

FOR OFFICIAL USE ONLY  
ANNEXURE - I

# SCHEDULE OF RATES

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A GUIDE & INDEX  
TO MARKET RATES  
FOR  
COMPOSING  
PRINTING  
BINDING  
PHOTO ENGRAVING  
PRINTING BY OFFSET  
EFFECTIVE FROM

REPRINTED : 2005

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*Compiled and issued by the*  
**DIRECTORATE OF PRINTING**  
MINISTRY OF URBAN DEVELOPMENT, GOVERNMENT OF INDIA—NEW DELHI

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## CONTENTS

	PAGE
Preface .....	iii
Part I—Concept and Guiding Principles .....	1
Part II—Formulae	
Section I— Composing— A. Book Work .....	2
B. Form Work/Job Work .....	4
Section II— Printing— A. Book Work .....	4
B. Form Work/Job Work .....	6
Section III— Binding— A. Book Work .....	6
B. Form Work/Job Work .....	9
Section IV— Photo Engraving (Block-Making) .....	9
Part III—Ready Reckoner	
Section I— Composing— Tables I to V .....	10
Section II— Printing— Tables VI to X .....	11
Section III— Binding— Table XI to XIV .....	14
Section IV— Photo Engraving (Block-Making)—Table XV .....	16
Offset Printing .....	16
Reference Material .....	20
Glossary — Technical terms explained .....	21

## P R E F A C E

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THE Schedule of Rates was first compiled in 1942 by this Department to serve as a guide and index of the prevailing market rates for Composing, Printing, Binding and Photo Engraving (Block-Making). The need to keep these rates in consonance with market trends is, therefore, obvious, in the past, however, there have been unduly long intervals between revisions. This, primarily, has been due to the fact that the work of revision of these rates is a long, tedious and cumbersome task. In this Edition we have sought to remove these causes of delay by a more practical approach based on technical considerations. What has been done is that certain size/operations have been selected as base size/operations to which all other sizes/operations have been related. These basic sizes/operations are intended to serve as "constants". It is my hope that by maintaining market trends for them the task of future revisions will be made easier.

**P. K. SEN,**  
*Chief Controller of Printing & Stationery.*

New Delhi.

## P R E F A C E T O S E C O N D E D I T I O N

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THE Schedule of Rates was last revised with effect from 1st January, 1972. The question of its updating has been engaging the attention of the Directorate of Printing for quite some time so that the true index of the present day market trend could be reflected in the booklet. After strenuous efforts made by my office, it has been possible for me to place before the various Govt. Departments upto date market rates for Composing Printing, Binding and Photo Engraving (Block Making) on Letter press technique. The revised rates for these operations have been made effective from 1-4-77. As regards rates for printing by Offset method, all possible efforts are being made by my office to make them upto date. As soon as a final decision is taken, all Government Departments will be informed of the same.

**S. M. JAMBHOLKAR,**  
*Director of Printing.*

New Delhi.

## **SCHEDULE OF RATES—PART I**

### **CONCEPT AND GUIDING PRINCIPLES**

The Schedule of Rates as formulated herein are based on the concept of time ratios for different sizes/operations to a basic size/operation.

2. The basic size/operations on which the Schedule of Rates is structured has been determined on practical considerations in a particular set of circumstances. The specific considerations being whether the basic size is/operations are (i) common or recurring in nature, (ii) manually or mechanically performed, (iii) primary or key size/operations, and (iv) specialised and unrelated operations. (The basic size/operations are alterable by selecting a new Base/operation if and when a change in circumstances arises. This change can be effected by the simple process of relating the time ratios to the new base).

3. In this Schedule of Rates (Revised Edition), as in the previous Schedule of Rates, a distinction, though not identical, is drawn between Book Work and Form/Job Work, in respect of rates to be paid for these different types of work.

4. Classification or grouping of private printing presses according to machinery and equipment installed and their capability to execute a particular type and volume of work, is done for the purpose of control over the giving out of work to presses so that the load of work on a press at any one time is compatible with its capacity and capability.

5. Irrespective of the classification/group into which private printing presses may fall, the rates to be paid for different types of work are to be identical.

6. Rates for basic size/operations have been determined by taking the Mode or average of the most frequently occurring rates for the particular basic size/operations.

7. Rates to be paid for Photo Engraving (commonly known as Block-Making) are to be the rates fixed from time to time by the Bengal Process Engravers' Association and adopted by the Delhi Process Engravers' Association, subject to the normal trade discount of 15% for regular/recurring orders and on ad-hoc/occasional orders exceeding Rs. 100/- in value.

## SCHEDULE OF RATES—PART II

### FORMULAE

#### Section I—Composing—(A) Book Work

Basic Page/Point Size	Basic Operation	Basic Rate
		Rs. P
Royal 8vo, 30 Ems Pica Wide X 50 Ems Pica Deep, Straight-forward, solid matter composed in 10 pt/10 set with a work content of 2160 Ems.	SETTING	13.22

#### Setting—Straightforward Solid Matter

8. On the basis of the Em content, of a page set in 10 pt/10 set (2160 Ems) as compared to 11 pt/11 set (1815 Ems) there is a decrease in the 'Em' content of approximately one-sixth *i.e.*, starting from the basic point size (*i.e.* 10 pt/10 set), there is a downward progression of approximately 16 2/3% for every increase of 1 point over the preceding point size. Therefore, the rate to be paid is to be in the same proportion.

9. Similarly, again starting from the basic point size *i.e.* 10 pt. it will be found that there is an upward progression of about 25% when the point size decreased by 10 pt. over the preceding point size. Therefore, the rate to be paid is to be in the same proportion.

10. Likewise in the case of different type page areas, there is a direct relationship between one page size and another page size when the page is set in the same point size. For instance, a foolscap folio page of 42 Ems pica Wide X 72 ems pica Deep, solid, straightforward matter composed in 10 pt/10 set contains 4,300 Ems which is almost twice as much as the Em content of the basic size which has 2160 Ems. Therefore, the ratio of any type area to the basic type page area can be determined by the process of proportion. In the case of type pages of different type areas and point sizes, the first step is to determine the proportion of the area the selected type page composed in 10 pt/10 set bears to the basic type page. The rate for the selected size in 10 pt/10 set is then fixed in the same proportion. The rate so determined is then to be related to the required point size of the selected page size according to the formulae as explained in paragraphs 8 and 9 above. For example, to determine the rate to be paid for a Demy 8vo type page set in 11 pt/11 set, the first step is to work out the rate to be paid for a Demy 8vo pages set in 10 pt/10 set with a work content of 1643 Ems in proportion to the basic size *i.e.* Royal 8 vo, 10 pt/10 set with a work content of 2160 Ems and then apply a reduction of 16 2/3 "per cent to the rate for arriving at the rate to be paid for 11 pt/11 set *i.e.*, the next point size.

