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COLONY AND PROTECTORATE OF KENYA

PRINTING AND STATIONERY
ANNUAL REPORT

One Shilling - 1960

1959-60

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PRINTING AND STATIONERY ANNUAL REPORT 1959-60

PRIMITING AND STATIONERY ANNUAL REPORT 1959-0

PRINTING AND STATIONERY DEPARTMENT ANNUAL REPORT, 1st JULY, 1959—30th JUNE, 1960

ADMINISTRATIVE AND GENERAL

Printing Activity

The Press worked to full capacity during the year under review, July, 1959, to June, 1960, and the results obtained were of such a standard that all concerned may take pride in their achievement. In brief, the picture which emerges from the statistics involved is one of increased printing activity and greater revenue, at the smallest overall cost to Government for several years.

The production of the Corfield report, *The Origins and Growth of Mau Mau* (328 pp., with 2-colour map insert) constituted quite a challenge to an already hard-pressed department in having to produce, within eight days of receiving final proofs, 7,000 copies under security arrangements. Three thousand five hundred copies of these had to be despatched to the Colonial Office in time for simultaneous publication in the United Kingdom and Kenya on the 1st June, 1960. By the afternoon of the 2nd June all copies in Kenya were sold out, and a reprint which was put in hand immediately was completed within six days. This second impression was sold out within two weeks, and a third impression which was put in hand on the 24th June was completed by the 2nd July.

Revenue

The revenue earned by the department was some £135,000, which was an increase of £4,000 over the previous year. This revenue is principally derived from printing for the East Africa High Commission Services, sales of publications, Gazette advertisements and subscriptions, and stationery supplied on charge.

The total cost value of all printing, including printing for the Kenya Government, was £206,537, which was £7,363 more than in 1958/59.340

Staff Training

For several years now it has been difficult to recruit skilled printing staff from either local sources or overseas. Because of this, in the recent filling of a vacancy by overseas recruitment, due regard was given to the candidate's capacity to train others as well as to his technical ability, and the beneficial results of planned training are beginning to be observed.

Whilst it is not possible, as yet, to second any staff to full-time tuitional duty, man and machine hours being more than committed as overtime figures indicate, it is felt that a good start has been made in tackling and increasing the training of local staff. Trainees have generally shown interest and appreciation.

Paper Consumption

The tonnage of paper used during the year rose slightly, a total of 520 tons passing through the Press and emerging as forms, reports, legislation, Gazettes and wrappings, etc.

COUNTERFOIL RECEIPT BOOK SECTION

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

	1958/59	1959/60
African District Council	45,104	21,504
Revenue Receipt Books	3,039	4,916
Graduated Personal Tax Receipt Books	33,157	31,751
Graduated Personal Tax Assessment Cards	20,000	45,000
Discs and Plates	55,880	76,550
Issues to Government Departments	32,881	28,312
Lamson Paragon	1,489	1,940
Passes for Immigration	440	_
Driving Licences—(Original and Duplicate)	30,000	
Motor Vehicle Licences	3,920	3,402
Driving Badges, P.S.V	5,000	
Conductor Badges, P.S.V	2,500	_
Detention Orders	12,300	2,100
Promissory Notes "B"		24,900
Promissory Notes "C"	202,000	200,200
Promissory Notes "D"	50,400	
Promissory Notes "D1"	50,400	49,900
Cheques	77,757	48,301

REVENUE AND EXPENDITURE

Expenditure for the financial year 1959/60 was some £46,225 less than in 1958/59. The factors contributing to this reduction were the continuation of strict control over departmental demands for stationery

and printing, and the nonfulfilment of a number of indents for paper, etc., on the Crown Agents. There was also a fall in the repair charges for type-writers, and expenditure on paper and machinery required for the revised edition of the Kenya Laws in 1958/59 was not repeated.

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

Expenditure		Actual Expenditure 1958/59	Actual Expenditure 1959/60		
		£ s. cts.	£ s. cts.		
A.	Personal Emoluments	110,519 1 06	112,906 2 20		
B.	House Allowance	9,258 2 30	10,409 1 21		
C.	Paper, Stationery, Printing Materials, etc	113,922 2 28	91,188 15 03		
D.	Purchase and Repair of Type-writers and Duplicators	15,221 4 70	13,168 12 05		
E.	Purchase of Machinery	_	2,701 8 20		
F.	Miscellaneous Other Charges: 1. Travelling Expenses 2. Electric Power, Water and	875 4 62	723 12 81		
	Conservancy	3,244 8 14	3,368 17 61		
	3. Postal Services	1,834 11 92	1,958 15 96		
	Office Equipment	413 15 32	375 2 84		
	5. Upkeep of Machinery	329 14 56	489 3 08		
	6. Purchase of Discs	2,743 6 00	3,432 9 25		
G.	Kenya Laws: 1. Personal Emoluments Other Charges: Paper, Stationery,	368 16 46	2,190 0 00		
	Printing Materials,	22 000 0 00			
	etc	22,900 8 98 9,506 5 90			
Н.	Compensation and Ex-gratia Payments	_	2,000 0 00		
	£	291,137 2 24	244,912 0 24		

