

GOVERNMENT OF WEST PAKISTAN PRINTING AND STATIONERY MANUAL

CONTENTS

PART I—PRINTING CHAPTER-I

1. DEFINITIONS

CHAPTER-II INTRODUCTORY

- 2.1 THE GOVERNMENT PRINTING AND STATIONERY DEPARTMENT
- 2.2 WEST PAKISTAN GOVERNMENT PRINTING PRESS, LAHORE
- 2.3 FORMS PRESS, LAHORE
- 2.4 BORSTAL INSTITUTE PRESS, LAHORE
- 2.5 PROVINCIAL STATIONERY OFFICE, LAHORE
- 2.6 WEST PAKISTAN GOVERNMENT PRINTING PRESS, KARACHI
- 2.7 WEST PAKISTAN GOVERNMENT PRINTING PRESS, PESHAWAR
- 2.8 WEST PAKISTAN GOVERNMENT PRINTING PRESS, BAHAWALPUR
- 2.9 WEST PAKISTAN GOVERNMENT PRINTING PRESS, SHARPER
- 2.10 WEST PAKISTAN GOVERNMENT PRINTING PRESS, QUETTA

CHAPTER-III GENERAL INSTRUCTIONS

- 3.1 GENERAL
- 3.2 BREACH OF RULES
- 3.3 COMMERCIAL DEPARTMENTS
- 3.4 PRIVATE WORK
- 3.5 WORK OF COMMITTEES AND COMMISSIONS, AND BOARDS OF ENQUIRY
- 3.6 CHARGES FOR PRINTING WORK DONE FOR COMMERCIAL DEPARTMENTS AND SEMI-GOVERNMENT INSTITUTIONS AND LOCAL BODIES
- 3.7 RECEIPT AND DELIVERY OF WORK
- 3.8 OVERTIME
- 3.9 SUNDAY WORK
- 3.10 ADMISSION TO GOVERNMENT PRESSES

CHAPTER-IV MISCELLANEOUS PRINTING BY TYPOGRAPHY, PHOTOLITHOGRAPHY AND FROM BLOCKS

- 4.1 REQUISITION FOR MISCELLANEOUS PRINTING

- 4.2 CHANNEL OF DEMAND
- 4.3 PRINTING OF LETTERS, CIRCULARS, ETC. AND MINIMUM NUMBER OF COPIES FOR PRINTING
- 4.4 FORECAST OF EXTRAORDINARY DEMANDS BY INDENTING OFFICERS
- 4.5 REQUISITION FOR PRINTING
- 4.6 URGENT AND IMMEDIATE WORK
- 4.7 NUMBER OF COPIES
- 4.8 WORK TO BE COMPLETE
- 4.9 PREPARATION OF COPY
- 4.10 DUPLICATING
- 4.11 PROOFS
- 4.12 RETURN OF PROOFS
- 4.13 STANDING TYPE
- 4.14 STANDING MATTER
- 4.15 ANNUAL DEPARTMENTAL REPORTS
- 4.16 PUBLICATION OF NOTIFICATIONS IN WEST PAKISTAN GOVERNMENT GAZETTE
- 4.17 EXTRAORDINARY ISSUES OF WEST PAKISTAN GOVERNMENT GAZETTE
- 4.18 PREPARATION OF BLOCKS AND PRINTING THERE FORM
- 4.19 PRINTING IN COLOURS
- 4.20 EMBOSSING OF D.O. PAPERS AND ENVELOPES

**CHAPTER-V
INSTRUCTIONS REGARDING PRINTING AND SUPPLY OF
LITHOGRAPHIC AND TYPOGRAPHIC FORMS**

- 5.1 CHANNEL OF DEMAND
- 5.2 SUBMISSION OF INDENTS
- 5.3 PREPARATION OF ANNUAL INDENTS
- 5.4 UNIVERSAL FORMS
- 5.5 OFFICIAL ENVELOPES
- 5.6 ECONOMY IN THE USE OF ENVELOPES
- 5.7 ADDITION OR ALTERATION IN THE STANDARD DEPARTMENTAL FORMS
- 5.8 NON-STANDARD FORMS
- 5.9 TREASURY AND ACCOUNTS FORMS
- 5.10 ALTERATION OR AMENDMENT OF SPECIAL FORMS
- 5.11 NEW FORMS

- 5.12 VERNACULAR KHASRA BOUND BOOKS
- 5.13 SCRUTINY AND CONSOLIDATION OF INDENTS
- 5.14 ABNORMAL INDENTS
- 5.15 SUBMISSION OF ORIGINAL INDENTS
- 5.16 SUPPLEMENTARY INDENTS
- 5.17 URGENT INDENTS, TELEGRAPHIC REQUISITIONS, ETC.
- 5.18 BIENNIAL OR TRIENNIAL INDENTS
- 5.19 ISSUE OF REMINDERS
- 5.20 DISPATCH OF FORMS AND ENVELOPES
- 5.21 OPENING OF PACKAGES, CHECKING OF CONTENTS AND RETURNS OF INVOICES
- 5.22 CARE AND CUSTODY OF FORMS
- 5.23 ISSUE OF FORMS FROM STOCK
- 5.24 CHECK ON FORMS
- 5.25. DISPOSAL OF SURPLUS STOCKS
- 5.26 JUSTIFICATION FOR PRINTED FORMS
- 5.27 NEW OR REVISED FORMS
- 5.28 INTRODUCTION OF NEW FORMS
- 5.29 INSPECTION

CHAPTER-VI
SPECIAL AND MISCELLANEOUS BINDING, FILE BOARDS, ETC.

- 6.1 CHANNEL OF DEMAND
- 6.2 SANCTION REQUIRED
- 6.3 QUALITY OF BINDING
- 6.4 BINDING OF REGISTER
- 6.5 GOLD LETTERING
- 6.6 BINDING EXECUTED LOCALLY OR AT PRIVATE PRESSES
- 6.7 BLANK BOOKS AND FILE BOOKS
- 6.8 FILE BOARDS
- 6.9 FLAPS

CHAPTER-VII
PRINTING AT PRIVATE PRESSES

- 7.1 ENTRUSTMENT OF WORK TO A PRIVATE PRESS
- 7.2 PROCEDURE FOR ALLOTMENT OF WORK TO A PRIVATE PRESS

- 7.3 EXTRA PAYMENT TO PRIVATE PRESSES ON ACCOUNT OF EMERGENT REQUISITIONS
- 7.4 AUTHORITY FOR PRINTING AT A PRIVATE PRESS
- 7.5 RATES FOR PRIVATE PRINTING TO BE APPROVED BY CONTROLLER
- 7.6 HEAD OF ACCOUNT FOR PAYMENT OF PRINTING CHARGES AT PRIVATE PRESSES

**CHAPTER-VIII
PRINTING AND BINDING FOR GOVERNMENT OF
PAKISTAN (CENTRAL) DEPARTMENTS**

- 8.1 PRINTING AND BINDING AT PROVINCIAL GOVERNMENT PRESSES
- 8.2 SANCTION FOR PRINTING AT PROVINCIAL GOVERNMENT PRESSES
- 8.3 INDENTING OFFICERS

**CHAPTER-IX
INSTRUCTIONS FOR THE PRINTING AND SUPPLY OF PRICED PUBLICATIONS**

- 9.1 GENERAL PROCEDURE
- 9.2 FIXATION OF SALE PRICE
- 9.3 MANNER OF SALE
- 9.4 DISCOUNT ON SALE OF WEST PAKISTAN GOVERNMENT PUBLICATIONS
- 9.5 SUPPLY OF WEST PAKISTAN GOVERNMENT PUBLICATIONS TO GOVERNMENT OF PAKISTAN, OTHER PROVINCIAL GOVERNMENT AND PAKISTAN MISSIONS ABROAD
- 9.6 PROCEDURE FOR SUPPLY OF PUBLICATIONS FROM THE GOVERNMENT BOOK DEPOT TO THE GOVERNMENT OFFICES
- 9.7 ADJUSTMENT OF COST OF OFFICIAL PUBLICATION SUPPLIED TO GOVERNMENT OFFICES
- 9.8 ADJUSTMENT OF THE COST OF UN-OFFICIAL PUBLICATIONS AND NEWSPAPERS TO THE PAKISTAN MISSIONS ABROAD
- 9.9 RULES REGULATING FREE SUPPLY OF PRICED PUBLICATIONS OF THE WEST PAKISTAN GOVERNMENT
- 9.10 SUPPLY OF COPIES OF PRICED PUBLICATIONS OF THE GOVERNMENT OF PAKISTAN TO PROVINCIAL GOVERNMENT
- 9.11 REQUISITIONS FOR GOVERNMENT OF PAKISTAN PUBLICATION
- 9.12 SUPPLY OF MILITARY PUBLICATIONS TO CIVIL DEPARTMENTS
- 9.13 SUPPLY OF CODES, MANUALS, AUDIT INSTRUCTIONS, ETC. TO PROVINCIAL GOVERNMENT
- 9.14 RECURRING PUBLICATIONS SUPPLIED ON SUBSCRIPTIONS
- 9.15 GAZETTE
- 9.16 LOSS OR DAMAGE IN TRANSIT

CHAPTER-X

**INSTRUCTIONS FOR THE PRINTING AND SUPPLY OF TEXT BOOKS, LOCAL
BODY AND MARKET COMMITTEE FORMS AND REGISTERS**

- 10.1 GENERAL PROCEDURE**
- 10.2 FIXATION OF SALE PRICE**
- 10.3 SUPPLY OF FORMS AND REGISTERS TO LOCAL BODIES AND MARKET
COMMITTEES**
- 10.4 DISPATCH OF FORMS AND REGISTERS**
- 10.5 OPENING OF PACKAGES, CHECKING OF CONTENTS AND RETURN OF
INVOICES**
- 10.6 DISCOUNT ON SALE OF TEXT BOOKS**
- 10.7 SUPPLY OF TEXT BOOKS**

**PART-II-STATIONERY
CHAPTER-XI**

RULES FOR THE PURCHASE AND SUPPLY OF ARTICLES OF STATIONERY

- 11.1 PURCHASE AND SUPPLY**
- 11.2 PROCUREMENT**
- 11.3 STOCK AND SUPPLY**
- 11.4 ESTIMATES OF ANNUAL STATIONERY REQUIREMENTS**
- 11.5 MONETARY ALLOTMENTS**
- 11.6 SUBORDINATE OFFICE ESTIMATES**
- 11.7 PRICE LISTS**
- 11.8 METHOD OF OBTAINING STATIONERY**
- 11.9 INDENTS IN EXCESS OF ALLOTMENTS**
- 11.10 ISSUES ON CASH PAYMENT**
- 11.11 FORMS OF INDENT**
- 11.12 PREPARATION OF INDENTS**
- 11.13 LIMITATION OF INDENTS**
- 11.14 DEFECTIVE AND INCOMPLETE INDENTS**
- 11.15 ECONOMY IN INDENTS**
- 11.16 STANDARD SCALE**
- 11.17 DOUBTFUL ITEMS**
- 11.18 EXPENSIVE ARTICLES**
- 11.19 METHODS OF SUPPLY**
- 11.20 VALUE OF ARTICLES SUPPLIED**
- 11.21 SUPPLIES TO LOCAL OFFICES**
- 11.22 SUBSTITUTION OF ARTICLES**

- 11.23 DEFECTIVE ARTICLES
- 11.24 ACKNOWLEDGEMENT OF CONSIGNMENTS
- 11.25 DELIVERY
- 11.26 DIRECT SUPPLIES
- 11.27 OPENING OF PACKAGES
- 11.28 SHORT RECEIPTS
- 11.29 DAMAGE IN TRANSIT
- 11.30 ADJUSTMENT OF DEFICIENCIES
- 11.31 ADJUSTMENT WHEN RULES ARE NOT OBSERVED
- 11.32 CONTROL OVER CONSUMPTION
- 11.33 ACCOUNTS OF RECEIPTS AND ISSUES
- 11.34 LOCAL PURCHASE OF STATIONERY
- 11.35 SUPPLY OF STATIONERY TO PAYING AND COMMERCIAL DEPARTMENTS
- 11.36 ADJUSTMENT OF VALUE OF SUPPLIES OF STATIONERY MADE ON CASH PAYMENT TO LOCAL BODIES AND SEMI-GOVERNMENT INSTITUTIONS
- 11.37 INSPECTION OF STATIONERY
- 11.38 ANNUAL STOCK-TAKING OF STATIONERY OFFICE/DEPOTS
- 11.39 METHOD OF SUPPLY
- 11.40 METHOD OF INDENTING
- 11.41 SUBMISSION OF INDENTS
- 11.42 ACKNOWLEDGMENT OF RECEIPT
- 11.43 SANCTION FOR SPECIAL ARTICLES
- 11.44 NUMBERING AND DATING MACHINES
- 11.45 ESTIMATES OF REQUIREMENTS
- 11.46 SUBMISSION OF INDENTS

CHAPTER-XII

TYPEWRITERS, DUPLICATORS, COPYING MACHINES, CALCULATING, ACCOUNTING AND ADDING MACHINES AND ACCESSORIES

- 12.1 APPROVED PATTERNS OF TYPEWRITERS
- 12.2 SANCTIONED SCALE OF TYPEWRITERS FOR CERTAIN OFFICES
- 12.3 SANCTIONING AUTHORITY FOR PURCHASE OF TYPEWRITERS
- 12.4 PROCEDURE FOR THE PURCHASE OF TYPEWRITERS
- 12.5 CERTIFICATE REQUIRED FOR THE PURCHASE OF TYPEWRITERS
- 12.6 SUPPLY OF TYPEWRITERS FOR THE PERSONAL USE OF JUDICIAL OFFICERS

- 12.7 PERIODICAL VERIFICATION OF GOVERNMENT TYPEWRITERS
- 12.8 UPKEEP AND MAINTENANCE OF TYPEWRITERS
- 12.9 DUTIES OF TYPISTS
- 12.10 USE OF ACCESSORIES
- 12.11 CARBON PAPER AND TYPEWRITER RIBBONS
- 12.12 REPAIRING, OILING, CLEANING, SERVICING AND INSPECTION OF TYPEWRITERS, DUPLICATORS, ACCOUNTING, CALCULATING AND ADDING MACHINES
- 12.13 PROCEDURE FOR THE CONDEMNATION OF TYPEWRITERS
- 12.14 RATE CONTRACT FOR DUPLICATORS
- 12.15 METHOD OF SUPPLY
- 12.16 REPAIRS TO DUPLICATORS, ETC.
- 12.17 CONDEMNATION OF OLD AND WORN OUT DUPLICATORS, ETC.
- 12.18 PURCHASE OF STENCILS AND OTHER ACCESSORIES
- 12.19 SANCTIONING AUTHORITY FOR THE PURCHASE OF DUPLICATORS, ETC.

CHAPTER-XIII

INSTRUCTIONS FOR EFFECTING ECONOMY IN THE CONSUMPTION OF PAPER, STATIONERY, FORMS AND ENTRUSTING OF PRINTING WORK TO PRESS

- 13.1 GENERAL INSTRUCTIONS
- 13.2 ECONOMY IN PRINTING
- 13.3 ISSUE OF GRADATION LISTS, ETC.
- 13.4 ISSUE OF CIRCULARS
- 13.5 ECONOMY IN TYPING OR WRITING
- 13.6 ECONOMY IN SERVICE POSTAGE STAMPS
- 13.7 FILES AND FILE BOARDS, ETC.
- 13.8 USE OF SLIP BOOKS
- 13.9 SHORT-HAND NOTE BOOKS
- 13.10 CONSUMPTION OF BLOTTING PAPER
- 13.11 CONSUMPTION OF ENVELOPES
- 13.12 DRAWING PAPERS AND MATERIALS
- 13.13 CONSUMPTION OF OFFICE STATIONERY
- 13.14 USE OF ART PAPER AND COLOURED PRINTING
- 13.15 USE OF DEPARTMENTAL CRESTS

CHAPTER-XIII

DISPOSAL OF WASTEPAPER

- 14.1 REMOVAL OF WASTE PAPER

14.2 INTIMATION REGARDING ANNUAL CONTRACT

14.3 METHOD OF DISPOSAL

14.4 METHOD OF ACCOUNTING AND ADJUSTING SALE-PROCEEDS

GOVERNMENT OF WEST PAKISTAN PRINTING AND STATIONERY MANUAL PART-I-PRINTING

TEXT

CHAPTER-I

1 DEFINITIONS

I. In this Manual unless there is anything repugnant in the subject or the context the following expressions have the meanings hereby assigned to them, that is to say:-

- (a) "Administrative Department" means Government in the Administrative Department concerned.
- (b) "Controller" means the Controller of Printing and Stationery, West Pakistan, Lahore.
- (c) "Government" means the Government of West Pakistan in the Secretariat Department for the subject of Printing and Stationery.
- (d) "Government Book Depot" means the West Pakistan Government Book Depot at Lahore, Peshawar and Karachi, where all official priced publications of Government stocked for sale to the public and distribution to Government offices.
- (e) "Government Presses" means all the Presses which may be established and maintained by the West Pakistan Government and include the following Presses:-
 - (i) Government Printing Press, Lahore.
 - (ii) Forms Press, Lahore.
 - (iii) Borstal Institute Press, Lahore.
 - (iv) Government Printing Press, Karachi.
 - (v) Government Printing Press, Peshawar.
 - (vi) Central Jail Press, Peshawar.
 - (vii) Government Printing Press, Bahawalpur.
 - (viii) Government Printing Press, Khairpur, and
 - (ix) Government Printing Press, Quetta.
- (f) "Local Body Forms" mean forms which are prescribed for use in local bodies in the province by the Health, Welfare and Local Government Department or Examiner, Local Fund Accounts.
- (g) "Market Committee Forms" mean forms which are prescribed for use in the Market Committees in the province by the Health, Welfare and Local Government Department or the Chief Auditor, Local Fund Accounts.
- (h) "Miscellaneous Printing" includes all kinds of printing work of Government offices except universal and standard forms stocked by the Printing and Stationery Departments.
- (i) "New Forms" mean forms both in English and Vernacular, which do not already exist in print. These cannot be printed without the special sanction of the Head of the Attached Department or the Administrative Secretary concerned.
- (j) "Non-Standard Forms" mean forms both in English and Vernacular, which cannot be used in all office subordinate to a department and have been prescribed for use in particular offices.
- (k) "Official Envelopes" mean envelopes prescribed by Government for use in all Government departments in the province as specified in Appendix 'C'.
- (l) "Publications" mean all Books, Pamphlets, Reports, Official Gazette, Forms and other printed matter including addenda and corrigenda copies of which are available for sale to the public and all such other books, etc.,

not for sale as are stocked by the Government Book Depots for supply to Government Offices.

