

APPENDIX F
Stationery Department
CIRCULAR

No. A-4924/76.

4th March 1976

Sub.—Code of instructions for the proper maintenance and up keep of typewriters and duplicators in Government Offices.

It has been frequently noticed that, in spite of previous instructions on the proper upkeep of typewriters and duplicators, in many Government Offices these valuable machines are handled most carelessly, resulting in frequent and costly repairs and shorter useful lives of these machines. It is also reported that on the abolition of certain Government Offices, or posts of typists machines supplied to them were transferred to some other offices of the same Department without consulting the Stationery Department or just kept idle.

The following modified instructions are, therefore issued for the information and guidance of all Government Offices in the State regarding the maintenance of typewriters and duplicators.

1. Typewriters

1.1 Typewriters should be kept covered, while not in use.

1.2 They should always be kept clean using the cleaning materials such as type brush, dust brush and oil provided by the Stationery Department.

1.3 Inexperienced and unqualified persons should not be permitted to use the machines.

Note.—Responsibility for permitting such handling should rest on the Ministerial Head of the Office.

1.4 A general cleaning and dusting off the machine should be done every day before the machine is taken for work.

1.5 At least once a month, a thorough cleaning should be done and all moving parts oiled with spindle oil (While oiling the parts care should be taken to see that no excess oil is left on any of the parts).

1.6 Oil should not be used while cleaning the rubber portion the segment and the key boards.

1.7 When the use of eraser is unavoidable necessary, the carriage should be moved to the extreme so as to prevent eraser particles from falling in to the machine.

1.8 The machine should not be operated up on empty cylinder. Backing sheet (preferably thick paper of about 75 gsm substance) should be rolled tightly on the cylinder to avoid damage to the platten roller.

1.9 No adjustment of the screws, parts etc., shall be made by any person not quite conversant with the mechanism of the particular pattern of the machine or by any private agency.

1.10 Ribbons should be changed correctly without forcing them on the shaft.

1.11 Although ribbons should be used to the full extent of their lives, very old and faint ribbons should not be used, as the typing will then have to be done with heavy touch resulting in damage to the typics and the cylinder, in addition to the strain on the typist.

1.12 While cleaning the carriage rails, the carriage should be move to the extreme right and one should not operate on the machine in that state.

1.13 Sheets of paper with pin or clips should not be inserted in to the cylinder resulting in the break down of the feeding mechanism.

1.14 More than six copies (including the original) of a matter should not be taken at one stretch.

2. Duplicators

2.1 Duplicators should be cleaned and oiled at least once a month.

2.2 Each duplicator should be kept in the charge of one trained operator who should keep the machine neat and clean. (The practice of all sundry handling the duplicator should be dispensed with).

2.3 Every morning before commencing work, the operators should clean the machines and remove the paper fluff of the previous days work from the machines by means of the dust brush given.

2.4 Over inking should be avoided.

2.5 The impression roller should be kept especially clean and if it get inked by oversight, the roller should be removed from the machine immediately, and cleaned, and refixed.

2.6 Silk carriers and waver rollers should be removed from the machine once a week, cleaned thoroughly, and refixed.

2.7 Pressure lever should always be put down after each day's work.

2.8 The inking cloth should be changed, when the existing one is slogged too much with ink.

2.9 The handle of the machine should always be in the correct position while not in use, and, in case of electric machine, the plug should be disconnected from the mains.

2.10 The duplicator should also be kept covered while not in use.

3. Transport of Office Machines

When typewriters and other such costly machines are sent from one place to another, great care should be taken lest the machines should get damaged in transit. The conveyance of the machines on bicycles is strictly prohibited. While packing typewriters for transport, the following instructions should also be followed.

3.1 The carriage should be kept in the centre.

3.2 The marginal stops should be closed up.

3.3 The space bar should be tied up with string.

3.4 The machine should be screwed to the base board and a stiff paper rolled up and put in to the type basket so as to prevent the type bars from rising.

3.5 The carriage should be tied securely with the metal pins plugged in to the grooves of the carriage rails, so as to prevent the carriage from moving.

3.6 The metal cover, where available, should be securely hooked to the base board.

It is often found that typewriters and duplicators are damaged or go to out of order earlier than normal on account of not maintaining the machine on proper lines as above. All Heads of Departments and offices are, therefore, requested to see that the above instructions are followed by their subordinate staff scrupulously. Cost damage, if any, caused to the machines due to failure to maintain them properly will have to be made good from the concerned staff.

A reference is also invited to Government Circular No. 26177/H2/75/H.Edn., dated 2nd September 1975 where in instructions have been issued to Government Offices to surrender all idly office machines to the Stationery Department promptly. These instructions may be strictly adhered to by all departments and offices and all such idle machines may be surrendered to the Stationery Department.

M. VIJAYANUNNI NAMBIAR,

Director of Printing and Stationery, (Sty.),
Trivandrum.

