

sent to the Press are of a very urgent nature, and likely to be required at any moment, they may be marked with an 'immediate' label, accompanied by a slip signed by the Superintendent concerned calling on the Controller, Printing and Stationery, to arrange to get the manuscript into type at once, and to submit within 30 hours, a proof on which a case can be worked. Similarly, when a case already in the Press is urgently required, the procedure described above should be adopted. When a case is of such urgency as not to admit of even the shortest delay, the papers may be withdrawn from the press on an order signed by the Supdt. The Superintendent or Assistant dealing with the case will be held responsible for the return to the Press of the papers thus withdrawn with the least possible delay. If these cannot be returned to the Press within a month of their withdrawal, the fact should be brought to the notice of the Under Secretary.

187. *Omission of matter from volumes of proceedings.*—When any recorded proceedings are withdrawn from the Press before having been printed, a note should be printed in the table of contents of the proceedings volume in the month in which it was recorded to the effect that it will be printed in the next month's volume. Should this be not possible, then a similar note should be inserted in subsequent volumes till the proceedings are printed.

188. *Distribution of standing type.*—Type should not be allowed to be kept standing longer than is absolutely necessary. The Controller, Printing and Stationery is required to submit, not later than the fifty day of each month a list for each branch of the Secretariat showing what cases it had standing in type more than a month old at the close of the previous month. Orders should be passed on such lists without delay by Branch Superintendents as to whether the type should be distributed or kept standing. Recorders should submit with their weekly arrear reports a statement showing all cases in the Press in which type has been kept standing for over two months and orders for its distribution have not been passed. The statements will be scrutinized by the Under Secretary who will take such action as is deemed necessary.

189. *Delays in Printing.*—When proofs or printed copies are not received within a reasonable time reminders should be sent to the Press by the recorder. In urgent cases Superintendents should take special action, if necessary, to expedite printing, and if undue delay has occurred, they should report the matter to the Under Secretary who will write to the Controller, Printing and Stationery.

190. *Responsibility for early return of proofs to the Press.*—When the proof of a document is called for from the Press, the recorder under the Supervision of the Superintendent of the branch must see that the proof after it has been examined thoroughly is returned to the Press without delay, as the Controller of Printing and Stationery is authorized to bill the departments for type which has been standing over 35 days.

When a file is sent to the Press for a proof and is subsequently withdrawn before the proof is supplied, the recorder, if there is delay in returning the file, bring the matter to the notice of the Superintendent of the branch who will take the necessary steps to expedite the return of the file.

191. *Instructions for proof correcting.*—The Assistant concerned is responsible for the entire correctness of the proof, form, address type, spelling etc. The following points should be kept in view :—

- (1) Since all Author's corrections are carried out on time rates by Compositors and are debited to the contingent grant of the departments concerned in case their cost exceed 5% of the total composition charges of the job, it is in the interest of the department concerned that a distinction should be made between 'Author's corrections' and those marked by the Press on the Author's proofs. In view of this, all Author's corrections in proofs should be marked in red ink. This procedure will also facilitate the preparation of bills by the Press so that only the Author's corrections are charged for and not those that appertain to the Press.
- (2) The Signs and abbreviations commonly used to indicate the corrections to be made in a proof are given in Appendix 'C' to this Chapter. They should be adopted for all works sent to the Government Press, as time will be saved and greater accuracy will be ensured.
- (3) Every correction should be marked neatly in ink in the margin of the proof exactly opposite the line in which the corrections is to be made. All corrections to be made in left of the page should be written in the left hand margin of the proof with the first correction written nearest the edge of the paper, the second alteration in the same line being by its side to the right, nearer the type, the third on the inner side of the second and so on, till the middle of the line is reached; when the corrections in the right half are written in the right margin but in inverse order, the first alteration in the same line being made close to the print, the second on the outer side of the first in a line with it, the third still nearer the edge of the paper and so on with the remainder, as shown in the ninth line of the specimen proof at appendix "C". In each case a "....." or other mark is made in the line to indicate the place where the correction marked in the margin is to be made. It is important that this order is followed and that a long/stroke is placed after every correction written in the margin except those which are indicated by special signs. While every endeavour is made to ensure accuracy, the Press takes no responsibility for corrections not written in ink in the margin.
- (4) Corrections to be made in two or more pages or in several places in the same page must be repeated in full in every case. Corrections referred to in a separate note or letter cannot be attended to, as there is no staff available to transfer them to the proofs. The proof is taken as the sole guide in the Press.
- (5) When it is necessary to transfer matter from one page to another, the change should be marked on both pages. The proofs should not be cut up in such cases nor when any matter is deleted.

- (6) Nothing should be written against the printed matter on a proof except to show individual corrections. Any special instructions or remarks should be encircled, and if possible written with ink of a different colour; otherwise the compositors may incorporate such remarks in the text. Instructions as to the number of copies required, etc. should, except for confidential work, be given only on the Press slip sent with the proof.
- (7) Queries made by the press on a proof should be settled before the proof is returned to the Press, as the Press will assume that the matter is correct if no reply is given. Deviations from copy will be made by the Press only where there are palpable errors in dates, spelling, or of style.

The Explanatory Remarks and a specimen corrected proof will be found at Appendix 'C' to this chapter.

192. *Printed Notes to collection copies Proceedings.*—A copy of the printed notes should be stiched to each collection copy of the proceedings to which it belongs. If a note covers more than one collection, it should be stiched to the last one of the series to which it relates.

193. *Issue of Circulators.*—When the Press is ready to print off a circular, it will send a printed copy of the circular with the manuscript to the branch concerned. The recorder of the branch will pass on the case to the despatcher to number and date both the printed copy and the manuscript. The printed copy will then be returned by the branch Recorder without any delay to the Press, which will strike off and supply the usual number of copies with printed signatures.