#### Make-up

11. The time relationship of this item of work to "setting" in 10 pt/10 set is 6%. The make-up per page is, therefore, to be 6% on setting charges of the selected page set in 10 pt/10 set.

#### Imposition

12. The time element for this work is 7% of the setting time of the basic page and point sizes. This percentage is constant for all page sizes and point sizes. The rate for this item of work on the fore-going principle on the basic setting rate is Rs. 0.92 per page.

#### Leading out and/or Blanking out

13. Time to be allowed for this work is 20% of the time admissible for setting a full text page set solid in which the job is composed.

**Straightforward Leaded Matter**

14. For this item of work the time allowed for "setting" and "leading out" will need to be split up according to the time differential between "setting" of straight forward matter and "leading out" time. The "setting" time is to be allowed for on the same basis its for straightforward solid matter i.e. after determining the "Em" contents of the page in the point size of the type used.

15. The rate for "leading out" is to be allowed as indicated in para 13 above.

**Tabular Solid Matter**

16. The setting of tabular matter is more intricate than setting straightforward matter. A special allowance of 25% on setting time is, therefore, admissible for this work. (IMPORTANT: To distinguish tabular matter from other forms of setting, refer to Glossary).

**Tabular Leaded Matter**

17. The time ratio for setting this item of work is the same as "tabular" solid matter except that inter linear specing is done in addition. The time ratios to be paid for this work are, therefore, to be calculated separately for (i) solid tabular setting and (ii) leading out.

**Half Title**

18. This matter is usually set in the same point and face of type as in the text. The "Em" contents of the matter set does not ordinarily exceed 20% (or one-fifth) of the setting a text matter of a full page irrespective of the point size in which it is set. 20% of the setting time of a full page in which the job is set is, therefore, allowable.

**Frontispiece**

19. This is usually a full page block with caption lines. The time required for setting the caption lines will not exceed 10% (*i.e.* one-tenth) of the full text page in which the matter is set and this proportion of time to the setting time of a full text page may be given.

**Title**

20. This page is set up in different sizes and faces of type and may or may not include blocks. The time elements for this work should be taken to be equal to that of a full text page in which the work is set and paid for accordingly.

**Dedication**

21. Normally the text matter of this item contains a few lines; occasionally exceeding 5 lines, the time required for setting this matter will, therefore, not be more than the time for setting the matter of "Half Title". The time ratio to be allowed is thus the same as allowable for "Half Title" *i.e.*, 20% of the full text page in which the matter is set.

**Preface**

22. This matter is to be treated as a text page and time allowed for on the basis of "Em" content of the page in which the matter is set. Besides this, time that is required for "leading out" should be allowed where leading out is resorted to.

**Contents**

23. Same as preface.

**List of Illustrations**

24. Same as preface.

**Acknowledgements**

25. Same as preface.

**Introduction**

26. Same as preface.

**Errata**

27. Same as preface.

**Post Text-Matter**

28. These pages are to be treated as tex-matters and time allowed for on the basis of "Em" content of straightforward solid or leaded matter as the case maybe.

**Setting Captions along with Block**

29. The time ratio to the text for setting in a single line is to be allowed for at 10% of the setting time of a full page irrespective of the length of line or size of type used. Where the number of lines set is upto and including 5 lines, the time allowed is to be 6 ¼% per line of the setting time of a full page text. Normally captions do not exceed 5 lines. In cases where Captions exceed 5 lines, the time ratio of 5 lines is only to be allowed.

**Dissection of Composed Matter for printing in two or more colours**

30. When work is to be printed in two or more colours, the matter has to be dissected/separated, relative to the number of colours in printing. The time for setting the page will be allowed as for text page. The dissected/separated pages, however, will be allowed for at 10% of the time for each page of each colour; make-up time for the dissected/separated pages will be for every additional dissected/separated page at the usual make-up time.

**Setting of Diacritical characters/Foreign words**

31. The setting of publications of foregin languages and science involve the setting of uncommon characters. Whether this is done manually or mechanically, the speed of the operative is considerably slowed down. A special allowance of 50% additional time over the usual time is to be allowed for each line containing diacritical characters/mathematical signs/foreign words.

**Setting Cover pages exclusively in Types**

32. The setting of a cover page does not usually contain much type matter but is invariably set up in types of different size and type faces. The setting also involved arranging and displaying the page for aesthetic presentation. The item required for cover is, therefore, to be allowd for as setting of text page, set in 10 pt. of the page size in which the publication is printed.

**Setting Cover page exclusively in Block(s)**

33. This does not essentially involve setting. Therefore, the time for composing the block would be equal to the make-up time *i.e.* 6% of setting time in 10pt text matter of the size in which the job is printed.

**Setting Cover page Partly in Type and partly in Block**

34. For this type of work, the area covered by block(s) will be excluded from the total area of the page and time allowed excluding the block(s) proportionate to the setting of a full page area in which the job is set.

**Setting Advertisements and Display pages exclusively in Type Matter**

35. Irrespective of the size and face of type used the time allowed will be proportionate to the area of a text page in which the job is set.

**Section I — Composing — (B) Form Work/Job Work**

36. Form Work is to be paid for at rates 25% less than those paid for Book Work on *setting* only.

37. Rates for Make-up and Imposition are to be on the basis of rates paid for Book Work because Make-up and Imposition are equally, if not more, intricate than Book Work.

38. It is important to note here that in the case of Form Work charges are admissible only for the three main operations *viz.*, (i) Setting, (ii) Make-up and (iii) Imposition.

**Section II— Printing — (A) Book Work**

Basic Machine/Sheet Size	Basic Operation	No. of copies	Basic Rate
Royal 8vo, 6½" X 10", untrimmed, 65 Sq. inches .....	Printing ( <i>i.e.</i> 'Making Ready' and 'Running Off')	100	Rs. P. 7.04

39. Different machine/sheet sizes bear a direct relationship to the basic machine/sheets size with reference to (a) the printing (*i.e.* Making Ready and Running Off) of the first 100 copies and (b) the size of the sheet printed. This relationship can be expressed by Factor numbers. The rates corresponding to the respective machine/sheet size are obtained by multiplying the basic Rate by the respective factor number. The factor Nos. as also the Rates for the different machine/sheet sizes are given in the paragraphs that follow.

#### Printing of First 100 copies

40. The printing rate for the first 100 copies is made up of the rates for 'Make-ready' and 'Running Off' and is, therefore, a composite rate, in the table below the factor number together with corresponding rates for the various machine/sheet sizes are shown against each.

