

**PUBLIC ACCOUNTS COMMITTEE**  
(1968-69)

**FORTY-FIFTH REPORT**  
(FOURTH LOK SABHA)

[ Action taken by Government on the recommendations of the Public Accounts Committee contained in their 34th Report (Fourth Lok Sabha) on Wasteful expenditure on Government Publications ]



**LOK SABHA SECRETARIAT**  
**NEW DELHI**

336.3951 R March 1969; Phalguna 1890 (Saka)  
k8 Price : Re. 0.45

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PUBLIC ACCOUNTS COMMITTEE  
(1968-69)

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SECRETARIAT

Shri Avtar Singh Rikhy—*Joint Secretary.*

Shri K. Seshadri—*Under Secretary.*

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\*Declared elected on 19th August, 1968 vice Shri M. M. Dharia who resigned from the Committee.

## INTRODUCTION

I, the Chairman of the Public Accounts Committee, as authorised by the Committee, do present on their behalf this Forty-Fifth Report on the action taken by Government on the recommendations of the Public Accounts Committee contained in their 34th Report (Fourth Lok Sabha) on Wasteful Expenditure on Government Publications.

2. On 12th June, 1968, an "Action Taken" Sub-Committee was appointed to scrutinise the replies received from Government in pursuance of the recommendations made by the Committee in their earlier Reports. The Sub-Committee was constituted with following Members :

1. Shri D. K. Kunte—Convener.
2. Shri C. K. Bhattacharyya.
3. Shri K. K. Nayar.
4. Shri Narendra Kumar Salve.
5. Shrimati Tarkeshwari Sinha.
6. Shri N. R. M. Swamy.

3. The draft Report was considered and adopted by the Sub-Committee at their sitting held on 7th February, 1969 and finally adopted by the Public Accounts Committee on 3rd March 1969.

4. For facility of reference the main conclusions/recommendations of the Committee have been printed in thick type in the body of the Report. A statement showing the summary of the main recommendations/observations of the Committee is appended to the Report (Appendix IV).

5. The Committee place on record their appreciation of the assistance rendered to them in this matter by the Comptroller and Auditor General of India.

NEW DELHI;  
11th March, 1969  
20th Phalguna, 1890 (Saka)

M. R. MASANI,  
Chairman,  
Public Accounts Committee.

## CHAPTER I

### REPORT

1. This Report of the Committee deals with action taken by Government on the recommendations contained in their 34th Report (Fourth Lok Sabha) on Wasteful Expenditure on Government Publications which was presented to the House on 11th November, 1968.

1.1. The action taken notes/statements on the recommendations of the Committee contained in the Report have been categorised under the following heads :

*Recommendations/observations that have been accepted by Government :*  
S. Nos. 1, 2, 3, 7, 8, 9, 11 and 12.

*Recommendations/observations replies to which have not been accepted by the Committee and which require reiteration :*

S. No. 6.

*Recommendations/observations in respect of which Government have furnished interim replies :*

S. Nos. 4, 5 and 10.

1.2. The Committee will now deal with action taken on some of the recommendations.

*Procedure for budgetting of expenditure on publications—Para 1.17  
(S. No. 2) of 34th Report (Fourth Lok Sabha).*

1.3. With a view to exercising a check on overprinting of publications by the various Ministries and Departments of Government, the Committee had, in para 1.17 of their 34th Report, made the following suggestions :

“The Committee feel that, if all the Ministries and Departments are made to bear the expenditure on their respective publications, it would effectively discourage the present tendency towards reckless overprinting and wasteful expenditure. The Committee therefore, recommend that the expenditure on publications should be provided for in the budgets of all the Ministries and Departments under a separate sub-head in the relevant Demand for Grant with a specific mention in the explanatory notes so that it receives the attention of Parliament.

1.4. In their reply dated 13th December, 1968, the Ministry of Finance have indicated the action taken on this suggestion as under :

“Certain Departments like the Posts & Telegraphs, Railways, Defence, and a few others (mostly commercial Departments) which account for

the bulk of the expenditure of Government on the printing work undertaken by the Chief Controller of Printing & Stationery are already treated as 'paying' Departments; in other words the expenditure incurred on their printing work is recovered from the respective Departments by book-adjustment and is reflected in their respective budgets. As regards the printing work in respect of the other Departments, the Chief Controller of Printing & Stationery is treated as a Service Department and the entire expenditure on paper, stationery, printing etc. on publications and forms appears centrally in the budget of the Chief Controller of Printing & Stationery. Likewise, the Directorate of Advertisement & Visual Publicity and the Publications Division of the Ministry of Information and Broadcasting also incur expenditure centrally on the printing of publicity material and publications respectively undertaken on behalf of various Departments. Even in these cases, the expenditure on printing work done through the agency of the Chief Controller of Printing & Stationery and on paper in almost all cases (*i.e.*, even where printing is done through private printers) is met out of the budget of the Chief Controller of Printing & Stationery."

"The existing arrangements in regard to the printing work done for 'non-paying' Departments ensured that the expenditure relating thereto appeared centrally. They also enabled the work involved in maintaining detailed Department-wise accounts in the organisation of the Chief Controller of Printing & Stationery etc. and in effecting accounts adjustments through the Accounts Offices to be reduced to the minimum. Any proposal for modifying these arrangements must, therefore, balance the requirements of effective control and the additional work and expenditure involved therein."

"A complete decentralisation of the budget provision for printing work in respect of all Departments by treating all of them as 'paying' Departments will involve considerable increase in work in the offices of the respective Departments, the Chief Controller of Printing & Stationery, the Directorate of Advertisement & Visual Publicity and the Director of Publications Division and also in the Accounts offices. It has, therefore, been decided by Government, as a practical step, to implement the recommendation of the Public Accounts Committee in respect of major Departments which have substantial printing work. This will keep the additional expenditure consequent on decentralisation to the minimum and at the same time bring the bulk of the expenditure incurred by non-paying Departments within the new scheme of Departmental responsibility. Accordingly, in addition to the existing 'paying' Departments, the following major 'non-paying' Ministries/Departments whose expenditure on the printing of forms, publications, etc. is estimated to be over Rs. 5 lakhs per annum will also in future be treated as 'paying' Departments (by book adjustment) *viz.* Ministries of Education,

External Affairs, Finance, Food and Agriculture, Community Development and Cooperation, (Departments of Agriculture & Community Development & Co-operation) Health and Family Planning, Information and Broadcasting and Works, Housing and Supply (Central Public Works Department) the Indian Audit & Accounts Department and Rajya Sabha Secretariat (the Lok Sabha Sectt. is already a paying Department). As an immediate step, all Ministries/Departments which will henceforth be treated as 'paying' Departments have been addressed to make, in consultation with the concerned authorities including Associate Finance, necessary provision in their respective budgets for the year 1969-70 under a separate sub-head, to cover the expenditure on printing handled by Chief Controller of Printing & Stationery, Directorate of Advertisement & Visual Publicity and Director of Publications Division. A copy of the letter addressed by Secretary (E) to all concerned in this connection is enclosed (Appendix I). Action is in hand to issue formal orders regarding the sub-head to be opened, the manner in which the control over the expenditure is to be exercised by the Ministries/Departments, the procedure for book adjustments etc. [Issued on 6-1-69—Appendix III]"

"As regards the remaining Departments, which will continue to be treated as 'non-paying', the existing arrangements will continue but the total expenditure incurred on the printing of the publications of these Departments by the agencies—Chief Controller of Printing & Stationery, Directorate of Advertisement & Visual Publicity and the Publications and Director of Publications Division will be exhibited separately (in lump) in the budgets of the respective central printing agencies, with effect from the Budget for 1969-70."

