



MANUAL
OF
THE GOVERNMENT CENTRAL BOOK DEPOT

(Including Provisions as on 1st December 1971)

BANGALORE
PRINTED BY: THE DIRECTOR OF PRINTING, STATIONERY AND
PUBLICATIONS AT THE GOVERNMENT PRESS,

1974

ORGANISATION

Administrative

1. The Government Central Book Depot, Bangalore, is an allied office with the Printing Department of the Government of Mysore and is under the administrative control of the Secretary to Government, Education Department, the Director, Government Printing, Stationery and Publications being in immediate charge thereof, as the Head of the Department.

The Depot was originally in charge of the Education Department, under the control of the Director of Public Instruction. In the year 1932 as per G.O. No. E. 3696-99-Edn. 317-31-3, dated 14th March 1932, it has been transferred to the control of the Printing Department and is located at present in the premises of the Government Central Press Buildings at Bangalore. Branch Book Depots at each of the Divisional Headquarters, Dharwar and Gulbarga, have been opened from 1st December 1971 with a view to make the Government publications available to the public within their easy reach. Staff have been sanctioned on permanent basis for these two Branch Book Depots.

(G.O. No. ED 169 MPS 70 dated 17th November 1970
and Office Circular dated 22nd November 1971)

Powers of the Director and the Assistant Director (Non-Technical) in immediate charge of the Government Central Book Depot.

2. These have been set forth in the Press Manual and may be referred to:

Immediate charge

3. One of the Gazetted Assistants of the Printing and Allied Offices (Assistant Director Non-Technical) is in the immediate charge of the Depot. All routine matters will be attended to by the Assistant Director in-charge, important matters being referred to the Director for orders. He will sanction casual leave to the officials of the and is in charge of the cash of the office. He will, arrange disposals for money value received from the public for supply of books and publications without being referred to the Director, all cases involving other financial implications being referred to the Director for orders. All cases of free supplies covered by order must be referred to the Director for orders before giving disposal.

4. For the money value received from the public for supply of books and publications and in various types of big and small denominations, e.g., Cash, Postal Orders, Bank Drafts, Money Orders, etc., the general receipts is issued. The Officer incharge shall make a note of all daily receipts of money value in Money Orders Receipt Register maintained by him and the entries in the receipt Register maintained in the Office for the purpose shall be checked daily with reference to the account maintained by him and his dated initials affixed daily. In the case of cash received at the Depot from subscriber to Indian Law Reports also, the usual general receipts shall be issued. The Officer being in charge of the cash will maintain a rough Cash Book and the regular Cash Book maintained in the office shall be checked with reference to registers maintained by the Officer. All types of supplies for which different kinds of Invoices

are prepared by the different sections in the Depot will be generally checked with regard to money value and signed by the Assistant Director incharge before supplies are made. When supplies are arranged by the Store-keeper in accordance with the different kinds of Invoices, each item has to be checked with reference to number of copies and items in the Invoice

The Establishment of the Government Central Book Depot

5. The Establishment consists of one Superintendent Grade I, one Superintendent Grade II, two First Division Clerks, thirteen Second Division Clerks, one Typist, three peons four Counters, and five Packers and one temporary Second Division Clerk, one temporary Counter and four temporary Packers.

Appointments, Postings and Transfers

6. All cases of fresh appointments, postings, transfers and all other administrative matters other than on routine subjects, shall be dealt with by the Press Office which is the administrative office of the Directorate of Printing, Stationery and Publications.

NATURE OF WORK IN GENERAL

7. The Depot is a Service Department in general working as an agent to the Printing Department in respect of Government publications. In respect of nationalised Educational Text Books, the Government Book Depot is functioning as the Divisional Depot for Bangalore, pending these functions being taken over by the Directorate of Text Books. The publications of other Departments - Government and Quasi Government - are also stocked and sold under the orders of competent authority. For purpose of

convenience the publications stocked in the Depot are classed as follows:-

- I. Section - Educational Publications.
- II. Section - Official Publications including Indian Law Reports.
- II. Section Miscellaneous - All other publications.

The realisation on account of the sale of the publications classified above are credited under different heads.

Sales proceeds of Official Publications and Gazettes which have to be credited to the Revenue head of the Department of Printing, Stationery and Publications are credited - "Sale of Gazette and other Government Publications". Packing/Postage charges are credited to the head "XLIX Stationery and Printing - Other Press receipts". Sales proceeds of Nationalised text books, cumulative records and such others which have to be credited to the receipts of the Department of Text Books are credited to the head "XXII Education-F.J.-Miscellaneous (ii) Sales, Proceeds of Nationalised Text Books and Cumulative Records of all Depots in the State". Sales proceeds of other departmental publications which have to be credited to the receipts of the respective departments under specific orders of Government will be credited to the Budget heads of the particular departments concerned.

8. The Depots stocks all Government Publications, Educational Text Books and other Government Publications and sells them to the public by Retail sale either directly or through recognised bookseller or supplies them to other Government Offices under competent orders. It may also stock and sell publications of the Government of

India and stock and sell publications of the Government of India and other State Governments under reciprocal arrangements.

N.B.- Publications of other Government Departments also will be stocked for sale under orders of competent authorities, the sale proceeds being credited on to the Revenue Heads of respective Departments.

HEADS OF ACCOUNT

9. The Revenue and Expenditure of this Department are under the Budget Heads "XLIX Stationery and Printing (b) sale of Gazette and other Government Publications 2 sale of other publications" and "68 Stationery and Printing II D II Government Central Book Depot, pay of Establishment", respectively.

Discipline and Service Rules

10. (1) Every official is expected to make himself thoroughly conversant with his work, and the rules relating thereto, to attend office in time and be polite in his manner and dealings with his colleagues and specially with the public. It shall be his duty to see that his table is kept clean and the books in his charge are arranged and kept in their places. At the close of every day's work, the books and papers handled should be restored to their places.

No official shall leave the office during the office hours without the permission of the Officer-in-charge.

(2) One menial will attend office early by turns (10 A.M) and he is responsible for the general cleanliness of office and also for the things in the office. He should clean the

glasspanes, tables, etc., of the office. The orderly attending on the Officer in charge shall be responsible for the cleanliness of the officer's room and the things that are kept there.

Government in their Order No. ED 124 TPS 66, dated 23rd July 1966 have ordered the supply of free clothing to fourteen packers, according to prescribed scale, at an estimated expenditure of Rs. 600 and for payment of stitching charges.

The procedures prescribed for issue of clothing and payment of stitching charges in the Government Press will be applicable to the Government Book Depot also.

11. The Government Central Book Depot being a unit of the Department of Printing, Stationery and Publications, all the disciplinary rules applicable to the officials of the Department are applicable to the Depot.

12. All the Service Rules applicable to the Department of Printing, Stationery and Publications are applicable to the Government Servants of the Government Book Depot which is a unit of the Department.

13. The powers of the Director in respect of disciplinary action, grant of leave to the officials of the Central Book Depot are the same as those exercised by him in respect of similar posts in the Government Central Press, Bangalore.

14. The Rules of procedure governing the conduct of work and discipline of officials, hours of attendance, late attendance, grant of leave and general holidays, prescribed in the Office Manual of the Government Presses, apply equally to the conduct of work and discipline of officials in the Central Book Depot, as all these officials are under the same unit and appointing and disciplinary authority i.e., the Director of Printing, Stationery and Publications, Bangalore.

15. The Director is empowered to fill up all posts of Class III according to Rules of Recruitment. He is also empowered to grant increments, and promotions in promotional vacancies (The C.C.A. Rules may also be referred to) of Class III and Class IV posts.

Grant of Leave

16. Casual leave as provided for in the Mysore Civil Services Rules may be sanctioned by the Officer in charge. All other kinds of leave will be sanctioned by the Director on application made therefor under Rules of Mysore Civil Services Rules. Such applications should be submitted by the case worker, officiating arrangement necessary being noted by the Section head of the office. Except in cases of emergencies, sanction of leave should not be anticipated. Applications for the grant of leave involving the appointment of a substitute should invariably be submitted one month in advance. Applications for extension of leave should also be made well in advance.

Holidays

17. The Government Central Book Depot, Bangalore, and the Branch Book Depots will be closed on all gazetted holidays as well as holidays declared as such by Government on special occasions, subject to arrangements being made for exigencies of Government work.

OFFICE PROCEDURE

18. (1) The general rules of Office Procedure and procedures of work in sections like Despatching, Stores, Passing of supply Bills and others, issued by Government and particularly the Rules of Procedure prescribed in the

Manual of the Government Presses, as amended from time to time, are applicable in the Government Central Book Depot Office and its several sections also, with necessary changes, if any, required to suit its working; and duties and responsibilities as fixed for the Head of the Branch, Head of the Section, Case worker, and others as in the Handbook of Office Procedure and in the Press Manual will be applicable to corresponding posts in the Government Central Book Depot.

(2) All papers addressed to the Director of Printing, Stationery and Publications (Central Book Depot), Bangalore including those received through local delivery, and Registered Post, are received in the Central Tappal Clearance Section and given a "From" number and entered in the General Receipt Register. The Superintendent or Manager of the Section will open the tappal except D.O. letters and Confidential Letters from Government and registered letters which will be invariably opened by the Director or by the next Senior Officer during his absence.

