a file book for permanent reference.

69. TRANSFER OF WRITTEN UP BOOKS.—When work books or other books in a composing section is filled up, the same should be handed over to the account section, and receipt taken in the office order book, any missing pages being accounted for. When handing over charge of office, the foreman should see that the receipt of these books and of the copies of the office rules and scales, is acknowledged in the office order book by his successor.

70. CLOSING OF THE SECTIONS.—In the evening the foreman will ordinarily see that all papers are carefully put away, lights are put out and the windows and doors of the sections are closed. When a composing section has to be kept open for working the printers or binders overtime, the foreman of the section working overtime will see that the composing section so kept open is also closed.

2. A. Typestore.

71. CHARGE OF THE SECTION.—The printing foreman is in charge of the typestore, and he is responsible for all types and materials in his care. He is also in charge of all plant in the Press, standing matter and distribution matter in reserve. He should see to the careful use of all printing materials. He will receive all types, etc., cast in the foundry, examine them carefully especially as to the height,

lines and finish, and report all defective castings to the Press Superintendent who will reject them when necessary. If correct, he will check the weight and keep them in the reserve stock.

72. CARE OF MATERIALS.—The printing foreman will go round the work rooms at least twice every day, and examine frames, galleys, imposing tables, machines, etc., to see whether they are in good order and that broken matter is set right or distributed. He will secure excess material, arrange for stocking material likely to be required for exceptional work, report all cases of misuse of materials, and see that the gathering of pie is cleared daily.

73. GATE CHARGE.—The printing foreman passes the workmen of the Press at the gate at 6 P. M. or whenever they are allowed to go out.

74. UNSERVICEABLE MATERIALS.—On the last working day of each month the printing foreman must take charge of all the battered and broken types from the several sections, weigh them up and submit a report on the 1st of the next following month to the Press Superintendent showing their actual quantity which should be entered in the metal stock book under the initials of the Press Superintendent. Other materials such as, chases, etc., which are irreparable should also be taken charge of then and there, and necessary action taken for their disposal.

75. BLOCKS.—He is in charge of all stereo blocks and dies, and should see that they are kept in good order.

76. MOULDS, MATRICES, ETC.—The printing foreman is in charge of moulds, matrices and other typecasting appliances, and will therefore be responsible for their receipt and issue. He will keep them under his lock and key, and issue them personally to the type-caster on a signed requisition from the latter after having first ascertained whether they are required for an order for casting types passed by the Press Superintendent. He should not issue anything more at a time than is actually required for a day's work, and should see that they are duly returned after use. He should maintain a register of matrices issued and returned in Form No. 35.

77. METAL ISSUES.—He will issue unserviceable types, leads, etc., to foundry on indents passed by Superintendent, and must be careful not to issue a larger quantity than that sanctioned, so that no large balance of metal is allowed to accumulate in the foundry. As it is a matter of importance, he will personally see to the examination

and weighing of all types, plates, metal, etc., received into and issued from, the store. He must keep an account of all metal received and issued in Form No. 33, and an account of all types, etc., cast during the whole official year in Form No. 32, total them up separately at the close of the year, and bring the same to account in the plant ledger.

78. PLANT LEDGER.—He will maintain a ledger of all plant in the Press in Form No. 34, and will carefully enter all new purchases, etc., with their respective prices, then and there. All issues and sales should be correctly entered. At the close of each year the totals of receipts and issues including the depreciation value should be calculated by him, and the opening balance for the next year should be struck and submitted to the Press Superintendent.

79. VOLUNTEERS.—The volunteer compositors will work in the typestore under the supervision of the printing foreman. The printing foreman will see that they are well trained to become good workmen. The volunteers assist the printing foreman generally in keeping the department clean, weighing types, sorting pie in store, setting labels, etc., for the Press without charge. After they have studied work they will be drafted into the composing sections where they will work under the orders of the foreman. Volunteers who do not attend regularly, or who infringe rules, are liable to be dismissed. Pie money will be distributed among volunteers, according to outturn, at the rate of 4 pies per lb. of pie sorted. A list of such volunteers showing their daily earnings, must be maintained by the printing foreman in Form No. 36, and submitted to the Superintendent on the 5th of every month.

80. OPENING AND CLOSING OF TYPESTORE.—The store must be opened and closed by the printing foreman personally. All urgent issues must be made before closing. But, in the event of standing matter required during his absence, the head clerk or the Press Superintendent will open and see it closed again.

81. INGRESS AND EGRESS OF MEN.—The printing foreman should control the ingress and egress of the workmen, and see that no employees leave during working hours without a leave memo, that men are searched, if necessary, to see that no goods leave the Press without sufficient authority, and that no strangers are allowed into the workrooms without the permission of the Press Superintendent. He will maintain the general attendance register of the Press and the casual leave register.

82. **GENERAL INSTRUCTIONS.**—The printing foreman will see that the premises are kept neat and clean and that waste paper is collected between 11 and 12 in the morning. He must also see that the sweeper picks up all types which have fallen on the floor, and does not throw them away. He will personally wind and regulate the office clock. The printing foreman will also see that the lights are well cleaned and trimmed.

83. **RETURNS.**—The printing foreman should submit the following returns to the account section.—

- (a) An abstract of attendance for each month on the last working day of the month.
- (b) Statement of dead stock (Form No. 56).

B. Working Procedure.

84. **RECEIPT OF WORKS.**—Except in the absence of the Press Superintendent, no work should be received direct by the composing foreman.

(a) **COST RECOVERABLE WORKS.**—Cost recoverable works should not be received unless they have been first registered in the valuation register (Form No. 52) maintained in the account section.

(b) **ADVERTISEMENTS.**—Private advertisements for publication in the Gazette, should not be accepted by the composing foreman unless they bear the certificate of the account section to the effect that the cost has been realised in advance. No private advertisement containing libelous, indecent, or otherwise objectionable language, shall be accepted, and the account section should not certify and pass the same to the composing foreman before it is passed by the Superintendent of Stamps, etc.

85. **REGISTERING OF WORKS.**—When a work is received by the composing foreman, he should see to which class the work belongs, whether Book, Proceedings, Gazette, or Job, and register it in the respective work books (Forms Nos. 1, 2, 3 or 8) under the offices concerned, or, in the case of notifications, under the part in which the same should be published.

86. **DISTRIBUTION OF WORKS.**—Works should be taken up in the order of precedence as detailed in rule 39. Before giving a copy for setting, the composing foreman should find out from the turn book the compositor who stands first for a copy and should give the whole or a portion of the work, according to circumstances, to the

latter after recording the same in the work distribution book (Form No. 4). The name of the compositor in the turn book who was given a copy should be scored out. The distribution number and the name of the compositor should be written on the top left hand corner of the reverse of the copy as also the date on which the copy was given. Instructions regarding the nature of the work to be done, *viz.*, whether the work is a fresh setting, alteration of standing matter, etc., should be given on the copy, so that the readers may pass the proof as rough, alter, etc., as the case may be. Entries regarding the distribution should be made also in the respective columns of the work book. In the case of job works the composing foreman should see that the work given is entered in the compositor's work book also (Form No. 9). The next copy should be given to the next man in the turn book. In case no compositor is available for an emergent work, the same may be given to any compositor who may be asked to put away the work on which he is engaged, and take up the urgent work which may be noted in the distribution book as 'Tick copy'.

87. **ROUGH PROOFS.**—When a compositor has finished his take, he will get a rough proof pulled well, and put his signature and date at the right hand bottom corner of the proof sheet. The proof should then be presented to the composing foreman with his own calculation of lines written in pencil. The copy should also be returned with the proof to the composing foreman who will certify as to the nature of the proof, *viz.*, whether rough, alter, etc., after referring to his work books, and sign and forward the same with the copy, to the reading section for comparison. On receipt of the proof from the readers after comparison, the same should be given to the compositor who composed it, to be corrected. The dates on which the proof was given for reading and returned, should be duly noted in the columns of the work books. The rough proofs should then be valued by the composing foreman according to the scales 2—7 in Appendix A, and submitted to the Press Superintendent with his valuation written in ink. These will be the line account vouchers of the compositors.

88. **REVISE PROOFS AND CORRECTIONS.**—After the rough corrections have been made, the compositor should get a revise proof pulled, and give same to the composing foreman who will write 'revise' on the proof and send it to the reading section for being read with copy. The revise corrections should be got done by the compositor responsible, and the dates of receipt of the proof and of its return, should be noted in the work books.

corrections should be got done as press attendance if the compositor is not responsible for the mistakes, or, in other cases, by the compositor concerned, or by adjustment hour account.

96. PRESS ATTENDANCE.—All marks made by readers on forme proofs for which the compositors are not responsible are to be treated as press attendance.

97. PAYMENT FOR CORRECTIONS.—All works mentioned in rules 91, 92, and 94—96, are to be paid for by hour account or adjustment hour account in Forms Nos. 11, 12 or 13, as the case may be. The hour account memos should be prepared by the compositors themselves as soon as work is completed, and not from memory or books afterwards. They should be checked by the foreman and submitted with the proofs or originals, to the Press Superintendent as in the case of line account vouchers.

98. STRIKE ORDERS.—When all the corrections are over the forme will be ready for being printed. The composing foreman or the imposer should enter the forme in the press order book (Form No. 5). A strike order docket in Form No. 10 should be prepared by the composing foreman from the press order book, which should be stiched on to the forme proof approved for printing. A separate docket should be prepared for each forme. The docket is to accompany the work through all the departments it has to pass, and should be returned to the composing foreman along with the valuation file after despatch of copies. In the case of job works the originals should also accompany the strike order. The strike order proof and the other proofs, if any, and the docket should be placed in the strike order box kept near the composing foreman's table, from which the printing foreman will take them. All strike orders should contain correct information regarding the office to which the work belongs, the number of copies to be printed and the extras, the nature of warehouse work required and the paper to be used if special instructions are received to that effect. The strike order proof should also contain the strike order number and number of copies. If urgent, the strike order with originals, proofs, etc., should be handed over to the printing foreman personally by the composing foreman.

99. DELAYS.—When complaints about delays are received, the composing foreman should trace the work with reference to the work registers and find out who is at fault. He should inform such men of the urgency of the work. Should any overtime work be found

necessary for the speedy despatch of work, necessary sanction should be obtained previously for the same in the overtime order book.

100. VALUATION FILES.—After despatching the copies printed the store clerk will send to the composing foreman a copy of the work certifying the date on which it was despatched, with the originals and the strike order docket, for valuation. The composing foreman will make the necessary entries in his work book regarding the several stages of work after the work was given to be printed, and note on the printed copy all details about work, the portions freshly set up, the portions that were standing, remade up portions, reimposed portions, etc. On the 5th of every month the file copies of all the works printed during the previous month, should be sent to the account section for valuation. In cases of cost recoverable works, the valuation file copy with instructions should be sent to the account section then and there, for valuation and recovery of cost, with a statement of the authors' hours engaged on the work.

C. Gazette.

101. REGISTERING AND CHECKING OF MATTERS.—To ensure that all notifications appear as instructed, the composing foreman should enter all works immediately on receipt, in the work book under the proper department of the part of the Gazette in which they are to appear. If they are to be published in more than one issue, the entry should be repeated under all the dates of the Gazette in which they are to be published. Requisitions for spare copies should be noted in the appropriate column. The matters for the Gazette should be checked on the morning of the Gazette day with the work book and originals in which the dates of publication should be noted. After the copies have been printed, the Gazette should again be checked with the work book. The originals should be kept, if necessary, for the the next Gazette, with the matters received for the same, and not filed or disposed of until the last publication is made. Every forme of the Gazette must be passed by the Secretary to the Diwan or, in his absence, by the Superintendent of Stamps, before it is given for striking.

102. HOLDING BACK MATTERS.—When any matter received for publication in the Gazette cannot be published in the Gazette in which it is meant to be published, for want of types, time or men, or for other reasons, the Superintendent of the Press shall submit a note through the Superintendent of Stamps, to the Secretary to the Diwan who may hold it over for publication in a subsequent issue of the Gazette.

103. OFFICIAL NOTIFICATIONS.—If an official notification not being a notification of the Government, is required by the officer sending it, to be published in more than one issue of the Gazette, the sanction of the Superintendent of Stamps in writing should be taken for doing so, unless such publication is necessary under any provision of law.

104. STANDING NOTIFICATIONS, ETC.—Standing instructions as to the publication of any matter on specified dates, and of repeated notifications, should be entered in a note book, and the composing foreman should see that the instructions are carefully carried out.

105. PRIVATE ADVERTISEMENT.—No private notification in the nature of a commercial advertisement, or private notifications containing libelous, indecent, or otherwise objectionable language, shall be published in the Gazette. No private notification of any kind shall be published without being passed by the Superintendent of Stamps in writing. In case of doubt as to whether a private notification is of a class that may not be published, the Superintendent of Stamps should refer the matter to the Secretary to the Diwan and take orders.

106. LIST OF HOLIDAYS.—All holidays in a month mentioned in the sanctioned list, should be published in the Gazette at least 15 days in advance. The composing foreman should therefore examine the list before the publication of every Gazette to see whether any holidays are to be published in it.

107. CONTENTS PAGE.—A list of contents for the Gazette should be prepared by the composing foreman with reference to the matters on hand, and the same should be submitted for the approval of the Secretary to the Diwan along with the Gazette formes before they are finally printed.

108. READING.—Acts must be read with copy at least three times before publication, and all other notifications at least twice.

109. STRIKE ORDERS.—Only the actual number of copies required should be printed. Any extras required for departmental use should be included in the distribution list and therefore in the number ordered.

110. TIME OF PUBLICATION.—The Gazette must issue punctually at 5-30 P. M. on all Saturdays, the help of other sections being obtained, if necessary, to ensure its punctual issue. Every forme should be ready for the machine before the section is closed on Friday night.

D. Book Section.

111. **GENERAL.**—The book section is employed principally on the work of departmental office rules, Manuals, Establishment list, Reports, Proceedings, etc.

112. **TIMED WORK.**—The composing foreman will see that the stipulated time is not exceeded with works such as the following:—

		<i>Proofs.</i>	<i>Copies.</i>
1. Civil List	25 days	5 days
2. Government Reviews	2 days	24 hours
3. Other works marked 'V. E.'	2 days	24 hours

113. **INFORMATION TO BINDING FOREMAN REGARDING LARGE WORKS.**—The composing foreman will inform the binding foreman when such timed works have to be dealt with, and also give notice as each large work approaches completion, so that covers, materials, etc., may be prepared in advance.

114. **FINAL PROOFS.**—As the work in this section ought to be done in the best style possible, the composing foreman will order no forme to be finally printed until it has been passed by the Press Superintendent. Proofs of titles should be submitted before they are sent to authors.

115. **STANDING MATTER.**—In the absence of special instructions, the types of all book works not wanted within a short period, may be distributed as soon as the pages are printed.

E. Job Section.

116. **OUTTURN OF WORK.**—The foreman will see that all jobs are completed and got out as quickly as possible. When work cannot be finished by the date required or promised, he will inform Press Superintendent at once with a view to letters being sent or help being given from other sections.

117. **ECONOMY.**—(a) The most economical method of producing work should be adopted. Settings may be saved by transfer of headings, insertion of column matter in a repetition form, stereotyping repeated headings, taking plates for future use, etc.

(b) Impressions may be reduced by setting duplicates, taking stereos or imposing sets of jobs (different) in one forme, etc.

118. **IMPRINTS.**—Each job must have the office or job number, the number of copies, and date of printing, in small types in some inconspicuous place.

119. WASTEFUL AND UNNECESSARY WORKS.—Instructions should invariably be obtained in all cases when less than 50 copies of a form have to be printed, when stock forms have to be reprinted with slight alterations, and when proofs are required for reprint without alterations, etc.

120. COMPOSITOR'S WORK BOOK.—The compositors of this section are each supplied with a work book (Form No. 9) wherein he must enter the progress at every stage of each job given to him, and he will not be supplied with fresh copy until this has been done. This book must be taken to the foreman whenever a fresh copy is received.

121. LINE ACCOUNT.—Line account vouchers for job works for the 1st and 2nd halves of each month, are to be passed only in case a clean proof of the work has been sent to author, or the work has been given to the printing section, before the 16th of the same month and the 1st of the next month, respectively. Vouchers for the works delayed will be passed only for the next half month.

122. STANDING MATTER.—The type of ordinary matter may be distributed as soon as copies are printed, or as soon as plates are passed. Other forms which are reprinted or altered frequently, must not be distributed without the orders of the Press Superintendent.

123. REMINDERS.—Proofs of jobs not returned within a week should be called for. For this the foreman should prepare draft reminders every Wednesday, and make a note of same in the work book.

124. PLATE WORK.—(a) The Compositors of the job section are responsible for works to be stereotyped until they have been delivered to the foundry. When the forme revise has been corrected, a proof should be submitted to the Press Superintendent. If there is any defect the compositor must rectify it in the foundry without charge.

(b) A proof of every plate cast should be pasted in a file book. When any plates are worn out, the book should be submitted to the Press Superintendent who will cancel the proof which can then be taken out of the book and used as the voucher for resetting charge, and filed in the monthly file of originals. When any job is received the foreman should first see whether there is a plate for same.

125. RECORDS.—Originals and final proofs are passed on, through printing foreman and binding foreman, to the stores with the printed copies, for guidance in despatching work, and the store keeper will send them to the foreman as in the case of book work, and the latter to the account section on the 5th of each month.

F. Confidential Section.

126. **GENERAL.**—This section will do confidential and special works for all departments and offices, and will be under the direct supervision of the Press Superintendent. Whenever a work of the above class is received, suitable men will be drafted from other sections to do the work. The work books, etc., will be maintained by the Press Superintendent himself.

127. **OPENING AND CLOSING.**—The confidential section will be opened and closed only in the presence of the Press Superintendent, and the compositors working in this section will be carefully searched in his presence whenever they leave the room. They are not allowed to take pencils, paper, and umbrellas, to this room. When the formes are given to the printing section, or when the printed sheets are given to the binding section, they must all be taken back in the evening before the closing of the office.

128. **WORK VOUCHERS.**—The compositor enters the lines set up in a line account slip in Form No. 55, each take separately, immediately the rough proof is corrected. The distribution number should also be shown in the slip. The slip is checked and passed by the Press Superintendent. The rough proofs are then destroyed in the presence of the Press Superintendent. The slips are given to the account section to be entered in the line account book in place of rough proofs. Hour account memos are also valued and checked in the same way.

129. **STRIKE ORDERS.**—Strike orders are given in yellow forms. No proofs or originals should be sent with strike orders.

130. **VALUATION OF WORK.**—Works are measured and valued by the Press Superintendent in a work measurement slip, and only those slips are sent to the accountant for being entered in the valuation register.

CHAPTER III.

READING DEPARTMENT.

I. General.

131. HEAD EXAMINER.—The head examiner is in charge of the reading department. He should watch the daily progress of work in the composing sections, and arrange for the reading and revision of proofs in regard to which there shall be no delay.

132. OVERTIME.—Overtime should be kept as low as possible, consistent with speedy outturn. On being informed by the composing foreman of overtime work in the composing department, or when the head examiner receives urgent papers or orders to attend office earlier or later than the usual working hours, he should arrange for overtime work. For all overtime work the previous sanction of the Superintendent of Stamps should be obtained in the overtime order book, or the hours worked will not be paid for. In the evening he will consult the Press Superintendent as to working overtime. All readers must attend as ordered, and men neglecting to do so must be reported against at once. A proof reader who is absent without permission will be liable to pay the wages of his co-reader who has to be idle owing to such non-attendance, in addition to the usual penalties.

133. BOOKS AND RECORDS.—The head examiner should see that all books of reference in his department, such as dictionaries, etc., are kept under his custody, and are in good condition. The work books, etc., when filled up completely, should be transferred to the account section, and receipt obtained in the office order book.

134. DUTIES OF THE STAFF.—The head examiner reads the forme and final proofs, and also rough and revise proofs in case of urgency or necessity. He is responsible for the accuracy of the papers examined by him, and to see that directions regarding the uniformity of style, spelling, use of capitals and punctuation, etc., are carefully attended to. He should see that spacing is equal, that the columns of tabular works have proportionate width, and the rules are neatly joined. The readers read rough and revise proofs, and also revise forme proofs, and pass final proofs in case of urgency or necessity.

135. RESPONSIBILITY FOR ACCURACY.—The readers are liable to pay for any loss caused by their carelessness in passing bad proofs. They should call for as many proofs as necessary, and see that only good proofs quite free from all errors are passed. This applies

particularly to press revises which should be free from all technical defects, such as bent rules, etc. If proofs are not well pulled they should not be accepted, but returned to composing foreman who will see to the defects being remedied, and the men at fault reported.

136. COMPOSITOR'S NEGLIGENCE.—The readers are expected to bring to notice all proofs in which marks have not been attended to by the compositors. They may call for the previous proof for reference, if necessary.

137. UNNECESSARY MARKS.—The readers will be liable to pay the compositor for any extra work they have caused him to do by making unnecessary or incorrect alterations in one proof and altering them back in a subsequent proof. The head examiner should call for previous proofs when there are numerous corrections, and if they are due to the negligence of the proof reader, the man at fault should be reported to the Press Superintendent.

138. EXCESS MATTER.—When excess matter set up by mistake, repetition, or otherwise, is detected in the fair proof by the head examiner, it is his duty to call for the rough proofs, and score out such excess matter in the rough proofs also. This applies to extra lines made by wide spacing, unnecessary whites, etc. Portion set up in the wrong place and deleted and kept standing for insertion in its proper place, shall also be treated in the same way, *i. e.*, it should not be passed as rough in the former page, as it would be included in the line account for the page in which it is finally printed. Extra charge paid to compositors consequent on the neglect of these instructions and, those in the rule regarding extra readings mentioned in rule 140, may be recovered from the readers responsible for the same.

2. Working Procedure.

139. READINGS AND REVISES.—As a rule each work is to be read with copy twice, once in rough proof and a second time in fair proof made up into pages in galleys, and then revised in forme proof with headings, etc., and, if intended for submission to the author, in clean revise every time the proof is returned. In authors' corrections the portions affected by correction should be read with copy. After return of author's proof, or, if copies are to be printed without submission of proof to the author, the forme proof should be read without copy as press order proof. This press order proof should be revised as strike order proof. As soon as this strike order proof has been passed by the reader, it should be sent to the composing foreman for him to issue a strike order. As far as possible the press order proofs of the whole of a work should be read by one man to ensure uniformity of

style, etc. All corrections should be clearly marked, and unnecessary lines, dashes, etc., on proofs must be avoided. Portions encircled by the imposer on forme proofs should be read with copy.