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

Appropriations-in-Aid	Actual Collections 1958/59	Actual Collections 1959/60	
	£ s. cts.	£ s. cts.	
Z.1. Gazette, Printing and Stationery	126,292 13 58	130,241 1 28	
Z.2. Miscellaneous	972 1 62	576 12 27	
Z.3. Trade Bulletin	1,307 1 11	966 10 99	
Z.4. Sale of Discs	2,629 1 10	3,502 18 25	
Total Collections	£ 131,200 17 41	135,287 2 79	

KENYA GAZETTE

The total number of paid subscribers to the Kenya Gazette as at 30th June, 1960, was 1,570; official free recipients numbered 1,650.

The number of pages in the Gazette issues for 1959 showed an appreciable increase, as the following table indicates:

Number of Pages

	Gazette	Ordinances	Supplements
1957	 1,370	195	788
1958	 1,515	555	908
1959	 1,503	814	1,097

The total number of paying subscribers to the East Africa High Commission Gazette averages 376, whilst free issues number 1,426.

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 1958/59 for comparison:

	1958/59	1959/60
Forms, cards, etc	86,247,260	89,765,213
Danay hade books	492,851	413,632
C: 1 1 114	224,264	378,157
Circulars and pamphlets: Information	on	
Office	206,500	106,500
Ledgers and Binding	8,966	9,560
Pailway tigkets	3,898,959	2,312,459
Dubbon Stamps	5,802	5,519

STATIONERY

The following figures indicate a continuance of strict economy:

Fin	ANCIAL	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

The number of indents dealt with in 1959/60, i.e. 8,980, compares with 11,217 executed in 1958/59. The decrease is due to Police Head-quarters being supplied in bulk for issue to stations outside.

In addition to parcels collected locally from the stationery stores, 14,226 parcels, including 396 cases, weighing 271,115 lb., were despatched from this office. The total for the previous year was 7,912 parcels, including 367 cases, weighing 269,312 lb.

The following selected list of items supplied in 1959/60 in comparison with 1958/59 is of interest:

	1958/59	1959/60
Paper, typing, reams of 500 sheets	29,728	23,963
Paper, duplicating, reams of 500 sheets	19,621	19,246
Books 13" x 8" and 10" x 8"	10,615	8,921
Wax stencils for duplicating sheets	120,192	138,168
Pencils (various)	119,571	116,371
Penholders	1,963	2,179
Manila files (stock issues)	151,063	172,600
Carbon paper (typewriting sheets)	874,076	818,272
Typewriter ribbons	8,971	8,312
Ink duplicating tubes	2,898	3,105
Filwax bottles (correcting fluid)	1,566	1,640
Biro pens	2,610	3,135
Refills for Biro pens	12,019	9,047

MACHINERY MAINTENANCE

The Press Engineer was kept very busy throughout the year. His staff has been increased by the acquisition of an electrician, resulting in a reduction of machine-hours lost and of time spent on repairs. It was possible to overhaul and recondition some 40 electric motors during the year, and new plant and machinery can be installed or re-sited with the minimum of delay.

Machinery Replacement Programme

A recent survey of the printing machinery of this department has revealed the necessity to embark upon a programme of replacement in order that present and future printing commitments may continue to be successfully met. This replacement programme has been commenced, and it is hoped, will be continued annually, in order that many worn and outmoded units of machinery of 20 to 30 years usage and over will be replaced by up-to-date plant.

TYPEWRITERS AND DUPLICATORS

Although the number of typewriters sent for repair rose by 300 machines to 1,689, the aggregate repair bill was less than the year before. This fortunate state of affairs was due to the system of carefully checking each repair estimate with the history of the machine.

The following table shows the activities of this section:

			1958/59	1959/60
Locally Purchased:				
Typewriters			322	260
Duplicators			48	37
Taken over from African Cou	arts:			
Typewriters			23	-
Repairs to:				
Typewriters			1,383	1,689
Duplicators			52	46
Withdrawn for Board of Surv	vey:			
Typewriters			43	56
Duplicators			3	4
Total on charge:				
Typewriters			3,618	3,799
Duplicators			300	320
Handed over to Board of		rs for		
Government Schools:				
Typewriters				23
Duplicators				13

LITHOGRAPHIC DIVISION

Staff shortages, due to one officer having to retire following an accident, and another accepting a transfer, have considerably hampered production in this section of the Press. Nine geological maps in colour, however, were completed for Report Nos. 45, 46, 47 and Memoir No. 2.