Machine	Size of sheet	Factor	Rate	
Size	Area Sq. in.	Sq. inches	No.	Rs. P.
Crown Folio .....	150	Upto 74	1.000	7.04
		75—99	1.125	7.92
		100—130	1.250	8.81
		131—150	1.375	9.68
Royal Folio .....	260	151—197	1.375	9.68
		198—260	1.500	10.57
Double Crown .....	600	261—394	1.625	11.45
		395—520	1.750	12.32
		521—600	2.125	14.96
Double Demy .....	788	601—873	2.500	17.60
RAI Special .....	872.96			
Double Royal .....	1040	874—1200	2.875	20.26
Quad Crown .....	1200			

#### Printing Additional 100 copies

41. The printing rate for the first 100 copies is a composite one and is made up of the rates for (i) 'Make Ready' and (ii) 'Running Off' as stated in para 40 above in the ratio of 9:1. To determine the rate for the additional 100 copies, the Make-ready rate is to be excluded from the printing rate of the 1st 100 copies. Taking the example of the basic machine/sheet size (*i.e.* Royal 8vo 65 sq. inches) for which the basic rate for printing of 1st 100 copies is Rs. 7.04, the 'Running Off' rate of additional 100 copies would be 10% of the basic rate or Rs. 0.71.

#### Printing of First 1000 copies

42. The rate for printing first 1,000 copies will be the printing rate for the first 100 copies plus the rate for 900 copies at the rate determined for Running-Off of additional 100 copies.

#### Printing of Additional 1000 copies upto 10000 copies to be paid pro rata per centum

43. The rate for Running-Off of additional 1000 copies over 1000 copies upto 10,000 copies will be at 9.5 times the rate for running-off additional 100 copies or 95%. Rate to be paid for quantities of 100 copies or less will be on a pro rata per centum basis.

#### Printing First 10000 copies

44. The rate for printing First 10,000 copies will be the rate for first 1,000 copies plus the rate of running off 9,000 copies at the rate determined for additional 1,000 copies over 1,000 copies upto 10,000 copies.

**Printing of Additional 1,000 copies over 10,000 copies upto 50,000 copies to be paid pro rata per centum**

45. The rate for Running-off of additional 1,000 copies over 10,000 copies upto 50,000 copies will be at 9 times the rate for running-off additional 100 copies rate or 90% . Rate to be paid for quantities of 100 copies or less will be on a pro rata per centum basis.

**Printing First 50,000 copies**

46. The rate for first 50,000 copies will be the rate for first 10,000 copies plus the rate of running-off 40,000 copies at the rate determined for additional 1,000 copies over 10,000 copies upto 50,000 copies.

**Printing Additional 1,000 copies above 50,000 copies to be paid pro rata per centum**

47. The rate for Running-off of additional 1,000 copies over 50,000 copies will be at the rate of 8.5 times the rate for running-off additional 100 copies or 85%.

**Printing of Line Blocks**

48. For printing of Line Block ordinary printing rates only are admissible.

**Printing of Half-tone Blocks**

49. Although it is customary to base Make-ready schedules on the size of the sheet to be printed, the actual surface area of the type matter and the area and nature of the blocks to be printed are to be taken into account and due allowance made for time spent on machine preparation. When printing half-tone blocks additional Make-ready time is involved. This is a technical necessity and is unavoidable. The proportion of time element for making ready half-tone blocks is allowable as under\*:

Area of Half-tone Blocks	Allowance
Half-Tone Blocks covering an area upto 25% of the page .....	33 $\frac{1}{3}$ % extra on make-ready time of the page
Half-Tone Blocks covering an area above 25% but upto and .... including 50% of the page	50% extra on make-ready time of the page
Half-Tone Blocks covering an area above 50% of the page .....	100% extra on make-ready time of the page

**Printing in close (Hair-line) Register**

50. In multi-colour printing (both Line and Half -tone) where printing involves super-imposition of colours or close (hair-line) registration, 100% extra make-ready time for each colour is to be allowed.

**Printing in Coloured Inks**

51. An additional 5% over 'Printing Off' charges is to be allowed to compensate for (i) cleaning of rollers and ink duct and (ii) higher cost of coloured inks.

**Varnishing**

52. Varnishing is to be allowed for at the same rate as Printing.

**Printing of Paper of less than 45 GSM and more than 200 GSM**

53. 20% extra charge on 'running-off' only is to be allowed for printing on paper of less than 45 GSM and more than 200 GSM.

**Section II — Printing — (B) Form Work/Job Work**

54. The rates for printing of Form work will be the rates applicable for Book Work less a discount of 10% .

**Section III — Binding — (A) Book work**

55. The work of binding is complex in nature. It covers a large number of single operations of various kind and when made up into different formats consists of a variety of combinations of these individual operations. These facts make the simplification of classification of binding operations a difficult task, Nevertheless, these operation can be broadly grouped into four classes which are given below indicating the base operation against each group:

\*Make-ready time of a page is determined by dividing the size of the sheet by the number of pages printed on one side of the sheet.

Group	Class of operation	Base operation
A	Preliminary Forwarding, Cutting Edges and operations normally done by hand	Folding
B	Styles of Binding	Cloth Back, Paper sides, cut flush Board
C	Operations normally done by machine	Wire Stitching Side
D	Specialised operations	(a) Ruling. (b) Numbering.

56. The formulae applicable to each group in respect of the relationship between the basic operation and the related operations in terms of ratios are dealt with hereunder.

#### Group A— Preliminary Forwarding, Cutting Edges and operations normally done by hand

57. The operation of "Cutting Edges", item 4, means cutting head, fore-edge and tail. Thus for determining the number of cuts, the formula 1,000 leaves multiplied by 3 cuts is to be applied for calculating the rates to be paid. For this purpose covers of books are to be taken as leaves.

58. It is important to note that ems, 9, 10 and 11 are only for the operation of covering and that operation involving preliminary forwarding, sewing/stitching and cutting edges will have to be allowed for in addition.

59. The operation of 'Insetting', item 12, involves setting section into another. The number of insets in a book is one less than the number of sections in that book. For this purpose, a cover it to be treated as section.