140. EXTRA READINGS.—Acts, Bills, Agreements, Notifications, etc., should be read with copy three times. To ensure that this is done the number of the reading must be noted on each proof. The strike order of these works should also be revised with the first sheet pulled on a machine, by a reader, and a note that this is to be done, should be made in vernacular for the information of the printer. Reprint of standing matter remade up or altered, is to be read only once, there being no fair proof. The fair proof of intricate figure matter should be read twice with copy both crossways and lengthways.

141. BOOK WORK.—For book work the revision of the author's clean proof is done in addition to the usual forme revise, if the proof is sent to the author after imposing. The press order revise of display works, all Gazette work, Book work, and of Government Reports, should be submitted to the Press Superintendent for approval.

142. STRIKE ORDER REVISES.—When the first copy of an Act or other works on machine, is to be revised, it must be attended to first, all other works being stopped. When passed, it must bear the word 'Strike' with the initials of the reader, without which the printer shall not go on with his work. This applies also to formes from which types have dropped off.

143. EDITING COPY.—In special cases, if the composing foreman thinks it necessary to do so, the copy shall, before it is given to the compositor, be got read through by a reader who will rectify any defects relating to punctuation, spelling, style, etc., to ensure tolerably good and clean proofs.

144. STYLE, ETC.—Every reader should note all orders as to style, spelling, imprint, forme signatures, etc.

145. QUERRIES.—No proof reader should pass any proof containing queries. If there be doubts as to facts, spelling, punctuation, style, arrangement, etc., or if the copy is unintelligible, the matter should be referred to the Press Superintendent before sending proofs to authors.

NOTE.—A query ought to be made when an enclosure or a statement referred to in the text, is missing.

146. ROUGH PROOFS.—When a reader has finished a rough proof, he should write the compositor's name above his signature with the date of reading at the bottom right hand corner of the proof. He will also write 'Standing' or 'Alter', according to the description of the matter. He should, at the same time, initial at the top left corner of

each copy to show that a voucher for its composition has been passed. The compositor's line account is paid on his rough proof, and the proof reader must, therefore, attend to these details very carefully to prevent fraud, or the line account is liable to be rejected because the proof has not been properly passed. In case of rough proofs the distribution number should also be noted by the reader on the proof.

147. FAIR PROOFS.—The head examiner will write 'Examined', and will put his initials with date at the left hand corner of the proof. When he passes a revise he should write 'Revised'. Forme proofs are only to be initialled and dated at the top left hand corner, the reader's full signature being put only on rough proofs.

148. LEAVE.—During working hours no one is to leave the Press without permission. Application for leave during office hours must, if the man can be spared, be recommended by the head examiner to the Press Superintendent.

149. OUTTURN OF WORK.—As the amount of reader's work in a proof varies much, a definite scale cannot be fixed for all classes of works. Of open pages proportionately more should be read, while difficult manuscripts which require editing by a reader, or bad hand-writing, or the work of incompetent compositors, may, at times, cause the outturn to be much less than the scale. In such cases the head examiner should make a proportionate time allowance in the outturn register.

150. OUTTURN REGISTER.—The head examiner and the readers will each keep a register in Form No. 14, in which they will enter briefly the description and the number of the work which they read, with the actual and equivalent number of pages equal to pica foolscap folio calculated according to scale VIII, Appendix A. They will make the entry immediately as the work is finished and not on slips to be entered afterwards. When revises are called for, because corrections are omitted by readers such revision should not be included in the outturn. The number of pages finished and not the number of readings, is to be entered, when a reader, for reasons of his own, goes through the proof more than once. The work book must be submitted to the Superintendent at 11 A. M. every Monday. The proof readers must see that no delay is caused although they may have sometimes to read a little more than the scale. The readers and the head examiner will, when so ordered, assist the accountants and the head clerk, and when doing so, will make a note of it in the outturn register with the time spent thereon. This can be done only under the Press Superintendent's orders.

CHAPTER IV.

PRESS AND MACHINE DEPARTMENT.

I. General.

151. THE PRINTING FOREMAN AND HIS DUTIES.—The printing foreman is in charge of the department. He should see that the machine work is so arranged that there may be no delay in the striking of papers. He should see that the most suitable machine for printing each forme economically is selected for it. He should pass the first sheet of all works and compare the copies with colour sheets as often as possible. He will see that there is no delay at any stage in turning out work. He will help the men in getting ready the formes for striking. He will point out bad work and show the men how to remedy it. He should bring to notice all cases when there is not a full supply of formes for the machines, when formes are sent in a bad condition for printing, and when formes sent have been incorrectly imposed. He will teach the men the method of producing good work. He will maintain good discipline among the workmen, and see that all office rules and orders relating to the department are strictly followed. He is responsible to see that all machines are kept clean and in good working order. He should maintain all registers in the department correctly, and should see that the distribution number, names of workmen, etc., are correctly entered in the press order book. He should see that work is fairly given out in rotation in the order in which the workmen apply for it, first according to the suitability of the machines, next in the order of urgency, and then in the order of entry in the press order books. He should see that two or more formes are worked together when possible, and unprinted sheets and useful printed sheets are not used for wiping hands or cleaning slabs. He must see that work vouchers are correctly prepared and submitted. He is jointly responsible with the men to see that works are well printed. He is responsible also to see that the rollers are cast well, and that there is always a constant supply of good rollers to the machines. He should keep all the men fully engaged and see that the time paid for is strictly in proportion to the work turned out. He should see that the exact number of copies ordered has been printed and delivered. He is also responsible to see to the economic use of kerosine oil and sundry articles purchased for use in the Press. For kerosine oil a stock book in Form No. 15 should be maintained.

152. **ENGINE DRIVER.**—The engine driver is in charge of the engine under the direct control of the printing foreman. He is responsible for the proper cleaning of the engine, and all appliances used for the working of the engine and for the transmission of power to the machines. He should see that the engine and the pulleys are all kept well oiled, and that the beltings are in good working order. He should see to the supply of clean cold water in the tank attached to the engine, for filling which, the services of the printers, etc., employed in the press and machine department may be required at any time.

153. **PRESSMEN.**—The pressmen are responsible for the cleanliness and working order of the hand presses. They lock up each forme when imposed on the table, and take proofs. They are expected to work on machines whenever required. They should also attend to proof taking when required to do so. They may be engaged in moving plants, etc., when necessary.

154. **PROOFMAN.**—The proof puller is responsible that the paper given to him is not wasted, and that compositors and others do not take it away for use. He must see that proofs are clearly pulled, and he should return the galley to the compositors who took them, or to the racks to which they are allotted.

155. **BALLERS.**—Inkers must keep their rollers and ink-table in good working condition, regulate the ink duct, work up colour and distribution of inks, wash formes, etc., when necessary, act as wheelers, and assist in moving plants and stores as directed.

156. **MACHINE MINDERS.**—The machine minders are responsible for the good working order and cleanliness of the machines, and also to see that the works are well printed. They make ready each forme, watch the sheets as they are printed, register, space up and compare them with the colour sheet of the work, regulate the ink, etc. With the help of the layers-on they should fetch the formes required from the composing sections. They are responsible to see that the formes are returned to the composing foreman. They will also feed the machines, if necessary, to show a satisfactory outturn. They should also assist in moving plant.

157. **LAYERS-ON.**—The layers-on feed the machines, carry the formes, wash rollers and formes, when necessary, keep the machine well oiled, clean the machines, and otherwise assist the minders. They will take up the minders' duties when required, and they will act as

wheelers when machines have to be worked by hand for any reason. They should also assist in moving plant and stores.

158. **FORME CARRIERS AND ROLLER CASTERS.**—Forme carriers and roller casters wash most of the formes and galleys after and before printing, and return them to the composing sections. They will also keep the presses well supplied with rollers and assist in printing work as directed.

159. **SUBSTITUTES.**—Substitutes and volunteers are employed chiefly in doing the duties of inkers, layers-on and carriers when the latter are absent or otherwise engaged.

160. **OUTTURN OF MEN HAVING NO FIXED SCALE.**—Those who are engaged in moving plant, taking proofs, locking up formes, washing formes, casting rollers, etc., cannot show any outturn according to fixed scale, but the foreman will see that they are kept fully engaged and that the time sheets are written up carefully. They must be engaged when there is not sufficient work of the above descriptions, in cutting forms, etc.

161. **PRINTED SHEETS.**—The foreman will check the number of copies printed, enter them in the register showing copies printed (Form No. 17), and send them to the store keeper for despatch or to the binding section as the case may be. He will also initial the strike order proof to certify that the full number of copies has been printed.

162. **STRIKE ORDERS.**—No work is to be taken up for printing until a strike order proof bearing the forme reviser's initials, and the strike order docket (Form No. 10) showing the number of copies, sign, spare, etc., has been received.

163. **PRESS OR MACHINE REVISES.**—When types fall out, the compositor or imposer should be called to replace them, and the first good copy pulled of the forme should be taken by the baller or layer-on to the examiner for extra revision with strike orders while the making ready is being done. Revises should also be taken of accounts, bills, and other special works, when instructed on strike order. Men who do not attend to these instructions will have to pay the cost of reprinting.

164. **STRIKE ORDER FILE.**—Strike order proofs should be sent to the account section along with time sheets, the former being kept there for audit.

165. CARE PAPERS.—Yellow paper slips initialled by the Press Superintendent take the place of the strike order for care papers. All make ready copies and spoilt sheets, tympan sheets, etc., are to be returned to the Press Superintendent. No file copies are to be kept by any man. All revises should be passed by the Press Superintendent.

166. PASSING FIRST SHEETS.—The made ready copy of ordinary Proceedings and other works will be shown to the foreman who will point out defects, if any. All made ready copies of book works and important job works should be submitted to the Superintendent for approval before proceeding with the printing.

167. OVERTIME.—The printing foreman will visit every composing section in the evening and examine the press order books, and if there are many formes for which press order has been given, submit to the Press Superintendent the overtime order book for sanction, writing in it the names of the workmen and the time of overtime work required, etc. He will avoid overtime as much as possible.

2. Working procedure.

168. RECEIPT OF WORK.—The foreman should examine the imposing and press order books and strike order boxes of the composing sections, at least four times every day to see whether any forme has been ordered to be printed, and take out all the formes found in the boxes. He must, at the time when the forme is given for printing, write in the columns of the press order book the names of the men to whom the works were given as also the machine number and the work distribution number. The works received should be registered in the work book (Form No. 15-A) under the respective offices in serial order.

169. DISTRIBUTION OF WORKS.—In distributing work the most suitable machine for each work should be selected. Each work when given to a machine, should be entered in the work distribution book (Form No. 16). The distribution number and the names of minders or pressmen should also be noted on the strike order docket and on the press order proof. The fact should also be noted in the appropriate columns of the work book.

170. PAPER ISSUE.—On receipt of a work the workmen should fetch the forme from the composing section and put it on the machine. They should then present the whole file of the work including the docket to the store keeper who will issue the necessary paper noting the issue number, etc., on the press order proof which should be noted in

the respective columns of the work book also by the printing foreman. Papers for galley and press proofs, etc., should be received from the store on separate receipts signed by the printing foreman in Form No. 25 and passed by the Press Superintendent.

171. TRANSFER OF PAPERS PRINTED.—The papers printed should be handed over to the binding or store department, as the case may be, and a receipt taken from the recipient in the register of papers printed and issued (Form No. 17). The facts should also be noted in the remarks column of the work book.

172. WORK VOUCHERS.—Vouchers for works done should be prepared by the foreman and got signed by the workmen in (Form No. 18) printer's time sheet. Each time sheet should show only the works done by one man, and it should be checked with the scale IX in Appendix A, and initialled by the printing foreman and submitted to the Press Superintendent every day for being passed along with the press order proofs, if any, which contain the paper issue certificate. These will be returned when passed to the workmen who should give them well arranged to the foreman when called for to be sent to the account section.

173. ANNUAL RETURNS.—The printing foreman will, on the 15th of Chingom every year, submit to the Press Superintendent a statement showing the number of impressions printed for the various offices.

CHAPTER V.

BINDING AND WAREHOUSE DEPARTMENT.

1. General.

174. **THE BINDING FOREMAN AND HIS RESPONSIBILITIES.**—The binding foreman is in charge of the department and is responsible for the care of all papers and books sent for binding, stitching, etc. He is responsible for all materials issued for use, and for the good working order of the machines and appliances in his department. It is the duty of the binding foreman to enter all works when received in the work books, to give instructions to the binders to ensure economic and good work, depute binders, stitchers, folders, cutters and such other men working under him to assist one another according to necessity, and check the daily progress of work to avoid delay, and to report to the Press Superintendent when there is congestion of work, for making remedial arrangements.

175. **URGENT AND SPECIAL WORKS.**—The binding foreman will specially see that urgent works are attended to as soon as received, that periodical publications are taken in hand in time to be despatched on the dates fixed, and that sufficient men are told off for each work.

176. **MACHINE WORK.**—No work that can be done economically and speedily by machines, should be given to be done by hand without special instructions of the Press Superintendent.

177. **INDENTS.**—The binding foreman should prepare an indent for the quantity of materials required for every binding work in the counterfoil indent book (Form No. 25), which should be sent to the stores through the Press Superintendent. Indents should be made before the work is put in hand to save delay. Whenever a large quantity of a special material is required, an indent should be sent to the stores sufficiently early, so that the necessary materials may be obtained from the Stationery Department or otherwise.

178. **BOOKS AND RECORDS.**—The binding foreman should enter all orders of the Press Superintendent and the Stamp Superintendent in an order book. He should also see that all written up books are sent to the account section and receipt taken in the office order book.

179. OVERTIME.—Overtime should be kept as low as possible consistent with speedy outturn. The binding foreman will, at 4-30 P. M., every day, examine the work books and see whether there is any accumulation of urgent works, and take the orders of the Stamp Superintendent through the usual channel, if overtime work is found necessary.

180. GENERAL INSTRUCTIONS TO THE FOREMAN.—The binding foreman should see that each job or book is trimmed, and covers cut only to the authorised sizes, such as.—

Reports, etc.	Foolscap Folio ...	13½" × 8¾"
Law Reports and Regulations..	Royal Octavo ...	10" × 6½"
Books of crown	Quarto ...	10" × 7½"
Books of crown	Octavo ...	7½" × 5"
Books of demy	Octavo ...	8¾" × 5½"
Blank books	Assorted Size ...	Fractions of foolscap folio
Books of larger size	According to special instructions	

He must examine all works before despatch, and show important works to the Press Superintendent to ensure that they have been properly executed, and that the directions given have been carefully carried out. He must keep a muster copy of all periodical works for uniformity of binding. He will take the orders of the Press Superintendent regarding the description of binding, etc., to be adopted, when no instructions have been received with works, and in all cases of important or special works he should see that the first copy bound is passed by the Press Superintendent before proceeding with the work. He must always watch the progress of work, and see that all men are at their work. He should see to the proper distribution of materials and tools, and check the balance on hand. He must also assist the store-keeper in preparing the estimate of binding materials. The binding foreman must see that time sheets are filled up as soon as the works are finished, and that they are submitted to the Press Superintendent for check. He should also see that all works done are correctly valued according to the scales, and brought to the valuation register.

181. THE BINDERS.—The binders are responsible to see that all works given to them are executed properly and that no material is wasted or misused.

2. Working Procedure.

182. RECEIPT OF WORK.—No work should be accepted by the binding department except with the written orders of the Press Superintendent unless they are works received from the printing or store

department with strike order docketts or indents. Papers or books received should be carefully counted and acknowledged. The binding foreman should see that the number agrees with the number given in the strike order or other order accompanying the work.

183. REGISTERING OF WORK.—As soon as a work is received the same should be entered in the daily slip book in Form No. 19 in the serial order of its receipt, and then carried over to the work book in Form No. 20, under the respective departments. The entries in the daily slip book should be scored out when the respective works are finished and sent to the store for despatch. The daily slip book should be submitted to the Superintendent every day at 2 P. M. The serial number given to each work should be written on the work also. The number of works for repair should be written only in pencil to be erased afterwards.

184. DISTRIBUTION OF WORKS.—When a work is given to a binder the same should be entered in the work distribution book (Form No. 21). The distribution number should at once be noted also in the work book. The foreman should be very careful to see that works are given to the binders in rotation. All minor works, such as, folding, stitching, collating, etc., should be got done, as far as possible, by boys who may also be given, if necessary, binding works.

185. VALUATION OF WORK.—Each work when finished should be valued at once according to scale 3 in Appendix B, and entered in the work valuation register (Form No. 22) before the same is sent to the stores for despatch. At the end of each month the entries in this register should be checked with the daily slip book to ensure that all works done have been valued.

186. WORK VOUCHERS.—As soon as each man's work is finished a voucher for it in Form No. 24 should be prepared according to scales 10 and 12 in Appendix A, and checked by the foreman. The same should be submitted to the Press Superintendent with the work distribution book for being passed.

187. VALUATION FILE SHEETS FOR COMPOSING AND PRESS WORK.—In the case of papers received from the printing section, a copy of the printed sheet or book should be attached to the strike order or orders containing the originals, etc., and sent to the stores section along with the work to be sent to the account section for the valuation of composing and press work.

188. ESTIMATE OF BINDING WORK.—As soon as each indent for forms and registers, is received in the stores section, the same will be

sent to the binding foreman who should prepare therefrom a list of all binding works which will have to be done according to that indent, and enter the same under the office concerned, in the register showing works to be done for each office (Form No. 23). Works received should at once be noted in this register also, so that the works still due from other sections may be seen at a glance. When work is likely to run short at any time, the binding foreman should call for such works as have not been received and are pending in the composing and printing sections.

189. ANNUAL RETURNS.—On the 15th Chingom of each year a statement showing the value of works done during the previous year for the several offices, should be prepared with reference to the valuation register, and submitted to the account section for being embodied in the annual report.

CHAPTER VI.

FOUNDRY DEPARTMENT.

190. DIVISIONS OF THE DEPARTMENT.—The foundry department includes the typesetting, the carpentry and the stereotyping sections.

191. FOREMAN AND HIS DUTIES.—The printing foreman is in direct charge of the department. He is responsible for the proper conduct of work and for the care of all the machines and appliances in the department, and for exacting an adequate amount of work from the men under him.

192. DISTRIBUTION OF WORK.—When a work has to be got through the foundry department, an order in Form No. 26 in the case of type-caster or stereotyper, or in Form No. 27 in the case of the carpenter, signed by the Press Superintendent, should be given. Before giving the order, the work must be registered in the respective work book wherein the different stages of each work should be duly entered.

NOTE.—For work books see Forms Nos. 29, 30, and 31.

193. DIARIES OF WORKMEN.—The foreman should see that each of the workmen maintains a diary book in Form No. 28. The entries in the diary book should be checked by him daily, and the work done by each daily, should be measured with reference to the scales 12, 13 or 14 in Appendix A. He should, at 11 A. M. on every Monday, submit the diary books to the Press Superintendent for check.

194. ORDERS TO WORK IN OTHER SECTIONS OR OFFICES.—Whenever a requisition is received to send any of the men for work in other sections of the Press or other offices, an order in the prescribed form should be given as usual, noting therein the time at which he was relieved from the foundry. This order slip should, when the work is finished, be presented by the workman to the head of the section or office to which he was sent for work for noting therein the exact time at which he was sent back. On his return the workman should give the order slip to the printing foreman who should make the necessary entries in the work books, and then send the order slip to the account section for valuation of the work, recovery of cost, or for adjustment, as the case may be. The column 'Valuation' in the valuation register should be filled up only after the order slip is returned by the accountant with the valuation noted thereon.

195. WORKMEN.—The workmen are responsible for the careful handling of the machines, materials and instruments in their charge. They should see that all works received by them are accompanied by an order in the prescribed form, which has been passed by the Press Superintendent.

196. OUTTURN.—An account of all the works done by each workman daily should be written in the diary book supplied to him wherein the actual number of hours taken by him for each work should be noted in column 5. The diary should be submitted to the printing foreman every evening when work is closed, for check and valuation with reference to the outturn scales. The workmen should show an adequate daily outturn of work. They should bear in mind that, in case their outturn is continuously low, they are liable to be removed from service for incompetency. They should not make wasteful use of the metal, timber, or other materials, issued to them, and should get the materials required from the tpestore after giving a receipt for same. The workmen should see that the materials are put back and the fire put out before they leave office.

197. VALUATION.—All works done in the foundry should, when completed and received in the tpestore, be valued with reference to scale IV in Appendix B and entered in the work valuation register in Form No. 32. The printing foreman should prepare an annual statement of the quantity and value of all works done in the department in Form No. 57, and send same to the account section before the 1st Kanni every year for being embodied in the annual report.

198. RECORDS.—The orders for works should be filed in a file book in serial order, and the file books should be sent to the account section at the close of each year. The work books, etc., for each year should also be sent to the account section for custody, at the close of the year.

CHAPTER VII.

STORE DEPARTMENT.

1. General.

199. CHARGE OF THE DEPARTMENT.—The 2nd clerk will be in charge of the stores, and will be called the store-keeper. He is responsible for the safe custody of all the articles in the store and for keeping proper accounts for their receipt and issue.

200. INDENTS FOR ARTICLES.—He is responsible to keep in stock a sufficient quantity of all articles which will be required for the proper conduct of work in all the sections of the Press and should replenish the stock sufficiently early. An estimate of all articles that may be required for one year should be prepared in Makarom of the previous year, and submitted to the Press Superintendent before the 15th of that month to be sent to the Stationery office. In case the supply is likely to be insufficient to meet the probable demands on any article, he must point out the matter beforehand with explanation for the excess demand, so that arrangements may be made to procure fresh stock in time. He will also submit a *fortnightly* indent in Form No. 44 for paper and other articles required for use during the following fortnight. Interim and piecemeal indents should not ordinarily be made except in urgent and unforeseen cases.

201. ISSUES.—The store-keeper should be careful to see that no article is issued from the store to anybody without the written sanction of the Press Superintendent, except on the authority of the strike orders issued from any of the composing sections and presented by the printers.

202. STOCK REGISTERS.—All press stores except paper and printed forms should, on receipt, be entered in the store ledger (Form No. 43), issues being noted therein and balance struck every day. Forms received and issued daily should be carefully noted in the respective departmental ledgers (Form No. 42). All receipts and issues of paper should be noted in the stock register (Form No. 41) carefully, and balance struck. The balance on hand should be checked by the store-keeper with the stock register every evening.