Staff recruitment attempts for the camera and machine room have so far failed, but, as work for the Microfile unit fell away, the officer engaged thereon was able to assist in general negative production.

African Progress

Production in the printing-down-to-metal section under the supervision of the Assistant Superintendent is now wholly African, and the standard achieved is a good one.

The Superintendent of the Lithographic Division again stresses the need for the replacement of worn machinery. As stated elsewhere, this subject is being tackled.

The total number of blocks manufactured during the year was 1,848.

The following are details of work handled:

		1958/59	1959/60
Litho Work Orders	 	 979	1,131
Reams machined	 	 20,006	20,257
Multilith Work Orders	 	 796	937
Reams machined	 	 14,577	14,176

The total cost value of work carried out in all sections of this division amounted to £30,573. Of this total Lithographic work accounted for £27,350, whilst process work amounted to £3,223.

APPRECIATION

It is with pleasure that one records the continued loyalty and diligence of the entire staff of this department, despite the unremitting pressure of work which continually trespasses upon what should be their leisure hours.

26th September, 1960.

H. G. LOFTING,

Government Printer.

STATEMENT A

A LIST OF PUBLICATIONS PRINTED

TITLE		Number of pages	Number Printed
nnual Reports, Departmental:		172	750
Agriculture, 1958—Vol. II	 	172	750
Agriculture, 1959	 	68	
African Land Development, 1958/59	 	100	400
Community Development, 1958	 	28	500
Central Housing Board, 1958	 	12	450
Civil Service Commission, 1959	 	12	400
E.A. Court of Appeal, 1959	 	8	150
European Hospital Fund, 1958	 	4	250
Forest, 1958	 	60	750
Immigration, 1958	 	24	400
Kenya Police, 1958	 	24	550
Kenya Regiment, 1958	 	8	400
Kenya Colony, 1958	 	192	1,800
Lands, 1958	 	12	400
Labour, 1958	 	76	550
Local Government, 1956, 1957 and 1958		40	200
I ID 1 1050		40	550
		24	500
Mines and Geology, 1958	 • •	32	500
Medical, 1958	 	12	450
Ministry of Housing, 1959	 	20	500
Nairobi Airport, 1958	 	24	
Nairobi Airport, 1959	 		500
Printing and Stationery, 1958/59	 	16	350
Prisons, 1958	 	8	550
Road Authority, 1957–58	 	48	450
Registrar General, 1958	 	44	350
Survey of Kenya, 1958	 	8	450
Transport Licensing Board, 1958	 	4	200
Veterinary, 1958	 	108	800
Weights and Measures, 1958	 	12	400
<u> </u>			
ustoms:			
Annual Trade Report, 1958	 	340	800
ouncil of State:			
Council of State Debates	 	28	350
Council of State Debates	 	24	200
A. High Commission Annual Reports:			
E.A. Agriculture and Fisheries, 1959	 	56	450
E.A. High Commission Annual Report, 1959	 	104	2,000
E.A. Marine Fisheries, 1959		24	300
E.A. Leprosy Research, 1958/59	 	4	400

STATEMENT A—(Contd.)

A LIST OF PUBLICATIONS PRINTED

Title	Number of pages	Number Printed
Fact Africa High Commission Annual Beneate (Carth)		
East Africa High Commission Annual Reports—(Contd.) E.A. Industrial Research Organization, 1958/59	28	900
E.A. Council for Medical Research, 1958/59	 36	550
E.A.T.R.O., 1958	 96	850
E.A. Institute for Medical Research, 1958/59	 36	700
E.A. Meteorological, 1958/59	36	750
E.A. Virus Research Institute, 1958/59	56	600
Income Tax Annual Report, 1958/59	 28	500
E.A. High Commission, Miscellaneous:		
Third Formal Hydrological Conference	 108	200
Record of Research, 1958	 120	2,000
E.A. High Commission Staff List, 1959	 80	500
E.A. Income Tax Cases, Vol. 2—Part III	 320	500
E.A. Statistical Abstract, 1959	 160	750
Draft Estimates Revenue and Expenditure, 1960-61	 204	170
Final High Commission Estimates	 164	500
E.A. High Commission Financial Statement, 1958/59	 112	500
C.L.A. Hansard	 56	400
C.L.A. Hansard	 164	400
E.A. Research Organization Estimates, 1960/61	 88	600
Information Office:		
Pamoja Swahili (12 issues) each	 16	85,000
Students Newsletter (12 issues) each	 4	1,850
Kenya Information Service Bulletin (12 issues) each	 4	4,400
Jaluo (2 issues) each	 16	30,500
Serikali Na Raia	 36	20,000
Corfield Report Summary—Swahili	 16	45,000
Kijua Kikuu (Reprint)	 20	40,000
Local Government:		
African District Council Estimates, 1960	 108	200
Labour:		
Safety, Health and Welfare in Factories	 76	2,500
Job Methods Manual	 82	150
Standing Instructions	 69	200
Legislative Council:	1.60	
Report of the Public Accounts Committee	 160	300
Legislative Council Debates—Daily	 1,958	440
Legislative Council Debates—Bound	 2,002	260

