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GOVERNMENT OF KENYA



PRINTING AND STATIONERY
ANNUAL REPORT
1961-62

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GOVERNMENT PRINTING AND STATIONERY DEPARTMENT
ANNUAL REPORT, 1961/62, TO 30th JUNE, 1962

ADMINISTRATIVE AND GENERAL

Printing Activity

The year 1961/62 was again an extremely busy one for the Press, the cost value of printing produced being £227,488, which was very similar to last year's figure of £228,241. In addition to the normally heavy commitments work on the Revised Edition of the Laws was considerably stepped up. This is the largest single printing assignment to be undertaken in the history of the Government Printing department. New machines and much additional material have had to be purchased, new staff engaged and existing staff redeployed. Overtime was again considerable but owing to the introduction of shift work where possible this was kept down to the minimum. The consumption of paper amounted to a high figure, but did not reach the previous years' record.

Revision of the Laws

During the second half of the year under review preparations for the Revision of the Laws was intensified. Type setting was tackled in earnest as completed "copy" became available from the Legal Department, and by the end of June, 1962, was well advanced, additional contract staff assisting. Printing of the chapters as they were passed for approval by the Law Commissioners was commenced and nearly one-half completed, approximately 5,000 pages.

In order to cope with the processing of the printed sheets practically the whole of the area accommodated by the paper stores had to be converted into a second binding establishment. Five-sixths of the total stores were transferred to godowns in the Stores Section of the Ministry of Works and Communications, located in an industrial area approximately six miles from the Press. Two months supply of average and slow moving paper stocks were retained and fast moving stocks are indented for weekly and conveyed by motor-lorry.

The reorganization involved the Reading Section in yet another transfer of their activities, this time being sited on a balcony of the one-time paper

store. The building alterations necessitated have resulted in a quiet cul-de-sac, eminently suitable working conditions for the concentrated task of the proof-reader. The previous reading-room offers convenient facilities as a store for the separate law chapters which have to be available on demand by the public. Supplies of these chapters, numbering 1-529 are permanently housed in numbered cubicles, which contain unallocated numbers at intervals for future additional legislation.

The new binding section has been equipped with tables and benches some newly made, others borrowed or acquired. Straw-board cartons to measure and sleeves for the individual protection of books in transit have been ordered and packing proceeds as each volume is completed. There will be a total of 11 volumes in the set having approximately 10,000 pages.

Staff Training

During February, under the scheme for Localization and Training, the first full-time training officer arrived at the Press. Twenty-four trainees are receiving instruction and wherever possible established staff are receiving guidance whilst "on the job". These measures, combined with afternoon lectures designed for groups of varying standards, appear to be appreciated, and must soon result in improved methods and efficiency. The opportunity will be available for suitable staff to attempt the City and Guilds examinations.

The new training room, in which cheque embossing machines were sited, at present used for lectures only, is in process of being redecorated. On completion it is intended to install equipment and machinery in order that the new training wing should become a complete self-contained unit. Trainees are being encouraged to appreciate good typographic design and to plan and produce their own work.

Apprentices

Nineteen apprentices have been employed during the year under review, of these three have left of their own accord. Of the sixteen remaining there are eight African, six Asian and two European. One African apprentice resigned for further education. The remaining apprentices appear to be settling down and taking a keen interest in the craft of printing.

Revenue

The department undertakes a considerable amount of printing for the East African Railways, Posts and Telecommunications and other departments of the East African Common Services, these being the main sources of its revenue, which reached the figure of £126,459. This was an excellent result in a difficult year, although £12,000 less than the previous year.

Paper Consumption

The amount of paper used was again considerable, the consumption being 624 tons. The *Kenya Gazette* again accounted for 24 tons.

