

CHAPTER II

Rules Regulating the Printing work in the Government Presses

GENERAL RULES

12. The printing work ordinarily undertaken by the Press is divided into three main classes:-

- (a) Printing of Government Proceedings, Orders, Official Memoranda, Notes, Circular Letters, Press Communiqués, Gazettes, Bills, Acts and Rules, etc.
- (b) Printing of periodicals, Administration Reports, Departmental Manuals, works of the Sessions of the Legislature, Budget Works, High Court Records, Judgements, Indian Law Reports, etc., and other miscellaneous job works connected with the administration of Government Departments.
- (c) Printing of standardized forms and registers.

(G.O. No. 13906-56-G. P. 24-12-11 dated 11th June 1915 No. 4832-3G.P.25-15-5 dated 6th October 1915 and Nos. G. 9601-2G. M. 136-15-15 dated 7th January 1916.)

13. All correspondence and indents should be addressed to the head of each Government Press, by designation in the case of ordinary matter and by

name in the case of confidential matter, which should be sent in a double sealed envelope. No official of other Departments or a private party is allowed to enter the Government Press except when he or she is asked to attend the Press to settle some queries in, or take delivery of, very urgent and special work.

Revised procedure for printing and supply of Stationery etc., to the Governor's Secretariat, Raj Bhavan.

14. In modification of Government Order No. GAD 70 PRB 64 dated 15th January 1965 Government are pleased to direct that the revised procedure, in regard to booking the expenditure connected with the supply of Stationery, Printing, etc., relating to Raj Bhavan may be adopted, as indicated below:

(1) Cases where the expenditure on hospitality is to be met from the grants provided for under Col. 2 viz., sumptuary allowance in the second Schedule to the G.A.P. Order 1957.

The cost of printing of invitation and menu cards may be debited under the same head under which the expenditure incurred on hospitality is booked. In case the work is got done by the Printing and Stationery Department, and the expenditure is initially debited under '68 Stationery and Printing' Such charges may be transferred to the head under which the expenditure on hospitality is recorded.

(2) Cases where the expenditure on hospitality is met from the grants other than those provided for the G.A.P. Order, 1957:-

The cost of printing of invitation and menu cards should appropriately be debited to the same head, under which the expenditure on hospitality is booked. If however the work is got done by the Stationery and Printing Department, the expenditure initially booked under '68 Stationery and Printing' may be allowed to remain without transfer to other heads of account.

(3) Other charges on account of Stationery and Printing and other supplies made by the Stationery and Printing Department for the Governor and his staff in pursuance of the official work may be finally debited to '68 Stationery and Printing' only.

The revised classification is to be adopted from the year 1966-67, and necessary adjustments may be made transferring the debits already charged under "19GA".

Authorised Works

15. The following works may be printed without the previous sanction of Government.

(i) Government:- (a) All proceedings of Government in the several Departments including monthly Proceedings with Indexes, (b) Bills, Select Committee Report Agenda, Order Papers, Questions, Questions and Answer of the Sessions of

both Houses of the Legislature, Reports the Public Accounts Committee and of Estimates Committee, (c) State Budget Estimates, Budget Notes, Budget Memorandum and other Budget documents, (d) Five year Plan reports-Draft stage and final stage, Annual Plan Reports, (e) Annual Administration Reports of the several Departments of Government and of State Administration Report, and Government Reviews thereon and (f) other Government Publications and (g) Reports of Statutory Committees and Conferences constituted by Government when received through or authorised by the concern Secretariat and (h) the Speeches of the Governor, Chief Minister and other Ministers on important occasions State Civil List.

(ii) Departmental work a) High Court: Record of Criminal Appeals in murder cases, Circulars, Inspection notes, Indian Law Reports.

(b) Accountant General's Office :- History Services of Gazetted Officers, Consolidated Revenue and Expenditure Registers, Detail Books, Classified Abstract etc., Revenue Static's, Resource Estimates, Finance and Appropriation Accounts, and Audit Reports.

(c) Education Department:- Departmental Book and special reports, lists of official publications, departmental circulars, catalogue of books in the several institutions under the Department, Reports and proceedings of the Text Book Committees and other statutory bodies, curricula of studies, with

approval of the concerned administrative Secretariat of Government in each case.

Similar works of the Departments of Collegiate Education and Technical Education may also be undertaken for printing, in each case with the approval of the concerned Administrative Secretariat.

(d) Departments of Agriculture, Fisheries, Geology and Horticulture Rules, Orders, Notices and publications of technical nature not exceeding two to three pages in print in each case, may be printed on the authority of the Secretaries to Government concerned/

Printing of all books, pamphlets and other publications should be sanctioned by Government in the Administrative should be sanctioned by Government in the Administrative Secretariat of the Department of Printing, Stationery and Publications, though they may form accompaniments to Government orders.

(e) Other Department works:- Departmental Manuals, Handbooks, Gradation lists and Schedules of establishments, Forms, Registers, etc., approved or prescribed by Government may also be printed at the Government Press. Where any of the works is of bulky nature, or in the case of works of the category other than the above, the Director of Printing, Stationery and Publications should be consulted beforehand and he would be able to

advise whether the work could be executed in the Government Press within a reasonable time or it may be got done in a private Press.

(G.O. Nos. 11478-514-Ms. 2440, dated 15th March 1898; No. 9960-97-Mis. 2189, dated 25th February 1899 No. 3614-15-Mis. 950, dated 14th September 1899).

Payment for printing work done for Commercial and other Departments

16. Government have directed that all Departments, Institutions and Local Bodies, whose accounts are made up on commercial principles or which have their own funds and also all departments which get their books or other publications printed for sale and propaganda should in future pay for the services rendered by the Press or supplies made from the Stationery Depot.

(G.O. No. G. 6367-89-P & S. 65, 23-3, dated 14th February 1925).

The Rules in the Manual of Contingent Expenditure subsequently issued show the latest position regarding this subject and are applicable now.

***Government Orders pertaining to works of
several Departments***

17. The following are the specific Departments and Insitutions whose printing works are regulated by respective Government orders in each case.

- (1) (a) The Mysore University; for printing work done and
(b) The Bangalore University; and
(c) The Karnataka University; stationery supplied.
(d) The Agricultural Sciences University.
- (2) Mysore Government Insurance Department; do
- (3) Mysore State Electricity Board do
- (4) All Government owned Industrial factories and Workshops. do
- (5) Mysore Iron and Steel Works Ltd., Bhadravathi. do
- (6) Bangalore Water Supply and Sewerage Board. do
- (7) Education Department.

(a) The printing works of School Boards

(G.O. No. E. 3826-8 Edn. 340-33-2, dated 12th June 1934).

(b) The printing works of School Text Books Kannada, Urdu, etc., in two colours to be charged at the same rates as those offered to the Private Presses, when printed by letterpress method and at the actual cost when printed by offset method.

(G.O. No. M. 17059-61 P. & S. 17-54-2, dated 25th November 1954).

(c) All works done by the Government Press for the several public examinations conducted by the Department of Public Instruction and Secondary Examination Board.

(G.O. No. M. 21585-P. & S. 08-51-2, dated 18th March 1952 and No.E. 9115 Edn. 126-52-10, dated 4th October 1952).

All bills in respect of printing Text Books received from the Government Presses as well as from the Private Presses will be adjusted or paid, after obtaining administrative sanction of Government by the Director of Public Instruction (subsequently the Director of Text Books), out of the Budget provision of the Government Text Book Press Mysore under 37 Education E General-E.S. Miscellaneous IV. The private Press Bills are subject to scrutiny of the rates by the Superintendent of the

Government Text Book Press. [Subsequently Joint Director of Text Books (Printing)]

(8) Agriculture Department.

(a) For printing the Agricultural calendar, special bulletins and pamphlets;

(b) For printing the progress reports of several schemes subsidized by the Indian Council of Agricultural Research, New Delhi.

(G.O. No. D. 8389-91-Agri. 225-38-4, dated 28th March 1939)

(c) For printing 12 old publications and 12 new publications every year at an approximate cost of Rs. 4,800 either at the Government Press or in private Presses.

(G.O. No. AF 3328-30-Agri-9-53-4, dated 25th June 1953).

(9) Labour Department.

The Labour Gazette is authorised to be printed in English every month at the Government Press, Bangalore.

(G.O. No. SR. 5217-19-LW 119-48-2, dated 16th April 1944 and L.S. 4451-L.W. 185-52-4, dated 18th November 1952).

(10) Department of Literary and Cultural Development.

Except printing work down for running office routine, the regular publications issued by the Departmental may be got printed on payment basis.

(G.O. No. 2269-P & S. 8-55-4. dated 3rd May 1955).

The Director of Literary and Cultural Development may get any publication whose cost of printing and paper does not exceed Rs. 15,000, printed in a private press subject to the approval of the Director of Printing and Stationery. In all other cases previous sanction of Government is necessary.

(G.O. No. ED 48 U.C.L. 61, dated 28th March 1962).

(11) Industries and Commerce Department.

(a) Forms and Books required for use by Weaving Demonstrations to be printed and supplied on payment basis.

(G.O. No. D 2436-8 I & C 142-31-2, dated 20th November 1931).

(b) Labels for fruit canning may be printed and supplied on payment.

(G.O. No. M. 7688-P 1 S 10-52-24 dated 19th July 1952).

(c) Bulletins issued by the Department of Industries and Commerce may be printed and supplied free of cost.

(G.O. No. D. 5931-3 I. & C. 38-38-28, dated 6th January 1939 G.O. No. D. 1796-9 I & C. 51-41, dated 7th October 1941).

**(12) Veterinary and Animal Husbandry
Department.**

(a) Forms required by the Serum Institute may be printed and supplied on payment basis.

(b) Reports of Schemes subsidized by the Indian Council of Agricultural Research may be printed on payment basis.

(G.O. No. D. 8389-91-Agri. 225-38-4 dated 28th March 1939).

(c) Progress Report of the Fruit Research Station with sketches and photographs, may be printed, the cost of preparation of the blocks of photographs and sketches being get out of the contingent grants of the scheme.

(G.O. No. D. 5129-G. G. 110-39-2 dated 13th March 1940, No.1864-66-G.G. 41-40-2 dated 22nd October and No.D. 2317-19 G. 42-40-2-4 dated 19th November 1940).

(13) Public Works Department.

(a) The Annual Report of the Hydraulic Research station may be printed in private Presses after calling for Competitive quotations, and the printing of drawings, graphs, and photographs

may be undertaken at the Government Press, the expenditure being met out of the annual maintenance estimate of the Station.

(G.O. No. M. 4773-75 P. & S. 10-53-23 dated 26th June 1953).

(b) The Souvenir of Krishnarajasagara in English and Kannada may be printed, debiting the cost of printing to A Grants under XVII INED-Advertisement charges.

(G.O. No.P.W. 9079-81 Irrn. 3-53-76 dated 18th December 1953).

(c) The printing of the maps of the Public Works Department may be entrusted to the Photo Zinco Section of the Government Press.

(G.O. No. P. W. 7661-64-1313-50-67 dated 21st December 1950).

(14) Publicity and Information Department.

(a) The Preparation of blocks etc;, for commercial Publicity Section may be undertaken at the Photo Zinco Section of the Government Press only on payment of cost by the concerned Departments.

(b) The routine work of the Department such as Information Bulletin (March of Mysore), may be printed at the Government Press but restricting the number of copies. Printing of

Pamphlets etc., require previous sanction of Government.

(c) The Tourist folders, Booklets and posters may be printed at the Government Press free of cost, subject to Government approval in each case.

(15) Palace Work.

Government agree with the Accountant General and order that the charges for the supply of Stationery articles and printing works done to the Palace Offices be recovered as these charges have to be met from the consolidated allowance.

(G.O. No. M. 15049-50-P. & S. 3-54-67 dated 23rd October 1954).

[Note :- This is not in force now.]

(16) Department of Survey, Settlement and Land Records.

Maps, charts, etc., may be undertaken for printing at the Photo-Zinco Section of the Government Press on payment basis.

(G.O. No. R. 11909-11 LS. 14-50-8 dated 12th February 1952 and No. M. 339-P. & S. dated April 1952).

(17) Election Department.

All works of the Election Department may be undertaken for printing at the Government Press on payment basis.

(G.O. No. LD 4182 dated 15th July 1952 from the Law Secretary to Government).

(18) Government Flying Training School.

Pamphlets, handbills, notices, etc., received from this school are printed free of cost.

(19) Mysore Civil Services Association.

The printing work of the Association may be under taken on payment basis.

(G.O. No.4867-9-P. & S. 37-31-5 dated 15th December 1931).

(20) Mysore Engineers' Association.

The printing of the quarterly bulletins of the Association may be done free of cost, only the cost of paper used to be paid.

(G.O. No. AF 5131-3-P. & S. 49-40-2 dated 12th February 1941).

(21) Census Department.

All printing works of the Census Department may be undertaken on payment basis.

(G.O. No. M. 59-P. & S. dated 1st November 1949).

(22) Mysore Government Insurance Department.

The printing works of the Insurance Department may be got done on tender basis until such time as the Jail Press or the Government Press is in a position to undertake these works.

(23) Government of India Departments' Works.

(a) Confidential Notifications and Similar works received from the Reserve Bank of India, Bangalore may be undertaken on payment basis.

(G.O. No. M. 14881-P.1 S. 10-53-75 dated 14th December 1953).

(b) The entire cost of printing the Finance and Appropriation Accounts and connected Audit Reports of the Mysore Government for 1950-51 onwards be borne by the State Government with the exception of such copies as are required by the Audit Department. The cost of such copies as are required by the office of the Central Government should be debited to "56 Stationery and Printing Central".

(Letter No. 3-9-1952-P (1), dated 10th March 1952 from the Controller of Printing and Stationery, New Delhi).

(24) Mysore State Electricity Board (Electrical Department).

The ledger binders, stock and revenue ledger sheets and ready made envelopes with printing, may be got printed through the private presses after calling for competitive quotations and the other printing works may be got done in the Central Jail Press, Bangalore, other important works such as Annual Financial Statements etc., at the Government Central Press, Bangalore, or at the Government Branch Presses on payments.

(G.O. No. EDN 4944-48-Elec. 8-52-27 dated 31st January 1953).

(25) Department of Archaeology.

As the Department of Archaeology is a State Department, the supply of Stationery articles and the printing work done for the Department has to be free of cost.

(G.O. No. M. 23836-P. & S. 3-54-139 dated 17th February 1955).

(26) Police Department.

The Police Weekly Gazette and Excise Monthly Gazette are to be printed and distributed by the Government Press from 1st July 1941, the necessary provision being made in the Budget of the Government Press.

(G.O. No. A.F. 8035-8-P. & S. 94-40-2 dated May 1941).

(27) Sales Tax (Commercial Tax) Department.

The required number of copies of pamphlets for non-residential Dealers' information may be got printed.

(G.O. No. FL 7794-ST. 52-53-4 dated 20th March 1954 from the Finance Secretary to Government to the Commission of Sales Tax)

(28) Miscellaneous.

The printing and other works of the United Nations office for Population Studies may be undertaken at the Government Press.

Commercial Departments

18. (1) The Director may undertake on payment basis the printing works of Departments such as Mysore Government Insurance Department, Mysore State Road Transport Corporation, Mysore State Electricity Board, Government-owned Industrial concerns, etc., which are of obligatory nature under Acts and Rules and for which separate funds are available, on sufficient notice being given in advance. Also works connected with the propaganda of the activities of any Government Department for which separate funds are available may be undertaken for printing in the Government Presses on payment basis.

(2) Forms and Registers, etc., prescribed under Acts and Rules and printed in the Government Presses may also be supplied to the above Departments and Institutions and Corporations on payment.

(3) These commercial Bodies are however permitted to get their other routine printing works done in private presses at competitive rates at the discretion of the managements.

(G.O.No. M. 3457-61 P. & S. 52-21-1 dated 10th February 1922 etc.).

Local Bodies, Municipalities and Municipal Corporations

19. (1) All Rules and Regulations framed by Government and the M.A.M. forms and Registers, Bill Books, Receipt Books and cheque books and other M.A.M. forms connected with money transactions, Budget Estimate forms, etc., prescribed under Rules are printed and supplied to the above institutions on payment. The estimated value of the annual requirements of the above works by each Local Body i.e., Taluk Board, Village Panachayat, Municipality etc., should be paid in advance and the cost of the supply each time will be debited to this Advance payment.