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STATEMENT A—(Contd.)

A LIST OF PUBLICATIONS PRINTED

TITLE				Number of pages	Number Printed
					Wilson.
Mines and Geology:					et the t
Geological Report, No. 44				52	800
Geological Report, No. 45				100	1,000
				ord we rig	
Ministries:				n in the stig	til odi
Agriculture—Agriculture Machinery	Enquiry			36	500
Agriculture—Agricultural Census, 19				80	1,000
Agriculture—Pyrethrum Industry En	quiry Repo	ort		12	1,500
Agriculture-Report of the Committee	ee on the	Organizat	tion		
of Agriculture				140	1,300
Commerce and Industry—Commerce	and Indust	ry in Ker	nya,	120	6 000
1959				120	6,000
Defence—The Nrief Report				32	3,600
Education—Syllabus for Arab and Asi				120	5,000
Tourism and Common Services—Tri	bes of Ken	ya		48	20,500
Posts and Telecommunications:				arutekisn'i	-
				240	40,200
Telephone Directory, June, 1959.				240 256	41,700
Telephone Directory, January, 1960	(Popuint)			256	3,500
Telephone Directory, January, 1960 Staff List, 1959	_			32	330
Post Office Guide, 1960				464	5,000
E.A.P. & T. Annual Report, 1958				64	950
Draft Estimates, 1960	. ::			72	125
Final Estimates, 1960				72	300
Titul Estimates, 1300					
Printing and Stationery:					
Survey of Industrial Research, 1957				96	700
Notes on Pensions and Gratuities .				32	5,000
Kenya Law Reports, 1955				320	650
Police:					
Conditions of Service				24	700
Railways and Harbours:					
Staff List, 1960				56	650
Working Time Table—January, 196	0			188	3,500
Working Time Table—July, 1960				184	3,500
Tariff Book No. 3				192	3,500
General Manager's Annual Report, 1				64	1,300
General Rules for Firemen .				60	2,700

STATEMENT A—(Contd.)

A LIST OF PUBLICATIONS PRINTED

TITLE	Number of pages	Number Printed
Secretariat :		
Staff List as at 1–9–1959	252	1,000
Report on Native Lands	42	200
Television Report	44	400
The Origin and Growth of Mau Mau	328	7,000
The Origin and Growth of Mau Mau (Reprint)	328	3,000
The Origin and Growth of Mau Mau (Reprint)	328	3,000
Trade and Supplies:		
Trade and Supplies Bulletin (12 issues) each	36	1,400
Treasury:		
Budget Book	20	1,000
Exchange Control Administrative Notices and Instructions	64	500
Model Department Stores Regulations	42	1,800
Domestic Income and Product in Kenya	104	700
Colony Draft Estimates of Expenditure, 1960-61	304	400
Colony Final Estimates of Expenditure, 1960-61	240	800
Development Draft Estimates, 1960-61	72	400
Development Final Estimates, 1960-61	72	750
Appropriation, Revenue and Final Account, 1958/59	364	350
Appendices to Appropriation Account	168	250
Veterinary:		
Jubilee Booklet	32	500