(3) The Officer in charge will also make a brief note of particulars of important letter such as Government letters and other letters in a register maintained by him and then send them with other letters to the Manager for registering them in the Branch Receipt Register and marking them to the concerned officials for needful action. The Officer should watch those letters specially noted by him.

(4) The Superintendent Grade I should himself put up notes and drafts in important cases leaving the routine papers to be dealt with by the case workers. All drafts should be temporarily written and should be free from personal remarks.

(5) Ordinarily the time allowed for submission of letters and cases for orders should not exceed three days, replies to simple letters and requests from the members of the public seeking information *being submitted the same day*. The instructions of the Director or Assistant Director in charge on the papers, such as "Immediate" "Urgent," or "Today," should be carried out without delay. Reminders should be sent regularly for replies to letters pending in outside offices/firms/persons.

(6) It shall be the duty of the Section head to help the juniors and inexperienced clerks by guiding them in their day-to-day work and see that the Section works smoothly and efficiently.

(7) All registers prescribed in the Handbook of Office Procedure and required for the working of the Central Book Depot given in the Manual must be maintained properly and submitted to the Assistant Director and Director periodically for inspection.

(8) All officials dealing with the correspondence, Accounts and Stores shall maintain a Dairy showing details of work turned out by them, and submit the same along with the Arrears List in the form prescribed in the Handbook of Office Procedure, every first working day of the week through the Section head to the Superintendent Grade I, General clearance Section, for checking whether all papers have been attended to within the stipulated time. This will also facilitate the preparation of consolidated lists of Arrears for submission to Government by 10th of every month.

(9) Each case worker should arrange his files in five bundles viz., (1) Cases pending disposal, (2) Cases awaiting replies, (3) Periodicals, (4) Circular files, (5) Papers to be sent to Records Section.

(10) Clear statements of distribution of work among the several officials shall be prepared and got approved by the Director and put up near the table of each official. The statement should contain the details of his duties, registers and records to be maintained by him and the periodical returns to be submitted by him within the due dates to be specified. The duties and responsibilities attached to the several posts of the Government Book Depot and furnished briefly in Annexure A.

(11) Personal files are kept in safe custody by the Superintendent Grade I. The Confidential files and papers are kept with the Assistant Director or Director.

(12) Circular files, Government Orders, etc., relating to the Book Depot and the Office Book Order shall be maintained by the Record Keeper. He will prepare a table of contents and Index, for facility of reference, for Circular files and Office Order Books.

The Book Depot papers shall bear the Indexing 'BDT'.

Custody of Records

19. (1) One of the Second Division Clerks of the Central Book Depot will be in charge of all the files, registers and Records which are not required for current use in addition to other duties which may be entrusted to him. He shall arrange them by subjects and maintain a list of subject bundles and also an alphabetical index for them. A facing sheet of the contents will be put up in every file as it is opened and each paper will be entered on to the file. Account Registers, Periodical Returns, Gazettes and similar papers, should as far as possible, be kept in separate shelves. The Registers and Returns will be delivered to the Record Keeper when they are no longer required for current use. Papers taken for reference should be got back and restored to their proper places without delay.

(2) The Superintendent Grade I will supervise the maintenance of Records Room properly dusted and tidy, properly protected from damp and insects etc. The records requiring to be destroyed should, before destruction, be examined and only obsolete records etc., selected and a list thereof sent up to the Director through the Assistant Director for inspection and orders. These Records should be destroyed only once a year generally in the month of December in the presence of the Assistant Director who should record the fact in a special register of all Registers, Records and files destroyed, briefly noting the substance of each file and 'To' and 'From' numbers of important letters.

Furniture

20. A Register shall be maintained showing all the articles of furniture. When any article is lost or is found unserviceable, the fact should be noted in the register. Once a year, the Furniture Register should be verified by the Stock Verification Officer or one of the Gazetted Assistants of the Department and a report furnished to the Director. The annual certificate required in the Mysore Financial Code, Volume I will be furnished after verifying the books and articles of furniture. Officials should not tamper with the clocks, but if anything goes wrong with any clock, the fact should be reported to the Director and orders obtained.

Stationery and Forms

21. The stationery and forms will be in charge of one of the Second Division Clerks. Stationery will, on receipt be checked by the officer in charge who will see that the quantities are brought on the stock book under his initials.

The Stationery Clerk shall maintain the stock and issue registers showing receipts, issues and balances. The Registers will be posted and balanced monthly and checked. Once a month, the clerk in charge of statutory will supply the required stationery to the officials and take their acknowledgments in the book kept for the purpose. All local purchases shall also be taken to stock in these registers and the bills sent to establishment section duly furnishing the stock certificate.

Stationery required for use in the office, other than regular supply, should be indented and supply obtained. The Stationery Clerk is responsible for the preparation of the annual indents for forms and stationery articles required for the office. The required forms and special registers required for use in the office should be got printed by the Government Press on annual indent.

Local Delivery

22. Government have ordered in their Order No. M. 7369-70-P and S. 35-50-2, dated 28th July 1950, that the bicycle orderly of the Stationery Office will look after the duties of this office.

STORES AND SALES PROCEDURE

Security Deposits

23. The Store-keeper will furnish a cash security of Rs. 500 and the Counters and Packers Rs. 100 each as per G.O. No. M. 4971-73-P and S. 23-51-2, dated 9th July 1951.

As per Government Order No. ED 52 TPS 66 dated 2nd September 1967, the retail Sales Clerk is sanctioned an allowance of Rs. 5 p.m. He should furnish cash security of Rs. 250 (Two hundred and fifty only).

Duty Allowance to Store-Keeper

24. (1) One of the First Division Clerks of the allied offices will be placed in charge of the Stores. He is paid a duty allowance of Rs. 15 per mensem from 11th December 1953 as per G.O. No. M. 147-15-16-P & S. 65-57-2, dated 11th December 1953.

Double Locks for the Stores

25. (1) The Stores will be closed after the daily transaction with two locks and properly sealed, one key being in charge of the Officer incharge and the other with the Store-Keeper.

(2) There will be a Cash Chest in the Stores for keeping the cash of the Book Depot Office. This Cash Chest will have double lock system, one key being with the Officer in charge of the Book Depot and the other key being with the Clerk who is entrusted with the custody of Cash.

Retail Sales

26. A Retail Sales Section will work daily from 11 A.M. to 4-30 P.M. with an interval from 1-30 P.M., to 2-15 P.M. for the convenience of the public who want to purchase publications stocked in the Depot. One of the Second Division Clerks will be placed in charge of the daily Retail Sales. He will prepare an invoice in the prescribed form for publications required and on receipt of cash will send it to the Store-Keeper for the supply of the publications noted in the Invoice. The Store-Keeper will issue the publications on the authority of the Invoices sent to him. At the close of the day's transactions the Invoices prepared for the day should be posted to the "Day Book of Retail Sales" under different columns and the grand total written in figures and words. This register will be checked and signed every day and then the day's collection out of Sales, received, will be handed

over to the Cashier who is entrusted with the custody of the Cash of the Book Depot, under acknowledgment in the Daily Day Book of Cash with necessary cross reference to the page of the Cash Book.

The Sales in the Retail Sales Section shall be for cash only.

Educational Text Books should not ordinarily be sold in the Retail Sales Section as these books are made available all over the State through the Recognised Book-sellers. These Text Book required by *bona fide* Book-sellers outside the State, however, may be sold in the Retail Sales Section, provided the stocks of the publications are in sufficient quantities to be spared for use outside the State.

COLLECTION OF SALES TAX

27. A sales tax of three paise in the rupee shall be collected for transactions of fifty paise and above, the total sum thus collected being remitted under "Sales Tax". Sales Tax is not collected on all publications except Gazette.

(Letter No. S.T. G1.25-1-54-55, dated 2nd April 1955 from the Commissioner of Sales Tax, Bangalore)

The sale of Educational Text Books are exempted from the levy of Sales Tax. (G.O. No. E1 4261-S.T. 1-43-24, dated 9th November 1948 and F1 7755-S.T. 1-58, dated 12th January 1949)

Sales Tax is however exempted from being collected in cases of inter-departmental transactions of Government Departments if the supply is covered by requisition of the Department in proper form at the time of sale.

For supplies beyond the State, Sales Tax is not collected. But if each supplies are made from the Retail Sales Section, Sales Tax shall be collected. In the case of supplies to local bodies the usual Sales Tax shall be collected.

STOCK CHECKING

28. In April of each year, the Depot will be closed for all transactions with the public on account of stock checking. This fact shall be notified on the Mysore Gazette in the month of March in each year. The entire staff of the Depot will help in the Stock checking under the guidance of the Store-Keeper, important items of work relating to each section being however attended to immediately.

The entire stock of the Depot including, Invoice Books of all kinds used in the Book Depot, also M.F.C. Receipt, Books, packing materials shall be checked in the first week of April

(G.O. NO. ED 283 TPS 69 dated 6th October 1969)

A statement showing excess and deficiencies shall be prepared by the Store-keeper with the help of Ledgers and Ledgers Clerks and a report submitted to Government.

