

**PUBLIC ACCOUNTS COMMITTEE  
(1972-73)**

(FIFTH LOK SABHA)

**SIXTY-FOURTH REPORT**

[Action taken by Government on the Recommendations  
of the Public Accounts Committee contained in their  
41st Report (Fifth Lok Sabha) relating to Ministry of  
Works and Housing.]



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**PUBLIC ACCOUNTS COMMITTEE (1972-73)**

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**Shri Era Sezhiyan**

**MEMBERS**

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3. Shri R. V. Bade
4. Shrimati Mukul Banerji
5. Shri Jyotirmoy Bosu
6. Shri K. G. Deshmukh
7. Shri Tayyab Husain
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22. Shri Shyam Lal Yadav

**SECRETARIAT**

**Shri B. B. Tewari—Deputy Secretary.**

**Shri T. R. Krishnamachari—Under Secretary.**

of Hindi printing:—

“The existing Hindi printing capacity is only 275 pages per day which appears to be far too inadequate. It is surprising that Government are unable to assess the quantum of work of Hindi printing as the indentors are stated to be not in a position to furnish the relevant statistics. In the absence of such an assessment the contemplated additional capacity of 375 pages per day was being done on an ad hoc basis. The Committee desire that the difficulties explained in this regard should be looked into and a realistic assessment made of the requirements for printing in Hindi so that printing facilities can be augmented accordingly and in time.”

1.7. In their reply dated the 7th December, 1972, the Ministry of Works and Housing have stated as follows:—

“The matter is being processed in consultation with the Official Language Wing of the Ministry of Home Affairs. In the meanwhile some augmentation has already materialised and plans for further augmentation beyond the additional capacity earlier contemplated are in hand.”

1.8. The Committee note that the assessment of the quantum of work of Hindi Printing is being attempted in consultation with the official language wing of the Ministry of Home Affairs. The Committee desire that it should be expedited in order that the printing facilities could be augmented on the basis of realistic assessment of the requirements.

**Printing of Parliamentary jobs in Government of India Press—  
Paragraph 1. 15—1.17—S. Nos. 5—7.**

1.9. In paragraphs 1.15—1.17 of the Report, the Committee had made the following observations regarding printing of Parliamentary work in Government of India Press:—

“1.15. At present serious delays do occur in printing of Parliamentary Committee Reports and it is not uncommon that they are presented in cyclostyled form. It is disturbing to the Committee that Government have not ruled out “some delay” in future also. The Committee need hardly stress that all Parliamentary work should be undertaken on a priority basis by making provision for the optimum demand. Any surplus capacity in the Press during lean periods may be made available for Government work.”

"1.16 The Committee find that the debates in Lok Sabha and Rajya Sabha (Original and Translated version) are being got printed from outside presses. The printing of original version and translated version of debates takes one and a half months on an average. The Committee understand that some years ago when the Parliamentary Debates were being printed in Government of India Press, Minto Road, New Delhi, the Debates used to be printed within ten days. The Committee are confident that if the capacity in Minto Road Press is used exclusively for Parliamentary work, as it is meant to, it should be possible to print the debates within ten days and with experience and effort bring them out within a week or less in the interest of giving wider publicity to authentic version of debates."

"1.17 The Committee attach importance to the above recommendations and would like to know within three months from Government concrete measures taken in implementation and realisation of these objectives."

1.10. The Ministry of Works and Housing in their reply dated 11th December, 1972 have stated the following:—

"Two statements indicating the details of various jobs of Lok Sabha and Rajya Sabha Secretariats and the number of copies being printed are attached. The list will show the divergent nature of the jobs involved. In many cases the number of copies to be printed is very low. In addition, Debates (Original and translated Hindi versions) are also to be printed. It is only the Lok Sabha and Rajya Sabha Secretariats who can estimate the peak work load emanating from them as only they are in a position to judge the details of jobs which will be sent to the Press for printing at any given point of time. However, the Department has from experience assessed the quantum of work which comes to 450 printed pages in English and 320 printed in Hindi per day, taking the Budget Section of Parliament as the peak period. Therefore, unless the Minto Road Press has this much capacity it will not be possible to undertake the printing of all jobs emanating from both Houses of Parliament by that Press, and supply printed copies within the desired time. In our view it is not a practicable proposition to make provision for this optimum load as the spare capacity that might be available during off-session periods is likely to remain unutilised as the various other

Client departments cannot be forced to wait for printing their jobs.

However, the details of jobs that can be undertaken by the Minto Road Press has been assessed and it is felt that the Press should be able to print the following items:—

- (1) Original version of Debate of Lok Sabha and Rajya Sabha.
- (2) All Bills in English and Hindi (At present Hindi Bills of more than 8 pages are being got printed from the Government of India Press, Faridabad).
- (3) Reports of various Parliamentary Committees in English and Hindi.
- (4) Miscellaneous jobs of both the Houses of Parliament in English and Hindi except the journal of Parliamentary Information in Hindi which will be got printed through other presses or private presses.

While it is true that printed copies of Original version Debates of Lok Sabha used to be supplied within 8 to 10 days it may be mentioned that at that time the number of pages used to be far lesser. Before 1964, the work-load in Hindi was considerably less as most of the jobs such as List of Business, Bulletins, Synopsis of Debates, Bills etc., were printed only in English. Now the work has increased and it will not be possible to supply printed copies of Debates within 8 to 10 days as was done in 1964. However, it is the endeavour of this Department to supply printed copies of Original version debates of Lok Sabha within 30 days from the date of receipt of the manuscript in the Press to begin within. Efforts will be made to reduce this time lag in course of time and with experience. As for the Original Version Debates of Rajya Sabha normally the Manuscripts are received late. However, as in the case of Original version of debates of Lok Sabha, these will also be printed on priority basis.

As for printing the translated version Debates of Lok Sabha it will not be possible for the Minto Road Press to print this with its existing capacity. Hence arrangements for printing this through other Government Presses|private presses will have to be made. As for the Hindi version debates of Rajya Sabha, the Rajya Sabha Secretariat have agreed, as an experimental measure, to the printing of the



Hindi version debates in the I.B.M. Unit of the Minto Road Press during "off session" periods. If the experiment proves successful, these will continue to be printed by that Unit during off Session periods otherwise the capacity of this Unit during off Session is likely to remain unutilised.

Another important job is the printing of Reports of various Committees in English and Hindi. At the moment a large number of such Reports are sent simultaneously to the Presses for printing during March and April, with the result that it is not possible to supply printed copies within the desired time. Reasonable time should be given to the Press. Unless the sending of Reports is planned and arranged in a phased manner throughout the year, there is every possibility of the Press not being able to supply printed copies in time. The synopsis and supplementary synopsis in Hindi of Lok Sabha and Rajya Sabha are at present got printed through private presses. These are to be printed and supplied to the respective Secretariats overnight, i.e. the manuscripts are received at about 9.00 P.M. and printed copies are to be delivered to the Secretariats by 4.00 A.M. the next day. In view of the large number of Sessional papers that the Minto Road Press has to print and supply, these will have to be got printed through private presses as at present.

From the above, it will be observed that dependence on private presses for printing Parliamentary papers cannot altogether be eliminated, as the translated version debates of Lok Sabha, Hindi version debates of Rajya Sabha, Synopsis and supplementary synopsis in Hindi of both the Secretariats may have to be got printed through private presses. However, efforts will be made to get the translated Hindi version debates printed through other Government presses."

1.11. The Committee regret that although they had stressed the need to attend to the printing of Parliamentary jobs in the Government of India Press Minto Road in time, the Ministry have merely stated the existing limitations and argued that even the original version of debates cannot be printed within 10 days. In view of the importance attached to this matter, the Committee would like to reiterate that all the Parliamentary jobs should be done in time as otherwise the utility of the publications will suffer. The matter may therefore be settled in consultation with the Lok Sabha and Rajya Sabha Secretariats under intimation to the Committee.

**Augmentation of mechanical branches in all the Presses—Paragraph 1.54—S. No. 14**

1.12 The Committee had made the following observation regarding augmentation of mechanical branches in all the Presses in paragraph 1.54 of the Report:—

“The Committee note that a Committee appointed by Government in 1959 to go into the question of improvement in quality and economy in production in the Government Presses recommended immediate augmentation of mechanical branches in all the Presses and the reconstitution of them into self-contained electrical-cum-mechanical units where it should be possible to carry out all repairs except those which required specialised engineering assistance. This recommendation made in the context of the need ‘to reduce stoppage of machine to the absolute minimum’ is stated to be still under consideration of Government. The Committee would urge Government to come to an early decision in this regard as admittedly there is a need to have sufficient expertise built up within the Department.”

1.13. The Ministry of Works and Housing, in their reply dated the 7th December, 1972, have stated as follows:—

“Matters pertaining to staff strength, scale etc. are under further examination. Government expect to come to a decision shortly.”

1.14. The Committee note that the matters inter alia pertaining to the question of augmentation of mechanical branches in all the Presses are under further examination. As there has been already a delay of over 12 years, the Committee would like to emphasise that suitable measures should be taken forthwith in the interest of smooth functioning of the Presses. The Committee are unhappy to note the inordinate delay in a matter of such vital importance.

**Detailed studies of all the Presses through the National Productivity Council—Paragraph 1.58—S. No. 18**

1.15. In paragraph 1.58 of the Report Committee had made the following observation regarding detailed studies of all the Presses undertaken through the National Productivity Council:

"It is a sad commentary on the working of the Department that the installed capacity of the Presses on a uniform and scientific basis has not as yet been assessed. A productivity Cell for this purpose was set only in September 1970. The Committee expect that this task would be completed early. This Committee also desire that detailed studies of all the Presses undertaken through the National Productivity Council should be completed as per a time-bound programme and prompt follow-up action taken to enhance productivity. In the meanwhile the progress of implementation of the recommendations of the Council in respect of Faridabad Press and the results thereof may be intimated to them."

1.16. The Ministry of Works and Housing, in their note dated the 7th December, 1972, have stated as follows:—

"The National Productivity Council have completed their study of the Photolitho Wing of the Government of India Press, Minto Road, New Delhi. Their final report on the study has just been received. The implementation of the recommendations of the Council in respect of the Faridabad Press was opposed by the staff and the question has been raised in the Departmental Council of the Joint Consultative Machinery. No decision has yet been taken."

1.17. The Committee are disappointed to note that no programme has been drawn up for the completion of the detailed studies of all the Presses undertaken through the National Productivity Council and that the implementation of the recommendations of the Council in respect of the Faridabad Press has not yet been decided. The Committee would like to urge that a prompt follow up action should be taken on the reports of the Council already received and the studies in the remaining Presses completed within a target date to be fixed. The Committee may also be informed of the action taken in this regard.

**Delay in commissioning the Press at Ring Road—Paragraph 1.74—  
S. No. 21**

1.18. The Committee had made the following observation regarding delay in commissioning the Press at Ring Road in paragraph 1.74 of the Report:—

"The Committee deplore the delay in commissioning the Press at Ring Road, New Delhi. The Press which was scheduled to be commissioned by September, 1967, went into nucleus

production only on 15-4-1969. The construction of the Press building which was to be completed by May, 1966 is yet to be completed. The Committee desire that the delay and lack of coordination at the various stages of construction of the building should be investigated and appropriate action taken."

1.19. The Ministry of Works and Housing, in their reply dated the 7th December, 1972 have stated as follows:—

"The delay in the commissioning of the Government of India Press, Ring Road, New Delhi is under investigation."

1.20. The Committee find that the delay in commissioning the Press at Ring Road, New Delhi is still under investigation. The Committee would stress that the investigation should be completed expeditiously and appropriate action taken. In the meanwhile the progress made may be intimated to the Committee.

**Assistance of an expert on finance and accounts—Paragraph 1.89—  
Serial No. 27**

1.21. In paragraph 1.89 of their Report, the Committee had made the following observation regarding the necessity for the assistance of an expert on finance and accounts:

"It is also necessary to forthwith change over to commercial system of Accounts which would make it possible to find out the returns of the Presses as compared with the investments made. This alone could establish the degree of efficiency of the Presses, besides bringing in the desirable financial discipline in their working. In this connection the Committee would suggest that the assistance of an expert on finance and accounts should be available to the Department as a whole and if considered necessary, to each Press."