203. DELAYS.—The store-keeper will be particularly careful to see that no delay is made in the issue of articles to the working

sections. He should in the evening consult the printing foreman and Press Superintendent as to the issue of materials during overtime work, and arrange to attend office, if necessary, during overtime hours.

204. GENERAL INSTRUCTIONS.—The store-keeper is responsible to give directions to the job, printing and binding sections about the urgency of forms and books. He is also responsible for the timely despatch of forms and books according to indents. He should therefore keep in stock a sufficient quantity of packing materials such as mats and coir, for the despatch of forms. The keys of the store will be deposited with him. He should personally see to the opening and closing of the store.

2. Working Procedure.

205. RECEIPT OF INDENTS.—All indents for printed forms should be passed by the Secretary to the Diwan in the respective administrative departments of the Secretariat. On receipt of an indent, the same should, therefore, be submitted to the Secretary for sanction, if it has not been already passed by him. In case the indent contains a requisition for forms not prescribed by any Code, Regulation or Rules, passed by Government, the fact should be reported to the Secretary to the Diwan, and orders of the Diwan should be taken in the administrative department of the Secretariat concerned, as to whether such forms should be printed and supplied by the Press. The indents from any department or office which keeps personal deposit accounts with the treasury, should not be accepted unless they have been registered in the account section first. As a rule all indents are due on or before the 1st of Kumbhom. If any indent is not received on the due date a reminder should be sent. An indent should be prepared for all prescribed general and stock forms on 1st Vrischigom by the store clerk, and given to the job section with the Press Superintendent's approval, so that the forms may be printed and stocked before 1st Kumbhom.

206. REGISTERING OF INDENTS.—All indents should be registered in the order of receipt in the indent register. The indent register number should be marked on the indent also.

207. CHECKING INDENTS.—The store-keeper should check the entries in all the indents and also see that samples of all items except stock forms have been received. He should write on each sample the indent number and the number of copies required to be

printed of each, and also any special instructions regarding the paper to be used, nature of binding, if any, etc.

208. CONSOLIDATION OF INDENTS.—If any forms are required for more than one office, such forms should be consolidated before the indents are sent to the job section, so that they may be printed once for all to avoid waste of labour and delay.

209. STOCK FORMS.—He should, then, mark off in the indents all stock forms, and despatch them at once. A note should also be made against each of such items to the effect that they were despatched. In the case of cost recoverable indents a copy of each of the stock forms should be taken out when despatched, and sent to the account section with a certificate showing the number of copies of each sent and the date on which sent, so that the accountant may correctly value them for recovery of cost. The indent, with the samples of all the forms which have not been supplied from stock, should be forwarded to the job section for action.

210. LIST OF BOOKS TO BE BOUND.—Before giving the indents to the job section, the store-keeper should see that a list of the forms to be bound or stitched according to each indent, is prepared by the binding foreman in Form No. 23, to enable him to have an idea of the works he may receive during the year.

211. PAPER ISSUE.—Papers required for proofs and for binding works, may be issued on a receipt duly passed by the Press Superintendent. Papers for printing can be issued only on strike orders issued by a composing section. When a strike order with the originals*, proofs, etc., for a forme, is presented to the store-keeper for issue of paper, the latter should issue the same quality of paper on which the sample has been printed, unless there is any special instruction to use any special kind of paper. In the latter case, or in cases of doubt, he must take the Press Superintendent's orders. For bookworks the kind of paper issued must be the same throughout. For periodical or special works, only the authorised kind should be used. The store-keeper should take care to issue only the exact quantity of paper required for each forme with the usual quantity for proof and wastage as shown below:—

When copies below	100 have to be printed	5 per cent
„ above	100 and below 200 have to be printed	...	4	„
„ „	200 „ 1,000	„	3	„
„ „	1,000 have to be printed	...	2	„

* NOTE.—In the case of confidential works papers can be issued on a strike order on yellow form, though no proofs or originals accompany the same. The paper issued in such cases should be the same as that ordered in the strike order.

212. CERTIFICATE OF ISSUE.—As soon as the paper is selected, the store-keeper should enter the issue in the issue book (Form No. 40) in consecutive order, and certify the issue in the strike order proof. The issue number and the quality and quantity of paper issued, should be written on the strike order proof under his initials, and he should return the strike order file to the printer who produced it along with the paper issued for printing the forms.

213. PRINTED FORMS.—On receipt of printed papers from the printing section or books from the binding section with the strike order file, the store-keeper should check them with the strike order to see that the number received is correct, and enter the same in the respective departmental stock registers (Form No. 42), and make a note of the receipt in the respective indents.

214. DESPATCH OF FORMS.—Urgent items should be sent immediately on receipt. Other items should be despatched when the quantity is sufficient for at least one packet. In the case of forms, etc., indented for by offices situated in Ernakulam, Cochin, Cranganur and Tripoonithura, an intimation should be sent in Form No. 44 (a) requesting the head of the office concerned to arrange to take delivery of the articles. In other cases the forms, etc., should be packed and sent by goods train to the respective taluk Tahsildars according to Standing Order No. 206. When the forms are personally taken delivery of, a receipt should be obtained and filed in the indent file. But, in case the forms are sent by train, invoices in Form No. 44 (b) should be sent to the officer to whom the forms sent are intended, and the railway way bill, to the Tahsildar concerned, and, on receipt of the acknowledgment the same should be filed. The items despatched should be noted both in the stock register and indents. The date on which each item is despatched should be noted also in the respective strike order docket.

215. VALUATION FILES FOR COMPOSING AND PRINTING WORK.—As soon as each kind of form is despatched, the date on which the same is despatched, should be noted in the strike order docket, and a copy of the form as printed should be stitched on to the strike order file, and sent to the composing foreman or to the job section, as the case may be, for the latter to mark the dates of printing, etc., in the work books and also to give particulars with regard to fresh setting, alteration, remaking up, reimposing, authors' corrections, etc., before sending the strike order file to the account section for valuation.

216. EXTRA INFORMATION ON VALUATION COPY OF COST RECOVERABLE WORKS.—In the case of cost recoverable works, particulars

regarding the quality and quantity of paper issued, should also be noted on the valuation files, so that the price of paper may also be recovered.

217. RECORDS AND CORRESPONDENCE.—All correspondence relating to the articles in the store, indents, etc., should be prepared by the store-keeper. Books and records of each year should be kept in the store for one year after the same are filled up, and then transferred to the account section.

218. ANNUAL RETURNS.—The store-keeper should prepare a statement in Form No. 61 showing the quantity and value of stores and materials consumed by the composing, printing and binding sections during one year, and submit same to the account section not later than the 15th Chingom of the following year.

CHAPTER VIII.

ACCOUNT DEPARTMENT.

219. DUTIES OF THE ACCOUNTANT.—The accountant will attend to the maintenance of all accounts and registers relating to the technical working sections with regard to the outturn of work, its valuation, payment for outturn and of pensions and gratuities, and also to the recovery of cost in the case of cost recoverable works. He is responsible for the correctness of all calculations in work vouchers, and also of those relating to payments for outturn.

220. DIVISIONS OF WORK.—The work of the section is divided into three parts; *viz.*, I. Work vouchers and payments, including leave allowance, pensions, gratuities, etc., II. Work valuations and recovery of cost in the case of cost recoverable works, including advertisements and the fixing of selling prices of books, etc., printed, and III. Periodical returns and statements relating to the outturn, payments, etc.

I. WORK VOUCHERS AND PAYMENTS.

A. General Principles.

221. VALUATION OF OUTTURN.—Every item of work done by the task workers should be computed to the accounts, and a voucher for same should be given to the workmen duly passed and sealed by the Superintendent after measuring the work with reference to the respective scales given in Appendix A. A single voucher may be passed for one or more items of works together.

222. SCALES OF OUTTURN.—The standard of outturn adopted for the compositors is the work of distributing, composing and correcting 1,000 lines of types per hour in the case of actual composition, and, in other cases, any work per hour equivalent to the above standard. The number of lines of different types in different lengths, which should be distributed, composed and corrected by each compositor in 1 to 7 hours, is given in scale I, Appendix A. All composing works should be valued either in lines of different types or in hours, according to circumstances, with reference to scales II—VII, Appendix A. The printing and binding outturn should be valued in hours only, with reference to scales IX—XI, Appendix A.

223. BASIS FOR THE VALUATION OF THE WORKS OF TASK WORKERS.—The hours of work in the Press are from 11 A. M. to 6 P. M. daily or, in other words, there are 7 working hours every day. For all calculations for payments, a month is considered to have on an average 25 working days which will give 175 working hours in a month. The amount of each item of different works to be done by each man in an hour, is given in the several scales in Appendix A. All works should be checked with reference to these scales, and vouchers should be passed for the number of hours arrived at according to the respective scales. The standard outturn for each man is that all the works done by him in a month, when valued according to the scales, in hours, should be equivalent to 175 hours. In the case of compositors their outturn may also be shown in Pica foolscap folio pages of 38 ems \times 65 ems, which contains nearly 5,000 ems of Pica types. The standard outturn of a compositor, mentioned in rule 222 being 1,000 ems per hour, a standard page requires five hours' time to be distributed, composed and corrected, so that, if the outturn of a compositor is valued at 5 hours, it will be equivalent to one standard page. The standard outturn for a month, *viz.*, 175 hours, will therefore be equivalent to 35 standard pages, the standard outturn of a compositor for a month.

224. BASIS FOR PAYMENT TO TASK WORKMEN.—Under the task work system, a rate of pay has been fixed for each workman. He will be eligible to get that fixed rate of pay, only if his outturn for a month is equal to 175 hours or 35 pages pica foolscap folio (38 ems \times 65 ems). If the outturn is less than this standard outturn, a proportionate deduction will be made from the fixed rate, and, if his outturn exceeds this standard, he will be eligible to get pay in excess of the fixed rate, proportionately.

225. OVERTIME PAY OF TASK WORKERS, ETC.—Work done by the task workers during overtime working hours will be valued according to the scales and merged into the monthly outturn accounts, and not paid for separately. Overtime pay for permanent men is to be calculated for the actual hours of approved attendance at the rate of their emolument for the time being, for 175 hours of actual approved attendance. The overtime attendance of the latter should be brought to account separately, and allowance drawn on a separate bill.

226. LEAVE OF MEN ENTITLED TO OVERTIME ALLOWANCE.—In the case of permanent men who are eligible to get full overtime allowance, pay should be deducted for the actual number of hours they are on casual leave.

B. Working Procedure.

227. **WORK VOUCHERS WHEN TO BE RECEIVED IN THE ACCOUNT SECTION.**—All work vouchers when passed by the Press Superintendent should be returned to the workmen concerned to be kept with them until they are called for by the foremen for being sent to the account section. The foremen should collect all work vouchers of the men for the first 15 days on the 18th of the same month, and those for the second half of the month on the 3rd of the next month, and send them to the account section for being entered in the account registers. Vouchers not given to the foremen when called for, will be treated as the vouchers of the next half month. The vouchers of each man should be arranged datewar and stitched together at the left hand top corner by himself, before being handed over to the foreman. A certificate as to the number of vouchers stitched together, should also be made on the reverse of the last sheet of the vouchers of each man. If the vouchers are not received by the accountant on the 18th and 3rd, he should at once call for them.

228. **CHECKING OF VOUCHERS.**—On receipt of the vouchers the accountant should examine each of them with reference to the following points.—

1. Whether they have been arranged datewar.
2. Whether the men have certified as to the number of vouchers given by them.
3. Whether the work distribution, etc., numbers have been given on each of them.
4. Whether they have been signed by the workmen concerned.
5. Whether they have been duly passed and stamped by the Press Superintendent.
6. Whether the corrections or alterations, if any, made in them, have been duly attested.
7. Whether, in the case of compositors, the rough proofs have been duly certified by the readers as rough.
8. Whether, in the case of works valued by actual attendance, the vouchers have been duly signed by the printing foreman in token of its correctness according to the general attendance register.

If the vouchers do not satisfy any of the above conditions, the same should be rejected. In case they satisfy the above conditions, the accountant should check them with reference to the scales, and satisfy himself that the valuations passed are correct. In cases of doubt or mistakes, the Press Superintendent should be referred to, and any alterations made by the latter should be got attested by him.

229. **NATURE OF VOUCHERS FOR THE DIFFERENT ITEMS OF WORKS.**—The rough proofs are the vouchers for actual composing work. In the Book, Gazette and Vernacular sections, valuation should be given on rough proofs in lines of different types and sizes used, which is to be

determined by actual counting or, in the case of tables and lines set up crossways, by measuring the proof with the measurement scales IV—VII, Appendix A. Job works should be valued direct to pages of Pica foolscap folio, 35 ems × 60 ems, a number of pages being allowed for each proof in proportion to the time considered to be necessary for the work, at 4½ hours per page. All other works in the composing section, such as authors' corrections, making up, imposing, press attendance, etc., should be valued in hours, a voucher for same being given in the hour account memo form (Form No. 11 or 12). The valuation in hours should be made with reference to scale II in Appendix A, or, in case of a work having no fixed scale, by measuring it, according to the labour involved, a number of hours which is considered necessary for the work, being passed. The latter rule may be adopted also in the case of works which are of a special nature, and involve more labour than what is fixed in the scale. Complaints regarding the valuation should be preferred at the time when the vouchers are passed and returned to the workmen, and not at the time when they are given to the account section for being entered in the account registers. The works of the printing and warehouse departments should be valued in hours with reference to scales IX, X or XI, Appendix A, or at actual hours according to circumstances. The vouchers should be made out in Form No. 18 in the case of printers, and in Form No. 24, in the case of binders. All works done by one workman for another, should be paid for by adjustment accounts, a voucher in the adjustment hour account Form No. 13, being passed.

230. RECORDING THE VALUATIONS ON VOUCHERS.—The line account valuations should be entered in the line account book (Form No. 45), and the valuations in pages on job vouchers, in the job line account book in Form No. 46. The valuations for the 1st half of the month should be entered in the left half page columns, and those for the 2nd half, in the columns on the right half, a separate page being allotted for each compositor's vouchers for the month. The valuations on hour account memos should be entered in the compositors' hour account book (Form No. 47), a sufficient number of pages being allotted for each compositor. The entries should be made datewar. Hours passed for authors' corrections should be entered separately in the column allotted for same. Time sheet valuations for printers and binders should be entered against the names of the respective workmen in the printers' or binders' hour account book (Form No. 49). The valuations for each half month should be entered in a separate line. Adjustment hour account valuations should be

entered in the adjustment hour account book (Form No. 48) to the credit and debit of the respective workmen.

231. MODE OF WORKING OUT THE EARNINGS.—The lines of different types and sizes and the marginal lines, earned by each compositor for each half month, as entered in the line account book, should be added up separately, and the total of each line written in the total column. The totals of both half months should then be added together, and the grand totals of the lines of each kind of type and size should be written in the column allotted for same. These should then be converted into hours with reference to scale I in Appendix A. Totals of margins should also be converted into hours at the rate of 24 margins per hour. The hours as converted from lines and margins, should then be totalled up and added to the number of hours earned by the compositor according to the hour account book. If there be any hours to the credit or debit of the compositor according to the adjustment hour account book, the same should now be taken into account by adding to, or deducting from, the total number of hours worked out above. The compositor may be paid for the total or remaining hours, as the case may be, at the rate for which he is eligible at the time including acting, etc., allowances, for 175 hours. For facility of calculation for payment on hour account basis, a ready reckoner has been prepared (scale II Appendix C). Though the compositors' earnings may be calculated direct from the number of hours worked out as above, the practice adopted is to convert the number of hours into pages of pica 38 ems \times 65 ems by dividing the number of hours by 5 hours, the time required for distributing, composing and correcting one page of the size and type (see rule 223), and earnings calculated at the respective rate for 35 such pages. Scale I in Appendix C is a ready reckoner for calculating the earnings from pages and lines.

232. JOB COMPOSITORS' EARNINGS.—In the case of job work compositors, since the valuations passed are direct to pages of pica 35 ems \times 60 ems, the total number of pages allowed for both halves of the month should be totalled up and converted first into hours by multiplying the number of pages by $4\frac{1}{2}$ hours, *i. e.*, the time that will be necessary for distributing, composing and correcting a page of the size. The hours thus obtained should then be converted into pica pages of 38 ems \times 65 ems, and earnings calculated as in the case of other compositors.

233. DEDUCTIONS FOR PIE.—According to rule 56, a deduction has to be made from the earnings of the compositors of the section in which there is much pie during the month, which has to be got

sorted by the volunteers. This deduction should be carefully made before payment is made, at 3 pies in the rupee earned by the compositors of the section concerned, only when it is not possible to find out the compositors personally responsible for the pie. If the responsible men could be found out, the pie should be got sorted by them, or by adjustment accounts at 8 pies per lb.

234. PRINTERS' AND BINDERS' EARNINGS HOW TO BE WORKED OUT.—The number of hours earned by each printer or binder according to the respective hour account book, should be found out and written in the total column of the book. Any adjustment accounts to the credit or debit of the workman should be added to, or deducted from, the total hours above referred to, and earnings calculated at the respective rates for 175 hours.

235. CHECKING OF CALCULATIONS.—The figures worked out by the account section should be carefully checked by the head clerk.

236. COMPLAINTS REGARDING MISTAKES IN CALCULATIONS, ETC.—The line account and job line account books of compositors, and the printers' and binders' hour account books, containing the detailed working out of the earnings of each workman, should be sent to the foremen of the respective sections. The foremen should then take the signature of each man under them, below the accounts relating to the works of each, in token of the correctness of his accounts, and then return the books at once to the account section. Should there be any complaint about the calculations, the workmen concerned need not sign the book until they are rectified; but all such complaints should be preferred, through the respective foreman, within 24 hours, or the accounts will be considered to be correct even though the workman has not signed the book. Complaints regarding valuations on vouchers should be preferred at the time the vouchers are passed, and will not be considered if they are preferred when the account books are sent for being signed. Mistakes in calculations should all be rectified under the Press Superintendent's initials.

237. PREPARATION OF TASK WORK PAY BILLS.—When the account books have all been signed by the workmen, or after the expiry of the 24 hours' time since the books have been sent to the foremen, the accountant should prepare the pay bill with reference to the earnings of each workman as worked out in the account books. The total number of pages or hours paid for to each, should also be noted in the bill. The pay of the task work establishment, should, if possible, be

drawn and disbursed, ordinarily not later than the 12th of every month.

238. LEAVE ALLOWANCE OF TASK WORKERS.—The task workers are not to be paid any allowance for the days they are on leave, except in the case of leave on medical certificate. In the latter case allowance at half pay should be given. Leave allowance should be calculated on the average monthly earnings of the men for the previous full six months. For facility of calculating average earnings, the accountant should enter in the service book of each workman his monthly earnings.

239. DEDUCTIONS.—No deduction should be made from the previous earnings for the days the workmen are on casual leave. For late attendance, absence, etc., deduction should be made as laid down in the general rules in Chapter I.

240. SERVICE BOOKS, PENSIONS AND GRATUITIES.—The service books of the task workmen should be deposited with the head accountant, and all promotions, leave other than casual leave, etc., should be entered in them duly. Their monthly earnings should also be entered on the sheets allotted for the purpose at the end of each service book, to facilitate the calculation of the average earnings of the workmen. For all calculations for pensions and gratuities the average monthly earnings of the men for the last six years of their service, should be considered to be their pay.

241. RECORD OF OVERTIME ATTENDANCE.—The overtime attendance of the permanent men who are eligible for overtime allowance, should be recorded in the overtime attendance register in Form No. 38, by the printing foreman. The recorded hours of attendance during overtime work, of each man in a month, should be totalled up by the printing foreman, and the book sent to the account section for the preparation of the overtime pay bill, by the 4th of the following month. On receipt of the overtime attendance register, the accountant should check the number of hours claimed for each day with reference to the general attendance register and the overtime order books, and any discrepancies found out should be noted at the bottom of the page on which the hours for the month are entered, and the book submitted to the Superintendent who will fill up the column headed 'Net hour paid'. The accountant should then calculate the amount to be paid to each at the rate of his respective pay *plus* any acting allowance he is eligible for at the time, for 175 hours. Before preparing a bill for the overtime allowance, the book should

be submitted through the Superintendent of Stamps, to the Secretary to the Diwan, and his sanction obtained for the payment of the amounts shown in the book. The overtime allowance should, as far as possible, be drawn and disbursed on the 10th of every month.

242. DEDUCTIONS.—The salary of the men eligible for overtime allowance, for the number of hours they are on casual leave, should be deducted from the overtime allowance due, at their respective rates for 175 hours.

243. VOUCHERS FOR SORTING THE PIES OF THE COMPOSING SECTIONS BY VOLUNTEERS.—The printing foreman will collect the pie of each composing section daily, in case the compositors neglect to sort them, and enter the quantity in the pie account book in Form No. 36. The quantity sorted by the volunteers every day should be entered in the columns allotted for same. The pie sorted by the volunteers should be set up, and a proof taken. The valuation should be given on the proof by the printing foreman, and got passed by the Press Superintendent. This proof containing valuation passed, will form the volunteer's work voucher.

244. CALCULATION OF PIE MONEY.—The quantity of pie sorted by each volunteer on the different dates of each month, should be entered in the respective date columns against his name in the pie account book, and totalled up at the end of the month. The earnings should be calculated at 4 pies per lb., and entered in the respective column. The pie account book with the respective vouchers should be sent to the accountant for check on the 2nd of every month. The accountant after checking the calculations, etc., send the book to the typystore for being signed by the volunteers in token of the correctness of their accounts. Complaints regarding mistakes should be preferred within 24 hours, or, else, the accounts will be taken as correct. When the mistakes, if any, have been corrected, a bill should be prepared for the pie money due. Pie money for each month should be paid, as far as possible, before the 8th of the following month.

II. WORK VALUATION.

245. DIVISIONS OF WORK.—The work under this head comprises the following divisions:—

1. Valuation of work, 2. Recovery of cost, including fixing of selling prices in cases of publications for sale, 3. Private advertisements, and 4. Checking of private press bills.

I. VALUATION OF WORK.

A. General.

246. VALUATION OF WORK.—The principle involved in the valuation of works in the composing department, is to convert each different item of work in the department, such as composing, authors' corrections, altering, press attendance, etc., to a common standard of Pica foolscap folio pages of 38 ems × 65 ems, so that the labour value of each item of work may be given in an equivalent number of standard pages. The work of the press and machine department is shown in actual number of impressions printed, and the binding works are to be valued at fixed rates and the total value shown in rupees, annas and pies.

