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PRINTING AND STATIONERY
ANNUAL REPORT
1960-61

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PRINTING AND STATIONERY DEPARTMENT

JULY, 1960—30th JUNE, 1961

ADMINISTRATIVE AND GENERAL

Printing Activity

The Press was extremely busy throughout the year, and heavy demands were placed on all sections which necessitated at times almost constant overtime work. This resulted in a record consumption of paper, and a near record of print production, last year's figures improving by £22,000 to a total of £228,000. The *Kenya Gazette* and Supplements achieved an average of 64 pages a week and this shows signs of increasing, as the *Gazette* proper is seldom less than 32 pages. The type-setting potential of the Press is committed to date-lined publications for one week in four, for the remainder the eleven Lino-Intertype and four Monotype machines are engaged in endeavouring to keep abreast of reports, annual and incidental, and general printing.

Normal requirements of Government, however, have to be ruthlessly deferred in favour of the daily production of *Hansard* whenever Legislative Council is sitting, which almost completely absorbs the remainder of the type-setting potential per month. Legislative Council debates resulted in nearly 1,000 pages of *Hansard* being printed during the first six weeks of the First Session of the 12th Council, which commenced sitting mid-May. When Legislative Council rises, and the pressure on the Press is literally reduced, then efforts are concentrated on the reduction of the inevitable backlog, by which time the officers concerned of some 70 Government and E.A. High Commission departments are firmly convinced that they are being neglected!

Permanent overtime is not possible, and even if it were some printing would still have to go out, on advice, to local commercial printers, whose standard of production and delivery are invariably excellent. In this connexion I echo the remarks of an esteemed predecessor who recorded in 1949, "Experience in other parts of the world—particularly in the United Kingdom, United States of America, etc., has shown that no one central printing department has ever been large enough to cater for all the Government printing requirements."

Elections

The production of over 2,000,000 ballot papers including postal and primary were produced during January and February, placing a heavy burden on the printing and binding departments, especially with regard to wrapping and despatching to the 38 constituencies in quantities varying from 2,000 to 150,000. The entire operation was completed in five weeks and eleven tons of paper were used.

Revision of the Laws

Work continued on the complete revision of the Laws and by the 30th June this year over 2,000 pages of Laws had been type set. Copy for this monumental task has been supplied with regularity since mid-February, nearly 10,000 pages remaining to be set. The Laws are to be published in loose-chapter form in eleven or twelve volumes of 1,000 pages each, in 1962/63. Chapters subsequently amended will be reprinted and replaced annually.

Staff Honours

Three members of the staff were honoured, their services averaging 33 years; Luis Rodrigues, M.B.E., Thomas Okudo, The Queen's Badge, and Rafiq Ahmed, Imperial Service Medal. The department received a further honour when Maulidi Jasho, a member of the Lithographic section, was nominated a Government Member of Legislative Council.

Staff Training

Although it is still not possible to second any staff to full-time tutorial duty, more hours than ever before have been devoted to this subject. Good progress has been made, and with the prospect of further assistance much more will be possible.

Revenue

The results of the year's working were excellent and revenue rose by £5,500 to £138,694, so nearly approaching the record of £140,322 earned in 1956/57.

Paper Consumption

The tonnage of paper used rose considerably during the year, increasing by 164 tons to a total of 684 tons. The *Kenya Gazette* accounted for 24 tons. It is interesting to note that in 1950 Government's requirements were entirely met with 265 tons.

COUNTERFOIL RECEIPT BOOK SECTION

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

	1959/60	1960/61
African District Council	21,504	22,330
Revenue Receipt Books	4,916	8,372
Graduated Personal Tax Receipt Books ..	31,751	28,663
Graduated Personal Tax Assessment Cards ..	45,000	36,500
Discs and Plates	76,550	1,390
Issues to Government Departments	28,312	36,704
Lamson Paragon	1,940	2,696
Immigration Forms (Naturalization)	—	11,852
Driving Licences—(Original and Duplicate) ..	—	20,050
Motor Vehicle Licences	3,402	4,106
Driving Badges, P.S.V.	—	2,000
Conductor Badges, P.S.V.	—	1,000
P.S.V. Cards	—	4,500
Detention Orders	2,100	—
Promissory Notes "B"	24,900	50,000
Promissory Notes "C"	200,200	100,000
Promissory Notes "D1"	49,900	100,000
Cheques	48,301	36,499

EXPENDITURE AND REVENUE

Expenditure for the financial year 1960/61 exceeded the previous year's level by £69,592. The main reason being the payment of salary increases back-dated over a fifteen months period, encroaching into the financial year, 1959/60. Also, as the result of stores being received late, payment was carried forward from the previous year's provision, which reflect an uneven distribution of expenditure. The purchase of machinery was also a contributory factor representing essential replacements for worn and obsolete machinery, and the installation of new units in preparation for the production of the Kenya Laws.