Group	Class of operation	Base operation	Unit	Basic Rate Rs. P.
A	Preliminary Forwarding, Cutting Edges and operations normally done by hand.	Folding	1,000 Folds	1.49

  

Sl. No.	Operation	Unit	Factor
1.	Folding .....	1,000 Folds	1.00
2.	Gathering .....	1,000 Sections	0.50
3.	Collating .....	1,000 Sections	0.50
4.	Cutting edges .....	1,000 Sections	0.15
5.	Inserting .....	1,000 inserts	1.00
6.	Stabbing and Stitching .....	1,000 copies (Blocks).	6.67
7.	Sewing the Back .....	1,000 Sections	5.00
8.	Pasting (Tipping-in) Plates .....	1,000 Plates (Sheets).	2.50
9.	Glueing-up Back and Wrapping .....	1,000 Covering	4.45
10.	Cover Glued full with End Papers and spine <i>without</i> Stiffeners .....	1,000 Covering	13.33
11.	Cover Glued full with End Papers and spine <i>with</i> Stiffeners .....	1,000 Covering	22.22
12.	Insetting .....	1,000 insets	0.83

#### Group B— Styles of Binding per 100 Coverings

60. The formulae given below relate only to the ratios for different styles of Binding with reference to the base style of binding. Operations of preliminary forwarding, sewing/stitching and cutting the edges are additional and are to be paid for extra as admissible.

Group	Class of operation	Base operation	Unit	Basic Rate Rs. P.
B	Styles of Binding	Cloth Back, Paper Sides, Cut Flush, Board	1,000 Coverings	2.79
Sl. No.	Style of Binding		Unit	Factor
1.	Cloth back, paper sides, cut, flush, board .....		1,00 coverings.	1.00
2.	Cloth back, paper sides, edges turned, board .....		1,00 coverings.	1.67
3.	Cloth back and corners, paper sides, edges turned, board .....		1,00 coverings.	2.30
4.	Full cloth on board .....		1,00 coverings.	2.30
5.	Leather back, cloth side, board .....		1,00 coverings.	4.14

### Group C— Operation normally done by Machine

61. The operations listed in this groups are normally done by machine. In the case of Wire, stitching, the rate to be paid must include an additional cost for stitching wire. The cost taken for this additional charge is based on the Running Contract entered into by the Government of India Stationery Office for stitching wire of 24 swg. for the period from 10.9.1970 to 9.9.1971 which is Rs. 5.40 per Kg. (One Kg. of stitching wire 24 swg. will yield approximately 10,000 stitches). The additional rate for stitching wire thus works out to Re. 0.54 per 1,000 stitches.

Group	Class of operation	Base operation	Unit	Basic Rate Rs. P.
C	Operations normally done by machine	Wire-Stitching—Side	1,000 Stitches	1.19
	Extra cost allowable for stitching wire		1,000 stitches	0.54
Sl. No.	Operation		Unit	Factor
1.	Wire Stitching — Side excluding cost of wire .....		1,000 stitches.	1.00
2.	Wire Stitching — Saddle excluding cost of wire .....		1,000 stitches.	2.00
3.	Punching .....		1,000 holes.	0.40
4.	Perforating .....		1,000 sheets.	0.93
5.	Eyeletting (excluding cost of eyelets) .....		1,000 Nos.	2.79

### Group D— Specialised Operations

#### (i) Rulling

62. Operations under this group do not bear a relation one to another, and are to be treated as separate items.

Group	Class of operation	Base operation	Unit	Basic Rate Rs. P.
D	Specialised Operation	Ruling—Go Through Foolscap and under	1,000 sides	1.40
Sl. No.	Operation	Size	Unit	Factor
1.	Ruling, Go Through .....	Foolscap and under	1,000 sides.	1.00
2.	Ruling, Stop .....	Foolscap and under	1,000 sides.	1.64
3.	Make-Ready .....	Foolscap and under		1.00
4.	Ruling, Go Through .....	Above Foolscap	1,000 sides.	1.54
5.	Ruling, Stop .....	Above Foolscap	1,000 sides.	2.46
3.	Make-Ready .....	Foolscap and under		1.54

**(ii) Numbering**

Group	Class of operation	Base operation	Method	Unit	Basic Rate Rs. P.
D	Specialised Operation	Numbering	Hand Numbering m/c.	1,000 Nos.	0.90
	Quantity				Factor
	Frist 1000 Nos. ....				1.00
	Every additional thousand upto 10000 .....				0.95
	Additional Thousand above 10000 and below 50000 .....				0.90
	Additional thousand above 50000 and below 1 lakh .....				0.85
	Additonal Thousand above 1 lakh .....				0.75

**Section III — Binding — (B) Form Work/Job Work**

63. The rates for binding of Form work will be the rates as applicable for Book work.

**Section IV — Photo Engraving (Block-making)**

64. Rates to be paid for Photo Engraving (Commonly known as Block-making) are to be the rates fixed from time to time by the Bengal Process Engravers' Association and adopted by the Delhi Process Engravers' Association, subject to the normal trade discount of 15% for regular/recurring orders and on ad-hoc/occasional orders exceeding Rs. 100/- in value.

TABLE VII

**Size:** Demy 8vo**Area:** 9" x 5½" (Untrimmed) or 50 Sq. inches

Size of Forme	Area	First 100 copies or under	Every 100 copies or part thereof to hold good for quantities below 1000	Addl. 1000 copies	Every 1000 copies to hold good for quantities below 10000 to be paid pro rata per centum	Addl. 10000 copies	Every 10000 copies to hold good for quantities below 50000 to be paid pro rata per centum	Addl. 50000 copies	Every 10000 copies to be paid pro rata per centum	Addl. 50000 copies to be paid pro rata per centum
Pages	Sq. in.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1	50	7.04	0.71	13.42	6.72	74.00	6.37	328.88	6.02	
2	99	7.92	0.71	14.29	6.72	74.88	6.37	329.76	6.02	
4	197	9.68	0.94	18.11	8.69	98.14	8.42	437.10	7.96	
8	394	11.45	1.19	22.14	11.29	124.09	10.69	551.51	10.10	
16	788	17.60	1.42	30.35	13.45	151.42	12.74	661.18	12.04	

TABLE VIII

**Size:** Demy 16mo**Area:** 4 1/2" X 5 1/2" (Untrimmed) or 25 Sq. inches

Size of Forme	Area	First 100 copies or under	Every 100 copies or part thereof to hold good for quantities below 1000	Addl. 1000 copies	Every 1000 copies to hold good for quantities below 10000 to be paid pro rata per centum	Addl. 10000 copies	Every 10000 copies to hold good for quantities below 50000 to be paid pro rata per centum	Addl. 50000 copies	Every 10000 copies to be paid pro rata per centum	Addl. 50000 copies to be paid pro rata per centum
Pages	Sq. in.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1	25	7.04	0.71	13.42	6.72	74.00	6.37	328.88	6.02	
2	50	7.04	0.71	13.42	6.72	74.00	6.37	328.88	6.02	
4	99	7.92	0.71	14.29	6.72	74.88	6.73	329.76	6.02	
8	197	9.68	0.94	18.11	8.69	98.14	8.42	437.10	7.96	
16	394	11.45	1.19	22.14	11.29	124.09	10.62	551.51	10.10	
32	788	17.60	1.42	30.35	13.45	151.42	12.74	661.18	12.04	