(2) Government, after due consideration of the suggestion of the Accountant General to recover advance payment for the supplies, have decided

that Local Bodies should deposit an amount equal to the last three years' average cost of supplies and services made to them by the Printing and Stationery Department before indents are placed.

The State Accounts Department will open separate ledger accounts for this purpose. The Printing and Stationery Department also will open separate ledgers in respect of these Local Bodies and arrange to send plus and minus Memos as and when supplies are made with relevant invoices.

(No. ED 1059 UPS, dated 8th September 1958).

Autonomous Institutions

20. The Agricultural Sciences University, the Bangalore University, the Karnataka University, Dharwar, the University of Mysore are permitted to get their confidential papers, semi-confidential papers, cheque books, receipt books, bill books and other statutory forms and registers and works printed in the Government Press on payment, on sufficient time being given in advance.

Central Government Offices

21. (1) The several offices of the Union Government situated in Mysore State should obtain the authorization of the Chief Controller of Printing and Stationery, Government of India, New Delhi for getting any work printed in the Government Presses or Stationery Stores from the Government

Stationery Depot. The officers who get any urgent work printed in the Government Presses or in Private Presses, obtain Stationery stores without authorization, should make arrangements to pay the cost of such works/ articles from out of the contingent grant of the office.

(Education Secretary's Letter No.ED 240 UPS 57 dated 16th April 1957 and letter No. 529-P. & S./50 dated April 1957 from the Chief Controller of Printing and Stationery, Government of India).

2) The Controller of Printing and Stationery, New Delhi in his Memorandum No.19/21/P dated 24th November 1966 requests the State Government Presses to bear in mind that all D.O. Stationery, Letterheads and all standard forms required by the Central Government offices in the State should be obtained from the Government of India Press, Calcutta, and all requisitions for printing new publications/Forms should be screened by the Joint Secretary or Head of Department and an essentiality certificate should be recorded on the requisition itself.

3) However urgent and confidential works of such local offices of Central Government as Reserve Bank of India, Commissioner of Income Tax and Collector of Central Excise, Post Master General etc., may be printed on payment basis, with the permission of Government.

[Note.-The powers of the Director in the Press Manual may also be referred to.]

General Principles

22. (1) In respect of work other than Forms and Registers, no work which is not authorised by a general or specific Government Order can be undertaken in the Government Press and in the foregoing paragraphs sanctions based on only some Government Orders have been referred to. But the principle always applicable is that all work undertaken should have been authorised by Government, either by a general order or a specific order or a rule made by Government.

2) The Director will draw up and maintain printed lists of all regular works to be printed in the Government Presses for each Department in pursuance of the General Principles laid down above. Copies of printed lists should be sent to the Department and the Secretariat concerned for reference and record. Any work outside the list should be left to the discretion of Government in the Administrative Department for sanction.

Doubtful Cases

23. In cases of doubt as to whether specific sanction of Government is necessary or not for taking up any work for printing, the Director should request the officer sending the work to the Press to obtain sanction of Government.

Private Work

24. The following are the rules for accepting and execution of printing work at the Government Press from parties other than paying Departments, Local Bodies and Autonomous Bodies.

(1) No work of any type shall be accepted in any of the Government Presses from purely public bodies or members of the public, other than local bodies or autonomous bodies whose work has to be undertaken on payment of cost, except in extremely rare cases when Government approve the undertaking of such work.

(2) Government may authorize the Director of Printing Stationery and Publications, to undertake the execution of work from outsiders, i.e., parties other than local bodies, autonomous bodies, like the University, etc., as enumerated in Rule (1) above when the work is of such a nature as to benefit either the public at large or Government Institutions, only on receipt of application by the party concerned, subject to the following conditions:-

(i) Approval of Government for such work should be obtained.

(ii) The party shall agree to pay the full cost of the work in accordance with the rules in force from time to time for charging of work done in Government Presses, a rough estimate of which

shall be furnished to the party by the Director of Printing, Stationery and Publications, before the work is undertaken. The party shall also undertake to pay the final bill of the Press as may be worked out after completion of the work. If the amount claimed in the final bill differs from the amount furnished in the estimate, the former shall prevail over the latter, as the final bill will be prepared based on the actual hours spent on the work and charged at rates applicable from time to time. Before the work is undertaken the party shall deposit in advance the full cost of the work as estimated and shall also undertake to pay the amount of the final bill after the completion of the work before printed copies are delivered.

(iii) Before the work is undertaken and after the advance is paid by the party, the party shall execute a bond on appropriate value of stamp paper agreeing to the conditions.

(iv) If the work is prolonged over some period and the cost of the work is likely to vary as the work is in progress, the Director shall furnish a revised estimate as far as could be assessed to the party indicating how the charges are likely to be revised.

Non-furnishing of such an estimate shall not entitle the party to any kind of claim whatsoever regarding the rates at which the work is to be charged for.

(v) The materials, papers and other materials, proposed to be used in the work will also be intimated to the party before the work is undertaken and an estimate would be furnished, and the party shall agree to the use of these materials and shall not have the right to raise any complaints regarding these later on.

(vi) These rules shall not apply to paying Departments of Government, local bodies, autonomous bodies, Co-operative Institutions whose work might be done on payment basis in the Government Presses under separate orders in force from time to time.

(G.O. No. ED 80 TPS 69, dated 20th June 1970).

25. Government have accorded sanction to undertake the printing of essential works of the Government Aided Educational Institutions at the Government Presses, on payment basis without prejudice to Government works provided that the works cannot be got done at the private Presses.

(G.O. No. ED 358 TPS 64, Dated 21st January 1965).

26. Government water-marked paper should not be used for printing private works executed in the Government Presses.

(G.O. No. G. 9027-8-G.P. 3-16-8, dated 30th December 1961).

Government Printing at Private Presses

27. Government have been observing from a very long time in their orders* noted below that the Government Presses with the Branch Presses should be able to cope with all Government Printing works without resorting to the Private Presses and have accordingly sanctioned increased staff, equipment to the existing press and have established Government Branch Presses at Dharwad and Gulbarga. They have also ordered the working of the Government Central Press, Bangalore and Branch Press, Mercara in two shifts.

Where, however, owing to volume and urgency of certain works, it is not possible to undertake them in the Government Presses without inconvenience to other Government works, they may be got printed in approved private Presses, *with the previous sanction of Government*, after calling for competitive rates and entrusting the work to the press which offers the most favourable workable rates, not exceeding the approved schedule of rates for Government Printing and Book Binding at Private Presses.

*(G.O. No. 1141-514-Mis. 2440, dated 15th March 1898; No. 9960-97-Mis 2189, dated 25th February 1899 No. 3614-15 Mis.-950, dated 14th September 1899 No. G. 3267-304-G.M. 1-53-03-04, dated 14th December 1904, No. M. 522-87-P. & S. 6-20-72, dated 2nd August 1921, No.G. 14823-80-P. & S. 66-29-2, dated 27th June 1930).

28. The Rules in the Manual of Contingent Expenditure subsequently issued show the latest position on this subject and are applicable now.

Preparation of copy for the Press

29. (1) It is directed in G.O. No. G. 5755-94-G.P. 19-09-4, dated 4th may 1910 that the manuscript copy of all matter sent for print may be prepared with sufficient care regarding, punctuation marks, spelling of names, italics, bold types to be used, extracts or quotations for which smaller types are to be used, etc., so as to avoid marking heavy corrections in the proof and that proofs are promptly revised and returned to the Press without any avoidable delay.

(2) To facilitate and expedite the work of printing at the Government Press, Heads of Departments and other officers who send works for printing, are requested to have all matter intended for the press written or typed neatly and clearly on one side of the paper, after careful editing. The Director of Printing and other heads of the Government Branch Presses will be justified in returning the manuscripts which are illegibly written or contain too many corrections to be easily deciphered by the Press Compositors and Proof Examiners. The copy must be marked with punctuation marks, capitals, small capitals, italics or bold letters, wherever required.

(3) A set of Rules for the preparation of manuscripts and transmission of works and proofs to the Government Presses as approved in G.O. No. G. 14823-80-P. & S. 66-29-2 dated 27th June 1930 is printed as Annexure I.

30. All works sent to the Press for printing should be accompanied by a letter of requisition addressed to the Head of the Press, clearly indicating the size and kind of paper, the size of type to be used, whether proofs are required before size of type to be used, whether proofs are required before finale printing, the total number of copies to be printed and the time of delivery of proofs and final printed copies. The copy should be properly edited, legibly written or typed on one side of the regular size of writing/Typing paper. The letter should also state whether the printing of the work is covered by the general rules of Printing of Government works or is specially authorised by Government, whether the cost of printing and paper will be paid for, etc. The Director or the head of the Branch Presses will take up the work if the requisition conforms to technical rules, economy in printing and is covered by competent sanction. He will also intimate the time of delivery of proofs if any, and of printed copies. Rules for preparation of Manuscripts for the press are given in Annexure I.

Confidential Printing

31. (1) Confidential Printing costs nearly twice as much as ordinary printing and should be

avoided where it is possible. This is usually printed in the presence of both a Press Officer and a Departmental Officer. Both will safeguard the originals, proofs and type matters and printed copies in their personal custody and maintain a register showing the progress of the work, and particulars of the men and machines handling the work. They should see that proofs, Cylinder papers, spoilt copies, extra copies if any, are destroyed by burning and all type matters are distributed in their presence, the distribution having been completed certified by both. The printed copies should be delivered in sealed covers or packets and the fact that all these instructions have been attended to, must be recorded in the special Register under their signatures. Other details of the procedures adopted to ensure strict secrecy are confidential, but officers attending to these works must be conversant with them.

(2) Semi-confidential and care printing works are executed in special sections, where no other employee or official of the Press or outsider is allowed to enter. The Officer in charge, the Overseer, Foreman and the workmen are responsible for preventing any printed paper book or forms being removed from the section. On some emergent occasions, parts of the General Composing, Printing and Binding branches may be cordoned off for executing care printing works.

Type and Papers

32. The Kind of paper and the size of type to be used for the several works will be decided and standardized by the Director of Printing, Stationery and Publications, in necessary cases with the approval of Government, and the Departments concerned. Text matter set in 10 point or 11 point types ledged, with statements and footnotes in 8 point or 7 point types for octavo size or A5 size works will be quite legible. The matter for folio or A4 size may be set in 12 point type solid. Smaller type will be quite suitable for matter set in double column than when set in single column.

33. (1) All works may be printed in one of the standard sizes of printing papers, namely foolscap (17"X13¹/₂"), Crown (20" X15"), Demy (22¹/₂"X17¹/₂"), Royal (25"X20"), or in any of their regular sub-divisions, for such time as the sizes could still be current. No standard size paper should be cut to waste, to suit an odd size of book.

(2) Since, 1961, the Government of India have adopted the Metric size of paper measuring 841 mm. X 1189 mm. when trimmed styled as A0, and 860 mmX1220 mm untrimmed styled RAO as the standard and have directed gradual change over to this metric size, from the above conventional and different standard sizes of papers. It may be noted that the area of this metric size (A0) is one square metre and the ratio of its length to its width is $\sqrt{2}$. All works entrusted to Government Presses are

being printed in one of the regular sub-divisions of the above metric size paper, i.e. RA1, 61 CmsX86cms.

34. When Departments supply paper for printing of any of their special works, additional quantity of paper over the actual quantity for the required number of copies, should be supplied, calculated at the scale allowable for extras for work in the Government Press.

Urgent Work

35. Urgent work is considerably more expensive than ordinary printing. The requisition for such works as would entail such additional expense in the Press, is to accompany the work under the signature of an officer not lower in rank than that of a Deputy Secretary to Government, Head, Additional Head or Joint Head of the Department concerned or other senior most officer, such as Secretary to the Public Service Commission, Registrar, High Court, Secretary, Legislature. Even during ordinary working hours, urgent works have to be attended to, keeping aside the other scheduled works. Hence works to be executed at short notice should be avoided as far as possible.

Avoidance of Overtime Work

36. Work during overtime hours is more costly and is never so well done as that executed during ordinary working hours. It also entails exemption by

Government from the provisions of the Factory Act when resorted to daily or beyond certain limits which has to be obtained in advance. Therefore, the overtime work should not be resorted to at all except when there is dire and unavoidable necessity for it. Such overtime work, with the strong and clear reasons for which it had to be resorted to should be reported to the Director for approval in each case. The Director may incorporate a statement of urgent works and overtime works, with the extra cost involved in the Annual Administration Report, besides making a separate report to Government.

(Note:- Certain powers have been delegated to the Director and Deputy Directors of Branch Presses, in arranging for overtime work).

Sundays and Holidays

37. As the Factory Act requires that workmen employed for work on Sundays must be given a day's leave within three days either before or after such Sundays, no useful purpose is served by working on Sundays on a large scale. Therefore the Government Presses will not be open for work on Sundays and other Press Holidays, exceptions to this being only on extremely important and special works, for which work on a holiday could not at all be avoided. The employees of the Third Shift will have a weekly holiday on Friday instead of Sunday.

Certain Special Points to be borne in mind

38. (1) The type matters of tabular statements in Departmental Administration and periodical reports, State Administration Reports, Budget Estimates, Finance and Appropriate Accounts, State Civil List and of several standardized Departmental forms, are usually kept standing in the Press. It will save time and tend to ensure accuracy if blank paper is pasted over the columns that require alternation in the statements last printed and the altered figures are written thereon, instead of writing fresh statements in full. Alterations here and there in the last printed statements may be clearly written upon without the use of paper slips.

(2) Tabular statements involve complicated work in composing and are thus expensive. These should be avoided whenever it is possible to do so. Where it is necessary to print any matter in tabular form, 'nil' columns may be omitted. Where there are a few entries in a column, they may be inserted as footnotes. The names of Districts and Taluks, Towns and Hoblies, common to two or more pages may be arranged as head lines in suitable types instead of placing each in a blank column, etc. Much space may at times be saved by converting the column matter into the heading and vice-versa; Rupees and paise; year, month and date, tones, quintals and kgs, need not be separated by using rules between them, sufficient space, which should be uniform, between them will be quite enough.

Heavy column headings may be set up in smaller types in vertical lines, to keep its width just enough for column matter. Statements appearing along with the body of the text matter should be printed breadthwise and not lengthwise. If the matter to be printed is too much, it may be printed separately as an appendix.

(3) Specimen forms appended to the Rules, and Acts need not be printed in full size but should be compressed. When however preparing manuscript forms for the Press they should be drawn on actual size required; *the width of each column should be decided with reference to the entries to be made therein-and not its column headings.* The figure columns should be uniform as far as possible.

(4) Marginal notes, side notes, etc., may be set up as side headings, to the paras to which they relate in bold, italic or small capital types. Government orders or other authorities to be quoted may be inserted at the end of the last line of the paragraph within brackets or may be printed separately in smaller or italic types at the end of the paragraph.

Administration Reports and periodical publications

39. (1) The sizes of types in which the matter is to be set and the maximum number of pages of each are fixed by Government. A foolscap folio page contains about 680 words, A4 size page contains

about 600 words, Royal 8vo size contains about 310 words A5 size page contains about 280 words, when printed in 12 point type, and set to the usual measure of type page. Heavy enclosures to these Reports are not printed with the Reports. The total number of copies of all reports, periodicals, returns and publications including spare copies, copies to be bound together with other reports, etc., or required at a later date after Government review etc., must be got printed once for all and made use of. The statements appearing in these Reports may be printed without rulings between the columns.

(G.O. No. G. 8280-340-G. M. 65-41-4 dated 10th
February 1942)

(2) The new State Emblem may be printed on the title page in monochrome of the Administration Reports and other Government Publications.

(G.O. No.M. 4324-423-G. M. 10-5-4-2 dated 1st
June 1954).

(3) Lists of Contents, Illustrations, to the Manuals, Reports, etc., are to be prepared and checked by the department or office concerned. They will be printed in smaller types in non-tabular form.