"The above modifications in the existing arrangements regarding the exhibition of the expenditure on the printing work of the various Departments in the budget documents will, it is expected, substantially meet the objective underlying the recommendation of the Committee."

**1.5. The Committee note that their suggestion for making the individual Ministries/Departments responsible for budgetting of the expenditure on their publications has been implemented in respect of Ministries/Departments whose annual expenditure on this account is estimated at over Rs. 5 lakhs. In regard to the other Ministries/Departments, Government have continued the existing arrangement with the modification that the total expenditure on the publications of these Ministries/Departments is proposed to be exhibited as a lump sum in the budget estimates of the Chief Controller of Printing & Stationery/Director of Advertisement & Visual Publicity/Publications Division. The Committee note that this has been done because Government feel that the decentralisation of the budget provision in respect of these Ministries/Departments would lead to an increase in accounting work. To avert this difficulty and at the same time to bring out the expendi-**



ture incurred by these Ministries/Departments on publications, the Committee would suggest that while exhibiting this provision in the budget estimates, of the Chief Controller of Printing & Stationery/Directorate of Advertisement & Visual Publicity /Director of Publications Division, the break-up of the provision amongst the different Ministries/Departments should also be shown.

*Expeditious Printing of Government Publications—Para 1.21 (S. No. 6) of 34th Report (Fourth Lok Sabha).*

1.6. In para. 1.21 of their 34th Report (Fourth Lok Sabha), the Committee had made the following recommendations regarding expeditious printing of Government publications :

“The Committee urge that Ministries and Departments should strictly enforce the time schedule of printing both by the Government as well as private printers. They should plan the printing of their publications in such a way that the publications do not become obsolete or otherwise lose their utility by the time the printed copies are received. In case of delay in printing the publications, a suitable penalty should invariably be imposed on the printers whether Government or private.”

1.17. In their reply dated 30th December, 1968, the Ministry of Finance have stated :—

“Necessary instructions have been issued to Ministries for complying with the above recommendation of the Committee. As one of the main reasons for delay in Government Presses is sudden rush of priority work, it has been decided that where a department wants a printing work to be done on a priority basis, the Government presses should charge a higher rate for that work and that the rate of “Surcharge” could vary in relation to the urgency of the work and the extent of dislocation arising on account of it in the normal work of the Presses. This will apply for the present in the case of Departments which are will be treated as “Paying Departments”, (*vide* this Department O.M. No. F. 12(43)-E(Coord), 68, dt. 27-12-1968).” [Appendix II.]

1.18. The Committee note that the Government presses are being permitted to charge a higher rate from the Paying Departments for priority work so as to make these Departments alive to the need to avoid dislocation of printing them. The Committee see no reason why Government should not make Government presses liable to imposition of penalty for delay in printing in the same manner as private presses. This should help to bring home to the Government presses that time is the essence of the matter.

1.19. The Committee further recommend that the additional amounts collected for priority work as also the penalty charges paid by the presses should be distinctly exhibited (Government Press-wise) in their accounts.

*Avoidance of excess printing and accumulation of Publications—Paras 1.19, 1.20 and 1.25 (S. Nos. 4, 5 and 10) of 34th Report (Fourth Lok Sabha).*

1.20. The Committee made the following recommendations in paras 1.19, 1.20 and 1.25 of their Report.

“Para 1.19 : Government may examine the feasibility of printing, in the first instance, the minimum number of copies of the publications required and asking the printers to keep the composed metal intact for some time after publication in order to assess the off-take and decide whether the full print order should be executed.”

“Para 1.20 : The Committee feel that one of the reasons for heavy accumulation of unsold publications is costly production and over-pricing. The Committee, therefore, suggest that the pricing policy may be rationalised.”

“Para 1.25 : The Committee suggest that the various Ministries and Departments should give adequate advance publicity to their respective publications amongst the likely customers in order to prevent accumulation of unnecessary stocks due to poor sales.”

1.21. In the reply dated 30th December, 1968, the Ministry of Finance (Department of Expenditure) have stated :

“Para 1.19 : The period for which the composed metal can be retained in Government presses is under examination of the Department of Works & Housing, having regard to the economics of the alternatives of such retention and of re-composing. A further note will be submitted to the Committee as soon as the final view is taken. It would, however, be difficult to accept the recommendation in respect of printing work done in private presses as they do not generally agree to keep type matter standing once the copies have been supplied, and, in a few cases where they have agreed, the charges have been heavy.”

“Para 1.20 : The question of revising the pricing policy is under examination of the Department of Works and Housing. Instructions have, however, been issued to Ministries that, where large stocks of publications have accumulated, their sale prices should be reviewed quickly, in order to see whether the off-take could be increased.”

“Para 1.25 : The question of evolving suitable measures for improving publicity and sales promotion in respect of Government publications is under the consideration of the Department of Works and Housing.”

**1.22. Considering that excessive printing of Government publications and heavy accumulation of stocks at present result in considerable wasteful expenditure, the Committee desire that the Ministry of Works, Housing and Supply should expedite the examination of these important questions i.e. retention of composed matter, revision of pricing policy and improvement of publicity and sales. The Committee would like to be informed of the final decision taken in these matters.**

**1.23. The Committee also suggest that in cases of printing done by private presses, Government should examine at the appropriate time and level in the case of each important publication with promising sale potentialities the advisability of retention of composed matter standing for some time on payment of reasonable charges.**

*Improvement in the quality of publications Para 1.23 (S. No. 8) of 34th Report (Fourth Lok Sabha).*

1.24. In para 1.23, the Committee made the following recommendations :

“The Committee are of the view that all Ministries and Departments should make a comprehensive review of the quality of the publications brought out by them from time to time with a view to effecting improvements and increasing public demand for them. In this connection, the Committee note that the Government contemplate taking a number of steps to improve the quality of the “Indian Listener”, whose sale has considerably fallen during recent years, and other journals which are brought out to publicise the programmes of All India Radio. The Committee feel that the publication of such journals should be organised on commercial lines as far as possible.”

1.25. In their reply dated 30th December, 1968, the Ministry of Finance (Department of Expenditure) have stated :

“Instructions have been issued to Ministries that the publications brought out by them should be reviewed as recommended by the Committee. In regard to the second part of the recommendation relating to the Indian Listener and other journals, the Information and Broadcasting Ministry who are concerned has been requested to submit a suitable note to the Committee.”