1.22. The Ministry of Works and Housing, in their reply dated the 12th December, 1972 have stated as follows:—

"In order to have a cost accounting structure whereby it may be possible to analyse, evaluate and investigate production costs for helping management in controlling the cost of printing and in maintaining a reasonable degree of operat-

ing efficiency, the various Heads and Sub-heads of charges have been regrouped and a more analytical set of cost centres provided in a redesignated form for the Statement. With the approval of the Director of Commercial Audit and that of Government, this new form has been introduced for adoption with effect from the accounts statement for 1972-73.

The provision of an expert on financial accounts for the Headquarters Office of the Chief Controller of Printing and Stationery is already under the active consideration of Government. Provision of similar expertise to each of the presses is not considered necessary immediately, but exclusive Cost Cells under departmental Accounts have been set up in all the major presses."

1.23. The Committee have been informed that while provision of an expert on Finance and Accounts to each of the Presses is not considered necessary immediately a provision for the Headquarters Office of the Chief Controller of Printing and Stationery is under active consideration of Government. The Committee desire to emphasise that the Headquarters Office should have a Financial Adviser and Chief Accounts Officer early.

**Physical verification of stock at the Temple Street Press, Calcutta—  
Paragraph 1.101—Serial No. 3I**

1.24. In paragraph 1.101 of their Report, the Committee had made the following observation regarding physical verification of stock at the Temple Street Press, Calcutta:—

"It is clear that there is no effective inventory control and material management in the Government Presses. The Committee need hardly stress in this context that there should be regular verification as also occasional surprise verification of stock and prompt follow-up action. The result of reconciliation of the discrepancies brought out in the stock verification at Nasik, Nilokheri, Faridabad and Minto Road, New Delhi Presses as also the results of re-verification of stock at Coimbatore Press may be reported to the Committee. The Committee would also be interested in knowing the reasons for not conducting any physical verification for over 17 years since 1954 at the Temple Street, Calcutta Press."

1.25. The Ministry of Works and Housing in their reply dated the 7th December, 1972 have stated as follows:—

“Reconciliation of the discrepancies in the stock verifiable at Nasik, Nilokheri, Faridabad and Minto Road, New Delhi Presses, as also, reverification of stock at Colmbatore Press are in progress and all efforts are being made to complete the work within the next 3 months.

Preliminary enquiry made has not revealed the reason for not conducting the physical verification of stock for over 17 years at the Temple Street Press, Calcutta. An officer of the Headquarters Office of the Chief Controller of Printing the Stationery has been detailed for on-the-spot enquiry and to submit a report by the middle of December, 1972.

As regards regular verification as also occasional verification of dead stock articles, the Chief Controller of Printing and Stationery is collecting necessary data to draw up a procedure so that proper watch is kept by his office.”

1.26. In reply to the Committee’s observation as to why no physical verification of stocks was conducted for over 17 years since 1954 at the Temple Street Press, Calcutta, the Ministry has intimated that an Officer of the Headquarters Office has been deputed for on-the-spot enquiry. The Committee would like to know the outcome of the enquiry.

**Preparation of a regular proforma accounts—Paragraph 1.107—Serial No. 34**

1.27. In paragraph 1.107 of their Report, the Committee had made the following observation regarding the preparation of a regular proforma accounts in the form of manufacturing account, profit and loss account and balance sheet:

“Now that all the Departments have been declared as “paying” with effect from 1st April, 1971, following the recommendations of the Committee, it is time to consider the question of treating the Presses as commercial units and preparing regular proforma accounts in the form of manufacturing account, profit and loss account and balance sheet. The Committee wish to be informed of the decision taken in this regard.”

1.28. The Ministry of Works and Housing, in their reply dated the 18th December, 1972 have stated as follows—

“In so far as the question of treating the Presses as Commercial Units is concerned, the Department of Administrative Reforms of the Government of India examined the working of the Office of the Chief Controller of Printing and Stationery sometime back and in the Report submitted in February, 1970, expressed the view that it would be inappropriate to treat the Press as commercial units. This expert opinion of the Department of Administrative Reforms may be accepted. An extract from the relevant portion of the Report is attached.

As regards the question of preparation of “manufacturing account”, “profit and loss account” and “balance sheet”, it is proposed to examine this in consultation with the Comptroller and Auditor General to see in what manner changes can be introduced in the existing system to conform to Committee’s recommendation but without the Presses being treated as commercial units.”

1.29. As regards the preparation of a regular proforma account in the form of manufacturing account, profit and loss account and balance sheet, the Committee note that it is proposed to examine this question in consultation with the C. & A. G., to see in what manner changes can be introduced in the existing system to conform to the Committee’s recommendations. In view of the importance of the matter, the Committee would like to impress on the Government the need to finalise the matter without further delay.

**Centralised system of payment—Paragraph 1.v20—Seral No. 37**

1.30. In paragraph 1.120 of their Report, the Committee had observed the following regarding savings under the head “B-Stationery Stores—Purchases in India”:-

“The Committee understand that considerable savings occurred under the head “B-Stationery Stores—Purchases in India” after the introduction of centralised system of payment in the year 1967-68. They accordingly wish that shortcomings, if any, in the system should be remedied and effective budgetary control ensured.”

1.31. The Ministry of Works and Housing in their note dated the 7th December, 1972 have stated the following:—

“The matter is being pursued with the Pay and Accounts Officer, Calcutta.”

1.32. The Committee had recommended that shortcomings, if any, in the centralised system of payment should be remedied and effective budgetary control ensured. The matter is being pursued by Government with the Pay and Accounts Officer, Calcutta. The Committee would like to know the outcome of the examination.

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## CHAPTER II

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

#### Recommendation

The Committee find that as against the Fourth Plan allocation of Rs. 800 lakhs the expenditure incurred during the first two years of the Plan periods was only Rs. 150.80 lakhs representing 18.85 per cent. Further there has been heavy shortfall in expenditure against the Planning Commission's allocation during the year 1969-70, expenditure being Rs. 55.38 lakhs against the allocation of Rs. 122.31 lakhs (Rs. 136.72 lakhs according to Audit). The Committee would, therefore, like to know the reasons for the slow progress in implementation of plan schemes. They however, hope that the departmental machinery would be geared up to reach the Plan targets by having a schemewise control in the remaining years so that the printing capacity may be augmented by the end of the Plan as expected.

[Sl. No. 1 (Para 1.11) of Appendix to the 41st Report  
(5th Lok Sabha)]

#### Action taken

The following are the revised figures about the plan expenditure:—

Year	Allocation lakhs	Expenditure lakhs
1969-70	122.31	61.69
1970-71	124.30	142.50
TOTAL :	246.61	204.28

The Committee's suggestion that schemewise control should be introduced to check heavy shortfall in plan expenditure has been accepted.

[Ministry of Works and Housing O.M. No. G25015|8|72  
dt. 22-12-72].

### Recommendation

The Committee were informed that even with the setting up of new presses and expansion of the existing ones during the Fourth Plan period the Government of India Presses would not be in a position to meet the printing requirements fully. The Committee have dealt with the question of improving the performance of the presses in the following sections of this Report. In order to have an optimum utilisation of the existing capacity, the Committee would also like to urge Government to consider the possibility of introducing additional shift in all the presses ensuring availability of sufficient trained operators.

[Sl. No. 2 (Para 1.12) of Appendix to the 41st Report  
(5th Lok Sabha)]

### Action taken

Second shift has been working for a number of years in the following Presses, namely, (1) Minto Road Press, New Delhi, (2) K. S. Roy Road Press, Calcutta (3) Temple Street Press, Calcutta, (4) Aligarh Press. (5) Simla Press, (6) Santragachi Press, (7) Faridabad Press, (8) Nilokheri Press and (9) Nasik Press. Additional shift has been sanctioned in (1) Ring Road Press, New Delhi, (2) Coimbatore Press, (3) Koratty Press and (4) Chandigarh Text Book Press. It is not proposed to introduce additional shift in (1) Rashtrapati Bhavan Press, New Delhi and (2) Gangtok Press, Sikkim.

[Ministry of Works and Housing O.M. No. G25015/8/72  
dt. 8-12-72].

### Recommendation

The Committee note that following the recommendations of the Estimates Committee, steps are being taken to off-load non-Parliamentary items of work from the Minto Road Press to enable it to tackle the Parliamentary jobs more effectively. However, the Committee would like to be informed of the target date fixed to achieve this objective. The Committee desire that dependence on outside Government Presses and private presses to get Parliamentary jobs (including Parliamentary debates) printed should be eliminated as early as possible. They are, however, concerned to learn that even with the addition of the Reprographic Unit at the Minto Road Press the Hindi capacity falls short of requirement by 20,000 pages in royal octavo. The Committee hope that the Hindi capacity of the

three Government of India Presses in the Delhi complex would be suitably augmented before long.

[Sl. No. 4 (Para 1.14) of Appendix to the 31st Report  
(5th Lok Sabha)]

#### Action taken

With a view to relieve the Government of India Press, Minto Road, New Delhi, of all non-parliamentary jobs, orders for diversion of most such jobs from that Press to other presses have been issued. The two non-parliamentary jobs which will still remain with the Minto Road Press after the orders issued are given effect to are (i) a portion of the non-secret portion of budget documents and (ii) Sections 1 and 2 of Part II of the Gazette of India, and all extra-ordinary issues of the Gazette of India. As regards printing of non-secret portion of Budget documents the new Lino type machines and Mono Key Boars ordered for the Government of India Press, Ring Road, New Delhi, have been received only recently and a few of them have been commissioned.

As for the Gazette of India, Sections I and 2 of Part II, these relate to Acts, Ordinances and Regulations and Bills, Reports of Select Committees on Bills all of which is work closely connected with Parliament. As for the extra-ordinary issues, all Acts, Ordinances, etc. are published in the Gazette extra-ordinary. Since most of these relates to the Sections being printed by the Minto Road Press, it is felt that printing of Extra-ordinary issues of the Gazette of India should continue to remain with the Government of India Press, Minto Road.

Steps have been initiated to augment the Hindi capacity of the 3 Government of India Presses in Delhi Complex. Hindi matrices are being procured for all the 3 presses.

A Supplementary E.F.C. Memo. for expansion of the Government of India Press, Ring Road, New Delhi and procurement of 7 Lino Type, 2 Mono key boards and 2 Mono Composition Casters and 19 printing machines has been approved by the Ministry of Finance. Acquisition of these machines will further augment the capacity of Hindi printing.

Sanction has been issued for establishing a Photo Litho Press at Faridamad mainly for Hindi printing work.

[Ministry of Works and Housing O.M. No. G25015/8'72  
dt. 8-12-72].

### Recommendation

There has been progressive decline in the actual outturn of the Calcutta (Temple Street) and the Santragachi Presses during the three years ended 31st March, 1971, the outturn in terms of impressions in crores being 9.20, 8.62 and 7.38 and 13.93, 11.05 and 8.10 respectively. Further as at the end of July, 1971, jobs numbering 168 and 248 respectively were in arrears over a period of one year and above in these Presses. The Committee would like to know the reasons for the deterioration in the performance of these presses and the steps taken to improve the position.

[SI No. 8 (Para 1.48) of Appendix to the 41st Report  
(5th Lok Sabha)]

### Action taken

The two main reasons for decline in outturn of the Temple Street Press, Calcutta and the Santragachi Press during the years 1968-69, 69-70 and 70-71 are: (i) continued paper shortage; and (ii) the law and order situation in and around Calcutta. The total loss of production in the rotaries in the Santragachi Press was 4369½ hours in 1970 and 4940 hours in 1971. If this loss in production had not taken place, the Santragachi Press would have maintained its production level of 1968-69.

It is to be noted that both the Presses at Santragachi and Temple Street are forms printing Presses requiring considerable amount of reel paper and it is in this item that the shortage has been acute and still persists.

The Temple Street Press is situated in a busy central areas and in times of "bundhs" or other disturbances, the work of this Press gets dislocated.

The loss of production has as a consequence increased the number of jobs in arrears.

As regards remedial measures, although the law and order situation has considerably improved, the shortage of paper has become worse. This matter has been taken up with Directorate General, Supplies and Disposals and the Ministry of Industrial Development. At the same time paper is being diverted from Aligarh where the supply has been relatively satisfactory, to Santragachi. In addition to this, failure of power supply has become frequent in the Calcutta complex as well.