- (m) "Sales Depot" means the West Pakistan Government Sale Depot, Lahore, where all Local Body and Market Committee Forms and Registers are stocked for supply on cash payment to Local Bodies and Market Committees. Text Books are also stocked in this Depot for sale to the public.
- (n) "Standard Departmental Forms" mean forms both in English and Vernacular, which are used by one or more Government Departments and by various Offices of a particular department.
- (o) "Stationery" means paper of all kinds, office stationery, drawing, printing and binding materials, typewriter and duplicator accessories, rubber and metal stamps and other miscellaneous office requisites required for use in Government offices/institutions.
- (p) "Stationery Depot" means the Stationery Depots at the various Regional Presses.
- (q) "Stationery Office" means the Provincial Stationery Office, West Pakistan, Lahore.
- (r) "Superintendent" means officer incharge of the Government Printing Press at Lahore/Karachi.
- (s) "Text Books" mean the Primary and Middle School Text Books or such other Text Books as are printed under the authority of the Education Department.
- (t) "Universal Forms" mean Forms which are used by all Government Departments in the province, such as note sheets drafts, reminders, flaps, file covers, file boards, etc., as specified in Appendix C.
- (u) "Works Manager" means officer incharge of the Regional Government Printing Presses that is Presses other than the Government Presses at Lahore and Karachi.

CHAPTER-II

INTRODUCTORY

2.1. The Government Printing and Stationery Department is a Service Department and established for the purpose of executing the printing and binding work of the West Pakistan Government Printing, stocking and supply of standard and non-standard and other departmental forms, and procurement, stocking and supply of stationery to Provincial Government Offices. It consists of the following Presses, Stationery and Book Depots.

2.2. West Pakistan Government Printing Press, Lahore-This press is principally employed in printing Weekly Provincial Government Gazettes in English, Weekly Police Gazette in English and Urdu, Government Publications, Annual and other Departmental Reports, Publications and Text Books, Assembly Debates, Budget, Government Circulars, Pamphlets, Murder Cases of the High Court, Local Body/Market Committee and Government Forms and Registers and Confidential and Secret Jobs of the Secretariat and Attached Departments Established at the Provincial Headquarters. Miscellaneous binding work is also executed at this Press. This Press is suitably equipped for undertaking printing by offset, letterpress and multi-colour printing from blocks which are prepared at the Press studio. Demands for miscellaneous printing and binding etc., from Government Offices in the Lahore, Multan and Rawalpindi Divisions are also entertained here. There is a Sales Depot attached to the Government Press, Lahore, where forms and registers required for use by the Local Bodies and Market Committees in the Lahore, Multan, Bahawalpur and Rawalpindi Divisions, are stocked and supplied on payment. Text Books of the Central Region of the Education Department are also stocked for sale to the public and to the Agents appointed by the Education Department. All demands, correspondence and reminders should be addressed to the Superintendent, West Pakistan Government Printing Press, Lahore, who will ensure that the demands are complied with within a reasonable time. Provincial

Book Depot is also attached to this Press where the Weekly Gazette and all other Provincial Government publications are stocked for sale to the public and free supply to the Government Offices on the free distribution list in the Lahore, Multan and Rawalpindi Divisions. Catalogue of publications stocked for sale from time to time can be obtained on request. Central Government Gazette and certain publications and forms are also stocked for sale to the public. All correspondence relating to the Provincial Book Depot should be addressed to the Manager, West Pakistan Government Book Depot, Lahore.

2.3. Forms Press, Lahore-The printing, binding, stocking and supply of standard and non-standard English and Vernacular Forms except I.B., E.B., Revenue and A. and T. Forms is chiefly undertaken at this Press. Manufacture and supply of official envelopes, flaps and file boards, etc., is also arranged at this Press. This Press is equipped for lithographic printing as well and is responsible for arranging supply of forms to Government Offices in the Lahore, Multan and Rawalpindi Divisions. All correspondence for supply of forms, and reminders should be addressed to the Works Manager, Forms Press Lahore.

2.4. Borstal Institute Press, Lahore-This Press is mainly established for imparting necessary training to the young inmates of the Borstal Institute, Lahore, in printing and binding in order to reform them before release. This Press is employed on selected work transferred to it from the Forms Press and is not authorized to accept indents and demands direct from departments or offices.

2.5. Provincial Stationery Office, Lahore-This office is responsible for procurement and stocking of stationery and paper required for use in all Provincial Government Offices, and supply of paper and stationery to the Punjab Board of Secondary Education, and such Local Bodies and other Semi-Government Offices and institutions as are authorized by Government to obtain their requirements on payment. Printing paper and binding materials for Government Presses is also arranged by this office. It is also responsible for supply of stationery articles required by the various indenting offices of the Government situated in the Lahore, Multan and Rawalpindi Divisions against their monetary grants. All indents, demands and correspondence should be addressed to the Manager, Provincial Stationery Office, West Pakistan, Lahore.

2.6. West Pakistan Government Printing Press, Karachi-This Press is responsible for executing the miscellaneous printing and binding work and supply of Standard Departmental forms to the Government offices situated in Karachi and Hyderabad, Quetta and Kalat Divisions. Standard Departmental forms to Government Offices in Khairpur Division are also supplied by this Press. This Press is suitably equipped for all kinds of letterpress printing including colour printing. I.B., A. and T. and Revenue forms are also printed, stocked and supplied by this Press. All types of repairs to typewriters in use in the Government Offices situated in Karachi and heavy repairs to those in use in Government Offices in Hyderabad and Khairpur Divisions except Khairpur District, are also undertaken at this Press. A Stationery Depot is attached to this Press where all kinds of paper and articles of stationery required for use in the Government Offices situated in the Federal Capital, and Hyderabad Division are stocked for supply. Stationery is also supplied to Local Bodies on payment. Rubber stamps are also manufactured for supply against demand from the offices in the said area. A Book Depot is attached where Weekly Gazette and other Government publications are stocked for sale to the public on cash payment and to the offices situated in the Federal Capital and Hyderabad, Khairpur, Quetta and Kalat Divisions by book transfer. All demands and correspondence should be addressed to the Superintendent, West Pakistan Government Printing Press, Karachi, while demands in connection with the supply of publications on payment be addressed to the Manager, West Pakistan Government Book Depot and Record Office, Karachi. Attached to the Book Depot there exists a Record Office where the historical records pertaining to the former Province of Sind are maintained from 1825 to 1935. Old record pertaining to the divisional and district offices also containing valuable information regarding the administration of the former Sind area is also maintained in this Record Office. Government offices in West Pakistan particularly those in the Hyderabad and Khairpur Divisions and the Federal Capital can freely consult the record for official use. Members of the public are also allowed to consult the record with the permission of the Manager of the West Pakistan Government Book Depot and Record Office, Karachi.

2.7. West Pakistan Government Printing Press, Peshawar-This Press is mainly responsible for undertaking execution of miscellaneous printing and binding, etc., of Government offices with Headquarters in the Peshawar and Dera Ismail Khan Divisions and the adjacent tribal areas. Supply of standard, non-standard and special forms to the offices situated in these areas are arranged by this Press. This Press is equipped for undertaking letterpress printing and binding. It is not equipped for colour and offset printing work. A Stationery and Book Depot is attached to this Press where articles of stationery, including rubber stamps (which are manufactured in this Press), required for use in the Government offices situated in the Peshawar, and Dera Ismail Khan Divisions and Frontier Regions except the Frontier Regions on Quetta and Kalat Divisions are stocked for supply. Publications of the West Pakistan Government as well as the former N.-W.F.P. Government are available for sale to the public. The Central Jail Press, Peshawar, is also attached to this Press where Vernacular forms are printed, stocked and supplied. Manufacture of official envelopes, flaps and file boards, etc., is arranged at this Press. All requisitions and demands should be addressed to the Works Manager, West Pakistan Government Printing and Stationery, Peshawar.

2.8. West Pakistan Government Printing Press, Bahawalpur-This Press is responsible for undertaking miscellaneous printing and binding work for the offices situated in the Bahawalpur Division. Special quality work is not undertaken at this press as it is suitably equipped for such jobs. It is, however, equipped with lithographic printing machinery besides letter press machines. A Stationery and Book Depot is also attached to this press where articles of stationery required for use in the Government offices situated in the Bahawalpur Division are stocked for supply. Government publications and publications of the former Bahawalpur State are also available for sale to the public. All demands and correspondence should be addressed to the Works Manager, West Pakistan Government Printing Press, Bahawalpur.

2.9. West Pakistan Government Printing Press, Khairpur-This Press is employed on undertaking miscellaneous printing and binding work including special forms of the offices situated in the Khairpur Division. This Press is not equipped for lithographic and colour printing work. A Stationery Depot is attached to this Press where articles of stationery required for use in the Government offices, and Local Bodies situated in the Khairpur, Quetta and Kalat Divisions, are stocked for supply. Repairs to typewriters in use in the Government offices in the Khairpur District are also undertaken. All demands and correspondence should be addressed to the Works Manager, West Pakistan Government Printing Press, Khairpur.

2.10. West Pakistan Government Printing Press, Quetta-This Press consists of only one small printing machine which is doing the work only of the office of the Commissioner, Quetta Division. No requisitions should be sent to this Printing Press for printing and binding work except by the above-named officer.

CHAPTER-III

GENERAL INSTRUCTIONS

3.1. General-The Controller is responsible for ensuring that all requisitions for printing and binding and indents for with these instructions are promptly complied with and that every possible economy in printing and consumption of paper is strictly observed. No office or department, except where Manual, should get any amount of printing or binding work, etc., done except through the Superintendent/ Works Manager in whose jurisdiction his office fall or under his advice. Where the Superintendent/Works Manager is not able to execute a work of printing and binding sent to him by an office or department of Government in his Press he will refer the matter to the Controller. In exceptional cases where execution of work cannot brook any delay the Superintendent/Works Manager may get a work of printing or binding executed at a private press within the financial powers delegated to him as given in Appendix 'O'.

3.2. Breach of Rules-The Controller will bring to the notice of the Heads of Departments concerned any breach or instances of continued neglect of these rules by their subordinate offices. More serious cases will be referred by him to Government for orders.

3.3. Commercial Departments-Requisitions from Government Departments declared as Commercial for printing, binding and supply of forms and stationery, etc., will be complied with in the same manner as in the case of other Government

Departments. Such Commercial Departments will, however, pay charges for any supplies made and services rendered in this connection.

3.4. Private work-No private or semi-Government work shall be undertaken at any of the Government Presses except under the orders of Government.

3.5. Work of Committees and Commissions, and Boards of Enquiry-Sanction of Government is necessary before the printing work of Committees, Commissions and Boards of Enquiry appointed by Government can be undertaken in a Government Press. Such committees, etc., as are authorized by Government to get their work executed at a Government Press should send a sample of the proceedings already in print to the Government Press concerned to serve as a guide in regard to size and style.

3.6. Charges for printing work done for Commercial Departments and semi-Government Institutions and Local Bodies-Charges for work done for Commercial Department and semi-Government Institutions will be levied on the basis of actual cost inclusive of incidental and overhead charges fixed by the Controller. In case of such work pertaining to them as is executed at a private press, a charge at 12¹/₂ per cent will be levied in addition to the actual payment made to a private press in this respect plus cost of paper and binding materials consumed for the purpose.

3.7. Receipt and delivery of work-Work will only be received during office hours, except in the case of an immediate work which will be accepted at any time provided a notice is sent to the Superintendent/Works Manager one hour before the close of the office hours in order that arrangements may be made for the necessary staff to remain on duty. Without this notice and in the absence of very special reasons, work shall be taken in hand on the following working day. Immediate and urgent work is considerably more expensive than ordinary work and indenting officers are specially warned against the practice of marking work indiscriminately as "Immediate" or "Urgent". Confidential work should be enclosed in sealed covers and addressed to the Superintendent/Works Manager of the Government Press concerned by name. The Press will be responsible only to deliver work during office hours. If work is required after office hours, the indenting officer concerned must make his own arrangement to take delivery from the Press. The printed matter after execution will be dispatched to the indenting officer along with an invoice/delivery voucher, in duplicate containing particulars of the work and the number of copies, etc. One copy thereof should be returned to the Superintendent/Works Manager duly acknowledged by the indenting officer immediately on receipt.

3.8. Overtime-Government Presses are governed by the provisions of the Factories Act under which they can work only for a specified number of hours. Overtime work involves heavy additional expenditure and will be done only in exceptional circumstances in cases of extreme urgency.

3.9. Sunday work-Sunday is observed as weekly holiday in all Government Presses. When work of extreme urgency is required to be executed on the weekly holiday, the Press concerned will be opened only under the written orders of a Secretary to Government, Controller, Head of an Attached Department or Commissioner of a Division. In such cases notice must be given to the Superintendent/ Works Manager at least 4 hours before the close of office hours, on the previous day in order that arrangements may be made for attendance of the necessary staff and necessary intimation sent to the Chief Inspector of Factories in advance.

3.10. Admission to Government Presses-Outsiders will not be allowed to enter the Press without specific permission in writing of the Superintendent/Works Manager or any other officer duly authorized by him in this behalf. If it is frequently in connection with the execution of jobs entrusted by that department to the Press concerned, the name/names of such officials may be intimated to the Superintendent/Works Manager who will issue an Admission Pass for the purpose which may be made valid for such period as may be necessary.

CHAPTER-IV

MISCELLANEOUS PRINTED BY TYPOGRAPHY, PHOTO-LITHOGRAPHY AND FROM BLOCKS

4.1. Requisitions for miscellaneous printing-All requisitions, demands and reminders should be addressed to the Superintendent/ Works Manager of the Press in

whose jurisdiction the indenting office is situated. Demands and requisitions for confidential work and reminders should be addressed to the Superintendent/Works Manager concerned by name.

4.2. Channel of demand-Only officers shown in Appendix A are authorized to submit requisitions direct for miscellaneous work free of cost. Other officers must submit their requisitions through the Head of Attached Department or Regional Head to whom they are subordinate.

4.3. Printing of letters, circulars, etc., and minimum number of copies for printing-(1) Secretariat offices and attached departments are authorized to have important letters, circulars, communiqués and notifications printed. The following instructions should be followed while sending requisitions:-

- (i) The manuscript should be on one side of the paper only and typewritten;
- (ii) It should be prepared with the greatest care and properly edited;
- (iii) If abbreviations are not to be printed in full a clear indication in this respect should be given;
- (iv) Capitalization, punctuation, etc., should be marked;
- (v) Full name of the officer and designation should be clearly typed or written in case the matter is to be printed over his signatures.

(2) No matter shall, however, be printed unless at least 100 copies are required except in the case of proceedings, annual indices, spare copies of such notifications as are published in the Weekly Gazette, Murder References or work that will ultimately be included in proceedings in which case printing of smaller number of copies will be undertaken.

4.4. Forecast of extraordinary demands by indenting officers-Superintendents/Works Managers base their estimates and requirements in connection with printing and binding for Government Departments on the normal requirements of such Departments. Any extraordinary heavy demand by an indenting officer in any year is, therefore, bound to upset the estimates of expenditure and requirements of paper and binding materials and thus involve the Printing and Stationery Department in difficulties in the procurement of necessary materials at short notice and provision of extra funds. Indenting officers should, therefore, as far as possible, give timely intimation of any anticipated extraordinary demand for printing and binding to the Superintendent/Works Manager concerned.

4.5. Requisitions for printing-(1) All fresh matter sent to the Government Presses for printing must be accompanied by the prescribed requisition form (U.F. 15) obtainable from the Government Press concerned, on which number of copies required, size, style of binding and any other special instructions should be given. Unless the requisition forms are filled in properly and completely the manuscript is liable to be returned.

(2) Unless special sanction to the contrary has been granted, requisitions on Presses must be signed in full by a Gazetted Officer, who shall be responsible to see that the work is submitted in accordance with these rules and that it has been properly edited and examined. He will also see that a reasonable period is allowed for the execution of the work. The Press will be at liberty to change the date of supply of printed copies if other jobs of urgent and priority nature are under execution at the time and the state of work already in hand does not permit execution of the job in the time limit specified in the requisition. Telephonic or verbal requisitions will not be entertained.

4.6. Urgent and immediate work-In the case of urgent and immediate work which usually involves payment of overtime wages, the requisition should be signed by an officer not below the rank of Section Officer in the Secretariat Offices and an officer of equivalent status in the case of other offices. When work of exceptional urgency is required to be entrusted to the Press after its normal working hours, notice must be sent to the Superintendent/Works Manager concerned well in advance of the close of office hours, to enable booking of necessary staff for the purpose. Without this notice and in the absence of very special reasons the work shall be taken in hand on the following working day.

4.7. Number of copies-The number of copies required must be indicated on the requisition after carefully estimating the minimum requirements. The printing of additional copies, after the number originally ordered has been completed and the type distributed, involves disproportionate additional expenditure and will not be undertaken. At the same time care must be taken to avoid needless expenditure on paper and materials by ordering larger number of copies than are actually necessary. Requisitions will not be accepted when owing to the small number of copies required, typing or duplicating should be more economical (see also para. 4.3). In the case of publications for sale the number of copies to be printed will be fixed in consultation with the Manager, Government Book Depot, concerned.

4.8. Work to be complete-No work should be sent for printing unless it is complete and in its final form except in the case of bulky reports and proceedings. In such cases, however, the reports or proceedings, etc., must be thoroughly edited before being sent for printing. Incomplete work will not be accepted but returned instantly. The practice of sending incomplete copies for proofs is wasteful and should be avoided.