TABLE IX

**Size:** Crown 8vo**Area:** 5" x 7 ½ (Untrimmed) or 38 Sq. inches

Size of Forme	Area	First 100 copies or under	Every 100 copies or part thereof to hold good for quantities below 1000	Add 1000 copies	Every 1000 copies to hold good for quantities below 10000 to paid pro rata per centum	Add. 10000 copies	Every 10000 copies to hold good for quantities below 50000 to be paid pro rata per centum	Add. 50000 copies	Every 100 copies above 50000 copies to be paid pro rata per centum
Pages	Sq. in.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1	38	7.04	0.71	13.42	6.72	74.00	6.37	328.88	6.02
2	75	7.92	0.71	14.29	6.72	74.88	6.37	329.76	6.02
3	150	9.68	0.71	16.16	6.72	76.64	6.37	331.52	6.02
8	300	11.45	1.19	22.14	11.29	123.82	10.62	551.51	10.10
16	600	14.96	1.19	25.66	11.29	127.28	10.62	554.96	10.10

TABLE X

**Size:** Foolscap Folio**Area:** 8 ½ x 13 ½" (Untrimmed) or 115 Sq. inches

Size of Forme	Area	First 100 copies or under	Every 100 copies or part thereof to hold good for quantities below 1000	Add 1000 copies	Every 1000 copies to hold good for quantities below 10000 to paid pro rata per centum	Add. 10000 copies	Every 10000 copies to hold good for quantities below 50000 to be paid pro rata per centum	Add. 50000 copies	Every 100 copies above 50000 copies to be paid pro rata per centum
Pages	Sq. in.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1	115	8.81	0.71	15.18	6.72	75.77	6.37	330.65	6.02
2	230	10.57	0.94	19.00	8.69	99.02	8.42	435.98	7.96
4	459	12.34	1.19	23.03	11.29	124.66	10.62	552.34	10.10
8	918	20.26	1.52	35.05	15.62	175.67	14.84	769.43	12.61

**Section III—Binding**

TABLE XI

**Group A:** Preliminary Forwarding, Cutting edges and operations normally done by hand.

Sl. No.	Class of Operation	Unit	Rate to be paid pro rate per centum. Rs. P.
1.	Folding .....	1000 folds	1.49
2.	Gathering .....	1000 sections	0.75
3.	Collating .....	1000 sections	0.75
4.	Cutting Edges .....	1000 leaves	0.22
5.	Inserting .....	1000 inserts	1.49
6.	Stabbing and Stitching .....	1000 copies	9.90
7.	Sewing the Back .....	1000 sections	7.45
8.	Pasting (Tipping-in) Plates (sheets) .....	1000 plates (sheets).	3.73
9.	Glueing the Back and Wrappering .....	1000 coverings	6.63
10.	Cover fully glued on End Papers and Spine <i>without</i> Stiffeners .....	1000 coverings	19.86
11.	Cover fully glued on End Papers and Spine <i>with</i> Stiffeners .....	1000 coverings	33.11
12.	Insetting .....	1000 insets	1.24

TABLE XII

**Group B—Styles of Binding**

Sl. No.	Style of Binding	Unit	Rate to be paid pro rata per 10 coverings Rs. P.
1.	Cloth back, paper sides, cut flush, Board .....	1000 Coverings	2.79
2.	Cloth back, paper sides, Edges Turned, Board .....	1000 Coverings	4.67
3.	Cloth back and Corners, Paper sides, Edges turned, Board .....	1000 Coverings	6.42
4.	Full cloth on board .....	1000 Coverings	6.42

5.	Leather back, Cloth Sides, Board .....	1000 Coverings.	11.55
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TABLE XIII

**Group C**— Operations normally done by Machine

Sl. No.	Class of Operation	Unit	Rate to be paid pro rata per centum Rs. P.
1.	Wire Stitching side .....	1000 stitches	1.19
	Cost of Stitching Wire* .....	1000 stitches	0.54
			1.73
2.	Wire Stitching — Saddle .....	1,000 stitches	2.38
	Cost of Stitching Wire* .....	1000 stitches	0.54
			1.73
3.	Punching .....	1000 holes	0.48
4.	Perforating .....	1000 sheets	1.11
5.	Eyeletting (excluding cost of Eyelets) .....	1000 Nos	3.32

\* Of, para 61, pages 17-18.

TABLE XIV

**Group D**— Specialised Operations

Sl. No.	Class of Operation	Size	Unit	Rate
1.	<b>Ruling</b>			
	(a) Make-Ready .....	Foolscap and under	1000 sides	1.40
	(b) Ruling Go—through .....	"	1000 sides	1.40
	(c) Ruling— Stop .....	"	1000 sides	2.30
	(d) Make-Ready .....	Above Foolscap	1000 sides	2.15
	(e) Ruling Go—through .....	"	1000 sides	2.15
	(f) Ruling— Stop .....	"	1,000 sides	3.45
2.	Numbering (By Hand Numbering m/c)			
	(a) First 1000 Nos. ....		1000 Nos.	0.90
	(b) Every additional 1000 Nos. below 10000 Nos.		1000 Nos.	0.86
	(c) 10000 Nos. ....		10000 Nos.	8.64
	(d) Every additional 1000 Nos. below 50000 .....		1000 Nos.	0.86
	(e) 50000 Nos. ....		50000 No	41.04
	(f) Every additional 1000 Nos. below 1,00,000 Nos.		1000 Nos.	0.77
	(g) 1,00,000 Nos. ....		10000 Nos.	79.54
	(h) Every additional 1000 Nos. above 1,00,000 Nos.		1000 No.	0.68

**Section IV — Photo Engraving (Block-Making)**

TABLE XV

N.B. Subject to the normal trade discount of 15% for recurring/regular orders and on adhoc/occasional orders exceeding Rs.100 in value, the Rate Schedule as issued by the Bengal Process Engravers' Association and Adopted by the Delhi Process Engravers' Association, from time to time, will be applicable.