194. *Number of printed copies and their distribution.*—(A) Superintendents and Assistants are responsible for the issue of instructions to the Press as to the number of copies of letters, circulars, etc. to be printed. The Press has instructions to return all indents in which the number of copies is not specified. Recorders should not send letters, circulars, etc. to be issued to the Press without first having obtained orders from the Superintendent in this respect.

195. *Rules for the use of spare copies of printed correspondence received from the Govt. for India or other States.*—To save the cost of reprinting, so far as possible, the following rules for the free use of spare copies of printed correspondence received from the several Ministries of the Govt. of India and elsewhere are to be strictly observed :—

- (a) The spare copies should be kept by the branch diarist. When an issue is to take place in print, the recorder should obtain the spare copies from the diarist and send the necessary number to the Press for the current issue, and the Press should utilize them accordingly. The recorder should also, after he has recorded the fresh papers, send the necessary number of spare copies with the manuscript, to the press for (i) proceedings volumes, and (ii) collection copies. This is to be done invariably, no matter how small the amount of printed matter may be, even if only a half or a quarter of a page. The Press should bind the copies with the volumes and collections, filling in the proceedings number and paging by hand.

- (b) If the amount of printed matter in the spare copy is small and the current issue will not leave a sufficient number of spare copies for the proceedings volumes and collection copies the spare copies should be used for these and the required number of copies for the current issue be made up by copies to be taken off on the Gestetner Machine.
- (c) If on receipt of a paper in print from the Govt. of India or elsewhere, the Supdt. or Assistant thinks that the number of spare copies received will be insufficient, he should put up a telegram for the approval of Deputy/Under Secretary concerned asking for any further number required. If, however, the case is so urgent that it cannot await the arrival of more copies, the course mentioned at (b) above should be adopted.
- (d) Five spare copies should be placed with the file, whether any action is taken or not and the remainder destroyed after six months.

196. *Printing of Correspondence for Heads of Departments and Commissioners.*—Commissioners and Heads of Departments are allowed to send important papers, which should be printed in ordinary course and form part of Govt. proceedings, to the Secretariat to be printed in the first instance

The papers so to be printed will be accompanied by a printed form which should be registered in the diary of the branch to which the case belongs and be submitted by the Supdt. or Assistant to the Under Secretary, who will decide (referring to Secretaries for orders in doubtful cases) :—

- (a) Whether the papers are important enough to be printed;
- (b) Whether any enclosures should not be printed;
- (c) Whether the case is likely to be referred to the Govt. of India;
- (d) Whether any state distribution will be made.

The file will then be passed on to the branch concerned which will arrange to have the papers printed, giving the Press clear instructions as to the number of copies required. When the papers have been printed the Press will break up the type, return the manuscript accompanied by the number of copies ordered and retaining the remainder to be utilized for proceedings, etc. The branch will send the printed copies and manuscripts to the officer from whom the papers were received.

197. *Treatment of letters for issue in print.*—If a letter is to issue in print, the dealing Assistant should separate the papers for the Press, and see that they are regularly paged and that the paragraphs are properly numbered. The file should then be sent to the recorder, who will enter the papers to be printed in the press register and send them to the press obtaining a receipt. The following rules should be carefully observed :—

- (1) *Procedure for issue in print of a finally approved draft* :—When a draft has been finally approved in manuscript and is to issue in print, the

order for the full number of copies required for immediate issue to all the authorities addressed, should be sent to the Press with the numbered and dated manuscript draft. The press will return the draft together with the full number of printed copies asked for, and after the copy, or copies, for signature have been duly signed, the despatcher will despatch, simultaneously with them all the sapare copies intended for the authority addressed in each case.

(2) *Issue in print to be examined before despatch.*—All letters issuing in print should be examined by the Assistant incharge of the case immediately before issue to ensure their being completed as regards enclosures and in every other respect

(3) Superintendents, Assistants Deputy Superintendent, Issue Branch and Recorders should see that the correct name of the officer is duly inserted in every draft that is sent to the Press for printing of publication, particularly at the time of impending changes in Secretariat Personnel.

(4) *Printing of endorsements when several persons are addressed in one communication.*—When several persons are addressed in one communication, or copies of a communication are sent to one or more authorities by endorsement, the orders so conveyed should not (unless specially ordered for some special reason) be printed off separately for each person addressed. The whole communication, both heading and endorsement included, should be sent to all addresses. The name of the authority for whom a particular letter or endorsement with or without accompanying correspondence, is intended, should be entered in ink at the foot of that copy.

198. *Destruction of manuscript after printing.*—The files of recorded 'A' cases and of 'B' files, when under print in the Press, should be retained by the recorder and, when the printed collections reach him, he should prepare, for the approval of the Supdt. the 'destruction slips' indicating the manuscript papers to be preserved or destroyed.

The manuscripts of confidential and secret papers, which have been printed, should be destroyed by the Supdt. or the Assistant himself who dealt with the case.

PART II

199. *Printing of Secret and Confidential papers.*—No confidential papers should be printed nor should they be brought on the ordinary proceedings of Government, or bound in the monthly proceedings volumes without the orders of an officer.

Arrangement of Papers.—Cases to be printed are treated exactly like collection files, i.e., each paper has a separate proceedings number, and the collection bears the annual file number. The papers should be most carefully arranged and the pages numbered, and all papers connected with each file should be brought together the usual counter-marking being made when it is only necessary to keep a certain portion of the papers confidential apart from the rest of the correspondence in the case. Unimportant confidential cases are filed in the same manner but without proceedings numbers.