[Ministry of Works and Housing O.M. No. G25015/8/72  
dt. 13-12-72].

### **Recommendation**

Of the 13 Presses excluding New Delhi (Ring Road) Press, the actual output of New Delhi (Minto Road), Nasik Road, Santragachi and Coimbatore Presses was comparatively far below the annual printing capacity assessed by the Technical Officers of the Department in March 1968. As against the tentative capacity in terms of impressions in crores of 15.35, 20.60, 25.07 and 8.14, the output during 1970-71 was 3.10, 13.78, 8.10 and 3.69 respectively. As many as 436 jobs (741 according to Audit) were in arrears over a period of one year and above as on 30th July 1971 at the Nasik Press alone. The Committee further find that a printing machine remained idle at New Delhi (Minto Road) Press since September 1966 due to mechanical defect and another machine remained idle at Santragachi since October 1968 due to electrical defects. All these go to show that there has not been effective control over the working of these Presses with a view to ensuring optimum utilisation of installed capacity. The Committee note that the Manager of these four Presses have been asked "to take steps to reduce stoppage and to raise productivity". The steps taken and the improvement effected thereby may be reported to the Committee. The Committee further suggest that Government should study the position in depth in respect of each of these Presses. They should bring out a white paper giving the factual position, the remedial measures taken and the watch that is being exercised at the headquarters to see that the targeted production is achieved in these Presses.

[Sl. No. 9 (Para 1.49) of Appendix to the 41st Report  
(5th Lok Sabha)]

### **Action taken**

The following steps have been taken so far to improve the performance of the Presses.

For the first time, a complete classified list of primary machines and equipment in all the Government of India Presses have been collected and compiled in a single brochure. Information regarding the age of machines can be obtained at a glance from the brochure. This is to enable the Department to plan ahead replacements, urgent repairs etc.

A task force has been set up consisting of senior technical officers of the Department who have been directed to take steps in consultation with the Managers of the Presses to reduce the arrears in

the first instance. They have been studying the conditions in each Press separately. A preliminary study of the Faridabad Press has already been completed and currently they are studying the Government of India Press, Simla. Simultaneously all the Government of India Presses who had accumulated arrears have been instructed to liquidate as many of them as possible. It has been emphasised that henceforth accumulation of arrears without sufficient acceptable reason will be noted in the confidential reports of the Managers concerned.

Unfortunately the study of evolving a norm for production has not progressed as desired due to the opposition from Staff Side of the Departmental Council under the Joint Consultative Machinery. Without a realistic norm of production, the performance of a Government of India Press cannot be properly gauged. The method adopted in the past was at best a crude method to study the relative performance and has very little relationship with the actual workload, man hours available and the state of machines in a particular unit.

While discussing the attempts to achieve the targets, mention must be made of the acute shortage of paper which the Department has been experiencing for the last three years. It need not be emphasised that without this basic raw material, any attempt to maintain the present production level or improve on it will become purely theoretical. Even then steps are being taken to gear up each unit with the hope that once the paper position improves the Presses will fulfil their commitments within the specified time. At present, however, there is very little indication that the Government of India Presses will be allotted the required amount of printing paper.

A complete review under normal conditions is possible only when the full requirements of paper for each Press are supplied and a standard norm of production has been prescribed.

[Ministry of Works and Housing, O.M. No. G. 25015/8-72, dt. 13-12-72].

### **Recommendation**

The Committee are in particular concerned about the poor performance of the Minto Road Press, the outturn of which was a mere 20 per cent of the capacity as assessed by the Technical Officers of the Department. They see no reason why with concerted efforts it should not be possible to reach the capacity and would like to

stress that the shortcomings of the Press should be attended to on top priority basis. Situated as it is in New Delhi at a short distance from the headquarters it would well act as a model for other Government of India Presses to emulate.

[Sl. No. 10 (Para 1.50) of Appendix to the 41st Report  
(5th Lok Sabha)]

#### **Action taken**

There are certain special features about this Press which will have to be taken into account while examining its performance. By far the vast majority of the work consists of short-run jobs with a very tight time schedule. As the old method of assessing the installed capacity of a Press was mainly based on the capacity of the printing machines, the performance of a unit where short-run jobs are in majority will naturally be low. Further, the flow of the work in Minto Road Press is fluctuating considerably.

In order, however, to improve the performance of this unit, all non-Parliamentary work is being shed so that the peak periods can be isolated coinciding with the Parliament sessions and the lean periods to be utilised by printing the Hindi versions of Parliamentary debates. By these methods it is hoped to improve the performance.

[Ministry of Works and Housing, O.M. No. G. 25015/8-72,  
dt. 8-12-72].

#### **Recommendation**

The Committee do not think that there exists an effective control over arrears of jobs. In all jobs aggregating 2819 remained in arrears over a period of one year and above so on 30th July, 1971. Although some reasons have been given in general, the Committee desire that the position should be examined in each Press and appropriate remedial measures taken to ensure that jobs are executed promptly.

[Sl. No. 12 (Para 1.52) of Appendix to the 41st Report  
(5th Lok Sabha)]

#### **Action taken**

With a view to identify and attend to shortcomings of each Press a task force has been set up in the Headquarters Office as suggested by the Committee in their recommendation in para 1.57. The first

duty assigned to the task force has been to examine the details of jobs pending in all Government of India Presses. They have already examined the Government of India Presses at Faridabad and Simla and suggested remedial measures. The rest are being taken up one by one.

[Ministry of Works and Housing, O.M. No. G. 25015/8/72, dated 8-12-72].

### **Recommendation**

It is regrettable that a number of machines in the various Presses [Aligarh, New Delhi (Minto Road), Gangtok, New Delhi (Rashtrapati Bhavan), Santragachi] are remaining idle over a number of years due to some defect or other affecting the output. The Committee hope that these machines would be get repaired without further loss of time.

[Sl. No. 13 (Para 1.53) of Appendix to the 41st Report (5th Lok Sabha)]

### **Action taken**

The machines in the Government of India Presses, Santragachi and Rashtrapati Bhavan, New Delhi (automatic Vorwarts No. 9 and Platen, Chandler and Price respectively) which were idling for some time are no longer idling.

The Falcon Printing Machine No. 8 of G.I.P., Minto Road, New Delhi is beyond economical repairs. It has since been declared as unserviceable.

[Ministry of Works and Housing, O.M. No. G. 25015/8/72, dt. 13-12-72].

### **Recommendation**

The Committee learn that shortage of paper has resulted in a large number of jobs being delayed and in lowering of outturn. The matter requires to be tackled at Government level. The Committee have dealt with this general question in their 38th Report.

[Sl. No. 15 (Para 1.55) of Appendix to the 41st Report (5th Lok Sabha)].

### **Action taken**

As recommended by the Committee, the matter regarding procurement of adequate quantity of paper for the Government Presses



is being pursued at the Government level. A 'Note' on the subject is attached.

[Ministry of Works and Housing, O.M. No. G 25015|8|72, dated 22-12-72].

#### NOTE

A meeting was held in the Ministry of Works and Housing on the 12th August, 1970 to consider the unsatisfactory supply of paper by Paper Mills and measures to meet the immediate requirements of paper of the P. & S. Deptt. The representatives of this Ministry, Ministry of I.D. and I.T. and C.A. and C.C.P. & S. were present. It was concluded at the meeting that:—

- (i) import of paper for P. & S. Deptt. was not desirable and stoppage of export of paper involved a matter of important export policy;
- (ii) economy instructions in regard to the use of paper be issued to all concerned in Government of India;
- (iii) if the current rates for paper were suitably enhanced, there was reasonable prospect of getting a better supply of paper from Mills;
- (iv) local purchase of paper may have to be resorted to meet critical shortages; and
- (v) C.C.P. & S. to intimate the D.G.S. & D. his requirement of different varieties of paper.

2. With regard to the delay in the supply of paper, it was revealed that the D.G.S. & D. had not concluded the rate contract of paper for the year 1970-71 even in September, 1970. As the paper Industry was demanding increase in prices, no firm was coming up for excuting rate contract. The C.C.P. & S. was to examine the feasibility of entering into running contracts of paper.

3. With regard to the procurement of all the paper required for printing Government jobs, forms etc. in the absence of regular supplies by Paper Mills against Rate Contracts concluded by the D.G.S. & D. and in view of the large back log against old Rate Contracts, besides 34,556 MT allocated on Paper Mills against current year's rate contract. all possible efforts having been made. the matter was taken up at H.M.'s level with the Ministry of I.D. and I.T. In July, 1970, the Paper Mills promised supply of 7,000 MT per month against back log but the actuals were only 2,278 MT in

July, 1970, 1,633 MT in August, 1970, 2,073 MT in September, 1970, 2,060 MT in October, 1970 and 1,218 MT in November, 1970. Against the current orders, only 133 MT was made till the end of November, 1970. The promises made by the suppliers had gone down alarmingly. Since the Paper Mills could no longer be taken at their word without any adequate supplies, the matter had to be taken up at H.M.'s level with H.M., I.D. and I.T. suggesting steps for requisitioning some papers from the stocks under Sec. 18-G of the Industries (Development and Regulation) Act, 1951 or under section 3 of the Essential Commodities Act, 1955. Alternatively, it was proposed to import the required quantity of paper from abroad.

4. In view of the serious situation that arose due to large back log (23,470 MT) against the old Rate Contract besides 34,566 MT allotted on the Paper Mills against the Rate Contract for 1972, the alarming position was brought to the notice of P.M. in February, 1971 seeking help in resolving the current crisis, as the D.O. correspondence between the Ministers did not evoke any useful response.

5. Instructions for economy in the consumption of paper and other stationery stores were issued in February, 1971 by this Ministry.

6. A meeting was held by the Ministry of I.D. and I.T. with the Paper Industry on the 5th February, 1971. The Paper Industry agreed to supply 8,000 MT during March, April and May, 1971 every month and 7,000 MT from June 1971 onwards. The Chairman of the Joint Committee of the Paper Industry stated that 50 per cent of the above quantities would be for Government of India Stationery Office, Calcutta.

The Paper Mills did not keep their promise and supplied only 2,996 MT during March 1971. The supplies during April, 1971 did not pick up. The C.C.P. & S. again impressed upon the D.G.S. & D. to put all possible pressure on the Industry to step up supplies in accordance with the undertaking already given by them.

As the situation was deteriorating fast and getting out of control. Shri I. K. Gujral, the then H.M.(S) took up the matter with the Ministry of I.D. In reply, the Ministry of I.D. stated that in case it becomes necessary to have more paper, we may have to resort to limited imports.

In view of the serious situation that arose preceding September, 1971, this Ministry wrote to the Ministry of I.D. the import of some paper to meet the Department's needs for five or six months to tide

over the present crisis. Accordingly, concurrence of the Ministry of I.D. was sought to the import of 11,500 MT of papers to meet requirements of Central Government Presses apart from what was available from indigenous production.

7. In view of the serious concern in not being able to execute on time the growing volume of printing jobs, it was proposed to place the matter before the Cabinet regarding steps to be taken to increase the supply of paper in particular for which a meeting was convened on the 27th October, 1971. At the meeting the C.C.P. & S. was requested to draw up proposals relating to the consumption of paper giving technical analysis of consumption of paper.

8. Thereafter, in view of the inadequate/erratic supply of paper by the Paper Mills in the last two years or so which created a near famine condition in the Government of India Presses resulting in idling of men and machine with consequential loss of production, in April, 1972, the Ministry of Foreign Trade was approached for import of paper from Bangla Desh to the tune of 2,300 tons of Reel Paper and 3,700 tons of Flat Paper. The Ministry of F.T. suggested to take up the matter with the S.T.C. In effect only 1,000 tons of white printing and typewriting paper may become available.

9. In June 1972, the Ministry of I.D. wanted to know to which Government Printing Press the defaulting Mills are linked and names of the Presses to which supplies need to be rushed. In August, 1972, the C.C.P. & S. furnished the names of the Presses.