**1.26. The Committee hope that the Ministries concerned will complete expeditiously the review of the quality of the publications brought out by them, with a view to effecting improvements and increasing public demand for them. The Committee will watch the impact of the improvement made in various publications on sales through future Audit Reports.**

**1.27. The Committee would like to know the progress made by the Ministry of Information and Broadcasting with improving the quality and sales of the Indian Listener and other journals brought out to publicise the programmes of All India Radio and organising them on commercial lines as far as possible.**

## CHAPTER II

### RECOMMENDATIONS/OBSERVATIONS THAT HAVE BEEN ACCEPTED BY GOVERNMENT

#### Recommendation

The Committee are generally perturbed to note the alarming extent of the needless overprinting and the consequent heavy infructuous and wasteful expenditure on Government publications. The Committee feel that Government can effect substantial savings if the various Ministries and Departments are made to place their print orders on a realistic and conservative basis. [Serial No. 1 (para 1.16) of Appendix II to the 34th Report (4th Lok Sabha)].

#### Action taken

The recommendation has been noted and suitable instructions have been issued to all Ministries/Departments (*vide* Ministry of Finance O.M. No. F. 12(43)-E(Coord)/68, dated 27-12-1968).—Appendix II. [Ministry of Finance (Deptt. of Expenditure) O.M. No. F. 12(43)-E(Coord)/68, Dt. 14-2-68].

#### Recommendation

The Committee feel that, if all the Ministries and Departments are made to bear the expenditure on their respective publications, it would effectively discourage the present tendency towards reckless overprinting and wasteful expenditure. The Committee, therefore, recommend that the expenditure on publications should be provided for in the budgets of all the Ministries and Departments under a separate sub-head in the relevant Demand for Grant with a specific mention in the Explanatory Notes so that it receives the attention of Parliament. [S. No. 2 (Para. 1.17) of Appendix II to the 34th Report (Fourth Lok Sabha)].

#### Action taken

Certain Departments like the Posts & Telegraphs, Railways, Defence, and a few others (mostly commercial Departments) which account for the bulk of the expenditure of Government on the printing work undertaken by the Chief Controller of Printing & Stationery are already treated as "paying" Departments; in other words the expenditure incurred on their printing work is recovered from the respective Departments by book-adjustment and is reflected in their respective budgets. As regards the printing work in respect of the other Departments, the C.C.P. & S. is treated as a Service Department and the entire expenditure on paper, stationery, print-

ing etc. on publications and forms appears centrally in the budget of the Chief Controller of Printing & Stationery. Likewise, the Directorate of Advertisement & Visual Publicity and the Publications Division of the Ministry of Information and Broadcasting also incur expenditure centrally on the printing of publicity material and publications respectively undertaken on behalf of various Departments. Even in these cases, the expenditure on printing work done through the agency of the C.C.P. & S. and on paper in almost all cases (*i.e.* even where printing is done through private printers) is met out of the budget of the C.C.P. & S.

2. The existing arrangements in regard to the printing work done for 'non-paying' Departments ensured that the expenditure relating thereto appeared centrally. They also enabled the work involved in maintaining detailed Department-wise accounts in the organisation of the C.C.P. & S. etc. and in effecting accounts adjustments through the Accounts offices to be reduced to the minimum. Any proposal for modifying these arrangements must, therefore, balance the requirements of effective control and the additional work and expenditure involved therein.

3. A complete decentralisation of the budget provision for printing work in respect of all Departments by treating all of them as 'paying' Departments will involve considerable increase in work in the offices of the respective Departments, the C.C.P. & S., the D.A.V.P., the D.P.D. and also in the Accounts offices. It has, therefore, been decided by Government, as a practical step, to implement the recommendation of the Public Accounts Committee in respect of major Departments which have substantial printing work. This will keep the additional expenditure consequent on decentralisation to the minimum and at the same time bring the bulk of the expenditure incurred by 'non-paying' Departments within the new scheme of Departmental responsibility. Accordingly, in addition to the existing 'paying' Departments, the following major 'non-paying' Ministries/Departments whose expenditure on the printing of forms, publications, etc. is estimated to be over Rs. 5 lakhs per annum will also in future be treated as 'paying' Departments (by book adjustment)—*viz.* Ministries of Education, External Affairs, Finance, F.A.C.D. & C. (Departments of Agriculture and C.D. & C.), Health and Family Planning, Information and Broadcasting and W.H. & S. (C.P.W.D.), the Indian Audit & Accounts Department and Rajya Sabha Secretariat (the Lok Sabha Sectt. is already a paying Department). As an immediate step, all Ministries/Departments which will hence-forth be treated as 'paying' Departments have been addressed to make, in consultation with the concerned authorities including Associate Finance, necessary provision in their respective budgets for the year 1969-70 under a separate sub-head, to cover the expenditure on printing handled by C.C.P. & S., D.A.V.P. and D.P.D. A copy of the letter addressed by Secretary (E) to all concerned in this connection is enclosed (Appendix I). Action is on hand to issue formal orders regarding the sub-head to be opened, the manner in

which the control over the expenditure is to be exercised by the Ministries/ Departments, the procedure for book adjustments etc.—[Issued.—Appendix III.]

4. As regards the remaining Departments, which will continue to be treated as 'non-paying', the existing arrangements will continue but the total expenditure incurred on the printing of the publications of these Departments by the agencies—C.C.P. & S., D.A.V.P. and D.P.D.—will be exhibited separately (in lump) in the budgets of the respective central printing agencies, with effect from the Budget for 1969-70.

5. The above modifications in the existing arrangements regarding the exhibition of the expenditure on the printing work of the various Departments in the budget documents will, it is expected, substantially meet the objective underlying the recommendation of the Committee.

[M.O.F. O.M. No. F. 12(43)-E(Coord) '68, dt. 14-2-69.]

#### **Recommendation**

The Committee suggest that every Ministry or Department should make a careful and comprehensive review of the books, periodicals, brochures and other publications brought out by them from time to time with a view to determining their utility, public demand and sales prospects and in the light of that review make a careful assessment of the minimum number of copies which should be printed in each case. The Committee feel that, except for publications of historical importance and continuing interest, it should be possible to determine the number of copies to be printed in each case in such a way that the stock is sold out before the publication becomes out of date or loses its utility.

[Serial No. 3 (Para No. 1.18) of Appendix II to the 34th Report (4th Lok Sabha)].

#### **Action taken**

Instructions have been issued to all Ministries requiring that the review suggested by the Committee should be carried out regularly once in three years for all publications and more frequently in particular cases where considered necessary by the Ministry/Department concerned. [*Vide* Department of Expenditure O.M. No. 12(43)-E(Coord) '68, dated 27-12-1968].—Appendix II.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord) '68, dated 14-2-1969].

#### **Recommendation**

The Committee strongly urge that the procedure of inviting tenders for printing of publications by private printers should be followed in order to avail of the advantage of competitive rates.