4.9. Preparation of copy-The following instructions should be carefully observed in preparing manuscript copy for the press:-

(1) it should be type-written on one side only properly punctuated and should be in a perfectly legible form;

(2) in the case of indices and other similar work, it should be properly arranged in alphabetical or numerical order, as the case may be, with the main and sub-headings, if any, and the references to file and part numbers or pages, etc., clearly indicated.

(3) Each page should be correctly numbered.

(4) Typing should be double-spaced as single spacing is too close for fast composition.

(5) Any instructions or remarks not to be printed should be encircled or written in red ink. Any manuscript not prepared in accordance with the above instructions will be returned by the Press to the officer concerned for re-submission in accordance with these instructions. The Superintendent/Works Managers of Government Presses are authorized, in the absence of very special reasons, to arrange copy in the most economical form, but indenting officers may at the time the copy is first sent to the Press, give instructions regarding the style in which to be set up, and indicate how clauses and sub-clauses of paragraphs should be printed and the press will comply with such instructions, as far as possible. Alterations of style subsequently made on proof copies, which should have been indicated in the original copy, shall not be complied with.

Note (1). Except in the case of special publications intended for permanent record cheap qualities of paper and suitable quality of type will be used. Special or Administration and departmental reports, etc., will be printed in pica or small pica type solid, and as far as possible in regular and standard sizes.

(2).. Marginal notes and references, which add to the cost of the work must be reduced to the absolute minimum.

4.10. Duplicating-A Gestetner Duplicating Machine is in use at each of the Government Presses at Lahore, Peshawar, Bahawalpur, Khairpur and Karachi. Heads of Attached Departments and other officers, in whose office this machine is not in use, and who wish to have letters or circulars cyclostyle prepared in their own offices and sent to the Government Press concerned for cyclostyling.

4.11. Proofs-The necessity for proofs is ordinarily felt due to bad editing or faulty examination of copy. Proofs of typed and printed copy will not ordinarily be supplied. More than two copies of each proof will not be supplied except for special reasons, which should be clearly explained on the requisition. In the case manuscript is clear or typewritten. Bound Proofs or machine proofs will only be allowed in exceptional circumstances at the discretion of the Superintendent/ Works Manager. Second proof will not be supplied except in the case of important publications such as Acts, Manuals or Codes, etc., where meticulous accuracy is essential. If any further proof is required after the second proof, then in that case the Department concerned should check it on

the machines, as no third proof will be supplied to Department concerned outside the Press. Proofs will be supplied on the cheapest quality of paper.

4.12. Return of proofs-Proofs supplied by the Press must be returned promptly as a lot of extra expense and dislocation of other work is involved when type metal is held up for a considerable period. A record of proofs outstanding for more than a month shall be maintained by the Press and submitted to the indenting officers concerned for explanation of the delay in giving print order. In case proofs, duly approved, are not returned within two months the Press will not remind the Department concerned and will distribute or melt the type thus held up. If the proofs are required to be retained for over a month, a charge at the rate of 4% of the composing cost per week will be payable by the Department concerned from its own contingent grant. Departments contravening these instructions will have to meet the extra expenditure involved in re-setting up their jobs from their own grants for contingencies. In case the Press is required to keep the type standing beyond the above period on the request of any Department, a charge at the rate of 4% of the composing cost per week will be levied on the Department concerned who will meet this expenditure from its own grant for "Contingencies".

4.13. Standing Type-When work is submitted for printing, it must be clearly stated in the requisition form whether the type is to be kept standing after copies have been printed of, and if so, for what period in the latter case of brief explanation of the reason for keeping the type standing must be given. Type will not be kept standing for more than one month after the work has been printed of except on very special grounds and then only on the orders of an officer not below the rank of a Deputy Secretary in the case of Secretariat offices and Departments will meet from their own contingent grants the extra expenditure incurred on keeping the type standing in the Press for over a month under their instructions which will be on the composing costs at the rate of 4% per week. In no case the type will be kept standing for more than three months. When no instructions are given to keep the type standing it will be distributed or melted immediately after the work is printed of.

4.14. Standing Matter-In the case of periodical publications or other recurring matter the Superintendent/Works Manager will decide whether the type should be kept standing permanently or stereo plates should be prepared as in the case of standard forms.

4.15. Annual Departmental Reports-Complete original manuscript of Annual Departmental Reports shown in column 2 of Appendix B should be forwarded to the Controller not earlier than the 1st of August and not later than the end of February every year, by the officers shown in column 3 thereof. The Controller will be responsible for supplying proof copies in duplicate to the aforementioned officers within a month of the receipt of the manuscript. The officers mentioned above will be responsible for returning duly approved proof copies to the Controller as soon as possible but not later than one month of the receipt of the proof copies. The Controller will supply printed copies to the departments concerned within a month thereafter.

4.16. Publication of notifications in West Pakistan Government Gazette-Notifications for publication in the 'West Pakistan Government Gazette' will be received direct by the Superintendent, West Pakistan Government Press, Lahore, from the Secretariat Offices, Heads of Attached Departments/Regional Heads and Commissioners of Divisions. Subordinate offices should forward such notifications either through the Heads of attached Departments/ Regional Heads or Commissioners of Divisions. In no case those will be entertained direct. Manuscripts of such notification should be typewritten, legible and complete in all respects, showing Department, No. and date and full name and designation of the officer under whose signatures the same are to be published. District Magistrates and District Tribunals are, however, authorized to forward notices and orders direct to the Press. Spare copies of such notifications will not be supplied unless specifically asked for. Notifications of Central Government Offices in West Pakistan which are required to be published by law or any rule or order or for general information will be published in the Provincial Government Gazette free of charge.

4.17. Extraordinary issues of West Pakistan Government Gazette-Extraordinary issues of the Government Gazette will not be published except under the written orders of a Deputy Secretary in the Services and General Administration Department duly authorized by the Chief Secretary in this behalf, Secretaries to Government,

Additional/Joint Secretaries to Government, Heads of Attached Departments or Commissioners of Divisions.

4.18. Preparation of blocks and printing there form-West Pakistan Government Press, Lahore, is suitably equipped for preparation of line, halftone and multi-colour blocks. It is also suitably equipped for printing form blocks. Illustrations, drawings and photographs should be forwarded to the Government Press, Lahore, for reproduction and printing. Care must be exercised to ensure that these are kept flat and not folded. Use of pins must be avoided.

4.19. Printing in colours-Government Presses at Lahore and Karachi are suitably equipped to undertake printing in two or more colours. Such printing is, however, prohibited except in the case of publicity literature comprising periodicals, journals, pamphlets, brochures, posters, maps and plans, etc. Even in the case of maps and plans, where hatching would serve the purpose, printing in colours should be avoided. In any other case of colour printing, the orders of Government should be obtained.

4.20. Embossing of D.O. papers and envelopes-(1) Coloured embossing on D.O. Papers, "highly glazed" or "mill finish" quarto post, large post and small post with envelopes to match will undertaken for the following officers only:-

- (i) Governor;
- (ii) Ministers to Government;
- (iii) Judges of the High Court of West Pakistan;
- (iv) Speaker, Provincial Assembly;
- (v) Chief Secretary/Additional Chief Secretary to Government;
- (vi) Secretaries to Government;
- (vii) Heads of Attached Departments;
- (viii) Commissioners of Divisions; and
- (ix) Deputy Commissioners/Political Agents.

(2) For other paper and envelopes to be embossed in coloured ink, plain un-embossed stationery should be forwarded to the Press concerned together with the steel die. The colour in which the stationery is required to be embossed should be specified in the requisition form (U.F. 15). Such demands from officers other than those mentioned at Serial Nos. (i) and (vi) will not be complied with.

CHAPTER-V

INSTRUCTIONS REGARDING PRINTING AND SUPPLY OF LITHO-GRAPHIC AND TYPOGRAPHIC FORMS

5.1. Channel of demand-(A) A list of officers entitled to indent direct for universal forms, official envelopes and standard and non-standard departmental forms, both English and Vernacular, is given in Appendix D. These officers will submit their indents to the Controller by the dates shown against their names. Officers not included in this appendix will submit their indents to the Heads of their respective Departments or their purposes of scrutiny and consolidation. As an exception to the rule in this paragraph, Superintending Engineers in the Public Works Department, Irrigation Branch, are not required to consolidate the annual indents of Divisional Officers under their control. Such indents may simply be scrutinized and forwarded to the Controller after countersignature.

(2) Indents received from officers who are not entitled to indent direct will be returned to the indenting officers for re-submission through their controlling officers or the Heads of Departments as the case may be. Indents forwarded direct to the Superintendent/Works Manager concerned with any series will not be registered for compliance.

5.2. Submission of indents-(1) Indents for the supply of forms, envelopes, etc., on prescribed indent forms (obtainable from the Superintendent/Works Manager concerned) should be addressed to the Controller direct or through the controlling officers or the Heads of Departments as the case may be, in accordance with the programme in Appendix D. After scrutiny, the Controller will forward the indents to the

Superintendent/Works Manager concerned with the particular series of forms for direct compliance under intimation to the indenting officer. All further correspondence in regard to the supply of the forms will be done by the indenting officers directly with the Superintendent/ Works Manager to whom the indent has been passed for compliance. In case of undue delay in the supply of forms, a report may be sent by the indenting officer to the Controller.

(2) Printing of standard forms cannot be taken in hand until all the indents have been received and consolidated into a provincial indent. Indents for these forms should, therefore, be sent to the Controller on the dates fixed as delay in the submission of a single indent may result in delay in supply to the whole province.

5.3. Preparation of Annual Indents-Annual indents should be prepared on forms prescribed for the different series separately in which no modifications should be made except those sanctioned by competent authority. The indenting officer or the officer deputed by him for the purpose should, before signing the indents, satisfy himself that the existing stock has been verified by a responsible official; that the correct balance of each form, whether it is being indented or not, has been shown in the indent, that all columns of the indent have been filled in; and that the indent has been drawn up with due regard to economy. As compliance of the indents after their receipt in the office of the Controller is bound to take some time all indenting officers should, in placing their indents, allow for a delay of three months. In exceptional or unforeseen circumstances, where any forms are required at an earlier date, a separate reference should be made in the forwarding letter to be accompanied with the indent. The indents should contain full instructions regarding binding of any forms into registers. A certificate to the following effect, in the absence of which the indent will not be registered, should be attached to each indent signed by the indenting officer or by an officer deputed by him for the purpose:-

CERTIFICATE

“Certified that the balance in hand of each form and register, whether it is being indented or not, has been shown in the appropriate column of the indent; that the number indented for is not in excess of reasonable requirements and that the instructions regarding the preparation of the indents have been carefully observed”.

5.4. Universal forms-Universal forms detailed in Appendix C are stereotyped. No alteration in any form or addition to the list can be made without the sanction of Government.

5.5. Official envelopes-These envelopes should be indented for according to the sizes and qualities of paper as shown in Appendix C. Except for the standard number and the words “On Pakistan State Service” no other matter is allowed to be printed on these envelopes. Nor can any alteration in the prescribed sizes be made without the sanction of Government. Rubber stamps should be used for the purpose of franking on the envelopes.

5.6. Economy in the use of envelopes-(1) National Economy slips (U. F. 25) should be used for pasting down flaps on official envelopes except where they are utilized for dispatch of confidential papers or are addressed to non-officials Only the edges of the slips should be tipped otherwise not only the slips would be wasted but also the envelopes if the economy slips are pasted full length.

(2) Cloth-lined envelopes are intended to be used only for papers of a confidential nature. Cloth-lined envelopes should not be used for filing documents by Judicial officers or for preserving plans, etc., by Public Works Department and other officers. Special envelopes have been prescribed by the High Court and certain other departments for such use. The quantity of envelopes required for filing documents, etc., should, therefore, be included in the indents for standard departmental forms, under the appropriate series. As cloth-lined envelopes are considerably more expensive than ordinary envelopes, Heads of Departments and controlling officers should exercise special care in their consumption and the demand restricted to special care in their consumption and the demand restricted to the absolute minimum. Disproportionately large envelopes should not be utilized for letters and papers which can conveniently be folded to the size of a smaller envelope. Wrappers (U. F. 38) should be used, where

practicable, for dispatch of papers of an unimportant nature and a proportionate reduction made in the number of envelopes indented for.

5.7. Addition or alteration in the standard departmental forms-No additions or alterations will be made in the standard departmental forms except under the orders of the Head of Attached Department concerned.

5.8. Non-standard forms-Before indenting for non-standard forms, lists of standardized and provisionally standardized forms may be carefully examined with a view to seeing if any of them will serve the purpose of non-standard forms which are proposed to be printed. Samples in duplicate of all non-standard forms should be forwarded along with the indents. When non-standard forms in use in different districts or divisions differ slightly from each other the Head of the Department or the controlling officer concerned should, where practicable, prescribe a common form which can serve the purpose in all offices subordinate to him.

5.9. Treasury and Accounts forms-Consolidated indents for these forms should be submitted to the Controller on the 1st of October every year. Officers not entitled to indent direct should submit their indents through the Head of Attached Department or controlling officer concerned. While indenting for these forms, the Treasury Officers should take into account the quantity which may be required for supply by them to Departmental Officers besides their own requirements in the Treasury and Sub-Treasuries under them. They should submit their indents to the Commissioners of Divisions through the Deputy Commissioners concerned. After scrutiny, the indents from the Treasury Officers will be consolidated in the office of the Commissioner before submission to the Controller.

5.10. Alteration or amendment of special forms-Sanctioned special forms cannot be altered or amended without the previous sanction of the Head of the Attached Department concerned. The final set-up of a special form, its size and the quality of paper to be used should be decided by the sanctioning authority in consultation with the Controller.

5.11. New forms-Before prescribing a new form (which cannot be printed unless the sanction of Government has been previously obtained), the Head of the Attached Department concerned should ascertain whether a universal, standard or non-standard form can be used for the purpose. While sanctioning the printing of a new form, it should be stated whether the form should be included in the list of universal or standard forms.

5.12. Vernacular Khasra bound books-In the case of these books the Executive Engineers concerned should increase their indents by such quantity as will at the time of submission of their annual indents, leave in stock with them a sufficient number of books to meet the full requirements of the succeeding Rabi or Kharif harvest after meeting their annual requirements.

5.13. Scrutiny and consolidation of indents-Heads of Departments and controlling officers in whose offices indents are scrutinized and consolidated should see that instructions regarding the preparation of indents by subordinate offices have been strictly complied with, and should satisfy themselves that the supplies indented for are not in excess of reasonable requirements, having regard to the quantity in stock. Where they consider that the indents are in excess of actual requirements, they should curtail them accordingly. The Press will not be responsible for delay in the supply of forms arising out of the failure of indenting or controlling officers to limit their indents to actual requirements. Consolidated indents in which the quantity included in the indents of subordinate offices have simply been recopied and in regard to which the demands appear excessive will not be registered, but will be returned for further scrutiny. Printed copies of the consolidated indent forms may be obtained from the Superintendent/Works Manager of the Region. The Controller is authorized to relax temporarily the provisions of paragraphs 5.15 and 5.16 and to entertain the urgent and immediate requirements of forms and registers included in either the typed or hand written annual or consolidated indent forms instead of the printed prescribed forms, as a special case, where due to either partial compliance or non-observance of the provisions laid down in these paragraphs and by consequent delay likely to be caused in returning such indents for strict adherence he apprehends dislocation in the normal work of any office. After meeting such demands he shall get the irregularities rectified by returning the said indents for submission on the prescribed forms to conform to the

provisions of the paragraphs referred to above. But in cases where he feels that despite the temporary relaxation of these paragraphs officers still fail to conform to the said rules he shall report the matter to Government for such action as it may deem necessary.

5.14. Abnormal indents-Any demand for forms or registers exceeding by more than ten per cent the indent for the year last completed must be clearly explained when the indent is submitted. Failure to explain the excess will result in curtailment of the demand.

5.15. Submission of original indents-Ordinal indents should accompany the consolidated indents.

5.16. Supplementary indents-All indents other than annual indents are classed as supplementary. These may be submitted in the following cases only:-

- (i) when abnormal consumption of forms has been necessitated owing to any special departmental or general order of Government which could not be foreseen by the Department at the time of preparation of the annual indent, and
- (ii) if any forms have been revised or introduced with the sanction of the competent authority after the submission of annual indent. Supplementary indents should be avoided as far as possible since they dislocate the production of work for other departments and also result in unnecessary expenditure on reprinting when no additional stock is available. They must be very closely examined before countersignature in the office of the Head of Department or controlling officer concerned. A copy of the orders as a result of which the supplementary demand has arisen should invariably be forwarded along with the supplementary indent.

5.17. Urgent indents, telegraphic requisitions, etc.-Urgent indents or telegraphic requisitions sent through officials for compliance (per bearer) for such forms as have not been included in the annual indents shall not be entertained except in very special cases.

5.18. Biennial or triennial indents-In the case of such series of standard forms as are required in very small quantities by certain indenting officers biennial or triennial indents may be submitted which will be complied with after ascertaining from the Head of the Department concerned whether the forms indented for are likely to undergo any material change during the next two or three years.

5.19. Issue of reminders-No reminders should be issued by indenting officers until the expiry of the period of three months from the dates prescribed for the submission of indents in Appendix D to this Manual.

5.20. Dispatch of forms and envelopes-Form printing is not treated as urgent or immediate. Printed envelopes, etc., will ordinarily be dispatched by goods train (except in very urgent cases), freight to pay, direct to the indenting officers. Each indent should, therefore, contain the postal address, the name of the railway station nearest to the offices mentioned therein or that of the agent to whom packages are to be consigned.

5.21. Opening of packages, checking of contents and return of invoices-(1) The packages should on receipt be opened in the presence of a responsible official and checked against the invoices forwarded with the railway receipt. If the contents are correct, the invoice should be signed and returned to the Superintendent/Works Manager concerned within 10 days of receipt. If the contents of the packages do not correspond with the invoices, the invoice should be returned immediately with relevant replies to the questions printed thereon. If the invoice is not returned within 10 days of the receipt of the contents the Press concerned shall not be responsible for any shortages.

(2) **Return of packing material**-If consignments are packed in gunny cloth or bags, the packing material should be returned by goods train, freight to pay, to the Superintendent/Works Manager, after a sufficient quantity for goods traffic has been collected.