Revenue collections were very satisfactory in spite of one item of Revenue being deleted from the Vote, reducing the earning power of the department. More High Commission printing was undertaken than during the previous year and the processing of chargeable work was expedited where possible.

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

EXPENDITURE	Actual Expenditure 1960/61		Actual Expenditure 1959/60	
	£	s. cts.	£	s. cts.
A. Personal Emoluments	129,788	6 22	112,906	2 20
B. House Allowance	11,959	11 31	10,409	1 21
C. Passages and Leave Expenses ..	4,556	6 09	—	
D. Paper, Stationery, Printing Materials, etc.	123,359	7 71	91,188	15 03
E. Purchase and Repair of Typewriters and Duplicators	10,879	15 95	13,168	12 05
F. Purchase of Machinery	24,411	4 46	2,701	8 20
G. <i>Miscellaneous Other Charges:</i>				
1. Travelling Expenses ..	916	11 36	723	12 81
2. Electric Power, Water and Conservancy	3,481	0 76	3,368	17 61
3. Postal Services	1,801	1 83	1,958	15 96
4. Incidental Expenses ..	276	0 52	375	2 84
5. Upkeep of Machinery ..	331	7 03	489	3 08
<i>Item not repeated</i>	—		3,432	9 25
H. <i>Kenya Laws:</i>				
1. Personal Emoluments ..	2,720	3 98	2,190	0 00
<i>Item not repeated</i>	—		2,000	0 00
GROSS TOTAL ..£	314,480	17 22	244,912	0 24

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

APPROPRIATIONS-IN-AID	Actual Collections 1960/61		Actual Collections 1959/60	
	£	s. cts.	£	s. cts.
Z.1. Gazette, Printing and Stationery	136,322	18 51	130,241	1 28
Z.2. Miscellaneous	1,624	17 26	576	12 27
Z.3. Trade Bulletin	777	14 15	966	10 99
<i>Item not repeated</i>	—		3,502	18 25
TOTAL APPROPRIATIONS-IN-AID ..£	138,725	9 92	135,287	2 79

KENYA GAZETTE

The total number of paid subscribers to the Kenya Gazette as at 30th June, 1961, was 1,330; official free recipients numbered 1,680.

The number of pages in the Gazette issues for 1960 continued to show an appreciable increase, as the following table indicates:

Number of Pages

		Gazette	Ordinances	Supplements
1958	..	1,515	555	908
1959	..	1,503	814	1,097
1960	..	1,602	531	1,216

The total number of paying subscribers to the East Africa High Commission Gazette averages 348, whilst free issues number 1,467.

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 1959/60 for comparison:

	1959/60	1960/61
Forms, cards, etc.	89,765,213	98,952,386
Paper back books	413,632	400,648
Circulars and pamphlets	378,157	433,319
Circulars and pamphlets: Information Office	106,500	250,000
Ledgers and Binding	9,560	9,397
Railway tickets	2,312,459	2,318,624
Rubber stamps	5,519	7,550

STATIONERY

There has been greater activity in the Stores during this financial year, as indicated by the figures shown below. This has been due to a general increase in consumption, agreement for which followed demands by several departments. Also stationery for the elections to the value of £2,879 was supplied.

FINANCIAL YEAR	Total Block Allocation	Total Value of Issue
	£	£ s. cts.
1958/59	50,480	51,477 12 37
1959/60	51,525	51,194 7 47
1960/61	59,850	57,119 4 85

The number of indents dealt with in 1960/61, i.e. 9,728, compares with 8,980 executed in 1959/60.

In addition to parcels collected locally from the stationery stores, 8,287 parcels, including 339 cases, weighing 291,336 lb., were despatched from this office, as compared with the previous year weighing 271,115 lb.