**OFFSET PRINTING**

	Rs. P.
<b>I. Litho Offset</b>	
Plate making etc.per sq. inch Printing (for varying quantities and sizes)* .....	0.16
<b>II. Photo Offset</b>	
Plate making etc.per sq. inch Printing (for varying quantities and sizes)* .....	0.19
<b>III. Photo Litho</b>	
Plate making etc.per sq. inch Printing (for varying quantities and sizes)* .....	0.19
<b>IV. Vandyke</b>	
Plate making etc.per sq. inch Printing (for varying quantities and sizes)* .....	0.12

*N.B. 1 Sq. inch—6,451 Sq. Cm.*

**\*Charges of printing:**

	100 copies	Every add. 100 copies or part thereof	1000 copies	Every add. 1000 copies to be paid pro rata per centum	10000 copies	Every add. 1000 copies above 10000	50000 copies	Every add. 1000 copies above 50000 copies to be paid pro rata per centum
(a) Quad Crown Double Royal, Quad F Cap Double Demy.	Rs. 10.00	1.50	15.00	13.00	13.00	30.00	604.00	11.00
(b) Double Crown Double F. Cap Demy Royal.	Rs. 7.00	1.25	11.00	9.00	92.00	9.00	447.50	8.00
(c) Crown F. Cap, Demy Folio, Royal Folio	Rs. 6.00	0.87	10.00	9.00	83.00	9.00	399.00	7.00
(d) Crown Folio, F Cap Folio, Demy 4 to Royal 4o.	Rs. 4.00	0.75	8.00	7.00	68.00	7.00	344.50	6.00
(e) Crown 4to F Cap 4to Demy 8vo, Royal 8vo.	Rs. 4.00	0.75	7.00	6.00	62.00	6.00	299.00	5.00

\*NOTE 1:— Quantities between 49,000 and 50,000 copies will be paid for at the rate for 50,000 copies.

NOTE 2:— A surcharge of 50% will be allowed for printing in colours other than black.

## ANNEXURE 'A'

*General Instructions to be followed by private Presses in the matter of executing the Printing work entrusted to them by the Joint Director of Printing*

The original Press Requisitions pertaining to the jobs, with brief specifications, will be sent to the printers in original along with the work. The instructions below and in Annexures 'B' and 'C' attached are of a general nature and they should be scrupulously observed in all cases. No departure whatsoever without the prior consent of the Joint Director of Printing, will be acceptable.

2. Paper for all jobs ordered will be supplied by Government on the scale required, *Plus* allowance for spoilage on the following scale:—

(a) *Job work and Form work*

- (i) Either printed in machine room only or ruled etc. in bindery only.

Under 500 impressions	1 per cent per colour
500 to 1000	½ per cent per colour
Every additional 1000 impressions	¼ per cent per colour

- (ii) Printed in machine room and ruled etc. after in bindery.

Under 1000 impressions	2 per cent per colour
Every additional 1000 impressions	1 per cent per colour

(b) *Book work*

- (i) 8vo or larger of any single (standard) sized paper (irrespective of the No. of impressions) 1 per cent per colour
- (ii) 16mo or smaller size of any single (standard) sized paper (irrespective of the No. of impressions) 2 per cent per colour

Arrangements for the supply of the requisite binding materials where necessary will also be made by Government, if possible. If, however, this is not possible and if the printers are asked to supply them they should do so and charge for them at current market prices which should be supported by the dealer's cash memo.

3. The work will be in varying sizes, styles and types and will run into varying number of copies as indicated in the schedules (Tables I to XV).

4. The execution should be of a high standard, neat and accurate. Inferior or defective execution, as to which the decision of the Jt. Director of Printing shall be final will in no circumstances be accepted. Such unacceptable work will be rejected and will have to be made good by satisfactory work at the entire expense of the printers concerned.

5. All jobs should be carried out with due regard to economy in paper consumption as well as in production cost without loss of clarity and efficiency. Unless otherwise stated, the economy measures detailed in ANNEXURE 'B' attached should be rigidly adhered to.

6. All orders should be executed promptly. Reasonable time for the supply of proof/printed copies will be allowed in each case and the work should be completed within that time. Upto two per cent of the amount of the bill for the work will be deducted for every week's delay or part thereof on your part in the supply of proof/printed copies by due dates. If, for any reason, the specified dates cannot be adhered to, the fact should be intimated immediately on receipt of the works and revised dates proposed.

7. As a measure of expediency it may be decided in some cases not to call proofs for check and approval before copies are finally printed. In such cases the responsibility of checking and passing the proofs should rest with the printers. It would be advisable, therefore, to give the matter a final reading when formes are on the machines to avoid misprints.

8. The printers will be required to arrange for blocks and plates, if any, included in the work entrusted to them if such blocks are not supplied by Government.

9. Particular care should be taken to see that the work or any portion thereof does not fall into unauthorised hands. Care should be taken to execute the work under security conditions. All proofs and trial and spare copies should be destroyed by burning in the presence of a responsible person of the press. A certificate that these precautions were taken should be sent after the completion of the work.

10. The printed copies should be supplied duly tied up into suitable sized bundles of an equal number. Local delivery should be made without wrapping paper. Outstation consignments which cannot be sent by post, should be despatched by rail duly packed in gunny or packing cases whichever method will be the less expensive one consistent with the safety of the contents, and the packages should be placed f.o.r. local railway station for despatch by passenger or goods train as will be specified in each case, *freight to pay*. Railway Receipt should be sent to the party or parties concerned the same day under certificate of posting and for express deliver.

11. After the work has been completed (i) the original Press requisition (ii) the bill in Triplicate prepared on the basis of the rates given in the Schedules forming ANNEXURE 'B' (iii) a representative specimen of the work done (iv) the receipted delivery vouchers for the supplies made (v) the certificate referred to in para 9 above (vi) the paper account showing the receipt consumption and the balance if any of the paper supplied for the work and (vii) any other document in support of the items charged for in the bill should be submitted for necessary action. The excess quantity of paper if any should be retained by the printers in safe custody pending receipt of disposal instructions.

#### ANNEXURE 'B'

##### *Economy measures to be adopted in printing the jobs entrusted by the Joint Director of Printing*

In the absence of instruction to the contrary the economy measures detailed below should be rigidly followed:

- (i) **Text**—The dimension of appearing matter and the size of type to be used for the different sizes of paper should be those specified in ANNEXURE 'C' under the various sizes. For smaller sub-divisions of the basic sizes given in ANNEXURE 'C' suitable small dimensions for appearing matter and type should be used aiming at maximum paper economy attainable.
- (ii) **Preliminaries**—(Such as Preface, Introduction, Foreward etc.) and quotations within text should be set in one or two sizes smaller than the text.
- (iii) **Sub-Paras**—From the second line onward the matter should run full measures.
- (iv) **Indentations**—Should be kept as narrow as possible.
- (v) **Marginal notes and references**—Should go inside text.
- (vi) **Articles, Chapters, Appendices, etc.**—Should all be arranged 'run on' *i.e.* one immediately after the other and not commencing on a fresh page each time.
- (vii) **Style**—Should be solid in all cases *i.e.* without leads between the lines unless otherwise specified.
- (viii) Double column printing should be adopted in preference to single wide column in the case of Foolscap Folio and other sizes down to Crown 4to. In such cases the space separating the columns should not exceed one pica em.
- (ix) Blank portions of pages complete blank pages and leaves title page wide margin on top bottom and sides should be avoided as far as possible.
- (x) Matter in the nature of a list should be arranged in double or triple columns to make the maximum use of the available paper space.
- (xi) Tables of figures should be printed in single spacing where the type used is small a blank line being left after each 5 lines to avoid strain to the eye.
- (xii) Both sides of the paper should be printed on.