COUNTERFOIL RECEIPT BOOK SECTION

This section continued to handle all revenue receipt books and the following are the comparative issues:

	1960/61	1961/62
African District Council	22,330	26,813
Revenue Receipt Books	8,372	13,662
Graduated Personal Tax Receipt Books	28,663	31,305
Graduated Personal Tax Assessment Cards	36,500	35,000
Discs and Plates	1,390	—
Issues to Government Departments	36,704	29,406
Lamson Paragon	2,696	2,186
Immigration Forms (Naturalization)	11,852	6,640
Driving Licences (Original and Duplicate)	20,050	20,000
Motor Vehicle Licences	4,106	4,080
Driving Badges, P.S.V.	2,000	3,472
Conductor Badges, P.S.V.	1,000	1,200
P.S.V. Cards	4,500	4,700
Promissory Notes "B"	50,000	100,000
Promissory Notes "C"	100,000	195,000
Promissory Notes "D1"	100,000	50,000
Cheques	36,499	7

REVENUE AND EXPENDITURE

Expenditure for the financial year under review was less than the previous year, being reduced by 34 per cent amounting to £104,000. Purchase of Paper and Stationery dropped to £55,000 as compared with £123,000 during 1960/61. Part of this reduction was due to economy, less machinery was bought and stocks previously purchased brought into use.

During 1960/61 the adjustment of salaries, as a result of the Flemming Commission, increased the subhead Personal Emoluments. The amount expended this year is back to pre-Flemming figures, but does not include the amount paid by Her Majesty's Government.

Government economy is again reflected in the shortfall on Revenue collected, and although £12,000 less than last year is considered favourable.

Departmental accounting records show the following expenditure and revenue details covering two financial periods:

Expenditure	Actual Expenditure, 1961/62	Actual Expenditure, 1960/61
	£	£
A. Personal Emoluments	111,908	129,788
B. House Allowance	11,898	11,960
C. Passages and Leave Expenses	3,701	4,556
D. Paper, Stationery, Printing Materials, etc.	55,656	123,359
E. Purchase and Repair of Typewriters and Duplicators	7,243	10,880
F. Purchase of Machinery	6,347	24,411
G. Miscellaneous Other Charges:		
1. Travelling Expenses	877	917
2. Electric Power, Water and Con- servancy	3,944	3,481
3. Postal Services	1,829	1,801
4. Incidental Expenses	282	276
5. Upkeep of Machinery	1,836	331
H. Kenya Laws:		
Personal Emoluments	4,885	2,720
GROSS TOTAL£	210,406	314,480

Total appropriations in aid during the period under review are shown below in detail:

Appropriations in Aid	Actual Collections, 1961/62	Actual Collections, 1960/61
	£ s. cts.	£ s. cts.
Z.1. Gazette, Printing and Stationery	123,866 5 20	136,322 18 51
Z.2. Miscellaneous	1,337 8 50	1,624 17 26
Z.3. Trade Bulletin	1,031 15 22	777 14 15
<i>Item not repeated</i>	223 11 35	—
TOTAL APPROPRIATIONS IN AID ..£	126,459 0 27	138,725 9 92

KENYA GAZETTE

The total number of paid subscribers to the *Kenya Gazette* as at 30th June, 1962, was 1,280; official free recipients numbered 1,696.

Number of Pages

				Gazette	Ordinances	Supplements
1959	1,503	814	1,097
1960	1,602	531	1,216
1961	1,580	293	1,464

The total number of paying subscribers to the East African Common Services Organization Gazette averages 332; free issues number 1,497.

PRINTING AND OTHER ITEMS SUPPLIED

Detailed information of printing supplied to all departments has been omitted in the interests of economy, but the following main groups are shown, together with details of 1960/61 for comparison:

				1960/61	1961/62
Forms, cards, etc.	98,952,386	70,045,863
Paper back books	400,648	555,000
Circulars and pamphlets	433,319	289,435
Circulars and pamphlets:					
Information Office	250,000	164,000
Ledgers and Binding	9,397	6,898
Railway tickets	2,318,624	2,356,371
Rubber stamps	7,550	6,833

STATIONERY

The value of stationery issued was again within the total block allocations of Government departments. The following table shows the relative figures for the past five years.

Financial Year				Total Block Allocation	Total Value of Issue
				£	£ s. cts.
1957/58	51,370	53,686 6 12
1958/59	50,480	51,477 12 37
1959/60	51,525	51,194 7 47
1960/61	59,850	57,119 4 85
1961/62	56,700	55,464 14 69

The number of indents dealt with in 1961/62, i.e. 8,948 compares with 9,728 executed in 1960/61.

In addition to parcels collected locally from the stationery stores, 7,808 parcels, including 78 cases, weighing 270,978 lb. were despatched from this office, as compared with the previous year weighing 291,336 lb.