10. In July 1972, the M|ID was informed regarding shortage experienced by the P. & S. Deptt. in respect of white printing paper with a view to having the difficulties sorted out. That Ministry replied that if this Ministry could furnish them with a list of orders and outstanding supplies against such order, broken down separately for each mill, the matter could be taken up with the Mills. With regard to the suggestion that the Paper Mills should be pursued to accept a further allocation of paper for Government requirements, the views of Ministry of Supply have been invited by Ministry of I.D. in the matter.

### **Recommendation**

Another factor which seriously affects the output of the Press is want of operatives. The loss of production due to this was as high as 15.8 per cent at Faridabad Press. Besides delay in getting the necessary sanction to the posts, there appeared to have been difficulty in getting trained men especially for Hindi jobs. The

Committee hope that the Department would make adequate arrangements for training operatives well in time to meet anticipated requirements. Special attention should be given to training Hindi operatives in view of the considerable expansion of capacity of Hindi Printing contemplated during the fourth plan and the difficulties being experienced in getting Hindi operatives for the existing requirements.

[S. No. 16 (Para 1.56) of Appendix to the 41st Report (5th Lok Sabha)].

### **Action Taken**

Recruitment to posts meant for direct recruitment is made through the Employment Exchanges who are required to nominate persons with requisite experience and qualifications in the trade. Under the Apprenticeship Act, Government of India Presses are also recruiting and giving training to apprentices in a number of trades in the printing industry. As regards training in Hindi of existing workers in the Government of India Presses, the Hindi Teaching Scheme of the Ministry of Home Affairs is also open to the industrial employees particularly those in the Composing and Reading Branches.

So far, the shortage of operatives has been felt more keenly for Mechanical Composing in Hindi. Recently, the Department has recruited Operatives for Hindi Lino Machines even though their output in the test fell short of the minimum prescribed, on the condition that they would give the prescribed output within six months.

On the Photo Litho side, a decision has also been taken that certain categories of operatives to be recruited for Text-book Press, Bhubaneswar should be given training for a few months in the Text-book Press, Chandigarh, before they are entrusted with sophisticated machines and equipments.

It is hoped that with these steps, operatives for the existing requirements will become available.

[Ministry of Works and Housing, O.M. No. G. 25015/8-72,  
dated 8-12-72].

### **Recommendation**

From the foregoing the Committee are convinced that there is need for a critical review of the working of the Presses periodically at Government level at meetings to be attended by Managers of all

the Presses, so that the factors that inhibit the production may come to light in time and appropriate remedial measures taken in a co-ordinated manner. The Committee feel that things would improve only if accountability for producing results and achieving targets is enforced at all levels and the organisation becomes responsive and result oriented. There should be a task force at headquarters to identify and attend to the short comings of each of the Presses.

[Ministry of Works and Housing, O.M. No. G. 25015/8/72, dated 8-12-72].

#### **Action Taken**

A Task Force with Controller of Printing, Controller of Printing (Norms), Controller of Administration, Project Officer and Deputy Controller (Administration) has been set up to identify and to attend to the shortcomings of the Presses. They have already taken up the question of liquidation of arrears press by press.

Periodical review of the working of the presses has also been under-taken.

[Ministry of Works and Housing, O.M. No. G 25015 8/72, dated 8-12-72].

#### **Recommendation**

The Committee are not aware of the circumstances under which excess supplies of 39,950 registers (form C.G.C.-4) valued at Rs. 0.95 lakh accumulated in the Press and could not be disposed of till September, 1970. The Committee may also be apprised of the action taken in the matter and the disposal of these registers.

[S. No. 20 (Para 1.65) of Appendix to the 41st Report (5th Lok Sabha)].

#### **Action Taken**

The accumulation of the printed registers in the Press was due to the fact that no effective action was taken by the Chief Controller of Printing and Stationery for their disposal after the matter was reported by the Manager of the Press in August, 1968. Action for disposal could be taken in September, 1971. The failure on the part of the Chief Controller of Printing and Stationery in this regard is regretted.

2. With a view to utilise usefully the forms and registers printed in excess, in September, 1971, the Chief Controller of Printing and Stationery addressed the various State Governments and the Cen-

tral Water and Power Commission, New Delhi intimating the availability of the forms and registers. In response to this circular, some offices of the State Governments requested for supply of these forms and registers. The Superintending Engineer, Central Discharge Circle, Central Water and Power Commission, Hyderabad also intimated that all the available forms and registers are required by his offices and requested that these may be supplied to the Assistant Executive Engineer, Southern Gauging Sub-Division, Central Water and Power Commission, Coimbatore. Some quantity of these forms and registers were supplied to this officer, but the entire quantity could not be supplied due to his difficulty in storing these for onward transmission to the various Gauging Sub-Divisions of Central Water and Power Commission situated all over the country. To overcome this difficulty, the Superintending Engineer was requested to intimate the names and addresses of the various offices to whom these forms and registers are to be despatched so that the same could be done direct by the Press itself. The details have been furnished and the entire quantity of surplus forms and registers would be despatched to the consignees by the press as early as possible. This could not be done so far due to railway booking restriction

Details of surplus forms and registers available with the Press, the quantity supplied so far and the quantity yet to be supplied (for which request has been received but could not be despatched) are given below:—

(i) Number of forms and registers lying with the Press	(a) Registers	24,50
	(b) Wire Stitched Registers	17,000
	(c) Loose Forms (742-reams)	7420
		<u>26,870</u>

(ii) Supplied

(a) Bound Registers :

S. No.	Name of Office	Date of Despatch	Quantity
1	Supdt. Engineer Master Plan Circle, Raipur	January, 1972	100
2	Executive Engineer, WRS Divn. No. 17, B Sevak Ashram Road, Karanpura, Dehradun	March, 1972	75
3	Executive Engineer, WRS Divn. No. II Grijan Rutily 22, New Agra, Agra-5	-do-	70

S.No.	Name of Office	Date of Despatch	Quantity
4	Ex. Engineer, W.R.S. Divn. No. III, 8, Faizabad Road, Lucknow.	March, 1972	70
5	Ex. Engineer W.R.S. Divn. No. IV, London Mission Church Road, Lu Teilbagh, Varanasi	-do-	95
6	Ex. Engineer, W.R.S. Divn. No. V.PWO., Rajendra Nagar, Patna-16	-do-	65
7	Ex. Engineer W.R.S. Divn. No. VI Berhampore (P.O.) Murshidabad District West Bengal	-do-	55
8	Asstt. Engineer Southern Gauging, Sub-Division Coimbatore	April, 1972	1920
TOTAL			2,450

(b) *Unbound Wirestitched registers.*

1	Assistant Engineer, Southern Gauging Sub-Division, Coimbatore	April, 1972	7,000
2	Assistant Engineer, Eastern Gauging Sub-Division, Raipur Bhuvaneswar	August, 1972	2,000
3	Assistant Engineer, Eastern Gauging Sub-Division, Raipur	August, 1972	1,000
4	Assistant Engineer, Western Gauging Sub-Division, Central Water & Power Commission, Ahmedabad	26-10-1972	2,000
5	Assistant Engineer, Western Gauging Sub-Division, Surat	26-10-1972	1,000
Total			13,000

(iii) Balance remaining with the press for which request has been received from the Central Water and Power Commission but could not be despatched so far due to railway booking restriction.

Unbound wirestitched registers	4,000
Loose forms (742 reams which will make 7,420 registers)	7,420

[Ministry of Works and Housing, O.M. No. G 25015/8/72,  
dated 88-12-72].

### Recommendation

The Committee also regret the delay in placing orders for spare parts etc. required for the installation of Lino Machines transferred from Minto Road Press. Major part of the delay is attributed to the delay in getting the D.G.T.D's. clearance and the foreign exchange sanction revalidated by the indenter. The Committee would like the procedural bottlenecks, if any and the slackness in taking action by the officials concerned to be examined.

[Sl. No. 22 (Para No. 1.75) of Appendix to the 41st Report (5th Lok Sabha)].

### Action taken

The delay of about four months in one case and about five and a half months in another case in revalidating the foreign exchange release sanction is regretted. Such delays are not likely to occur now that the administrative Ministries have been delegated powers under the Ministry of Finance O.M. dated the 2nd November, 1970, as amended from time to time, to sanction foreign exchange releases.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 14-12-1972].

### Recommendation

It took over two years to commission the IBM-cum-offset Duplicating Machines acquired at a cost of Rs. 4.46 lakhs for printing Hindi jobs relating to Parliament at the Minto Road Press, New Delhi. Such delays viewed in the context of the inadequacy of the existing capacity for Hindi printing assume seriousness. The Committee do not appreciate the lack of synchronisation of the purchase of these machines and the I.B.M. Typewriters without which the machines could not be commissioned. They accordingly hope that Government would find out as to what was wrong with the initial purchase proposal and take appropriate action.

[Sl. No. 25 (Para No. 1.83) of Appendix to the 41st Report (5th Lok Sabha)].

### Action taken

Government have gone into the matter and have found that the indent for the procurement for the Duplicating machines was placed as soon as the formalities were completed. This was done with a view to ensure that additional capacity is installed as soon as these machines become available. The delay in placing an indent for



Typewriters was due to non-availability of certain technical details and due to time-lag in sanctioning foreign exchange. With the delegation of powers to administrative Ministries in 1970 for sanctioning foreign exchange, the delay will be obviated. Nevertheless, there was a certain amount of lack of synchronisation in the procurement of Duplicators and Typewriters and this is regretted. It will be ensured that such non-synchronisation does not occur in future.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 19-12-1972].

### **Recommendation**

The Committee find that the reports of the Cost Study Team and the National Productivity Council became available more or less at the same time in 1969 and that after examining the reports it was decided to accept the method suggested by the latter who also dealt with the problems of job costing, production planning, control, norms of output and classification of expenditure under different production centres. The Committee do not think it was necessary to entrust similar tasks to two different specialists. They, however, hope that a well-defined costing system would be introduced in the Presses without further delay.

[Sl. No. 26 (Para No. 1.88) of Appendix to the 41st Report (5th Lok Sabha)].

### **Action taken**

The tasks entrusted to the two groups of specialists were different in nature, scope and coverage.

2. As for the costing system, a beginning has been made by issuing instructions for introducing the new statement No. 1 of the cost accounting system, in the Government of India Presses.

For effective and uniform working of the cost accounting system, separate cost cells have also been set up in the Government of India Presses. A procedure for working out the cost of publications (i) in advance of printing to know the likely cost and (ii) to serve the limited purpose of pricing the publication has been evolved and referred to Audit for their views.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 14-12-1972].

### Recommendation

It is also necessary to forthwith change over to commercial system of Accounts which would make it possible to find out the returns of the Presses as compared with the investments made. This alone could establish the degree of efficiency of the Presses, besides bringing in the desirable financial discipline in their working, in this connection the Committee would suggest that the assistance of an expert on finance and accounts should be available to the Department as a whole and if considered necessary, to each Press.

[Sl. No. 27 (Para No. 1.89) of Appendix to the 41st Report (5th Lok Sabha)].

### Action taken

In order to have a cost accounting structure whereby it may be possible to analyse, evaluate and investigate production costs for helping management in controlling the cost of printing and in maintaining a reasonable degree of operating efficiency, the various Heads and Sub-heads of charges have been regrouped and a more analytical set of cost centres provided in a redesignated form for the Statement I. With the approval of the Director of Commercial Audit and that of Government, this new form has been introduced for adoption with effect from the accounts statement for 1972-73.

The provision of an expert on financial accounts for the Headquarters Office of the Chief Controller of Printing and Stationery is already under the active consideration of Government. Provision of similar expertise to each of the presses is not considered necessary immediately, but exclusive Cost Cells under departmental Accountants have been set up in all the major presses.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 14-12-1972].

### Recommendation

The Committee do not find enough justification for the overstocking of paper, binding material and stationery continuously over a number of years at Nilokheri, Gangtok, Koratti and Coimbatore Presses. They do not appreciate accumulation of paper in some Presses when it is generally in short supply in the country. Further they feel that as work in some other Presses has suffered for want of paper there should have been a centralised review of stock position in all the Presses with a view to diverting the surplus stock held

to the Presses that need supplies. They wish that such a review is introduced at least now.

[Sl. No. 39 (Para No. 1.100) of Appendix to the 41st Report (5th Lok Sabha)].