- (xiii) Illustrations, plans or diagrams should be printed on both sides of the paper, except where the illustrations must face the relevant text matter and the reverse cannot be usefully utilised. If illustrations etc. are printed along with the text the spaces around them should be filled in with the text matter. If illustrations etc. are to be printed in separate sheets the sizes chosen for the reproduction should be such as will fit in with the size of the publication in which they are to be inserted and will admit of no waste of paper.
- (xiv) Covers should be dispensed with wherever possible, if, however, their use is essential all four pages should be utilised for printing 'Contents' 'Index' etc. or other suitable matter. Punched copies with loose leaf binding should not be supplied unless this style is absolutely essential and asked for.
- (xv) Any work not covered by the economy instructions given above should be vetted with a view to obtaining the maximum economy of paper possible.
- (xvi) Work executed in an extravagant style and without regard to the specified economy measures will be paid for only on the basis of the economical style of production.

## ANNEXURE 'C'

Sub-Division of the standard size	Foolscap 34.5 x 43 cms Dimensions of appearing matter	Size of type	Crown 38 x 51 cms Dimensions of appearing matter	Size of type	Demy 44.5 x 57 cms Dimensions of appearing matter	Size of type	Long Royal 51 x 66 cms Dimensions of appearing matter	Size of type	Large Royal 53 x 72.5 cms Dimensions of appearing matter	Super type
Folio	42 x 72 pica ems	10 pt. in double Column, 11 pt. in full measure								NOT IN USE
Quarto	32 x 42 pica ems	10 pt.	36 x 52 pica ems	10 pt.	44 x 58 pica ems	10 pt. in double column, 11 pt. in full measures	48 x 66 pica ems	10 pt. in double column, 12 pt. in full measures	56 x 72 pica ems	10 pt. in double column, 12 pt. in full measures
Octavo;	20 x 32 pica ems	8 pt.	24 x 38 pica ems	8 pt.	26 x 44 pica ems	8 pt.	30 x 50 pica ems	10 pt.	34 x 52 pica ems	10 pt.

- Notes :— (1) The above sizes of type are intended for book work or similar matter. For tabular work suitably smaller sizes may be used according to nature of work.
- (2) Dimensions larger than those given above for appearing matter may be adopted where this involves no practical difficulty in the press and does not detract from the usefulness of the printed work.
- (3) In the case of mono types in view of their smaller face, types 1 point larger than those mentioned above may be used, where desirable.
- (4) Where type of the size required in accordance with this table is not available, the next larger type in stock may be used.
- (5) For smaller sub-divisions *i.e.* 12 mo, 16 mo, etc. suitably small dimensions for appearing matter and type based on the above table should be used aiming at maximum paper economy attainable.

**REFERENCE MATERIAL****PUBLICATIONS**

- "Book Design", Hugh Williamson, Oxford University Press, London, 1956.
- "Compositor's Work in Printing", Larken, H.W., Staples Printers, London 1961.
- "Costing System", British Federation of master Printers, London, 1959.
- "Estimating for Printers", British Federation of Master Printers, London, 1959.
- "Printers' Arithmetic", Avis, D.C., Legrave Press of London, 1949.
- "The Design of Formes", Her Majesty's Stationery Office, London, 1962.

**DEPARTMENTAL DOCUMENTS**

- "Hand Book of the Government of India Presses"—Sixth Edition, New Delhi, 1969.
- "Incentive Bonus Scheme" Government of India Printing and Stationery Department, New Delhi, 1958.
- "Schedule of Rates" Government of India Printing and Stationery Department, New Delhi, April, 1957.
- Director of Printing file No. 3/1/68-OSD.
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## GLOSSARY

### TECHNICAL TERMS EXPLAINED

**Basic Page Size**—A Royal 8vo Page *i.e.*, a paper size of 10" x 6 1/2" (Untrimmed) or 9 1/2" x 6 1/4" (trimmed) with a type page area of 30 ems pica wide x 50 ems pica deep, straightforward, solid composed matter, to which all other page sizes have been related.

**Basic Point Size**—A size of type which is 10 pt/10 set.

**Basic Rate**—Rate related to the basic size/operations.

**Blanking Out**—The task of filling up blank space in a type page with spacing material to make-up a pre-determined area of type.

**Cutting Edges**—Cutting clean all three edges (Head, Fore-edge and Tail) of a book so that all leaves of each edge are flush. In cutting edges of a 1000 leaves, the number of cuts will be 1000 leaves multiplied by 3 cuts.

**Em**—Printers' unit of measurement to express the Depth and Set (Width) or type. In type of normal dimensions it is the square of the body of the type e.g., 12 pt. Em would equal 12 pt. Deep x 12 pt. Set (Wide) in a normal size of 12 pt. type.

**En**—One half of the "EM".

**Imposition**—The positioning of a type page in a particular position in relation to other pages and to firmly lock-up such pages with a 'Chase' (steel frame) so that when a sheet is printed and folded the pages appear in sequence with proper margin.

**Inserting**—The placing of a piece of paper/card between the leaves of a book.

**Insetting**—The term used for placing one section (folded sheet) inside another.

**Leaded Matter**—Type matter Made-up into a page with inter-linear spacing by insertion of spacing material between the lines.

**Leaf**—TWO PAGES: The observe and reverse of a piece of paper.

**Make-Ready**—The first part of printing operation (the second part being 'Running off') where the machine is prepared and set for the actual 'Running off' of copies. The task is a complex one and involves several variable factors such as (i) type of machine (ii) size of machine (iii) machine preparation (iv) setting and regulating ink flow (v) size of forme (vi) nature of forme (vii) number of colours to be printed (viii) colour registration etc.

**Make-up**—The task of putting together different elements of types, Blocks, Rules, Ornaments, Spacing material etc. to form a pre-determined are a referred to 'page'.

**Pasting**—The term used for securing a slip, leaf or folded sheet to the back edge of a page by means of a narrow strip of paste also referred to as "Tipping-in".