The increase in figures for 1960/61 is due to Elections during that period.

The following selected list of items supplied in 1961/62 in comparison with 1960/61 is of interest:

	1960/61	1961/62
Paper, typing, reams of 500 sheets ..	25,085	25,082
Paper, duplicating, reams of 500 sheets	23,090	22,453
Books 13" x 8" and 10" x 8"	9,568	14,613
Wax stencils for duplicating sheets ..	192,768	148,896
Pencils (various)	114,360	108,034
Penholders	2,677	1,874
Manila files (stock issues)	158,993	156,366
Carbon paper (typewriting sheets) ..	1,070,049	862,249
Typewriter ribbons	10,902	10,710
Ink duplicating tubes	3,762	3,503
Filwax bottles (correcting fluid) ..	2,051	1,780
Biro pens	18,653	16,450
Refills for Biro pens	3,807	7,100

MACHINERY MAINTENANCE

The Press Engineer and his staff were again very busy throughout the year. The plant was well maintained and kept in full operation, enabling maximum output to be continued. New plant arrived in pursuance of the machinery replacement programme, some machinery was re-sited and obsolete units disposed of. A new Intertype C.4 line composing machine arrived in August, and was rapidly brought into full use, also a new Heidelberg 13 x 18 Automatic Platen. On being unpacked this machine was found to have suffered damage in transit and is awaiting the replacement of the affected parts.

Making way for the new Intertype an old model 4 Linotype, initially installed in 1927, was removed to the workshop for reconditioning. This machine will not be disposed of but subsequent to overhaul will be re-erected in the training wing. A Little Giant Automatic Cylinder Press has also been removed from the machine room to the training section and will be used for instruction purposes. Two Grover Embossing machines were disposed of as scrap metal.

TYPEWRITERS AND DUPLICATORS

The cost of repairs to typewriters and duplicators at £3,312 rose slightly by £409. A total of 52 typewriters and duplicators were boarded and sold by public auction.

The following comparative statement shows the functions of this section:

	1960/61	1961/62
Locally Purchased:		
Typewriters	213	170
Duplicators	34	16
Donations:		
Typewriters	—	1
Duplicators	—	1
Repairs to:		
Typewriters	1,698	1,522
Duplicators	55	5
Cost	£2,903	£3,312
Withdrawn for Board of Survey:		
Typewriters	90	43
Duplicators	9	9
Total on Charge:		
Typewriters	3,905	3,954
Duplicators	344	347
Surrendered to certain Departments and no longer on Charge:		
Typewriters	36	97
Duplicators	8	5

LITHOGRAPHIC DIVISION

The report of this section, as last year, could again commence with the phrase "staff problems". After much effort a machine minder has been recruited from the United Kingdom, but in the interim more valuable staff has departed on transfer or retirement. The latter category included Mr. F. A. Ballard, Superintendent of this division, who joined this department on transfer from Tanganyika in 1947, and who organized the lithographic section from its inception to its present state of efficiency.

"Pamoja", a 16-page illustrated Kiswahili monthly, previously produced by letterpress, has reached 100,000 copies per issue, and is now printed in two colours. This means that the Double-Demy Crabtree

machine used, second-hand ex-military 16 years ago, is subjected to intense pressure. It continues to cope, being carefully tended, and it has served Government well, but inevitably it will wilt, and honourable retirement must soon be considered.

During the year two African learner artists were introduced into the drawing office. Both are producing good work, and are receiving instruction whilst "on the job". African staff in this and other sections of the Press continue to make good technical progress.

The total cost value of work carried out in the Litho division amounted to £40,410.9.00 cts., of which £19,131.14.00 cts. was chargeable. Of this amount Lithographic work accounted for £36,551.3.00 cts., whilst process work amounted to £3,859.6.00 cts. The total number of blocks, line and half-tone, manufactured during the year was 1,901.

APPRECIATION

I wish to record my appreciation of the sterling work and excellent results achieved during the year by all members of the staff. Production commitments have been met, often under difficult circumstances, and training has continued. For this, and the loyalty and diligence shown, I wish to thank all concerned.

30th October, 1962.

H. G. LOFTING,
Government Printer.