B. Working Procedure.

247. VALUATION FILES.—When the printed sheets are transferred to the binding or store department, the binding foreman or the store keeper should fetch a copy of the printed works, and pass the same along with the strike order files and docketts. After noting the date of despatch of the work and after entering the receipt and despatch in the stock register, the store clerk should send the strike order file and the copy of the printed valuation sheet received with the same, to the composing foreman or the head compositor, as the case may be. The latter will certify against the respective portions of the works as to the nature of labour involved, *viz.*, fresh setting, altering, overrunning, re-imposing, re-making up, etc., so that the work may be correctly valued. The number of copies and impressions printed should also be shown. The whole file with the valuation copy should then be transferred to the account section. All files for the works done during each month, should be fetched and sent to the account section before the 5th of the succeeding month. The valuation files of any work not received by the foreman in time should be called for. The account section should see that the valuation files are received by him duly. In the case of cost recoverable works the valuation file copy should be sent as soon as the work is despatched to the account section along with the indent or order file, for recovering the cost immediately.

248. METHOD OF VALUATION OF COMPOSING AND PRINTING WORKS.—Each work should be measured on its own basis. Each page of each book should be measured separately with the help of scale I in Appendix B, and entered in the measurement slip (Form No. 53), the pages of the different types being entered in the column allotted for the respective types. The entries for the whole work should be totalled up and the total transferred to the column headed 'actual pages' in the

valuation slip (Form No. 54). These actual pages of different types should be converted to solid pages and entered in the column 'converted pages'. The conversion should be according to the scale I in Appendix B. These converted solid pages of different types should then be valued in annas at the rates given in scale II Appendix B, *i. e.*, the rates paid to compositors for composing same. The labour value for any altering, authors' corrections, overrunning, remaking up, re-imposing, etc., should be added up at $1\frac{3}{4}$ annas per hour. The valuation in annas should then be totalled up, and the total divided by $8\frac{3}{4}$ annas, *i. e.*, the rate paid to compositors for composing a page of pica solid foolscap folio (38 ems \times 65 ems). The quotient obtained will be the number of standard pages which will be equivalent to the compositors' labour involved in the whole work. Job works should be valued in pica pages of 35 ems \times 60 ems at the rates allowed for compositors, the number of pages being taken from the job line account book, and converted to foolscap pages of pica 38 ems \times 65 ems by multiplying the number of pages of 35 ems \times 60 ems by $7\frac{3}{4}$ annas and dividing the product by $8\frac{3}{4}$ as.

249. WORK VALUATION REGISTER.—The work valuation register should be maintained officewar in Form No. 50, a sufficient number of pages being set apart for the works of each office. Each work valued in pages should be entered under the respective office, and the valuation in pages entered in the respective column against the name of the work, as also the total number of impressions printed of the work.

250. WAREHOUSE WORK VALUATION REGISTER.—The works of the binding section should be entered by the binding foreman in the binding valuation register (Form No. 22), valuations being made with reference to the scale III, Appendix B.

2. RECOVERY OF COST AND FIXING OF SELLING PRICES.

251. REGISTERING OF WORKS.—All orders or indents for cost recoverable works should be first registered in the account section in the valuation register in Form No. 52. All works done for offices and departments keeping personal deposit accounts with the treasury, and those done for private individuals and institutions, are cost recoverable, and the account section should see that the cost of all items of such works is recovered by means of bills or by remittance in advance.

252. MODE OF VALUATION OF WORK.—After finding out the number of standard pages equivalent to the labour involved in each

item of work according to rule 248 *supra* and also the number of impressions printed, the value of composing and printing work should be found out by multiplying the number of standard pages by the value of a page to which should be added the value of impressions which should be calculated at the rate for 1000 impressions.

253. METHOD OF FINDING OUT PAGE VALUE AND VALUE PER 1000 IMPRESSIONS.—The converted page values of all works done for all departments, offices, etc., as entered under the respective offices, should be totalled up, and the totals for all the departments, etc., for a year should be added together. The grand total will show the number of standard pages equivalent to the whole amount of work done in the year in the composing department. The total expenditure incurred in the composing department for the production of work equivalent to the above outturn, should also be found out. The expenditure includes both direct and indirect charges. The direct charges comprise establishment charges, supervision charges, overtime allowance and contingencies. To facilitate the calculation of these charges the account section should maintain a register of apportionment of charges in Form No. 51, and the daily expenditure of the Press should be apportioned amongst the composing, printing and binding departments, according to the scale in Appendix D. The indirect charges include interest on plant value, depreciation value of plant, and value of stores consumed. The first two items should be taken from the plant ledger, and the last from the statement of stores consumed, furnished by the store-keeper.

After thus finding out the total number of pages and the total charges incurred for the production of those pages, the value of each page should be found out by dividing the total charges by the number of pages of outturn. The printing value of 1,000 impressions can also be found out in the same way, by dividing the total charges debitable to press work by the number of 1,000 impressions printed during the year as taken from the valuation register. Since the value of a page and 1,000 impressions varies every year, and since the value of a page and 1,000 impressions for each year can be found out only at the end of the year, in recovering cost of work done during any year, the value for the previous year should be taken as the basis.

254. FIXING OF THE COST TO BE RECOVERED.—To the total value for composing and printing of any work should be added the binding, etc., value, cost of paper, diagrams, etc., and the grand total of all these will be the total cost of the work. In the case of institutions

under Sirkar management, this amount may be recovered, but in the case of private individuals or institutions, a gain of 25 per cent. of the total cost of composing and press works, should be added to the above, and charges recovered by means of bills.

255. **FIXING OF SELLING PRICES.**—In the case of publications or books to be sold from Press direct, the selling price of each copy should be found out as follows:— The total value of the work as worked out in the previous rule, if divided by the number of copies printed of the work, will give the cost per copy, to which should be added 50 per cent. gain to find out the selling price per copy. The Diwan's sanction should always be taken to fix selling prices or for raising or reducing the prices once fixed.

3. PRIVATE ADVERTISEMENTS.

256. **PRIVATE ADVERTISEMENTS AND RECOVERY OF CHARGES.**—No private advertisements except those received through courts or other Government departments, for publication in the Gazette, should be put in type unless they contain a certificate of the account section that the approximate charges have been realised in advance. The advertisement should be sent at first to the composing foreman, for him to state the approximate charges for publishing the same. The amount should be realised before the advertisements are sent to the foreman again for being put in type. On Gazette days, before the formes containing the private advertisements are printed, the foreman should calculate the actual cost required at 6 pies per line of Pica 17 ems, or 1 anna per line of 35 ems, in case the advertisement contains more than 10 lines of 17 ems or 5 lines of 35 ems, and should it so happen that the advance realised is short of the actual cost, the fact should be noted in the advertisement, and the advertisement returned to the account section to recover the additional amount required. If the advertisement contains only 10 lines or less of 17 ems, or 5 lines or less of 35 ems, the charges should be calculated at 4 annas per such advertisement. After publication, the account section should find out the actual cost of publication, and should any amount be found due to the parties, a refund bill should be sent to them.

4. CHECKING OF PRIVATE PRESS BILLS.

257. **CHECKING OF PRIVATE PRESS BILLS.**—Under rule 4 Appendix D, C. A. C., Vol. I, all bills for works done in private presses for the Government or any department of Government, should be supported by a certificate from the Superintendent of Stamps, etc., stating that the rates charged by the private presses are reasonable.

Such works should be valued according to the instructions given in rule 254 *supra* dealing with the valuation and recovery of cost of private works done by the Government Press.

III. PERIODICAL RETURNS.

258. RETURNS DUE.—The following Annual Returns should be submitted to the Diwan:—

1. An annual report on the working of the Press.
 2. A statement of dead-stock in Form No. 56.
 3. A comparative statement showing the quantity of work done in Form No. 59.
 4. Statement of analysis of charges debitable to different works in Form No. 60.
 5. Statement showing the quantity and value of materials consumed in Form No. 61.
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APPENDIX

SCALE I.

SCALE FOR VALUATION OF COMPOSITORS' OUTTURN.

NUMBER OF LINES OF DIFFERENT TYPES IN DIFFERENT SIZES TO BE COMPOSED, CORRECTED AND DISTRIBUTED IN $\frac{1}{2}$ - 7 HOURS.

HOURS.	PICA						11 POINT						SMALL PICA						LONG PRIMER						BOURGEOIS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
	38 ems	35 ems	26 ems	24 ems	18 ems	17 ems	38 ems	35 ems	26 ems	24 ems	18 ems	17 ems	38 ems	35 ems	26 ems	24 ems	18 ems	17 ems	38 ems	35 ems	26 ems	24 ems	18 ems	17 ems	38 ems	35 ems	26 ems	24 ems	18 ems	17 ems																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000

SCALE I.—cont.

SCALE FOR VALUATION OF COMPOSITORS' OUTPUT.

NUMBER OF LINES OF DIFFERENT TYPES IN DIFFERENT SIZES TO BE COMPOSED, CORRECTED AND DISTRIBUTED IN 4-7 HOURS

HOURS.	8 POINT						BREVIER						MINTON						NONPAREIL						30 EMS																																																																																																																																																																																														
	37	39	40	42	44	46	37	39	40	42	44	46	48	50	52	54	37	39	40	42	44	46	48	50	52	54	30	32	34	36	37	39	40	42	44	46	48	50	52	54																																																																																																																																																																															
1	1	2	3	4	5	6	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61																																																																																																																																										
2	2	3	4	5	6	7	2	3	4	5	6	7	8	9	10	11	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

SCALE II.

Notes on plain matter composition.

1. Marginal references whether outside or incut, are to be valued at 24 per hour, and text lines opposite, as full lines of types used.
2. Side margins (already composed) adjusted by imposers or other compositors, at 48 lines per hour, only if there are more than 10 lines.
3. Remarks incut are treated as lines of type used at actual width, so also the lines of text.
4. Notes of half measure in parallel columns, are to be treated as column matter, the appearing lines being paid for at actual width converted into full measure, plus allowances for ranging lines and making up blanks.

Blanks up to 6 picas.	$\frac{1}{2}$	line of actual width.
" 7—12	1	"
" 12—24	2	"
" 24—40	3	"
" 40—and upwards.	4	"

5. Footnotes are to be treated as lines of type used, and dividing rules as lines of text.
6. Matter overrun from one size to another, is calculated at $\frac{1}{3}$ of the new size lines.
7. Justifications in plain matter when exceeding 2 in the depth of a line, are each a line of text, irrespective of the number occurring in a line.
8. Address lines in Proceedings when less than $\frac{1}{2}$ measure, to be treated as $\frac{1}{2}$ line of type used, and above $\frac{1}{2}$, as full lines.
9. Dash lines and star lines as $\frac{1}{2}$ line small pica.
10. Insertions and alterations at $\frac{1}{2}$ the line actually affected.
11. Heading lines (standing) are reckoned as $\frac{1}{2}$ line of appearing line.

Notes on tabular matter composition.

12. Payments proportionate to the labour involved in the class of work, is made by adding to the number of lines in the measured depth of the table the fraction thereof specified below, or by subtracting from the number of lines of the table a fraction thereof according to the circumstances.

Class I. Lengthways.

2 and 3 columns dependent upon each other and reading across the table with or without headings, are to be treated as plain.

4 and 5 columns	$\frac{1}{3}$	extra
6 and 7 "	$\frac{1}{4}$	"
8 to 10 "	$\frac{1}{5}$	"
Above 10 "	$\frac{1}{2}$	"

Class II. Narrow way of pages.

2 Columns		as plain.
3 and 4 "	$\frac{1}{4}$	extra.
5 and 6 "	$\frac{1}{3}$	"
7 and 8 "	$\frac{1}{2}$	"
above 8 "	$\frac{1}{2}$	"

Royal Octavo, Demy Octavo and smaller pages are to be taken at the rate of class II for both ways of page, thus.— for 50 lines of Long Primer 10 columns, 75 lines are charged.

13. OPEN TABLES.—Charges will be reduced proportionately for tables of a light description, for example, tables with a white between lines usually have one line deducted for 3 blanks. 6 column matter with 2 columns partly blank, will get only $\frac{1}{2}$ extra. For tables involving less labour, deduction should be made proportionately even from the actually measured lines.

14. Tabular matter, when rules are cut and lines set across, is measured separately, and non-tabular lines are measured as full lines. When convenient, small pages with many cuts may be measured to include the non-tabular lines also, but the allowances in classes I and II above should be reduced proportionately.

15. Column matter with columns not dependent upon each other should be charged as plain matter.

16. Specimen blank forms with heading and blank columns, are to be valued on their own merits according to the labour involved.

17. Narrow tables of less width than text are calculated at actual appearing width, and deductions made proportionately. Allowances are also to be given for blanks at both sides.

Miscellaneous.

18. STANDING MATTER.—Alterations of figures is valued in lines corresponding to the amount of work done, generally half line of the table type for each line actually altered, or less, according to labour involved.

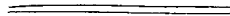
19. Table matter altered periodically is valued at fixed rates, *i. e.*, periodical works of a special nature which may be practically standing, for instance, Nirakku statement, table of contents of Gazette etc., are valued on their own merits from time to time as changes are introduced. A certain number of hours per full page should be allowed.

20. JOB WORK.—In the case of jobs, the work is not valued in lines, but direct in eighths of foolscap folio pica pages 35 ems × 60 ems, according to the labour involved.

21. CORRECTIONS.—For all corrections other than compositors', hour account is given according to labour involved.

22. MAKING UP, ETC.—For making up a forme of royal octavo, 1 hour is allowed, and of foolscap folio, $\frac{3}{4}$ hour is allowed. If the whole day is engaged in making up alone, $\frac{1}{2}$ hour is deducted on the whole. For imposing a forme $\frac{1}{4}$ hour, and for returning a forme from stone to the galleys $\frac{1}{2}$ hour, will be allowed.

23. OTHER WORKS.—All other works than those specified above will be valued on the hour account basis, a certain number of hours being allowed which is considered as a fair valuation of the labour involved.



SCALE III.

TABLE FOR CONVERTING SOLID LINES OF OTHER TYPES TO PICA IN JOB WORK.

PAGE PICA	PICA LINES 35 ems	VALUE IN TIME hours. ms.	11 PT.	SM. PICA	LONG PRIMER	BOUR-GEOIS	8 PT.	BRE-VIER	MINI-ON.	NON-PL.
	1	4	1	1	1	1	1	1	1	$\frac{1}{2}$
	2	8	2	2	2	1	1	1	1	1
	3	13	3	3	3	2	2	2	2	2
	4	17	4	4	3	3	3	3	2	2
	5	21	5	4	4	4	3	3	3	2
	6	25	6	5	5	4	4	4	4	3
$\frac{1}{8}$	7	29	7	6	6	5	5	5	4	3
	8	34	7	7	7	6	5	5	5	4
	9	38	8	8	7	6	6	6	5	5
	10	42	9	9	8	7	7	6	6	5
	11	46	10	10	9	8	7	7	6	5
	12	50	11	10	10	9	8	8	7	6
	13	55	12	11	11	9	9	8	8	7
	14	59	13	12	11	10	9	9	8	7
$\frac{1}{4}$	15	1 3	14	13	12	11	10	10	9	7
$\frac{3}{8}$	22	1 34	21	20	18	16	15	15	13	11
$\frac{1}{2}$	30	2 6	28	26	24	21	20	19	18	15
$\frac{5}{8}$	37	2 37	34	33	30	27	25	24	22	19
$\frac{3}{4}$	45	3 9	41	39	37	32	30	29	27	22
$\frac{7}{8}$	52	3 40	48	46	43	37	35	34	31	26
1	60	4 12	55	52	49	43	40	39	36	30

Great Primer 2 lines = 1 line Pica 1. Covers (of any size) 6 lines
 English 9 lines = 6 lines ,, and under, reckoned as $\frac{1}{8}$ page.
 English 1 page = $\frac{1}{8}$ page ,, 2. More than 6 lines, on
 1 page Pica thick leaded = $\frac{1}{8}$ page solid merits.

SCALE IV.

Scale for measuring lines of different types in foolscap folio
pages of 35 ems × 60 ems (lengthways).

PAG- ES	LINES									PAG- ES
	Pica	11 point	Small pica	Long primer	Bour- geois	S point	Bre- vier	Mi- nion	Non- pareil	
$\frac{1}{8}$	7	8	9	9	11	11	11	14	15	$\frac{1}{8}$
$\frac{1}{4}$	15	16	17	19	21	22	23	25	30	$\frac{1}{4}$
$\frac{3}{8}$	22	24	26	28	32	34	34	38	45	$\frac{3}{8}$
$\frac{1}{2}$	30	32	34	37	42	45	46	51	60	$\frac{1}{2}$
$\frac{5}{8}$	37	41	43	47	53	56	57	64	75	$\frac{5}{8}$
$\frac{3}{4}$	45	49	51	56	64	67	69	76	90	$\frac{3}{4}$
$\frac{7}{8}$	52	57	60	66	74	79	80	89	105	$\frac{7}{8}$
1	60	65	69	75	85	90	92	102	120	1

SCALE V.

Scale for measuring lines of different types in foolscap folio pages
(35 ems x 60 ems) set crossways.

LINES	LINES									LINES
	Pica	11 pt.	Sm. pica	Long primer	Burgs.	8 pt.	Brev.	Minion	Non- pl.	
1	2	2	2	2	2	2	2	2	2	1
2	3	3	3	3	3	3	3	3	3	2
3	5	5	5	5	5	5	5	5	5	3
4	7	7	7	7	7	7	7	7	7	4
5	9	9	9	9	9	9	9	9	9	5
6	10	10	10	10	10	10	10	10	10	6
7	12	12	12	12	12	12	12	12	12	7
8	14	14	14	14	14	14	14	14	14	8
9	15	15	16	16	16	16	16	16	16	9
10	17	17	17	17	17	17	17	17	17	10
11	19	19	19	19	19	19	19	19	19	11
12	21	21	21	21	21	21	21	21	21	12
13	22	22	22	23	23	23	23	22	22	13
14	24	24	24	24	24	24	24	24	24	14
15	26	26	26	26	26	26	26	26	26	15
16	27	27	28	28	28	28	28	28	27	16
17	29	29	29	30	29	29	30	29	29	17
18	31	30	31	31	31	31	31	31	31	18
19	33	32	33	33	33	33	33	33	33	19
20	34	34	34	35	35	35	35	35	34	20
21	36	36	36	37	36	36	36	36	36	21
22	38	38	38	38	38	38	38	38	38	22
23	39	39	40	40	40	40	40	40	39	23
24	41	41	41	42	42	42	42	41	41	24
25	43	43	43	43	43	43	43	43	43	25
26	45	44	45	45	45	45	45	45	45	26
27	46	46	47	47	47	47	47	47	46	27
28	48	48	48	49	49	49	48	48	48	28
29	50	50	50	51	51	50	50	50	50	29
30	51	51	52	52	52	52	52	52	51	30
31	53	53	53	54	54	54	54	54	53	31
32	55	55	55	56	56	55	56	55	55	32
33	57	56	57	58	57	57	57	57	57	33
34	58	58	59	59	59	59	59	59	58	34
35	60	60	60	61	61	60	61	61	60	35
36	...	62	62	63	62	62	62	62	62	36
37	...	63	64	65	64	64	64	64	63	37
38	...	65	66	66	66	66	66	66	66	38
39	67	68	68	68	68	67	67	39
40	69	70	69	69	69	69	69	40
41	72	71	71	71	71	70	41
42	73	73	73	73	73	72	42
43	75	75	74	75	74	74	43
44	76	76	76	76	75	44
45	78	78	78	78	77	45

SCALE VIII.

SCALE FOR MEASURING READING OUTTURN.

PLAIN MATTER.

1. *Number of pages pica foolscap folio 35 ems × 60 ems to be read*

	Rough.	Revise.	Author's.	Press order.	Strike order.
In 1 hour	... 5½	4	14	15	40
In a day	... 38½	28	98	105	280

2. *Conversion rules.*

(a) 1 page thick leaded	=	$\frac{3}{4}$	page	of same kind of type.
1 " full tabular	=	$1\frac{1}{10}$	"	"
1 " open tabular	=	$\frac{2}{5}$	"	"
1 " blank form	=	$\frac{1}{4}$	"	of Pica folio solid.
1 " open display, etc.	=	$\frac{1}{3}$	"	"
1 " Standing matter	=	$\frac{3}{4}$	fresh	"

(b) *Other types to be converted as follows.—*

1 page of English	=	$\frac{7}{9}$	pp. Pica.
1 " of Small Pica and 11 Pt.	=	$1\frac{1}{3}$	"
1 " Long Primer and 10 Pt.	=	$1\frac{1}{2}$	"
1 " Bourgeois	=	$1\frac{7}{8}$	"
1 " Brevier and 8 Pt	=	2	"
1 " Nonpareil	=	4	"

(c) *Other sizes to be converted to foolscap folio as follows.—*

1 page foolscap broad side	=	2	foolscap folio.
1 " Royal octavo	=	$\frac{3}{5}$	"
1 " Demy octavo	=	$\frac{3}{8}$	"
1 " Foolscap octavo	=	$\frac{1}{4}$	"

NOTE.—Unusual sizes are to be calculated to the nearest size in above tables. In converting other pages to foolscap folio, fractions below $\frac{1}{4}$ page are to be omitted from total; from $\frac{1}{4}$ to $\frac{3}{4}$ to be taken as $\frac{1}{2}$, and above $\frac{3}{4}$ as 1 page.

SCALE IX.

Scale for measuring printing outturn.

Time in hours	NO. OF IMPRESSIONS TO BE PRINTED IN								Time in hours
	Machine No. I	Machine No. II	Machine No. III	Press No. I	Press No. II	Monogram Press			
						Without ink	In ink		
$\frac{1}{8}$	169	180	100	19	20	50	12	$\frac{1}{8}$	
$\frac{1}{4}$	337	360	200	38	40	100	25	$\frac{1}{4}$	
$\frac{3}{8}$	506	540	300	56	60	150	37	$\frac{3}{8}$	
$\frac{1}{2}$	675	720	400	75	80	200	50	$\frac{1}{2}$	
$\frac{5}{8}$	844	900	500	94	100	250	62	$\frac{5}{8}$	
$\frac{3}{4}$	1,012	1,080	600	112	120	300	75	$\frac{3}{4}$	
$\frac{7}{8}$	1,181	1,260	700	131	140	350	87	$\frac{7}{8}$	
1	1,350	1,440	800	150	160	400	100	1	
2	2,700	2,880	1,600	300	320	800	200	2	
3	4,050	4,320	2,400	450	480	1,200	300	3	
4	5,400	5,760	3,200	600	640	1,600	400	4	
5	6,750	7,200	4,000	750	800	2,000	500	5	
6	8,100	8,640	4,800	900	960	2,400	600	6	
7	9,450	10,080	5,600	1,050	1,120	2,800	700	7	

NOTE:—(1) A make ready time of $\frac{1}{4}$ hour on an average will be allowed for each form printed.