#### **Action taken**

The recommendation is accepted. A strict watch on stock position is being kept in the Headquarters Office of the Chief Controller of Printing and Stationery and diversions are being made wherever the situation so demands.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 13-12-1972].

#### **Recommendation**

The Committee note the view of the Controller of Printing that there was in fact no deficit of 1016—26 quintals of type metal valued at Rs. 4.7 lakhs as brought out in the surprise verification done at New Delhi (Minto Road) Press in July, 1969. On the contrary, according to him, there was a nominal surplus of 4.29 quintals. The Committee desire that Government should satisfy themselves of the correctness of this conclusion after an independent examination of the basis thereof.

[Sl. No. 32 (Para No. 1.102) of Appendix to the 41st Report (Fifth Lok Sabha)].

#### **Action taken**

An independent examination on the basis of records has been undertaken.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 13-12-1972].

#### **Recommendation**

The Committee are unhappy about the persistent delay in the preparation of consolidated proforma accounts (stores accounts) which had the effect of rendering the overall stores control ineffective. They desire that the Presses which are not finalising their accounts in time should be pulled up.

[Sl. No. 33 (Para No. 1.106) of Appendix to the 41st Report (5th Lok Sabha)].

### Action taken

The observation of the Committee has been noted and instructions issued to all the Government of India Presses. The imperative need for submission of the proforma accounts in time was also emphasised on the Managers in the last Conference of the Heads of Presses in April, 1972. Compliance is being watched by the Chief Controller of Printing and Stationery.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 13-12-1972].

### Recommendation

The Committee are somewhat concerned at the lack of proper care in preparing the estimates in this case which led to the unintended inflation of the price of water meters. That the estimated price of Rs. 192 per meter was on the basis of the then prevailing market price is hardly convincing as the rate contract price was only Rs. 68.00 and the contractor himself is stated to have purchased it locally at the rate of Rs. 105. Besides investigation of the patently inflated estimate in this regard, the Committee would suggest that in future estimate for the various items of work tendered for should be based on the current rate/running contracts wherever applicable.

[Sl. No. 35 (Para No. 1.113) of the Appendix to Forty-first report of the P.A.C. (Fifth Lok Sabha)].

### Action taken

The question of fixing individual responsibility for lack of proper care in preparing the estimates has been considered but it has not been found possible to pin point any particular official who did not exercise proper care in working out the rate for this non-scheduled item. General instructions have, however, been issued by the Engineer-in-Chief, C.P.W.D. (vide his office memo. No. CE/Con/535, dated 26th June, 1972 (copy enclosed) to the effect that in that case of non-scheduled rate items, while working out the Analysis of Rate, it should be ensured that where any of the constituents of the Analysis of Rate are borne on the DGS&D Rate/Contract, that rate should be adopted for working out the Analysis of Rate or alternatively, the current market rate at that specific period should be ascertained and adopted. All officers in the C.P.W.D. have been asked to follow these instructions strictly.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 23-12-1972].

No. CE/Con/535  
Government of India  
Central Public Works Department

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New Delhi, the 26th June, 1972.

MEMORANDUM

**Subject:—Basis of working out the rate for non-scheduled rate items where some of the constituents are borne on D.G.S. & D. Rate Contract.**

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In a case for a work the rate for a non-scheduled rate item was said to be based on Analysis of Rate. The Analysis of Rate was in turn said to be based on the prevailing market rate. On enquiry it was found that the analysed rate was very much higher than the prevailing market rate, and also much higher than D.G.S. & D. Rate Contract rate. This became the subject matter of a draft para and adversely commented upon by the Public Accounts Committee.

After careful examination of the case and observations of the Public Accounts Committee it has been decided that in case of non-scheduled rate items, while working out the Analysis of Rate, it shall be ensured that where any of the constituents of the Analysis of Rate are borne on the D.G.S. & D. Rate Contract, that rate should be adopted for working out the Analysis of Rate or alternatively the current market rate at that specific period should be ascertained and adopted.

The above instructions should be strictly followed in future.

Sd/- (O. MUTHACHEN),  
Engineer-in-Chief.

To

All Chief Engineers, C.P.W.D., etc.

**Recommendation**

The Committee note that although the construction of staff quarters at Santragachi was completed in May, 1968, the Press building

were constructed only subsequently and the shifting of the Press from K. S. Roy Road, Calcutta to Santragachi has yet to be completed with the result that a substantial number of quarters remain unoccupied. The Committee wish to stress that there should be a better planning in this regard.

[Sl. No. 36 (Para No. 1.117) of Appendix to the 41st Report (5th Lok Sabha)].

#### **Action taken**

The recommendation has been noted carefully.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 13-12-1972].

### **CHAPTER III**

## **RECOMMENDATIONS|OBSERVATIONS WHICH THE COMMITTEE DO NOT DESIRE TO PURSUE IN VIEW OF THE REPLIES OF GOVERNMENT**

### **Recommendation**

The Committee desire that pending formulation of a "uniform and more scientific basis" for the assessment of capacity of the Presses, the capacity of the New Delhi (Ring Road) Press should also be laid down tentatively to have some comparison with the actual output.

[Sl. No. 11 (Para No. 1.51) of Appendix to the 41st Report (5th Lok Sabha)].

### **Action taken**

A new method of assessing the installed capacity of a press on the lines suggested by the National Productivity Council has already been evolved and is to be applied to Government of India Presses as an experimental measure. Audit had seen this but suggested that it is for the Technical Departments to evolve a formula from their expertise and experience. All the Government of India Presses including Ring Road Press are being examined in the light of the new method for finding their capacities.

[Ministry of Works & Housing. O.M. No. G25015|8|72, dated 8-12-1972].

### **Recommendation**

The Committee regret to find that while the Presses are enable to meet the printing requirements of Government in full and in time, jobs are executed far in excess of requirements due to lack of coordination between the Indenting Department and the Chief Controller of Printing and Stationery. Although the Ministry has explained that "at this stage it has not become possible to fix the responsibility" for the overprinting of registers by the Coimbatore Press, the Committee fail to understand how the matter was not gone into when the excess supply was brought to the notice of the

press by the indenter in December, 1965. The Committee would, therefore, like to have an explanation for the lapse.

[Sl. No. 19 (Para No. 1.64) of Appendix to the 41st Report (5th Lok Sabha)].

#### **Action taken**

The fact of excess printing of these forms and registers was intimated by the Superintending Engineer, Central Gauging Circle, Central Water and Power Commission, Hyderabad to the Press in his letter dated the 9th December, 1965 addressed to the Manager with copy to the Chief Controller of Printing and Stationery. The endorsement addressed to the latter is said to be not on the file and the presumption is that it has not been received. This matter was, however, brought to the notice of the Chief Controller of Printing and Stationery by the Manager, Government of India Press, Coimbatore in August, 1968 and immediately the matter was taken up with the Superintending Engineer, Central Gauging Circle, Hyderabad, who regretted his inability to accept all the printed forms and registers. The Chief Controller of Printing and Stationery has regretted his failure to take up the matter at the appropriate time.

[Ministry of Works & Housing O.M. No. G25015/8/72, dated 8-12-1972].

#### **Recommendation**

As regards delay in placing orders for mono-machines, the Committee were informed that the indent did not bear any priority marking and that in the absence thereof it had to be dealt with as an ordinary indent. It passes the comprehension of the Committee as to how when mono metals for these machines were procured already on priority basis and remained unused, urgency was not attached to the purchase of the machines. They, therefore, wish that responsibility for the lapse should be fixed.

[Sl. No. 23 (Para 1.76) of Appendix to the 41st Report (5th Lok Sabha)]

#### **Action taken**

Although there was no particular urgency marking on the indent, the attention of the D.G.S.&D. had been particularly invited to the delivery date of 1st March, 1969 or earlier, if possible. A copy of the Chief Controller of Printing and Stationery's letter



No. 2|11(2)|68-P&S, dated the 21st November, 1968 is enclosed. Indication of a definite date of delivery was considered sufficient to express the urgency attached to the indent. It is the view of the Government that there is no case for fixing of responsibility on any one in the indenting Department.

[Ministry of Works & Housing O.M. No. G25015|8|72 dt. 8-12-72].

Copy of letter No. 2|11(2)|68-P&S, dated the 21st November, 1968 from Shri S. S. Narula, Deputy Controller (Adm.) Office of the Chief Controller of printing and Stationery, New Delhi to the Director General of Supplies and Disposals (Central Indent Section) Jeevan Tara Building, Parliament Street, New Delhi.

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Subject: Procurement of Mono Equipment for Government of India Press, Ring Road, New Delhi.

I forward herewith an indent bearing No. 131 RPP.68, dated 6th July, 1968 in triplicate in form No. D.G.S.&D. 85 for arranging procurement.

2. The stores to be purchased are the proprietary makes of M/s. Mono Type Corporation Ltd., Survey, England and so to enable you to finalise the procurement through I.S.M. London through a single tender enquiry, a proprietary article certificate in the prescribed form (three copies) is enclosed.

3. The Government of India have released an amount of Rs. 26.10 lakhs in free foreign exchange under the U.K. Credit Scheme. A copy of the Foreign Exchange sanction No. 13 80 67-P&S, dated 7th September, 1968 together with a copy of the licensing conditions is enclosed. Out of this, Rs. 24.50 lakhs can be utilised for the purchase of the Mono equipment. The indent for the cylinder proof presses will be sent separately in due course.

4. The terms and conditions of the Foreign Exchange sanction, the licensing conditions and the delivery date of 1st March, 1969 or earlier in the indent may be noted for careful compliance.

5. Regarding funds, it is clarified that no provision exists in this year's budget grant of the Government of India Press, Ring Road, New Delhi. However, we will make necessary funds available this year itself through supplementary grant, if supply materialises and payment becomes due. Otherwise funds will be provided in the budget grant of the Press for 1969-70. The certificate on page 4 of the indent form has been signed in the light of this clarification.

### **Recommendation**

The Committee would also like to suggest that each Press should prepare performance budget in addition to the one for the Department as a whole so as to underscore the need for achieving and enforcing accountability better.

[Sl. No. 28(Para 1.90) of Appendix to the 41st Report (5th Lok Sabha)].

### **Action taken**

Performance budget for each press particularly where some are forms presses, others book printing presses and some composite, presents several complex problems. It is therefore not proposed to prepare a performance budget for each press.

(Ministry of Works & Housing O.M. No. G25015|8|721 of 13-12-72)

### **Recommendation**

The Committee trust that the minimum and maximum limits in respect of various categories of stores fixed in 1965 would be suitably revised early in the light of actual needs since then and that effective control over the procurement stores would be exercised.

[Sl. No. 29 (Para 1.99) of Appendix to the 41st Report (5th Lok Sabha)].

### **Action taken**

This recommendation of the Public Accounts Committee is with reference to the analysis of stock of paper|binding materials etc. held by certain Presses in 1966-67, 1967-68 and 1968-69 (Para 1.94 of the Report).

2. During the last three years, conditions have changed substantially. There has been acute shortage of paper with the result that machines has in our Pressess are idling for want of paper. The time has, therefore, come to keep 'reserve' stocks and for that purpose, it may be necessary to increase the limits of minimum and maximum stock prescribed in 1965. For the purpose of reviewing these limits, comments have already been invited from the Government of India Presses and their replies are under consideration.

(Ministry of Works & Housing O.M. No. G25015|8|72 dt. 13-12-72)

## CHAPTER IV

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

#### Recommendations

At present serious delays do occur in printing of Parliamentary Committee Reports and it is not uncommon that they are presented in cyclostyled form. It is disturbing to the Committee that Government have not ruled out "some delay" in future also. The Committee need hardly stress that all Parliamentary work should be undertaken on a priority basis by making provision for the optimum demand. Any surplus capacity in the Press during lean periods may be made available for Government work.

[Sl. No. 5 (Para 1.5) of Appendix to the 41st Report (5th Lok Lok Sabha)]

The Committee find that the debates in Lok Sabha and Rajya Sabha (Original and Translated version) are being got printed from outside presses. The printing of original version and translated version of debates takes one and a half months on an average. The Committee understand that some years ago when the Parliamentary Debates were being printed in Government of India Press, Minto Road, New Delhi, the Debates used to be printed within ten days. The Committee are confident that if the capacity in Minto Road Press is used exclusively for Parliamentary work, as it is meant to, it should be possible to print the debates within ten days and with experience and effort bring them out within a week or less in the interest of giving wider publicity to authentic version of debates.