GENERAL RULES FOR SALE OF BOOKS

Supply on Credit basis

29. Books and Publications shall not be supplied on credit basis.

(G.O. No. M. 10363-4-P.& S 56-44-8, dated 27th March 1946)

30. Grouping of Acts Rules, etc., the value of which is within 0.12 paise-For advantage in Ledger keeping, publications whose value is within 0.12 paise (Acts, Rules,

Amendments, etc.) be grouped and accounted under eight value heads:- 2 pies, 6 pies, etc., (G.O. No. M. 5-6 P.& S. 73-44-2, dated 2nd July 1945)

Sale Price of Publications

31. (1) The sale price of Government Publications should be so fixed as to allow a margin of 33 1/3 per cent for commission, Establishment charges, etc., i.e, the sale price will be fixed at 33 1/3% above cost price.

(2) With a view to make provision for commission at 15 per cent as well as to meet all other incidental charges, the sale price of departmental publications will be fixed at 40 per cent above cost price, and in order to facilitate calculations the prices of books will be fixed rounding off the same to the next ten paise in cases of books costing more than one rupee and in the case of books costing less than one rupee to the next five paise.

Commission to Book-Sellers outside the States

32. A commission of 12¹/₂ per cent shall be allowed for purchases made by *bonafide* Book-sellers outside the State provided the value of publications purchased at a time is Rs. 100 net, packing railway charges, etc., being paid for by the book seller as per G.O. No. M. 19858-59-P.& S.72-50-10, dated 15th January 1951 and letter No. M. 4542 P.& S. dated 5th October 1949 from the Secretary to Government, Education Department.

Rates of Commission for Sale of Nationalised Text Books

33. The rates of commission allowed for the sale of nationalised text books shall be those prescribed by Government and the relevant orders may be referred to.

Free Supply

34. All heads of Departments are authorised to order free supply of reference books priced or valued at not more than Rs. 10/- at a time for use in their offices or in their subordinate offices subject to an annual limit of Rs. 50/- (G.O. No. F1.(B) 7836-936/R 54-56-1, dated 11th November 1956. But certain publications will not be supplied free of cost when such supplies are governed by separate set of rules (i.e., M.F.C. M.T.C., M.E.C. and others).

Mode of Payment and Supply

35. Crossed Bank drafts on schedule banks in Bangalore may be sent only for the cost of the publications. Postal and other forwarding charges will have to be borne by the purchaser and sent to the Depot in advance. Unless otherwise instructed, books will be sent by Book-post or by Unregistered Post Parcel, if the packet is small, or by Railway Parcel or Goods if the packet is large. A certificate of posting will be invariably obtained for posting the packets. All Railway Receipts to be sent at the cost of the office will be sent by "Registered post", in other cases as required by the purchasers. Remittances to cover the cost and postage of books may be sent by Money Orders, Balance of remittance, if any, after the orders are complied which will be returned by money order if the amount is fifty paise and more at the cost of purchaser (G.O. No. G. 992-3-P.& S. 87-37-4, dated 29th July 1938)

36. All orders are executed with proper care and packets or bundles are despatched by post or Rail according to instructions or circumstances at the risk of the purchaser. The moment the packet or the bundle is handed over to the Post Office or Railway Station it becomes the property of the purchaser and the Book Depot office accepts no responsibility

for shortage or damage in transit. Some publications may be shop-soiled in which case the best available copy or copies will be sent. Books will not be sent out for inspection and return nor will books once sold be taken back.

37. Municipal and District Board High Schools are also aided institutions as they receive grants from the Department as per Grant-in-aid rules and as such they are also entitled to the supply of Departmental books and registers at full cost on the recommendation of the Inspecting officers. (Letter No. F. Dis. G1. 5136-52-50-51, dated 2nd-4th September 1950, from the Director of Public Instruction and G.O. No. ED 339 TPS 68 dated 15th January 1969).

Free Supply of Government Publications and Educational Text Books.

38. Government have ordered in their Order No. FD 14 CRN 57 dated 14th June 1957 empowering the Director of Printing, Stationery and Publications, Bangalore to effect free supply of publications without monetary limit to certain departments in respect of the following items:-

(1) Whenever free supply is covered by orders of Government.

(2) Two or more copies in each kind Educational books to the (a) Director of Public Instruction in Mysore, Bangalore, and (b) The Director, Government Printing, in connection with the entrusting of printing of Departmental Text Books.

(3) Two copies in each kind of Educational books to (a) the Director of Public Instruction in Mysore, Bangalore, whenever orders are placed with the Government Presses or with Private Presses under orders of Government along with a report of his office regarding the quality of

printing, date of placing orders, date of supplies etc., (b) one copy in each kind to the Director, Government Printing, Bangalore in connection with the valuation of the printed copies, whenever fresh supplies are received.

(4) Supply of Educational Text Books on indents received from the District Educational Officers of the several Districts for use of the several Educational Institutions under their control.

(5) Supplies of official publications to the Government Press Bangalore, for refixing the selling price whenever is as charge in the selling price of the publications already stocked in the Department of Stationery and Printing.

(6) Publications of Departments stocked in the Government Press for sale and return to the Departments on their requests in one or more batches to be treated as free supply.

Note:- Provisions in Paras (3) and (4) are not in force now as a Directorate of Text books has been established.

Supply of Indian Law Reports

39. The copies of High Court Reports (Now Indian Law Reports) may be sold in the Depot at the concession rate of Rs. 5 for all the twelve parts of a year, Index being free as per letter No. R.O.C. 673-47-8, dated 5th January 1948, from the Registrar, High Court of Mysore, Bangalore.

Miscellaneous

40. History of Mysore by Sri Hayavadana Rao-

A commission of 25 per cent is allowed to "Messrs. The Mysore Economic Review" and a like commission to other recognised Book Sellers as per G.O. No. M. 10580-1-P.& S. 47-52-2, dated 26th August 1952.

41. Government Order No. GAD (S-1) 37 SSC 59, dated 20th November 1959, approves of the proposal of the Secretary, Public Service Commission, of printing the question papers of Examinations for recruitment to Class I, II (Gazetted) and Class III (Non-Gazetted) posts and for recruitment to Munsiffs to be held hereafter, which may also be printed in book form once in five years and preserved for 12 years for office use and sale as priced publication.

Foreign Correspondence

42. All correspondence with foreign countries must be invariably covered with a certificate of posting to ensure that the cost of postage has been really made use of in the interest of Government work.

Suspense Supplies

43. (1) In exceptional cases and when ordered by Government, Suspense Supplies may be made. Prompt action should however be taken to realise the amount at the earliest time possible. The C.O.S./Sus. Invoice shall be used when supply is made and when the amount is realised it should be adjusted by means of C.O.S./Adj. Invoice a cross reference being made over the original C.O.S./Sus. Invoice.

(2) In respect of suspense supplies, such publications supplied and the Invoice number and the date of supply shall be noted in the suspense supply register, which shall be maintained for watching the supplies made, and the amount adjusted.

(3) A free supply ledger of all free supplies made in a year to the various Heads of Departments including Secretariat shall be maintained to watch the free supply made and such supply not to exceed Rs. 50/- per annum, in respect of Heads of Departments only.

Supply of Books by V.P.P.

44. Supply of Books by V.P.P. shall be made only under orders of competent authority, generally Government. The C.O.S./Sus. Invoice will be used for this and when the value is received necessary adjustments must be made by means of C.O.S./Adj. Invoice, a cross reference being made over the original C.O.S./Sus. Invoice.

Suspense and V.P.P. supplies shall be arranged in the C.O.S. Section.

Supplies for value received in the shape of cheques, Drafts etc.,

45. Supplies for value received in the shape of Cheques, Drafts etc., shall be arranged only after the amount is realised. As far as possible party's money should be made available for sending R.R., postage etc. In exceptional cases when the full cost including postage etc., is remitted, service labels may be used after obtaining orders.

Sale on Consignment basis

46. Government in their Order No. ED 237 UPS, 62, dated 4th July 1963, have approved of the recommendations of the Mysore Resources and Economy Committee, that the Government Publications may be sold, whenever there is demand, through the authorised Book-sellers on consignment basis.

Further action is to be taken after examining the several points involved.

List of Books and Registers Maintained

47. (a) *Establishment Section:-*

(1) Attendance Register ; (2) Half day Attendance Register ; (3) "From" Register; (4) "To" Register; (5) Local

Delivery Book; (6) Acquittance Roll; (7) Office Order Book; (8) Contingent Register; (9) Cash Book, (10) Contingent Vouchers File; (11) Remittance Register; (12) Token Register; (13) Encashment Register; (14) Furniture Register; (15) Stock Register of Stationery articles; (16) Issue Register of Stationery articles; (17) Casual Leave Register; (18) Leave Order Book; (19) Pay Attachment Register; (20) Government Orders File; (21) Service Registers; (22) Insurance Premium Deduction Register ; (23) State Provident Fund, House Building Advance, Bicycle Advance and other deductions Registers; (24) Contingent Order Book; (25) Classified Remittance Book; (26) Peon's Book for Remittance; (27) Bill Register; (28) Budget Book; (29) Register of Valuable documents; (30) Account Book of General Receipt Books; (31) Stock and Issue Register of Forms; (32) General Register of Stock and Issue of Invoice Books of all kinds.