2. When a printer has to work alone or if the assistant has no practice in feeding the machines, the former will be allowed $\frac{1}{4}$ extra on the number of hours passed for actual printing, and the assistant only the actual time allowed as per the above scale.

3. All other works in the Press and machine department to be valued at actual hours engaged or according to labour involved.

4. Fractions of an hour in the total of each workman's vouchers for a month, below 8' will not be paid for. 8' to 14' will be treated as $\frac{1}{4}$ hour, 15' to 23', as $\frac{1}{3}$ hour, 23' to 29' as $\frac{1}{2}$ hour, 30' to 37' as $\frac{2}{3}$ hour, 38' to 44' as $\frac{3}{4}$ hour, 45' to 52' as $\frac{3}{4}$ hour, and 53' to 59' as $\frac{3}{4}$ hour.

SCALE X.—*cont.*
SCALE FOR MEASURING ORDINARY WARE HOUSE WORK.

Time in hours	PASTING										MAKING COVERS OF BOOKS			CUTTING			Time in hours				
	Paper alone	Marble and cloth	Boards on paper	Full calico	Cloth at corner and back	Calico at back and printed wrapper	Full leather	Leather at corner and back	Printed wrapper only	Cutting and pasting covers	Cutting fashion-able covers	Pasting slips on boards and cutting	Rolling Gazettes dressslips on them	With calico	With full leather	Leather at corner		Sides	Cutting alone	Cutting and backing of books	Cutting paste boards
1	3	1	2	1	1	1	1	3	6	2	5	13	13	1	9	1	9	1
2	6	3	4	1	2	2	..	5	12	3	10	25	25	3	18	3	18	2
3	9	4	6	2	3	3	..	8	19	5	15	38	38	4	26	4	26	3
4	12	5	7	3	3	3	..	10	25	6	20	50	50	5	35	5	35	4
5	16	6	9	4	4	4	..	13	31	8	25	63	63	6	44	6	44	5
6	19	8	11	4	5	5	..	16	38	9	30	75	75	8	53	8	53	6
7	22	9	13	5	6	6	..	18	44	11	35	88	88	9	61	9	61	7
8	25	10	15	6	7	7	1	21	50	12	40	100	100	10	70	10	70	8
9	30	12	18	7	8	8	2	24	60	14	50	120	120	12	80	12	80	9
10	35	14	20	8	9	9	3	28	70	16	60	150	150	14	90	14	90	10
11	40	16	24	9	10	10	4	32	80	18	70	180	180	16	100	16	100	11
12	45	18	28	10	11	11	5	36	90	20	80	200	200	18	110	18	110	12
13	50	20	32	11	12	12	6	40	100	22	90	240	240	20	120	20	120	13
14	55	22	36	12	13	13	7	44	110	24	100	280	280	22	130	22	130	14
15	60	24	40	13	14	14	8	48	120	26	110	320	320	24	140	24	140	15
16	65	26	44	14	15	15	9	52	130	28	120	360	360	26	150	26	150	16
17	70	28	48	15	16	16	10	56	140	30	130	400	400	28	160	28	160	17
18	75	30	52	16	17	17	11	60	150	32	140	440	440	30	170	30	170	18
19	80	32	56	17	18	18	12	64	160	34	150	480	480	32	180	32	180	19
20	85	34	60	18	19	19	13	68	170	36	160	520	520	34	190	34	190	20
21	90	36	64	19	20	20	14	72	180	38	170	560	560	36	200	36	200	21
22	95	38	68	20	21	21	15	76	190	40	180	600	600	38	210	38	210	22
23	100	40	72	21	22	22	16	80	200	42	190	640	640	40	220	40	220	23
24	105	42	76	22	23	23	17	84	210	44	200	680	680	42	230	42	230	24
25	110	44	80	23	24	24	18	88	220	46	210	720	720	44	240	44	240	25
26	115	46	84	24	25	25	19	92	230	48	220	760	760	46	250	46	250	26
27	120	48	88	25	26	26	20	96	240	50	230	800	800	48	260	48	260	27
28	125	50	92	26	27	27	21	100	250	52	240	840	840	50	270	50	270	28
29	130	52	96	27	28	28	22	104	260	54	250	880	880	52	280	52	280	29
30	135	54	100	28	29	29	23	108	270	56	260	920	920	54	290	54	290	30
31	140	56	104	29	30	30	24	112	280	58	270	960	960	56	300	56	300	31
32	145	58	108	30	31	31	25	116	290	60	280	1000	1000	58	310	58	310	32
33	150	60	112	31	32	32	26	120	300	62	290	1040	1040	60	320	60	320	33
34	155	62	116	32	33	33	27	124	310	64	300	1080	1080	62	330	62	330	34
35	160	64	120	33	34	34	28	128	320	66	310	1120	1120	64	340	64	340	35
36	165	66	124	34	35	35	29	132	330	68	320	1160	1160	66	350	66	350	36
37	170	68	128	35	36	36	30	136	340	70	330	1200	1200	68	360	68	360	37
38	175	70	132	36	37	37	31	140	350	72	340	1240	1240	70	370	70	370	38
39	180	72	136	37	38	38	32	144	360	74	350	1280	1280	72	380	72	380	39
40	185	74	140	38	39	39	33	148	370	76	360	1320	1320	74	390	74	390	40
41	190	76	144	39	40	40	34	152	380	78	370	1360	1360	76	400	76	400	41
42	195	78	148	40	41	41	35	156	390	80	380	1400	1400	78	410	78	410	42
43	200	80	152	41	42	42	36	160	400	82	390	1440	1440	80	420	80	420	43
44	205	82	156	42	43	43	37	164	410	84	400	1480	1480	82	430	82	430	44
45	210	84	160	43	44	44	38	168	420	86	410	1520	1520	84	440	84	440	45
46	215	86	164	44	45	45	39	172	430	88	420	1560	1560	86	450	86	450	46
47	220	88	168	45	46	46	40	176	440	90	430	1600	1600	88	460	88	460	47
48	225	90	172	46	47	47	41	180	450	92	440	1640	1640	90	470	90	470	48
49	230	92	176	47	48	48	42	184	460	94	450	1680	1680	92	480	92	480	49
50	235	94	180	48	49	49	43	188	470	96	460	1720	1720	94	490	94	490	50

SCALE XI.

TIME ALLOWED FOR OTHER WORKS IN THE BINDING DEPARTMENT.

Number.	Description.	Hours.
1	Special binding—foolscap size with full leather	3
1	Do leather at corner.	2½
1	Do full calico and half calico	1½
1	Do octavo size with full leather	2
6	Cutting and putting boards to books	1
2	File books... ..	1
50	Backing and pasting calico or paper on backs	7
3	Do and special works at backs	1
1	Binding Registration Vol. and the like..	6
1	Special binding—demy size with full calico	2
1	Do do full leather	4
1	Do do half leather..	4
1	Do do calico and marble.	2
1	Binding by stitching, pasting boards, calico and marble, and cutting.	3
1	Do sewing and pasting boards, calico and marble, and cutting	2
4	Guilding and printing backs and sides of books	1
60	Removing wrong sheets from books and replacing... ..	1
12	Repairing and stitching each quire of old books	1
1	Pair file pads	1

NOTE.—Works not specified above or in Scale X, to be valued at actual hours engaged or according to labour involved. Fractions of an hr. in totals of vouchers to be treated as in the case of printers.

SCALE XII.

Scale for measuring the outturn of the Type Caster.

Time allowed	Particulars of types and body	Casting	Rubbing	Dressing	Time allowed
MACHINE CASTING.					
1 hour	ENGLISH BODY:—	Types ... ½ lb.	1½ lbs.	1½ lbs.	1 hour
1 hour		Quads ... 1 "	2½ "	2 "	1 hour
1 hour		Spaces ... ½ "	1 "	1 "	1 hour
1 hour	PICA BODY:—	Types ... 3 "	1½ "	1½ "	1 hour
1 hour		Quads ... 1 "	2½ "	2 "	1 hour
1 hour		Spaces ... ½ "	1 "	1 "	1 hour
1 hour	LONG PRIMER AND 10 POINT:—	Types ... 1 "	1½ "	1½ "	1 hour
1 hour		Quads ... 1½ "	2 "	1½ "	1 hour
1 hour		Spaces ... ½ "	1 "	1 "	1 hour
1 hour	8 POINT:—	Types ... 1½ "	1 "	1½ "	1 hour
1 hour		Quads ... 1½ "	2 "	1½ "	1 hour
1 hour		Spaces ... 1½ "	1 "	1 "	1 hour
HAND CASTING.					
7 hours	GREAT PRIMER	... 2 lbs.	10 lbs.	12 lbs.	7 hours
7 hours	DOUBLE PICA	... 2½ "	10 "	12 "	7 hours

NOTE.—An hour's time will be allowed every day for heating the furnace and for melting the metal.

- Works not specified above to be valued at an hour account basis, a number of hours being allowed for each work which is considered to be a fair valuation for the work turned out.

SCALE XIII.

SCALE FOR MEASURING THE OUTTURN OF STEREOTYPER.

<i>Particulars</i>		<i>Number or quantity</i>	<i>Time allowed.</i>
Locking up of formes and taking proofs	1	... ½ hour
Preparing flong and drying	1	... 2 hours
Casting blocks	1	... ½ hour
Chipping blocks	20 square inches	... 1 hour
Taking proofs and adjusting, etc.	1	... ½ hour
Plaining and adjusting	1	... ¼ hour

NOTE 1.—Works not specified above will be valued at an hour account basis, a number of hours being allowed for each work which is considered to be a fair valuation for the work turned out.

2. An hour's time will be allowed every day for heating the furnace and melting the metal, in case casting work alone is done with flong already prepared.

SCALE XIV.

SCALE FOR MEASURING THE OUTTURN OF THE CARPENTER.

<i>Particulars of work.</i>		<i>Number or quantity.</i>	<i>Time allowed.</i>
Reglets	100 Pica cms	... 1 hour
Quotation	200 Sq. cms	... 1 hour
Quions	100	... 7 hours
Side sticks	3	... 1 hour
Roller and Cylinder bearers of Wharfedale machines	2	... 7 hours
Mounting Stereo blocks	2	... 3 hours
Cover cutting (Fancy)	10	... 1 hour
Putting blotting paper for pads	1	... 10 Minutes
Cutting cadjans for spacing materials	100	... 1 hour
Composing sticks (wooden)	1	... 7 hours
Fitting locks for tables, etc.	1	... 1½ hours

NOTE.—Works not specified above will be valued at an hour account basis, a number of hours being allowed for each work which is considered to be a fair valuation for the work turned out.



SCALE I.

Final Valuation scale for composing works.

1. Measurements are made to the nearest eighth of a page for foolscap folio, and to the nearest fourth for smaller sizes. Matter of less than 4 lines in small type, should be treated as body type.

2. Each page will be measured on its own basis. The accountant may use the work measurement slip for large and complicated works to ensure accuracy. No deduction should be made for single leaded matter.

3. Tabular statements from three to five columns should be valued at half more than plain, and six and above, double. 2 columns to be treated as plain. Blank tabular statements up to five columns to be treated as plain. 6 columns and upwards as half more than plain.

4. Statements containing one column filled and others blank, or with less than five lines in other columns to be treated as blank tabular.

5. Title and half title pages and continued lines caused by facing pages, to be charged one page pica foolscap folio. Octavo and smaller sizes as one page small pica of the size. Docket to Government Proceedings to be valued at half page pica foolscap folio. Skeleton pages to be treated as docketts. Blank pages are to be charged only when they are necessary to complete a forme. Such blanks are to be valued as title pages.

6. Text and marginal remarks to be charged at actual lines with one-fourth page extra for justification, and side and marginal notes at $\frac{7}{8}$ pie per line.

7. Standing matter overrun must be charged at $1\frac{3}{4}$ annas per 1000 ens, and standing matter only remade up is charged $\frac{1}{2}$ of composition. Standing matter reimposed, *i. e.*, shifting imposed pages with or without insertion of head lines, when the docket has to be transferred, imposing of plates, etc., is to be charged at $\frac{1}{2}$ page pica per forme. Standing matter with authors' corrections are to be treated as such. A charge of $\frac{1}{8}$ page per forme can be levied for standing matters without alteration, for putting to press.

8. Alteration for sign and spare copies, change of folios, head-lines, etc., are to be charged at 3 lines for every alteration in each forme.

9. Job work is taken from line account book at actual charges paid for as already expressed in pica foolscap folio pages 35 ems \times 60 ems. Authors' corrections are to be charged at the hour account actually paid at $1\frac{3}{4}$ annas per hour converted to foolscap folio pages.

SCALE II.

Valuation Scale for different sizes of pages of different types

Types of pages	35 cms.	30 cms	26 cms	24 cms
	Rs. As. Ps.	Rs. As. Ps.	Rs. As. Ps.	Rs. As. Ps.
Pica or 12 point ...	0 7 4	0 5 9	0 4 0	0 3 9
11 point ...	0 9 9	0 6 3	0 4 9	0 4 6
Small pica ...	0 11 6	0 6 6	0 5 6	0 5 0
Long primer ...	0 14 9	0 7 4	0 6 3	0 5 9
Bourgeois ...	1 0 6	0 9 6	0 8 3	0 7 6
S point ...	1 1 3	0 10 9	0 9 0	0 8 6
Brevier ...	1 5 4	0 11 4	0 9 6	0 8 9
Minion ...	1 13 9	0 13 6	0 11 9	0 11 0

SCALE III.

Valuation Scale for warehouse work.

NO.	DESCRIPTION OF WORK.	PER.	VALUE.			REMARKS.
			Rs.	As.	Ps.	
1	Cutting only of books ...	100 sides	...	3	...	
2	Folding only 4 pp. per sheet ...	100	2	
3	Do. 8 " " " ...	"	4	
4	Do. 16 " " " ...	"	5	
5	Gathering and collating 5 sections	100	...	1	...	
6	Stitching (quire ways) 1 section .	100	...	2	...	
7	Do. (2-5 quires) ...	100	...	3	...	
8	Do. for every additional 5 or less ...	"	...	2	6	
9	Stitching with 5 holes ...	"	½ extra
10	Sewing work under 5 sections ...	100	...	4	...	
11	Do. above 5 sections ...	100	...	3	...	
12	Looping 2 to 5 sections ...	100	...	1	...	
13	Do. above 5 sections ...	100	9	
14	Pasting two sheets together ...	100	...	1	...	
15	Paper wrapper ...	100	...	2	...	
16	Wrapping for post and pasting address per ...	100	...	3	...	
17	Full leather binding (Sewn book) gilt lettered backs Crown and Demy folio up to 100 sections ...	each	2	
	Do Foolscap folio	1	10	...	
	Do Quarto	1	2	...	
	Do Royal Octavo	1	2	...	
	Do Foolscap Octavo	10	...	
18	Do with gilt letters Crown and Demy folio	1	12	...	
	Do Foolscap folio	1	8	...	
	Do quarto	1	2	...	
	Do Royal Octavo	1	2	...	
	Do Foolscap Octavo	8	...	
19	½ sheep paper sides (sewn book) Crown and Demy folio	12	...	
	Do Foolscap folio	8	...	
	Do do quarto	7	...	
	Do Royal octavo	7	...	
	Do Foolscap octavo	4	...	
20	¼ sheep paper sides cut flush Crown and Demy folio	9	...	
	Do Foolscap folio	6	...	
	Do Foolscap quarto and Royal octavo	4	...	
	Do Foolscap octavo	2	6	
21	½ sheep cloth sides-- Crown and Demy folio	1	2	...	
	Do Foolscap folio	1	
	Do Foolscap quarto and Royal octavo	12	...	
	Do Foolscap octavo	4	...	

SCALE III.—*cont.*

Valuation Scale for warehouse work.

No.	DESCRIPTION OF WORK.	PER.	VALUE.			REMARKS.
			RS.	AS.	PS.	
22	Full cloth gilt letters—					
	Crown and Demy folio ...	Each	...	14	...	
	Do Foolscape folio	10	...	
	Do Foolscape quarto and Demy quarto and Royal octavo	8	...	
	Do Foolscape octavo	6	...	
23	Do without gilt letters					
	Crown and Demy folio	10	...	
	Do Foolscape folio	8	...	
	Do Foolscape quarto and Royal octavo	6	...	
	Do Foolscape octavo	3	...	
24	$\frac{1}{2}$ Cloth and paper—					
	Foolscape folio	6	...	
	Do Quarto and Royal octavo	5	...	
	Do Foolscape octavo	2	...	
25	Printed wrapper cover cut flush, stitched books—					
	Foolscape folio	3	...	
	Do Royal octavo	2	6	
	Do Foolscape octavo	1	6	
26	$\frac{1}{4}$ Cloth printed wrapper cover cut flush—Foolscape folio	4	...	
	Do Royal octavo	3	...	
	Do Foolscape octavo	1	6	
27	Cartridge cover and cloth back					
	Foolscape folio	6	
	Do Foolscape quarto and Royal octavo	5	
	Do Foolscape octavo	2	
28	Ordinary covers	100	...	4	...	

SCALE IV.

Work valuation Scale for Foundry works.

No.	Particulars of works	Quantity or number per	Rates of valuation	Remarks
1	Reglets	... 100 ems	2 as.	
2	Heading sticks	... 100 Sq. cms	1½ "	
3	Quotations	... do.	2 "	
4	Quions	... 100	7 "	
5	Side sticks	... Each	½ "	
6	Roller and cylinder bearers of machines.	... Each	3½ "	
7	Mounting of stereo blocks up to 60 sq. inches	... Each	2 "	
8	Do above 60 sq. inches	... Each	3 "	
9	Fixing blotting paper for gals	... Each pad	2 pies	
10	Cutting cudjans to be used as spacing materials	... 100	3 as.	
11	Making composing sticks (wooden)	... Each	7 "	
12	Fitting locks to almirahs, etc.	... Each	1 a.	
13	Casting and finishing stereo blocks	... Per sq. inch	5 pies	
14	Casting English body types and finishing	Per lb.	9 as.	
	Quads	... do.	6 "	
	Spaces	... do.	10 "	
15	Pica:—	Types	9½ "	
	Quads	... do.	7 "	
	Spaces	... do.	10 "	
16	Long primer & 10 point:—	Types	10 "	
	Quads	... do.	8 "	
	Spaces	... do.	11 "	
17	8 point:—	Types	12 "	
	Quads	... do.	10 "	
	Spaces	... do.	14 "	
18	Great primer:—	Types	8 "	
	Quads	... do.	6 "	
	Spaces	... do.	9 "	
19	Double pica:—	Types	7 "	
	Quads	... do.	5 "	
	Spaces	... do.	8 "	

NOTE.—Other works to be valued according to labour involved and materials consumed.

SCALE I.

Ready reckoner for payment to Compositors for outturns of 1 line to 35 pages.