STATEMENT B ACTUAL COST VALUE OF PRINTING SUPPLIED for previous and current year

DEI	PARTMEN	NT		- 1	1958/59	1959/60
					£	£
H.E. The Governor			 		916	285
Administration			 		1,598	1,123
Agriculture			 		886	878
African District Councils			 		646	603
Approved Schools			 		31	50
African Land Development			 		431	300
Board of Agriculture			 		445	225
Coast Agent			 		225	266
Colonial Audit			 		1,303	1,447
Controls			 		745	80
Customs			 		2,903	1,443
Civil Service Commission			 		395	231
Cabinet Office					19	16
Council of State					53	85
		_	 		600	523
E.A. High Commission, Acco					8,099	7,690
E.A. High Commission			 		2,104	1,086
Education			 		149	19
European Settlement Board			 			134
Forest :			 		493	334
Game			 		213	
Immigration			 		2,018	1,133
Income Tax			 		4,198	4,923
Information			 		11,934	10,417
Inland Revenue			 		2,694	1,778
Judicial			 		3,179	3,202
Kenya Broadcasting Service			 			438
Labour			 		2,659	3,530
Lands			 		830	637
Legislative Council			 		5,183	5,826
Legal			 		1,425	1,569
Local Government			 		83	5
Mines and Geology			 		2,704	1,899
Medical			 		5,808	4,500
Miscellaneous			 		7,004	7,994
Ministries					5,504	6,517
Ministry of Works					6,182	6,128
		• •				182
Nairobi Airport		• •	 		10,765	11,125
			 		23,712	20,030
Posts and Telecommunication		• • •	 		29,690	32,971
Printing and Stationery	D		 		3,900	4,865
Printing and Stationery, C.R.	В		 			3,185
Prisons			 		3,725	244
Probation Services			 		278	
Railways and Harbours			 		37,082	47,055
Registrar General			 		833	1,004
Secretariat			 		1,135	3,862
Survey			 		222	401
Treasury			 		2,675	3,037
Transport Licensing Board			 		158	29
Veterinary			 		1,224	1,203
Weights and Measures			 		106	40
0					100 174	206 527
				£	199,174	206,537

STATEMENT C

COST OF STATIONERY

The cost of stationery supplied to departments in 1959/60 amounted to £51,194. The following Statement shows the value of stationery issued to all Ministries and Departments for the periods 1958/59 and 1959/60.

Y	VALUE OF ISSUES MADE					
Ministry/Depar	TMENT				1958/59	1959/60
	-				£	£
H.E. The Governor					135	104
Legislative Council					345	401
Judicial Department					2,111	1,791
Exchequer and Audit					99	120
Civil Service Commission					145	164
Chief Secretary:						
Chief Secretary's Office					458	628
Cabinet Office					281	200
Establishment Division					168	234
Information					978	815
Immigration					283	291
Broadcasting					291	1,273
Ministry of Legal Affairs:					271	1,2/3
1 15					230	173
Registrar General's Department					260	.,
Ministry of Finance and Development						392
Ministry of African Affairs					861	983
Ministry of African Affairs:					740	1 100
Minister's Office					748	1,106
Provincial Administration					7,879	8,636
Passbook Control					217	56
Registrar of Co-operative Societies	es				335	416
Commissioner of Inland Revenue					435	462
Ministry of Agriculture:						
Minister's Office					1,222	1,142
Board of Agriculture					252	327
Agricultural Department					2,537	2,616
African Land Development					448	58
Director of Veterinary Services					1,754	1,562
Ministry of Internal Security and Defe	nce:					
Minister's Office					344	356
Kenya Regiment					432	507
Prisons Department					2,330	2,012
Police Department					8,426	7,772
Ministry of Local Government:						,
Minister's Office					157	193
Local Government Departments					139	94
Town Planning					39	29.
Medical Department					2,836	2,726
Government Chemist					46	18
				• •	70	10
	C	ried farm	uard.		37 221	27 (57
	Car	ried forw	ulu	£	37,221	37,657

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STATEMENT C—(Contd.)

	Value of Issues Made					
Ministry/Def	1958/59	1959/60				
	Brought forward					£ 37,657
Ministry of Education, Labour and	Lands:					
Minister's Office					971	853
Labour Department					1,470	1,424
Director of Education					2,359	2,336
Lands					559	647
Surveys					364	314
Ministry of Forest Development, G	ame and I	Fisherie	s:			
Minister's Office					521	588
Forest Department					1,084	1,169
Game Department					129	117
Ministry of Commerce and Industry	y:					
Minister's Office					278	270
Transport Licensing Board					75	
Rent Control Board					59	14
Mines and Geology					117	111
Weights and Measures					30	35
Trade and Supplies					155	179
Nairobi Airport					185	199
Ministry of Works:						
Minister's Departments					3,604	3,628
Road Authority					68	80
Ministry of Community Developme						
Minister's Office					265	
Department of C.D.O					581	409
Probation Service					387	166
Ministry of Tourism and Common	Services				41	47
Government Coast Agent					90	127
Government Printer					309	296
Controller, Supplies and Trans					407	339
Ministry of Housing	_				103	153
Council of State					34	31
Commissioner for Revision of Laws					11	5
				£	51,477	51,194