Indexes are also to be supplied by the Department or Office concerned and will be set in still smaller types in two or three narrow columns in non-tabular form. They should be as brief as possible but indicative of all important matters persons, places, etc., appearing in the text.

Note:- The provisions of the Press Manual regarding discontinuance of the usual Administration Reports may also be referred to.

Bills, Ordinances and Acts

40. The type matters of all Bills, Ordinances, are kept standing till they are published in the Gazette, introduced in the Legislature, passed and printed as Acts. Similarly the type matters of all Acts passed during a year are kept standing till they are edited, and printed into Annual volumes.

Colour printing

41. A letter, an emblem, a word or a few lines to be printed in a different colour, entails an additional printing operation. Therefore colour printing should not be resorted to except under special circumstances and on special occasions. When it is desired to give prominence to a word a few words, a sentences or a paragraph or to emphasize them the object can be equally well achieved by putting them in bold or italic or small capital types or by suitable additional spacing all round, or by underlining or sidelining in the case of Bills, etc. Such words as "Confidential", "For official use", "For Record", "Not for sale", etc., on Government Publications, Covers, or Dockets may be printed boldly or using suitable size italic type in the same ink as the other title matter.

Printing of Letterheads and envelopes

42. (1) Letterheads and envelopes for the use of the Governor may be embossed in blue. The National Emblem with the Motto should be in blue.

(2) Letterheads and envelopes for the use of the Chief Minister, other Ministers and Deputy Ministers and Parliamentary Secretaries may be embossed in blue colour with the State Emblem, with the lettering "Government of Mysore" around enclosed in a circle or oval in the centre and the name and designation being printed on the top left hand corner.

(G.O. No. 11958-12037-C.B. 229-50-2 dated 28th November 1950).

(G.O. No. CH. S. 4696-766/Misc,-43-52-1 dated 1st July 1952)

(3) Letterheads and envelopes used by the Secretaries to Government and Heads of Departments specially authorised to use embossed stationery should be in red being embossed with the emblem and the words "Government of Mysore" around in a circle or oval in the centre.

Envelopes to match the letterheads are embossed on the flap, in the respective coloured ink.

(G.O. No. Ch. S. 4696-766/Misc. 42-52-1, dated 1st July 1952).

(4) All reproductions of the State Emblem should strictly conform to the design adopted in the Notification No.9571-CB. 229-50-1 dated 5th October 1950.

(G.O. No. 11958-12037 CB. 229-50-2, dated 28th November 1950).

(5) The letterheads and envelopes of the State vigilance Commissioner are embossed with the State Emblem in red ink.

(6) The letterheads and envelopes of the Deputy Commissioners and Officers of similar status are embossed with State Emblem with a circle around in red ink.

(7) The D.O. letterheads of the Chief Justice may be embossed in blue and those of puisne Judges in red, the Emblems being the same as those approved in the letter No. N. 12262-Mis. 41-52-3, dated 13th September 1952 and letter No.M.1012-50-51, dated 4th February 1953.

G.O. No. M. 24999-P. & S., dated 10th March 1953).

(8) The letterheads and envelopes of the Chairman and members of the Public Service Commission including the Secretary are embossed with the State emblem in red ink.

(9) The letterheads and envelopes of the Speaker and Deputy Speaker of the State Legislative Assembly, Chairman, Deputy Chairman of the State Legislative Council, including the Secretary to the Legislative are embossed with the State emblem. The words "Speaker, Legislative Assembly, Mysore", "Chairman, Legislative Council, Mysore", "Deputy Speaker etc.," "Deputy Chairman etc.," may be inscribed around the State Emblem to be embossed on the letterheads and envelopes.

(10) The embossed letterheads of the Members of the State Legislature, containing only the words "Member, Legislative Council or Assembly, Mysore" around the State Emblem may be prepared and made available for sale to the Members at reasonable price to be fixed by the Director of Printing, Stationery and Publications.

(G.O. No. LD 1903-1905/L. A. 85-54-2, dated 26th February 1955).

(11) The Advocate General is supplied with the embossed stationery and is included in the List of Officers entitled to the use of embossed stationery.

(Government letter No.M. 16791/P. & S. dated 20th November 1954).

(12) The new State Emblem adopted by the Government of Mysore should be used for all

invitation cards for the Birthday and Dasara Festivities and on all Official invitations.

(Government Letter No. 6376. dated 14th August 1952).

(13) Letterheads of officers of and above the rank of Deputy Commissioners and other officers specially included will be printed (embossed also where permissible) at the Government Presses, without the names of the officers.

(G.O.No.E.2670-720-P.&S. 76-21-4. dated 14th October 1922)

Inland Letter forms

43. Inland letter forms are also available with skeleton address lines printed thereon, for supply to all Government offices on indent. Free use of these forms may be made for all short correspondence and interim replies without any enclosures for transmission by post.

(G.O. No. GAD 120 OOM 62, dated November 1962 issuing economy and austerity measures).

Use of cards

44. Acknowledgment cards with additional items of interim enquiry reply are also printed and

are supplied to the Government Officers on indent. These must be invariably made use of.

Question Papers

45. The printing of the question papers for the several Public Examinations of Universities and other Examining bodies in the State is undertaken in the Government Presses on payment basis, under separate orders of Government, suitable remuneration being also payable, in addition, to the officers of the Press for personal supervision.

Civil List

46. The State Civil List is printed once a year as a measure of economy as on 1st July of the year and distributed in accordance with the instructions issued by Government on each occasion. Members of the State Legislature and of Parliament representing the State are also entitled to the supply of a copy of the Civil list. In addition copies are also made available in the Government Central Book Depot, Bangalore for sale to the members of the Public.

Calendars and Diaries

47. Government Art Calendars, Desk Diaries, Engagement Diaries and Sheet Calendars or similar publications are printed and published under the authority of Government, every year for supply to

officers of Government for official use at the scales noted below:-

(1) For the use of the Governor and his Secretariat.-As per requisition.

(2) For the use of Chief Minister, other Ministers, Deputy Ministers, Parliamentary Secretaries and their Establishments, Chief Secretary and other Secretaries to Government, Deputy Secretaries and Under Secretaries.-As per list received from the General Administration Department.

(3) For the use of Chief Justice and other Judges and officers of the High Court.-According to the requisition.

(4) For the use of the Chairman, Speaker, Deputy Chairman and Deputy Speaker, Secretary and other officers of the State Legislature.-As per requisition.

(5) For the use of the Chairman, Members of the Public Service Commission, and State Vigilance Commissioner and other officers and similar status.

(6) For the use of the Heads of Departments and Officers of and above the rank of Deputy Commissioners.

- (a) Art Calendar At the rate of one
- (b) Special Desk Copy of each to
Diary. each officer.
- (c) Engagement
Diary.

(7) For the use of Class I Officers. Special Desk Diary. At the rate of one copy to each officer.

(8) For the use of Class II Officers, Class III Managers and Superintendents and Executive Officers. Ordinary Desk Diary-At the rate of one copy to each officer.

(9) For the use of the Non-Gazetted Class III and Class IV Government Servants other than Managers and Superintendents and Executive Officers-At the rate of one copy each per head-Sheet calendars-English and Kannada.

(10) In addition, each Government Office may indent for copies of sheet calendars, English or Kannada, at the rate of one copy for every ten officials to be mounted on card board and hung at a prominent place.

(11) Members of the State Legislature and of Parliament representing the Mysore State are also entitled to a copy each of Government Art Calendar, Special Desk Diary and Engagement Diary every year during the term of their membership.

(G.O. No. LAW 19 LGR 60, dated 17th September 1960 and subsequent order).

(12) Former State Minister and other Minister Retired Judges of the High Court and – Retired Officers of and above the rank of Heads of Departments are supplied with a copy of Government Art Calendar and Special Desk Diary as a matter of courtesy.

(13) Similarly, the Director may supply one set of the publications to all Heads of Printing Departments of other States and to the Chief Controller of Printing and Stationery and the Controller of Printing, India and similar officers.

(14) In addition, the Director may at his discretion utilize 100 copies of Art Calendars and Special Desk Diaries to be supplied to persons with whom the Government Press may have contact in official work.

Supply of Government Publications and Stationery to the Members of the Legislature.

48. Members of the Legislature are supplied with the following publications free of cost by the Director of Printing and Stationery:-

(1) All parts of Mysore Gazette whether Ordinary or Extraordinary ; Members may ask for either English or Kannada versions;

- (2) Copies of annual volumes of Mysore Acts;
- (3) Civil List;
- (4) Calendar and Diary and Engagement Diary.

The Heads of Departments, the Director of Information and Tourism and the Secretaries to Government will supply to the members the Administration and other reports and publications including Press Notes.

The Legislature Secretariat will supply the members with copies of proceedings of the Assembly and Council.

During meeting days the members are supplied with letter pads and envelopes embossed with the State emblem and the inscription 'Member, Mysore Legislative Assembly/Council'. This supply is limited to a letter pad of 25 sheets and a packet of 25 envelopes per member per month.

Members are also supplied on payment at prices fixed by the Director of Printing and Stationery with embossed letter papers and envelopes of superior quality. Members may obtain these from the Accounts Branch of the Legislature Secretariat on payment.

(Extract from Handbook for Members issued by Mysore Legislature Secretariat, Bangalore).

Provision of Funds and adjustments of Bills by Paying Departments

49. (1) Each of the Paying Departments, officers and institutions should make provision in its budget estimates for payments to the Press for the ensuing year and intimate the same to the Director of Printing, Stationery, and Publications.

The payments including those for Text Books, thus received will, however, figure only as receipts of the Press and will not be available for meeting the expenditure of the Press.

(Revenue Secretary's Letter No. E. 6256-P. & S-5-22-20, dated 23rd May 1923).

(2) With a view to speedy recovery of revenue, however, Government are pleased to direct that all paying Departments will take steps to adjust, within a month of their receipt, bills on account of stationery supplied to, or printing work done for them, at the Government Presses. The Director of Printing, Stationery and Publications will report to Government all cases in which the adjustments of Bills is delayed for more than three months.

(G.O. No. 2661-7 P.&S. 65-21-11, dated 14th October 1922).

Controlling Officer for Stationery and Forms in Departments

50. (1) Government have, in their Order No. ED 234 UPS 62, dated 4th July 1963, directed that one of the Gazetted Assistants of each Head of the Department should be designated as Ex-Officio Controller of Stationery and Forms in their respective departments, and these officers, should be responsible for the proper indenting, accounting, and economical use of stationery articles and forms in their departments.

(2) It is the duty of these Departmental Controlling Officers to call for the indents for forms and stationery from the subordinate offices in advance of the scheduled time in the prescribed form and check the items supplied to the offices previously and utilized by them and the closing balances as well as the quantities indented for next year which should be normally based on the average consumption during the past three years. These indents must be consolidated in the Central Office and sent in duplicate to the Director of Printing, Stationery and Publications in time. Where the supplies of forms and registers are to be made to each subordinate office, under orders of Government, the indents of such offices may be scrutinized, countersigned and forwarded to the

Director, in duplicate. The Departmental Controllers should also observe and enforce the rules of economy and austerity in the use of forms and stationery in their subordinate offices as well as in the Head Office.

**Reduction of printing works, in the Government
Presses and Rules of economy and austerity
measures in the use
of forms**

51. (1) Government have been issuing instructions from a long time about the need for restricting the Government printing works to the barest minimum and the economy and austerity measures to be practiced in the use of forms, registers and stationery articles.

(2) As a rule all works requiring a large number of copies and works which do not require considerable proof correction are more economically carried out by cyclostyling than by the printing process. Works requiring immediate attention can also be speedily attended to by cyclostyling provided they do not exceed two or three pages each and the number of copies is less than 500.

Use of obsolete Registers and forms

(3) The stock of obsolete registers and forms found during the inspection of the several Government Offices, by the Director of Printing and

Stationery or his subordinate officers or departmental inspecting officers, may be utilized for printing big and small docket forms, etc., and supplied in consultation with the Heads of Departments concerned, in addition to a small quantity being printed on clean paper and supplied.

(G.O. No. E 4701-50-P. & 25-22-3, dated 1st February 1923).

Proofs. Transmission and Return of Proofs

52. (1) Proofs should not be called for in ordinary cases. It will be left to the Presses to examine the proofs carefully according to copy and print off copies.

(G.O. No. 1574-1607 Edn. 38, dated 28th July 1897).

(2) In important cases where the department concerned desires the proof, two proofs may be sent, with a request to return one set of proofs to the Press, within a reasonable time, which may be fixed in each case.

(G.O. No. 3800-833-Mis. 726, dated 22nd November 1897).

(3) Heads of Departments and other officers are requested to see that (i) the original copy is prepared with sufficient care, to avoid

considerable attention in the Proof; (ii) Proofs are not ordinarily called for, more than twice and (iii) no avoidable and undue delay occurs in review of proofs and dispatching the same to the Press.

(G.O. No. 148-86-Mis. 735, dated 4th July 1899; No. G. 5755-94-G. P. 24-12-11, dated 11th June 1915).

(4) Proofs should be revised, as a general rule, by capable examiners in the Press and in important cases by the Gazetted Officers of the Press before they are passed for printing. In special cases, the department concerned will call for final proof for scrutiny; except in unavoidable cases, corrections in the final proofs should be few. The Press will be responsible for seeing that no corrections are rendered necessary by reason of careless work on the part of its staff.

(5) It may cost more to make extensive corrections in a proof than to reset the type. Hence it is absolutely necessary to prepare the Manuscript of 'Copy' for the Press and thus avoid excessive 'author's corrections' in the proofs. This is very important and essential in the case of matter to be set on the Linotype Composing Machines, and the Government Press receiving the work should return originals not edited to be edited before starting the work. The corrections in the proofs must be marked, using correct Proof Reader's signs in accordance with the list of Proof Reader's marks

and instructions and specimen proof corrections chart printed in the Press Manual.

(6) when matter has to be corrected by more than one person, the corrections made by all should be carefully and clearly transferred to one proofs once corrected and returned, are recalled from the Press, any additional corrections should be made in ink of different colour to avoid mistakes. Proofs should be corrected only in ink and not in pencil.

(7) Return of Proof to the Press; (a) No proof of ordinary jobs should be kept by the department or office concerned for more than a fortnight. (b) If the proofs are not returned with 'Print Order' within a fortnight, the Director of Printing and Stationery may break up the type matter and utilize it for other works without reference to the department concerned. (c) Should any department or office desire that owing to any special reason the type should be kept standing for a longer time, the special sanction of Government should be obtained.

(G.O. No. G. 14981-90-P. & S. 54-18-2 dated 18th January 1919).

Issue under the authority of Government

53. No departmental publication should purport to issue under the authority of Government unless their approval has actually been obtained thereto

The grant of permission to have a publication printed should not be regarded as approval to its issue "under the authority of Government".

(G.O. No. 603-52-G.M. -13-6, dated 24th July 1913).

54. **Binding work** :- The following instructions are issued to regulate binding works in Public Officers:-

(1) As a rule each office will arrange for its own binding, the work being attended to by the mutchi (a senior literate Class IV official) attached to it. If there is no such official on the Establishment, the work may be entrusted either to the Government Press in cases, falling under the next rule or to private agency, the cost in the latter case being met out of the contingent allotment of the office concerned, except those of Mysore Government. Secretariat which will be done free of cost at the Government Presses.

(2) Works of a special character, such as Law Reports, Scientific and Technical Journals, Office and Departmental Manuals, Administration Reports, Census Reports, Registers of Courts and Treasuries and Standard works of permanent reference, but not Gazettes, should normally be got done only at the Government Presses. The Heads of Departments should carefully scrutinize and select the works to be bound. Subordinate offices should

obtain prior approval of the Head of their Department before sending any work for binding to the Government Presses. If the Government Presses are unable to undertake the work, the departments may entrust the work to approved private presses or binderies after obtaining competitive quotations and pay for the work out of their contingent grant.

(G.O. No. AD/15 TSP 60, dated 27th April 1960).

(3) The Director of Printing, Stationery and Publications will also have the discretion to undertake or not, and unusual demand for binding work, which was not anticipate nor provided for within the budget grant. In case of doubt the requisitioning officer may be asked to obtain the sanction of Government.