PAGES.	LINES.	AMOUNT AT THE RATE OF								PAGES.	LINES.								
		Rs.		Rs.		Rs.		Rs.											
		2	10 11	3	2 11	3	10 11	4	12 7			5	0 0	6	0 0	7	0 0	8	0 0
1	...												0 0	1	0 0	1	0 0	1	1
2	...												0 0	1	0 0	1	0 0	1	1
3	0 0	1	0 0	1	0 0	1	0 0	1	0 0	1	0 0	1	0 0	2	0 0	2	0 0	2	3
4	0 0	1	0 0	1	0 0	1	0 0	1	0 0	2	0 0	2	0 0	2	0 0	2	0 0	3	3
5	0 0	1	0 0	1	0 0	1	0 0	2	0 0	2	0 0	2	0 0	3	0 0	3	0 0	3	4
6	0 0	1	0 0	2	0 0	2	0 0	2	0 0	2	0 0	3	0 0	3	0 0	4	0 0	4	5
7	0 0	2	0 0	2	0 0	2	0 0	2	0 0	3	0 0	3	0 0	3	0 0	4	0 0	5	6
8	0 0	2	0 0	2	0 0	2	0 0	3	0 0	3	0 0	3	0 0	4	0 0	5	0 0	5	8
9	0 0	2	0 0	2	0 0	3	0 0	3	0 0	4	0 0	4	0 0	4	0 0	5	0 0	6	9
10	0 0	2	0 0	3	0 0	3	0 0	3	0 0	4	0 0	4	0 0	5	0 0	6	0 0	7	10
11	0 0	2	0 0	3	0 0	3	0 0	4	0 0	4	0 0	5	0 0	5	0 0	6	0 0	7	11
12	0 0	3	0 0	3	0 0	4	0 0	4	0 0	5	0 0	5	0 0	6	0 0	7	0 0	8	12
13	0 0	3	0 0	4	0 0	4	0 0	4	0 0	5	0 0	5	0 0	7	0 0	8	0 0	9	13
14	0 0	3	0 0	4	0 0	4	0 0	4	0 0	6	0 0	6	0 0	7	0 0	8	0 0	9	14
15	0 0	3	0 0	4	0 0	5	0 0	5	0 0	6	0 0	6	0 0	8	0 0	9	0 0	10	15
16	0 0	4	0 0	4	0 0	5	0 0	5	0 0	6	0 0	7	0 0	8	0 0	9	0 0	10	16
17	0 0	4	0 0	5	0 0	5	0 0	5	0 0	7	0 0	7	0 0	9	0 0	10	0 0	11	17
18	0 0	4	0 0	5	0 0	6	0 0	6	0 0	7	0 0	8	0 0	9	0 0	10	0 0	11	18
19	0 0	4	0 0	5	0 0	6	0 0	6	0 0	8	0 0	8	0 0	10	0 0	11	0 0	12	19
20	0 0	5	0 0	5	0 0	6	0 0	6	0 0	8	0 0	8	0 0	10	0 0	11	0 0	12	20
21	0 0	5	0 0	6	0 0	6	0 0	7	0 0	8	0 0	9	0 0	11	0 0	12	0 0	13	21
22	0 0	5	0 0	6	0 0	7	0 0	7	0 0	9	0 0	9	0 0	11	0 0	13	0 0	14	22
23	0 0	5	0 0	6	0 0	7	0 0	7	0 0	9	0 0	10	0 0	10	0 0	12	0 0	14	23
24	0 0	5	0 0	6	0 0	7	0 0	7	0 0	10	0 0	10	0 0	10	0 0	12	0 0	14	24
25	0 0	6	0 0	7	0 0	8	0 0	8	0 0	10	0 0	11	0 0	11	0 0	13	0 0	15	25
26	0 0	6	0 0	7	0 0	8	0 0	8	0 0	11	0 0	11	0 0	11	0 0	13	0 0	16	26
27	0 0	6	0 0	7	0 0	8	0 0	8	0 0	11	0 0	11	0 0	12	0 0	14	0 0	16	27
28	0 0	6	0 0	8	0 0	9	0 0	9	0 0	11	0 0	11	0 0	12	0 0	15	0 0	17	28
29	0 0	7	0 0	8	0 0	9	0 0	9	0 0	10	0 0	10	0 0	13	0 0	15	0 0	18	29
30	0 0	7	0 0	8	0 0	9	0 0	9	0 0	10	0 0	10	0 0	13	0 0	16	0 0	18	30
31	0 0	7	0 0	8	0 0	10	0 0	10	0 0	11	0 0	11	0 0	14	0 0	16	0 0	19	31
32	0 0	7	0 0	9	0 0	10	0 0	10	0 0	11	0 0	12	0 0	14	0 0	17	0 0	110	32
33	0 0	7	0 0	9	0 0	10	0 0	10	0 0	11	0 0	12	0 0	15	0 0	17	0 0	110	33
34	0 0	8	0 0	9	0 0	11	0 0	11	0 0	12	0 0	12	0 0	15	0 0	18	0 0	111	34
35	0 0	8	0 0	9	0 0	11	0 0	11	0 0	12	0 0	13	0 0	16	0 0	19	0 0	110	35
36	0 0	8	0 0	10	0 0	11	0 0	11	0 0	13	0 0	13	0 0	16	0 0	19	0 0	110	36
37	0 0	8	0 0	10	0 0	11	0 0	11	0 0	13	0 0	14	0 0	17	0 0	110	0 0	110	37
38	0 0	9	0 0	10	0 0	10	0 0	10	0 0	13	0 0	14	0 0	17	0 0	110	0 0	110	38
39	0 0	9	0 0	10	0 0	10	0 0	10	0 0	14	0 0	14	0 0	18	0 0	111	0 0	110	39
40	0 0	9	0 0	11	0 0	10	0 0	10	0 0	14	0 0	15	0 0	18	0 0	110	0 0	110	40
41	0 0	9	0 0	11	0 0	11	0 0	11	0 0	15	0 0	15	0 0	19	0 0	110	0 0	110	41
42	0 0	10	0 0	11	0 0	11	0 0	11	0 0	15	0 0	16	0 0	19	0 0	110	0 0	110	42
43	0 0	10	0 0	10	0 0	11	0 0	11	0 0	15	0 0	16	0 0	110	0 0	110	0 0	110	43
44	0 0	10	0 0	10	0 0	12	0 0	12	0 0	16	0 0	17	0 0	110	0 0	110	0 0	110	44
45	0 0	10	0 0	10	0 0	12	0 0	12	0 0	16	0 0	17	0 0	111	0 0	110	0 0	110	45
46	0 0	10	0 0	10	0 0	12	0 0	12	0 0	17	0 0	17	0 0	111	0 0	110	0 0	110	46
47	0 0	11	0 0	11	0 0	13	0 0	13	0 0	17	0 0	18	0 0	110	0 0	110	0 0	110	47
48	0 0	11	0 0	11	0 0	13	0 0	13	0 0	17	0 0	18	0 0	110	0 0	110	0 0	110	48
49	0 0	11	0 0	11	0 0	13	0 0	13	0 0	18	0 0	19	0 0	110	0 0	110	0 0	110	49

SCALE I.—cont.

Ready reckoner for payment to Compositors for outturns of 1 line to 35 pages.

PAGES. LINES.	AMOUNT AT THE RATE OF									PAGES. LINES.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		
	2 10 11	3 2 11	3 10 11	4 12 7	5 0 0	6 0 0	7 0 0	8 0 0		
50	0 0 11	0 1 1	0 1 4	0 1 8	0 1 9	0 2 1	0 2 6	0 2 10	50	
51	0 1 0	0 1 2	0 1 4	0 1 9	0 1 10	0 2 1	0 2 6	0 2 10	51	
52	0 1 0	0 1 2	0 1 4	0 1 9	0 1 10	0 2 2	0 2 7	0 2 11	52	
53	0 1 0	0 1 2	0 1 4	0 1 9	0 1 10	0 2 3	0 2 7	0 3 0	53	
54	0 1 0	0 1 3	0 1 5	0 1 10	0 1 11	0 2 3	0 2 8	0 3 0	54	
55	0 1 0	0 1 3	0 1 5	0 1 10	0 1 11	0 2 4	0 2 8	0 3 1	55	
56	0 1 1	0 1 3	0 1 5	0 1 11	0 2 0	0 2 4	0 2 9	0 3 2	56	
57	0 1 1	0 1 3	0 1 6	0 1 11	0 2 0	0 2 5	0 2 9	0 3 2	57	
58	0 1 1	0 1 4	0 1 6	0 1 11	0 2 0	0 2 5	0 2 10	0 3 3	58	
59	0 1 1	0 1 4	0 1 6	0 2 0	0 2 1	0 2 6	0 2 10	0 3 4	59	
60	0 1 2	0 1 4	0 1 7	0 2 0	0 2 1	0 2 6	0 2 11	0 3 5	60	
61	0 1 2	0 1 4	0 1 7	0 2 1	0 2 2	0 2 7	0 3 0	0 3 5	61	
62	0 1 2	0 1 5	0 1 7	0 2 1	0 2 2	0 2 7	0 3 1	0 3 6	62	
63	0 1 2	0 1 5	0 1 8	0 2 1	0 2 3	0 2 8	0 3 1	0 3 7	63	
64	0 1 2	0 1 5	0 1 8	0 2 2	0 2 3	0 2 8	0 3 2	0 3 7	64	
1	0 1 3	0 1 5	0 1 8	0 2 2	0 2 3	0 2 9	0 3 2	0 3 8	1	
2	0 2 5	0 2 11	0 3 4	0 4 5	0 4 7	0 5 6	0 6 5	0 7 4	2	
3	0 3 8	0 4 4	0 5 1	0 6 7	0 6 10	0 8 3	0 9 7	0 11 0	3	
4	0 4 11	0 5 10	0 6 9	0 8 9	0 9 2	0 11 0	0 12 10	0 14 8	4	
5	0 6 2	0 7 3	0 8 5	0 10 11	0 11 5	0 13 9	1 0 0	1 2 3	5	
6	0 7 4	0 8 9	0 10 1	0 13 2	0 13 9	1 0 5	1 3 2	1 5 11	6	
7	0 8 7	0 10 2	0 11 9	0 15 4	1 0 0	1 3 2	1 6 5	1 9 7	7	
8	0 9 10	0 11 8	0 13 6	1 1 6	1 2 3	1 5 11	1 9 7	1 13 3	8	
9	0 11 0	0 13 1	0 15 2	1 3 8	1 4 7	1 8 8	1 12 10	2 0 11	9	
10	0 12 3	0 14 7	1 0 10	1 5 11	1 6 10	1 11 5	2 0 0	2 4 7	10	
11	0 13 6	1 0 0	1 2 6	1 8 1	1 9 2	1 14 2	2 3 2	2 8 3	11	
12	0 14 9	1 1 5	1 4 2	1 10 3	1 11 5	2 0 11	2 6 5	2 11 11	12	
13	0 15 11	1 2 11	1 5 11	1 12 5	1 13 9	2 3 8	2 9 7	2 15 6	13	
14	1 1 2	1 4 4	1 7 7	1 14 8	2 0 0	2 6 5	2 12 10	3 3 2	14	
15	1 2 5	1 5 10	1 9 3	2 0 10	2 2 3	2 9 2	3 0 0	3 6 10	15	
16	1 3 7	1 7 3	1 10 11	2 3 0	2 4 7	2 11 11	3 3 2	3 10 6	16	
17	1 4 10	1 8 9	1 12 7	2 5 2	2 6 10	2 14 8	3 6 5	3 14 2	17	
18	1 6 1	1 10 2	1 14 4	2 7 5	2 9 2	3 1 4	3 9 7	4 1 10	18	
19	1 7 4	1 11 8	2 0 0	2 9 7	2 11 5	3 4 1	3 12 10	4 5 6	19	
20	1 8 6	1 13 1	2 1 8	2 11 9	2 12 9	3 6 10	4 0 0	4 9 2	20	
21	1 9 9	1 14 7	2 3 4	2 13 11	3 0 0	3 9 7	4 3 2	4 12 10	21	
22	1 11 0	2 0 0	2 5 0	3 0 2	3 2 3	3 12 4	4 6 5	5 0 5	22	
23	1 12 2	2 1 6	2 6 9	3 2 4	3 4 7	3 15 1	4 9 7	5 4 1	23	
24	1 13 5	2 2 11	2 8 5	3 4 6	3 6 10	4 1 10	4 12 10	5 7 9	24	
25	1 14 8	2 4 4	2 10 1	3 6 8	3 9 2	4 4 7	5 0 0	5 11 5	25	
26	1 15 11	2 5 10	2 11 9	3 8 11	3 11 5	4 7 4	5 3 2	5 15 1	26	
27	2 1 1	2 7 3	2 13 5	3 11 1	3 13 9	4 10 1	5 6 5	6 2 9	27	
28	2 2 4	2 8 9	2 15 2	3 13 3	4 0 0	4 12 10	5 9 7	6 6 5	28	
29	2 3 7	2 10 2	3 0 10	3 15 5	4 2 3	4 15 7	5 12 10	6 10 1	29	
30	2 4 9	2 11 8	3 2 6	4 1 8	4 4 7	5 2 3	6 0 0	6 13 9	30	
31	2 6 0	2 13 1	3 4 2	4 3 10	4 6 10	5 5 0	6 3 2	7 1 4	31	
32	2 7 3	2 14 7	3 5 10	4 6 0	4 9 2	5 7 9	6 6 5	7 5 0	32	
33	2 8 6	3 0 0	3 7 7	4 8 2	4 11 5	5 10 6	6 9 7	7 8 8	33	
34	2 9 8	3 1 6	3 9 3	4 10 5	4 13 9	5 13 3	6 12 10	7 12 4	34	
35	2 10 11	3 2 11	3 10 11	4 12 7	5 0 0	6 0 0	7 0 0	8 0 0	35	

SCALE I.—cont.

Ready reckoner for payment to Compositors for outturns of 1 line to 35 pages.

PAGES.	LINES.	AMOUNT AT THE RATE OF																PAGES.	LINES.							
		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.												
		9	0	0	10	0	0	10	11	9	11	0	0	12	0	0	12			11	9	14	11	9	19	2
1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	2	1	
2	0	0	2	0	0	2	0	0	2	0	0	2	0	0	2	0	0	2	0	0	2	0	0	3	2	
3	0	0	3	0	0	3	0	0	3	0	0	3	0	0	3	0	0	3	0	0	3	0	0	4	3	
4	0	0	4	0	0	4	0	0	4	0	0	4	0	0	4	0	0	4	0	0	4	0	0	5	4	
5	0	0	5	0	0	5	0	0	5	0	0	5	0	0	5	0	0	5	0	0	5	0	0	6	5	
6	0	0	6	0	0	6	0	0	6	0	0	6	0	0	6	0	0	6	0	0	6	0	0	7	6	
7	0	0	7	0	0	7	0	0	7	0	0	7	0	0	7	0	0	7	0	0	7	0	0	8	7	
8	0	0	8	0	0	8	0	0	8	0	0	8	0	0	8	0	0	8	0	0	8	0	0	9	8	
9	0	0	9	0	0	9	0	0	9	0	0	9	0	0	9	0	0	9	0	0	9	0	0	10	9	
10	0	0	10	0	0	10	0	0	10	0	0	10	0	0	10	0	0	10	0	0	10	0	0	11	10	
11	0	0	11	0	0	11	0	0	11	0	0	11	0	0	11	0	0	11	0	0	11	0	0	12	11	
12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	12	0	0	13	12	
13	0	0	13	0	0	13	0	0	13	0	0	13	0	0	13	0	0	13	0	0	13	0	0	14	13	
14	0	0	14	0	0	14	0	0	14	0	0	14	0	0	14	0	0	14	0	0	14	0	0	15	14	
15	0	0	15	0	0	15	0	0	15	0	0	15	0	0	15	0	0	15	0	0	15	0	0	16	15	
16	0	0	16	0	0	16	0	0	16	0	0	16	0	0	16	0	0	16	0	0	16	0	0	17	16	
17	0	0	17	0	0	17	0	0	17	0	0	17	0	0	17	0	0	17	0	0	17	0	0	18	17	
18	0	0	18	0	0	18	0	0	18	0	0	18	0	0	18	0	0	18	0	0	18	0	0	19	18	
19	0	0	19	0	0	19	0	0	19	0	0	19	0	0	19	0	0	19	0	0	19	0	0	20	19	
20	0	0	20	0	0	20	0	0	20	0	0	20	0	0	20	0	0	20	0	0	20	0	0	21	20	
21	0	0	21	0	0	21	0	0	21	0	0	21	0	0	21	0	0	21	0	0	21	0	0	22	21	
22	0	1	5	0	1	7	0	1	8	0	1	8	0	1	10	0	2	0	0	2	3	0	3	0	22	
23	0	1	5	0	1	7	0	1	9	0	1	9	0	1	11	0	2	1	0	2	5	0	3	1	23	
24	0	1	6	0	1	8	0	1	10	0	1	10	0	2	0	0	2	2	0	2	6	0	3	2	24	
25	0	1	7	0	1	9	0	1	11	0	1	11	0	2	1	0	2	3	0	2	7	0	3	3	25	
26	0	1	8	0	1	10	0	2	0	0	2	0	0	2	2	0	2	4	0	2	8	0	3	4	26	
27	0	1	9	0	1	11	0	2	0	0	2	1	0	2	3	0	2	5	0	2	10	0	3	5	27	
28	0	1	9	0	2	0	0	2	1	0	2	2	0	0	2	4	0	2	6	0	2	11	0	3	6	28
29	0	1	10	0	2	1	0	2	2	0	2	3	0	2	5	0	2	7	0	3	0	0	3	11	29	
30	0	1	11	0	2	2	0	2	3	0	2	4	0	2	6	0	2	8	0	3	1	0	4	0	30	
31	0	2	0	0	2	2	0	2	4	0	2	5	0	2	7	0	2	9	0	3	2	0	4	1	31	
32	0	2	0	0	2	3	0	2	5	0	2	6	0	2	8	0	2	10	0	3	3	0	4	2	32	
33	0	2	1	0	2	4	0	2	6	0	2	7	0	2	9	0	2	11	0	3	4	0	4	3	33	
34	0	2	2	0	2	5	0	2	7	0	2	8	0	2	10	0	3	1	0	3	5	0	4	4	34	
35	0	2	3	0	2	6	0	2	8	0	2	8	0	2	11	0	3	2	0	3	6	0	4	5	35	
36	0	2	3	0	2	6	0	2	9	0	2	9	0	3	0	0	3	3	0	3	7	0	4	10	36	
37	0	2	4	0	2	7	0	2	10	0	2	10	0	3	1	0	3	4	0	3	10	0	5	0	37	
38	0	2	5	0	2	8	0	2	10	0	2	11	0	3	2	0	3	5	0	3	11	0	5	1	38	
39	0	2	6	0	2	9	0	2	11	0	3	0	0	3	3	0	3	6	0	4	0	0	5	2	39	
40	0	2	6	0	2	10	0	3	0	0	3	1	0	3	5	0	3	7	0	4	2	0	5	3	40	
41	0	2	7	0	2	11	0	3	1	0	3	2	0	3	6	0	3	8	0	4	3	0	5	4	41	
42	0	2	8	0	2	11	0	3	2	0	3	3	0	3	7	0	3	9	0	4	4	0	5	5	42	
43	0	2	9	0	3	0	0	3	3	0	3	4	0	3	8	0	3	10	0	4	5	0	5	6	43	
44	0	2	9	0	3	1	0	3	4	0	3	5	0	3	9	0	3	11	0	4	7	0	5	11	44	
45	0	2	10	0	3	2	0	3	5	0	3	6	0	3	10	0	4	0	0	4	8	0	6	1	45	
46	0	2	11	0	3	3	0	3	6	0	3	7	0	3	11	0	4	1	0	4	9	0	6	2	46	
47	0	3	0	0	3	4	0	3	7	0	3	8	0	4	0	0	4	3	0	4	10	0	6	3	47	
48	0	3	0	0	3	5	0	3	7	0	3	9	0	4	1	0	4	4	0	5	0	0	6	4	48	
49	0	3	1	0	3	5	0	3	8	0	3	9	0	4	2	0	4	5	0	5	1	0	6	7	49	

SCALE I.—cont.

Ready reckoner for payment to Compositors for outturns of 1 line to 35 pages.

PAGES.	LINES.	AMOUNT AT THE RATE OF																PAGES.	LINES.											
		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.		Rs.																
		9	0	0	0	10	0	0	0	10	11	9	0	11	0	0	0			12	0	0	0	12	11	9	14	11	9	19
50	0	3	2	0	3	6	0	3	9	0	3	10	0	4	3	0	4	6	0	5	2	0	6	9	50	0	6	9		
51	0	3	3	0	3	7	0	3	10	0	3	11	0	4	4	0	4	7	0	5	3	0	6	10	51	0	6	10		
52	0	3	4	0	3	8	0	3	11	0	4	0	0	4	5	0	4	8	0	5	5	0	7	0	52	0	7	0		
53	0	3	4	0	3	9	0	4	0	0	4	1	0	4	6	0	4	9	0	5	6	0	7	2	53	0	7	2		
54	0	3	5	0	3	10	0	4	1	0	4	2	0	4	7	0	4	10	0	5	7	0	7	3	54	0	7	3		
55	0	3	6	0	3	11	0	4	2	0	4	3	0	4	8	0	4	11	0	5	8	0	7	5	55	0	7	5		
56	0	3	7	0	4	0	0	4	3	0	4	4	0	4	9	0	5	0	0	5	10	0	7	6	56	0	7	6		
57	0	3	7	0	4	1	0	4	4	0	4	5	0	4	10	0	5	1	0	5	11	0	7	8	57	0	7	8		
58	0	3	8	0	4	1	0	4	5	0	4	6	0	4	11	0	5	2	0	6	0	0	7	10	58	0	7	10		
59	0	3	9	0	4	2	0	4	5	0	4	7	0	5	0	0	5	3	0	6	1	0	7	11	59	0	7	11		
60	0	3	10	0	4	3	0	4	6	0	4	8	0	5	1	0	5	4	0	6	3	0	8	1	60	0	8	1		
61	0	3	10	0	4	3	0	4	7	0	4	9	0	5	2	0	5	6	0	6	4	0	8	3	61	0	8	3		
62	0	3	11	0	4	4	0	4	8	0	4	10	0	5	3	0	5	7	0	6	5	0	8	4	62	0	8	4		
63	0	4	0	0	4	5	0	4	9	0	4	10	0	5	4	0	5	8	0	6	6	0	8	6	63	0	8	6		
64	0	4	1	0	4	6	0	4	10	0	4	11	0	5	5	0	5	9	0	6	8	0	8	7	64	0	8	7		
1	0	4	1	0	4	7	0	4	11	0	5	0	0	5	6	0	5	10	0	6	9	0	8	9	1	0	8	9		
2	0	8	3	0	9	2	0	9	10	0	10	1	0	11	0	0	11	8	0	13	6	1	1	6	2	2	1	6	2	
3	0	12	4	0	13	9	0	14	9	0	15	1	1	0	5	1	1	6	1	4	2	1	10	3	3	3	3	3	3	
4	1	0	5	1	2	3	1	3	8	1	4	1	1	5	11	1	7	3	1	10	11	2	3	0	4	4	4	4	4	
5	1	4	7	1	6	10	1	8	6	1	9	2	1	11	5	1	13	1	2	1	8	2	11	9	5	5	5	5	5	
6	1	8	8	1	11	5	1	13	5	1	14	2	2	0	11	2	2	11	2	8	5	3	4	6	6	6	6	6	6	
7	1	12	10	2	0	0	2	2	4	2	3	2	2	6	5	2	8	9	2	15	2	3	13	3	7	7	7	7	7	
8	2	0	11	2	4	7	2	7	3	2	8	3	2	11	11	2	14	7	3	5	11	4	6	0	8	8	8	8	8	
9	2	5	0	2	9	2	2	12	2	2	13	3	3	1	4	3	4	5	3	12	7	4	14	9	9	9	9	9	9	
10	2	9	2	2	13	9	3	1	1	3	2	3	3	6	10	3	10	3	4	3	4	5	7	6	10	10	10	10	10	10
11	2	13	3	3	2	3	3	6	0	3	7	4	3	12	4	4	0	0	4	10	1	6	0	3	11	11	11	11	11	11
12	3	1	4	3	6	10	3	10	11	3	12	4	4	1	10	4	5	10	5	0	10	6	9	0	12	12	12	12	12	12
13	3	5	6	3	11	5	3	15	10	4	1	4	4	7	4	4	11	8	5	7	7	7	1	9	13	13	13	13	13	13
14	3	9	7	4	0	0	4	4	8	4	6	5	4	12	10	5	1	6	5	14	4	7	10	6	14	14	14	14	14	14
15	3	13	9	4	4	7	4	9	7	4	11	5	5	1	3	5	7	4	6	5	0	8	3	3	15	15	15	15	15	15
16	4	1	10	4	9	2	4	14	6	5	0	5	5	7	3	5	13	2	6	11	9	8	12	0	16	16	16	16	16	16
17	4	5	11	4	13	9	5	3	5	5	5	6	5	13	3	6	3	0	7	2	6	9	4	9	17	17	17	17	17	17
18	4	10	1	5	2	3	5	8	4	5	10	6	6	2	9	6	8	9	7	9	3	9	13	6	18	18	18	18	18	18
19	4	14	2	5	6	10	5	13	3	5	15	7	6	8	3	6	14	7	8	0	0	10	6	3	19	19	19	19	19	19
20	5	2	3	5	11	5	6	2	2	6	4	7	6	13	9	7	4	5	8	6	9	10	15	0	20	20	20	20	20	20
21	5	6	5	6	0	0	6	7	1	6	9	7	7	3	2	7	10	3	8	13	5	11	7	9	21	21	21	21	21	21
22	5	10	6	6	4	7	6	11	11	6	14	8	7	8	8	8	0	1	9	4	2	12	0	6	22	22	22	22	22	22
23	5	14	8	6	9	2	7	0	10	7	3	8	7	14	2	8	5	11	9	10	11	12	9	3	23	23	23	23	23	23
24	6	2	9	6	13	9	7	5	9	7	8	8	8	3	8	8	11	9	10	1	8	13	2	0	24	24	24	24	24	24
25	6	6	10	7	2	3	7	10	8	7	13	9	8	9	2	9	1	6	10	8	5	13	10	9	25	25	25	25	25	25
26	6	11	0	7	6	10	7	15	7	8	2	9	8	14	8	9	7	4	10	15	2	14	3	6	26	26	26	26	26	26
27	6	15	1	7	11	5	8	4	6	8	7	9	9	4	1	9	13	2	11	5	10	14	12	3	27	27	27	27	27	27
28	7	3	2	8	0	0	8	9	5	8	12	10	9	9	7	10	3	0	11	12	7	15	5	0	28	28	28	28	28	28
29	7	7	4	8	4	7	8	14	4	9	1	10	9	15	1	10	8	10	12	3	4	15	13	9	29	29	29	29	29	29
30	7	11	5	8	9	2	9	3	9	9	6	10	10	4	7	10	14	8	12	10	1	16	6	6	30	30	30	30	30	30
31	7	15	7	8	13	9	9	8	1	9	11	11	10	10	1	11	4	6	13	0	10	16	15	3	31	31	31	31	31	31
32	8	3	8	9	2	3	9	13	0	10	0	11	10	15	7	11	10	3	13	7	7	17	8	0	32	32	32	32	32	32
33	8	7	9	9	6	10	10	1	11	10	5	11	11	5	0	12	0	1	13	14	3	18	0	9	33	33	33	33	33	33
34	8	11	11	9	11	5	10	6	10	10	11	0	11	10	6	12	5	11	14	5	0	18	9	6	34	34	34	34	34	34
35	9	0	0	10	0	0	10	11	9	11	0	0	12	0	0	12	11	9	14	11	9	19	2	3	35	35	35	35	35	35

SCALE II.—*cont.*

Ready reckoner for payment to men working on hour account, and for over-time work, based on an average of 25 days in a month, of 7 hours each.