5.22. Care and custody of forms-The head of the offices shall appoint a responsible official in charge of forms and stationery, who should keep an account of receipts and issues of forms in the prescribed form (U.F. 34-specimen at Appendix L) and should take stock before indents are complied for new supplies. At the verification of stock he should carefully check the stock balances with ledger balances. He should also see that proper accommodation is provided for the storage and safe custody of forms. The official in charge will issue forms according to the requirements and will see that no wastage occurs in consumption, and that all forms are used for the purpose for which they are issued.

The form stock will be physically checked at the close of each financial year and the deficiencies, if any discovered as a result of stock taking, written off under the orders of competent authority under intimation to the Controller/Superintendent/Works Manager.

5.23. Issue of forms from stock-(1) In each indenting office the head of the office shall, by standing order, prescribe the procedure under which forms are to be issued for use in his office. The following procedure should be strictly followed:-

- (i) Forms etc., should ordinarily be issued once a month to each branch on a written requisition approved by the officer in charge of forms, and all issues should be immediately noted in the stock register prescribed in paragraph 5.22 above.
- (ii) The requisitions referred to above should be filed for three months and then taken off the file and tied up in bundles labeled with the quarter to which they relate and stored for a period of two years after which they may be destroyed.

(2) At the close of each month, the officer in charge of forms should check the receipt and issue register and initial the same.

5.24. Check on forms-The Superintendent/Works Manager concerned will keep a close watch over all indents for forms of the series printed by him and maintain a regular account in order to regulate supplies. He will also from time to time suggest amalgamation of forms and other possible economies in size, paper and printing.

5.25. Disposal of surplus stocks-On receipt of annual indents arrangements will be made to redistribute the surplus stocks after allowing the indenting officer to retain 50 per cent over and above his last year's consumption. In the case of those forms in stock which have been revised a note to this effect should be made in the indent.

5.26. Justification for printed forms-With the exception of certain accounts and statistical forms, no form will be printed unless the consumption of such form is at least 200 per annum. Where the consumption is below 500 copies, and the forms in question are not likely to undergo any material change, an indent for two, three or four years' supply should be submitted. As a general rule large statistical forms will not be printed unless the annual consumption is at least 50 copies and of smaller forms 100 copies, in which case five years' supply should be indented for in order to avoid frequent reprinting. No departmental form will be printed if a universal form can be adopted to meet the purpose.

5.27. New or revised forms-Indents for new forms will not be accepted unless their printing has been sanctioned by Government and no revised form will be printed without the sanction of the Head of Department concerned. As far as possible, revised forms should not be brought into use until existing stock of forms proposed to be superseded has been exhausted.

5.28. Introduction of new forms-The Head of the Department concerned shall forward to the Controller a copy of every order of Government introducing new forms for his department. He should at the same time send samples of the forms to be printed, prepared on exactly the same size of paper on which they are to be printed, with due regard to the width of columns for the matter to be printed, with due regard to the width of columns for the matter to be inserted therein and furnish an estimate of their approximate annual consumption. If they have to be bound in registers, the number of leaves each register should contain should also be intimated. On receipt of the above, the Controller will inform the Head of the Department concerned of the approximate date by which printed copies will be ready, which date should be communicated by the

latter to the indenting officers concerned, who should not issue any reminders before the expiry of the date referred to above.

5.29. Inspection-The Controller is authorized either personally or through an accredited representative to examine the stock of forms in any office and to advise on methods of storage and control over consumptions. Duplicate lists of surplus stock should be prepared, and one copy duly signed by the head of the office given to the inspecting officer to enable him to redistribute the surplus to other offices. The inspecting officer should see that proper accommodation is provided for the storage of forms, etc., that envelopes of suitable sizes are kept in stock; that envelopes of the right size are used; that no undue use is made of cloth-lined envelopes; that economy labels are used to the fullest possible extent; and that printed forms, etc., are being utilized for the purpose for which they were intended.

The following certificate should be furnished to the inspecting officer by the head of each office after the inspection has been completed—"Certified that all stocks of forms, registers, etc., have been shown to the inspecting officer and that no issues of these articles were made after receipt of the intimation about inspection or during inspection, without the inspecting officer's knowledge".

CHAPTER VI

SPECIAL AND MISCELLANEOUS BINDING, FILE BOARDS ETC.

6.1. Channel of demand-Officers shown in Appendix A only are authorized to submit demands direct on Government Presses for miscellaneous binding work free of cost. Other officers must submit their requisitions through the head of Attached Department/controlling officers to whom they are subordinate.

6.2. Sanction required-The sanction of Heads of Attached Departments is required to the binding in Government Presses of such books which are required to be bound periodically for use in libraries or as reference copies. No binding work can be entrusted to private presses or firms except in emergent cases provided for in Serial No. 5 of appendix J.

6.3. Quality of binding-Reports, journals and pamphlet printed at Government Presses will ordinarily be issued in paper bindings. In the absence of specific orders to the contrary no binding superior to quarter binding (viz., cloth back with paper board sides) will be permitted. Full cloth, full rexine, or full leather binding will be allowed only in exceptional circumstances dependent upon the nature of work and at the discretion of the Superintendent/Works Manger.

6.4. Binding of registers-In case forms are required to be bound into registers, instructions should be specified in the annual indents, the number of leaves (not pages) per register being indicated in the case of new registers. The quality and style of binding required should also be stated. In the absence of any specific instructions to the contrary, ordinary binding, viz., cloth back and paper board sides or country leather back with cloth sides only, will be done.

6.5. Gold lettering-Gold lettering will not be permitted on ordinary work, i.e., reports, manuals, codes, etc., except with the prior sanction of Government. The titles and names of volumes will be printed direct on each volume or on separate slips which will be pasted on each volume. For better classes of work bound in full cloth or half and full leather and for binding and rebinding of certain important publications which form part of a library collection, gold lettering will be allowed at the discretion of the Superintendent/Works Manager. Blotting pads with gold borders or letterings will not be prepared unless required for use of Ministers, Secretaries, Heads of Attached Departments, Judges of the High Court or Commissioners of Divisions.

6.6. Binding executed locally or at private presses-Relaxation of the restriction on employment of local agency for purposes of book binding is allowed in all cases in which (1) the papers to be bound, e.g., like settlement and annual records, are such as ought not to be bound otherwise than under the supervision of an official of the Land Records staff, (2) the papers are such that, owing to the constant need for reference, they cannot, without great inconvenience, be spared out of the office for the time which a Government Press would ordinarily occupy in doing the work, and (3) cases in which railway freight to and from a Government Press plus cost of binding will amount to more than local binding charges. The Head of the office concerned must in every instance

before authorizing local binding satisfy himself that the case falls within the scope of the exemption sanctioned above. This exemption does not include the binding of blank registers which should, without exception, continue to be bound by the Jail or Government Presses. Orders for the binding of forms into registers must in all cases be given on the indent for printed forms. The cost of binding executed locally under the exception mentioned above will be met from the grants for contingencies of the offices concerned and not from the grant under the Head "56-Stationery and Printing". Settlement and registration record and registers of vital statistics are included in the class of binding referred to above. The instructions contained in paragraph 6.3 as regards quality of binding will also apply to all binding executed locally under this paragraph.

6.7. Blank books and file books-Indents for blank books and file books will not be registered by the Superintendent/Works Manager. They should be obtained from the Stationery office, or the Stationery Depot of the Region as the case may be, on annual Stationery indents. Orders for blank books of jail-made paper should be placed with the local or the nearest paper-making jail.

6.8. File Boards-(1) Thick file boards have been brought on the list of universal forms for use in all Government offices and may be indented in accordance with the instructions contained in Chapter 5 subject to the following provisions:-

File boards should be used only for heavy files. While submitting an indent for file boards (1) the total number of boards (both thick and thin according to old classification) in use, (2) the number returned for repair and replacement, and (3) the number of fresh boards required should be stated.

(2) Except in the case of the Public Works Department, which is specially dealt within clause (3) below, file boards are required merely while a file is in use. File boards should not, therefore, be used to keep bundles of files together in the record room. When a file has been disposed of, the case or cases should be restored to their proper places in the record room and the file board released for further use. A heavy demand for file boards in excess of the number of files in circulation at any one time indicates delay in the record room in so far as files are being left in bundles and not restored to their proper places. In making demands for file boards, officers should take into account the number of files in circulation at any one time and allow a reasonable margin for files awaiting restoration. A list of the officers permitted to indent for file boards and the approximate number of boards estimated to be in use in each office at one time will be found in Appendix "K" to this Manual.

(3) Owing to the system in vogue in the Public Works Department for recording papers, the orders referred to above do not apply to any of the branches of that Department, which has, therefore been excluded from Appendix "K".

(4) When the number of file boards in use in the offices detailed in Appendix "K" has reached the figures indicated therein 11 boards will be issued for every 10 damaged ones returned to the Superintendent/Works Manager, concerned. Damaged file boards should not be returned by post for replacement by new boards. They should be collected and dispatched in reasonable quantities to avoid un-necessary freight charges.

(5) File boards will not be supplied to any officer not included in Appendix "K" (except the Branches of the Public Works Department) and a supply in excess of the number permitted under these rules will not be made except under the orders of Government. Additions to the list of offices mentioned will be made under the orders of Government.

6.9. Flaps-Flaps have also been brought on the list of universal forms and have been allotted U.F. No. 37 and should also be indented for like other universal forms. It has not been possible to lay down any scale for their supply, but as file boards are also in use the consumption of flaps should ordinarily be reduced. Heads of Departments or controlling officers in whose offices indents are scrutinized and consolidated should see that minimum possible requirements are passed for supply.

CHAPTER-VII

PRINTING AT PRIVATE PRESSES

7.1. Entrustment of work to a private press-No office or department should get any amount of printing or binding work, etc., done from a private press except to the extent permitted by a general or special sanction by Government. In all such cases, however, the printers' bills will be subject to verification by the Controller of Printing and Stationery or one of its Superintendents or Works Managers/in whose jurisdiction the work has been got executed. The Controller may entrust such work for execution at a private press as cannot be executed at any of the Government Presses under his charge within the scheduled time or for any other special reasons. Before entrusting any job for execution at a private press the Controller will decide, with regard to the state of work in the various Government Presses, whether to arrange execution of the work at a Government Press or at a private press. In exceptional cases where execution of work cannot brook any delay the Superintendent/Works Manager may get a work of printing or binding executed at a private press within the financial powers delegated to him.

7.2. Procedure for allotment of work to a private press-In allotting work to private presses the Controller/ Superintendent/Works Manager will generally call for tenders from as many private presses as are on the approved list, and entrust the work to the press submitting the lowest tender below or at par with the scheduled rates approved by the Controller, for work at private presses in the area concerned. If for any reason it is not proposed to accept the lowest tender, the case shall be referred to the Controller, Printing and Stationery, West Pakistan, Lahore, for orders. Cases may sometimes arise when there is no time to adopt this procedure. In such emergent cases the Controller/ Superintendent/Works Manager may place the order direct with a selected press recording a note to this effect but when paying the bill he must certify:-

- (i) that there was no time to call for tenders in the ordinary way, and
- (ii) that the rates charged by the press are not above the scheduled rates.

7.3. Extra payment to private presses on account of emergent requisitions-If the press concerned has been put to additional expenditure on account of overtime, etc., by reason of the emergent conditions under which the work was executed, the Controller may sanction such addition to the bill as will reimburse the press concerned for such extra expenditure: provided that he certifies that the additional charges allowed in the bill on this account are reasonable. His power of sanctioning expenditure on account of emergent requisitions in excess of the actual cost of work is, however, limited to Rs. 500/- on any one job.

7.4. Authority for printing at a private press-Heads of Departments and other officers may entrust small and urgent jobs for execution to a private press within the limits shown in Appendix "J".

Note:- (1) The Chief Engineer/Additional Chief Engineer, Public Works Department, Irrigation Works is competent to place orders with private presses for the printing of Shajras and sanction expenditure therefore; provided that there is budget provision in the allotment for office contingencies and the expenditure does not exceed Rs. 500/- for any one item of work. All Shajras printing work involving expenditure beyond the above-mentioned limit should be forward to the Controller for arranging execution as private presses.

(2) Settlement Officers are permitted to sanction the printing at private presses of Vernacular and English abstracts of Assessment Reports. The bills should be sent to the Controller for check and payment from the grant for Printing at Private Presses subordinate to Head "56-Stationery and Printing".

7.5. Rates for private printing to be approved by Controller-Where any deviation from these rules has been sanctioned the arrangements in regard to printing and the rates to be paid must be approved by the Controller before the work is given out to any private press.

7.6. Head of account for payment of printing charges at private presses-Expenditure on printing should be charged to the head "56-Stationery and Printing" minor head "Printing at Private Presses" or Lithography", as the case may be.

7.7. Additional charges to be avoided-Private presses may be allowed additional charges for:-

- (1) Heavy subsequent additions and alterations in the subject matters.
- (2) Third and subsequent proofs.
- (3) Matter kept standing in type or plates over a month in order to avoid such charges the manuscript sent to a private press for printing should be type-written, clear, legible and complete and should be accompanied by detailed instructions for the guidance of the printer. Proofs when sent out for approval must not be un-necessarily delayed. Extra charges claimed by private presses under (1) above should be supported by a certificate from the indenting officer concerned. The Controller will draw the attention of the head of the Attached Department concerned if he considers that extra cost has been un-necessarily occasioned through imperfect instructions or for want of other details.

CHAPTER VIII

PRINTING AND BINDING FOR GOVERNMENT OF PAKISTAN (CENTRAL) DEPARTMENT

8.1. Printing and binding at Provincial Government Presses-No officer subordinate to the Pakistan Government is authorized to have any printing or binding work, which he requires on behalf of the Central Government, done at any of the Provincial Government Presses without the specific sanction of the Controller, Printing and Stationery, Government of Pakistan, Karachi. Expenditure incurred on the execution of a work under a specific or general sanction of the Controller, Printing and Stationery, Government of Pakistan, Karachi, will be shown in the monthly statements rendered to him by the Superintendent/Works Manager for payment by book adjustment.

No sanction is, however, required in the case of work to be executed for and forms to be supplied to:-

- (i) officers of the Central Government who require forms or work to be executed in connection with their functions as agents of the Provincial Government, free of cost;
- (ii) officers of the Central Government who require forms or work to be executed in connection with their function as administrator of certain local, private, or semi-public funds, where the expenditure is not Central, on payment;
- (iii) officers of the Posts and Telegraphs Department, in whose case the expenditure is debitable direct to the Posts and Telegraphs Department, on payment;
- (iv) military units, which will be required to meet the cost of work executed in cash; and
- (v) the Superintendent of Census Operations in whose case the expenditure is debitable to the Census Department, on payment.

Expenditure incurred on the execution of the above works should not be shown in the monthly statements.

8.2. Sanction for Printing at Provincial Government Presses-Sanction will ordinarily be given only in the case of a central office permanently located outside the Headquarters of the Government of Pakistan. In exceptional cases sanction will also be given for touring commissions and committees. Officers in whose favour sanction has been given for getting work done at a Provincial Government Press are shown in paragraph 8.5 instructions regarding publication of notifications of Central Officers in the Provincial Government Gazette are contained in paragraph 4.16.

8.3. Indenting officers-The following officers of the Government of Pakistan are authorized to indent for printing or binding work on the Provincial Government Presses on payment subject to such work having been specifically sanctioned in accordance with paragraph 8.1 for local execution:-

- (1) Accountant-General, West Pakistan, Comptrollers, Northern and Southern Areas and the Director, Audit and Accounts Works, West Pakistan.

- (2) Deputy Controller of Currency, Lahore.
- (3) General Officer Commanding, Lahore District (cost debitable direct to Army).
- (4) Meteorologist, Lahore.
- (5) Income-tax Commissioner, Lahore.
- (6) President's House, Karachi.
- (7) Prime Minister's House, Karachi.
- (8) P.A.F. College, Risalpur.
- (9) Radio Pakistan, Peshawar.
- (10) Deputy Director, Intelligence, Government of Pakistan, Peshawar.
- (11) Passport Officer, Peshawar.
- (12) Passport Officer, Lahore.
- (13) Inspector-General, Frontier Corps., Peshawar.
- (14) Commandant, Frontier Constabulary, Peshawar.
- (15) Technical Training Centre, Peshawar.

CHAPTER IX

INSTRUCTIONS FOR THE PRINTING AND SUPPLY OF PRICED PUBLICATIONS

9.1. General procedure-The printing of priced publications is governed by the general rules in Chapter IV subject to the proviso that requisitions shall be forwarded in triplicate in form U.F. 15 to the Manager, West Pakistan Government Book Depot, Lahore. Immediately on receipt of the manuscripts of any priced publication the Manager, book Depot, Lahore, will determine the number of copies to be printed with due regard to the number of copies required by the department concerned for official use, free distribution and anticipated public demand. If considered necessary the Manager, Book Depot will consult the department concerned in regard to the number of copies required for sale. The Manager, Book Depot, Lahore, will then place a print order with the headquarters Press. The Headquarters press or any other Regional Press will in no case entertain requisition for printing of priced publications direct from any department. Before sending requisition for the printing of a priced publication the department concerned will ascertain from the Manager, Book Depot, Lahore, the number of copies of the old edition of the publication, if any, in stock and ensure that a revised edition is not printed unless and until the old stock has exhausted. Where necessary, the old edition may be brought up-to-date by the issue of necessary amendments. If for any special reasons, it is necessary to publish a revised edition of a priced publication, the department concerned will send instructions to the Manager, Book Depot, Lahore, along with the requisition in regard to the manner of disposal of the stock of the old edition and amendments thereto with the prior approval of the competent authority in order to avoid un-necessary accumulation of old and obsolete editions in the Book Depot.

9.2. Fixation of sale price-The sale price of all publications will be fixed by the Press on the basis of the approved system of costing. No department or officer will have power to question the sale price so fixed. The price of a publication may, however, be fixed at a price lower than that calculated on the basis of the system of costing in the Press with the prior sanction of Government for special reasons which may be stated by the department concerned while submitting a requisition for its printing. Sanction of the sale of a publication below the price calculated by the Press will be allowed only where it is considered desirable for propaganda or publicity purposes to issue a publication at a price less than the cost price in the above-mentioned circumstances, credit in respect of the loss on the actual number of copies earmarked for sale will be allowed by the department concerned to the Press by book transfer from its budget head under "Contingencies".