[Serial No. 7 (Para 1.22) of Appendix II to the 34th Report (4th Lok Sabha)].

### **Action taken**

The procedure of inviting tenders in the case of printing done through private printers is generally being followed by the C.C.P. & S. as well as the D.A.V.P. who are largely concerned with the printing of publications and other publicity material. It is only in very few cases of urgent nature and of small value that work is given to printers at schedule rates maintained by the CCP&S, without inviting tenders. However, instructions have been issued to Ministries to observe as far as possible the procedure of inviting tenders in cases of printing work entrusted to private presses except in rare cases where the work involved is urgent and of small value [*vide* O.M. No. F. 12(43)-E(Coord)/68, dated 27-12-1968].—Appendix II.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord)/68, dated 14-2-1969].

### **Recommendation**

The Committee are of the view that all Ministries and Departments should make a comprehensive review of the quality of the publications brought out by them from time to time with a view to effecting improvements and increasing public demand for them. In this connection, the Committee note that the Government contemplate taking a number of steps to improve the quality of the "Indian Listener", whose sale has considerably fallen during recent years, and other journals which are brought out to publicise the programmes of All India Radio. The Committee feel that the publication of such journals should be organised on commercial lines as far as possible.

[Serial No. 8 (Para 1.23) of Appendix II to the 34th Report (4th Lok Sabha)].

### **Action taken**

Instructions have been issued to Ministries that the publications brought out by them should be reviewed as recommended by the Committee. In regard to the second part of the recommendation relating to the Indian Listener and other journals, the I. & B. Ministry who are concerned has been requested to submit a suitable note to the Committee.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord)/68, dated 14-2-1969].

### **Recommendation**

The Committee would like to stress the need to check the lay-out and get up of the publications and the quality of the paper to be used before passing the final order for printing.

[Serial No. 9 (Para 1.24) of Appendix II to the 34th Report (4th Lok Sabha)].

### **Action taken**

The Recommendation has been accepted and brought to the notice of all Ministries for compliance. The question of setting up a Central Design and

Lay-out Section in the Office of the Chief Controller of Printing and Stationary to serve the needs of indentors is also under the consideration of the Department of Works and Housing.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord)/68, dated 14-2-1969].

#### **Recommendation**

The Committee are of the opinion that the physical verification of publications should be done annually and the reconciliation between the quantity ledgers and price ledgers should be kept upto-date in order to discover irregularities and take timely remedial action. The Committee would also like Ministries and Departments to ensure that there are no losses due to unauthorised issue of priced publications and that proper vigilance is kept on the stock of publications.

[Serial No. 11 (Para 1.26) of Appendix II to the 34th Report (4th Lok Sabha)].

The Committee suggest that all Ministries and Departments should make a careful review of the list of persons or organisations to whom publications are issued gratis with a view to curtailing the list of such persons or organisations to the minimum necessary. A system should be evolved whereby publications of a general nature are sent free only to those persons who are concerned and really interested in them or who had made a request for their supply instead of mailing them indiscriminately according to the list.

[Serial No. 12 (Para 1.27) of Appendix II to the 34th Report (4th Lok Sabha)].

#### **Action taken**

These recommendations have been accepted and brought to the notice of all Ministries/Departments for necessary action [*vide* Department of Expenditure O.M. No. F. 12(43)-E(Coord)/68, dated 27-12-1968]

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord) 68, dated 14-2-1969].



**CHAPTER III**  
**RECOMMENDATIONS, OBSERVATIONS WHICH THE COMMITTEE**  
**DO NOT DESIRE TO PURSUE IN VIEW OF THE REPLIES OF**  
**GOVERNMENT.**

**NIL**

## CHAPTER IV

### RECOMMENDATIONS/OBSERVATIONS REPLIES TO WHICH HAVE NOT BEEN ACCEPTED BY THE COMMITTEE AND WHICH REQUIRE REITERATION

#### Recommendation

The Committee urge that Ministries and Departments should strictly enforce the time schedule of printing both by the Government as well as private printers. They should plan the printing of their publications in such a way that the publications do not become obsolete or otherwise lose their utility by the time the printed copies are received. In case of delay in printing the publications, a suitable penalty should invariably be imposed on the printers whether Government or private.

[Serial No. 6 (Para 1.21) of Appendix II to the 34th Report (4th Lok Sabha)].

#### Action taken

Necessary instructions have been issued to Ministries for complying with the above recommendation of the Committee. As one of the main reasons for delay in Government Presses is sudden rush of priority work, it has been decided that where a department wants a printing work to be done on a priority basis, the Government presses should charge a higher rate for that work and that the rate of "Surcharge" could vary in relation to the urgency of the work and the extent of dislocation arising on account of it in the normal work of the Presses. This will apply for the present in the case of Departments which are will be treated as "Paying Departments". [Vide this Department O.M. No. F. 12(43)-E(Coord) 68, dated 27-12-1968].— Appendix II.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord) 68, dated 14-2-1969].

## **CHAPTER V**

### **RECOMMENDATIONS/OBSERVATIONS IN RESPECT OF WHICH GOVERNMENT HAVE FURNISHED INTERIM REPLIES**

#### **Recommendation**

Government may examine the feasibility of printing, in the first instance, the minimum number of copies of the publications required and asking the printers to keep the composed metal intact for some time after publication in order to assess the off-take and decide whether the full print order should be executed.

[Serial No. 4 (Para 1.19) of Appendix II to the 34th Report (4th Lok Sabha)].

#### **Action taken**

The period for which the composed metal can be retained in Government presses is under examination of the Department of Works & Housing, having regard to the economics of the alternatives of such retention and of re-composing. A further note will be submitted to the Committee as soon as the final view is taken. It would, however, be difficult to accept the recommendation in respect of printing work done in private presses as they do not generally agree to keep type matter standing once the copies have been supplied, and, in a few cases where they have agreed, the charges have been heavy.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord)/68, dated 14-2-1969].

#### **Recommendation**

The Committee feel that one of the reasons for heavy accumulation of unsold publications is costly production and over-pricing. The Committee therefore suggest that the pricing policy may be rationalised.

[Serial No. 5 (Para 1.20) of Appendix II to the 34th Report (4th Lok Sabha)].

#### **Action taken**

The question of revising the pricing policy is under examination of the Department of Works and Housing. Instructions have, however, been issued to Ministries that, where large stocks of publications have accumulated, their sale prices should be reviewed quickly, in order to see whether the off-take could be increased.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord) 68, dated 14-2-1969].

#### **Recommendation**

The Committee suggest that the various Ministries and Departments should give adequate advance publicity to their respective publications

amongst the likely customers in order to prevent accumulation of unnecessary stocks due to poor sales.

[Serial No. 10 (Para 1.25) of Appendix II to the 34th Report (4th Lok Sabha)].

**Action taken**

The question of evolving suitable measures for improving publicity and sales promotion in respect of Government publications is under the consideration of the Department of Works and Housing.

[Min. of Fin. (Dept. of Exp.) O.M. No. F. 12(43)-E(Coord)/68, dated 14-2-1969].