(b) *C.O. Section:-*

(1) M.O. and Stamps Receipt Register; (2) M.O. and Stamps Disposal Register; (3) I.L.R. Subscription Register; (4) C.O.S. Invoice Book; (5) C.O.S./Sus. Invoice Book.

(c) *R.B. Section:-*

(1) R.B. Ledger; (2) R.B.N. Invoice book;

(d) *Free Supplies Section:-*

(1) Free Supplies Invoice Book; (2) Register of F.S. Supplies; (3) Outward Register.

(e) *Ledger Section:-*

(1) Ledgers pertaining to Section I, Educational Books; (2) Ledgers pertaining to Section II, Official Publications.

(f) *Despatching Section:-*

(1) Packing Materials Register; (2) Packing Register for other supplies made through C.O.S. and F.S. Sections; (3) Certificate of Posting Book; (4) Gate Pass Book- To be used only in the case of bundles.

(Duplicates shall be obtained from the Gate-keeper the very day and filed along with the original)

(g) Retail Sales Section:-

(1) Retail Sales Invoice Book; (2) Register of Retail Sales; (3) Up-to-date Catalogue; (4) Account Book of Invoice Books.

(h) Stores Section:-

(1) Daily Receipt Register; (2) Register for deliveries made from Stores on C.O.S., C.O.S./Sus., F.S., and R.B.N. Invoices, (3) Bin cards.

PUBLICATION OF CATALOGUE

48. Government in their Order No. ED.60 TPS 66, dated 18th July 1966 have accorded sanction to the following:-

(1) The preparation and publication of ten thousand copies of an up-to-date catalogue of all publications available for sale in the Government Central Book Depot, Bangalore at a cost of about Rs. 4,500 (Rupees four thousand and five hundred only).

(2) To publish the list of all publications available for sale in the Government Central Depot, Bangalore once in a month in the Newspapers through the Director of Publicity and Information at a cost of about Rs. 150 (Rupees one hundred and fifty) and also in the Mysore Gazette.

(3) To fix a nominal price of 25 P. (Twenty-five paise) per copy of the Catalogue referred to at item (1) above.

The expenditure involved on this account is debitable to "68 Stationery and Printing - II Government Central Book Depot, 4 Contingencies".

PURCHASE OF BOOKS AND PUBLICATIONS

Books

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

- (1) Ordinary books of reference required by all Offices
- (2) Books of reference relating to the special work of particular departments.
- (3) Books for departmental libraries and for granting prizes.

(b) The heads of offices will be authorised to buy books coming under class (1), subject to such restriction about the number, value, etc., as the heads of departments concerned may consider necessary to impose. Heads of Departments will define which of these books are necessary and such books will be treated as an ordinary item of contingencies and admitted in audit if passed by the countersigning authority.

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

(c) As regards books coming under class (2) and office or for the offices subordinate to them, is delegated to heads of departments subject to the condition that these purchases should be strictly limited to the specific allotments, if any, made for the purposes in the annual budgets as sanctioned by Government. In cases in which there are no specific provisions in the Budget, the charges will be treated, in the same manner, as ordinary items of contingencies. The head of the department or other authority competent to sanction the purchase of a book should before according sanction in any case satisfy himself that the book is clearly necessary for the discharge of official duties. This condition does not apply to purchase of books for the Library, etc., under (3). As for the particular books that can be bought as coming under classes (1) and (2), the selection will be left to the heads of departments.

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

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

Publications

50. (a) Official publications should be supplied to Government offices only under instructions from Government. For such supply, no payment should be required. For extra copies payment has to be made out of

the contingent grant. Local Bodies can obtain, on payment, copies of such publications from the office where they are for sale.

(b) All heads of departments are authorised to order free supply from the Government Book Depot of Government Publications priced or valued not more than Rs. 10 required for reference in subordinate offices under their control, subject to an annual limit of Rs. 50.

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

**SUPPLY OF GOVERNMENT PUBLICATIONS TO CERTAIN
ORGANISATIONS**

***Supply of Government Publications, Priced and
unpriced to the American Libraries Book
Procurement Centre***

51. (1) All Heads of Departments are required to supply twenty copies of each of their priced and unpriced publications, excepting those which are marked confidential and meant for official use only to Messrs. Higginbothams Private Limited, Mahatma Gandhi Road, Bangalore-1 who are the agents of the American Libraries Book Procurement Centre, New Delhi, for supply to the Centre.

(2) All Heads of Departments are also required to supply the lists of their publications released to the American Library Book Procurement Centre, so that they could check with their agents Messrs. Higginbothams Private Limited, Mahatma Gandhi Road, Bangalore-1, as to whether the copies of those publications have been procured, and issue necessary instructions accordingly to their sub-ordinate offices.

(3) The Director of Printing, Stationery and Publications should supply the copies of the publications of the Government printed at the Government Presses to the American Libraries Book Procurement Centre or their agents, as the case may be, and recover the cost.

According to the Standing Orders, the Departments are required to consult the Director of Printing, Stationery and Publications before getting their publications printed at the Private Presses. At that time, the Director of Printing, Stationery and Publications should intimate those departments concerned that 20 copies of each of those publications should be supplied to Messrs. Higginbothoms (Private) Limited, Mahatma Gandhi Road, Bangalore-1 on payment basis, if those publications do not come under the categories of publications indicated below:-

- (i) Individual laws or Acts without added Commentary
- (ii) Translations, if the original text is in one of the Indian Languages and an English Translation exists, both should be supplied. But translations from the original to another Indian Language are not required.
- (iii) Text Books below the college level and any book originally published abroad.
- (iv) Reprints and extracts from current periodicals.
- (v) Miscellaneous pamphlets, leaflets, brochures, etc., of no research value.
- (vi) Material issued for neo-literates.

(vii) Question papers set for examinations.

(viii) Also any publications printed prior to 1st January 1962 should not be sent unless they are specially ordered or brought to the notice of American Libraries Book Procurement Centre for approval.

(4) The Heads of Departments are required to adhere strictly to the instructions issued in this behalf and ensure that copies of their publications are supplied to Messrs. Higginbothams Private Limited, Mahatma Gandhi Road, Bangalore-1.

(5) While priced publications should be supplied at the prices fixed, unpriced publications may be supplied being charged at the rate of Rupee one for 25 pages of printed matter uniformly unless special material like superior paper and other quality binding is effected when individual costs may be worked out and supply made at that rate.

(The usual commission of 15 per cent may be allowed on all sales made to Messrs Higginbothams Private Limited.)

(6) Administrative circulars issued by the Government to its various officials and the like are not publications and do not fall within the scope of the programme of the American Libraries Book Procurement Centre and need not be supplied. All publications brought out by the Departments may be brought to the notice of their agents, Messrs Higginbothams Private Limited.

(7) The supplies of all the publications to the American Libraries Book Procurement Centre from all the units of the Department of Printing, Stationery and Publications should be made through the Government Central Book Depot, Bangalore.

(8) In order to ensure that this important work is attended to promptly, the Despatching Branches of the Government Central Press, Bangalore, Government Branch Presses, Dharwar, Gulbarga and Mercara, should maintain a register and enter all despatches of publications to the American Libraries Book Procurement Centre, New Delhi, through the Book Depot, in that Register. All publications which are not purely official in character or which are not confidential should be sent to the American Libraries Book Procurement Centre, New Delhi, through the Book Depot, Bangalore, and therefore all Work Dockets relating to works which are not of a confidential nature or of a purely official nature, should find a place in that Register.

Any delay in despatching the above publications on the part of the Despatching sections of the Government Presses, or Book Depot, will be viewed very seriously.

(Letter No. ED 45 UPS dated 27th February 1959.

Circular No. ED 135 UPS 63 dated 8th August 1963

Circular No. ED 11 TPS 64 dated 10th December 1964

Circular No. ED 192 TPS 65 dated 18th October 1965.

Circular No. ED 331 TPS 66 dated 22nd May 1967.

Circular No. ED 44 TPS 69 dated 8th January 1970.

Circular No. ED 325 MPS 71 dated 13th September 1971.

Office Order No. 103 dated 4th May 1960.

Office Order No. 124 dated 12th March 1962.

Office Order No. 14 dated 11th September 1969.

Office Order No. 35 dated 20th January 1970)

***Supply of State Government Publications to the
National Libraries***

52. (1) In supersession of all the previous instructions in the matter the following procedure is prescribed for the free

supply of copies of State Publications to the following three National Libraries in respect of the publications issued from the dates noted against each:

- (i) The National Library,
Calcutta ... 20-3-1954
- (ii) The Connemara Public Library,
Madras ... 10-9-1955
- (iii) The Central Library, Town Hall,
Bombay ... 4-11-1955

(2) The Director of Printing, Stationery and Publications, Bangalore should supply such publications that have been printed in the Government Press, so far and also that may be printed hereafter, except those marked "for official use".

(3) Secretaries to Government, Heads of Departments and the Director of Publicity and Information, Bangalore should supply only such of those publications printed elsewhere other than at the Government Presses. These do not apply to the publications issued for official use only.