RATE Rs.	AMOUNT FOR							RATE Rs.
	1 hour	2 hours	3 hours	4 hours	5 hours	6 hours	7 hours	
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
30	0 2 9	0 5 6	0 8 3	0 11 0	0 13 9	1 0 5	1 3 2	30
29	0 2 8	0 5 4	0 7 11	0 10 7	0 13 3	0 15 11	1 2 7	29
28	0 2 7	0 5 1	0 7 8	0 10 3	0 12 10	0 15 4	1 1 11	28
27	0 2 6	0 4 11	0 7 5	0 9 10	0 12 4	0 14 10	1 1 3	27
26	0 2 5	0 4 9	0 7 2	0 9 6	0 11 11	0 14 3	1 0 8	26
25	0 2 3	0 4 7	0 6 10	0 9 2	0 11 5	0 13 9	1 0 0	25
24	0 2 2	0 4 5	0 6 7	0 8 9	0 10 11	0 13 2	0 15 4	24
23	0 2 1	0 4 2	0 6 4	0 8 5	0 10 6	0 12 7	0 14 9	23
22	0 2 1	0 4 0	0 6 0	0 8 1	0 10 1	0 12 1	0 14 1	22
21	0 1 11	0 3 10	0 5 9	0 7 8	0 9 7	0 11 6	0 13 5	21
20	0 1 10	0 3 8	0 5 6	0 7 3	0 9 2	0 11 0	0 12 10	20
19-2-3	0 1 9	0 3 6	0 5 3	0 7 0	0 8 9	0 10 6	0 12 3	19-2-3
19	0 1 9	0 3 6	0 5 3	0 6 11	0 8 8	0 10 5	0 12 2	19
18	0 1 8	0 3 3	0 4 11	0 6 7	0 8 3	0 9 10	0 11 6	18
17	0 1 7	0 3 1	0 4 8	0 6 3	0 7 9	0 9 4	0 10 11	17
16	0 1 6	0 2 11	0 4 5	0 5 10	0 7 4	0 8 9	0 10 3	16
15	0 1 4	0 2 9	0 4 1	0 5 6	0 6 10	0 8 3	0 9 7	15
14-11-9	0 1 4	0 2 8	0 4 0	0 5 5	0 6 9	0 8 1	0 9 5	14-11-9
14	0 1 3	0 2 7	0 3 10	0 5 1	0 6 5	0 7 8	0 9 0	14
13	0 1 2	0 2 5	0 3 7	0 4 9	0 5 11	0 7 2	0 8 4	13
12-11-9	0 1 2	0 2 4	0 3 6	0 4 8	0 5 10	0 7 0	0 8 2	12-11-9
12	0 1 1	0 2 2	0 3 3	0 4 5	0 5 6	0 6 7	0 7 8	12
11-8-0	0 1 1	0 2 1	0 3 2	0 4 2	0 5 3	0 6 4	0 7 4	11-8-0
11	0 1 0	0 2 0	0 3 0	0 4 0	0 5 0	0 6 0	0 7 0	11
10-11-9	0 1 0	0 2 0	0 2 11	0 3 11	0 4 11	0 5 11	0 6 10	10-11-9
10-8-0	0 1 0	0 1 11	0 2 11	0 3 10	0 4 10	0 5 9	0 6 9	10-8-0
10	0 0 11	0 1 10	0 2 9	0 3 8	0 4 7	0 5 6	0 6 5	10
9-8-0	0 0 10	0 1 9	0 2 7	0 3 6	0 4 4	0 5 3	0 6 1	9-8-0
9	0 0 10	0 1 8	0 2 6	0 3 3	0 4 1	0 4 11	0 5 9	9
8-8-0	0 0 9	0 1 7	0 2 4	0 3 1	0 3 11	0 4 8	0 5 5	8-8-0
8	0 0 9	0 1 6	0 2 2	0 2 11	0 3 8	0 4 5	0 5 1	8
7	0 0 8	0 1 3	0 1 11	0 2 7	0 3 2	0 3 10	0 4 6	7
6	0 0 7	0 1 1	0 1 8	0 2 2	0 2 9	0 3 4	0 3 10	6
5	0 0 5	0 0 11	0 1 4	0 1 10	0 2 3	0 2 9	0 3 2	5
4-12-7	0 0 5	0 0 11	0 1 4	0 1 9	0 2 2	0 2 8	0 3 1	4-12-7
4	0 0 4	0 0 9	0 1 1	0 1 6	0 1 10	0 2 2	0 2 7	4
3-10-11	0 0 4	0 0 8	0 1 0	0 1 4	0 1 8	0 2 0	0 2 4	3-10-11
3-2-11	0 0 3	0 0 7	0 0 10	0 1 2	0 1 5	0 1 9	0 2 0	3-2-11
3	0 0 3	0 0 7	0 0 10	0 1 1	0 1 4	0 1 8	0 1 11	3
2-10-11	0 0 3	0 0 6	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9	2-10-11
2	0 0 2	0 0 4	0 0 7	0 0 9	0 0 11	0 1 1	0 1 3	2
1	0 0 1	0 0 2	0 0 3	0 0 4	0 0 5	0 0 7	0 0 8	1
0-12-0	0 0 1	0 0 2	0 0 2	0 0 3	0 0 4	0 0 5	0 0 6	0-12-0
0-10-8	0 0 1	0 0 1	0 0 2	0 0 3	0 0 4	0 0 4	0 0 5	0-10-8
0-8-0	0 0 1	0 0 1	0 0 2	0 0 2	0 0 3	0 0 3	0 0 4	0-8-0
0-5-4	...	0 0 1	0 0 1	0 0 1	0 0 2	0 0 2	0 0 3	0-5-4
0-4-0	...	0 0 1	0 0 1	0 0 1	0 0 1	0 0 2	0 0 2	0-4-0

SCALE II.—*cont.*

Ready reckoner for payment to men working on hour account, and for over-time work, based on an average of 25 days in a month, of 7 hours each.

RATE Rs.	AMOUNT FOR							RATE Rs.
	8 hours	9 hours	10 hours	20 hours	30 hours	40 hours	50 hours	
	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	RS. A. P.	
30	1 5 11	1 8 8	1 11 5	3 6 10	5 2 3	6 13 9	8 9 2	30
29	1 5 3	1 7 10	1 10 6	3 5 0	4 15 7	6 10 1	8 4 7	29
28	1 4 6	1 7 0	1 9 7	3 3 2	4 12 10	6 6 5	8 0 0	28
27	1 3 9	1 6 3	1 8 8	3 1 4	4 10 1	6 2 9	7 11 5	27
26	1 3 0	1 5 5	1 7 9	2 15 7	4 7 4	5 15 1	7 6 10	26
25	1 2 3	1 4 7	1 6 10	2 13 9	4 4 7	5 11 5	7 2 3	25
24	1 1 7	1 3 9	1 5 11	2 11 11	4 1 10	5 7 9	6 13 9	24
23	1 0 10	1 2 11	1 5 0	2 10 1	3 15 1	5 4 2	6 9 2	23
22	1 0 1	1 2 1	1 4 1	2 8 3	3 12 4	5 0 5	6 4 7	22
21	0 15 4	1 1 3	1 3 2	2 6 5	3 9 7	4 12 10	6 0 0	21
20	0 14 8	1 0 5	1 2 3	2 4 7	3 6 10	4 9 2	5 11 5	20
19-2-3	0 14 0	0 15 9	1 1 6	2 3 0	3 4 6	4 6 0	5 7 6	19-2-3
19	0 13 11	0 15 8	1 1 4	2 2 9	3 4 1	4 5 6	5 6 10	19
18	0 13 2	0 14 10	1 0 5	2 0 11	3 1 4	4 1 10	5 2 3	18
17	0 12 5	0 14 0	0 15 7	1 15 1	2 14 8	3 14 2	4 13 9	17
16	0 11 8	0 13 2	0 14 8	1 13 3	2 11 11	3 10 6	4 9 2	16
15	0 11 0	0 12 4	0 13 9	1 11 5	2 9 2	3 6 10	4 4 7	15
14-11-9	0 10 9	0 12 1	0 13 6	1 10 11	2 8 5	3 5 11	4 3 4	14-11-9
14	0 10 3	0 11 6	0 12 10	1 9 7	2 6 5	3 3 2	4 0 0	14
13	0 9 6	0 10 8	0 11 11	1 7 9	2 3 8	2 15 7	3 11 5	13
12-11-9	0 9 4	0 10 6	0 11 8	1 7 3	2 2 11	2 14 7	3 10 3	12-11-9
12	0 8 9	0 9 10	0 11 0	1 5 11	2 0 11	2 11 11	3 6 10	12
11-8-0	0 8 5	0 9 6	0 10 6	1 5 0	1 15 7	2 10 1	3 4 7	11-8-0
11	0 8 1	0 9 1	0 10 1	1 4 1	1 14 2	2 8 3	3 2 3	11
10-11-0	0 7 10	0 8 10	0 9 10	1 3 8	1 13 5	2 7 3	3 1 1	10-11-0
10-8-0	0 7 8	0 8 8	0 9 7	1 3 2	1 12 10	2 6 5	3 0 0	10-8-0
10-0-0	0 7 4	0 8 3	0 9 2	1 2 3	1 11 5	2 4 7	2 13 9	10-0-0
9-8-0	0 6 11	0 7 10	0 8 8	1 1 4	1 10 1	2 2 9	2 11 5	9-8-0
9	0 6 7	0 7 5	0 8 3	1 0 5	1 8 8	2 0 11	2 9 2	9
8-8-0	0 6 3	0 7 0	0 7 9	0 15 7	1 7 4	1 15 1	2 6 10	8-8-0
8	0 5 10	0 6 7	0 7 4	0 14 8	1 5 11	1 13 3	2 4 7	8
7	0 5 1	0 5 9	0 6 5	0 12 10	1 3 2	1 9 7	2 0 0	7
6	0 4 5	0 4 11	0 5 6	0 11 0	1 0 5	1 5 11	1 11 5	6
5	0 3 8	0 4 1	0 4 7	0 9 2	0 13 9	1 2 3	1 6 10	5
4-12-7	0 3 6	0 3 11	0 4 5	0 8 9	0 13 2	1 1 6	1 5 11	4-12-7
4	0 2 11	0 3 3	0 3 8	0 7 4	0 11 0	0 14 8	1 2 3	4
3-10-11	0 2 8	0 3 0	0 3 4	0 6 9	0 10 1	0 13 6	1 0 10	3-10-11
3-2-11	0 2 4	0 2 7	0 2 11	0 5 10	0 8 9	0 11 8	0 14 7	3-2-11
3	0 2 2	0 2 6	0 2 9	0 5 6	0 8 3	0 11 0	0 13 9	3
2-10-11	0 2 0	0 2 2	0 2 5	0 4 11	0 7 4	0 9 10	0 12 3	2-10-11
2	0 1 6	0 1 8	0 1 10	0 3 8	0 5 6	0 7 4	0 9 2	2
1	0 0 9	0 0 10	0 0 11	0 1 10	0 2 9	0 3 8	0 4 7	1
0-12-0	0 0 7	0 0 7	0 0 8	0 1 4	0 2 1	0 2 9	0 3 5	0-12-0
0-10-8	0 0 6	0 0 7	0 0 7	0 1 3	0 1 10	0 2 5	0 3 1	0-10-8
0-8-0	0 0 4	0 0 5	0 0 5	0 0 11	0 1 4	0 1 10	0 2 3	0-8-0
0-5-4	0 0 3	0 0 3	0 0 4	0 0 7	0 0 11	0 1 3	0 1 6	0-5-4
0-4-0	0 0 2	0 0 2	0 0 3	0 0 5	0 0 8	0 0 11	0 1 2	0-4-0

SCALE II.—cont.

Ready reckoner for payment to men working on hour account, and for over-time work, based on an average of 25 days in a month, of 7 hours each.

RATE Rs.	AMOUNT FOR								RATE Rs.						
	60 hours		70 hours		80 hours		90 hours			100 hours		110 hours		120 hours	
	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.	Rs.	A. P.		Rs.	A. P.	Rs.	A. P.	Rs.	A. P.
30	10 4 7		12 0 0		13 11 5		15 6 10		17 2 3		18 13 9		20 9 2		30
29	9 15 1		11 9 7		13 4 1		14 14 8		16 9 2		18 3 8		19 14 2		29
28	9 9 7		11 3 2		12 12 10		14 6 5		16 0 0		17 9 7		19 3 2		28
27	9 4 1		10 12 10		12 5 6		13 14 2		15 6 10		16 15 7		18 8 3		27
26	8 14 8		10 6 5		11 14 2		13 5 11		14 13 9		16 5 6		17 13 3		26
25	8 9 2		10 0 0		11 6 10		12 13 9		14 4 7		15 11 5		17 2 3		25
24	8 3 8		9 9 7		10 15 7		12 5 6		13 11 5		15 1 4		16 7 4		24
23	7 14 2		9 3 2		10 8 3		11 13 3		13 2 3		14 7 4		15 12 4		23
22	7 8 8		8 12 10		10 0 11		11 5 0		12 9 2		13 13 3		15 1 4		22
21	7 3 2		8 6 5		9 9 7		10 12 10		12 0 0		13 3 2		14 6 5		21
20	6 13 9		8 0 0		9 2 3		10 4 7		11 6 10		12 9 3		13 11 5		20
19-2-3	6 9 0		7 10 6		8 12 0		9 13 6		10 15 0		12 0 6		13 2 0		19-2-3
19	6 8 3		7 9 7		8 11 0		9 12 4		10 13 9		11 15 1		13 0 5		19
18	6 2 9		7 3 2		8 3 8		9 4 1		10 4 7		11 5 0		12 5 6		18
17	5 13 3		6 12 10		7 12 4		8 11 11		9 11 5		10 11 0		11 10 6		17
16	5 7 9		6 6 5		7 5 0		8 3 8		9 2 3		10 0 11		10 15 6		16
15	5 2 3		6 0 0		6 13 9		7 11 5		8 9 2		9 6 10		10 4 7		15
14-11-9	5 0 10		5 14 4		6 11 9		7 9 3		8 6 9		9 4 2		10 1 8		14-11-9
14	4 12 10		5 9 7		6 6 5		7 3 2		8 0 0		9 12 10		9 9 7		14
13	4 7 4		5 3 2		5 15 1		6 11 0		7 6 10		8 2 9		9 14 8		13
12-11-9	4 5 10		5 1 6		5 13 2		6 8 9		7 4 5		8 0 1		9 11 9		12-11-9
12-8-0	4 1 10		4 12 10		5 7 9		6 2 9		6 13 9		7 8 8		8 3 8		12
11-8-0	3 15 1		4 9 7		5 4 1		5 14 8		6 9 2		7 3 8		7 14 2		11-8-0
11	3 12 4		4 6 5		5 0 5		5 10 6		6 4 7		6 14 8		7 8 3		11
10-11-9	3 10 11		4 4 8		4 11 6		5 8 4		6 2 2		6 11 11		7 5 9		10-11-9
10-8-0	3 9 7		4 3 2		4 12 10		5 6 5		6 0 0		6 9 7		7 3 2		10-8-0
10	3 6 10		4 0 0		4 9 2		5 2 3		5 11 5		6 4 7		6 13 9		10
9-8-0	3 4 1		3 12 10		4 5 6		4 14 2		5 6 10		5 15 7		6 8 3		9-8-0
9	3 1 4		3 9 6		4 1 10		4 10 1		5 2 3		5 10 6		6 2 9		9
8-8-0	2 14 8		3 6 5		3 14 2		4 5 11		4 13 9		5 5 6		5 13 3		8-8-0
8	2 11 11		3 3 2		3 10 6		4 1 10		4 9 2		5 0 5		5 7 9		8
7	2 6 5		2 12 10		3 3 2		3 9 7		4 0 0		4 6 5		4 12 10		7
6	2 0 11		2 6 5		2 11 11		3 1 4		3 6 10		3 12 4		4 1 10		6
5	1 11 5		2 0 0		2 4 7		2 9 2		2 13 9		3 2 3		3 6 10		5
4-12-7	1 10 3		1 14 8		2 3 0		2 7 5		2 11 9		3 0 2		3 4 6		4-12-7
4	1 5 11		1 9 7		1 13 3		2 0 11		2 4 7		2 8 3		2 11 11		4
3-10-11	1 4 2		1 7 7		1 10 11		1 14 4		2 1 8		2 5 0		2 8 5		3-10-11
3-2-11	1 1 5		1 4 4		1 7 3		1 10 2		1 13 1		2 0 0		2 2 11		3-2-11
3	1 0 5		1 3 2		1 5 11		1 8 8		1 11 5		1 14 2		2 0 11		3
2-10-11	0 14 9		1 1 2		1 3 7		1 6 1		1 8 6		1 11 0		1 13 5		2-10-11
2	0 11 0		0 12 10		0 14 8		1 0 5		1 2 3		1 4 1		1 5 11		2
1	0 5 6		0 6 5		0 7 4		0 8 3		0 9 2		0 10 1		0 11 0		1
0-12-0	0 4 1		0 4 10		0 5 6		0 6 2		0 6 10		0 7 7		0 8 3		0-12-0
0-10-8	0 3 8		0 4 3		0 4 11		0 5 6		0 6 1		0 6 8		0 7 7		0-10-8
0-8-0	0 2 9		0 3 2		0 3 8		0 4 1		0 4 7		0 5 0		0 5 6		0-8-0
0-5-4	0 1 10		0 2 2		0 2 5		0 2 9		0 3 1		0 3 4		0 3 8		0-5-4
0-4-0	0 1 4		0 1 7		0 1 10		0 2 1		0 2 3		0 2 6		0 2 9		0-4-0

SCALE II.—*cont*

Ready reckoner for payment to men working on hour account, and for over-time work, based on an average of 25 days in a month, of 7 hours each.