9.3. Manner of sale-(1) All priced publications will be sold to the public at the Government Book Depots attached to the various Provincial Government Presses or through authorized agents appointed by the Controller. Publications will be supplied to

agents on cash payment only. They must deposit the amount in whole in advance with the Manager, Government Book Depot concerned if publications are desired to be supplied to them through post.

(2) Departments desiring to conduct the sale of any publication of their Department in their own offices will have to submit a monthly account of such sales and place the sale-proceeds to the credit of the Press concerned under the head 'XLV-Stationery and Printing-- Sale of Gazettes and other Publications'. No department is authorized to credit the sale-proceeds under any other head. Sale-proceeds in the case of commercial departments shall, however, be credited to their respective head of account.

9.4. Discount on sale of West Pakistan Government publications-A discount up to the maximum of 25 per cent on the sale price of publications will be allowed to authorised agents for the sale of West Pakistan Government publications. No discount will, however, be allowed on the sale of Pakistan Law Reports (Lahore Series) and weekly Gazettes.

9.5. Supply of West Pakistan Government publications to Government of Pakistan, other Provincial Governments and Pakistan missions abroad-(1) Priced official publications of the West Pakistan Government required by departments and officers of the Government of Pakistan and other Provincial Government and Administrations will be obtained from the Manager, Government Book Depot, on payment.

(2) Publications as are required for the proper discharge of audit functions may, however, be supplied free of charge to the Auditor-General in Pakistan, the Accountant-General, West Pakistan, the Comptrollers, Northern and Southern Areas, and Director Audit and Accounts Works, West Pakistan The Director-General of Health, Government of Pakistan, may also be supplied free with publications of the Health Department.

(3) Priced publications which are required by the Pakistan missions abroad will be supplied free of charge.

9.6. Procedure for supply of publications from the Government Book Depot to the Government offices-(1) All publications are supplied, in the course of general distribution, by the West Pakistan Government Book Depot in accordance with the free distribution lists maintained in the Depot. Additional copies will not be supplied free of charge without the sanction of the Government or of the Head of Attached Department under whose authority the publications were published.

(2) Requisition by a subordinate officer for supply of publications issued by his department should be made to the Head of his Department, who will accord necessary sanction for their supply from the Government Book Depot.

(3) Heads of Attached Departments or subordinate officers requiring free supply of publications pertaining to other departments should apply to the Government or the Head of Attached Department under whose authority the required publications were published. Copies of the West Pakistan Government Weekly Gazette, Civil List and the History of Services of Gazetted Officer will be supplied to the various Departments in accordance with the sanction communicated to the Manager, West Pakistan Government Book Depot, Lahore, by their respective Administrative Department.

(4) Publications may, however, be purchased on payment direct from the West Pakistan Government Book Depot.

(5) Publications will not be supplied on loan for official use as the Book Depot is unable to dispose of publication thus rendered second hand. Departments requiring certain publications for use of candidates appearing in a departmental or other examination should arrange to keep a stock of such publications.

9.7. Adjustment of cost of official publication supplied to Government offices-(1) The cost of publications supplied to the offices of Government of Pakistan and East Pakistan Government will be adjusted through the Exchange Accounts.

(2) The sale-proceeds of Pakistan Law Reports (Lahore Series)-"Supplied to the Pakistan missions abroad will be credited under the head XIL-Stationery and Printing-Sale of Government Publications-Receipts in-". Such credits will, abroad in their

account with a view to facilitating verification by the Audit Officer concerned who will arrange to transfer necessary credits to the Provincial accounts.

9.8. Adjustment of the cost of un-official publications and newspapers supplied to the Pakistan missions abroad-The cost of un-official publications and newspapers purchased by the Pakistan missions abroad through the agency of the West Pakistan Government will be shared between the Central and the Provincial Governments of the office of Pakistan High Commission in U.K. The expenditure incurred by the Provincial Government on this account will be debited in the first instance to the Central Government under the head "57-miscellaneous-Cost of Books and Periodicals". At the close of each calendar year the Accountant-General, Pakistan Revenues, will determine the share payable by the West Pakistan Government and will make necessary adjustment.

9.9. Rules regulating free supply of priced publications of the West Pakistan Government-Distribution list showing details of free supply of priced publications will be prepared by the Heads of Attached Departments concerned, subject to the conditions hereinafter prescribed. Distribution according to these lists will be carried out by the Manager, Book Depot as follows:-

- (1) Ordinarily, free supply of priced publications shall be limited to Government offices and institutions in West Pakistan.
- (2) All libraries in West Pakistan which are open to the public without payment of any subscription may be placed on the free list on application in this behalf
- (3) Libraries and institutions in Pakistan outside the area of the province of West Pakistan shall not be placed on the free lists without the prior sanction of Government.
- (4) Libraries and institutions outside Pakistan may similarly be placed on the free list on application in this behalf, with the prior sanction of Government.
- (5) Chambers of Commerce in the country in and outside West Pakistan may be placed on the free list for publications which are of particular interest to them on application with the prior sanction of Government.
- (6) Priced publications shall not be supplied free of charge of Pakistan States or the public presses without the previous sanction of the Home Department.
- (7) Heads of Attached Departments may sanction free supply of priced publications pertaining to technical, literary, scientific and professional subjects to institutions or individuals on the basis of exchange:

Provided that the Departmental Codes, Volumes and Manuals of Rules and Regulations and books of reference shall not be supplied free of charge on an exchange basis without the previous sanction of the Administrative Department concerned.

- (8) The West Pakistan Government Weekly Gazette shall not be supplied free of charge to any individual other than the members of the West Pakistan Provincial Assembly, Government offices or institutions, except under the orders of Government, provided that all Departments shall be empowered to authorize additions and alterations to the free distribution list of the Gazette in respect of offices subordinate to them. One copy of the West Pakistan Government Weekly Gazette with the exception of Parts III-A and III-B may be supplied, free of charge, to each of the members of the Provincial Assembly. The Speaker of the Assembly will intimate the names of the Members, when elected, to the Manager, Government Book Depot, Lahore, direct.
- (9) Cases not covered by these orders should be referred to Government.

9.10. Supply of copies of priced publications of the Government of Pakistan to Provincial Government-The Government of Pakistan have prescribed the following procedure in the case of all their priced publications:-

(1) Except in the case of reports, etc., circulated to the Provincial Governments for opinion by Administrative Ministries/Departments of the Government of Pakistan, publications of the Government of Pakistan will be issued to the Provincial Government on payment only.

(2) One complimentary copy of the publication will be issued by the publishing department to the appropriate department of the Central or Provincial Government. This would show that a particular publication was available with the Central or Provincial Government. Any additional copies required by any Government will thereafter be obtained on payment.

(3) Subject to the exception referred to above, no department of the Government of Pakistan is authorized to send publications to the Provincial Government except on requisition through the Manager of Publications, Government of Pakistan, Karachi.

(4) A debit will be raised against the Provincial Government at the time of issue and will be finally adjusted by book debit at the end of the financial year. The book debit vouchers forwarded by the Central Publication Branch should be accepted and returned immediately after receipt of the documents.

(5) Publications required by the Provincial Government as agent for the administrative of Central subjects will be indented for through the Ministry concerned of the Government of Pakistan which will forward the requisition to the Manager of Publications, Government of Pakistan, Karachi, for compliance.

(6) Subject to the exception referred to in the proceeding clause, all requisitions for Government of Pakistan publications shall be made to the Manager of publications, Government of Pakistan, Karachi subject to such restrictions as may be imposed by the Provincial Government.

9.11. Requisitions for Government of Pakistan publication-The requisitions referred to in clause (6) above should be addressed to the Manager of Publications, Government of Pakistan, Karachi, but in order to enable the Head of Attached Department to determine whether any restriction in the number of recurring publications is necessary, new requisitions for the supply of such publications which it is considered desirable to continue are required to be forwarded by officers through the Head of Department with a view to communicating instructions restricting issues to the Manager of Publications, Government of Pakistan, Karachi.

9.12. Supply of Military publications to Civil Departments-Military publications including the Army List required for Civil Offices will only be supplied on cash payment. No book debit will be allowed. These will be obtainable from the Manager of Publications, Government of Pakistan, Karachi Military publications cover publications of the Army, Air Forces, Pakistan Navy, the M.E.S. and Military Accounts Department. Payment for copies of Military publications should be made from the contingent grant of the office concerned.

9.13. Supply of Codes, Manuals, Audit Instructions, etc., to Provincial Governments-Codes, Manuals, Audit Instructions, etc., issued by the Auditor-General and his subordinate Audit Officers, and corrections thereto, required by officers of the West Pakistan Government can be obtained direct from the Manager of Publications, Government of Pakistan, Karachi, on payment.

9.14. Recurring publications supplied on subscriptions-(1) Subscriptions shall be accepted for certain recurring publications (which term includes correction and amendment slips) irrespective of the periodical nature of their issue. A rate of annual subscription shall be fixed by the Manager, Book Depot concerned for each such publication.

(2) **Termination of subscription-**Subscription for periodical publications will be accepted for each calendar year and in respect of correction and amendment slips for each financial year. Such of the persons as become subscribers during the currency of a year will be supplied with copies of the previous issues of the publications concerned from the commencement of the calendar or financial year as the case may be subject to the availability of stock: Provided that in the case of Weekly Gazette, subscribers will have the option of subscribing for either the whole of the year or half year or quarter of a year.

(3) **Payment of subscription**-Subscription shall be payable in advance before supply can be effected and unless subscriptions are renewed in time, supply will be discontinued.

(4) At the close of each year separate sets of all such publications issued during the year (with the exception of periodical publications) shall be prepared and stocked at the Government Book Depot for sale at prescribed rates. Surplus copies not included in complete sets will be destroyed.

9.15. (1) Gazette-The **Gazette of West Pakistan** is issued weekly in the following parts:-

Part-I— Contains West Pakistan Government Notifications and orders.

Part-I-A— Contains West Pakistan Government Notifications and orders-Health, Welfare and Local Government Department.

Part-I-B— Notifications by Commissions-Health, Welfare and Local Government Department.

Part-II— Republications from the **Gazette of Pakistan**.

Part-III— Notifications and Notices by the High Court Heads of Departments and other miscellaneous notices and private advertisements.

Part-III-A— University Notifications.

Part-III-B— Court Notices.

Part-III-C— Board of Secondary Education Notifications.

Part-IV (1) Acts of the National Assembly assented to by the President and Acts of the National Assembly.

(2) Bills introduced in the National Assembly and Bills published before introduction.

Part-V— Notifications by Provincial Assembly of West Pakistan.

SUPPLEMENTS

Part-I— Statistical

Part-II— General

An extraordinary issue may be published for an urgent matter under the written orders of Secretary or Additional Secretary to Government, Heads of Attached Departments and Commissioners of Division:-

(2) Gazette for the running year shall be stocked in complete copies and also in parts in limited numbers which will be sold in complete copies or in parts when available according to the demand at the approved rates.

(3) Parts of the back numbers will not be sold separately. As many complete copies of the Gazette as are available for the three years preceding the running year shall be kept in stock and sold in complete copies only at the rate of Re. 1 each.

As many copies as are available of the Gazette shall be retained in stock in complete sets and sold at the following rates:-

For the 4th year previous to running year, Rs. 1-8-0 per copy.

For the 5th year previous to running year, Rs. 2 per copy.

For the 6th year previous to running year, Rs. 2-8-0 per copy and so on, increasing by annas 8 for each past year.

Note:-- (i) The term "Complete Copy" used in these rules means a weekly issue of the Gazette containing all parts including Extraordinary Gazettes, if any, issued in the week.

(ii) The rates prescribed above for subscribers are inclusive of postage.

9.16. Loss or damage in transit-Every care is taken in checking and packing the publications before dispatch. Book Depot will not accept any responsibility for any loss or damage in transit.

Subscribers reporting non-receipt of recurring publications shall, however, be entitled to a free supply (except in the case of Pakistan Law Reports) if the complaint is received not later than a week after the day on which the supply was due and the publication in question is available in stock.

CHAPTER X

INSTRUCTIONS FOR THE PRINTING AND SUPPLY OF TEXT BOOKS, LOCAL BODY AND MARKET COMMITTEE FORMS AND REGISTERS

10.1. General procedure-Forms and registers required for use by Local Bodies and Market Committees in the Lahore, Multan, Rawalpindi and Bahawalpur Divisions are stocked at the Sales Depot at Lahore and supplied on payment. Text Books of the Education Department, Lahore, are stocked for sale to the public and to the Agents appointed by the Education Department. The Sale Depot will consolidate the demands of the Local Bodies and Market Committees and will fix the number of copies required to be printed with due regard to the average annual consumption and the anticipated supplementary demands. All annual indents for such forms and registers should, therefore, be forwarded by the end of September each year to enable consolidation and printing. Delay in the submission of a single indent may result in delay in supply to all the Local Bodies and Market Committees. Text Books will be printed and stocked according to the demands communicated by the Education Department with due regard to the number of copies available in stock. The consolidated demand should be intimated by the end of November each year. Delay in submission of the demand will result in delay in printing and supply.

10.2. Fixation of sale price-Sale Price will be fixed in accordance with the procedure indicated in paragraph 9.2. In the case of text books sale price will be fixed in consultation with the Education Department.

10.3. Supply of forms and registers to Local Bodies and Market Committees-Forms and registers prescribed for use by Local Bodies and Market Committees mentioned in paragraph 10.1 on payment in advance by cash/R.T.R./Bank Draft.

10.4. Dispatch of forms and registers-Forms and registers will ordinarily be dispatched by goods train (except in very urgent cases), freight to pay, direct to the indenting officer. The postal address and nearest railway station or out Agency should, therefore, invariably be indicated in each indent. Packing and forwarding charges will be charged. The Printing and Stationery Department will not be liable for the payment of demurrage charges or any other charges arising out of incomplete or defective indents.

10.5. Opening of packages, checking of contents and return of invoices-The packages on receipt should be opened in the presence of a responsible official and checked against the invoices and bills forwarded with the railway receipt. If the contents are correct the invoices should be signed and returned to the Manager, Sale Depot within ten days of receipt. If contents of the packages do not correspond with the invoices, the invoices should be returned immediately with relevant replies to the questions printed thereon. If the invoice is not returned within 10 days of the receipt of the contents the Manager, Sale Depot, will not entertain any complaints.

10.6. Discount on sale of text books-A discount of 15 per cent on the sale price will be allowed to the Agents appointed by the Education Department. No discount will be allowed on retail sale to the public.

10.7. Supply of text books-Text books will be supplied to the Agents in accordance with the fixed quota and programme which will be chalked out and communicated to them every year. Retail sale will be open to the public on all working days.

PART-II

CHAPTER-XI

RULES FOR THE PURCHASE AND SUPPLY OF ARTICLES OF STATIONERY

11.1. Purchase and supply-Except where specifically provided to the contrary, stationery will not be purchased by any officer for official use except through the Controller or on his advice. He is responsible for ensuring that the stores purchased are of good quality and are properly stocked. He is also responsible for ensuring that indents submitted in accordance with these rules are promptly attended to.

11.2. Procurement-The Stationery Office, will arrange procurement of paper, binding materials and articles of stationery required for use in the Regional Government Processes and all offices subordinate to the West Pakistan Government and of such local bodies and semi-Government institutions as are permitted by Government to obtain their requirements from it. Superintendents/Works Managers will intimate the estimated requirements of paper, binding materials and stationery required for use in their presses as well as for supply to the indenting officers in their regions for the ensuring year to the Controller so as to reach him not later than 10th November each year. The estimates of requirements so submitted by the Superintendents/ Works Managers will be drawn up on the basis of average consumption of the previous three years and the budget grants which are expected to be sanctioned by Government under the head "B-purchase of Stationery Stores" for the Regional Press and the indenting officers in the region concerned. The Controller will scrutinize and consolidate the requirements of all the regions and ask the Director of Industries, West Pakistan to arrange their procurement in accordance with the Stores Purchase Rules as amended from time to time.

11.3. Stock and supply-The Superintendent/Works Manager/ Manager, Provincial Stationery Office will be responsible for stock and supplying paper and stationery articles for supply to the indenting officers and such local bodies and semi-Government institutions as may be permitted by Government obtain their requirements from the Stationery Office in the areas show below:-

- (1) Manager, Provincial Stationery Officer, Lahore:-
 - (i) Lahore Division.
 - (ii) Multan Division.
 - (iii) Rawalpindi Division.
- (2) Superintendent, Government Press, Karachi:-
 - (i) Federal Capital and Hyderabad Division.
- (3) Works Manager, Government Press, Karachi:-
 - (i) Khairpur Division.
 - (ii) Quetta Division.
 - (iii) Kalat Division.
- (4) Works Manager, Government Press, Bahawalpur-Bahawalpur Division.
- (5) Works Manager, Government Press, Peshawar:-
 - (i) Peshawar Division.
 - (ii) Dera Ismail Khan Division.
 - (iii) Frontier Regions.

11.4. Estimates of annual stationery requirements-(1) Each Head of Attached Department will submit to the controller not later than the 10th November in each year an estimate, in form B.M. 1 prescribed in the Budget Manual of the value of stationery required from the Stationery Office/Depot during the ensuring financial year for his own office and for offices subordinate to him, together with a revised estimate for the current year. On the basis of these estimates, the Controller will determine the budget estimate necessary for the purchase of stationery stores.

(2) As soon as the grant for purchase of stationery stores has been sanctioned, annual monetary allotments for the supply of stationery to officers shown in Appendix "F" will be communicated to the departments concerned by the Controller.

11.5. Monetary allotments-The monetary allotments referred to in sub-paragraph (2) of paragraph 11.4 will be fixed annually by Government on receipt of estimates of annual stationery requirements of each Head of Department (see paragraph 11.4). In order to exercise proper control over the progress of expenditure on stationery, each Head of Department will submit to the controller by the 15th February each year a statement showing the amount spent and to be spent by his office and by officers subordinate to him out of the allotment placed at his disposal.