(4) Under Section 7 of the Delivery of books (Public Libraries) Act, 1954 read with rule 3 framed thereunder it is a statutory requirement that Government Publications other than those meant for official use only shall be delivered by Registered post or through a special messenger to the three libraries in respect of the publications issued on or after the dates noted against each library. Under Section 5 of the said Act read with rule 4 of the rules thereunder any officer who fails to comply with this will be liable to penalty. It is therefore impressed on all the Officers concerned that provision of Section 3 of the Delivery of Books (Public Libraries) Act 1954 should be strictly complied with.

(O.M. No. HD 244 SIC 61, dated 11th September 1962).

(5) The procedure for the supply from the Department of Printing, Stationery and Publications will be the same as the procedure prescribed for similar supply to the American Libraries Book Procurement Centre.

Supply of State Publications to the Libraries under Mysore Press and Registration of Books Rules 1968.

53. Free supply of two copies of State Publications should be made to the State Librarian, Seshadri Iyer Memorial Hall, Bangalore and one copy to the State Central Library, Bangalore in respect of publications issued from 21st December 1968, except publications of a confidential nature and those meant for official use only, in accordance with the provisions contained in Rule 4 of the Mysore Press and Registration of Books Rules, 1968.

A full list of all publications which have to be supplied in accordance with this order should be prepared in all the Government Presses. If copies of any of the Publications are not available they should be arranged to be supplied by obtaining them from the concerned Departments.

The number of copies required to be printed should provide for these copies in the case of each publication, these copies being exclusive of and different from the copies being supplied to the American Libraries Book Procurement Centre, New Delhi, and to the three National Libraries, and at the time of issue of Work Docket suitable action taken. In the Work Docket itself entries should be made of the fact of having despatched two copies to the State Librarian, Seshadri Iyer Memorial Hall, Bangalore, and one copy to the State Central Library, Bangalore, by Registered Post, and a return should be sent to the Government Central Press, Bangalore for every month in the form prescribed so as to reach on or before the 10th of the succeeding month. If no publications

are printed or no publications are sent, a Nil statement should be sent. In any case, this statement should invariably be sent.

The Assistant Directors concerned in the Government Press, Bangalore, the Deputy Directors, Government Branch Press, Dharwar and Gulbarga, and the Manager, Government Branch Press, Mercara and the Supervisor, High Court Press, Bangalore should personally ensure compliance with the provisions of this order.

(Office Order No. 35 dated 20th January 1970)

Supply of Publications to the Shastri Indo-Canadian Institute.

54. (1) All the Heads of the Departments are required to supply two copies of each of their priced and unpriced publications to the Shastri Indo-Canadian Institute, Golf Links, New Delhi-3, through their dealer. The unpriced publications are to be charged at the rate of Re. 1 for 25 pages of printed matter uniform unless special material like superior paper and other quality binding is used when individual costs may be worked out and supplied at that rate.

(Circular No. ED 197 MPS 71, dated 17th August 1971)

(2) The procedure for supply of two copies of publications from the Department of Printing, Stationery and Publications will be the same as the procedure prescribed for supply of priced and unpriced publications to the American Libraries Book Procurement Centre, the supply however being made to the dealer of the Shastri Indo-Canadian Institute.

Supply to the Parliament Libraries

55. One copy of all Government Publications should be supplied to the Chief Librarian, Parliament Library, Lok Sabha Secretariat, Parliament House, New Delhi-6. The procedure for this supply will be similar to the procedure for supply to the American Libraries Book Procurement Centre, except that there are no agents to whom the supply could be made.

Supply of Government of India Publications to the State Government at a discount of 25 per cent on reciprocal basis

56. The Controller of Printing and Stationery, Government of India, Ministry of Works, Housing and Supply, New Delhi, in his letter No. L. 17019/28/71-A. II dated 9th February 1972 intimated that it has been reported by the Indian Posts and Telegraphs Department that they are not getting a discount of 25 per cent on the publications of the Mysore State Government including State Gazette and has stated that under the existing arrangements based on their office Memo No. SSP-11-30 (2)/53, dated 28th August 1954 and office Memo No. 17019/3/71-P. II, dated 10th August 1971 from the Ministry of Works and Housing, New Delhi, the supply of all Government of India Publications including Gazette of India will be supplied to the State Governments at a discount of 25 per cent provided the State Government concerned also agree to supply publications including State Gazettes to the offices of Central Government on a reciprocal basis, and at a similar discount. Also on reciprocal basis no debit will be raised by the Central Government if the amount of a single book debit voucher does not exceed 25 paise. This arrangement of not raising a debit, is however, not applicable to those publications for which an annual

subscription is fixed or when fixed deposit is entertained annually. The Government of India have therefore requested on agreement to this effect and concurrence of the State Government.

Government have accorded sanction to the supply of State Government Publications to the offices of the Government of India on reciprocal basis at a discount of 25 per cent.

SALE OF CERTAIN PRICED PUBLICATIONS THROUGH GOVERNMENT BOOK DEPOTS AND RECOGNISED BOOK SELLERS.

57. Government have directed that the sale of Departmental Examination Forms, Public Service Commission Application Forms and Pension Commutation Forms, be entrusted to the following:

1. The Government Central Book Depot, Bangalore
2. The Government Divisional Book Depots and
3. The Government District Book Depots.
4. The Recognised Book Sellers.

They may be allowed 15 per cent Commission as per Government Order No. G-2420-21-P. and S.70-33-2, dated 10th September 1934.

The sale of Service Registers will continue to be made through the State Huzur Treasury and the District Treasuries.

(G.O. No. ED 393 TPS 68, Bangalore, dated 17th January 1969.)

(G.O. No. ED 203 TPS 69, Bangalore dated 30th July, 1969.)

RULES FOR WEEDING OUT OLD AND OBSOLETE PUBLICATIONS

58. By a Government Order dated 27th August, 1966, a small Committee consisting of the following was constituted to go into the question of weeding out unsaleable publications in the Department of Printing, Stationery and Publications; (i) Director of Printing, Stationery and Publications, Chairman, (ii) Joint Director of Public Instruction (to be nominated by the Director of Public Instruction), Member (iii) Deputy Director of Publications to represent the Department of Information, Member. (iv) Assistant Draftsman and Ex-officio Under Secretary to Government, Law Department, Member. After consideration of the report submitted by the Committee and the suggestions of the Committee to evolve certain rules for weeding out unsaleable and obsolete publications in future, Government approved a set of rules for weeding out unsaleable surplus and obsolete publications.

The rules for weeding out unsaleable surplus and obsolete publications of the Department of Printing, Stationery and Publications as detailed in Annexure I, for disposal of all categories of publication becoming obsolete in future, are approved and the Director of Printing, Stationery and Publications is authorised to take action accordingly.

The Director of Printing, Stationery and Publications is also authorised to take action for disposal of the following unsaleable and obsolete publications lying idle at presses in the Department of Printing, Stationery and Publications as indicated against each of them.

The Director of Public Instruction is requested to take such action as is necessary to:-

(a) Prescribe the text books indicated in Annexure IV appended;

(b) Issue instructions to the several schools to purchase the books indicated in the Annexure V appended; and

(c) To purchase one set of all books now available in the Department of Printing, Stationery and Publications and which are disposed of, for reference purposes in the State Education Research Bureau.

Note: The Annexure II, III, IV and V are not reproduced in this Manual.

ANNEXURE I

Rules for the Weeding out of unsaleable surplus and obsolete publications of the Department of Printing, Stationery and Publications, of the Government of Mysore.

I. *Classification.*- For the purpose of these rules publications of the Government of Mysore will be classified as below:-

Class A: Annual or Biennial publications.

Class B: Half yearly and quarterly publications.

Class C: Monthly, fortnightly and weekly publications, other than Mysore Gazette.

Class D: Quinquennial and other publications published at intervals of more than two years.

Class E: Publications of historical or scientific interest and non-periodical publications priced at not less than Rs. 5 per copy.

Class F: Other non-periodical publications.

Class G: Mysore Gazette-English and Kannada

II. *Authority and time for Weeding.*- Weeding will be effected by the Director of Printing, Stationery and Publications, Bangalore, at any time after the period specified below against each class:-

Class A: On receipt of the second subsequent publication. Thus an annual report for 1966 would be weeded out when the report for 1968 is received in the Department i.e., normally in 1969 or in subsequent date if the copies are received later than this date.

Class B: On receipt of sixth subsequent publications.

Class C: On receipt of the publication bearing a date a year later.

Class D: On receipt of the subsequent edition.

Class E: (a) When there has been no demand for four consecutive years of (b) when the aggregate demand in 3 consecutive years has amounted to less than 5 per cent of the stock on hand or (c) on the issue of a revised edition, a stock designed to cover 10 years demand of this publication will be retained. This stock may also be disposed of at any time if condition (a) is satisfied. Where action is proposed to be taken under (c) a prior reference should be made to the

department concerned if there is any doubt regarding the new edition rendering the old one entirely obsolete.

Class F: (a) When there has been no demand for three consecutive years or (b) when the aggregate demand during these three years has amounted to less than 5 per cent of stock on hand or (c) on the issue of a revised edition a stock designed to cover 5 years demand of a publication will be retained. This stock may also be disposed of at any time if condition (a) is satisfied. Here also where action is proposed to be taken under clause (c) a prior reference should be made to the department concerned if there is any doubt regarding the new edition rendering the old one entirely obsolete.