APPENDIX G

(See Clause 11)

Declaration showing the loss sustained by Government on account of the default of the waste paper contractor (to be presented in triplicate)

1. Name of the Government Office and designation of the head of the office ..
2. Name of the defaulting contractor: (with address) ..
3. Date of intimation given to the contractor for removal of the waste paper ..
4. Date of reminders, sent to contractor (enter dates) ..
5. Date with in which the accumulated waste paper should be removed by the contractor ..
6. Details as to whom the waste paper was disposed of finally (state whether by auction or by other means; if by other means the details may be given) ..
7. Date of publication of the notice of the auction at which the waste paper was disposed of ..
8. Nature of the publicity given for the auction ..
9. Date of the auction ..
10. Details of waste paper:
 - (a) Quantity in quintal ..
 - (b) Whether group I or II ..
 - (c) Contract rate per kg. ..
11. Total value of the waste paper according to the approved contract plus sales tax ..
12. Other incidental expenses (advertisement charges, postage, etc.) ..
13. Amount fetched in auction (including sales tax) ..
14. Loss sustained by Government. The total of item (11) and (12) minus the item (13) above (items 11+12-13) ..
15. Remarks: ..

Place:

Date:

Name and Designation of the
officer signing the declaration.

APPENDIX H

(See Clause 13.2)

Stationery Department,
Trivandrum-695 033
Dated 19th June 1989.

CIRCULAR

Sub.—Stationery Department—Maintenance of Machine History Register in the Government offices—Regarding

A large number of typewriters and duplicators come to the repair workshops attached to the Stationery Department for maintenance, repairs and servicing. Some of the machines are evidently damaged through careless handling by the operators. At present there is no ready record of who was handling each machine and how much repairs have been made of the machine during its useful life, its age etc. The personnel and Administrative Reforms Department of Government who made a work study in the Stationery Workshop has suggested that a machine history register should be kept up for each typewriter and duplicator in a form prescribed by them. Government have accepted the recommendation of the Work Study Team in the G.O. (Ms.) 18/88/H Edn., dated 12th January 1988. (copy enclosed). All Heads of Departments and offices are requested to see that the machine history register which will be supplied with every new machine supplied by the Stationery Department is maintained scrupulously by the concerned operator and that the register is produced at the workshop with relevant entries whenever the machine is brought for repairs in the Stationery Workshops or for surrender to the Stationery Department. Without the register no machine will be accepted for repairs hereafter.

Copies of the register may be had from the Controller of Stationery, Trivandrum-33 or the Assistant Controller of Stationery, Trivandrum-33 or the Assistant Controller of Stationery, Cochin-11 or Calicut-5.

J. KRISHNA PILLAI

Director of Printing and Stationery (Sty.)

GOVERNMENT OF KERALA

Higher Education (H) Department

G.O. (Ms.) 18/88/H. Edn. Trivandrum, Dated 19th January 1988

Abstract.—Stationery Department—Workstudy Report on Workshops in Stationery Department—Recommendation regarding fixing of repair works norms and introduction of Machine History Register—Accepted—Orders issued.

- Read.*—1. Workstudy Reports of workshops of Stationery Department conducted by the personnel and Administrative Reforms Department in 1986 and 1987.
2. D.O. Letter No. 8081/WS. 286/16 P and ARD dated 3th December 1986 and Letter No. 1716/WS. II/87 P and ARD dated 14th August 1987.
3. Letter No. E2. 34546/86 dated 24th January 1987 and 23rd September 1987 from the Director of Printing and Stationery (Sty.) Trivandrum.

ORDER

In para 5-i (Recom. No. 7-6) of the workstudy report read above the Personnel and Administrative Reforms Department has recommended that the norms prescribed in Appendix VII thereof may be derived for major items of repair works.

2. The Director of printing and Stationery has recommended that the work norms suggested in the Work Study Report may be accepted. Government are therefore pleased to prescribe the following norms for major items of repair works in the workshops of Stationery Department.

Typewriters

1. Overhauling	..	16 Hrs.
2. Cleaning	..	10½ "
3. Replacement of type set (including initial preparation)	..	10½ "
4. Replacement of kep top set	..	4½ "
5. Painting	..	3½ "

Duplicators

1. Cleaning	..	10½ "
2. Repairs on drum including cleaning	..	14 "
3. Repairs on Cylinder bottom gear	..	14 "
4. Repairs on handle gear	..	14 "
5. Repairs on feed spindle	..	14 "

Chronometers

1. Cleaning and repairs of clocks	..	5½ "
2. Cleaning and repairs of time pieces	..	7½ "
3. Cleaning and repairs of stop watches	..	5½ "

Numbering Machines

Cleaning and repairs	..	4½ "
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3. The following recommendation also has been made in para 6.4 of the workstudy Report.

"In the present system when a machine is brought for repairs there is no means to check whether the parts damaged and/or missing were the ones replaced in the immediate past and whether their normal (minimum life period have elapsed or whether the damages are due to careless handling of the machine or deliberate attempt at tampering. The machine register maintained in the work shops is not of much help in this respect (But of course in doubtful cases a thorough checking of the register will help detection). It is therefore recommended that; 'Machine History Register' may be introduced. A specimen form of the Register is given as Appendix VIII. This register should be issued with every new machine (typewriter and Duplicator) issued from the Stationery Store hereafter. In the case of old machines when they are received for repairs at the workshops and issued after repairs] the Register may be* be issued recording the latest repair works attended to. The responsibility of custody of the machine should be with the persons whom are entrusted with the machine at any given time. All heads of departments may be intimated about the above procedure."

The Director of Printing and Stationery has also stated that the machine history register is desirable. Government therefore accept the above recommendation of the Personnel and Administrative Reforms Department and they order accordingly. The registers will be got printed and issued with every new machine.

(By Order of the Governor)

G. AYYAPPAN PILLAI,
Joint Secretary to Government.

* The production of the Machine History Register should be insisted upon when upon when machines are received for repairs.