

V.M. JOHN
DIRECTOR OF REGISTRATION,
Trivandrum.

Trivandrum,
7-12-84.

D.O.A3/67056/82.

Dear Sri, Gopinathan.

Sub: Binding work- Monthly Turn over of a binder-revised quantum fixed reg-

Ref: 1) Govt. letter No. 17257/D3/84/TD/ dt. 31-7-84.
2) Letter of even number dt. 27-9-84.
3) Letter No. CComp 2-23996/84 dt. 1-12-84 of the
Superintendent of Govt. presses, TVM.

.....

Your attention is invited to the reference cited. As per the letter cited 3rd the superintendent of Government presses has revised the time required for binding one register volume.

The time required for binding A3 size 250 full calico for sections using four tapes for all the work including page numbering number checking oiling and all other operations etc is 3 hrs. 53 ~~xx~~ minutes as per book after time study of work measurement. After providing an allowance for preparation of paste and glue etc. the maximum hours required for binding a registration volume is fixed as 4 hours. The out turn of the binder of your unit is to be fixed as follows:-

In a month of 24 working days there are 50 working hours at the credit of a binder ($24 \times 6\frac{1}{2} = 150$ hrs. $6\frac{1}{2}$ working hrs. a day. In 150 working hrs. there are 37,4 hrs. that is equal to the time required for binding 37 volumes (150) Thus a binder of your unit has to bind 37 volume as per the received quantum of work fixed. In addition to this if there is a binding supervisor he is given half an hour to supervise the work of a binder and the rest of his working hours is to be utilised for binding as per order to be completed should be fixed as above deducting the supervisory hours.

Government in the letter 2nd cited has rejected the ~~pe~~ petition of Sri. M.S. Aravindan binding supervisor regarding the work load of the binding supervisors of this department and has ordered that the binding supervisors will attend to the normal binding work also besides the supervising work. Hence no complaints in this regard will be ~~xxx~~ entertained.

The monthly progress report of binding should be in strict conformity with the revised quantum fixed. The report should be ~~xxxxxxx~~ in the new statement. If any Binding supervisor/binder does not comply with this order, action has to be initiated against him by the District Registrar and the fact reported to this

office. The District Registrar will be fully responsible for the binding work of his unit. Hence you are requested to bestow your personal attention in the matter and give necessary instructions to the binders in this regard..

Yours faithfully

(True copy)

R.O. Malappuram
dt. 1-2-99.

District Registrar(G)