Class G: Mysore Gazette, English and Kannada, shall be preserved in the Government Central Book Depot for sale for a period of two years; and the older ones may be weeded out at monthly intervals.

III. Methods to be followed:-

Subject to the special provisions contained in Rule 4 publication due for weeding shall be disposed of in the order indicated below:

(a) If the department or authority responsible for the Publication has given any standing or special instructions to this effect, copies upto the number specified in the

instructions will be forwarded to the department or authority. The cost of such copies as are supplied at the time of weeding will not be debited to the monetary allotment of that Department or authority.

(b) If in the view of the Director of Printing, Stationery and Publications, the publication is likely to command a sale at reduced prices, a reduced price may be fixed by the Director in consultation with the concerned department or authority responsible for the publication and the books offered to Schools, Colleges, Jails, Hostels, Hospitals, Indian Universities, Public Libraries, State Library etc., and other similar institutions.

(c) Unless in the view of the Director of Printing, Stationery and Publications, the publication, has ceased to be of any value, copies will then be offered to the members of the State Legislature, Schools, Colleges, Jails, Hostels, Mahila Samajas, Public Libraries, State Library etc., for their individual use on payment of cost of packing and forwarding charges.

IV. The residue will be disposed of as waste paper and sold by public auction or destroyed except in the case of publications in Class E, where the entire residue will first be offered to the department or authority concerned. In the case of publications in Class C provisions contained in 3(b) and 3(c) need not be taken for consideration.

V. *Special provisions for publications in Classes E and F:-*

(a) In the case of a publication in Class E, the Director of Printing, Stationery and Publications, will consult the department or authority concerned before fixing a reduced price for the offer of the remaining stock.

(b) If in the opinion of the department or authority concerned, a publication in Class E is likely to sell to the General Public at a reduced price, the Director will offer it to the public at a price to be fixed in consultation with the department or authority before making any offer to public Institutions etc.

(c) In the case of a publication in Class F, the Director of Printing, Stationery and Publications, may dispose of the publications in a suitable manner subject to provision contained in Class F (a), (b) and (c) in consultation with the concerned department or authority.

VI. In the case of Class G, the weeded copies of Mysore Gazette may be added to the lot of waste paper and sold by Public Auction after consulting the Mysore Gazette Office if they required them.

(G.O. No. ED 1 TPS 67, Bangalore, dated 19th February 1969)

RULES FOR ENLISTING RECOGNISED BOOK-SELLERS

59. Every year a notification will be published in the Mysore Gazette by the Joint Director of Text Books (Printing), Government Text Book Press, Mysore calling for applications from Book-sellers to be enlisted as Recognised Book-sellers. Such applications should be forwarded through and recommended by the District Deputy Director of Public Instruction and Ex-officio Deputy Director for Text Books of the Districts where the applicant ordinarily resides and intends to carry on business for being enlisted as Recognised Book-sellers for a period of one year from 1st January to 31st December.

(1) Indents for books will be complied with, in the order in which they are received and the Government Book Depot will not be responsible for any loss or inconvenience caused by non-receipt of books in time.

(2) Book will be sold only on “Non-returnable” basis.

(3) Indents for books should be accompanied each time by a Crossed Bank draft on a schedule Bank in Bangalore for the value.

(4) There will be no issue of Text Books to the Recognised Book-sellers on the last working day of each month on account of monthly checking of Stores.

(5) The catalogue of publications stocked in the Government Depot will be supplied to the public on payment of cost. Arrival of new books will be notified from time to time in the Mysore Gazette.

(6) Facilities must be afforded by book-sellers approved as Recognised Book-sellers of the Depot to the inspecting officers of the Department for inspecting their shops.

(7) All book-sellers approved as Recognised Book-sellers of the Depot will be allowed a commission of 15 per cent on the value of Government Publications purchased at a time irrespective of the value of purchases made.

(8) They should carry on business during the work days and hours worked under the Mysore Shops and Establishments Act and notify at a conspicuous place the price of all the books available with them for sale and sell them only at prices affixed on the covers.

(9) Recognised Book-sellers of the Depot carrying on business at places where there is no Railway communication should arrange to take delivery of the books at the Government Central Book Depot, or District or Divisional Depot in time.

(10) Fresh indents will be received from Recognised Book-sellers only when the previous indent has been fully or partly complied with and no indent will be kept pending in anticipation of books not in stock at the time when the indent is taken up for compliance.

(11) The Government Central Book Depot is deemed to have absolved itself of all responsibility for the consignment of books as soon as they are delivered to the Railway authorities and the concerned Railway Receipt is posted to the correct address of the party as furnished on the indent.

(12) All those who have been in the book-selling trade at least a year prior to the date of the Notification are eligible to apply for enrolment as Recognised Book-sellers of the Government Central Book Depot.

(13) As per Notification No. T. 207-5-49-50, dated 8th September 1949, issued by the Director of Public Instruction in Mysore, Bangalore, the Recognised Book-sellers should not corner the stock of Departmental and Non-Departmental Text Books and should notify their stocks in detail in their Book Stalls every day to the public, so that the intending buyers of the books may have no difficulty in getting the same.

(14) Printed lists of Text-Books to be published by any recognised book-seller for the benefit of the pupils and parents of any locality for any year should be strictly in accordance with the notifications to be issued by the Director of Text Books, Bangalore regarding the prescription of the Text-Books for various classes for that year. Under no circumstances should they include in such lists names of books which are not found in the above notifications. A

copy of the published lists of Text Books of each firm or book-seller should be forwarded to the Secretary Text-Book Committee, Office of the Director of Text Books, Bangalore for information and reference.

(15) The Government Central Book Depot, Bangalore will be closed for all transactions with the public during the period of stock verification which will be conducted in the month of April in each year.

Renewal of Recognition

60. Recognised Book-sellers who will not carry on any transaction during the one-year period of their recognition, shall automatically lose their recognition. Recognised Book-sellers who carry no regular with the Depot during one year of their recognition shall also renew their recognition through the District Deputy Directors of the Districts.

Seasonal supply of Educational Text Books to Recognised Book-Sellers

61. (1) The supply season for Educational Text-Books to the Recognised Book-sellers shall be taken up generally for a period of three months commencing from not earlier than the second week of January in each year but not later than the schools reopen after the holidays. The demand for books from the Recognised Book-sellers will be very heavy and as far as possible indents received should be complied with at the earliest possible time.

(2) Whenever the Recognised Book-seller places an indent for supply of publications, the Recognised Book-seller should have sufficient amount at his credit to cover the cost of the publications indented for which balance has to be noted in the indent or bank draft enclosed to cover the cost of the publications. Otherwise indents will not be accepted for compliance.

(3) The indents received from the Recognised Book-sellers shall be signed by the Assistant Director in charge and serially numbered. They shall be registered in serial order and complied with accordingly after verification of amount available at credit of the Recognised Book-sellers. The several indents of one Recognised Book-seller pending compliance shall be clubbed together at the time of complying with the indent. Generally books are issued in rounds, the quantities in each round in each variety being fixed in consultation with the officer in charge which shall depend on the stock position in each variety. To maintain supplies serially, a subsidiary register shall be maintained by each zone indent clerk and indents complied with in order. Cross reference of Invoice numbers shall be noted against each indent.

(4) As a local book-sellers shall receive their supplies at the Depot proper. Recognised book-sellers may obtain personal deliveries provided their indents are complied with and are ready for despatch.

(5) In all cases of personal deliveries, acknowledgments shall be obtained in the register maintained for the purpose by the Store-Keeper.

PRINTING OF TEXT BOOKS

62. Government, in their Order No. ED 124 TPS 64, dated 17th June 1964, have ordered the conversion of the Government Branch Press, Mysore to the Government Text Book Press for printing the Educational Text Books, under the administrative control of the Director of Public Instruction, later the Director of Text Books. All duties connected with Text Books, their printing, stocking sale, etc., are attended to by the Directorate of Text Books and the Government

Central Book Depot, Bangalore will function as the Divisional Book Depot, Bangalore for Text books, till a separate Divisional Book Depot directly under the Directorate of Text Books is established.

Detailed instructions regarding the printing of Educational Text Books at the Government Presses and in Private Presses, their stocking and supply at the District Headquarters to the Recognised Book-sellers for retail sale to the students are given in G.O. No. ED 1 DTB 58, dated 16th March 1959 and No. ED 220-DTB-59, dated 18th January 1960.

**APPLICABILITY OF PROCEDURES PRESCRIBED IN THE PRESS
MANUAL**

63. The procedures prescribed in the Government Press Manual, for work in the several Branches and Sections of the Government Presses, like Stores, Despatching Branch, Transport Branch, Audit, Bills and others in which duties similar to the duties of corresponding or similar Branches or Sections of the Government Book Depot are to be attended to, will be applicable to the corresponding Branches or Sections of the Government Book Depot with suitable modifications if necessary. The provisions of the Government Press Manual, which are clearly prescribed as applicable to the Government Book Depot also as a unit of the Department of Printing, Stationery and Publications will also be applicable and have to be referred to.