The work of binding of Law books, Law Journals and Law Reports etc., relating to the several Subordinate Court in the State will be attended to at the High Court Press Bangalore and the Government Branch Presses at Mercara Dharwar and Gulbarga and 15 additional posts of Foreman Binders and Assistant Binders have been sanctioned for these Presses for one year for this work.

(G.O. No. FD 2 PET 70, dated 28th March 1970).

(G.O. No. LAW 123 LCE 70, dated 12th April 1971).

(G.O. No. LAW 50 LCE 72, dated 26th April 1972).

(4) Private works should not be undertaken in the Government Presses, unless with the special sanction of Government, in accordance with the rules thereof.

Styles of Binding

55. With a view to reduce the expenditure incurred in 'binding' in Government offices and to regulate the style of binding for different classes of registers, books and publications, Government are pleased to issue the following instructions:-

(1) The practice of binding in full leather, for purposes of presentation, a few copies of some books printed and the Government Press should be discontinued.

(2) Gilt lettering, which is resorted to rather to freely, should also be discontinued.

(3) The highest class of binding that should be done on the requisition of any department will be full calico with leather back and corners. This should be asked for only in respect of

valuable and important books or registers of permanent value.

(4) Full calico is all that should be used for valuable or important books.

(5) All other books, special copies of all periodical publications and registers required to be preserved for three years or more need be bound only in cardboard with calico back.

(6) Ordinary copies of periodical publications of more than 100 pages should be bound with paper covers and calico back.

(7) In all other cases only paper cover and back should be used.

(8) Binding charges will be disallowed in the contingent Bills of all offices. The mutchies in each office should prepare covers and do all ordinary binding and binding of registers of temporary use.

(G.O. No. G. 3267-3304-G.M. 153-03-04, dated 14th December 1904)

(9) Binding in full leather with gilt lettering should be undertaken only on the requisition of the Private Secretary to the Governor or the Personal or Private Secretary to the Chief Minister or any

Secretary to Government or from any Officer specially authorised by Government.

(G.O. No. G 22006-65 P. & S. 7-20-4, dated 20th May 1921 and No.M. 21782-83 P. & S. 88-54-2, dated 29th January 1955).

Supply of Civil List, Mysore Code, Mysore Acts, Central Acts, Mysore Civil Services Rules, Treasures Code, etc.

56. It is not necessary to consult the Education Department of the Secretariat in this regard as none of the publications mentioned above pertains to the Education Department. The Heads of Departments may approach their administrative Secretariat Departments concerned which in turn will issue necessary orders to the Director of Printing, Stationery and Publications, with the concurrence of the concerned Secretariat connected with the particular publication, e.g., General Administration Department in case of Civil List, Law Department in case of Mysore Code, the Finance Department in case of Mysore Civil Services Rules, Treasury Code, etc. It is not necessary for the administrative Secretariat Department concerned to consult the Education Secretariat also before the Director of Printing, Stationery and Publications is authorised to supply the necessary publications.

(G.O. No. ED 229 UPS, dated 29th October 1958)

Minimum number of copies to be printed and Distribution Lists to be sent.

57. Government in their Circular No. ED 70 TPS 67, dated 18th April 1967 (and the Director of Printing, Stationery and Publications in his Office Order No. 103, dated 6th June 1967) have directed that the number of copies of any Government or Departmental publications whether priced or unpriced that are required to be printed, should be restricted to the bare minimum requirements of Government other offices and the Public (Where necessary), and all indenting offices should calculate this minimum quantity and forward a Distribution List of the printed copies of the publication sent to the Government Press for printing. This applies all the more to the publications of passing interest and that may be in force for a short period. The officers of the Press and the Work Docket Issue Clerks should invariably insist on the Distribution List including copies required for sale to the public, if any, at the time of undertaking any work. This is to avoid huge accumulation of unused books in the offices and unsold books in the Government Book Depot and avoid wastage of labour and materials in the Press.

Some Rules of the Manual of Contingent Expenditure

58. The Manual of Contingent Expenditure prescribed the following Rules.

Printing : (a) The printing work of all Government Offices or institutions should invariably be got done at the Government Presses.

Note:- Departmental Officers should make use of Rubber Stamps for inscribing short headings and addresses on covers and not get them printed. The rubber stamps required for these and other purposes by the Government Officers situated in the City of Bangalore, should be obtained from the Director of Government Printing on indents, and those required by the Offices outside the City of Bangalore may be got prepared locally after inviting quotations.

(b) The Director, Government Printing, is required to do all the printing work authorized by standing orders, on the requisition of the Heads of the Departments or other officers of Government authorized in this behalf. Such works will not be charged for except in the following circumstances:-
(1) Printing work done in connection with a scheme Plan or non-plan, of which the whole or a portion of the cost is recoverable from other Government or non-Government sources;

Note :- An order placed under this rule should not cover more than one scheme.

(2) Printing work done in connection with the elections to the State and the Central Legislatures; Villages Panchayats and Taluka Boards;

(3) Printing department text books and material connected with public examinations of all kinds including those conducted by the Mysore Public Service Commission;

(4) Printing work pertaining to Public Works (including Hydro-Electric works) for which separate capital accounts are kept;

(5) Printing work of Government Commercial Undertakings including the Mysore Government Insurance Department.

Note:-Charges incurred in transmitting printed forms and books from the Government Presses to the several mofussil stations, as well as delivering them locally, will be met out of the contingent allotments of the receiving offices concerned. The Director of Printing, Stationery and Publications, Bangalore, as well as the officers in charge of the several Government Branch Presses are accordingly authorized to adopt 'To pay' system when consignments are booked by rail, the cost of carriage for supplies delivered locally being likewise paid by the offices receiving them.

(c) With the general or special sanction of Government, printing work of offices or institutions

of the Central or other State Governments, and of Corporations or other non-Government bodies can be undertaken by the Government Press. All such works shall be charged for.

Note :- A departmental charge at 10 per cent shall be levied on the actual charges for the printing work done in respect of offices, departments or institutions covered by Exceptions (1) to (5) of clause (b) and by clause (c).

(d) No printing work pertaining to Government offices or institutions should be got done in private presses without the general or special sanction of Government or such other authority to whom Government have delegated the power. Such sanctions are subject to the following conditions:-

(i) that it is not possible for the Government Press to undertake the particular printing work within the time required by the Government office or institutions, concerned.

(ii) that the cost of such printing can be met from the sanctioned budget allotment of the Department concerned.

(iii) that the work is entrusted to the Private Press after calling for tenders and where the work has to be entrusted to a private press without calling for tenders for valid reasons, the rates claimed by the private press should be certified to

be reasonable by the Director, Government Printing. Payment of rates higher than those passed by the Director requires the prior approval of Government.

Certified to the above effect should be duly recorded in the relevant bills under the signature of the drawing officer.

Note :- In the case of Government Commercial undertakings, it is not obligatory to entrust their printing work to the Government Press. The same may be got done at private presses at the discretion of the Head of the Department or officer concerned.

Books and Publications

59. (a) Books which are required to be purchased may broadly, be classified under the following three heads:

(1) Ordinary books of reference required by all offices;

(2) Books of reference relating to the special work of particular departments;

(3) Books for departmental libraries and for granting prizes.

(b) The heads of offices will be authorized to buy books coming under class (1) subject to such restriction about the number, value, etc., as the

heads of departments concerned may consider necessary to impose. Heads of Departments will define which of these books are necessary. The cost of such books will be treated as an ordinary item of contingencies and admitted in audit if passed by the counter signing authority.

Note :- One dictionary may be purchased for each office or each section under the separate charge of a Gazetted Officer at prevailing market rates. Dictionaries should not be purchased for supply to smaller offices or sections not under the separate charge of a Gazetted Officer.

(c) As regards books coming under classes (2) and (3) the power to purchase them whether for their own office or for the offices subordinate to them, is delegated to heads of departments subject to the condition that the purchases should be strictly limited to the specific allotments, if any, made for these purposes in the annual budgets as sanctioned by Government. In cases in which there are no specific provisions in the Budget, the charges will be treated, in the same manner, as ordinary items of contingencies. The head of the department or other authority competent to sanction the purchase of a book should before according sanction in any case satisfy itself that the book is clearly necessary for the discharge of official duties. This condition does not apply to purchase of books for the Library, etc., under (3). As for the particular books that can be bought as coming under classes

(1) and (2), the selection will be left to the heads of departments.

Official Priced publications

(d) Any head of a department may obtain, if really necessary, copies of the Administration Reports and the like, issued by the corresponding departments of other State Governments on an exchange basis, or if the department of the other Government does not agree to exchange, on payment.

Heads of departments are authorized to purchase direct from the Manager of Publications, Civil Lines New Delhi, the publications of the Government of India required by them, if they are not being supplied free and if they are required for reference for official purposes.

(e) Official Publications should be supplied to Government offices only under instructions from Government. For such supply, no payment should be required. For extra copies payment has to be made out of the contingent grant. Local Bodies can obtain, on payment, copies of such publications from the office where they are for sale.

(f) All heads of departments are authorized to order free supply from the Government Book Depot of Government publications priced or valued not more than Rs. 10 required for reference in

subordinate offices under their control, subject to an annual limit of Rs. 50.

Note :- The Director of Printing, is empowered to write off the accounts of the Government Book Depot, books which are Government publications, supplied to Government offices under competent authority, reference being made to Government in doubtful cases.

(Purchases of books and publications have also to be regulated on the basis of financial powers delegated to several officers.)

Special Austerity and Economy Measures

60. Government in their Order No. GAD 129 OOM 62, dated 21st November 1952 have issued the following special austerity and economy measures, under economy in paper and printing, among other things:-

- (1) Costly paper to be used sparingly;
- (2) One side printed obsolete forms and old papers to be used for drafting and office copies;
- (3) Both sides of papers should be used;
- (4) Projects for printing of new publications be carefully and rigorously scrutinized before ordering its printing;

(5) Existing periodicals and journals should be reviewed both as regards their continuance and frequency;

(6) Existing forms and registers should be subjected to careful review for elimination, amalgamation or reduction;

(7) Complimentary slips to be used instead of letters for forwarding stenciled, printed or other literature;

(8) Economy slips should be used for old envelopes and covers;

(9) All typewritten matter should be single spaced;

(10) Printing of calendars and diaries on costly paper should be discouraged;

(11) Smaller envelopes should be used as far as possible; all letters addressed to the same office on any day should be sent in one cover. Inland letter form should be used where there is only one letter addressed to an office on any day instead of a letter paper and envelope.

61. Government have again, in their Circular No. GAD 2 ONE 63, dated 6th February 1963, issued further instructions, in continuation of the

above circular of 21st November 1961, regarding Austerity and Economy Measures.

Supply of Paper

(1) Obsolete forms etc., which are blank on one side should be used. It is necessary that old records are weeded out and all waste forms with blank sides returned to the Government Press or are accounted for and made use of in the concerned offices. When using obsolete forms and one side sheets it is better to turn the sheets upside down so that obsolete matter is inverted.

(2) Forms should be printed on both sides of paper instead of leaving one side blank and only cheap and suitable paper should be used. The use of costly Azurelaid paper for note sheets, draft forms, etc., should be discontinued forthwith and Azurelaid paper should be used only for writing judgments.

(3) Whenever there is an indent for supply of forms, the indenting officer should record a certificate to the effect that "the previous supply has almost been exhausted and only the minimum quantity required is now claimed".

(4) Introduction of new forms should as far as possible be suspended during the period of emergency. The Head of the Department concerned should obtain the approval of the Government with

the concurrence of Finance Department before passing it on to the Government Press for printing.

Publications in the Mysore Gazette

(5) In respect of tender notifications only brief abstracts may be published in the Gazette and that only in one issue of the Gazette and the details of such notifications may be published on the Notice Boards of concerned offices and cyclostyled copies of notifications sent to persons interested in the tenders. Only such matter may be published in the Gazette for which there is a statutory obligation and all other matter given publicity by other suitable methods.

General

(6) Supply of file Boards, file wrappers, paper and other stationery articles like typewriting materials should not be indented in a liberal manner as the Director of Printing and Stationery can meet such indents only in a restricted manner. Printing and Distribution of Government Orders, Official Memorandum etc., Mysore Acts, Ordinances and Rules and Annual Volumes of Mysore Central Acts, etc.

62. (1) Government in their Order No. GAD 209 OOM 65, dated 21st December 1965, have issued instructions that a bulk quantity of not less than 4,000 copies of each Government Order and

Circular of general interest should be printed and the required number of copies, as per Distribution statement for the several departments of Government along with special dispatch covers should be sent to the concerned administrative Departments of the Secretariat for further transmission to the Departments under their control. The Secretariat Department should give a clear margin of three days notice to the Director of Printing in respect of small Government Orders of a page of printed material or less and not less than a week's time in respect of orders in excess of that length. The above Government Order of 21st December 1965 is printed in the Press Manual.

(2) Government Order No. LAW 37 LMA 65, dated 20th July 1966 issuing instructions for printing and distribution of copies of Mysore Acts to the several offices in and outside the State and also for sale at the Government Central Book Depot is printed in the Press Manual.

(3) Government Order No. LAW 38 LMA 65, dated 20th July 1966 issuing instructions in the matter of reprinting and distribution of copies of Mysore Acts and Rules published from time to time, to the several offices in and outside the State and also for sale to the public at the Government Central Book Depot, Bangalore is printed in the Press Manual.

(4) Government Order No. LAW 39 LMA 65, dated 20th December issuing instructions for printing and distribution of Annual Volumes of Mysore Acts to the several offices in and outside the State and also for sale to the public at the Government Central Book Depot, Bangalore is printed in the Press Manual.

(5) Government Order No. LAW 32 LMA 60, dated 18th December 1961 issuing instructions for printing and distribution of Central Acts to the several offices in and outside the State is printed in the Press Manual.

(6) Other Government Publications such as State Civil List, History of Services of Gazetted Offices, Departmental Manuals and Codes, etc., printed and published under the authority of Government will be distributed (and also kept for sale where necessary) according to special instructions in each case.

The Imprint

63. Section 3 of the Press and Registration of Books Act No. XXV and the Mysore Rules framed there under direct that every Book, Map, etc., printed, lithographed or cyclostyled shall bear an Imprint on the title page or on the back of the cover or in some conspicuous place at the beginning of the book. This Imprint shall contain the name or designation of the Printer, name of the Press and

the Place, where it is situated and also the year of printing. Besides this legal imprint a statistical imprint containing the abbreviated initials of the Press, the work order number, number of copies printed and the date of printing should be printed at the end of the book or forms, Registers, etc. The legal imprint may not be necessary in the case of blank forms, registers, invitations, question papers, etc.

CHAPTER III

Printing and Supply of Forms

GENERAL NOTES

Classification

64. Forms include any printed works in which additional matter has to be filled in; also bound registers, labels, envelopes, 'flags', letterheads, circulars, etc., which are used regularly by the indenting officers. These are to be printed only when it is more economical to resort to printing than to employ cyclostyling or clerical labour or when they are to be submitted to Government in print.

Standardization of Forms

65. Government of Mysore realized the necessity for preparing a comprehensive standard list of forms in use in each Department of the State Government and directed in their Order No. 2139-2192/EAD. 444, dated 19th May 1930 that these standard lists of forms and registers used in each Department should be prepared under the direction of the Efficiency Audit Officer in consultation with the Superintendent (now Director) of Printing and Stationery and the concerned of each form, the authority under which it is prescribed and its frequency and instruction as regards its printing and supply in respect of all forms, etc., regularly used in every office of the Department. The forms,

etc., required casually and in a few offices of the Department were to be shown separately. Since then, the forms and registers, etc., in use in the several Departments are being gradually standardized and as many as possible made common to all or most of the Departments. The printing and supply of any new forms or registers not prescribed under any authority or statute, requires prior sanction of Government.

Classification of Forms and procedures for printing

66. (1) Forms and Registers, etc., may be grouped in the following classes.

(a) Common forms and registers such as Receipt ('Form') and Despatch ('To') Registers, Attendance Registers, Docket Forms.

(b) Financial forms and Registers which are prescribed for use, under the several financial codes and Manuals, such as Pay Bill forms, Acquittance Rolls, Cash Books, Bill Books, Cheque Books and Receipt Books, etc.

(c) Departmental forms which are those peculiar to each Department or two or more allied Departments.