11.6. Subordinate office estimates-Heads of attached Departments will fix dates and prescribe the procedure for ascertaining the requirements and estimates of subordinate offices under their control for the preparation of Departmental estimates referred to in paragraph 11.4.

11.7. Price lists-As soon as the rates in the stationery contracts for the year have been fixed, the Controller/Superintendent/Works Manager concerned will prepare a separate price list for the year for all the articles stocked in the Stationery Office/Depot, except the special requirements. A copy of the price list so prepared along with the annual indent forms will be supplied by the Superintendent/Works Manager/Manager, Provincial Stationery Office to all the indenting officers in the area in his region, including paying offices, by the end of July each year or as soon thereafter as possible.

Prices will be fixed in the following manner:-

- (a) **Indigenous articles**-The price will be fixed on the basis of actual expenses at the rate provided for the contract for the year plus 5 per cent on account of overhead charges.
- (b) **Imported articles**-The price will be fixed on the basis of the invoices received from the Ambassador/High Commissioner for Pakistan in the country where from the articles are imported together with home charges, Insurance, Freight, Landing charges, etc., and 5 per cent to cover overhead charges.

Notes:- (1) In calculating the price, 6 pies or above shall be treated as anna and less than 6 pies will be ignored.

(2) Every time the stocks are replenished, the expenses together with the incidental charges livable on the fresh stock will be added to the listed price of the quantity in stock in order to calculate the average price which will be brought in force after the fresh stocks are taken on ledger. The price of such articles as given in the price list for the year will be revised accordingly from time to time under intimation to all concerned. Such amendments to the price list will be supplied to the indenting officers periodically, after every three months.

(3) Prices as revised from time to time will be charged on the supplies made to the indenting officers. Where the price so charged varies from that given in the price list, an intimation of the increase or decrease in the price will be intimated to the indenting officer concerned along with the invoice.

(4) The Superintendent/Works Manager/Manager, Provincial Stationery Office will indicate in the price list articles which are most economical for ordinary use and will indicate briefly purposes for which certain special articles included in the price list are used.

(5) The price of the stationery articles supplied by the Provincial Stationery Office, Lahore or by one Stationery Depot to another will be calculated on the invoiced price furnished by Provincial Stationery Office/Stationery Depot plus Railway freight, cartage, etc., and 2¹/₂% overhead charges.

11.8. Method of obtaining stationery-Offices shown in Appendix "F" will place an indent for their requirements of paper and stationery articles directly or through their controlling officer, as indicated in the said Appendix, on the Superintendent/Works Manager/Manager, Provincial Stationery Office in whose area of jurisdiction their office is situated according to the programme shown in the said Appendix. The indent will be checked in the Stationery Office/Depot concerned and supplies will be made within the monetary allotment sanctioned/fixed by Government of Head of Department in favour of the indenting officer. While forwarding indents to the Stationery Office Depot, the controlling officer will check and scrutinize the indents with a view to seeing that the demands do not exceed the actual requirements.

11.9. Indents in excess of allotments-Indents from officers who have exhausted their monetary allotment will be returned to the indenting officer endorsed "Allotment exhausted". No issue will be made in excess of the monetary allotment unless an increased allotment has been sanctioned by Government. If any indent exceeds the sanctioned allotment the Superintendent/Works Manager/Manager, Provincial

Stationery Office will, at his discretion, reduce the articles indented for up to the limit of the allotment.

11.10 Issues on cash payment-Certain officers and institutions mentioned in Appendix "E" are authorized to obtain their requirements of stationery articles from the Printing and Stationery Department on cash payment. A surcharge at the rate of 10 per cent will be charged from them over and above the prices given in the current price list. On receipt of indent, Controller/Superintendent/Works Manager will intimate to the officer concerned the net price payable by him for the articles available in the Stationery Office/Depot. The amount will be remitted by the officer concerned to the Controller/Superintendent/Works Manager by RTR in the case of Government officers and by M.O. in the case of others. Goods will not be issued until payment has been received.

11.11 Forms of indent-Indents must be submitted on the prescribed forms obtainable from the Superintendent/Works Manager/Manager, Provincial Stationery Office concerned, on application, viz.:-

- | | | |
|-------|----------------------|--|
| (i) | Form P.S.O. No. 1.. | Annual indent. |
| (ii) | Form P.S.O. No. 2.. | Supplementary indent. |
| (iii) | Form P.S.O. No. 3.. | Annual indent for drawing paper and materials. |
| (iv) | Form P.S.O. No. 4.. | Indent for rubber and metal stamps. |
| (v) | Form P.S.O. No. 5.. | Indent for Ferro and other sensitized papers and cloth. |
| (vi) | Form P.S.O. No. 13.. | Indent for paper and binding materials for printing presses. |

11.12 Preparation of indents-In preparing their indent, officers should have regard to past consumption, probable requirements, the possibility of effecting economies and the amount of their allotment. Un-priced indents will not be entertained. Indents must invariably be based on the articles and prices shown in the current year's price list. Owing to the fluctuation in prices, it is essential that this rule should be very strictly observed.

11.13 Limitation of indents-Indents should be submitted on due dates as given in Appendix "F" and must ordinarily cover the requirements of each indenting officer for a year. No officer is permitted to submit more than one supplementary indent. The Superintendent/Works Manager/Manager, Provincial Stationery Office is authorized to deal with further supplementary indents at his discretion. In all such cases indenting officers shall furnish reasons justifying the extra supplementary indents.

11.14 Defective and incomplete indents-Indents which are not submitted on the proper form or are not filled in clearly and are incomplete in details will be returned without compliance by the Superintendent/Works Manager/Manager, Provincial Stationery Office for submission on proper form completed in all respects in accordance with the current price list. In emergent cases, indents received by telegram may be complied with at the discretion of the Superintendent/ Works Manager/Manager, Provincial Stationery Office concerned but such telegraphic indents must be followed immediately by an indent in the proper form.

Material defects, such as indicated below, should be avoided in the preparation of an indent:-

- (i) Strength of the office staff should invariably be filled in the form.
- (ii) The quantity of articles in hand and the value of articles according to the current price list should always be indicated.
- (iii) Where counter-signature of the controlling officer is necessary in accordance with Appendix "F" an indent should not be submitted to the Stationery Office/Depot direct for compliance.

11.15 Economy in indents-Indent Form P.S.O. No. 1 (obtainable from the Stationery Office/Depot) contains a list of articles ordinarily required for office use, and indenting officers should Endeavour to restrict their indents to such articles. Every effort should

also be made to restrict indents For expensive imported articles to the minimum and, wherever possible, articles of local manufacture should be substituted, for economy, instructions in Chapter 13 should invariably be followed.

11.16 Standard scale-For the convenience of the indenting officers, in preparing their indents a standard scale of supply of important articles is given in Appendix "G". The greatest care should be exercised in preparing indents for articles of a permanent nature.

11.17 Doubtful items-Whenever an indenting officer is uncertain of the description of any article that he requires, he should attach to his indent a sample of the article. If he is uncertain whether some cheaper substitute is available, he should not his requirements in the indent form and add that, if available, a suitable substitute may be supplied.

11.18 Expensive articles-Indenting officers are warned against the practice of indenting for unnecessarily expensive articles for use in their respective offices, e.g.:-

- (1) Green tape must not be ordered for the purpose of typing up parcels.
- (2) Expensive drawing paper must be indented only in special circumstances; cartridge paper should be used ordinarily.
- (3) Handmade paper should be indented for only in very exceptional circumstances.
- (4) Expensive paper should be indented for only for special use. The stationery price list describes the qualities of paper that should used ordinarily.
- (5) Special paper clips, costly glass or bronze paper weights, clasp knives and other similar articles should not be indented for except in very special circumstances.

***Note:--** The authority competent to decide the existence or otherwise of 'very special circumstances' shall be the controlling officer of the indenting officer as indicated in Appedix "F".

11.19 Method of supply-Supplies will ordinarily be issued in the order in which indents are received, exception being made in the case of telegraphic indents and indents of special urgency. Intimation regarding supply will be communicated to the indenting officer on an invoice in duplicate showing particulars of the goods supplied, the method of dispatched the number of packages, the marks on each package and the destination of the consignment. The consignments will be dispatched to the indentors of freight to pay terms.

11.20 Value of articles supplied-As soon as possible after the issue of articles, the Superintendent/works Manager/Manager, Provincial Stationery Office concerned his controlling officer, as the case may be, a debit Memo. together with priced invoice showing the actual value of indent as debited against the indenting officer in the books maintained at the Stationery Office/Depot.

11.21 Supplies to local offices-In the case of local offices the indenting officer will be informed when the articles are ready for issue, and he will depute a responsible official from his staff with a letter of authority to take delivery. No complaints of short receipt will be entertained when delivery has been taken direct in this manner from the Stationery Office/Depot.

11.22. Substitution of articles-The Stationery Office/Depot reserves the right to substitute articles, when the article indent for is out of stock or when some cheaper article is found to be sufficiently good for the purpose. Substitution made under this rule sometimes result in slightly higher cost. Indenting officers are, therefore, expected to keep a certain margin out of their allotment to meet such excesses.

11.23. Defective articles-Complaints regarding the quality of articles supplied should in all cases be made direct to the Controller/Superintendent/Works Manager stating the invoice number and the date under which the supply was made. The complaint should specify in what respects an article is defective and why it is unsuitable for the purpose. Remarks such as 'defective', 'unsuitable', etc., are not helpful. Samples of the defective articles or specimens of work done with them to illustrate the nature of the defect should accompany the complaint. All complaints relating to a particular store or supply should accompany the label on the ream, reel, tin or packages, etc., as the case may be, to identify the consignment. All such complaints must be attested by a responsible officer. Complaints made after three months (two months in the case of sensitized paper and

cloth) receipt of the supply at an officer's stores will not be entertained. If the complaint is accepted by the Controller/Superintendent/Works Manager he will call for the return of the defective articles, and credit the officer concerned with the value, or supply new articles as required. No credit will be afforded for articles which have deteriorated by being kept in stock by the officer for a long time. In the case of articles alleged to have been damaged in transit, the complaint must be sent to the Controller/Superintendent/Works Manager within seven days of the receipt of the consignment. The Controller takes every precaution that goods supplied are of good quality; complaints should accordingly be sent to him only in cases where the quality is really defective.

11.24. Acknowledgement of consignments-Receipt for any consignment received must be given at the proper place on the back of the invoice, which should be returned to the Superintendent/Works Manager/Manager, Provincial Stationery Office within seven days of receipt. No further indents will be complied with until the receipt of previous indent has been received in the Stationery Officer/Depot.

11.25. Delivery-Before delivery is taken of any package from a railway or other transport company, the weight of the package or packages must be verified against the weight given in the receipt. In the case of any discrepancy, open delivery should be taken, the contents checked against the invoice and a claim made for any shortage against the railway or transport company, Where this procedure has not been followed the Controller/Superintendent/Works Manager will not admit claims for short issues.

11.26. Direct supplies-(1) Paper-When paper is supplied direct by Mills, a priced invoice (in triplicate) will be sent by the Stationery Office/Depot, to the officer concerned one copy being retained by the indenting officer and two (accompanied by samples drawn out from the supplies as per instructions on the above form) returned to the Stationery Office.

(2) **Other Stores**-When these are supplied direct by the contractors an invoice (in triplicate) will be sent by the contractors to the officer concerned. One copy should be retained by him and two returned to suppliers in acknowledgement of the goods received for submission with their bills to the Stationery/Office/Depot.

11.27. Opening of packages-On receipt, packages must be opened in the presence of a responsible officer. If this condition is not complied with no complaints regarding damage in transit or short issues will be attended to by the Stationery Office/Depot. The packing materials and empty ink bottles, etc., should be disposed of periodically and the sale-proceeds credited to the Head "XLVI-Miscellaneous-Sale of Old Stores and Materials".

11.28. Short receipts-Any deficiencies or excesses in a consignment should be reported immediately to the Stationery Office/Depot on the back of the invoice relating to the consignment in which such excess or deficit has been found. In addition, the questionnaire printed on the back of the invoice must be fully and completely answered. Transmission of the receipt must not, however, be delayed on account of any correspondence which may ensue regarding the reconciliation of such discrepancies.

11.29. Damage in transit-Complaints regarding goods damaged in transit must be accompanied by the indenting officer's opinion and grounds therefore, whether the damage was due to bad packing or mishandling during transit. The damaged articles should not be returned to the Stationery Office/Depot unless asked by the Superintendent / Works Manager / Manager, Provincial Stationery Office.

11.30. Adjustment of deficiencies-Where the rules regarding receipts have been properly complied with, the value of short receipts will be credited to the indenting officer, or alternatively the deficient quantity will be replaced, except in the case of very trifling deficiencies. In such cases, the amount will be written off the accounts under the orders of the Controller. In the case of larger deficiencies the amount will remain at the debit of the Controller/Superintendent/ Works Manager, until recovered by him from the official responsible for the deficiency.

11.31. Adjustment when rules are not observed-Where the rules regarding receipt have not been properly observed, no credit will be allowed to the indenting officer.

11.32. Control over consumption-Stationery articles in all offices must be placed in the charge of a responsible official and should be kept under lock and key. These

should only be issued by the official-in-charge to different branches of the office on regular requisition, the necessity for which should be verified. Stationery should only be issued for the office and on no account for other than public purpose. The official-in-charge of stationery will be primarily responsible for the consumption of stationery in the office. He will also be required to furnish cash security in accordance with the instructions contained in the financial regulations.

11.33. Accounts of receipts and issues-Issues of stationery within an office should be recorded in an accounts register and receipts should be kept by the officials-in-charge in the form shown in Appendix 'H'-U.F. 33. All issues must be acknowledged in this register under the signature of the officer requiring the articles. The account should be balanced monthly and the balance checked half-yearly by the Section Officer, Registrar or Administrative Officer or Superintendent of the office, as the case may be. A physical verification of stationery articles should be made at least once a year by a responsible official other than the custodian of the stationery articles. The deficiencies discovered as a result of physical verification should be written off under the orders of competent authority under intimation to Controller/Superintendent/ Works Manager together with a certificate that the balances of articles were not held in excess of the requirements for a reasonable period.

11.34. Local purchase of stationery-Articles of stationery borne on the price list of the Stationery Office/Depot shall not be purchased from the local market by an office without first obtaining a non-compliance certificate from the Controller/Superintendent/Works Manager, as the case may be, in respect of the articles intended to be purchased locally. Local purchase of stationery shall be limited to the extent allowed under the financial powers delegated to the officer concerned. Expenditure on such local purchases will be met from the allotment of the office under contingencies. The aggregate expenditure on stationery Office/Depot should not be allowed to exceed the budget allotment under head "B-Purchase of Stationery Stores" in any case. An amount equal to the expenditure incurred on local purchase of stationery and paper should be surrendered by the office concerned through the Statement of Excesses and Surrenders. The value of the stationery purchased locally in the above manner should also be intimated to the Controller/Superintendent/Works Manager/Manager, Provincial Stationery Office immediately, who will make note thereof in the relevant register against the sanctioned allotment of the office concerned in order to ensure that the value of the Stationery articles obtained from the Stationery Office/Depot against the monetary allotment under the head "B-Purchase of Stationery Stores" does not exceed the allotment after adjustment of the value of articles purchased locally.

Note:-The power to sanction local purchase of stationery, as at present delegated is various officers, in shown in Appendix "J".

11.35. Supply of stationery to Paying and Commercial Departments-The amount included in the budget under "B-Purchase of Stationery Stores" for supply of paper and stationery to the Paying and Commercial Departments is also shown by a debit entry in the minor head "Deduct-Value of Stationery supplied to Other governments and Paying Departments". The value of paper and stationery articles supplied to such departments will be intimated to the department concerned by the Stationery Office/Depot for acceptance of corresponding debit under the budget head of the department concerned, on receipt of the accepted debit memo. In respect of such supplies, the Stationery Office/Depot will request the Audit Officer concerned to allow corresponding credit by minus entry under the minor head "Deduct-Value of Stationery, etc."

11.36. Adjustment of value of supplies of stationery made on cash payment to local bodies and semi-government institutions-The Controller/Superintendent/Works Manager concerned will estimate the requirements of local bodies and semi-Government institutions situated in his area of jurisdiction which are permitted to obtain supplies of stationery articles from the Stationery Office/Depot and make sufficient provision on that account in his budget estimate under minor head "B-Purchase of Stationery Stores", corresponding provision being made by him in the budget estimates under "Deduct-Value of Stationery supplied to Other

Government and Paying Departments". He will watch the progress of expenditure on supply of stationery, etc., to such local bodies, etc., and make arrangements to reduce or increase his demand on this account in the Statement of Excesses and Surrenders.

The entire amount received from local bodies, etc., on account of supply of stationery including 10 per cent additional charges will be credited by him under the receipt head "XLV—Stationery and Printing—Stationery Receipts". At the close of each financial year he will communicate to the Audit Officer concerned the total amount of the recoveries made during the year an account of stationery supplied to local bodies, etc., 'excluding 10 per cent additional charges. The Audit Officer concerned will make an annual adjustment by deduction of receipt under the above noted head by minus credit to the deduct provision made for this purpose under Printing and Stationery by the Controller/Superintendent/Works Manager concerned under the minor head "Deduct—Value of Stationery supplied to Other Governments and Paying Department's under the major head "56—Stationery and Printing."

11.37 Inspection of stationery—The Controller/Superintendent/Works Manager is authorized either personally or through any subordinate officer/official deputed by him to examine the accounts of stationery maintained in any office and to issue instructions for the proper control on consumption of stationery.

The inspecting officer/official should see that the accounts with regard to the receipts and issues of stationery articles are maintained strictly in accordance with the instructions laid down in paragraph 11.33. He should be afforded every facility at the time of his inspection.

11.38. Annual stock-taking of Stationery Office/Depots—The Stationery Office/Depots will remain closed from 28th June to 28th July or for such period as considered necessary for the purposes of annual stock-taking. Ordinary indents received after the end of May will not be completed with until the Stationery Office/Depot re-opens. Urgent and exceptional indents will, however, be complied with as far as practicable, provided they are not received later than 10th June.