[Sl. No. 6 (Para 1.16) of Appendix to the 41st Report (5th Lok Sabha)]

The committee attach importance to the above recommendations and would like to know within three months from Government concrete measure taken in implementation and realisation of these objectives.

[Sl. No. 7 (Para 1.17) of Appendix to the 41st Report (5th Lok Sabha)]

### Action taken

Two statements indicating the details of various jobs of Lok Sabha and Rajya Sabha Secretariats and the number of copies being printed are attached. The list will show the divergent nature of the jobs involved. In many cases the number of copies to be printed is very low. In addition, Debates (Original and translated Hindi versions) are also to be printed. It is only the Lok Sabha and Rajya Sabha Secretariats who can estimate the peak work load emanating from them as only they are in a position to judge the details of jobs which will be sent to the Press for printing at any given point of time. However, the Department has from experience assessed the quantum of work which comes to 450 printed pages in English and 320 printed in Hindi per day, taking the Budget Section of Parliament as the peak period. Therefore, unless the Minto Road Press has this much capacity it will not be possible to undertake the printing of all jobs emanating from both Houses of Parliament by that Press, and supply printed copies within the desired time. In our view it is not a practicable proposition to make provision for this optimum load as the spare capacity that might be available during off-session periods is likely to remain unutilised as the various other Client departments cannot be forced to wait for printing their jobs.

However, the details of jobs that can be undertaken by the Minto Road Press has been assessed and it is felt that the Press should be able to print the following items:—

- (1) Original version of Debates of Lok Sabha and Rajya Sabha.
- (2) All Bills in English and Hindi (At present Hindi Bills of more than 8 pages are being got printed from the Government of India Press, Faridabad).
- (3) Reports of various Parliamentary Committees in English and Hindi.
- (4) Miscellaneous jobs of both the Houses of Parliament in English and Hindi except the journal of Parliamentary Information in Hindi which will be got printed through other presses or private presses.

While it is true that printed copies of Original version Debates of Lok Sabha used to be supplied within 8 to 10 days it may be mentioned that at that time the number of pages used to be far lesser. Before 1964, the workload in Hindi was considerably less as most of the jobs such as List of Business, Bulletins, Synopsis of Debates,

Bills, etc. were printed only in English. Now the work has increased and it will not be possible to supply printed copies of Debates within 8 to 10 days as was done in 1964. However, it is the endeavour of this Department to supply printed copies of Original version debates of Lok Sabha within 30 days from the date of receipt of the manuscript in the Press to begin within. Efforts will be made to reduce this time lag in course of time and with experience. As for the Original Version Debates of Rajya Sabha normally the Manuscripts are received late. However, as in the case of Original version of debates of Lok Sabha, these will also be printed on priority basis.

As for printing the translated version Debates of Lok Sabha it will not be possible for the Minto Road Press to print this with its existing capacity. Hence arrangements for printing this through other Government Presses private presses will have to be made. As for the Hindi version debates of Rajya Sabha, the Rajya Sabha Secretariat have agreed, as an experimental measure, to the printing of the Hindi version debates in the I.B.M. Unit of the Minto Road Press during "off session" periods. If the experiment proves successful, these will continue to be printed by that Unit during off Session periods otherwise the capacity of this Unit during off Session is likely to remain unutilised.

Another important job is the printing of Reports of various Committees in English and Hindi. At the moment a large number such Reports are sent simultaneously to the Presses for printing during March-April with the result that it is not possible to supply printed copies within the desired time. Reasonable time should be given to the Press. Unless the sending of Reports is planned and arranged in a phased manner throughout the year, there is every possibility of the Press not being able to supply printed copies in time.

The synopsis and supplementary synopsis in Hindi of Lok Sabha and Rajya Sabha are at present got printed through private presses. These are to be printed and supplied to the respective Secretariates overnight, i.e. the manuscripts are received at about 9.00 P.M. and printed copies are to be delivered to the Secretariats by 4.00 A.M. the next day. In view of the large number of Sessional papers that the Minto Road Press has to print and supply, these will have to be got printed through private presses as at present.

From the above, it will be observed that dependence on private presses for printing Parliamentary papers cannot altogether be eliminated, as the translated version debates of Lok Sabha, Hindi version

debates of Rajya Sabha, Synopsis and supplementary synopsis in Hindi of both the Secretariates may have to be got printed through private presses. However, efforts will be made to get the translated Hindi version debates printed through other Government presses.

[Ministry of Works & Housing O.M. No. G25015/8/72, dt. 14-12-73]

*Statement showing the number of copies of Sessional/Different Jobs of Lok Sabha and Rajya Sabha.*

Sessional papers	Lok Sabha		Rajya Sabha	
	English Copies	Hindi Copies	English Copies	Hindi Copies
(1) Bulletin Part I . . . . .	810	260	800	300
(2) Bulletin Part II . . . . .	765	260	800	300
(3) Revised List of Business . . . . .	1400	360	1400	350
(4) List of Business . . . . .	1400	260	1400	350
(5) Suppl. List of Business . . . . .	..	..	1400	350
(6) Suppl. to the Synopsis of Debates. . . . .	900	200	1050	350
(7) Synopsis. . . . .	900	200	1050	350
(8) List of Amendments . . . . .	850	260	..	..
(9) List of Cat Motions .. . . .	850	260	..	..
(10) Private Members' List of Business . . . . .	1300	260	..	..
(11) Question List Starred . . . . .	1625	575	1350	575
(12) Question List Unstarred . . . . .	1325	575	1350	575
(13) Short Notice Questions . . . . .	1625	575	1350	575
(14) Eng. Q. List—One side (starred) . . . . .	10	..	..	..

#### PERIODICALS

#### LOK SABHA

	LOK SABHA	
	English	Hindi
1 Privileges Digest . . . . .	250	..
2 Abstract and Index . . . . .	250	..
3 Journal of Parliamentary Information	500	125
4 Digest of Central Acts . . . . .	350	..

## BILLS

	Lok Sabha Bill		Rajya Sabha Bill		Lok Sabha P M B'll		Rajya Sabha P M B'll	
	Eng.	Hindi	Eng.	Hindi	Eng.	Hindi	Eng.	Hindi
	1 To be introduced	660 LS	650 LS 50 OLLC	3500	1400	..	650 LS	..
2 As introduced in	780 LS 50 OLLC 50 Law		between 1200-1600	300	..	..	..	..
3 As passed by	95 LS 375 RS 50 OLLC	450 LS 50 OLLC	—do.—	900	..	..	..	..
4 As passed by Houses of Parliament	130 LS 320 Law 50 OLLC	—	600 RS 50 OLLC					
5 Assent copies	15	15	8	8	..	—	..	..

## REPORTS

	No. of copies	
	English	Hindi
1 P.A.C.	1250	225
2 E.C.	1135	225
3 C.P.U.	1340	..
4 S.C. & S.T.	1135	225
5 Privileges	750	..
6 Committee on Assurances	170	..
7 Committee on Offices of Profit	100	..
8 Committee on Subordinate Legislation	800	..
9 Committee on Petition.	725	..

## LOK SABHA MISCELLANEOUS JOBS

Sl. No.	Description of jobs	Eng.	Hindi
1	Lok Sabha Practice and Procedure . . . . .	125	..
2	Eng. Summons . . . . .	700	..
3	Hindi Summons . . . . .	..	310
4	Eng. Cat. of Sittings . . . . .	1,300	..
5	Hindi Cat of Sittings. . . . .	..	500
6	Select Documents SC/ST . . . . .	20	..
7	Establishment List L.S. . . . .	50	..
8	Eng. Q. List Chart . . . . .	1,500	..
9	Hindi Q. List Chart . . . . .	..	700
10	Attendance Register of PM's . . . . .	50	..
11	Procedure and Practice S. Committee . . . . .	125	..
12	Alphabetical List of Members . . . . .	300	..
13	Ayes and Noes for Division . . . . .	150	..
14	Manual of Articles—Constn. of India . . . . .	35	..
15	General Pass (Red) . . . . .	15,000	..
16	Diplo. Gallery Card . . . . .	500	..
17	Census & Corrigenda of Synopsis . . . . .	600	..
18	List of Un-Parliamentary Expression' . . . . .	70	..
19	Party Position in Lok Sabha . . . . .	100	..
20	Statistical information Re. debates . . . . .	100	..
21	Practice & Procedure T. Br. . . . .	150	..
22	Brochure PAC —(H.V.). . . . .	..	700
23	Proceeding of Presiding Off. Conference . . . . .	150	..
24	Corrigenda to L.S. Debates . . . . .	1,010	..
25	'P' File Cover . . . . .	500	..
26	List of Members—Lok Sabha. . . . .	2,500	300
27	Procedure & Practice—PAC . . . . .	125	..
28	Direction by the Speaker—LS . . . . .	100	..
29	Proceedings of Secretariat Conference . . . . .	100	..
30	Procedure and Practice—Leg. Br. . . . .	70	..



Sl. No.	Description of jobs	Eng.	Hindi
31	Inaugural Address by Shri Shakdher.	200	..
32	Cover of L.S. Deb. Pt. II	10,000	..
33	Cover of L.S. Deb. Pt. I	10,000	..
34	Cover of Register	500	..
35	Placards for Distr. of Budget Paper	10	..
36	An Introductory Guide	200	..
37	Financial Committees Review	150	..
38	Manual on Directions by the Speaker under the Rules & Procedure of L.S.	50	..
39	Procedure and Practice P.R. Unit	125	..
40	1st Report of Business Advisory Committee	375	..
41	Ballot paper for Election to the Indian Council of Agriculture Research.	525	..
42	Ballot Paper for Election to the Rubber Board	525	..
43	Ballot Paper for Election to the Employees' State Insurance Corpn.	525	..
44	Placards for ICAR, Rubber Board and E.S.I.C.	20	..
45	An Introductory Guide (H.V.)	100	..
46	Ballot Paper for the Election of 11 MS	20	..
47	Placards for Election of 11 MS	20	..
48	Placards for Election PAC, EC and PUC	20	..
49	Ballot Paper for PAC Election	525	..
50	Ballot Paper for Election to Con. on P.U.C.	525	..
51	Ballot Paper for Election to E.C.	525	..
52	Digest of Central Acts	350	..
53	Ballot Paper for Election to Shipping Board	525	..
54	Ballot Paper for India Nursing Council	525	..
55	Placards Etc. L.M.S. Board In Council	20	..
56	Indian Parliamentary Group—Collections of Speeches	500	..
57	Placards for Election of NCC	20	..
58	Ballot Paper for Election to Carlamom Board	525	..

Sl. No.	Description of jobs	Eng.	Hindi
59	Ballot Paper for Election to the Coffee Board . . . . .	525	..
60	Placard for Election to Cardamom Board . . . . .	20	..
61	Visitors Cards—Spl. Gallery . . . . .	2,400	..
62	Application form for Spl. Gallery . . . . .	3,000	..
63	Official Gallery Cards . . . . .	1,000	..
64	Ballot Paper for Election to Silk Board . . . . .	525	..
65	Ballot Paper for Election to Coir Board . . . . .	525	..
66	Ballot Paper for Election to the Con. of Delhi University . . . . .	525	..
67	Placards for Election to Silk Board . . . . .	20	..
68	Collection for the Departmental Decision . . . . .	125	..
69	Ballot Paper Reg. C.I.I.S., Bangalore . . . . .	625	..
70	Ballot Paper re: C.I. of Technology . . . . .	20	..
71	Placards re: C.I.I.S., Bangalore . . . . .	20	..
72	Placards for Election to Tea Board . . . . .	20	..
73	Ballot Paper for Election to Tea Board . . . . .	525	..
74	Folder—Estimate Committee . . . . .	500	..
75	Folder—C.P.U. . . . .	500	..
76	Folder—P.A.C. . . . .	500	..
77	Brief for Indian Delegation to Inter-Parl Conference . . . . .	50	..
78	Placard—Election to Advisory Board of Archaeology . . . . .	20	..
79	Summary of Report on the Ref. of Parliamentary Procedure . . . . .	40	..
80	Programme—G.S.D.H.II ovo visit to Afganistan . . . . .	50	..
81	Lok Lekha Samiti (HV) Folder . . . . .	500	..
82	Sarkari Upkarana Sambandhi Folder . . . . .	500	..
83	Notice Form of Half an hour discussion . . . . .	1,500	..
84	Housing, Telephone, Furniture (M.P.) Rules. . . . .	50	..
85	Salaries and Allowances of M.Ps. Rules—1957 . . . . .	50	..
86	Biographical Sketches—Indian Parl. Dele. to Poland . . . . .	40	..
87	Folder—Guide for Visitors to the Gallery. . . . .	1000	..
88	Folder—Library Information Centre.¶ . . . . .	1000	..
89	Folder—Parl. Committee . . . . .	1000	..