M. R. MASANI,  
*Chairman,*  
*Public Accounts Committee.*

NEW DELHI;

March 11, 1969

Phalguna 20, 1890 (Saka)

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**APPENDIX I**

(Para 1.4 of the Report page 4)

D.O. No. 12108-S(Ex.)/68

SECRETARY (EXPENDITURE)

DEPARTMENT OF EXPENDITURE

New Delhi

December 9, 1968

My dear

The Public Accounts Committee in their 34th Report (4th Lok Sabha) have expressed concern over the overprinting and consequent wasteful expenditure on Government publications, and have made, *inter alia*, the following recommendations :

"The Committee feel that, if all the Ministries and Departments are made to bear the expenditure on their respective publications, it would effectively discourage the present tendency towards reckless overprinting and wasteful expenditure. The Committee, therefore, recommend that the expenditure on publications should be provided for in the budgets of all the Ministries and Departments under a separate sub-head in the relevant Demand for Grant with a specific mention in the Explanatory Notes so that it receives the attention of Parliament."

2. The Committee's recommendations were considered at a meeting of Secretaries under the Chairmanship of the Cabinet Secretary on the 30th November, 1968. It was noted that in so far as the printing work done by the Chief Controller of Printing & Stationery is concerned, certain Departments e.g. Railways, P & T, Defence Services and certain commercial Departments are already being treated as 'paying departments', these indentors being required to pay (by book debit) for the work undertaken on their behalf. Having regard to this practice, it was decided that, as a practical step, major 'non-paying' Departments, i.e., indentors, on whose behalf the CCP&S incurs considerable expenditure on the printing of forms, publications etc, should also be treated as "paying" Departments (By "book debit") in future and that in all these cases, the expenditure on the printing of forms, publications etc. should be exhibited under a distinct sub-head in their respective budgets, starting from the Budget for 1969-70. A copy of the minutes of the meeting is enclosed.

3. The above decision will apply not only in respect of the expenditure incurred by the CCP&S but also the Director, Publications Division and Director, Advertising and Visual Publicity. Since on the basis of available information it is seen that your Ministry incurs expenditure of a substantial

order on forms, publications, printing etc. it is requested that immediate steps may be taken to make appropriate provision, therefor, in consultation with your Associate Finance as also Chief Controller of Printing & Stationery, Director, Advertising and Visual Publicity and Director, Publications Division, under a distinct sub-head in the budget of your Ministry for the coming year (1969-70). This provision should cover not only the cost of paper and printing involved in the work handled by the CCP&S but also the printing done through the DAVP and the DPD, including paper supplied by the CCP&S for such work. The scope of the word 'forms' will include all departmental forms but not common forms like pay-bills, T.A. bills, contingent bills etc. While formal orders regarding the nomenclature of the sub-head to be opened, the relevant Grant in which the sub-head is to be opened and the procedure for book-adjustments between the CCP&S etc. and the concerned Ministries will be issued separately by the Budget Division, this is to request you to arrange to get in touch with the CCP&S, DAVP and DPD for getting an idea of the amount that would have to be provided for, as also its Grant-wise break-up, so that the necessary budget provisions may be proposed and made in consultation with your Associate Finance before the close of this month.

Yours sincerely,

Sd/-

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## APPENDIX II

(Para 1.17 of the Report page 7)

No. F. 12(43)-E(Coord)/68

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
(Department of Expenditure)

New Delhi, dated the 27th December, 1968.

### OFFICE MEMORANDUM

SUBJECT :—34th Report of the Public Accounts Committee (Fourth Lok Sabha).

A statement indicating the decisions of Government on the recommendations of the Public Accounts Committee in their 34th Report entitled 'Wasteful expenditure on Government publications' is enclosed. The recommendations were earlier considered at a meeting of Secretaries to Government. Recommendations at Sl. No. 4, 5 & 10 are still under consideration.

The Ministry of Home Affairs etc. are requested to note the recommendations of the Committee and the decisions of Government thereon for compliance and also for issue of necessary instructions to all concerned.

Steps should also be taken to review quickly, in consultation with the Manager of Publications where necessary, the sale prices of publications where large stocks have accumulated, in order to see whether their off-take could be increased and stocks disposed of.

Sd/- N. N. K. NAIR,

*Deputy Secretary to the Govt. of India.*

To

All Ministries/Departments of the Govt. of India.

No. F. 12(43)-E(Coord)/68

Copy forwarded for information to :—

- (i) All the Expenditure Branches in the Deptt. of Expenditure including Defence Division.
- (ii) Department of Economic Affairs (Budget Division).
- (iii) Lok Sabha Secretariat (P.A.C. Branch).

Sd -

*Deputy Secretary to the Govt. of India.*

Copy also forwarded for information and action to :

- (i) C.G.D.A.
- (ii) C. & Ar. G. of India.

Sd, -

*Deputy Secretary to the Govt. of India.*

ANNEXURE

Ref. to S. No.	Para of Report	Recommendation	Decision of the Government	REMARKS
1	2	3	4	5
1.	1.16	The Committee are greatly perturbed to note the alarming extent of the needless overprinting and the consequent heavy infructuous and wasteful expenditure on Govt. publications. The Committee feel that Govt. can effect substantial savings if the various Ministries and Departments are made to place their print orders on a realistic and conservative basis.	The indenting Ministries/Dep'tts. should note the recommendation and exercise due care in estimating the requirements of copies of the publications to be printed on a realistic basis. It is equally important that there should be no under-estimation of the requirements, as otherwise the savings effected will be offset by additional expenditure to be incurred later on re-printing. The print orders should be decided at a level not lower than Joint Secretary to Govt. of India or equivalent.	
2.	1.17	The Committee feel that, if all the Ministries and Dep'tts. are made to bear the expenditure on their respective publications, it would effectively discourage the present tendency towards reckless over-printing and wasteful expenditure. The Committee, therefore, recommend that the expenditure on publications should be provided for in the budgets of all the Ministries and Departments under a separate sub-head in the relevant Demand for Grant with a specific mention in the Explanatory Notes so that it receives the attention of Parliament.	Having regard to the considerations urged by the Committee and the fact that the present arrangements do not ensure effective control, it has been decided, as a practical step, that in addition to the existing 'paying' departments like P&T, Railways, Defence etc., such existing 'non-paying' indentors as incur large expenditure on printing of forms, publications etc. should also be treated as 'paying' indentors in future and that the Ministries concerned should, as from the budget for 1969-70, show the expenditure on printing under a distinct sub-head in their respective budgets. The Ministries selected for this purpose are the Ministries of Education, External Affairs, Health and Family Planning, Food and Agriculture (Dep'tts. of Agriculture & C.D.&C), Information & Broadcasting (All India Radio), Finance (Revenue and Economic Affairs), Dep'tt. of Works and Housing (C.P.W.D.), Rajya Sabha Sectt. and Indian Audit and Accounts Department. These Departments should make their budget pro-	



visions in consultation with the concerned Central agencies viz. the C.C.P.&S., D.A.V.P. and D.P.D. and with the concurrence of their Associate Finance Division.