RUBBER STAMPS, BRASS SEALS, NUMBERING AND DATING MACHINES AND THEIR ACCESSORIES

11.39 Method of supply—These articles are obtained through indent to be placed on the Stationery Office/Depot and are supplied in the same manner as stationery articles. It will be convenient if such indents are sent at the same time as the general stationery indent to avoid extra expense in pacing at the time to dispatch. The cost of such articles is debited against monetary allotments.

11.40 Method of indenting—Indents must be submitted on indent form P.S.O. No. 4 as prescribed in paragraph 11.11 to the Stationery Office/Depot concerned from where the forms may be obtained. They must be accompanied by drawings or impressions of the exact size, wording and design of the stamp, etc., required, in duplicate on separate paper, supplemented by any other necessary instructions. Directions to be marked on the pacing cases for dispatched must be clearly stated on the indent. Demands for pads and inks for rubber stamps must be included in the ordinary stationery indent (form P.S.O. No. 1).

11.41. Submission of indents—Indents must be submitted through the same channel as prescribed for indents for stationery articles. Indents from officers entitled to obtain stationery on payment either in cash or on book debit will be complied with on the same basis.

11.42. Acknowledgment of Receipt—Stamps will be supplied to the indenting officers along with an invoice in duplicate one copy of which should be returned duly receipted to the Superintendent/Works Manager, Provincial Stationery Office/Manager concerned within a week of the receipt of the articles. Complaints, if any, should be entered on the invoice in the place provided for the purpose.

11.43. Sanction for special articles—No requisition for rubber stamps or brass seals of a kind not provided for in the prescribed indent form will be complied with without the special sanction of officer authorized to sanction the purchase of typewriters.

11.44 Numbering and Dating Machines—Automatic numbering machines and rubber stamps mounted on automatic dating machines or fitted with self-inking device are expensive articles and their use in offices is prohibited. Where a numbering machine is required a type similar to pearl Numerator should be sufficient. Dating stamps approved for use in Government offices are those with movable dates, which require the rubber figures indicating dates to be shifted by hand. Each such stamp will

be supplied with a tin box containing the necessary rubber blocs to indicate date, month and year.

PRINTING PAPER AND BINDING MATERIALS

11.45 Estimates of requirements—An estimate based on the probable requirements of printing paper and binding materials for printing work of different Government Departments both English and Vernacular will be prepared by the Superintendent/Works Manager and forwarded to the Controller not later than 10th November each year.

11.46. Submission of indents—The superintendent/Works Manager of the Regional Press will obtain supposed of printing paper and binding materials from the Stationery Office quarterly on an indent in the form prescribed in the case of other indenting officers in the same manner within the budget allotment for his Regional Press.

CHAPTER XII

TYPEWRITERS, DUPLICATORS, COPYING MACHINES, CALCULATING ACCOUNTING AND ADDING MACHINES AND ACCESSORIES

TYPEWRITERS

12.1 Approved patterns of typewrites—The typewriters for which annual rate contracts are concluded by the Government shall be considered as approved patterns for use in the offices under the administrative control of the West Pakistan Government. Prior sanction of Government is necessary for the purchase of any other make of typewriter.

If in any case a machine other than the approved one is required for any reasons the prior sanction of Government must be obtained to its purchase.

12.2 Sanctioned scale of typewriters for certain offices—Government have prescribed the number of typewriters which may ordinarily be allowed for office use and for camp use in the case of offices of Commissioner's Deputy Commissioner's District and Sessions Judges and other touring officers. The scales so fixed are show in Appendix I.

12.3 Sanctioning authority for purchase of typewriters—The officers to whom power has been delegated to sanction purchase of typewriters for themselves and for offices sub-ordinate to them are mentioned in Appendix J. these powers are confined to be sanctioned scale where one has been fixed, the sanction of Government being required for any purchase of machines over scale, except where this power has also been delegated.

Note—The Judges of the West Pakistan High Court and Circuit Benches have the power to sanction the purchase of typewriters without limit for use in their offices subject to budget provision and extra typewriters for the Courts of the District and Sessions Judges, provided that the District and Sessions Judge concerned has budget provision to meet the expenditure.

12.4 Procedure for the purchase of typewriters—All indents for the supply of typewriters should be forwarded, in quadruplicate, to the Controller on the prescribed form, together with a copy of sanction to the purchase of the machines. The certificate prescribed in paragraph 12.5 should also be forwarded along with the indents. Such indents as are not complete in all aspects will be returned to the indenting officer concerned. Indents on receipt will be scrutinized and consolidated by the Controller before onward transmission to the Director of Industries, West Pakistan, Lahore, who will arrange supply against the rate contracts concluded with the representatives of the manufacturers. Debit on account of cost of the machines will be raised by the Accountant-General, West Pakistan, Lahore, through the Audit Officer concerned. No indenting officer is permitted to make cash payment to the firm or obtain supply direct. Semi-Government departments/institutions and local bodies which are permitted to obtain supplies against rate contracts or Principals/Headmasters of Government Colleges and Schools who desire to meet the cost of typewriters out of union or Fine Funds of the college or school should deposit the cost of the machines plus 2 per cent departmental charges in a Government Treasury in advance. In such cases the Treasury Receipt should be forwarded to the Controller along with the indent for

necessary procurement action through the Director of Industries, West Pakistan, Lahore.

12.5 Certificate required for the purchase of typewriters—Every authority sanctioning the purchase of a typewriter shall, in communicating such sanction, furnish a certificate in the following form:--“Certified that the purchase of the typewriter(s) included in the sanction does not involve any increase in the sanctioned scale for the office concerned” or where no scale has been fixed—

“Certified that the purchase of the new machine(s) has been authorized to replace one which has/have become worn out and been condemned by the Typewriter Condemnation board established at _____”.

Note—The authority competent to sanction purchase of a typewriter in excess of the sanctioned scale or for a newly established office is the Government . Indenting officer, are, therefore, warned to obtain such sanction before submission of their indents.

12.6 Supply of typewriters for the personal use of judicial Officers—In order to encourage Judicial Officers to record evidence by means of typewriters, a certain number of machines will be supplied at Government expense for the personal use of such officers as are reported by Deputy Commissioners or District and Sessions Judges to be thoroughly conversant with the use of typewriters and who have not the services of stenographer at their disposal. All such machines supplied to officers of the Judicial Service will remain in the charge of the High Court and those supplied to the officers of the Executive Service in the charge of Government. As the typewriters so supplied to Judicial officers are Government Property, it is necessary that there should be a record of the officers to whom machines have been supplied. The following instructions are, therefore, issued for the guidance of the officers concerned. The typewriters will remain in the personal custody of the officers who have received them and will take the machines with them on transfer from one station to another. When an officer having in his possession any such typewriter is transferred, the Deputy Commissioner of the district from which he is transferred if he belongs to the Executive Service, and the District and Sessions judge, if he belongs to the judicial Service, should send an intimation in the prescribed form to the Deputy Commissioner or the District and Sessions judge, as the case may be of the district to which he is transferred, and at the same time a copy to Government in the case of Executive Officers and to the high Court in the case of Judicial Officers. The machine should their be placed temporarily on the list of typewriters of the district for purposes of inspection and maintenance and not removed there from until the officer concerned is transferred from the district. In the event of the death of retirement of an officer who is in possession of a Government typewriter, or of his proceeding on long leave, or of his transfer to foreign service or to a post where the use of a typewriter is not necessary, the typewriter should be handed over to the Deputy Commissioner or the District and Sessions Judge, as the case may be, of the district in which he is serving at the time.

12.7 Periodical verification of Government typewriters—A special stock register in the form prescribed in Appendix ‘M’ should be maintained in each office for exhibiting the stock of Government typewriters. In July each year there should be an annual stock-taking, and the result of the verification of the stock in hand with that entered in this register should be certified by the officer-in-charge, the condition of the machines in stock being duly noted in the column provided for the purpose. To facilitate indemnification the following words should be got written on each machine with white paint:—

Name of office

Original cost

Date of purchase

These instructions should be complied with by all concerned. The examination of these registers shall constitute an integral part of the duties of Controlling Officers in the course of their inspection.

12.8 Upkeep and maintenance of typewriters—An officer not below the rank of Superintendent or head Clerk should be made responsible for the efficient maintenance of all type-writing, copying and similar machines in use in the office . He should inspect

all machines monthly and see that they are kept clean and in good condition by the operator.

12.9 Duties of Typists—Each stenographer or typist to whom a machine is issued will be held to be in charge of the machine, and will be primarily responsible for its care and upkeep. He will clean the machine daily and carry out the instructions issued by the makers for its cleaning and oiling. He will cover the machine every day before leaving office and will be held personally responsible for any damage caused by carelessness or neglect while the machine is in his charge.

12.10. Use of accessories—Stenographers and typists will be held responsible for the efficient and economical use of typewriter accessories issued to them. They should see that the maximum use is made of each ribbon, turning it when necessary, in order to use the whole typing surface.

12.11. Carbon paper and typewriter ribbons—Carbon paper should be kept in the charge of the Assistant-in-charge of stationery, who should issue at a time only so many sheets as are immediately required. New issued should be made only for exhausted sheets returned. Typewriter ribbons should similarly be kept in the charge of the same Assistant, and should be issued only on the return of an old ribbon, which must be examined to see that it is actually worn out before a fresh issue is made. Ribbons deteriorate if kept for long in stock. They should, therefore, not be indented for in excess of actual requirements. Issues to typists should be made in the order in which the supplies were received.

12.12 Repairing, oiling, cleaning, servicing and inspection of typewriters, duplicators, accounting, calculating and adding machines—Arrangements are made by Government for the quarterly inspection and servicing of typewriters, accounting, adding, calculating and copying machines, etc., in use in all offices under the administrative control of West Pakistan Government after inviting tenders. The main terms are as follows which are subject to such variations as may be specified in the circulars issued from time to time:--

- (i) Each machine is to be inspected, oiled and cleaned once in every three months at the rates approved by Government.
- (ii) No charge is to be made for the inspection of new typewrites, supplied by the contractors, during the first twelve months of their use.
- (iii) No charge is to be made for the servicing of such typewriters for the first twelve months after the date of repairs, as are thoroughly overhauled and repaired by the contractor.
- (iv) Servicing and inspection cover cleaning, oiling and adjusting the machine but not the cost of replacing any worn or broken part. Such parts shall be charged for extra at the rates contained in their approved price list
- (v) Payment shall be made to the contractors in accordance with the terms of the contract out of the contingent grant of the office concerned. In accordance with the terms of the contract it is absolutely necessary that all minor repairs (consting less than Rs. 50) to typewriters in use in Government offices should be entrusted direct to the contractors appointed by Government for the purpose. This condition should be complied with by all concerned. Should there be any cause for complaint either on account of delays or unsatisfactory service on the part of the contractors, the matter should be reported to the Controller. Arrangements made for servicing of typewriters do not cover heavy repairs which cost more than Rs. 50. the Heads of Departments/Offices are competent to entrust the work of heavy repairs to the contractors or other agencies after inviting competitive estimates. It should, however, be ensured that such repairs are entrusted to reputable and reliable firms which guarantee satisfactory working of the machines and free quarterly service for at least a year after the date of repairs. Arrangements

for repairs to typewriters of offices situated in Karachi and Khairpur District exist in the Government Presses at Karachi and Khairpur respectively. All the said offices should get their typewriters repaired from the workshop at Karachi or Khairpur, as the case may be and pay the charges to the Superintendent/Works Manager from their contingencies.

12.13. Procedure for the condemnation of typewriters—(1) Not typewriter shall be condemned or disposed of except under the orders of the Typewriter Condemnation Board which will be constituted at Lahore, Peshawar and Karachi in the following manner:--

- (i) **Lahore—**The Superintendent, Government Printing, West Pakistan, Lahore, as its President and three members to be selected by him from among the following:-- Section Officers to Government, West Pakistan, Civil Secretariat, Lahore the Assistant Secretary (General) to the Board of Revenue, West Pakistan, Lahore; the Registrar, Public Works Department, Buildings and Roads Branch, West Pakistan, Lahore; the Registrar, Public Works Department, West Pakistan, Irrigation Branch, Lahore; the Registrar, Office of the Director, Public Instruction, West Pakistan, Lahore; the Deputy or Assistant Registrar, West Pakistan High Court, Lahore; the Deputy Director of Industries (Administration), Lahore; or any other member nominated by the Administration Department for Lahore, Multan and Bahawalpur Divisions.
- (ii) **Peshawar—**The Works Manager, Government Printing and Stationery, West Pakistan, Peshawar, as its President and three members selected from amongst the Representative of the Commissioner and Resident, Frontier Region, nominee of the Additional Registrar, High Court Bench at Peshawar; the Administrative Officer, Public Works Department, Irrigation Branch, Northern Zone, Peshawar; the Administrative Officer, Public Works Department, Buildings and Roads Branch, Northern Zone, Peshawar; the Superintendent, Commissioner's Office, Peshawar; Assistant Director of Industries, Peshawar Region, Peshawar; or any other member selected by the Administration Department for Peshawar, Rawalpindi and Dera Ismail Khan Divisions.
- (iii) **Karachi—**The Superintendent, Government Printing and Stationery, West Pakistan, Karachi, as its President and three members selected from amongst the nominee of the Additional Registrar, High Court Bench at Karachi; nominee of the Director of Education, Hyderabad Region; the Administrative Officer, Public Works Department, Irrigation Branch, Hyderabad Region; the Administrative Officer, Public Works Department, Buildings and Roads Branch, Hyderabad Region; nominee of the Deputy Registrar, Co-operative Societies, Hyderabad Region, or any other member selected by the Administrative Department for Karachi District, Khairpur, Hyderabad, Quetta and Kalat Divisions.

(2) Meetings of the Board will be held quarterly or earlier at the discretion of the President who will intimate the date and time of the meeting to the members selected by him for the meeting. The relevant papers may be examined by each member during the meeting of the Board.

(3) Every member nominated must attend personally. If, however, any member nominated must attend personally. If, however, any member is unable to attend the Board's meeting, sufficient notice should be given to the president to enable him to nominate a substitute, if necessary.

(4) The Board will examine all old typewriters forwarded by Departments for condemnation.

(5) A copy of the proceedings of each meeting of the Board will be forwarded by the President to the Controller and a relevant extract from the proceedings to the

Head of the Attached Department to which the machine belongs. On receipt of a copy of the proceedings the head of the Attached Department concerned will inform the respective offices of the action taken in connection with their machines.

(6) Machines proposed for condemnation should be forwarded to the address of the Superintendent/Works Manager, concerned who will arrange to receive and store them pending their examination by the Board. All machines from stations outside Lahore, Karachi or Peshawar should be forwarded by passenger train, carriage paid. They should be securely packed under the supervision of an official of the status of an Office Superintendent or Head Clerk. The covers and base boards should also be sent along with the machines.

(7) Before forwarding the machines to the Board, the officer concerned should call for estimates for repairs from the contractors and also from any other firm which he may consider suitable. If the estimates for repairs be so heavy as to justify condemnation of the machine, the same be forwarded to the board concerned along with the estimates for decision as to whether the machine should be repaired or condemned. The Board may, if it considers necessary call for estimates of repairs and entrust the machines for repairs to the contractors or any other firm under intimation to the office concerned which shall pay the charges. In case the Board decides to carry out repairs at the workshop established at any of the Government Presses the cost of repairs shall be paid by the office concerned to the Superintendent/Works Manager. As soon as a machine is received back duly repaired from the contractors/firm an intimation should be sent acknowledging its receipt to the President of the board concerned.

(8) The following information should invariably be given in the forwarding letter when dispatching machines for examination by the Board:--

- (i) Date of purchase;
- (ii) Original cost;
- (iii) Amount spent on repairs each year since its purchase, exclusive of quarterly cleaning charges;
- (iv) Whether the machine has been constantly in use up to the date of dispatch to the Board for examination;
- (v) Any other information in connection with the machine, which may be of use to the Board.

(9) While submitting estimates for repairs to the Board the contractors or any other firm concerned will furnish the following information in addition to charges for overhauling, repairs and the cost of parts required replacement.

- (i) Probable age of the machine;
- (ii) Whether fit for further repairs;
- (iii) Cost to put the machine in through working order;
- (iv) The period for which the machine is guaranteed to work satisfactorily and the period for which free quarterly service is offered at the office to which the machine belongs.

(10) In all cases in which typewriters sent for condemnation are not accompanied by the history sheet mentioned in sub-paragraph (8) above and where machines are found to have been misused or otherwise damaged through the carelessness of the operator, the Board shall bring the matter to the notice of the department concerned for disciplinary action against the official concerned.

(11) Condemned machines will be stored in the Press concerned until a sufficient number has been collected when they will be sold by public auction or by inviting tenders. In the latter case all offers shall be examined by the Board before final acceptance.

(12) Sale-proceeds of condemned machines will be credited to Government in the following manner:--

- (i) Sale proceeds of condemned machines belonging to the commercial departments will be credited to the accounts head of the department concerned;

- (ii) Sale proceeds of all other condemned machines will be credited to the head XLVI—Miscellaneous—Sale of Old Stores and Materials.

(13) Typewriters can be obtained on hire from such of the Typewriter companies direct as are prepared to supply them on hire at the rates approved by government from time to time. The rates so fixed will be payable per month or part thereof.

DUPLICATORS, ACCOUNTING, CALCULATING, ADDING AND COPYING MACHINES

12.14 The duplicators for which annual rate contracts are concluded by the Government shall be considered as approved patterns for use in the offices under the administrative control of the West Pakistan Government, Prior sanction of Government is necessary for the purchase of any other make of duplicator. If in any case a machine other than the approved one is required for any reason the prior sanction of Government must be obtained for its purchase.