Sl. No.	Description of jobs	Eng.	Hindi
90	Folder-How a Bill bear an Act.	1000	..
91	Folder—Budget in Indian Parliament	1000	..
92	Folder—Indian Parliament	1000	..
93	F—Story of Parliamentary Reporting	1000	..
94	For Question Hour in Parliament House	1000	..
95	F—Our Parliament	1000	..
96	F—Information to Visitors to P. House.	1000	..
97	F—Mural Paintings	1000	..
98	F—Opening of P. House	1000	..
99	F—Sales Counter	1000	..
100	F—Parliament House	1000	..
101	F—Amenities for M.Ps.	1000	..
102	Form—Provident Fund	500	..
103	Indian Parlia. Delegation to Poland	765	..
104	Resume of Work done by L.S.	700	..
105	Committees an other bodies which Lok Sabha is responsible	750	..
106	General Pass (Regd)	1000	..
107	Visitors Card (P. Gallery)	1000	..
108	Central Hall Pass	3	..
109	Spl. Call. Cards.	1000	..
110	Official Cards	500	..
111	Procedure & Practice Ref. <b>Wing</b>	125	..
112	Synopsis of L.S. Dec. and Session 5th Lok Sabha	600	..
113	Biographical Sketches of GDR.	40	..
114	Indian Parlia. Delegation to GDR Oct. -1	40	..
115	Statistical Information R. Question	100	..
116	List of Presiding Officers and Secretaries of State Legislative in India.	200	..
117	Parliament & Foreign Policy	100	..
118	Eng. Division List Eyes and Noes.	150	150
119	Hind. Abreviation List of MPS	..	150

Sl. No.	Description of jobs	Eng.	Hindi
120	Address—G. S. Dhillon at the Conference of Presiding Officers Bhopal . . . . .	600	..
121	Placards—State Legislative . . . . .	10	..
122	Summary of Confidential Report . . . . .	1000	..
123	Oath and Affirmation. . . . .	250	..
124			
125	Agenda for PAC Confernece in Dec. . . . .	200	..
126	Precedent of Division . . . . .	50	..
127	Abstract of Nominal Rolls B-Estimates. . . . .	400	..
128	Statements of Details of Provision proposed for Pay . . . . .	400	..
129	Procedure and Practice—Parl. Notice Office . . . . .	80	..
130	Advertisement of Journal of Parlia. Information . . . . .	250	..
131	Placards—Conference of Chairmen of PAC. . . . .	46	..
132	Placards State Bank A/c. Comm. . . . .	23	..
133	Rly. Journey Forms. . . . .	800	..
134	Application Forms for same day cards. . . . .	3500	..
135	. . . . .	..	500
136	. . . . .	500	..
137	. . . . .	..	500
138	. . . . .	..	500
139	. . . . .	..	500
140	. . . . .	..	500
141	. . . . .	..	..
142	. . . . .	..	..
143	. . . . .	..	..
144	Inaugural Address by Shakhdar . . . . .	200	200
145	Parliamentary Journal & Information . . . . .	800	..
146	Hand Book for Members . . . . .	700	..
147	Decision from the Chair other than Questions . . . . .	150	..
148	Catalogue of Parl. Pub. for Sales . . . . .	2000	..

Sl. No.	Description of jobs	Eng.	Hindi
149	Baggage Labels . . . . .	100	..
150	Car Labels for Delegations . . . . .	30 x 12	
151	Minutes of the Committee on Petition . . . . .	100	..
152	Folder—S.C./S.T. Committee . . . . .	500	..
153	List of folder for Samsadiya Patrika. . . . .	500	..
154	Booklet on Parliament . . . . .	..	..
155	D.V.G. Card . . . . .	4900	..
156	Diplomatic Card Raxine. . . . .	..	..
157	. . . . .		
158	Steamer Journey Form . . . . .	50	..
159	Members Steamer Journey Forms . . . . .	1400	..
160	Summary of works. . . . .	400	..
161	Rules of 2nd Conference of Commonwealth Speaker. . . . .	100	..
162	Party Position in L.S. . . . .	50	..
163	Programme for Visit of Speaker Figt to India . . . . .	30	..
164	Speech by Hon'ble Speaker, 25th A of India Independence	25	..
165	Speech of Hon'ble Speaker . . . . .	25	..
166	Eng. Folder Committee on Public undertak'ngs. . . . .	500	..
167	Eng. Speech by P. M. 25 Ann. . . . .	1500	1500
168	Eng. Programme for 14-15-8-72 . . . . .	1500	..
169	Meeting of the Standing Comm. . . . .	90	..
170	Programme of Indian Parl. Delegation to Canada . . . . .	70	..
171	Inter State Journey Report . . . . .	500	..
172	Chart showing 1st & last dates of receipt of Notice for the Question . . . . .	1400	360
173	Programme of Indian Delegation to Inter Public Conference in Rome. . . . .	50	..
174	Programme—Secy. Lok Sabha to Afghanistan . . . . .	25	..
175	Prakalsh Samiti (HV) Folder . . . . .	500	..
176	Daily Journals of L.S. . . . .	35	..

## RAJYA SABHA

## MISC. JOBS

Sl. No.	Discription of jobs	Print Order	
		Eng.	Hindi
1	Cover contents to Bound Debates . . . . .	150	..
2	Summoning Order . . . . .	6	..
3	Summons . . . . .	300	..
4	Provisional Calendar of Sitting . . . . .	1300	..
5	Register for Record consumed by Question & related Matter	1000	..
6	Chart showing the dates of Answering Question . . . . .	400	..
7	Pla-cards . . . . .	50	..
8	Cover, contents of Eng. Synopsis . . . . .	475	..
9	Visitor Register . . . . .	1400	..
10	Statistical Information . . . . .	400	..
11	Form Hindi Bulletin Pt. II . . . . .	500	..
12	Alphabetical List of Members . . . . .	250	150
13	List of Speaker . . . . .	500	..
14	Register of Paper laid on the table . . . . .	200	..
15	Statement by Ministers . . . . .	..	..
16	Attendance Register . . . . .	50	..
17	Division List (Big) . . . . .	100	..
18	Circular letter re, Appendix . . . . .	375	..
19	D.O. letter form . . . . .	500	..
20	Slip Pad . . . . .	10000	..
21	File Cover . . . . .	500	..
22	Errata to Supple, Synopsis . . . . .	1050	..
23	English Pamphlet . . . . .	500	100
24	Special Motor Car Labels . . . . .	50	..
25	Rajya Sabha Numbered List . . . . .	500	..
26	Rajya Sabha Priority List . . . . .	500	..
27	Index & Synopsis of Debates . . . . .	100	..

Sl. No.	Description of jobs	Print Order	
		Eng.	Hindi
28	Form Reg. Intimation to Members Disallowed Question . . . . . (28)	500	500
29	„ „ . . . . . (57)	..	1000
30	„ „ . . . . . ( )	..	2000
31	„ „ . . . . . (159)	..	2000
32	„ „ . . . . . (30)	..	1000
33	Prorogation Order . . . . .	6	..
34	Extract from R.S. Proceeding . . . . .	5000	..
35	Slip Books . . . . .	80,000	80,000
36	Corrigenda & R.S. Debate . . . . .	570	..
37	Members Salary Register . . . . .	1,000	..
38	Statement showing the name of Members . . . . .	5,000	..
39	Form Reg. Reserve Bank Deposit . . . . .	2,000	..
40	Form Reg. Notification to be laid on the table . . . . .	2,000	..
41	Members Salary Bill Register . . . . .	500	..
42	Members TA & D A Bill Register . . . . .	600	..
43	Register Telephone Bill . . . . .	50	..
44	Salary Bill of M.P. . . . .	5,000	..
45	Register for claim for Rly. Journey . . . . .	250	..
46	Notice of short Notice Question Discussion . . . . .	500	..
47	Office Memorandum . . . . .	300	..
48	Calling Attention Intimation to Members . . . . .	1,000	..
49	Calling Attention Notice for statement . . . . .	500	..
50	Ballot of Private Members Resolution . . . . .	300	..
51	Motion Flag . . . . .	5,000	..
52	Receipt Book (R. S. 56) . . . . .	500	..
53	Official Gallery Cards . . . . .	..	..
54	Members Identify Cards . . . . .	..	..
55	Seating Arrangement Chart . . . . .	350	..
56	Rajya Sabha Dairy; . . . . .	550	..

Sl. No.	Description of jobs	Print Order	
		Eng.	Hindi.
57	Special Motor Car Labels for Members . . . . .	175	..
58	Parliamentary Paper Flag . . . . .	100	..
59	Press Gallery Cards (Sessional) . . . . .	5,000	..
60	Do. (Temp.) . . . . .	2 000	..
61	Memorandum . . . . .	8,000	..
62	Gradation List. . . . .	150	..
63	1st Report on Committed on Rules . . . . .	600	..
64	Memo. of Acknowledgement. . . . .	2000	..
65	Memo. with the Acknowledgement . . . . .	1,000	..
66	Form (R.S. 154) PAO. . . . .	2,000	..
67	Form ( R. S. 15) PAO. . . . .	1,000	..
68	Bearer Delivery Memo . . . . .	2,000	..
69	Visitor Cards (Public Gallery) . . . . .	20,000	..
70	Register for Allotment of servant Qr. . . . .	300	..
71	Register for CGHS to the Members . . . . .	300	..
72	Application form for allotment of Servant Quarter. . . . .	750	..
73	Application form for allotment of motor Garriage . . . . .	750	..
74	Evidence—T.C. Report . . . . .	..	..
75	Form Paper laid on the table (R.S. 186) . . . . .	1,000	..
76	Office Memo. (R.S. 95) . . . . .	1,000	..
77	Division List (Ayes & Noes) . . . . .	50	..
78	6 Kinds of Flag ( Big) . . . . .	3,000	..
79	Do, (Small) . . . . .	3,000	..
80	Cover for Administrative Report. . . . .	100	..
81	Accommodation Circular. . . . .	250	..
82	Notes on Amendments. . . . .	600	..
83	Slip to be posted on the Speech of Members. . . . .	5,000	..
84	Complimentary Slips. . . . .	5,000	..
85	P & AO Rajya Sabha Form (Payment of Salary) . . . . .	3,000	..
86	Intermediate Journey Form . . . . .	5,000	..
87	P & AO Rajya Sabha Register of Deduction from the Bills. . . . .	400	..



## CHAPTER V

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

#### Recommendation

The existing Hindi printing capacity is only 275 pages per day which appears to be far too inadequate. It is surprising that Government are unable to assess the quantum of work of Hindi Printing as the indentors are stated to be not in a position to furnish the relevant statistics. In the absence of such an assessment the contemplated additional capacity of 375 pages per day was being done on an *ad hoc* basis. The Committee desire that the difficulties explained in this regard should be looked into and a realistic assessment made of the requirements for printing in Hindi so that printing facilities can be augmented accordingly and in time.

[S. No. 3 (Para 1.13) of Appendix to the 41st Report (5th Lok Sabha)]

#### Action taken

The matter is being processed in consultation with the Official Language Wing of the Ministry of Home Affairs. In the meanwhile some augmentation has already materialised and plans for further augmentation beyond the additional capacity earlier contemplated are in hand.

Ministry of Works and Housing O.M. No. G 25015|8|72, dated  
13-12-1972].