(2) Stock forms are those used by more than one Department and are printed and stocked in the Government Presses and supplied to several

offices on the sanctioned indents annually. These forms are printed and stocked and supplied on indents and a minimum stock of these maintained, and the stock got replenished well in time before it is exhausted. Common and Financial forms are examples of this class of Forms.

(3) Departmental forms like Revenue, Civil Criminal, P.W.D. and others are printed on the basis of indents of the offices concerned which are consolidated and stocked only till they are distributed and supplied to all offices. The Government Press will not ordinarily maintain stocks of these forms.

(4) Special forms and Registers, etc., prescribed under the statues are printed and supplied to several Local Bodies, Corporations, Municipalities and other Autonomous Institutions on advance payment. The indents for these forms and Registers should be countersigned by the controlling authorities. Several forms, registers, Bill Books, Receipt Books, Cheque Books, prescribed, in the Municipal Account Codes, Manual, Local Boards and village Panchayat Account Rules are to be printed under security conditions in the Government Presses and supplied on advance payment to the offices and institutions, on indents.

Surplus forms

67. If any office has, at the time of indenting, any large stock of any form likely to last longer than

the period covered by the indent, the surplus should be reported to the Director of Printing, Stationery and Publications, who will issue instructions as to its disposal. It should be more economical to distribute such surplus amongst those who require them direct from the office reporting the surplus stock.

Some approved works

68. The following are some of the approved works and instructions conveyed in the Government Orders noted under each.

(1) Supply of certain forms and registers and Rubber Stamps, etc, made to the Accountant General, Mysore, have to be charged.

(G.O. No. M. 3005-P. & S. 2-50-4, dated 17th May 1950).

(2) Printing and supply of question papers and answer books to the Stockmen's Training School, Hebbal free of cost as in previous years is authorized.

(G.O. No. M. 3872-P. & S. 2-50, dated 31st May 1954).

(3) The revised procedure suggested by the Director of Printing and Stationery, Bangalore, is sanctioned in respect of supply of R. R. Forms

direct to the Deputy Commissioners of Districts on receipt of consolidated indents from them, including the requirements of all the Taluks in their respective districts and the Deputy Commissioners distributing the supplies to individual taluks which procedure will save some transport charges and facilitate quick payments.

(G.O. No. M. 10779-82-P. & S. 39-50-2, dated 21st September 1950).

(4) Government sanctions the printing and supply of several varieties of tickets for the Sri Chamarajendra Zoological Gardens, Mysore at the Government Press free of cost and the sale proceeds of the tickets may be got credited to the Treasury.

(G.O. No. A.F. 5268-70. G.G. 10-50-5. dated 16th September 1950).

5) The Director of Printing and Stationery has been authorized to supply free of cost Stationery articles and financial forms and registers to the 52 Rural Industries Centres subject to Stationery Rules and economy orders of Government, this supply being made direct to the Ten Divisional Centres for distribution among the several Industries Centres under their control.

6) Certain special forms and registers which are peculiar to Rural Industries Centres may be got printed in private presses by the Director of

Industries and Commerce and supplied to the Centres, the required paper being obtained from the Stationery Depot after furnishing the samples of Forms, etc., to the Director of Stationery and Printing, Bangalore.

(G.O. No. M. 22587-P. & S. dated 25th June 1949).

7) It is directed that the principle that all Government Departments of a Commercial or Industrial nature like the Directorate of Sandal Oil Factory, Bangalore, should pay for the supplies received by them or services rendered to them is correct and payment may be enforced in such cases.

(Government Letter No. 6529, dated 11th November 1959).

Care in the use of Forms

69. (1) It is reported that there is considerable misuse of printed forms and registers and that it is not unusual that the printed forms and registers are being used for purposes entirely different from that for which they are intended.

(2) The Heads of Departments and other Officers are therefore requested to see that the forms and registers are used sparingly and with

care and that misuse and waste are avoided in their offices and the offices under their control.

(G.O. No. M. 17308-498-P. & S. 56-50-1, dated 14th December 1950).

Note on Designing of forms

70. It may not be out of place to narrate here the modern trends adopted in designing the several forms to conform to the requirements of modern office organization.

A form is a pattern on paper with or without headings printed or cyclostyled with or without ruling, arranged to record date, statistics, information, etc., for purposes of accumulation, calculation, recapitulation, comparison, instruction or simple reference. A well designed form has a functional beauty of its own. Pleasing balance in pattern elements, legible types, add to the efficient use of the form. Therefore, sufficient care and thinking must be bestowed on designing a form pattern.

The general requirements of an efficient form design are as follows:-

- 1) The purpose of the form must be clear from the title headings, etc., and the physical appearance should create interest and invite its use.

2) Important or Key information must be placed at the top or other position easy to locate, for quick posting and reference.

3) Fill in spaces and accompanying headings must be so arranged as to facilitate entries in logical manner.

4) Horizontal and vertical spaces for entering should provide enough room for legible writing or typing of all details.

5) Size and other paper specifications should conform to suitable sub-divisions of Metric size paper.

6) Spaces for columns should be determined not by the space occupied for the headings, but by the space necessary to fill in the columns and economy should always be kept in view.

Thus the form should pass through three stages:

- i) The purpose and particulars of the form;
- ii) Designing the form pattern;
- iii) Production of the form.

The Department which employs these forms should furnish the purpose and particulars of the form or register whenever a new form/register is to be introduced.

The must be a Special Staff in a Central Office of each Department to deal with the designing of the Form pattern with a view to secure uniformity, economy and to avoid redundancy.

Great deal of pains is to be taken by the Departmental Experts in prescribing the form and the particulars it should contain. But the designing work is usually treated as of minor importance and is entrusted to rather inexperienced or raw hands or to the typist to type as convenient. It is here that the purpose of the form fails. An experienced hand will place the sequence of the matter on all associated forms in the same order while an inexperienced hand will do it haphazard. Having decided the size and particulars of the form, the designer should prepare a layout placing therein all particulars in the proper sequence and indicating the types to be used and the space to be allotted for each item and submit it for the approval of higher authorities.

At this stage any change may be easily carried out. It is erroneous to think that bigger types are more easily readable than smaller types. Readability depends much on the style and face of types used and white space allowed round about. The quality and substance of the paper to be used for the work should be settled in consultation with the Printing Department, depending on the duration of handling and preservation of the form and also on its importance.

A considerable portion of the expenditure of the Printing Department is on Forms and Registers and *all possible measures of economy, consistent with utility have to be adopted in the designing and the printing of the forms.* This work should therefore receive particular attention of all concerned with it.

The Director of Printing and Stationery is the Officer competent to deal with the production of the form/register.

RULES RELATION TO SUPPLY, STOCK AND ACCOUNTING OF FORMS.

71. The following are the Rules relating to supply stock and accounting of forms approved in G.O. No. AF. 6321-4 P&S 44-40-4, dated 15th May 1942 and G.O. No. M. 25456-555-PQS-52-2, dated 25th March 1953 and modified subsequently, together with the cycle of Indents (Appendix C) showing the Sl. No., Name of Department or Office, Latest Date of receipts of Indent in the Press, latest date of supply and the period to which the supply relates.

Definition

(1) (a) Forms include any printed work in which additional matter has to be filled in, in ink or pencil; also labels, envelopes, 'flags', and bound registers, if printed, colour-embossed to ruled and blank circulars, etc., which are used regularly by

the indenting offices. Forms may, subject to these rules, be printed when it is more economical to resort to printing than to employ clerical labour, or when returns or forms have to be submitted to Government by departments in print.

(b) Standard Lists – These contain the details of forms used in each department including financial and common forms with full particulars of size, number of pages in each register, nature of bindings, period of supply and maximum quantity to be supplied.

General and Standardized Forms

2) Classification:- Forms are grouped into the following classes :-

a) Standard Forms :-

i) Standardised Stock Forms:- General or 'Common'. i.e., common to departments or office and contained in Appendix A, Financial forms included in MFC Volume I, for supply on indents to certain offices as units of consumption or for further distribution where necessary.

ii) Standardised Departmental :- Special to one or more departments or offices, arranged in groups according to their nature, and supplied on indents as Class (i) above.

b) Standard Temporary:- Such as Record of Rights, Cattle Census, Weaving Demonstration work, etc., the necessary for which cannot be foreseen at the time when the annual indents are prepared and in regard to which the period during which they will be required is not known. These are supplied on special indents as required.

c) Special :- Forms which for departmental reasons have been excluded from the above lists, or printing of which on occasional indents has been sanctioned by Government. These involve considerably greater expenditure than the printing of standard forms and they should be restricted as much as possible.

d) Forms supplied on payment:- In the case of forms, such as those of quasi-Government and commercial concerns under the Industries or other departments, etc. the cost of which is recovered direct from the departments, etc., the indents are sent direct to the Press as per Cycle of Indents.

e) Forms prescribed by Government under the various Acts in force, and supplied on payment to the public through the Department or sold directly at the Book Depot. These forms will be printed on special indents and supplied six weeks after the receipt of indents.

3) Every standard printed form shall bear a heading in small type at the top, indicating its class, and departmental number. Thus: "Revenue 15," shows that it is a Revenue form and its Departmental number is 15. It shall also bear an abbreviated imprint showing the Work Docket Number, the Press where it is printed, the number of copies struck and the year it is printed in. Thus: WD 02025-GPB-2, 000-1960 shows that the form bears 02025 as its Work Docket Number, that it was printed at the Government Press, Bangalore, that 2,000 copies were printed and that they were printed in the year 1960. Where the W.D. Number is prefixed by the letter 'P' it indicates that the work is a chargeable one.

4) Standard forms are supplied only from the Government Presses, and they should on no account be printed in a private press whatever be the number required, nor any additions be overprinted on such forms without the sanction of Government.

5) Files of Standard Forms are maintained at the Government Press for purposes of reference and not for issue or loan. Every officer should keep files of all classes of forms sanctioned for use in his office. Files are not made up in the Presses for this purpose.

Introduction of New or Modified Forms

6) No form which is not included in the lists of Standardised forms may be printed at any press, nor may any additions to, or alternations in the lists be made without the sanction of Government.

Procedure for introduction of new forms

a) The Heads of Departments will first approach the Director of Printing, Stationery and Publications and ascertain from him (i) the likely expenditure, involve in printing these forms, (ii) whether these forms can be printed at the Press free of cost under the rules or whether they are to be charged for and (iii) whether it will be possible for the Director to print these forms at Government Presses; and then approach the Administrative Department of the Secretariat concerned which will issue necessary orders authorizing the printing of the forms in consultation with the Finance Department. Consultation with the Education Department in this matter is not merely not necessary but also involves avoidable delay.

b) There may still be various forms in use in various integrated areas. In Government letter No. ED 941 UPS 57, dated the 14th February 1958, the Heads of Departments have already been requested to effect uniform standardization of forms and registers as early as possible. The Heads of Departments are therefore requested to take

necessary action accordingly on a top-priority basis, and, after the forms are uniformly standardized, to get the approval of Government in the Administrative Department of the Secretariat concerned to the printing of such forms in Government Press and stocking them there for their future supplies on indent.

c) As regards printing of special forms and Registers in use in Government Offices in integrated areas, the attention of the Heads of Departments is invited to the instructions already issued in this behalf in Government Order No. ED 146 UPS 58, dated the 10th September, 1958

(G.O. No. ED 229 UPS 5, dated 29th October 1958).

7) Proposals to introduce new forms submitted to Government, may be sent through the Director of Printing, who is required to scrutinize them and see whether any of the forms proposed cannot be combined with any one of the existing forms. No sanction for new forms will ordinarily be accorded without the concurrence of the Director of Printing.

8) While introducing new forms, it is necessary to take into consideration the following principles:-

- i) that more than 500 copies are required;
- ii) that the amount of clerical labour saved is sufficient to warrant the expenditure incurred in printed;
- iii) that cyclostyle or other duplicating process available will not meet the case equally well.

The above proposals do not apply to cases where returns of forms have to be submitted to Government in print.

Matters which can be conveniently or more cheaply be copied, typewritten or prepared by duplicating machine should not be printed.

9) In urgent cases, Government while directing the printing of a new or modified form may also order immediate supply of that form. Before fixing a date for the introduction of a new system requiring a large number of forms, etc., inquiries may be made whether the Press can get the copies ready in time.

Modifies Forms

10) When one standardized form is ordered by Government to be modified or substituted for another, the change shall, except in special circumstances, be affected only at the time of the next annual indent. As long a notice as possible should be given before the revision of any form is

ordered so that old stock in offices may be used up. Heads of Departments may also, subject to the same conditions referred to above, sanction any slight alteration without making material changes in the existing forms.

11) In the case of forms newly introduced under the provision of rule (6), sample forms of the proper size must accompany the requisition. If in any case, forms on special paper are required, reasons therefore must be fully specified in the requisition.

12) If one department wishes to modify a form which is used by it in common with another department, it should be done in consultation with the other Department and also with the concurrence of the Director of Printing and Stationery.

13) Proofs of new or modified forms can be furnished only after the indent for the supply of copies is received.

Style and size of new forms

14) Manuscripts of new and modified forms should be of the same size as the paper on which the forms are to be printed, with sample entries filled in, in the columns, so as to enable the Press to judge the width of each column. The forms prescribed should be drawn up to suit one of the

Standard Metric sizes of paper or their suitable subdivisions and the headings should be compressed as much as possible. If headings containing long particulars are necessary, the items can often be inserted in a list of instructions prefixed to the register, with the column number or a brief abstract only in the headings, thus giving space for more items in each page. When a form is intended for a single entry, or for fewer entries than the number of columns, it is usually better to arrange the usual headings in lines at the left hand side in columns with column matter as heading. Numbers to columns are rarely wanted and they encroach on the space for entries.

Inner Sheets

15) In the case of forms containing a number of sheets with a common heading, the inner sheets should not be cut in order to have the headings for all the sheets, but the heading should be printed in each sheet. Inner sheets are to be avoided as far as possible.

Quarto Forms

16) For all correspondence paper of the minimum size possible should be employed and convenience of filing kept in view. A-5 size forms should always be use in preference to A-4 size and all forms in A-5 size should, as far as possible, be

printed lengthwise of the page for convenience in filing with A-4 sheets of the same width.

Special Modification of Forms

17) Special Modification of forms such as printing in a different size and style for office copies, the insertion of a name, designation or place or an office in a standard of stock form; overprinting on printed forms; printing of names in attendance registers, acquittance rolls, village lists, registers, subscription books and similar lists; inserting the dates or years in standard forms; printing or alteration of figures representing years in any form; indents for the same forms more than once in a year; or printing of addresses on envelopes are prohibited for every department except with the special orders of Government.

Supplies to new Offices

18) Whenever a new office is created under the sanction of Government or when an existing office is abolished, intimation shall be given to the Director of Printing, who shall make the necessary corrections in the standard list, the quantities being fixed by him in consultation with the Head of the Department or the Deputy Commissioner concerned.

19) Proposals to start a new office or branches of offices submitted to Government by Heads of

Departments should contain provision to meet the cost of printing forms required for initial and recurring supply. This provision has to be transferred to the Press Budget so long as the supply is needed. There ought to be an interval of at least eight weeks for the initial supply of such of the forms as cannot be met from the stock of allied offices.

Indents for Forms

20) Officers who are authorized to send consolidated indents for standard forms are indicated in Annexure C. These forms are supplied only on annual indents in the prescribed form in Appendix D which must be sent through the countersigning officers to the Director of Printing, or prescribed dated in accordance with the Cycle of Indents given in Appendix C. The indents are checked and (in the case of forms used in more than one Department), consolidated, and retrenchments, objections or alternations notified to the Office concerned. Copies of forms are then supplied direct by the Press to offices according to the Distribution Lists kept in the Government Press, but any change in the unit of supply requires the sanction of the Head of Department. No copies are supplied from a departmental central office to its subordinate offices which are units of direct supply from the Press. No special supply will be made by the Press on requisitions sent in the intervening period other than the period of supply

referred to in the Cycle of indents except as stated in Rule (25).