12.15 Method of supply—All indents for the supply of Duplicators, Accounting, Calculating, Adding and Copying machines, etc., should be forwarded, in quadruplicate, to the Controller on the prescribed forms, together with a copy of sanction for the purchase of the machines. The certificate prescribed in paragraph 12.5 should also be forwarded along with indents, Such indents as are not complete in all respects will be returned to the indenting officer concerned. Indents on receipt will be scrutinized and consolidated by the Controller before onward transmission to the Director of Industries, West Pakistan, Lahore. No indenting officer is permitted to make cash payment to the firm or obtain supply direct. Semi-Government departments/institutions and local bodies which are permitted to obtain supplies against rate contracts or Principals/Headmasters of Government Colleges and Schools who desire to meet the cost of machine out of the union or Fine Funds of the College or School should deposit the cost of the machines plus 2 per cent departmental charges in a Government Treasury in advance. In such cases the Treasury Receipt should be forwarded to the Controller along with indent for necessary procurement action through the Director of Industries, West Pakistan, Lahore.

12.16. Repairs to duplicators, etc.—Duplicators, etc., which cannot be repaired by the contractors or other local firms should be forwarded, securely packed and freight paid, to the Typewriter Board concerned in the manner prescribed in the case of Typewriters. The cost of repairs shall be paid for direct by the officer concerned. Procedure for oiling, cleaning and servicing etc., will be the same as prescribed in paragraph 12.12.

12.17. Condemnation of old and worn out duplicators, etc.—The procedure will be the same as prescribed in case of typewriters in paragraph 12.13.

12.18. Purchase of stencils and other accessories—Offices using duplicating machines are required to obtain their supplies of stencils, inks and other accessories from the Stationery Office/Depot in the same manner as they obtain their requirements of stationery. All offices should include in their indents for stationery their demands for such requisites. Local purchase of such articles is Governed by the same instructions as apply to other articles of stationery.

12.19 Sanctioning authority for the purchase of duplicators, etc.—The officers to whom power has been delegated to sanction purchase of duplicators, etc., for their own office and for offices subordinate to them are mentioned in Appendix J.

CHAPTER XIII

INSTRUCTIONS FOR EFFECTING ECONOMY IN THE CONSUMPTION OF PAPER, STATIONERY, FORMS AND ENTRUSTING OF PRINTING WORK TO THE PRESS

13.1 General Instructions—(1) It is imperative that strenuous efforts should be made individually and collectively to save as much paper and stationery as possible by making maximum economy in its use. All Indenting Officers should, therefore, devise ways and means to achieve the desired object and ensure that the instructions contained in the succeeding paragraphs are followed rigidly.

(2) All indents/requisitions should be carefully scrutinized in accordance with the instructions contained in the relevant Chapters of this Manual. The stock registers of

stationery and forms should be properly maintained and it must be ensured that entries are completed immediately after any items are received or issued.

(3) Indents for stationery should be confined to the articles generally stocked by the Stationery Office/Depot as shown in the price list and no demand should be made for any particular quality not included therein. Indenting Officers should accept the quality/substitute offered by the Stationery Office/Depot.

(4) Office stationery should in no case be entrusted to the charge of a Daftri or other class IV servant. This duty should be assigned to an official not below the rank of a Senior Clerk.

(5) Stationery should not be issued on the basis of Model Scale contained in Appendix G as a matter of routine but the requirements of each official should be scrutinized by the superintendent or the official incharge of the branch who should satisfy himself that the demands are justified before the issues are authorized. Articles of permanent nature such as Call bells, Desk Knives, Inkpot Stands, Docket Punches, Paper Weights, etc., etc., should not be issued unless the old and unserviceable once are returned by the official concerned. New pencils should be issued only on the return of stubs.

13.2 Economy in Printing—Printing, publishing and circulating of any matter should be avoided unless absolutely necessary. In case printing cannot be avoided the demand should be reduced to the barest possible minimum and only such number of copies should be asked for which are absolutely necessary. The Indenting Officers should not insist on the use of large type, spacing between the lines, wide margins or on a particular size or quality of paper but should accept whatever size or quality the press can offer.

13.3. Issue of gradation lists, etc.—The issue of Gradation Lists and other periodicals more often than absolutely necessary should be avoided. Large intervals between each issue will save much paper. The insertion of illustrated matter, e.g. maps, graphs, diagrams, halftone illustrations should be dispensed with as far as possible.

13.4 Issue of circulars—Circulars should not be issued indiscriminately. The documents should be circulated only to those to whom they are of material use so as to reduce the number of circulars to be printed/cyclostyled. The use of full sheet should be avoided in case the matter can be printed/cyclostyled on a smaller size by using both sides.

13.5 Economy in typing or writing—The use of a full sheet of paper for typing or writing letters should be avoided when a small sheet can serve the purpose. Unnecessary spacing between the lines and typing/writing on only one side of paper should also be avoided. Prolix noting by clerks should be discouraged. Passing orders after verbal discussion will save much paper. Obsolete forms or unwanted notes or spare copies of printed or written on one side should not be thrown away. Back of the letter being answered should be used for office copy of reply. All such sheets should be removed from the old files or registers and used for drafting, noting and even for letter writing. The use of separate sheets for typing enclosures should be avoided and the reverse side of the letter should be used for this purpose. Unimportant P.U.C's should be disposed of by brief noting thereon.

13.6 Economy in service Postage Stamps—Service Post-cards should be used for acknowledgements and other unimportant communications. The issue of letters should be avoided where post cards can equally serve the purpose. All communications addressed to one and the same officer should be dispatched in one envelope so as to save service postage stamps. The use of service postage stamps of smaller denomination where a single service postage stamp can serve the purpose tantamounts to waste of service postage stamps and is strictly prohibited.

13.7 Files and file boards, etc.—Old file boards and book/register covers should not be destroyed. They should be returned to the nearest Government Press for re-use in bindings. Pasting of small forms or letters on a large sheet for filing purposes or starting of new files unnecessarily should be avoided.

13.8 Use of slip books—The use of slip books or small slips of paper for scribbling or writing unimportant matter should be adopted. Such books or slips should be made up from one used or obsolete form.

13.9 Short-hand note books—Short-hand note books should not be issued to the stenographer till the previous one which is numbered is produced to see that it has been fully used up. It should be ensured that these are used for the purpose for which side of they are meant.

13.10. Consumption of blotting paper—Blotting paper, including that on officer's table, should not be changed periodically as a matter of routine. It should be retained in use for as long as it is serviceable.

13.11. Consumption of envelopes—(1) Disproportionately large envelopes should not be used for letters which can be folded to the size of a small envelope. Large and cloth-lined envelopes should be used sparingly and efforts should be made to use P.S.E. 3 only. Lighter weight and small size envelopes should always be used. Incoming envelopes should be saved in good condition for re-use.

(2) Economy slips should be used freely to enable re-use of envelopes several times. Only the edges of the slips should be tipped otherwise not only the slips would be wasted but also the envelopes if the economy slips are passed full length. Flaps should not be pasted except in the case of Secret or Confidential letters.

(3) The use of one envelope for a number of communications addressed to the same officer should be adopted.

(4) Envelopes should not be used for non-confidential correspondence intended for local delivery.

13.12. Drawing papers and materials—(1) Drawing papers being articles of foreign manufacture are very expensive. A strict watch should, therefore, be kept on the consumption of this class of paper in Drawing Offices. White cartridge should be used for all line drawings, plans, maps, etc., which are not required to be preserved in original permanently.

(2) Ferro-prussiate unsensitized papers in rolls are expensive items. White papers in sizes 22" x 29" and 29" x 44" should, therefore, be used instead as far as possible.

(3) The use of special quality drawing pencils, pens, inks, etc., is forbidden. The indenting officers should not, therefore, insist for any particular brand or make but must accept the quality offered by the Stationery Office/Depot.

13.13. Consumption of office stationery—(1) The use of expensive articles should be avoided. Large ink and pencil erasers should not be indented for but small size erasers should be preferred for ordinary use. Generally a clerk requires these erasers for erasing writings in pencils and the portion of the eraser indented for writings in ink is seldom used. In all such cases a pencil eraser which is cheaper than ink and pencil eraser should only be issued.

(2) The use of Bi-colour or Bi-chromic Typewriter Ribbons. Should be restricted. Black Record Ribbons should ordinarily be used. The one colour ribbon enables the typist to use both its edges to the fullest extent and thus to obtain practically double the services than it would be possible by the use of a Bi-chromic Ribbon. Empty spool and box should be obtained back before new ribbon is issued.

(3) Office paste (goly) is not intended for general use. Gum dry should be used in offices but when a large quantity is likely to be used arrangements should be made to prepare binder paste (Levi) from wheat flour (Maida).

13.14. Use of art paper and coloured printing—The use of art paper is restricted. Coloured printing should be restricted except in the case of publicity literature.

13.15 Use of departmental crests—The use of departmental crests for embossing or printing is forbidden. Besides crests should not be printed in advertisements. The name of the department/office from which the advertisement emanates on the top of the advertisement should be quite sufficient.

CHAPTER XIV

DISPOSAL OF WASTE PAPER

14.1 Removal of waste paper—Annual contracts are allotted by Government for the removal of waste paper, except confidential and secret records, accumulated in all

offices institutions including Government Presses, after inviting tenders. Old and obsolete record should be sorted, classified and delivered, to the contractors against the category in which it actually falls. Different categories in which waste paper is at present classified are shown hereunder;--

(1) **Paper cuttings**—These represent small trimmings below 3” Size of printed or unprinted sheets which come off on the Guillotine Cutting machines. These become available in Government Presses only.

(2) **Offcuts**—These represent cuttings of 3” size or above unprinted sheets of paper when printed in odd size. These also become available in Government Presses and only such sizes as cannot be used economically in printing and binding should be delivered to the contractors.

(3) **Ream covers and other spoilt and torn sheets**—These represent thicker paper used for packing reams. Sheets spoilt and torn while printing on the machines in government Presses are also classed in this category. A small quantity of such sheets (ream covers) may, however, become available in other offices also.

(4) **Bale covers**—These represent thicker wrapping paper used in packing reams of paper in bales and become available in Government Presses and Stationery Office/Depots only.

(5) **Waste paper without torn pieces**—This category of waste paper generally consists of forms and registers used in Government offices/institutions. All such records should be classified under this item provided the same do not contain torn sheets and are bundled up in regular and proper shape. However, records containing forms and registers smaller than 8 1/2” x 6 3/4”, 9 1/2” x 6 3/4”, 9 1/2” x 5 1/2” do not fall under this category.

(6) **Old daily newspapers**-All old daily newspapers, magazines and periodicals fall under this category.

(7) **Waste paper of mixed varieties**—This category of waste paper consists of torn and untorn records mixed up in various sizes. Forms, registers and slips books, etc., smaller than 8 1/4” x 6 3/4”, 9 1/2” x 7”, 9 1/2” x 6 3/4”, 9 1/2” x 5 1/2” also fall under this category.

(8) **Waste paper torn into small pieces**—This category covers office records, etc., which are delivered to the contractors after being torn into small pieces, irregular in shape and size.

14.2. Intimation regarding annual contract—An intimation regarding the appointment of a contractor/contractors for the Government Offices/institutions for specified areas, containing detailed conditions governing the contract, will be sent by Government to all heads of Departments, etc., as soon as the contract is finalized every year.

14.3. Method of disposal—All categories of waste paper described above should be delivered to the approved contractors. No officer is authorized to dispose of the same by public auction or in any other manner. The contractors shall collect the same at regular and convenient intervals or as and when required to do so. All complaints in regard to delay or negligence on the part of the contractors should be addressed to the Controller. There is, however, no objection to waste paper being delivered by an office to any of the paper-making jails or Government owned paper-making factories at the rates approved by Government for sale to the contractors. All such supplies should be made against regular invoices showing complete specification and category under intimation to the Controller to facilitate recovery of cost through book adjustment.

14.4 Method of accounting and adjusting sale-proceeds—The contractors shall make monthly payment at the rates approved by Government not later than the 10th of each month in respect of the waste paper removed during the preceding month. The sale-proceeds shall be deposited by the officer operating the contract in a Government Treasury under the head “XLV-Stationery and Printing—Other Press receipts—Miscellaneous Receipts—Headquarters/Regional Press” as the case may be.

APPENDIX A

(Referred to in paragraph 4.2 and 6.1)

**LIST OF OFFICERS AUTHORISED TO INDENT DIRECT FOR MISCELLANEOUS
PRINTING AND BINDING ON THE PROVINCIAL GOVERNMENT PRESSES
IN THEIR RESPECTIVE AREAS**

1. Chief Secretary and Additional Chief Secretary to Government.
2. All Administrative Secretaries to Government (Joint/Deputy Secretaries/Section Officers are permitted to sign requisition on their behalf).
3. All Heads of Attached Departments as shown in Appendix N.
4. All Regional Heads of Attached Departments.
5. All Commissioners of Divisions.
6. Registrar, West Pakistan high Court.
7. Additional Registrars, High Court Benches in West Pakistan.
8. Military Secretary to the Governor.
9. Secretary to the Governor.
10. Secretary, Official Language Committee.
11. Secretary, West Pakistan Public Service Commissioner.
12. Secretary, Provincial Assembly of West Pakistan.
13. All Superintending Engineers, P.W.D. in West Pakistan.
14. All Principals, Government Arts, Science, Engineering and Medical Colleges in West Pakistan.
15. All District and Sessions Judges in West Pakistan.
16. Secretary, Thal Development Authority (on payment).
17. Secretary, West Pakistan Water and Power Development Authority and Officers authorized by the Chairman (on payment).
18. All District Managers of Government Transport Services in West Pakistan (on payment).
19. All Deputy Commissioners in West Pakistan (for publication of orders under section 144 and Notices of District Tribunals).
20. All Superintendents/Works Managers of Provincial Government Presses.
21. All Political Agents in West Pakistan.
22. All Settlement Officers in West Pakistan.
23. Editor, Pakistan Law Reports (Lahore Series).
24. Director, national Savings Department (on payment).
25. All Members, Board of Revenue, West Pakistan (Assistant Secretary General, Board of Revenue, is authorized to sign requisition on their behalf).
26. Chairman, Soil Reclamation Board.

APPENDIX 'B'

(Before to in paragraph 4.15)

**STATEMENT SHOWING AN ANNUAL DEPARTMENTAL REPORTS TO BE
FORWARDED TO THE CONTROLLER FOR ARRANGING PRINTING ETC.**

Serial No.	Description of report	Department concerned
1	2	3

1.	West Pakistan Administration Report.	Chief Secretary.
2.	Legal Affairs Report	Secretary, Law Department.
3.	Wards Estate Report	Secretary, Health, Welfare and Local Government Department.
4.	Report on the working of the Department of Agriculture.	Director of Agriculture.
5.	Report on the working of the Fisheries Department.	Director of Fisheries.
6.	Season and Crop Report	Director of Land Records.
7.	Report on the working of the Animal Husbandry Department.	Director of Animal Husbandry.
8.	Report on the working of the Anti-Corruption Department.	Director of Anti-Corruption
9.	Report of the Department of Land Records.	Director of Land Records.
10.	Colonization Report	Board of Revenue
11.	Land Revenue Reports	Revenue Department.
12.	Registration Report	Inspector-General of Registration.
13.	Stamp Report	Board of Revenue.
14.	Administration Report of the Public Works Department, Buildings and Roads Branch.	Chief Engineer, Buildings and Roads.
15.	Report on the working of Civil Defence Department..	Director of Civil Defence.
16.	Education Report	Director of Public Instruction.
17.	Report on the working of Co-operative Credit Societies.	Registrar, Co-operative Societies.
18.	Report on Lahore Central Museum.	Education Department.
19.	Report on Peshawar Museum	
20.	Report on the working of the Pakistan Electricity Act.	Chief Electrical Inspector.
21.	Administration Report of the Excise and Taxation Department.	Director of Excise and Taxation.
22.	Excise Report	
23.	Administration Report of the Forest Department.	Ditto
24.	Administration Report of the Food Department.	Chief Conservator of Forests.
25.	Report on Zoological Gardens in West Pakistan.	Director of Food.
26.	Chemical Examiners Report	Chief Warden of Games.
27.	Mental Hospital Report	Director of Health Services.
28.	Annual Health Report	Ditto
29.	Preliminary review of health conditions and public Health work.	Ditto
30.	Administration Report of the Industries Department.	Director of Industries
31.		Chief Inspector of Factories.

	Report on the working of Factories Act.	
32.	Report on the working of Work-men's Compensation Act.	Less Director of Labour Welfare.
33.	Administration Report of the Public Works Department, Irrigation Branch.	Chief Engineer, Irrigation.
34.	Administration Report of Jails Department.	Inspector-General of Prisons.
35.	Administration Report of the Labour Welfare Department.	Director of Labour Welfare.
36.	Report on the working of the Trade Unions Act.	Ditto
37.	Annual Report on the Accounts of Local Bodies in West Pakistan	Chief Auditor, Local Fund Accounts.
38.	Appropriation Accounts of the Government of West Pakistan and Report of Accountant-General thereon.	Finance Department.
39.	Report on Police Administration in West Pakistan.	
40.	Administration Report of the Public Relations Department.	Inspector-General of Police.
41.	Report on Pakistan Owned News-papers and Periodicals published in West Pakistan.	Director of Public Relations.
42.	Annual Statement of Newspapers and Periodicals published in West Pakistan.	Ditto
43.	Report on Publications registered under the Press and Registration of Books Act, 1867.	Ditto
44.	Annual Report on the working of Public Service Commission.	Ditto
		Secretary, Public Service Commission.
45.	Administration Report of the Reclamation and Probation Department	Director of Reclamation and Probation.
46.	Administration Report of the Refugees and Rehabilitation Department	Commissioner, Rehabilitation.
47.	Note on the Administration of Civil Justice in West Pakistan.	Law Department.
48.	Note on the Administration of Criminal Justice in West Pakistan.	Ditto
49.	Report on the working of the Transport Department.	Provincial Transport Department.
50.	Administration Report of the Village-AID Department.	Administrator, Village-AID.
51.	Administration Report of the Printing and Stationery Department.	Controller, Printing and Stationery.
52.	West Pakistan Board of Film Censor's Report.	
	Report on the working of the Government Presses.	Director of Public Relations.

53.	Report on the working of District Boards.	Controller, Printing and Stationery.
54.	Report on the working of Municipalities.	Health, Welfare and Local Government Department.
55.	Report on the working of Small Town Committee.	Ditto
56.	Report on the working of Market Committees.	Ditto
57.	Report on the Irrigation Research Institute, West Pakistan, Lhr.	Ditto
58.		Director of Irrigation Research