In the case of the other Ministries/Depts. which will continue to be 'non-paying' indentors, the central printing agencies viz., the C.C.P.&S., D.A.V.P. and Director, Publications Division, will estimate the expenditure in consultation with the concerned Depts. and after clearance by their associate Finance, the total provision thus estimated will be exhibited distinctly in lump in the respective budgets of the C.C.P.&S., D.A.V.P. and D.P.D. with effect from the B.E. 1969-70. The Ministries concerned should assess their requirements of printing work on a realistic basis and indicate them to the C.C.P.&S., D.A.V.P., etc. for inclusion in the budget of the latter agencies with the concurrence of their Associate Finance.

20

3

1.13

The Committee suggest that every Ministry or Department should make a careful and comprehensive review of the books, periodicals, brochures and other publications brought out by them from time to time with a view to determining their utility, public demand and sales prospects and in the light of that review make a careful assessment of the minimum number of copies which should be printed in each case. The Committee feel that, except for publications of historical importance and continuing interest, it should be possible to determine the number of copies to be printed in each case in such a way that the stock is sold out before the publication becomes out of date or loses its utility.

The Ministries should carry out the reviews suggested by the Committee regularly in respect of *all* their publications once in three years. Ministries should also undertake reviews at shorter intervals in particular cases where more frequent reviews are considered desirable.

6.

1.21

The Committee urge that Ministries and Departments should strictly enforce the time

The recommendation has been accepted and the Ministries as well as the Govt. Presses should

schedule of printing both by the Government as well as private printers. They should plan the printing of their publications in such a way that the publications do not become obsolete or otherwise lose their utility by the time the printed copies are received. In case of delay in printing the publications, a suitable penalty should invariably be imposed on the printers whether Government or private.

note the suggestions of the Committee for compliance. It has also been decided that in cases where a Department wants its printing work to be done on a priority basis, a higher rate should be charged by the Govt. Presses. The rate of "surcharge" could vary in relation to the urgency of the work and the extent of dislocation involved in the normal work of the Presses. Necessary Supplementary instructions will be issued by the CCP&S.

7. 1.22 The Committee strongly urge that the procedure of inviting tenders for printing of publications by private printers should be followed in order to avail of the advantage of competitive rates.
8. 1.23 The Committee are of the view that all Ministries and Depts. should make a comprehensive review of the quality of the publications brought out by them from time to time with a view to effecting improvements and increasing public demand for them. In this connection, the Committee note that the Govt. contemplate taking a number of steps to improve the quality of the "Indian Listener", whose sale has considerably fallen during recent years, and other journals which are brought out to publicise the programmes of All India Radio. The Committee feel that the publication of such journals should be organised on commercial lines as far as possible.
9. 1.24 The Committee would like to stress the need to check the lay-out and get up of the publications and the quality of the paper to be used before passing the final order for printing.
10. 1.26 The Committee are of the opinion that the physical verification of publications should be done annually and the reconciliation between the

Ministries should note this requirement for strict compliance. Exceptions may be permitted only in rare cases where the work involved is urgent and of small value.

The general aspects of these recommendations have been accepted. All Ministries/Departments should note the requirements carefully and ensure their observance. Apart from streamlining the arrangements for physical verification of stocks, maintenance of proper accounts of the publications printed and restricting to the minimum the list of persons/organisations to whom copies of publications are issued *gratis*, there should also be a proper arrangement for systematic review of the publications themselves with a view to improving their quality and utility to the users and the public.

1	2	3	4	5
12.	1.27	<p>quantity ledgers and price ledgers should be kept up-to-date in order to discover irregularities and take timely remedial action. The Committee would also like Ministries and Deptts. to ensure that there are no losses due to unauthorised issue of priced publications and that proper vigilance is kept on the stock of publications.</p>		
		<p>The Committee suggest that all Ministries and Deptts. should make a careful review of the list of persons or organisations to whom publications are issued <i>gratis</i> with a view to curtailing the list of such persons or organisations to the minimum necessary. A system should be evolved whereby publications of general nature are sent free only to those persons who are concerned and really interested in them or who had made a request for their supply instead of mailing them indiscriminately according to the list.</p>		

**MOST IMMEDIATE  
BUDGET**

**APPENDIX III**

(Para 1.4 of the Report page 4)

No. F. 3(113)B/68

GOVERNMENT OF INDIA

MINISTRY OF FINANCE

**Department of Economic Affairs**

*New Delhi, the 6th January, 1969*

OFFICE MEMORANDUM

SUBJECT :—*Thirty Fourth Report of the Public Accounts Committee (4th Lok Sabha) regarding wasteful expenditure on Government Publications—Budgetary procedure for publications etc. for paying and non-paying Departments.*

The undersigned is directed to invite a reference to the recommendations contained in the Public Accounts Committee's Thirty Fourth Report (4th Lok Sabha) on wasteful expenditure on Government Publications. The Committee have expressed concern about the over-printing and consequent wasteful expenditure on Government Publications and have made the following recommendations in para 1.17 thereof :

“The Committee feel that if all the Ministries and Departments are made to bear the expenditure on their respective publications, it would effectively discourage the present tendency towards reckless over-printing and wasteful expenditure. The Committee, therefore, recommend that the expenditure on publications should be provided for in the budgets of all the Ministries and Departments under a separate sub-head in the relevant demand for Grant with a specific mention in the Explanatory Notes so that it receives the attention of Parliament.”

2. Under the existing arrangement, the C.C.P.S. is responsible for all work relating to printing and publications of the various Ministries as also for central purchase of paper. The entire expenditure on paper, stationery, printing etc. on publications and forms appears centrally in the Budget of the CCPS. As the CCPS is treated as a service Department, no recoveries are made from other Departments, except certain Commercial Departments like the Posts and Telegraphs, Railways and the Defence Services which are treated as “paying” Departments. The entire expenditure incurred on the printing work of these paying Departments is recovered by book adjustment and is reflected in their respective budgets. Likewise, the Directorate of Advertisement and Visual Publicity and the Publications Division of the

Ministry of Information and Broadcasting also incur expenditure centrally on the printing of publicity material and publications undertaken on behalf of other Departments. Even in these cases, the expenditure on printing work executed through agencies of the C.C.P. & S. (including printing done through private printers) and on paper is met out of the budget of the C.C.P. & S.

3. After careful consideration it has been decided to implement the recommendation of the P.A.C. in respect of the major Departments which have substantial printing work. Accordingly, in addition to the existing 'paying' Departments, the following Ministries/Departments will, with effect from 1-4-1969, be treated as 'paying' Departments :—

- (i) Ministry of Education.
- (ii) Ministry of External Affairs.
- (iii) Ministry of Finance.
- (iv) Ministry of Food, Agriculture, Community Development and Co-operation.
- (v) Ministry of Health, Family Planning and Urban Development.
- (vi) Ministry of Information and Broadcasting. (All India Radio).
- (vii) Ministry of Works, Housing and Supply (Central Public Works Department).
- (viii) Indian Audit and Accounts Department.
- (ix) Rajya Sabha Secretariat.