#### Recommendation

The Committee note that a Committee appointed by Government in 1959 to go into the question of improvement in quality and economy in production in the Government Presses recommended immediate augmentation of mechanical branches in all the Presses and the reconstitution of them into self-contained electrical-cum-mechanical units where it should be possible to carry out all repairs except those which required specialised engineering assistance. This recommendation made in the context of the need "to reduce stoppage of machine to the absolute minimum" is stated to be still under

consideration of Government. The Committee would urge Government to come to an early decision in this regard as admittedly there is a need to have sufficient expertise built up within the Department.

[S. No. 14 (Para 1.54) of Appendix to the 41st Report (5th Lok Sabha)]

#### **Action taken**

Matters pertaining to staff strength, scale etc. are under further examination. Government expect to come to a decision shortly.

[Ministry of Works and Housing O.M. No. G. 25015|8|72, dt. 8-12-72].

#### **Recommendation**

It is a sad commentary on the working of the Department that the installed capacity of the Presses on a uniform and scientific basis has not as yet been assessed. A productivity Cell for this purpose was set up only in September 1970. The Committee expect that this task would be completed early. This Committee also desire that detailed studies of all Presses undertaken through the National Productivity Council should be completed as per a time-bound programme and prompt follow-up action taken to enhance productivity. In the meanwhile the progress of implementation of the recommendations of the Council in respect of Faridabad Press and the results thereof may be intimated to them.

[Sl. No. 18 (Para 1.58) of Appendix to the 41st Report (5th Lok Sabha)].

#### **Action taken**

The National Productivity Council have completed their study of the Photolitho Wing of the Government of India Press, Minto Road, New Delhi. Their final report on the study has just been received. The implementation of the recommendations of the Council in respect of the Faridabad Press was opposed by the staff and the question has been raised in the Departmental Council of the Joint Consultative Machinery. No decision has yet been taken.

[Ministry of Works and Housing O.M. No. G. 25015|8|72, dt. 8-12-72].

#### **Recommendation**

The Committee deplore the delay in commissioning the Press at Ring Road, New Delhi. The Press which was scheduled to be com-

missioned by September, 1967, went into nucleus production only on 15th April, 1969. The construction of the Press building which was to be completed by May, 1966 is yet to be completed. The Committee desire that the delay and lack of coordination at the various stages of construction of the building should be investigated and appropriate action taken.

[Sl. No. 21 (Para 1.74) of Appendix to the 41st Report (5th Lok Saha)].

#### **Action taken**

The delay in the commissioning of the Government of India Press, Ring Road, New Delhi is under investigation.

[Ministry of Works and Housing O.M. No. G. 25015/8/72, dt. 8-12-72].

#### **Recommendation**

The Committee are inclined to take a serious view of the delays at various stages in commissioning the copper and nickel facing plant. That the plant which was procured in the year 1957 for installation at the Temple Street, Calcutta Press was finally installed and commissioned at Santragachi in 1971 after a lapse of 14 years, can hardly do any credit to the Department. The delay in commissioning was partly explained as due to non-availability of DC power at Santragachi although the Chief Controller of Printing and Stationery admitted when he tendered evidence before the Committee that it was not necessary to wait for the D.C. power and that a convertor would have done the work. The Committee would suggest a comprehensive investigation into the delays that occurred in this case which would serve as a lesson for the future.

[Sl. No. 24 (Para 1.82) of Appendix to the 41st Report (5th Lok Sabha)].

#### **Action taken**

The recommendation of the Committee has been noted and a senior Technical Officer has been asked to make investigations into this case and submit his report early.

[Ministry of Works and Housing O.M. No. G. 25015/8/72, dt. 8-12-72].

### Recommendation

It is clear that there is no effective inventory control and material management in the Government Presses. The Committee need hardly stress in this context that there should be regular verification as also occasional surprise verification of stock and prompt follow-up action. The result of reconciliation of the discrepancies brought out in the stock verification at Nasik, Nilokheri, Faridabad and Minto Road, New Delhi, Presses as also the results of reverification of stock at Coimbatore Press may be reported to the Committee. The Committee would also be interested in knowing the reasons for not conducting any physical verification for over 17 years since 1954 at the Temple Street, Calcutta Press.

[S. No. 31 (Para 1.101) of Appendix to the 41st Report (5th Lok Lok Sabha)].

### Action taken

Reconciliation of the discrepancies in the stock verifiable at Nasik, Nilokheri, Faridabad and Minto Road, New Delhi Presses, as also, reverification of stock at Coimbatore Press are in progress and all efforts are being made to complete the work within the next 3 months.

Preliminary enquiry made has not revealed the reason for not conducting the physical verification of stock for over 17 years at the Temple Street Press, Calcutta. An officer of the Headquarters Office of the Chief Controller of Printing and Stationery has been detailed for on the spot enquiry and to submit a report by the middle of December, 1972.

As regards regular verification as also occasional verification of dead stock articles, the Chief Controller of Printing and Stationery is collecting necessary data to draw up a procedure so that proper watch is kept by his office.

[Ministry of Works and Housing O.M. No. G. 25015/8/72, dt. 8-12-72].

### Recommendation

Now that all the Departments have been declared as "paying" with effect from 1st April, 1971, following the recommendations of the Committee, it is time to consider the question of treating the Presses as commercial units and preparing regular proforma accounts

in the form of manufacturing account, profit and loss account and balance sheet. The Committee wish to be informed of the decision taken in this regard.

[Sl. No. 34 (Para 1.107) of Appendix to the 41st Report (5th Lok Sabha)].

### Action taken

In so far as the question of treating the Presses as Commercial Units is concerned, the Department of Administrative Reforms of the Government of India examined the working of the Office of the Chief Controller of Printing and Stationery some time back and in the Report submitted in February, 1970, expressed the view that it would be inappropriate to treat the Press as commercial units. This expert opinion of the Department of Administrative Reforms may be accepted. An extract from the relevant portion of the Report is attached.

2. As regards the question of preparation of "manufacturing account", "profit and loss account" and "balance sheet", it is proposed to examine this in consultation with the Comptroller and Auditor General to see in what manner changes can be introduced in the existing system to conform to Committees recommendation but without the Presses being treated as commercial units.

[Ministry of Works and Housing O.M. No. G. 25015/8/72, dt. 22-8-72].

Copy of Annexure XXV (Para 1.13) of the Report of Department of Administrative Reforms, Ministry of Home Affairs, on the Organisation of the Chief Controller of Printing and Stationery.

Why not a company form of organisation for the CCP&S?

1. One of the points that arose in this department's initial discussions with the CCP&S was whether a company form of management would result in greater efficiency for that organisation.

2. The company form of management has been generally adopted for public sector undertakings in both manufacturing and commercial spheres. This form of management is generally favoured for the following reasons:—

—it provides a great deal of freedom of action in the management of the manufacturing activities and is not bound by the normal procedures of a bureaucratic set-up.

- it enables a public undertaking doing business to constitute itself into, and be seen to be, a separate commercial entity.
- it enables the adoption of sound managerial and commercial practices.
- it provides for very large delegation of functions and assignment of resources.
- it enables public undertakings to be subjected to the salutary discipline of company law.

3. Though the management of the Government of India presses is comparable to the management of industrial units, the special characteristic of the CCP&S is that it is essentially a service organisation, catering to the printing and stationery requirements of the Government departments. Unlike a commercial undertaking, the CCP&S does not have the option of refusing a particular type of printing job either on grounds of shortness of notice given, or the capacity of the presses being fully utilised at that time. Similarly its scale of preferences cannot be influenced by considerations of higher profitability. At times high priority jobs at short notice are received for execution by the various Government of India presses and the CCP&S has no option but to accept them. This may even be at the cost of deflecting the course of execution of the other jobs.

The CCP&S cannot have in these matters the freedom of action which is such a vital ingredient of the company form of management. In handling secret jobs from the Government, utmost precautions would have to be taken by the presses, without allowing considerations of economy to endanger security.

4. The conclusion is therefore inescapable that a purely commercial approach to this subject would be quite inappropriate. It is interesting in this connection to quote from brochure issued by Her Majesty's Stationery Office giving a broad outline of its history and work:

"....A purely commercial approach on all occasions would in any case be inappropriate and undesirable in a department which exists solely to give service to Parliament, to Government departments and to.... This is particularly in relation to printing and publishing."

5. It should be possible to secure in practice all the advantages inherent in a company type of management, through a realignment

of relationship of the CCP&S with the secretariat, and a liberal delegation of powers to CCP&S and his lower formations.

### Recommendation

The Committee understand that considerable savings occurred under the head "B-Stationery Stores—Purchases in India" after the introduction of centralised system of payment in the year 1967-68. They accordingly wish that short-comings, if any, in the system should be remedied and effective budgetary control ensured.

[Sl. No. 37 (Para 1,120) of Appendix to the 41st Report (5th Lok Sabha)].

### Action taken

The matter is being pursued with the Pay and Accounts Officer, Calcutta.

[Ministry of Works and Housing, O.M. No. G. 25015/8/72, dt. 13-12-72].

ERA SEZHIYAN.

NEW DELHI;

January 7, 1973.

Magha 7, 1894 (Saka).

Chairman,

Public Accounts Committee.

## Appendix

S. No.	Para No. of Report	Ministry/Department concerned	Conclusion/Recommendations
1	2	3	4
1	14	Works and Housing	The Committee hope that the final replies in respect of those recommendations to which only interim replies have so far been furnished will be submitted to them expeditiously after getting them vetted by Audit.
2	18	-do-	The Committee note that the assessment of the quantum of work of Hindi Printing is being attempted in consultation with the official language wing of the Ministry of Home Affairs. The Committee desire that it should be expedited in order that the printing facilities could be augmented on the basis of realistic assessment of the requirements.
3	111	-do-	The Committee regret that although they had stressed the need to attend to the printing of Parliamentary jobs in the Government of India Press, Minto Road in time, the Ministry have merely stated the existing limitations and argued that even the original version of debates cannot be printed within 10 days. In view of the importance attached to this matter, the Committee would like to reiterate that all the Parliamentary jobs should be done in time as otherwise the



utility of the publications will suffer. The matter may therefore be settled in consultation with the Lok Sabha and Rajya Sabha Secretariats under intimation too the Committee.

4 1 14 —do—

The Committee note that the matters *inter alia* pertaining to the question of augmentation of mechanical branches in all the Presses are under further examination. As there has been already a delay of over 12 years, the Committee would like to emphasise that suitable measures should be taken forthwith in the interest of smooth functioning of the Presses. The Committee are unhappy to note the inordinate delay in a matter of such vital importance.

5 1 17 --do--

The Committee are disappointed to note that no programme has been drawn up for the completion of the detailed studies of all the Presses undertaken through the National Productivity Council and that the implementation of the recommendations of the Council in respect of the Faridabad Press has not yet been decided. The Committee would like to urge that a prompt follow up action should be taken on the reports of the Council already received and the studies in the remaining Presses completed within a target date to be fixed. The Committee may also be informed of the action taken in this regard.

6 1 20 —do—

The Committee find that the delay in commissioning the Press at Ring Road, New Delhi is still under investigation. The Committee would stress that the investigation should be completed expeditiously and appropriate action taken. In the meanwhile the progress made may be intimated to the Committee.

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Works and Housing

The Committee have been informed that while provision of an expert on Finance and Accounts to each of the Presses is not considered necessary immediately a provision for the Headquarters Office of the Chief Controller of Printing and Stationery is under active consideration of Government. The Committee desire to emphasise that the Headquarters Office should have a Financial Adviser and Chief Accounts Officer early.

8

1 26

—do—

In reply to the Committee's observation as to why no physical verification of stock was conducted for over 17 years since 1954 at the Temple Street Press, Calcutta, the Ministry has intimated that an Officer of the Headquarters Office has been deputed for on-the-spot enquiry. The Committee would like to know the outcome of the enquiry.

9

1 29

—do—

As regards the preparation of a regular proforma account in the form of manufacturing account, profit and loss account and balance sheet, the Committee note that it is proposed to examine this question in consultation with the C.& A.G. to see in what manner changes can be introduced in the existing system to conform to the Committee's recommendations. In view of the importance of the matter, the Committee would like to impress on the Government the need to finalise the matter without further delay.

The Committee had recommended that shortcomings, if any, in the centralised system of payment should be remedied and effective budgetary control ensured. The matter is being pursued by Government with the Pay and Accounts Officer, Calcutta. The Committee would like to know the outcome of the examination.

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

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