RATE Rs.	AMOUNT FOR							...	RATE Rs.
	130 hours	140 hours	150 hours	160 hours	170 hours	175 hours			
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.			
30	22 4 7	24 0 0	25 11 5	27 6 10	29 2 3	30 0 0	...	30	
29	21 8 8	23 3 2	24 13 9	26 3 3	28 2 9	29 0 0	...	29	
28	20 12 10	22 6 5	24 0 0	25 9 7	27 3 2	28 0 0	...	28	
27	20 0 11	21 9 7	23 2 3	24 11 0	26 3 8	27 0 0	...	27	
26	19 5 0	20 12 10	22 4 7	23 12 4	25 4 1	26 0 0	...	26	
25	18 9 2	20 0 0	21 6 10	22 13 9	24 4 7	25 0 0	...	25	
24	17 13 3	19 3 2	20 9 2	21 15 1	23 5 0	24 0 0	...	24	
23	17 1 4	18 6 5	19 11 5	21 0 5	22 5 6	23 0 0	...	23	
22	16 5 6	17 9 7	18 13 9	20 1 10	21 5 11	22 0 0	...	22	
21	15 9 7	16 12 10	18 0 0	19 3 2	20 6 5	21 0 0	...	21	
20	14 13 9	16 0 0	17 2 3	18 4 7	19 6 10	20 0 0	...	20	
10-2-3	14 3 6	15 5 0	16 6 6	17 8 0	18 9 6	19 2 3	...	10-2-3	
19	14 1 10	15 3 2	16 4 7	17 5 11	18 7 4	19 0 0	...	19	
18	13 5 11	14 6 5	15 6 10	16 7 4	17 7 9	18 0 0	...	18	
17	12 10 1	13 9 7	14 9 2	15 8 8	16 8 3	17 0 0	...	17	
16	11 14 2	12 12 10	13 11 5	14 10 1	15 8 8	16 0 0	...	16	
15	11 2 3	12 0 0	12 13 9	13 11 5	14 9 2	15 0 0	...	15	
14-11-9	10 15 2	11 12 7	12 10 1	13 7 7	14 5 0	14 11 9	...	14-11-9	
14	10 6 5	11 3 2	12 0 0	12 12 10	13 9 7	14 0 0	...	14	
13	9 10 6	10 6 5	11 2 3	11 14 2	12 10 1	13 0 0	...	13	
12-11-9	9 7 4	10 3 0	10 14 8	11 10 3	12 5 11	12 11 9	...	12-11-9	
12	8 14 8	9 9 7	10 4 7	10 15 7	11 10 6	12 0 0	...	12	
11-8-0	8 8 8	9 3 2	9 13 9	10 8 3	11 2 9	11 8 0	...	11-8-0	
11	8 2 9	8 12 10	9 6 10	10 0 11	10 11 0	11 0 0	...	11	
10-11-9	7 15 7	8 9 5	9 3 3	9 13 0	10 6 10	10 11 9	...	10-11-9	
10-8-0	7 12 10	8 6 5	9 0 0	9 9 7	10 3 2	10 8 0	...	10-8-0	
10	7 6 10	8 0 0	8 9 2	9 2 3	9 11 5	10 0 0	...	10	
9-8-0	7 0 11	7 9 7	8 2 3	8 11 9	9 3 8	9 8 0	...	9-8-0	
9	6 11 0	7 3 2	7 11 5	8 3 8	8 11 11	9 0 0	...	9	
8-8-0	6 5 0	6 12 10	7 4 7	7 12 4	8 4 1	8 8 0	...	8-8-0	
8	5 15 1	6 6 5	6 13 9	7 5 0	7 12 4	8 0 0	...	8	
7	5 3 2	5 9 7	6 0 0	6 6 5	6 12 10	7 0 0	...	7	
6	4 7 4	4 12 10	5 2 3	5 7 9	5 13 3	6 0 0	...	6	
5	3 11 5	4 0 0	4 4 7	4 9 2	4 13 9	5 0 0	...	5	
4-12-7	3 8 11	3 13 3	4 1 8	4 6 0	4 10 5	4 12 7	...	4-12-7	
4	2 15 7	3 3 2	3 6 10	3 10 6	3 14 2	4 0 0	...	4	
3-10-11	2 11 9	2 15 2	3 2 6	3 5 10	3 9 3	3 10 11	...	3-10-11	
3-2-11	2 5 10	2 8 9	2 11 8	2 14 7	3 1 6	3 2 11	...	3-2-11	
3	2 3 8	2 6 5	2 9 2	2 11 11	2 14 8	3 0 0	...	3	
2-10-11	1 15 11	2 2 4	2 4 9	2 7 3	2 9 8	2 10 11	...	2-10-11	
2	1 7 9	1 9 7	1 11 5	1 13 3	1 15 1	2 0 0	...	2	
1	0 11 11	0 12 10	0 13 9	0 14 8	0 15 7	1 0 0	...	1	
0-12-0	0 8 11	0 9 7	0 10 3	0 11 0	0 11 8	0 12 0	...	0-12-0	
0-10-8	0 7 11	0 8 6	0 9 2	0 9 9	0 10 4	0 10 8	...	0-10-8	
0-8-0	0 5 11	0 6 5	0 6 10	0 7 4	0 7 9	0 8 0	...	0-8-0	
0-5-4	0 4 0	0 4 3	0 4 7	0 4 11	0 5 2	0 5 4	...	0-5-4	
0-4-0	0 3 0	0 3 2	0 3 5	0 3 8	0 3 11	0 4 0	...	0-4-0	

SCALE III.
READING SECTION.

READY RECKONER FOR MEASURING WORKS OF THE READERS.

No. OF PAGES	FOOLSCAP FOLIO							ROYAL OCTAVO						HOURS ALLOWED FOR FOOLSCAP PICA PAGES			
	Pica and 12 pt. converted to pica foolscap	11 pt. and small pica con: to pica foolscap	1. Primer and 10 pt. con: to pica foolscap	Bourgeois converted to pica foolscap	8 pt. and Brevier con: to pica foolscap	Nonpareil converted to pica foolscap	Pica & 12 pt. converted to pica foolscap	11 pt. and small pica con: to pica foolscap	Long primer and 10. pt con: to pica foolscap	Bourgeois converted to pica foolscap	8 pt. and Brevier con: to pica foolscap	Nonpareil converted to pica foolscap	Rough	Revisa	Authors'	Press order	Strike order
8	8	10 ³ / ₄	12	15	16	16	4 ³ / ₄	6 ³ / ₄	9	9 ³ / ₄	19 ¹ / ₂	1-27'	2-0'	3 ¹ / ₄	5 ² / ₈	1 ¹ / ₂	
7	7	9 ³ / ₄	10 ¹ / ₂	13 ¹ / ₂	14	14	4 ¹ / ₂	5 ⁵ / ₈	7 ³ / ₈	8 ³ / ₈	16 ³ / ₄	1-16'	1-45'	3 ¹ / ₄	5 ¹ / ₈	1 ¹ / ₂	
6	6	8	9	11 ¹ / ₂	12	12	3 ³ / ₄	4 ⁵ / ₈	6 ¹ / ₂	7 ¹ / ₂	14 ³ / ₄	1-3'	1-30'	2 ¹ / ₄	4 ¹ / ₈	1 ¹ / ₂	
5	5	6 ³ / ₄	7 ³ / ₄	9 ³ / ₄	10	10	3	4 ¹ / ₂	5 ³ / ₈	6	12	1-0'	1-15'	2 ¹ / ₄	3 ¹ / ₈	1 ¹ / ₂	
4	4	5 ¹ / ₂	6	7 ^{1/₂}	8	8	2 ³ / ₄	3 ^{3/₈}	4 ¹ / ₂	4 ³ / ₄	9 ³ / ₄	4 ¹ / ₂	1-0'	1 ¹ / ₄	1 ¹ / ₂	1 ¹ / ₂	
3	3	4	4 ¹ / ₂	5 ¹ / ₂	6	6	2 ¹ / ₂	2 ⁷ / ₈	3 ³ / ₄	3 ³ / ₄	7 ¹ / ₂	3 ³ / ₄	45'	1 ¹ / ₂	1 ¹ / ₂	1 ¹ / ₂	
2	2	3	3 ³ / ₄	4 ³ / ₄	5	5	1 ¹ / ₂	2 ¹ / ₂	3 ¹ / ₂	2 ³ / ₄	4 ¹ / ₂	2 ³ / ₄	30'	1 ¹ / ₂	1 ¹ / ₂	1 ¹ / ₂	
1	1	1 ¹ / ₂	1 ¹ / ₂	2 ¹ / ₂	2	2	1 ¹ / ₂	1 ¹ / ₂	2 ¹ / ₂	1 ¹ / ₂	2 ³ / ₄	1 ¹ / ₂	15'	1 ¹ / ₂	1 ¹ / ₂	1 ¹ / ₂	

Scale for the apportionment of charges against works.

Serial number	Nature of charges	COMPOSING				Printing	Binding
		Composing proper	Reading	Type-casting	Stereo-typing		
SUPERVISION							
1	Superintendent's pay	...	$\frac{3}{8}$...	$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{8}$
2	Head clerk's do	...	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
3	Accountant's do	...	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{1}{4}$
4	2nd and 3rd clerks' do	...	$\frac{1}{4}$	$\frac{1}{4}$	$\frac{3}{8}$
5	Peons' do	...	$\frac{1}{8}$	$\frac{1}{4}$	$\frac{1}{8}$
CONTINGENCY							
6	Cost of kerosine oil	...	$\frac{1}{8}$	$\frac{1}{8}$...	$\frac{1}{8}$	$\frac{1}{8}$
7	Cost of cocoanut shells	$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{8}$
8	Cooly for bringing kerosine oil	...	$\frac{1}{8}$	$\frac{1}{8}$...	$\frac{1}{8}$	$\frac{1}{8}$
9	Cost of chimneys	...	$\frac{1}{4}$	$\frac{1}{4}$...	$\frac{1}{4}$	$\frac{1}{4}$
10	Cleaning charges	...	$\frac{1}{4}$	$\frac{1}{6}$	$\frac{1}{4}$	$\frac{1}{6}$	$\frac{1}{8}$
11	Scavenging	...	$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{6}$	$\frac{1}{4}$	$\frac{1}{8}$

All other charges should be debited to the respective departments to which they relate.

FORM No. 3.

Papers for publication in Part I of the Gazette dated .

Date of issue	Name of paper	Subject	No. of issues	PROOF		Distribution No. and by whom com- posed	Spare copies
				Sent	Re- turned		
		REVENUE DEPART- MENT					
		PUBLIC WORKS DEPARTMENT					
		JUDICIAL DEPARTMENT					
		LOCAL & LEGISLATIVE DEPARTMENT					
		FINANCE AND ACCOUNT DEPARTMENT					
		SUPPLEMENT					

FORM No. 3.—Cont.

Papers for publication in Part II of the Gazette dated

DATE OF RECEIPT	NAME OF OFFICE	SUBJECT	NO. OF ISSUES	PROOF		DISTRIBUTION No. AND BY WHOM COMPOSED	SPARE COPIES
				Sent	Returned		
		REVENUE DEPARTMENT					
		ANCHAL					
		JUDICIAL DEPARTMENT					
		POLICE—Part I					
		Part II					
		Part III					
		FOREST DEPARTMENT					
		PUBLIC WORKS DEPARTMENT					
		EXCISE DEPARTMENT					
		MEDICAL DEPARTMENT					
		EDUCATIONAL DEPARTMENT					
		SUPPLEMENT					

Papers for publication in Part III of the Gazette dated

		MISCELLANEOUS NOTIFICATIONS					
		PRIVATE ADVERTISEMENTS					
		VILLAGE SHEET					
		SUPPLEMENT					

FORM No. 4.

Work Distribution Book of Composing Department.

Distribution number	Particulars of copy given	Name	Whether tick or Turn
1	2	3	4

FORM No. 5.

Imposing and Press Order Book.

Description of work, Serial No. and department	Form or page Nos.	Imposer	Date ready for striking	Total number of copies, proofs, spare copies, etc.	To whom given and distribution No.	Date of striking	Remarks as to urgency, etc.
1	2	3	4	5	6	7	

FORM No. 6.

Proof, etc., Despatch Book.

Date	To whom sent	Description of work	Original or author's proof	Proof or copies	Initials of receiver	Remarks
1	2	3	4	5	6	7

FORM No. 7.

Workwar Register of Authors' Hours.

Name of work

Date	Particulars	Distribution No.	To whom allowed	Hours	Remarks
1	2	3	4	5	6

FORM No. 8.

Job Department Work Book—Office Folio No.....

Order No. and date	Date of receipt	DESCRIPTION	No. of copies or books	Job Nos.	BY WHOM COMPOSED	
					Name	Date given
1	2	3	4	5	6	7

Name _____

PROOF READER				PROOF FOR APPROVAL						Date given to Pg. Foreman	Paper issue numbers	Date of issue of paper	Date struck off	Date of despatch	Remarks as to precedence, etc.
1st proof		2nd proof		1st proof		2nd proof		3rd proof							
Given	Retd.	Given	Retd.	Sent	Retd.	Sent	Retd.	Sent	Retd.	18	19	20	21	22	23
8	9	10	11	12	13	14	15	16	17						

FORM No. 9.

Work Book of the Compositors

Office No.	Job No.	Date on which copy was received	Rough proof given	Rough proof returned	Revise given	Revise returned
1	2	3	4	5	6	7

of the Job Department.

Author's given	Author's returned	Date on which given to store keeper for issue of paper	No. and date of press order given	Date given to Printing Foreman	Remarks
8	9	10	11	12	13

FORM No. 10.

S. O. No.

Strike order docket.

THIS DOCKET TO ACCOMPANY THE WORK THROUGHOUT
THE DEPARTMENT.

For what office.....Date.....
 Nature of work.....
 No. of copies.....Spare copies.....
 When required.....
 Passed by.....
 Date given for striking.....
 Distribution No.....
 Machine minder.....No. of machine.....
 Time making ready.....
 Make ready passed by.....
 When struck.....
 Stoppages—cause of.....

FORM No. 11.

Imposer's Time sheet.

No.....Name.....Pay.....

Description of work	Authors' hours.	Other hours.
Total hours		

Date

Signature

Initials of Composing Foreman.

Superintendent.

FORM No. 12.

Hour Account Memo.

Engaged in overrunning, correcting, making up, press attendance,
 authors' corrections, altering, imposing.....
 of.....

forms
pages

Hours

Date

Signature

Initials of Composing Foreman.

Superintendent.

FORM No. 24
Binders' time sheet.

Name.....Pay.....

Distribution No.....	Work No.....
Description of work	Hours
Total hours	

Date Foreman Superintendent. Signature

FORM No. 25.

Duplicate.		Original.			
No.	Indent for articles.	No.	Indent for articles required in the		Department.
Names of articles	Quantity required	Names of articles	Approximate quantity on hand this day	Quantity now required	For what work
	Foreman.	10	Sanctioned.		Foreman.
10			Superintendent.		

FORM No. 26.

Casting order book.		Casting order book.	
No....	Date.....	No....	Date.....
Cast		Cast	
the following:—		the following:—	
Stereo-type		Stereo-type	
	Type-Store-keeper.		Type-Store-keeper.
Supt's initials,	Job-foreman.	Supt's initials,	Job-foreman.

FORM No. 27.

Carpentry order book.		Carpentry order book.	
No....	Date.....	No....	Date.....
Make		Make	
the following:—		the following:—	
Repair		Repair	
	Printing Foreman,		Printing Foreman,
Superintendent of Press.		Superintendent of Press.	

FORM No. 28.

Diary of Work done in the Foundry Department.

Order No.	Date	Particulars of work	No. or quantity turned out	Time taken	Initials of workman	Time allowed	Initials of Printing Foreman	Superintendent's Remarks

FORM No. 29.

Type casting Work

Date of receipt of order	Order No. and section	Nature of work	Weight or Quantity	Date of order given to caster	Date cast	Date rubbed
1	2	3	4	5	6	7

book (Typewar).

Date dressed	Weight or Quantity received in Typestore	When received	Work-man's initials	Typestore keeper's initials	Valuation register folio	Remarks
8	9	10	11	12	13	14

FORM No. 30.

Carpentry Work

Order		Date of receipt of order	Particulars of work	Quantity or No.	When begun
No.	Date				
1	2	3	4	5	6

book (workwar).

When completed	When handed over to Typestore	Initials of carpenter	Initials of Printing foreman	Valuation register folio	Remarks
7	8	9	10	11	12

FORM No. 34.

Plant Ledger.

DEPARTMENT.

Dr.

% Depreciation. Cr.

Date	Particulars	Quantity	Value		Date	Particulars	Quantity	Value	
			Rs.	A. P.				Rs.	A. P.

FORM No. 35.

Register of Matrices issued and returned.

Date	Name of Body and particulars	No. issued	For what Order No. wanted	Initials of receiver	When returned	Initials of Type store keeper	Remarks

FORM No. 36.

Pie Account Book.....108

Date	From what dept.	Quantity received	Initials of receiver	Quantity entered in metal stock book as battered	Folio of metal stock book	Name and number			Total weight	Amount due	Signature
Total											

FORM No. 37.

Overtime Order Book.

No.	Name of men	Time		For what work required
		From	To	

FORM No. 44.

THE COCHIN GOVERNMENT PRESS
 No..... Dated.....
 Received from the Stationery office the undermen-
 tioned articles:—

Description	Quantity or number

Superintendent of Press.
 Signature of Store-keeper.

THE COCHIN GOVERNMENT PRESS
 No..... Dated.....
 Received from the Stationery office the undermen-
 tioned articles:—

Description	Quantity or number
*	

Superintendent of Press.
 Signature of Store-keeper.

FORM No. 44 A.

INTIMATION OF FORMS, ETC., MADE READY

Date.....

To The.....

Sir,

I have the honour to inform you that the fol-
 lowing items according to your indent dated....
requisition have been made ready. Kindly arrange to take
 delivery of same.

I HAVE THE HONOUR TO BE,
 SIR,
 YOUR OBEДИENT SERVANT,

Superintendent of Press.

LIST OF ITEMS MADE READY

INTIMATION OF FORMS, ETC., MADE READY

Date.....

To The.....

Sir,

I have the honour to inform you that the fol-
 lowing items according to your indent dated....
requisition have been made ready. Kindly arrange to take
 delivery of same.

I HAVE THE HONOUR TO BE,
 SIR,
 YOUR OBEДИENT SERVANT,

Superintendent of Press.

LIST OF ITEMS MADE READY

FORM No. 44. B.

INVOICE OF FORMS, ETC., DESPATCHED

No..... Date.....

Despatched to the
 the following items according to his
indent dated.....No
requisition
 by Train to the address of the
Anchal Tahsildar,on.....

Superintendent of Press.

LIST OF ITEMS DESPATCHED

INVOICE OF FORMS, ETC., DESPATCHED

No..... C. G. PRESS
 Dated.....

To The.....

Sir,

I have the honour to advise the
 despatch on.....by Train
Anchal
 to the address of the Tahsildar....
 the following items according to
 your indent dated.....No ..
requisition
 Please arrange to take delivery of
 same from the Tahsildar, and ac-
 knowledge receipt of them.

I HAVE THE HONOUR TO BE,
 SIR,
 YOUR OBEДИENT SERVANT,
 Superintendent of Press.

LIST OF ITEMS DESPATCHED

ACKNOWLEDGMENT OF
 FORMS, ETC., RECEIVED

No..... Dated.....

Received the undermentioned
 items according to my indent
requisition
 dated.....No.....

Signature.....

Designation.....

LIST OF FORMS, &c.,
 RECEIVED

FORM No. 46.

Job line Account Book of Compositors for

108

No. and name of Composer	Office No.	Description of Job and Job No.	Value in pages for 1st half	Office No.	Description of Job and Job No.	Value in pages for 2nd half
						<p>Number of pages for the 1st half month 35 cms X 60 cms = _____</p> <p>Do do for 2nd half = _____</p> <p>Total = _____</p> <p>× 4½ hours = converted hours = _____</p> <p>Number of hours as per line account book = _____</p> <p>Total hours as per hour account book = _____</p> <p>+ or - adjustment hours = _____</p> <p>Grand total hours = _____ 5 hours) _____</p> <p>Pages Lines</p> <p>= Number of pages picra foolscap folio 38 cms X 65 cms = _____</p> <p>Rs. A. P.</p> <p>Amount for same at Rs $\frac{\text{Rate}}{35}$ per page = _____</p> <p style="text-align: right;"><i>Signature.</i></p>

FORM No. 47.

Compositors' Hour Account Book

Name of Composer.

Date	Description of work	Authors' hours	Other hours	Total

FORM No. 54.

Work valuation slip—page 1.

Date.....

Office.....
 Number and name of work.....
 Size.....

Composition	Actual pages	Converted solid pages	Rate in annas	Total amount in annas
Pica solid				
" half tabular				
" full tabular				
Similarly for other types				
Re-made up pages				
Re-imposed pages				
Re-struck pages				
Total				
Appearing pages				
Marginal lines @ $\frac{1}{2}$ pie
Alteration hours @ $1\frac{1}{2}$ as.
Correction hours @ $1\frac{1}{2}$ as.

₹ As. _____

Equal to solid pica foolscap folio pages _____

Impressions.

Striking copies × formes =

Page 2.

Equal to solid pica foolscap folio pages	...	Rs.	A.	P.
Striking	@ Impressions	As. per page	=	_____
	@	per 1000	=	_____
	+ 25 per cent gain*	Total printing	...	_____
Binding charges @	per copy for	copies	=	_____
Cost of paper—	Reams @ Rs.	per ream	=	_____
Cost of diagrams, etc.			=	_____
		Total	=	_____
		No. of copies)	_____
Cost per copy			=	_____
+ 50 per cent gain			=	_____
Total or selling price per copy			=	_____

*This should be added only in the case of private works, or in the case of checking of private Press bills.

FORM No. 55.

Valuation slip for Confidential works.

Size and type	No. of lines
35 ems } Names of types	
30 ems } Names of types	
26 ems } Names of types	
24 ems } Names of types	
Margins	

FORM No. 56.

Statement of Dead Stock in the Government Press on

Department	Details	Value as it stood on 1-1-108	Purchase during 108	Total	Loss by wear and tear at the prescribed rates	Sold by auction	Written off the accounts	Total	Remaining value at the end of 108	Remarks
Press and machine										
Binding										
Foundry and carpentry										
Miscellaneous										
Total										

FORM No. 57.

Annual Statement showing the quantity of work done in the Foundry Department.

Serial No.	Particulars of work done	Quantity	Cost		
			Rs.	As.	Ps.

FORM No. 61.

Statement showing the quantity and value of materials consumed
during the year 10 . M. E.

Department which consumed	Particulars of materials consumed	Quantity or Number	Value			Remarks
			Rs.	A.	P.	

List showing the periods for which the several records should
be preserved.

SERIAL NUMBER	DESCRIPTION OF RECORDS	NUMBER OF YEARS TO BE PRESERVED FOR.
1.	Copies of office rules permanently
2.	Office order books and files permanently
3.	Plant ledger permanently
4.	Register of matrices permanently
5.	Annual returns permanently
6.	Pie account book ...	4 years
7.	Line account book of compositors ...	4 years
8.	Job line account book ...	4 years
9.	Hour account books of compositors, printers and binders ...	4 years
10.	Adjustment hour account books ...	4 years
11.	Attendance register ...	4 years
12.	Metal stock book ...	3 years
13.	Job compositor's work books ...	3 years
14.	Proof readers' outturn registers ...	3 years
15.	Foundry department work books ...	3 years
16.	Confidential work books ...	3 years
17.	Overtime attendance register ...	3 years
18.	All work books of composing, printing and binding departments ...	3 years
19.	Imposing and press order books ...	3 years
20.	Kerosine oil stock book ...	3 years
21.	Register of papers printed and issued ...	3 years
22.	Work valuation registers ...	3 years
23.	Register of apportionment of charges ...	3 years
24.	Issue book of paper ...	2 years
25.	Stores ledger ...	2 years
26.	Ledger of forms ...	2 years
27.	Departmental indents ...	2 years
28.	Valuation files... ...	1 year or 1 month after inspection
29.	Work distribution register of composing, etc., de- partments ...	1 year or 1 month after inspection
30.	Diary of foundry workmen... ...	1 year or 1 month after inspection
31.	Register of authors' hours engaged ...	1 year or 1 month after inspection
32.	Manuscripts, originals, extra office copies, letters regarding works, etc. ...	1 year or 1 month after inspection
33.	Turn books ...	1 year or 1 month after inspection
34.	Indents of warehouse department, and receipts for paper, etc., for other departments ...	1 year or 1 month after inspection
35.	Foundry order books ...	1 year or 1 month after inspection
36.	Paper issue vouchers ...	1 month after audit
37.	Authors' proofs, etc., available ...	1 month after audit
38.	Overtime order books ...	1 month after audit
39.	Work vouchers ...	1 month after audit
40.	Indents on stationery office for paper, etc. ...	1 month after audit

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