21) Indents are prepared by the indenting officers for the groups shown in column 1 of the Appendix C, after calling for necessary information from the group of units of supply whose indents are to be consolidated by them. The consolidated indents should be sent on the dates prescribed in the Cycle of Indents. Printed forms of indent will be supplied in all cases. The indents shall ordinarily be based, on the average consumption of the three supply years preceding that in which the indents shall ordinarily be based, on the average consumption of the three supply years preceding that in which the indent is made and shall be for the quantities which, together with the balance expected to remain on hand on the first day of the supply year following, will suffice for the consumption of twelve months in the case of ordinary forms and two, three and five years in the case of Biennial, Triennial and Quinquennial forms, respectively. Special reasons should be given for indenting more than the average consumption.

Note:- (i) If the indents are not received at the Government Press in time, the Director of Printing will take up the next indent in turn for printing.

- (ii) Corresponding regarding the supply of forms should be addressed to the Director of Printing, Bangalore, by

the offices recognized as units for sending indents.

22) The Director of Printing and Stationery is to ensure, by a close and detailed scrutiny of the indents before compliance, that these instructions are properly observed by all indenting officers. The Director of Printing is authorized to arrange for the inspection of stock books and stock of forms in as many offices as possible. He may also send for the stock books of forms in any of the offices in a district to see whether they have been properly maintained; they would be returned after necessary examination in the Office of the Director of Printing. The defects noticed should be brought to the notice of the Head of the Department and if the Director of Printing, considers that the action taken by the Head of the Department is inadequate, the matter should be reported for the orders of Government.

23) The procedure in the Printing and Stationery Department for making supplies and services to the Local Bodies was as follows:-

i) The Local Bodies would send their indents for forms and registers and Stationery articles and requisitions for publications, and supplies and services were rendered with a bill of cost, after proper scrutiny in the Printing and Stationery Department. The Local Bodies would remit the amount to the respective treasuries and send the duplicate challans to the Department for effecting

necessary entries in the D.C.B. registers in case the funds at their disposal permit.

ii) The Accountant General, Mysore, Bangalore, during his inspection of the accounts of the Government Presses has suggested that advance payments should be recovered in respect of local bodies for services rendered by the Printing and Stationery Department to avoid the accumulation of heavy arrears as the Local Bodies plead their inability to meet the demands due to non-availability of funds at their credits.

iii) Government after due consideration have therefore decided that local bodies should deposit an amount equal to the last three years average cost of supplies and services made to them by the Printing and Stationery Department before indents are placed.

iv) The State Accounts Department will open separate ledger accounts for this purpose. The Printing and Stationery Department also will open separate ledgers in respect of these Local Bodies and arrange to send plus and minus memos as and when supplies are made with relevant invoices.

(G.O. No. ED 1/59/UPS57, dated 8th September 1958 (Annexure 'I')).

Delayed or Excessive Indent

24) It is essential that indents should be correctly and completely prepared and submitted by the due dates, otherwise the supply for forms relating to a group to the whole of the supply will be delayed. Any case in which the working of the rules is retraded by an indenting officer, is to be brought to the notice of Government. When the Director of Printing considers that the demand for any treasury or account or other forms is unnecessary or excessive, he should report the case to the administrative authority immediately superior to the indenting officer concerned.

Supplementary Indents

25) Supplementary Indents are as a rule inadmissible and will be passed for supply only after full explanation. If the explanation is considered unsatisfactory, the indent shall be complied with only after the sanction of Government has been obtained by the Officer concerned. Supplemental indents due to an exceptional demand can usually be avoided by obtaining a loan of the copies required from the Heads of Departments, intimating the fact to the Director of Printing, though the practice should be avoided as far as possible. As no stock of any standard form – Departmental (Rule s (a) (ii)) – is kept in the press, such indents necessitate special printing which may cause delay in supply and

unnecessary expenditure. (Inter-Departmental transfer of forms is strictly prohibited except as stated above).

Exception – Supplementary indents for Forest, Motor, Tool and other kinds of permits may, in special cases, be sent through the Heads of Departments in case of urgent necessity with full explanation for not including them in the annual indent.

Delivery, Freight, etc.

26) The Director of Printing, will arrange to dispatch forms with duplicate invoices (Appendix E) to the destination noted in the indent and post the Railway Receipt to the Officer responsible to clear the consignment.

27) Freight on forms, etc., sent by rail to Government Offices as well as delivery charges at the place of destination are met out of the contingent grant of the offices concerned. The Director of Printing, is authorized in all such cases to book packets by railway 'To Pay'. On forms returned to the Press on requisition, freight is paid by the Departments concerned.

28) Local Delivery of forms and other works are not made by the Press, except to Secretariat offices, and notice is sent to other offices as soon as parcel is ready. Upon receipt of intimation that

forms are ready, officers should arrange to take delivery, the forms being checked and any complaints as to short supplies should be made immediately after they are received. If prompt delivery is not taken, the Press may send the forms, the transport charges, etc., being paid by the Office concerned. The Director will enter the amount to be paid on the memorandum which accompanies the work.

Receipts from the Press

29) Receipts of forms-Packages should be opened and the contents carefully checked and the weight verified as soon as received from the Press. All vouchers for the receipt of printed work or publications should be returned, postage prepaid, to the Press immediately on receipt of the consignment, with a separate letter in case of any discrepancies. In the case of printed forms, however, differences in excess of 5 per cent need only be intimated. In cases of systematic nonreturn of invoices, a report will be submitted to Government by the Director of Printing. *If Packets or Parcels do not reach destination on the due date, enquiries should be at once instituted at the post Office or at the Railway station and the fact communicated to the Director.* In all correspondence about forms, the group name and form number and letter, if any, should be specified to avoid mistakes.

30) All packages should be opened in the presence of the Head of the Office or in his absence, of the Gazetted Assistant. In unavoidable circumstances, the ministerial head of the Office or Manager or Head Clerk may have the packets or bundles opened and certify on the invoices regarding the correctness of the receipt of the contents. In this case, the invoices should be countersigned by the Head of the Office before sending it to the Director of Printing, as acknowledgement.

The discrepancies, if any, noticed in the contents of the packets or bundles and those mentioned in the Invoices should be reported so as to reach the Director or other Heads of Branch Presses as the case may be within a week of opening them, together with the actual weight of the consignment received. The condition of the packing or receipt should also be stated in the report.

Return of Forms

31) In cases where the number of copies and description of forms appear to differ from the quantities indented for, they should not be returned to the Press but be retained pending instructions as to their disposal. The Director cannot be responsible for demurrage, freight and other charges incurred on parcels returned without a requisition from the Press. In any case of surplus stock of forms which are not likely to be required,

the Director of Printing, should be addressed in order that he may give instructions as to the offices in the neighbourhood to which the excess copies may be delivered.

Stocking, Issue and Accounting

32) Printed forms, like stationery articles, will be placed in the custody of a responsible officer. He shall maintain a stock book in the form Appendix F for all forms received, and shall see that they are carefully secured and properly arranged, each description of forms being kept separately labeled with the Name and Number of Forms to facilitate identification.

33) Forms should be issued only on requisitions signed by heads of sections or the Manager of the Office. An Issue Book shall be maintained in form Appendix G and all issues posted therein chronologically with the acknowledgment of parties. This book may be closed once in a month and totals carried to Appendix F (the Receipt register), and the closing balance struck therein. Two or more days in each month may be fixed by Heads of offices, according to convenience, for sending requisitions to the form-clerk, to avoid frequent requisitions to the form-clerk, which will increase unnecessary work. While passing requisitions, the Heads of Sections or the Managers should see that the Clerk or Clerks do not have unnecessary or unused stock of Forms

with them. Should in any case the requisition have to be sent to the forms clerk for urgent supply of forms on other dates than those fixed, the requisition should be passed by the Head of the Office only on sufficient explanation by the party concerned.

Stock Verification

34. The verification of stock should actually be done half-yearly by the Head of the Office or by his Gazetted Assistant and a certificate to that effect in form Appendix H may be sent to the Director of Printing, on or before the close of the month following the half-year. The Director of Printing, will furnish to Government, within two months following the half-year a statement of officers who have not sent the half-yearly stock certificates.

35) Excess forms found in stock-taking may be brought on to account, and if they are heavy, i.e., more than what is required for the next supply year, the Director of Printing, shall be intimated and his instructions sought for their disposal economically. Deficiencies and damaged or missing forms noticed shall be dealt with as indicated in Rule (37).

36) Advantage shall be taken of the half-yearly examination of stock to inspect the condition of forms, registers, etc., kept with officials unnecessarily and the opinion of the Head of the

Office in regard to these shall be recorded in the certificates.

Damage to Forms

37) When forms are damaged or found missing, the Officer to whom they were supplied on indent shall endeavour to trace the cause damage or loss and report the fact through the proper channel to the Head of the Department, who will investigate the matter, recover the value of the forms if the loss or damage was due to carelessness or neglect of rules, or write off the value from the accounts, if irrecoverable. A copy of the order passed may be sent to the Director of Printing, for information.

38) If it is apprehended that any form will deteriorate before coming into use, the instructions of the Director of Printing, as to its disposal shall be obtained without delay.

39) Obsolete forms may be disposed of, in consultation with the Director of Printing.

Supply on Payment

40) The Rules of the Manual of Contingent Expenditure and any subsequent orders are applicable to determine whether any supply is to be made on payment or free.

General

41) The Director of Printing, Stationery and Publications, shall bring to the notice of Government, any serious neglect or breach of these rules.

SUPPLY OF COMMON FORMS AND REGISTERS

72. (a) The instructions issued relating to the supply of table equipments, stationery articles, etc., will apply mutatis mutandis to the supply of common forms and registers also. The Director of Printing, Stationery and Publications will supply Common Forms and Registers to newly created offices on the basis of the indents to be submitted to him direct by the Heads of Departments concerned, subject, however, to usual rules governing the supply of such forms and registers. The Heads of Departments while submitting indents for the supply of forms and registers will, however, ensure that copies of Government Orders sanctioning the creation of new offices and the details of the staff therefore are enclosed with their indents.

b) It will expedite matters if the Secretariat Departments while sanctioning creation of new offices and the staff therefore also authorize the Director of Printing, Stationery and Publications to supply table equipments, stationery articles, rubber stamps, common and financial forms, registers,

etc., in accordance with Stationery and forms supply rules and economy orders of Government. The Secretariat Departments are therefore, requested to include this item in the orders sanctioning the creation of new offices.

(G.O. No. 229 UPS 58, dated 29th October 1958).

RULES FOR THE SUPPLY OF RUBBER STAMPS

73. The following are the rules for the supply of Rubber Stamps to Government Offices and all intending Departments.

List of Common Rubber Stamps:

1. On India Government Service;
 2. Confidential;
 3. Urgent;
 4. Immediate;
 5. Paid by Transfer;
 6. Signed before me;
 7. Countersigned
- Office.....
Dated.....20
8. Typed;
 9. Paid;
 10. Cancelled
 11. Duplicate;
 12. Sanctioned;
 13. Cheque issued;
 14. Presented by;

15. Sworn to before me;
16. By Registered Post;
17. Verified up to;
18. Despatcher;
19. Secret;
20. Entered;
21. Adjusted;
22. Contents received;
23. Reminders;
24. Identified by;
25. Original
26. Filed;
27. Draft;
28. Emergent;
29. To-day;
30. Fine paid;
31. Copied.

1) The supply is admissible to only those to whom Stationery articles are supplied free of cost.

2) Rubber stamps enumerated in the above list commonly required by all the Departments will be stocked at the Government Press and will be supplied to Offices entitled to the supply.

3) The supply of Rubber Stamps must serve the purpose of drawing striking attention or of conveying by impression some special value to the paper impressed. The Director of Printing will exercise discretion and supply only such stamps as serve the aforesaid purpose. Rubber stamps to save occasional clerical scriptory labour will not ordinarily be supplied.

4) Rubber stamps freshly introduced will be supplied on indents and scrutiny regarding their essential need.

5) When a rubber stamp needs replacement on account of its long usage and being worn out, the old stamp inclusive of the handle together with an impression from it should accompany the indent. The Director of Printing will generally supply a new one after he finds that the old one returned cannot give service.

6) Indents for rubber stamps should ordinarily be made only once a year and the officers who countersign the indents for rubber stamps are the same as those for Forms.

7) Rubber stamps received from the Press will be taken to stock and accounted for in the stationery accounts books of the receiving offices, the rules regarding these being the same as rules for receipt and stock of stationery.

(G.O. No. M. 5424-5-P. S. 14-49-8, dated 14th October 1949).

Rubber Stamps required by Offices situated outside Bangalore are not prepared and supplied from the Government Press, Bangalore, and are to be got prepared from Local firms. Rubber Stamps required by offices situated in Bangalore are supplied on payment of cost, except Rubber Stamps required by the Secretariat, which are supplied free.

(G.O. No. ED 350 MPS 71, Bangalore, dated 19th October, 1971).

'From' AND 'To' REGISTERS, ETC.

74. Inclusion of 'From' and 'To' Registers, Form Receipt Book, Form Issue Book, Issue Book of Stationery, Receipt book of Stationery and registers and not in the indent for the stationery articles as these are printed ones which cannot be classed as Stationery articles, is sanctioned.

(G.O. No. A.F. 1054-7 P. & S. 2-41-23, dated 19th October, 1971).

'From' And 'To' Registers, Etc.

74. Inclusion of 'From' and 'To' Registers, Form Receipt Book, Form Issue Book, Issue Book of Stationery, Receipt book of Stationery and File Boards in the Indents for the supply of forms and registers and not in the indent for the stationery articles as these are printed ones which cannot be classed as Stationery articles, is sanctioned.

(G.O. No. A.F. 1054-7 P. & S. 2-41-23, dated 20th August 1941).

Supply of File Boards

75. After considering all the aspects of the questions regarding the use of File Boards, Top-Priority Slips and Immediate, Urgent cards in the several offices, it is directed that hereafter the supply and use of Top-Priority slips, Immediate,

Early and Urgent cards be discontinued and instead Urgency be indicated by the use of coloured Flap File boards.

(1) Accordingly, it is directed that with immediate effect the supplies of file boards for use in the Secretariat and other Units receiving supplies from the Government Press will be of two colours.

(a) Brown Flap file boards, for use of ordinary file.

(b) Yellow Flap file boards with 'Top-Priority' printed on the flap, for use of all Urgent, Immediate and Top-priority files.

(2) This scheme will come into effect immediately and will apply to the Secretariat and other units receiving supplies from the Press.

(3) Major Heads of Departments are supplied 500 file boards and other Heads of Departments are supplied 100 file boards, per year.

Government Order No. ED 185 UPS 59 dated 24th December 1959 directs the supply of 10 ordinary file boards per year and 3 flap boards once in three years to each of the subordinate offices in the State in addition to the supply of the requisite quantities of these file boards to the Secretariat and offices of the Major Heads of Departments.

IMPORTANT CIRCULAR INSTRUCTIONS REGARDING
ACCOUNTING, STOCK AND USE OF FORMS.

76. (1) The rules for printing and supply of forms registers to Government Offices prescribe:-

- (i) that every office should maintain accounts of receipt, issue and balance of forms and registers;
- (ii) that the verification of stock of forms and registers should actually be done half-yearly by the Head of the Office or by his Gazetted Assistant and a certificate to that effect be sent to the Director of Printing, Stationery and Publications, Bangalore, on or before the close of the half year.

But it has been reported that in a large majority of cases, the accounts in respect of forms and registers are imperfect.

(2) The highest expenditure incurred by the Department of Printing, Stationery and Publications, is reported to be on the printing and supply of forms and registers does not reduce its value. On the contrary the monetary value is increased due to labour charges and other expenditure incurred on their conversion. As such much more care has to be taken in the usage of forms, registers, and maintenance of their accounts, than in respect of stationery articles to avoid

unnecessary wastage causing additional expenditure to Government.

(3) In the circumstances it is hereby directed that :-

(i) accounts in respect of receipt, issue and stock of forms and registers should be maintained and verification of their stock should be conducted properly and promptly as prescribed under the rules for printing and supply of forms and registers to Government offices;

(ii) the forms and registers should not be used for the purposes other than those for which they have been prescribed under the rules;

(iii) the accounts maintained in respect of receipt, issues and stock of forms and registers should be made available to the Audit Party of the Office of the Accountant General, Mysore, Bangalore, at the time of local audit of the respective offices, for verification and scrutiny as is being done in case of Stationery articles, and

(iv) a certificate regarding verification of Stock registers of forms and registers, should be attached to the salary bills of all Heads of Offices for the month of April payable in the month of May every year as is being done in the case of furniture and other office stores as per Article 169 of the Mysore Financial Code.