**Pica**—The term commonly used for a size of type 12 pt. Deep x 12 Pt. Set (Wide).

**Point**—A unit of measure equal to 0.0138" approximately. This means that 72 points is equal to about 1".

**Post Text Matter**—These are the pages that follow the Main or Text Matter in Book work and are normally referred to as (i) Appendices (ii) Bibliography (iii) Glossary and (iv) Indices.

**Preliminary Forwarding**—The collective term for the binding operations of Folding, Gathering and Collating. These operations are common to all styles of binding book work.

**Preliminary Pages**—In Book work these are the pages that precede the 'Main' or 'Text' Matter of the book. Normally these preliminary pages are (i) Half Title (ii) Frontispiece (iii) Title (iv) Dedication (v) Preface (vi) Contents (vii) List of Illustrations (viii) Acknowledgement (ix) Introduction and (x) Errata.

**Running Off**—The second part of printing operation (the first part being 'Make-Ready') and is the actual operation by which an impression is imparted on to a paper/material by means of a printing machine.

**Section**—A sheet of paper folded ready for incorporation in the main body of the book.

**Straightforward Matter**—Text matter which makes for continuous reading like a Newspaper or Novel, otherwise known as 'Common' or 'Running' matter.

**Tabular Matter**—Composed matter which is set up in columnar form where (i) the matter of one column bear a relation to other columns and (ii) the lines of each column are to be justified separately. It is important to note here that all matter in columnar form is not necessarily tabular matter. Mechanically composed Tabular matter is usually done on a single type composing (Monotype Keyboard and Composition Caster) Machine. The process of tabular setting when done on these machines is known as 'multiple justification'. Detailed explanation of this system will be found on page 174 of the Mono Keyboard Operators' Manual 1958 edition (Reprint). Examples of tabular matter will be found in the Hand Book of Government of India Presses, 6th Edition—page 334 (388) and 335 (389).

**Type Dimensions**—Type has three dimensions viz., HEIGHT a constant dimension of 0.916"; DEPTH—a varying dimension according to the point size of type; SET (Width)—also a varying dimension in relation to the design of type face, that is to say that the Set of a 12 Pt. type could be narrower, equal to or wider than 12 Pt. depending upon the design of the particular type face used.

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No. L-15020/1/95-O.P. (VOL.II)  
GOVERNMENT OF INDIA  
DIRECTORATE OF PRINTING  
NIRMAN BHAWAN NEW DELHI

Dated the 4.12.2000.

To,  
All the Ministries/Depts./Offices  
of Govt. of India

*Sub: Schedule of Rates for private printing effective from 21.10.2000.*

Sir,

The schedule of rates for printing by private presses effective from 1.4.1977 were revised in the year 1986 (with effect from 1.1.1986) by adding 80% over and above the rates effective from 1.4.1977.

After 1986, the schedule of rates for printing have not been revised, while the revision was under consideration for quite some time. Now, the same have been revised/framed and approved by the Minister of Urban Development and Poverty Alleviation. These approved rates of letter press printing operations as well as offset printing which have become effective with effect from 21.10.2000 are notified as under:—

A. LETTER PRESS

Add 80% to the rates of 1977 (Annexure I) in respect of all the operations of letter press printing to arrive at the rates as on 1986. Thereafter, add 270% to these to arrive at the rates to be effective from 21.10.2000.

B. OFFSET PRINTING

For all the operations of offset printing, the rates have been framed afresh and are as contained in Annexure II. These may be adopted with effect from 21.10.2000.

These rates may serve as a guide and index to market rates.

All the Secretaries of the Ministries of the Government of India are requested to circulate it further to the respective Departments/Offices under their control.

Yours faithfully,

Sd/-

(S.N. CHAKRABORTY)  
JOINT DIRECTOR (TECH.)

Encl: As above

## (ii) OFFSET PRINTING

**Details of Operations/Units**

Composing by laser Type-setting (text)	Rs. 1.35 per sq. inch.
Composing by laser Type-setting (Tabular)	Rs. 1.88 per sq. inch.
Composing from floppy (Text)	Rs. 0.90 per sq. inch.
Composing from floppy (Tabular)	Rs. 1.00 per sq. inch.

## Processing

A-1	Rs. 390.00
A-2	Rs. 194.00
A-3	Rs. 99.00
A-4	Rs. 50.00
A-5	Rs. 25.00

## Plate Making

A-1	Rs. 294.00
A-2	Rs. 160.00
A-3	Rs. 81.00
A-4	Rs. 41.00
A-5	Rs. 21.00

**Processing of coloured maps/charts**

One Col.	Rs. 1.80 per sq. cm.
Two Cols.	Rs. 3.35 -do-
Three Cols.	Rs. 4.75 -do-
Four Cols.	Rs. 7.75 -do-
Five Cols.	Rs. 9.75 -do-
Six Cols.	Rs. 11.50 -do-
Seven Cols.	Rs. 12.80 -do-
Eight Cols.	Rs. 14.50 -do-
Nine Cols.	Rs. 15.50 -do-
Ten Cols.	Rs. 18.00 -do-

## Scanning

Rs. 0.60 per sq. cm.
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## Printing

A-1 per 1000	Rs. 127/-
Subsequent per 1000	Rs. 127/-
A-2 per 1000	Rs. 78/-
Subsequent per 1000	Rs. 75/-
A-3 per 1000	Rs. 55/-
Subsequent per 1000	Rs. 55/-

## On WPP

Rs. 127/-
Rs. 127/-
Rs. 78/-
Rs. 75/-
Rs. 55/-
Rs. 55/-

## Art Paper/Art Card

Rs. 132/-
Rs. 132/-
Rs. 78/-
Rs. 78/-
Rs. 55/-
Rs. 55/-

**Binding:**

Paper Back Wire Stitching	Rs. 290/- per 100 leaves per 100 copies
Paper Back Section Sewing	Rs. 590/- per 100 leaves per 100 copies
Hard-bound Section Sewing	Rs. 880/- per 100 leaves per 100 copies

Pads: Rs. 30/- per 100 stitches

Booklets: Rs. 50/- per 100 stitches

Lamination: A-3	Rs. 2.75 per copy
A-4	Rs. 1.95 per copy
A-5	Rs. 0.95 per copy

Notes:— While applying these rates, wherever any fraction of a unit or a portion of a work is involved, the charges are to be worked out on pro-rata/proportionate basis, for example, if the charge of printing per 1000 copies is Rs. 127/-, the charges for 1500 copies would be Rs. 190.50 p. This pro-rata system will apply in all the cases/units/works and in respect of all the operations. Further, excepting the printing paper and covering material (for binding), these charges/rates would be inclusive of all the material such as proofing paper, photo-film, offset plates, lamination film, inks etc. etc.