In this connection attention is also invited to this Ministry's (Department of Expenditure) O.M. No. F. 12(43)-E(Coord)/68, dated 27-12-1968.

4. The above Ministries and Departments which will, henceforth, be treated as 'paying' Departments, 'besides, the existing paying' Ministries and Departments will make necessary provisions for printing of forms and publications, including the cost of paper in their respective budgets, from the year 1969-70 onwards. (The scope of the word 'forms' will include all Departmental forms but not common forms like pay bills, T.A. bills, contingent bills etc.). In so far as 1969-70 is concerned, a consolidated provision should be made under a distinct sub-head "Expenditure on Printing and Publications" in the relevant demand/demands of 'paying' departments, the expenditure being debitable to the respective service major heads. In Part III of the Demands, the provision will be centralised in the India CWM or the concerned major circle of Accounts. Thus in the case of the Ministry of Finance, the provision relating to the Secretariat of the Departments of Economic Affairs etc. will be made under group heads A.1, etc. in Demand No. 15 under the Major Head '19-General Administration' and will be centralised in the India Circle of Account. Likewise, consolidated provision for the Customs, Union Excise and Income-tax Departments will be made under a distinct sub-head, as indicated above, to be opened in the respective Demands under the relevant Major Heads. The provision should cover the entire cost of paper, printing and over-heads/departmental charges

involved in the work handled by the CCP&S, DAVP and DPD. In the case of the work executed through the latter two Organisations, however, the provision will not include the cost of the paper supplied by or printing work executed through the CCP&S in respect of these Organisations.

5. The Ministries/Departments mentioned in para 3 above will be responsible for making allotments out of the consolidated provision made for them to the respective controlling officers as well as for exercising effective control over expenditure. The orders for printing forms/publications etc. will be issued by the Ministry/Department concerned in consultation with its Internal Financial Adviser. While placing these orders, the provisions of the Ministry of Finance O.M. No. F. 12(43)-E/Coord/68, dated 27th December, 1968 should be borne in mind.

6. As regards the Departments, which will continue to be treated as non-paying, the existing arrangements will continue but the total estimated expenditure to be incurred on the printing and publications of these Departments by the agencies, viz. the CCP&S, DAVP and DPD, will be exhibited separately in lump in the budgets of the respective agencies with effect from the Budget for 1969-70. A distinct sub-head "Expenditure on Printing and Publications—Non-paying Departments" will be opened in the Demands for "Stationery and Printing" and "Other Revenue Expenditure of the Ministry of Information and Broadcasting" (under group heads A.2 'Publications Divisions' and B.3-'DAVP'). Simultaneously, another distinct sub-head "Share attributable to printing and publications—Non-paying Departments" will be opened in the same Demand against which minus provisions of equivalent amount will also be made in the above Demands. Similar exhibition in these Demands will also be made for Paying Departments as illustrated in Annexure.

7. In the Demands "Printing and Stationery" and "Other Revenue Expenditure of the Ministry of Information and Broadcasting", necessary provisions will be shown below the line indicating the recoveries to be made by book adjustment from each of the paying Departments. The total provision made under the new sub-head "Expenditure on printing and publications" in the relevant demand/demands of a paying Ministry/Department must tally with the total of the recoveries shown for that Ministry/Department below the Demands "Printing and Stationery" and "Other Revenue Expenditure of the Ministry of Information and Broadcasting".

8. The Ministries concerned are requested to suggest the provisions for the next Budget to this Department latest by 15-1-1969 in consultation with their accredited Financial Advisers as well as the CCP&S, the DAVP and the Publications Division. In the case of non-paying Departments, the CCP&S, DAVP and DPD may suggest the provisions. The undersigned may be contacted immediately for any further clarification.

9. In respect of debits for the payments due to CCP&S, PAO, WH&S will, on receipt of necessary intimation from the CCP&S, recover the amounts from the Accounts Officers concerned of the respective Ministries/Departments in the normal manner. In the case of expenditure incurred by the DAVP and DPD, recoverable from the Ministries/Departments under the AGCR's Audit control, A.G.C.R. will, on receipt of necessary particulars from the DAVP/DPD, adjust the debits under the respective head of account by *per contra* credit to the minor head "Deduct-Amounts recovered from other Governments, Departments, etc." under the major head "26-Miscellaneous Departments"/"39-Miscellaneous Social and Developmental Organisations" as the case may be. In other cases, A.G.C.R. will raise necessary debits against the accounts officers concerned in the usual manner and take credit under the head of account 'Deduct-Amounts recovered from other Governments/Departments etc.' mentioned earlier.

10. This may please be treated as 'Most Immediate'.

Sd/- D. K. CHAKRAVORTY  
*Deputy Secretary to the Government of India*

To

All Ministries (Deputy Secretary—by name).

Copy to all :

- (1) Deputy Financial Advisers.
- (2) Comptroller and Auditor General.
- (3) All Accountants General and P.A.Os.
- (4) Department of Expenditure (E. Coord).
- (5) D.A.V.P. (Shri R. L. Jain).
- (6) Publications Division (Shri Padmanabhan).
- (7) CCP&S (Shri S. S. Narula)—The Statement of recoveries below the Demand for "Stationery and Printing" may be split up to indicate the recoveries from the paying departments where the amount is Rs. 5 lakhs or above separately, the rest being merged under "Other Central Departments".

Sd/- D. K. CHAKRAVORTY  
*Deputy Secretary to the Government of India*

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**ANNEXURE**

**DEMAND NO. 7**

*Ministry of Education*

*Major Head 19-General Administration*

- A.—Secretariat
- A.1—Establishment Charges
- A.2—Travelling Expenses
- A.3—Other Charges
- A.4—Discretionary Grant of the Minister
- A.5—Expenditure on Printing  
and Publications

**Total Secretariat**

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- B.—Grants-in-aid, contributions, etc.
  - C.—Charges in England.
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**DEMAND NO. 8**

*Education*

*Major Head 28-Education.*

- A.—Universities
- B.—Secondary
- C.—Technical Education
- D.—General
  - D.5—Miscellaneous
  - D.5(11)—Expenditure on Printing and  
Publications
- E.—Charges in England.

**Total**

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**DEMAND NO. 9**

*Archaeology*

*Major Head 27-Scientific Departments.*

- A.—Directorate
- B.—Conservation of ancient monuments



- C.—Archaeological Explorations and Excavations
- D.—Central Archaeological Museums
- E.—Works
- F.—Grants-in-aid Contributions, etc.
- G.—Expenditure on Printing & Publications
- H.—Charges in England.

## DEMAND NO. 10

*Survey of India**Major Head 27 Scientific Departments*

- A.—Surveyor General
- B.—Map Publication Offices
- C.—Survey Parties—General
- D.—Grants-in-aid, and Contributions, etc.
- E.—Hospitality Entertainment Expenses
- F.—Expenditure on Duty free import facilities to foreign Experts.
- G.—Expenditure on Printing and Publications
- H.—Charges in England.