(4) The instructions issued in this Circular should be followed strictly and scrupulously, in the interest of achieving economy in the usage of forms and registers.

(Government Circular No. ED 16 TPS 67 dated 29th July 1967).

CHAPTER IV
The Mysore Government Gazette
CONTENTS AND GENERAL POINTS

77. The Mysore Gazetted is an official organ of the State Government, published weekly, every Thursday. It is confined to the publication of Government orders, Official Memoranda, Circulars, and other announcements of public interest, appointments, transfers, and postings of Gazetted Officers, Government Notifications, and Notifications by Heads of Departments and subordinate offices and Local Authorities and Autonomous Institutions, Seasonal Reports of Rainfall, Food and other crops, Fodder, Market Rates, Legislative Measures of the State and Union Governments, advertisements by Government Departments, other Public Institutions, Public Service Commission and Union Public Service Commission, Recruitment Committees constituted by Government, and other advertisements the publication in the Gazette of which is prescribed by any rule or law.

78. The first issue of the Gazette was published on 7th April 1866. It is now published simultaneously in two editions one in English and the other in Kannada. The Head of the Department of Printing, Stationery and Publications, (the Superintendent till 1948 and now the Director), is the ex-officio Compiler of the Mysore Gazette. All matter intended for publication in the Gazette and

all correspondence connected with it and with its supply and subscription, etc., should be addressed to the Compiler, Mysore Gazette, Bangalore-1.

PROCEDURE AND INSTRUCTIONS
Procedure for receipt and acceptance of
Notifications

79. The procedure prescribed for receipt and acceptance of notifications for publication in the Mysore Gazette both in English and Kannada and for sending notifications in duplicate has been under 'Gazette Office' of the Chapter on Administrative Branch of the Press Manual.

Arrangement of the Gazette

80. The Mysore Gazette is divided into eight main parts and some of those parts are further subdivided, with a view to facilitate the publications of the business of Government and its several Departments, quasi-government Institutions, Public Institutions, Companies, and Private Parties in certain cases. Each part and its sub-section will commence with its own pagination from the first issue of the Gazette every calendar year and it is continued in subsequent issues till the end of the year.

(1) Part I-All important Government Orders, Official Memoranda, Circulars, etc., including reports of Committees, Administration

Reports of Departments of Government, and other documents of public interest, which the Government desire to publish for general information.

(G.O. No. 51-39-95-P & S.-52-30-1, dated 12th November 1930).

(2) Part II is divided into two sections.

Part II-Section-1. Notifications regarding appointments, postings, leave and other personal Notices, issued by Government will appear in this Part under the headings of the several Administrative Secretariats arranged in a prescribed order. This order should not be normally altered. The notifications under each Department should appear in chronological order and where there are more than one bearing the same date, they must appear in order of the serial number of the Notifications.

(G.O. No. G. 10715-65-GM.14-15-3, dated 31st January 1916).

(3) Part II- Section 2:- The Notification of similar description but issued by the High Court of Mysore, are published in this Section.

(4) Part III is divided into three Sections.

Part III-Section-1 contains all Notifications by Government exclusive of Statutory Notifications and notifications of appointments, etc., (which are

published in Part II-1), arranged according to the prescribed order of Departments, the Chief categories being those pertaining to Land Acquisition, and arising out of States' Reorganisation.

(5) Part III-Section-2 contains all Notifications issued by the Heads of Departments and Divisional Commissioners and their subordinate offices, Universities, certain Central Government Offices such as Accountant General in Mysore, Commissioner of Income-tax, Collector of Central Excise, etc. It also contains Notifications of Appointments, Transfers, Postings, etc., issued by the Heads of Departments, Divisional Commissioners and other subordinate Officers.

(6) Part III-Section-3 contains notifications by Municipal Corporations, Municipalities, and other Local Self Government Bodies.

(7) Part IV contains Legislative Measures and Rules thereunder of the Central and State Governments.

It was previously divided into two sections Part IV-1 and Part IV-2 with three Sub-Sections under each i.e., 1A, 1B, 1C; 2A, 2B, 2C, (under G.O. No. LD 266-310 Legis. 27-51-1, dated 14th May 1951.)

Now, Part IV-Section-2 is sub-divided into five sub-sections.

Part IV-2A, part IV-2B, Part IV-2C (i) and Part IV-2C (ii) (under G.O. No. LAW 15 LMP 61, dated 3rd December 1963) and Part IV-2D (under G.O. No. F1 975-1050-G.F. 27-51-1, dated 10th

(8) Part IV Section-1A contains Central Bills and Reports of Central Committees thereon.

(9) Part IV Section-1B contains Central Acts and Ordinances promulgated by the President of India.

(10) Part IV Section-1C contains General Statutory Rules and Statutory Orders issued by the Central Government and Orders made by the President of India and republished by the State Government.

(11) Part IV Section-2A contains Mysore Bills and Reports of Select Committees thereon.

(12) Part IV Section-2B contains Mysore Acts and Ordinances promulgated by the Governor of Mysore.

(13) Part IV Section-2C(i) contains General Statutory Rules issued by the State Government under the Central Acts and State Acts and Rules

made by the Governor of Mysore under the Constitution.

(14) Part IV Section-2C(ii) contains Statutory Orders issued by the State Government under the Central Acts and State Acts.

(15) Part IV Section 2-D contains Rules and other Statutory matters issued by the High Court of Mysore.

(16) Part V contains statistical information such as, Season (Weather and Crop) Reports, rainfall statements, statements of current Market Prices (both wholesale and Retail) issued by the Director of Statistics, Note on the State of Public Health, etc., issued by the Director of Health Services.

(G.O. No. G. 24570-640-P & S-85-18-1, dated 24th April 1919).

(17) Part VI contains Advertisements, public and private, including notices for tenders by the Stores Purchase Department and other officers for supplies and services, issued by the concerned Departmental Officers and also certain Judicial Notices. Notices of change of name of Government Servants and matters affecting the Companies are also published in this Part. Departmental Advertisements should be as short as possible and trivial items e.g., notices calling for tenders involving small amounts need not be published in the Gazette. The Advertisements should be published in full only once (unless otherwise statutorily required) in the Gazette followed by only brief abstract Notifications, where necessary, in subsequent issues.

(G.O. No. 5139-95-P & s-52-30-1, dated 12th November 1930).

(18) Part VII is now set apart for advertisements of the Mysore Public Service Commission and the Union Public Service Commission and of other State Public service Commissions, calling for applications from qualified persons for advertised posts, etc., as per G.O. No. M. 7101-103-P. & S. 3-53-2. dated 10th August 1953.

(19) Part VIII is set apart for similar advertisements by the State Level and Divisional and District Level and other ad hoc Recruitment Committees.

(20) In addition, monthly calendar is prepared at the Office of the Compiler, printed and published at the last (loose) page of the last issue of the previous month concerned. Any other important advertisements of public interest such as Exhibitions, National Defence Savings Schemes, etc., sponsored by Government are also published generally at the last page of the Gazette.

(21) Each Part, Section and Sub-section with separate pagination of the Gazette should bear the legal imprint at the end of its last form with a rule above its.

81. Consequent on the issue of Government Order No.LAW 15 LMPS 61, dated 3rd December 1963, the Publication of General Statutory Rules and Statutory Orders has been taken up from 1st January 1964 and for this purpose, Government

have reclassified the Sub-section of Part IV, suitably. Part IV-1C (ii) has been abolished and Part IV-2C (i) has been restyled as Part IV-1C. and the rules portion of that part has been transferred to Part IV-2C (i) and the remaining portion of it to Part IV-2c (ii). The portion of Part IV-2B relating to Rules made by the Governor under the Constitution has been transferred into Part IV-2C(i). Other details regarding General Statutory Rules and Statutory Orders are furnished under 'Gazette Office' in the Chapter on Administrative Branch of the Press Manual.

Extraordinary Issues of the Gazette

82. Particulars regarding Extraordinary issues of the Gazettes are furnished under 'Gazette Office' in the Chapter on Administrative Branch of the Press Manual.

Publication of Notifications of the Mysore University

83. (1) These will be published in the Mysore Gazette on payment basis.

(G.O. No. M 180-2 P. & S. 69-20-7, dated 8th July 1921).

(2) The Annual Accounts of the Mysore University when audited, will be published in the Mysore Gazette together with the Auditor's Report.

(G.O. No. D 9024-6-ED. 346-28-9, dated 1st March 1929).

Notifications requiring publication by law

84. Any Notification or notice, or other matter required by law, or any rule having the force of law, to be published in the official Gazette, by the Deputy Commissioner or other officers of Government in their capacity as such, should be published in the Gazette free of cost. On the other hand, if the duty of publishing such matter devolves on a Municipality or any other local body, autonomous body, M.S.E. Board, B.W.S.S. Board, Universities, etc., it should be paid for by that body even though it is a matter required by law or rule having the force of law to be published in the Gazette.

(Chief Secretary's letter No. G. 18463-R. & S. 73-18-3, dated 24th February 1919).

Advertisements

85. The following are the instructions regarding the publication of advertisements in the Gazette.

(1) The publications of private advertisements in the official Gazette should, as far as possible, be discouraged.

(2) Under no circumstances should purely private advertisements be admitted to the column of the Gazette.

(3) Many Government advertisements might, with advantage both to the public and Government, be published in the news papers as well as, or instead of, in the official Gazette.

Advertisements regarding transactions in which Government is to be either a buyer or seller in one of the many departments which have casued either to buy or sell goods.

It is unnecessary for a Government to publish its advertisement in every journal in the country. Each Department should select one or more journals which circulate largely among the communities for whose information the advertisement is intended. Some notices may be published in the journals of regional language and some in English newspapers and journals.

(4) Official Notices of sale, institutions for tenders and such like advertisements and also only such private advertisements whose publication is a statutory requirement should be published in the Official Gazette.

(G.O. No. 7524-168, dated 11th December 1878 and No. 6526-G. 1338, dated 16th December 1879).

Note:- The provisions under 'Gazette Office' in the Chapter on Administrative Branch of the Press Manual may also be referred to.

CERTAIN ECONOMIES

86. Restrictions have been imposed regarding the publication of matter in the Mysore Gazette, in view of the prohibitive cost of paper and printing materials due to the need to economise expenditure in all possible directions. Government have in their Order No. AF. 4541-4616/P. & S. 113-41-2, dated 5th March 1942 sanctioned the following revised arrangements:-

(i) In part I of the Gazette only important Government Orders of sufficient general interest shall be published. The Secretaries to Government are requested to examine carefully in each case whether the Government Order in question need be published or whether such publication is unnecessary.

(ii) The Government observe that Part III of the Gazette contains at present, notifications by the Government (including notifications relating to the acquisition of lands) as also notifications by Heads of Departments on a variety of subjects. Government desire to lay down as a general rule for guidance that no matter should be sent for publication in the Gazette by the Secretaries to Government or by the Heads of Departments unless

such publication is prescribed under the Statute or unless the non-publication of such matter is likely to cause inconvenience to the public. Notifications therefore which are at present appearing in the Gazette regarding the award of scholarships the list of motor vehicles registered, the appointment of Dharmadarsis to Muzrai Institutions, etc., should not find a place in the Gazette.

(iii) The Government agree with the opinion of the Compiler, Mysore Gazette and Director, Government Printing that in future notification relating to the acquisition of lands shall be published in a narrative form instead of in the form of a statement. This change will effect considerable savings in space and in the quantity of paper consumed. The Director, Government Printing, will print the required number of forms and supply them to the Deputy Commissioners and other Officers concerned who will in future send the information in a narrative form for publications in the Gazette.

(iv) In cases of such as those noted hereunder viz., notifications regarding sale of the right of collecting tolls at the toll-gates, holding of cattle shows and fairs, sale of the right to collect fees on the cattle and shops and manure at Jatras, etc., only abstracts of notifications will be published in the Gazette, the members of the Public being referred to the Office concerned for further particulars, if any, desired by them and the

department getting the required number of spare copies of these notifications printed, for their use. In the case of notice of sale of the right to levy tolls in the State Fund Tolls, only an abstract notice of sale of such right will be published in the Gazette, the Public being referred to the respective District Offices for details. Notice of sale issued by the Office of the Revenue Commissioner in Mysore (as the Chief Administering Authority in respect of tolls) will be printed in extensor separately once a year in respect of contract too-gates, for wide publication within the district concerned and among intending bidders and for being supplied to such of them as may apply for it.

(v) As regards Part VI which contains public advertisements, instructions have been issued by the Government separately in their letter No. G. 7915-G.M.-86-41, dated the 27th January 1942 directing that in the case of advertisements relating to the Stores Purchase Committee, only short notices may be arranged to be published in the Gazette, the intending tenderers being required to obtain not be published in the Gazette. Weekly statements and orders placed by the Stores Purchase Committee will continue to be published as usual to avoid frequent enquiries from the firms and representatives regarding the decisions taken by the Committee on the tenders. Advertisements by the Central Recruitment Board will also continue to be published in the Gazette as at present.

REFERENCE TO PRESS MANUAL

87. In respect of certain other Economy measures, Subscriptions rates, Valuation and Billing for publication, Duplicate Delivery Cards, the prepaid system of dispatch of Gazettes, Notifications regarding change of name, etc., the Chapter on Administrative Branch of the Press Manual may be referred to.

Change of Address of Recipients of Gazette

88. While communicating any change of address, the subscriber as well as the Government Officers receiving the Gazette, should invariably quote the number printed on the wrapper under which the Gazette is posted or supplied to them.

Complaints regarding non-receipt of the Gazette

89. Complaints regarding non-receipt of copies of the Gazette or short receipt or missing pages thereof should be preferred within a week of the receipt of the incomplete Gazette or missing pages along with the wrapper or of the date of publication of the Gazettes in case of non-receipt, quoting the number on the wrapper. It may be noted that there will be no issue of the Gazette during the Dasara week and there may also be no matter for publications of certain sections of Part VI every week.

Sale of copies of the Gazette

90. Five spare copies of Mysore Gazette in full are supplied to the Government Central Book

Depot, Bangalore every week for sale to the Public at Rs. 6 per copy. On prior intimation only to the Gazette Office, the required number of copies of Parts will also be supplied for sale at the Book Depot at the following rates, and not otherwise.

Parts and Sections		Price per copy
		Rs.
1. Full Gazette	..	6.00
2. Part I	..	0.20
3. Part II-1, Part II-2	..	0.15
4. Part III-1	..	0.70
5. Part III-2	..	1.55
6. Part III-3	..	0.40
7. Part IV (All Parts)	..	2.00
8. Part IV-1A	..	0.15
9. Part IV-1B	..	0.10
10. Part IV-1C	..	0.20
11. Part IV-2A	..	0.10
12. Part IV-2B	..	0.10
13. Part IV-2-C-i	..	0.85
14. Part IV-2-C-ii	..	0.85
15. Part IV-2-D	..	0.10
16. Part V	..	0.20
17. Part VI	..	0.50
18. Part VII	..	0.20
19. Part VIII	..	0.10

Change of name of private persons and students

91. Notifications regarding change of name of private persons and students will not be published in the Gazette.

Paper, Size and measure of Gazette Notifications

92. (1) Size and quality of Paper to be used for the Mysore Gazette:- Cheap but long enduring quality paper must be used for printing the official Gazette except Part-IV-Legislative and other statutory matters, which may be printed on good quality paper.

(2) All parts of the Gazette which were previously printed in foolscap folio (8 1/2" x 13 1/2") size are being printed in Metric A4 (21.5 cms. X 30.5 cms) size and part IV of the Gazette which was previously printed in Royal 8vo (6 1/4"x10") size or crown 4 to (7 1/2"x10") size is now being printed in Metric A5 (15.25 cms.x21.5 cms.) size from January 1962 when the Government ordered the use of metric size for all Government publications, forms and registers, by gradual conversion of the existing sizes to metric sizes. The Legislative Measures and Statutory matters contained in Part IV of the Gazette are printed in smaller (book) size for convenience of binding and reference.