GOVERNMENT BRANCH BOOK DEPOT, DHARWAR

AND

GOVERNMENT BRANCH BOOK DEPOT, GULBARGA

64. With a view to make available official publications, i.e., Acts, Rules, Manuals, Codes and copies of Mysore

Gazette and others to the Public in the respective regions, Government have accorded sanction to establish Government Branch Book Depots at Dharwar and Gulbarga in the buildings of the Government Branch Press, Dharwar and the Government Branch Press, Gulbarga respectively. These Branch Book Depots will be under the charge of the Deputy Directors of the respective Branch Presses. For each Branch Book Depot, a Staff of (i) one First Division Clerk in grade of Rs. 130-5-150-8-190-EB-10-260-15-290 and (ii) one literate Attender in grade of Rs. 80-2-90-3-120-4-140-5-145 is sanctioned. The Branch Book Depots have commenced working from 1st December 1971 at Dharwar and Gulbarga. Government Publications are sold in the retail Sales Sections in these offices on all working days from 10-30 A.M. to 4-45 P.M. Public as well as the Recognised Book Sellers of Dharwar, Karwar, Belgaum and Bijapur Districts may address the Deputy Director, Government Branch Book Depot, Dharwar and those of Gulbarga, Bidar, Raichur and Bellary Districts may address the Deputy Director, Government Branch Book Depot, Gulbarga, to obtain the Publications required by them.

Public as well as the Recognised Book Sellers of the other districts of the State will however continue to obtain their supply from the Government Central Book Depot, Bangalore as usual.

In respect of Government Offices wherever there is any free supply of Government Publications, supplies will be arranged for from the Government Central Book Depot, Bangalore only, as per rule 45 (b) of the Manual of Coningent Expenditure, 1958.

(G.O. No. ED 169 MPS 70, dated 17th November 1970, Circular dated 22nd November 1971 of the Director of Printing, Stationery and Publications)

65. The provisions of this Manual in respect of the Government Central Book Depot in respect of office procedure, procedures of work in several sections, Accounts, Audit and all other relevant subjects will be applicable to the Government Branch Book Depots at Dharwar and Gulbarga in respect of official publications, since these two Branch Book Depots are not concerned with Nationalised Text Books.

ANNEXURE-A

BRIEF STATEMENT OF DUTIES AND RESPONSIBILITIES ATTACHED TO THE SEVERAL POSTS

Superintendent Grade I

General supervision of the Branch, Returns to Government Register, duties connected with preparation and checking of Stock Verification Report and Annual Administration Report, supervision of despatch of C.O.S and I.L.R., Checking of Ledger, R.B. Invoices, C.O.S., and I.L.R., Invoices, Checking of Daily Sales Register, and Cash Book, Replies to important letters from the Public and Government letters and other correspondence, personal responsibility for and duties connected with the Audit Report and replies thereto, checking of establishment bills, returns to be sent to the Joint Director, Government Text Book Press, Mysore, Supervision of the Book Depot stores work and all important works.

First Division Clerk: (Establishment and Cash Section)

Preparation of Establishment pay bills, all duties connected with private press bills, Annual Census of Non-Gazetted officers, Annual Budget Estimates, Leave Accounts Service Registers, Service Stamps and Office Order Book, attending to Cash work and correspondence, receipt of Bank

Drafts, Money Orders, and issue of receipts therefor, remittance to Bank, preparation of statement of remittance monthly for purpose of reconciliation, monthly expenditure Statement, preparation of contingent Bills, disbursement of pay and allowances to the staff of the Depot.

Second Division Clerk: (Ledger Clerk) (Two Officials)

Postings of II Section items, checking of daily postings in the ledger, preparation of excess and deficiency statements of Annual Stock Verification of I Section and II Section, Statement of monthly stock and sale of Text Books to be sent to the Joint Director, Government Text Book Press, Mysore.

Second Division Clerk: (Ledger Clerk) (Two officials)

Postings of the ledgers of the I Section i.e., Educational Publications.

Second Division Clerk: (Recognised Book Sellers Section)

Correspondence relating to R.B. Section writing to Invoices of R.B. Section, free supply Invoices to Government and to other offices, maintenance of R.B. Account Ledgers, work relating to refund of Security Deposit of the Recognised Book Sellers, correspondence relating to refunds.

Second Division Clerk: (Correspondence and Typing)

Maintenance of "From" and "To" Registers, Stamp Accounts, Preparation of arrears lists weekly and monthly and Typing work of the Book Depot.

Second Division Clerk: (Enquiries and Information)

Replies to letters received from the Public intimating cost and postage of the available publications, filling the

letters in a serial order, and duties connected with general enquiries from the Public.

Second Division Clerk: (C.O.S.)

Attending to C.O.S., Receipts and disposal, writing of Invoices for supply of publications and correspondence pertaining to supply of Cumulative Records, maintenance of Cash Orders Receipt and disposal registers, COS/SUS Invoice Work, maintenance of outward Register.

Second Division Clerk: (I.L.R. Despatching works)

Maintenance of I.L.R. Subscription register, issue of credit Notes, R.R. Receipt Register and delivery of Railway Receipt to transport officials to arrange to receive the parcels, postings of Ledgers pertaining to I.L.R. Section, writing of Invoices of I.L.R., Despatch of C.O.S., I.L.R. and other parcels, sending Money Orders to parties, maintaining the bill register of I.L.R., watching the adjustments, sending statements of credit notes issued during the month to the Press Office by the 5th of each month.

First Division Clerk: (Store Keeper)

Receipts and issues of Stock in the Stores, immediate custody and maintenance of Stores, regular inspection of all stores, maintaining the Stock Receipt Ledger and Issue Ledger and Bincards, general supervision of the Book Depot, Stores, preparation of catalogue of publications, furnishing stock certificates on Bills, receipt and issue of Blocks, preparation of Annual Stock Verification Statements, value accounts of the Book Depot and other important statements and returns relating to Stores as and when required.

Second Division Clerk: (Retail Sales)

Attending to Retail sales, writing out invoices and receipt of cash in respect of detail sales, writing of day book of sales, preparation of list of books received afresh or out of stock weekly for the information of the Public and for further action, closing of the cash sales at the end of each day's sales accounting for the cash received and handling over to the cashier the day's receipts.

Second Division Clerk (Stores)

Assisting the Store Keeper in his duties, checking of issues made on the retail sales Invoices, attending to miscellaneous Stores work entrusted by the Store Keeper, functioning as Store Keeper whenever the Store Keeper is absent.

ANNEXURE-B

SANCTIONED STRENGTH AND PAY SCALES AS ON 1ST DECEMBER 1971

Government Central Book Depot, Bangalore.

Designation of the posts	Number of posts				Scale of Pay of the Post
	Permanent	2	3	4	
1. Superintendent, Grade I	...	1	200-10-230-15-350-EB-20-450
2. Superintendent, Grade II	...	1	175-10-275-15-350-EB-20-450
3. I Dn. Clerks	...	2	130-5-140-8-180-EB-10-260-15-290
4. Typist	...	1	90-4-110-5-170-EB-6-200 plus Allowance Rs. 20/- p.m.
5. II Dn. Clerks	...	13	1	1	90-4-110-5-170-EB-6-260- one post with special pay of Rs. 5/- p.m)
6. Peons	...	3	65-2-95
7. Counters	...	4	1	1	65-2-95
8. Packers	...	5	4	4	65-2-95

ANNEXURE C

Forms and Registers

Recognised Book Sellers Ledger

Recognised Book Sellers Ledger

Name and Address

Name of the Authorised Agent-B

(Vertical Columns)

(1) Date (2) Receipts (3) Particulars (4) Amount Rs.P. (5) Issues Invoice No. and date Gross amount of the Books issued Rs. P. Amount of discount allowed Rs. P Net amount Rs. P. of the Books issued (6) Balance at the credit of the Book-Seller (7) Initials.

Cash Order and Suspense Receipts Disposal Register

Cash Order and Suspense Receipts Disposal Register

B.D.R. No. 4]

(Vertical Columns)

(1) Date (2) Sl. No. (3) Invoice No. (4) References to receipts of orders-Nature-No. (5) Cash Rs. P. (6) Treasury Receipts Rs. P. (7) Value of books, etc., sold out-Section. (8) By Issue (9) By Adjustment Rs. P (10) Commission Rs. P. (11) Book Adjustment Rs. P. (12) Packing charges Rs. P. Disposal of Balance Order (13) Postage (14) Returned Rs. P. (15) Freight Charges Rs. P. (16) Advance of postage, etc., recovered Rs. P. (17) Remarks

Register of Cash and Other Orders Received

Register of Cash and other Orders Received

B.D.R. No. 3]

(Vertical Columns)

(1) Date (2) Serial No. (3) From whom received-Name, etc., Place (4) General Orders-Cash (5) T.R.

Indian Law Reports- (6) Subscription (7) Postage
Miscellaneous- (8) Cash (9) T.R. (10) Reference to
Disposal (11) Remarks.

THE OUTWARD INVOICES OR ISSUE REGISTER

THE OUTWARD INVOICES OR ISSUE REGISTER

B.D.R. No. 2]

(Vertical Columns)

(1) Date-Year and month (2) Date (3) Issue Serial No.
Invoice- (4) Kind (5) No. I Secn. School books- (6) Cash
Sales I Rs. P. (7) R/B supplies Rs. P. (8) Free supply I Rs.
P. (9) Suspense supply I Rs. P. II Secn. Official Publications
(10) Cash Sales II Rs. P (11) R./B Supplies Rs. P. (12) Free
supplies II Rs. P. (13) Suspense supplies II Rs. P. (14)
Commission-Kind (15) Amount Rs. P. Indian Law Reports-
(16) Kind (17) Amount Rs. P. Private publications (18)
Kind (19) Amount Rs. P. (20) Remarks.