## DEMAND NO. 12

*O.R.E. of the Ministry of Education**Major Head 26-Miscellaneous Departments.*

- A.—Miscellaneous Departments
- A.1—National Archives of India
- A.1(4)—Expenditure on Printing and Publications.

*Major Head 27-Scientific Departments*

- B.—Scientific Departments.
- B.1—Botanical Survey
- B.1(4)—Expenditure on Printing and Publications
- B.2—Zoological Survey
- B.2(4)—Expenditure on Printing and Publications
- B.3—Anthropological Survey
- B.3(4)—Expenditure on Printing and Publications
- B.4—National Atlas organisations
- B.4(5)—Expenditure on Printing and Publications
- B.5—Scientific Research
- B.5(3)—Expenditure on Printing and Publications.

## DEMAND NO. 86

*Stationery and Printing*

- A.—Stationery Offices and Stores
- B.—Purchase of Stationery Stores

C.—Discount on plain paper used with Stamps.	
D.—Government Presses	
E.—Printing at Private Presses	
F.—Charges for printing work done by other Governments, Department etc.	
G.—Share attributable to printing and Publications	
G.(1)—Paying Departments	(—) yyy
G.(2)—Non-paying Departments	(—) xxx
H.—Expenditure on printing and publications	
H.(1)—Paying Departments.	yyy
H.(2)—Non-Paying Departments.	xxx
I.—Expenditure in England.	

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Total

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*Recoveries*

Government Presses	
Amount transferred from Depreciation Fund	
Presses	
Electricity Consumed by Press Allottees	
Amount recovered from other Governments, Departments, etc.	
Posts and Telegraphs	
Railways	
Defence Services	
Ministry of Education	
Ministry of External Affairs	
Ministry of Finance	
Ministry of Food, Agriculture, Community Development & Cooperation	
Ministry of Health, Family Planning and Urban Development.	
All India Radio.	
Central Public Works Department.	
Lok Sabha	
Rajya Sabha	
Indian Audit and Accounts Department	
Other Central Departments	
State Government	
Non-Government indentors	

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Total

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## APPENDIX IV

### *Summary of Conclusions/Recommendations*

Sr. No.	Para No. of Report	Ministry/Deptt. concerned	Recommendations
1.	1.5	Ministry of Finance (Deptt. of Exp.)	<p>The Committee note that their suggestion for making the individual Ministries/Departments responsible for budgeting of the expenditure on their publications has been implemented in respect of Ministries/Departments whose annual expenditure on this account is estimated at over Rs. 5 lakhs. In regard to the other Ministries/Departments, Government have continued the existing arrangement with the modification that the total expenditure on the publications of these Ministries/Departments is proposed to be exhibited as a lump sum in the budget estimates of the Chief Controller of Printing &amp; Stationery/Director of Advertisement &amp; Visual Publicity/Publications Division. The Committee note that this has been done because Government feel that the decentralisation of the budget provision in respect of these Ministries/Departments would lead to an increase in accounting work. To avert this difficulty and at the same time to bring out the expenditure incurred by these Ministries/Departments on publication, the Committee would suggest that, while exhibiting this provision in the budget estimates of the Chief Controller of Printing &amp; Stationery/Directorate of Advertisement &amp; Visual Publicity/Director of Publications Division, the break-up of the provision amongst the different Ministries/Departments should also be shown.</p>
2.	1.18	Do.	<p>The Committee note that the Government presses are being permitted to charge a higher rate from the Paying Departments for priority works so as to make these Departments alive to the need to avoid dislocation of printing them. The Committee see no reason why Government should not make Government presses liable to imposition of penalty for delay in printing in the same manner as private presses. This should help to bring home to the Government presses that time is the essence of the matter.</p>
3.	1.19	Do.	<p>The Committee further recommend that the additional amounts collected for priority work as also the penalty charges paid by the presses should be distinctly exhibited (Government Press wise) in their accounts.</p>

- |    |      |     |   |
|----|------|-----|---|
| 4. | 1.22 | Do. | <p>Considering that excessive printing of Government publications and heavy accumulation of stocks at present result in considerable wasteful expenditure, the Committee desire that the Ministry of Works, Housing and Supply should expedite the examination of these important questions <i>i.e.</i>, retention of composed matter, revision of pricing policy and improvement of publicity and sales. The Committee would like to be informed of the final decision taken in these matters.</p> |
| 5. | 1.23 | Do. | <p>The Committee also suggest that in cases of printing done by private presses, Government should examine at the appropriate time and level in the case of each important publication with promising sale potentialities the advisability of retention of composed matter standing for some time on payment of reasonable charges.</p>   |
| 6. | 1.26 | Do. | <p>The Committee hope that the Ministries concerned will complete expeditiously the review of the quality of the publications brought out by them, with a view to effecting improvements and increasing public demand for them. The Committee will watch the impact of the improvements made in various publications on sales through future Audit Reports.</p>   |
| 7. | 1.27 | Do. | <p>The Committee would like to know the progress made by the Ministry of Information and Broadcasting with improving the quality and sales of the Indian Listener and other journals brought out to publicise the programmes of All India Radio and organising them on commercial lines as far as possible.</p>   |

Sl. No.	Name of Agent	Agency No.	Sl. No.	Name of Agent	Agency No.
<b>DELHI</b>			33.	Oxford Book & Stationery Company, Scindia House, Connaught Place, New Delhi-1.	68
24.	Jain Book Agency, Connaught Place, New Delhi.	11	34.	People's Publishing House, Rani Jhansi Road, New Delhi.	76
25.	Sat Narain & Sons, 3141, Mohd. Ali Bazar, Mori Gate, Delhi.	3	35.	The United Book Agency, 48, Amrit Kaur Market, Pahar Ganj, New Delhi.	88
26.	Atma Ram & Sons, Kashmere Gate, Delhi-6.	9	36.	Hind Book House 82, Janpath, New Delhi.	95
27.	J. M. Jaina & Brothers, Mori Gate, Delhi.	11	37.	Bookwell 4, Sant Naran-kari Colony, Kingsway Camp, Delhi-9.	96
28.	The Central News Agency, 23/90, Connaught Place, New Delhi.	15	<b>MANIPUR</b>		
29.	The English Book Store, 7-L, Connaught Circus, New Delhi.	20	38.	Shri N. Chaoba Singh, News Agent, Ram Lal Paul High School Annexe, Imphal.	77
30.	Lakshmi Book Store, 42, Municipal Market, Janpath, New Delhi.	23	<b>AGENTS IN FOREIGN COUNTRIES</b>		
31.	Bahree Brothers, 188 Lajpat Rai Market, Delhi-6.	27	39.	The Secretary, Establishment Department, The High Commission of India, India House, Aldwych, LONDON, W.C.-2.	59
32.	Jayana Book Depot, Chaparwala Kuan, Karol Bagh, New Delhi.	66			



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