(3) All Parts of the Gazette except Part IV are printed in double column in 10 point or smaller size type, tabular statements, if any, being printed across the width or length of the page. Bills Acts, Ordinances in Part IV are printed in 12 point or smaller type as in bookwork and other lengthy awards of Tribunals, etc., are printed in 10 point type as a measure of economy.

(4) The matter should be set solid (close) so as to occupy minimum space. If the last page of any part of the Gazette (except Part IV) happens to be blank, the matter on the previous page should be printed on both sides of a half sheet.

Index to the Gazette

93. The Index to each Part and Section/Sub-Section of the English Gazette will be prepared in the Gazette Office, immediately after the close of the year and printed in the same size as the respective Part/Section/Sub-section and bound. One such bound copy of each Part of the Gazette shall be preserved in the Office of the Compiler, Mysore Gazette as permanent records.
(G.O. No. 5991-G-57-2, dated 6th May 1906).

Supply of Acts and Ordinances to the Parliament Library

94. Four copies of all Mysore Acts and Ordinances soon after their publication in the Mysore Gazette shall be sent to the Librarian, parliament Library, Parliament House New Delhi.
(G.O. No. LD 291-92/Legis./8-5-24, dated 22nd June 1953)

CHAPTER V

Miscellaneous

PRIVATE PRESSES-RECOGNITION AND ENCOURAGEMENT

95. (1) There is a rapid increase in the number of private presses started in the State and it is time to pay attention to the quality of work turned out by these Presses and to see that it should not fall below a certain standard. With this end in view, procedure to inspect the private press before its inclusion in the list of approval private presses is being followed, whenever any private press applies for its inclusion in the approved list. It is also made a condition precedent that any private press which seeks to undertake any Government Printing work or to which Government work is to be entrusted for printing, should have been approved and included in the list of approved private presses.

Under the above procedure, any private press seeking to be included in the list of approved private presses, should apply in the prescribed form in duplicate, to the Director of Printing, Stationery and Publications, Bangalore, giving all the particulars required in the several columns of the application form. The Director will arrange for the inspection of the Press by one of his subordinate officers at the Headquarters at Bangalore or in the Branch Presses, Dharwar, Gulbarga and Mercara or through the Department of Industries and

Commerce in other places and submit a list of such presses with his recommendation in each case to Government generally once a year, in the month of January.

On receipt of Government Orders in each case, action is being taken to include the Press in the approved list or otherwise the press will be informed of the rejection of its application with reasons therefore.

(2) It is seen that there is great increase in the number of private presses coming into existence year after year, on account of the vast demand for printing service both in the Public Sector and Private Sector. Entrusting of printing works of the Public Sector including those of Government Departments and Local Bodies, etc., to be entrusted to the several categories of presses for printing has to be decided depending upon their capacity and equipment and it is therefore necessary to classify the private presses willing to undertake the works of the Public Sector, into four to five grades, as follows:

A Grade Presses – These should have not less than 100 workmen with not less than cylinder printing machines capable of printing RA 1 size and two cylinder printing machines capable of printing RA 2 size, two Platens, two guillotines, ruling machine, book sewing machine and wire stitching machine, one folding machine, preferably with a

process engraving plant, Mono and/or Linotype or Intertype machines and a good variety and qualities of job and bookwork types of not less than 25,000 kg. in English, Kannada and Devanagari, with other necessary plant and equipment. The weight of type is inclusive of the weight of Mono or Lino Metal.

B Grade Presses :- These should have at least 50 workmen with at least two cylinder printing machines capable of printing RA 1 size, two cylinder printing machines capable of printing RA 2 size, two platens, one guillotine, book sewing machine, wire stitching machine, ruling machine and with a good variety and quantities of job and bookwork, types of not less than 15,000 kg. in English, Kannada and Devanagari, with other necessary plant and equipment.

C Grade Presses :- These should have a least 30 workmen with at least one cylinder printing machine capable of printing RA 2 size or RA 1 size, one platen, one guillotine, one wire stitcher, with a reasonable variety and quantity of types of not less than 5,000 kg., in Kannada and English and Devanagari, with other necessary plant and equipment.

D Grade Presses :- All other smaller presses having at least 10 workmen, one cylinder printing machine and/or one platen, one guillotine, one stitcher with a reasonable variety and quantity of job and bookwork types of not less than 2,000 kg.

in English and Kannada with other necessary plant and equipment.

Presses with less equipment and men than the D grade Presses need not be included in the list of approved presses.

(Government letter No. ED 272 MPS 73, Dated 21st September 1973)

Under the Press and Newspaper Registration Act, every Printer has to make a declaration before the District Magistrate at the time of starting the press. A certified copy of this declaration has to be submitted at the time of application by any private press for inclusion in the list of approved private presses.

Advice to Private Printers

(3) The condition of private printing presses in Mysore has, for some time past, been engaging the attention of the Government. The increase of the number of printing presses in Mysore (from 11 in 1885-86, 52 in 1911-12, 589 in 1965-66 and more than 2,000 in 1972) shows that there is a large opening for those who wish to take up printing as a profession. With a view of affording facilities for those who are desirous of improving their knowledge of the art of printing and also of the management of presses, the following arrangements

are contemplated, and will be carried out if applications are received for such help:-

The Director of Printing, Stationery and Publications or an Officer authorized by him will inspect any private press that requests for his assistance and offer such suggestions to the proprietor thereof as he deems fit in order to improve the stock of type, the methods of management, the system of account keeping and other subsidiary matters connected with its general efficiency. If necessary, he will put private presses in direct communication with the appropriate market in the matter of purchasing type and other materials required by them. Generally, he will tender advice in all matters concerning the technical management of private presses to the proprietors thereof.

Entrusting of Government Work to Private Presses

96. (1) It is seen that some of the Departments of Government have been entrusting printing work of certain types of works to private presses after ascertaining from the Government Press that the work in question cannot be executed in the Government Press due to pressure of work. In such cases the procedure laid down in Notification No. FD 112 RCE 61 dated 20th July 1963 reproduced below may be strictly followed.

"No printing work pertaining to Government Offices or institutions should be got done in private presses without general or special sanction of Government or such other authority to whom Government have delegated the power; such sanctions are subject to the following conditions:-

- (i) That it is not possible for the Government Press to undertake the particular printing work within the time required by the Government Office concerned.

- (ii) That the work is entrusted to the private press after calling for tenders and accepting rates which are certified to be reasonable and where the work has to be entrusted to a private press without calling for tenders for valid reasons, the rates claimed by the private Press should be certified to be reasonable by the Director, Government Printing, payment of higher rates than those passed by the Director require the prior approval of Government. Certificates to the above effect should be duly recorded in the relevant bills under the signature of the drawing officer."

Note:- The provisions of the Manual of Contingent Expenditure on this subject have to be followed.

(2) In the matter of entrusting Government works to private presses either by the Government Press or by other departments in consultation with the Government Press, the local value of the work to be entrusted may be determined and this value may be a guiding factor in selecting the presses under the different categories mentioned above. Generally Government Works to be entrusted to private presses, (When works are entrusted) may be based on the value of the works as mentioned below:-

- (i) Works valued at more than Rs. 20,000 may be entrusted only to 'A' Class Presses;
- (ii) Works valued from Rs. 15,000 to 20,000 may be entrusted to 'B' Class Presses or 'A' Class Presses.
- (iii) Works valued from Rs. 10,000 to 15,000 may be entrusted to 'C' Class Presses or 'B' or 'A' Class Presses.
- (iv) Works valued at less than Rs. 10,000 may be entrusted to 'D' Class Presses or 'C', 'B' or 'A' Class Presses.

(Government letter nO. ED 272 MPS 73, Dated 21st September 1973)

SUPPLY OF GOVERNMENT PUBLICATIONS FOR AMERICAN INSTITUTIONS UNDER THE WHEAT LOAN EDUCATIONAL EXCHANGE PROGRAMME.

97. (1) In the Circular No. ED 11 TPS, 64, dated 10th December 1964 all the Heads of Departments

have been instructed to supply 19 copies of their priced publications to Messrs. Higginbothams (Private) Ltd., Bangalore who are the agents of the American Libraries book Procurement Centre and unpriced publications directly to the American Libraries Book Procurement Centre. Shiela Theatre Buildings, Desha Bandhu Gupta Road, New Delhi-1.

(2) Instructions have also been issued to all the Heads of Departments in the Circular No. ED 11 TPS 64, dated 11th October 1964 to send lists of their priced and unpriced publications which are required to be supplied as per the instructions referred to in the previous para, directly to the American Libraries Book Procurement Centre, New Delhi, to enable them to check up the Publications supplied by their agents here and also the offices and departments of this Government.

(3) It is reiterated that all Heads of Departments should supply their publications regularly, as per the instructions issued in the Circular No. ED 11 TPS 64, dated the 10th December 1964, to the American Libraries Book Procurement Centre directly or through their agents here, as the case may be and also to issue necessary instructions accordingly to their subordinate offices.

(4) The Director of Printing, Stationery and Publications, should continue to supply the copies

of the publications of the Government printed at the Government Press to the American Libraries Book Procurement Centre or their agents as the case may be and to recover the cost from their agents in case of priced publications, as is being done now.

(5) According to the Standing Orders, the Departments are required to consult the Director of Printing, Stationery and Publications before getting their publications printed at the Private Presses. At that time, the Director of Printing, Stationery and Publications should intimate those departments concerned that 19 copies of each of those publications should be supplied to Messrs. Higginbotham's (Private) Limited, Mahatma Gandhi Road, Bangalore-1, on payment basis, if they are priced publications and to the American Libraries Procurement Centre, New Delhi-1 directly if they are unpriced publications, if those publications do not come under the categories of Publications indicated below:-

- (i) Individual Laws or Acts without added Commentary;
- (ii) Translations, if the original text is in one of the Indian Languages and an English Translation exists, both should be supplied. But translations, from the original to another Indian Language are not required.

- (iii) Text Books below the college level and any text book originally published abroad.
- (iv) Reprints and extracts from current periodicals.
- (v) Miscellaneous pamphlets, leaflets, brochures, etc., of no research value.
- (vi) Material issued for neo literates.
- (vii) Question papers set for examinations;
- (viii) Also any publications printed prior to 1st January 1961 should not be sent unless they are specially ordered or brought to the notice of the American Library Book Procurement Centre for approval.

(6) The Heads of Departments are requested to adhere strictly to the instructions already issued in this behalf and ensure that copies of their publications are supplied to Messrs. Higginbotham's (Private) Ltd., Mahatma Gandhi Road, Bangalore-1 or to the American Libraries Book Procurement Centre, Shiela Theatre Buildings, Deshabandhu Gupta Road, New Delhi-1, directly as the case may be.

(Government Circular No. ED 331 TPS 66, dated 22nd February 1967)

(7) The dispatch of publications published in the Government Presses to be sent to American Libraries Book Procurement Centre either direct or

through their agents, Messrs. Higginbotham's (Private) Ltd., Bangalore should be through the Government Central Book Depot, Bangalore. The required number of copies, twenty, of all publications which are not purely official in character or which are not confidential should be sent to the Procurement Centre. In order to ensure that this work is attended to promptly, the Dispatching Branches of the Government Press, Bangalore, Government Branch Presses, Dharwar, Gulbarga and Mercara, should maintain a Register and enter all dispatches of publications to the Procurement Centre, New Delhi, through the Government Book Depot, in this Register. The officers in charge of the several Dispatching Branches will pay particular attention to this work.

(O.O. No. 14/69-70, dated 11th September 1969).

(8) All the Heads of Departments have to supply their publications regularly as per instructions issued in the Circular No. Ed 337 TPS 67, dated 19th December 1967 to the American Libraries Book Procurement Centre directly or through their agents as the case may be, the copies of unpriced publications being supplied also charged at the rate of Rupee One (Re.1) for 25 pages of printed matter uniformly unless special material like superior paper and other quality binding is effected when individual costs may be worked out and supplied at that rate.

(Circular No. Ed 44 TPS 69, dated 8th January 1970).

ANNEXURE I

Preparation of the Manuscript :- 'Good Copy' is the printer's description of a manuscript which is easy to handle and to read and come to him complete in all details. An untidy or incomplete manuscript not only gives trouble to everyone who must deal with it, but also increase production costs, leads to errors and proof corrections, and makes sound typographical presentation difficult to achieve and causes delay in the execution of priority work – Cambridge University Press-

Copy should, therefore, fulfill the following requirements:-

- (a) It is absolutely essential that the manuscript is very carefully and correctly prepared in all respects.
 - (1) It is desired that bold or italic type should be used, the appropriate words should be underlined with a wavy or a straight line respectively.
 - (2) The headings and other particulars should when necessary be entered in black ink at the top of each document to be printed.
 - (3) Capitalisation, punctuation, etc., should be marked before the copy is sent to the Press.

- (4) The footnotes should be typed at the end of each folio.
- (5) Long Heading to columns in tables should be avoided, if necessary, by using letters or numbers with a key printed below.
- (6) All abbreviations will be printed in full unless otherwise indicated.
- (7) Matter to be omitted should be encircled faintly with red pencil/ink.

(b) Marginal notes or cut-in-notes for subject headings, etc., entail much trouble with extra expense and should be avoided as far as possible. Headings to paragraphs can be more conveniently printed in a run on style at the beginning of the paragraph, in a distinctive type i.e., small caps, italics, etc.

(c) The copy should be types on one side of the paper, preferably double-spaced and with a good left-hand margin; the top copy should be sent to the Press. Any handwriting e.g., for mathematics or words not in roman characters should be perfectly legible.

(d) The leaves should be numbered throughout. Late additions should be typed on separate leaves and numbered, e.g., 104A. Pins and staples are an embarrassment to the Press and should not be used.

(e) The copy should contain complete material for the preliminary matter (title, dedication, contents, and so on), notes, bibliography, appendices, and indeed everything except the index which cannot of course be completed until page proofs are available. If for good reason any other item must be later, the fact should be noted and some indication given of the amount of space to be allowed.

(f) Illustration should be separate from the manuscript and each one numbered, for identification, if not printing. The legends to captions with corresponding numbers should be typed all together on a separate sheet. The numbers should also be written in the margin of the manuscript to show where each illustration is to appear. With photographs it is important to avoid heavy writing on the back and paper fasteners should not be used. Glossy prints are best.

(g) Drawing, sketches, etc., to be inserted in the work should be sent to the officer-in-charge of the Press to which the letter-press portion is sent. He will pass them on for printed copies or blocks to the Photo-Zinco Section with the necessary instructions as to size to suit the size of the publications in which they appear, and other technical details, particularly the screen to be used in the manufacture of half tones, so as to bring all the required details in the final print from the same.

Rules for the preparation of Manuscripts and Transmission of work and Proofs to the Government Presses.

(1) Manuscript which is not in complete and final form will not be set up in type. All matter must be thoroughly edited before being sent for printing in order to obviate material alternations and additions in the proofs.

(2) The manuscript or 'copy', before it is sent for printing, must be neatly and legibly written or typed on only one side of the paper. The size of the page in which it should be composed and the number of copies required should be clearly specified after carefully estimating the minimum requirements and the distribution list for the printed copies also sent.

(3) The Press will arrange 'Copy' in the most economical form in the absence of other clear instructions and will look to the style of setting it, but the Departments may, at the time the 'Copy' is first sent to the Press, give any instructions regarding the style of printing, which the press will Endeavour to comply with.

(4) Instructions subsequently given on proof copies, which should have been given initially, cannot be complied with.

(5) When the matter has once been set up in the Press, it cannot, except in very special circumstances be altered in type or size.

(6) No proof will ordinarily be supplied when the manuscript is clear, type written or a reprint. In important cases, however, where proofs are desired, not more than two proofs will sent, except for special reasons which should be clearly explained.

(7) Proof sent by the Press should be returned direct to the Press in the time specified by the Director. If they cannot be returned by that time, the time when they will actually be sent should be intimated to him.

(8) After the expiry of this period, type may not be kept standing and may be distributed without any intimation being given to the Department concerned. The work will not also be reset after its type is distribution without the specific sanction of Government.