**Remittance Register for Cash sent to the Reserve Bank
each day**

**REMITTANCE REGISTER FOR CASH SENT TO THE RESERVE BANK
EACH DAY**

(Vertical Columns)

(1) Sl. No. (2) Date of Remittance (3) Bank (4) I Section
Rs. P. (5) II Section Rs. P (6) I.L.R. Rs. P (7) Packing
Rs. P. (8) Postage Rs. P. (9) Sales Tax Rs. P (10) P.S.C. Form
Rs. P. (11) Election Rs. P. (12) Census Rs. P. (13)
Miscellaneous Rs. P. (14) Palace Rs. P. (15) Mysore State in
Maps Rs. P. (16) Literary, Cultural and Developmental
Department Publications (K.V. Bharatha etc.) Rs. P.
(17) Bapu Darshan Rs. P. (18) Excess Collections Rs. P
(19) Salar-E-Hindu Rs. P. (20) Tenth Year of Freedom Rs. P.

(21) Twelfth year of freedom Rs. Ps. (22) Rs. P. (23) Rs. P.
 (24) Rs. P. (25) Total amount Rs. P.

**Remittance Register for Cash sent to the Reserve Bank
with peon**

Remittance Register for Cash sent to the Reserve Bank with
peon

(Vertical Columns)

(1) Date (2) Treasury (3) Amount Rs. P. (4) Kind (5)
Peon (6) Gazetted Officer's Signature.

Detailed Packing Register

DETAILED PACKING REGISTER

B.D.R. No. 10]

(Vertical Columns)

(1) Serial No. by Consignee (2) Date of Packing (3)
Invoices Nature No. (4) Consignee's Address (5) Place (6)
Books and Articles Name (7) No. (8) Packet No.-Registered
(9) Unregistered (10) Weight-K.G. Postage- (11) Registration-
Rs. P. (12) Cost of Postage Rs. P. (13) Register No. or other
Remarks.

Certificate of Posting Register

MYSORE GOVERNMENT CENTRAL BOOK-DEPOT, BANGALORE

Book of Certificate of posting

Dated..... 197

(Vertical Columns)

(1) Sl. No. (2) This office Reference No. on packet (3)
Address (4) No. of packets.

Register of Subscribers for the I.L.R.

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE

Register of Subscribers for the Indian Law Reports, for
the year**(Vertical Columns)**

(1) Sl. No. (2) Date (3) Name and address of the party (4)
Receipts-Nature No. Subscription Postage (5) Issues
January February March April May June July August
September October November December Index (6) Remarks

Inward Invoices Receipt RegisterGOVERNMENT OF MYSORE-DEPARTMENT OF PRINTING AND
STATIONERY**Inward Invoices Receipt Register**

B.D. No. 1]

(Vertical Columns)

(1) Serial No. (2) Date of Receipt (3) Authority-Date-No.
Reference to Senders Invoice- (4) Date (5) No. (6) Sender-
Place (7) Books and Articles (8) Store keeper's initials (9)
No. Details of Receipts- (10) Rate Rs. P. (11) Amount Rs. P.
Ledger (12) Vol. (13) Folio I Section-School Books and
Appliances (14) General Rs. P. (15) Other returns Rs.
P. II. Section-Official Publications- (16) General Rs. P. (17)
Returns Rs. P. (18) High Court Reports Rs. P. (19) Private
Publications Rs. P. Bills (20) No.- Amount Rs. P. (21)
Remarks.

Packing Book of the Government Central Book Depot.

Packing Book of the Government Central Book Depot

(Vertical Columns)

(1) Sl. No. by Consignee (2) Date of Packing (3) No. of Cases (4) Bundles (5) Address to whom sent (6) Railway Station (7) Books and Articles (8) Name of Packer (9) Date of despatch (10) R.R. No. and date (11) Date of despatch of R.R. to parties (12) Invoice No. and date (13) Acknowledgment from parties (14) Remarks.

Stock Ledger**(Horizontal Lines)**

Previous Ledger Page Rack No. Shelf No. Minimum Stock
Name of the book

Stock Ledger

(1) Date (2) General Invoice No. (3) Special Invoice No.
(4) No. of copies (5) Amount (6) Date (7) General Invoice No.
(8) No. of Copies (9) Amount

Under Columns (1) to (5)**RECEIPTS****Under Columns (6) to (10)****ISSUES****Excess and Deficiencies Statement**

STATEMENT SHOWING THE EXCESSES AND DEFICIENCIES OF TEXT BOOKS, REGISTERS etc., /OFFICIAL PUBLICATIONS OF THE GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE FOR THE YEAR FROMTO.....

(Vertical Columns)

(1) Sl. No. (2) Name of the Publication (3) Rate Rs. P
(4) Opening Balance as on (5) Receipts during the year

(6) Total (7) Issues for the year (8) Ledger Balance as on (9) Actual Stock (10) Excess (11) Value Rs. P. (12) Deficiency (13) Value Rs. P (14) Remarks.

Stores and Stock Accounts Statement

STATEMENT SHOWING THE STORES AND STOCK ACCOUNTS OF PUBLICATIONS STOCKED IN THE GOVERNMENT CENTRAL BOOK DEPOT FOR THE YEAR

(Vertical Columns)

(1) Serial No. (2) Name of the Publication (3) Rate per copy Rs. P. (4) Opening balance (5) Value Rs. P. (6) Receipts during the year (7) Value Rs. P. (8) Issues during the year (9) Value Rs. P. (10) Excess (11) Deficiency (12) Closing Balance (13) Value Rs. P. (14) Remarks.

Retail Sales Day Book

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE

Retail Sales Day Book, Date.....197

(Vertical Columns)

(1) R.S. Invoice Nos. (2) I Section School Books Rs. P (3) Commission to Recognised Book-Sellers Rs. P. (4) II Section Official Publications Rs. P (5) Commission to Recognised Booksellers Rs. P. (6) P.S.C. Forms Rs. P (7) Commission Rs. P (8) Publications of the Literary and Cultural Development Department Rs. P. (9) Commission Rs. P (10) Miscellaneous Rs. P (11) Commission Rs. P. (12) Sales Tax Rs. P. (13) Rs. P. (14) Rs. P.

Cash Bill

(in Triplicate)

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE

R.S. Invoice No. Outward Invoice Issue No.....

Date To

.....

*References**No***Cash Bill****(Vertical Columns)**(1) Ledger Folio (2) No. of Books (3) Name (4) Rate Rs.
P. (5) Amount Rs. P**(At the foot)***E. & O.E.**Clerk**Manager**For Director***C.O.S. Invoice**

(in quadruplicate)

GOVERNMENT CENTRAL BOOK-DEPOT, BANGALORE

C.O.S. Invoice No. 1 Outward invoice Issue No.

Date

.....

*References***(Vertical Columns)**(1) Ledger Folio (2) No. of Books (3) Name (4) Rate Rs.
(5) Amount Rs. P

At the foot)

E.& O.E.

Note: The duplicate invoice should be returned to the Director, Government Central Book Depot, Bangalore, within a week after the receipt of the consignment duly signed. No complaints will be received after a week from the date of despatch.

Date

Station

Clerk

Manager

For Director

F.S. Invoice

(in quadruplicate)

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE

F.S. Invoice No. Outward Invoice issue No.....

Date To

.....

References

(Vertical Columns)

- (1) Ledger Folio (2) No. of Books (3) Name (4) Rate Rs.
- (5) Amount Rs. P.

(At the foot)

E.& O.E.

Requests acknowledgment

Clerk

Manager

for Director

C.O.S Sus. Invoice

(in quadruplicate)

B.D.F. 34)

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE

C.O.S/Sus. Invoice No..... Outward Invoice Issue No.....

Date To

.....

*Reference***(Vertical Columns)**(1) Ledger Folio (2) No. of Books (3) Name (4) Rate Rs.
(5) Amount Rs. P.**(At the foot)***E. & O.E*

Requests acknowledgment

*Clerk**Manager**Asst. Director.***Indent for Books****(Front side**B.D.F. 26] Amount of stock on hand..... Date of last
supply

RECOGNISED BOOK SELLER (WITH NAME) AT

Indent for Books dated of 197

N.B.- Books may be arranged in the order of languages
and subject, *vide* catalogue.

(Vertical Columns)

(1) Names of books, etc., (2) Number of copies indented for (3) Number of copies supplied (4) Price per copy (5) Total value (6) Remarks.

(At the foot)

Total C.O.

(Reverse)

(Repeat Vertical Columns 1 to 6 as in the Front side)

(At the foot)

Total

Recognised Book Sellers (Signature)

Books Supplied as per invoice No. of

Received as per particulars noted above

Date

*Recognised Book Sellers
For Director*

MANUAL
OF
THE GOVERNMENT CENTRAL BOOK DEPOT

(Including Provisions as on 1st December 1971)