The following selected list of items supplied in 1960/61 in comparison with 1959/60 is of interest:

	1959/60	1960/61
Paper, typing, reams of 500 sheets ..	23,963	25,085
Paper, duplicating, reams of 500 sheets ..	19,246	23,090
Books 13" x 8" and 10" x 8" ..	8,921	9,568
Wax stencils for duplicating sheets ..	138,168	192,768
Pencils (various)	116,371	114,360
Penholders	2,179	2,677
Manila files (stock issues)	172,600	158,993
Carbon paper (typewriting sheets) ..	818,272	1,070,049
Typewriter ribbons	8,312	10,902
Ink duplicating tubes	3,105	3,762
Filwax bottles (correcting fluid)	1,640	2,051
Biro pens	3,135	18,653
Refills for Biro pens	9,047	3,807

MACHINERY MAINTENANCE

As usual the Press Engineer and his staff were fully occupied throughout the year. The daily maintenance of a large plant in full operation continued to be efficiently carried out, and in pursuance of the machinery replacement programme the removal of old plant and the receipt, checking and erection of new machinery was accomplished with the minimum of delay.

Several units of obsolete machinery have been disposed of and the following new plant installed:

Three-Knife Trimmer.
 No. 3 High Speed Miehle Automatic Feed.
 No. 3 High Speed Hand Fed Miehle.
 Model 1275 Tandem Multilith.
 Intertype Model C.4.Q. Line Composing Machine.
 Camco Quad Crown Folder.
 Camco Demy Folio Folder.

The obsolete machinery units disposed of were:

Wharfdale No. 3 Quad Crown.
 Wharfdale No. 4 Quad Crown.
 Summit No. 5 Double Demy.
 Summit No. 6 Double Demy.

The Model No. 4 Linotype originally put in service in 1927 has not been disposed of, but will be kept for tuition purposes when its proposed site is available.

The replacement programme continues and has gone a long way towards enabling the Press to keep abreast of the demands of Government.

TYPEWRITERS AND DUPLICATORS

The cost of repairs to typewriters and duplicators at £2,903 maintained its low level of last year, which was £370 less than previously. The number of machines for which repairs were sanctioned was almost identical for successive years, as was also the cost involved. A total of 90 aged machines were boarded and sold by public auction.

The following comparative statement shows the functions of this section:

	1959/60	1960/61
Locally Purchased:		
Typewriters	260	213
Duplicators	37	34
Repairs to:		
Typewriters	1,689	1,698
Duplicators	46	55
Cost	£2,908	£2,903
Withdrawn for Board of Survey:		
Typewriters	56	90
Duplicators	4	9
Total on Charge:		
Typewriters	3,799	3,905
Duplicators	320	344
Handed over to Boards of Governors for Government Schools:		
Typewriters	23	36
Duplicators	13	8

LITHOGRAPHIC DIVISION

Staff problems continued to hamper production, efforts to obtain qualified staff again being unsuccessful. With the implementation of the Flemming salary scales fresh attempts will be made to attract staff. Another apprentice was recruited but this fact was offset by the resignation of an apprentice in this section.

Despite the staff position the total output of this division was excellent, and indicates the increased acceptance of responsibility by the African staff. In the Printing-down-to-Metal section the work continued to be produced entirely by Africans, and the standard is a good one.

“Pamoja”, an illustrated 16-page monthly, printed in Kiswahili, 85,000 run, has been transferred from the heavily committed letterpress section and produced on a Double-Demy Two-colour Crabtree, with excellent results.

Alterations to the internal layout have been successfully completed to the general benefit of the technical activities concerned.

The Multilith section is now located in the machine room as a self-contained unit. A fourth machine, model 1275 Tandem Double Head was installed, and assisted in coping with an additional flow of duplicating channelled to this department from the Chief Secretary's office. This additional work followed an O. and M. recommendation on Common Services, their Report No. 33 of December, 1959, refers.

The total cost value of work carried out in all sections of this division amounted to £38,861.12.00, of which £17,386.9.00 was chargeable. Of this total lithographic work accounted for £35,286.1.00, whilst process work amounted to £3,575.11.00. The total number of blocks, line and half-tone, manufactured during the year was 1,891.

The following are details of work handled:

				1959/60	1960/61
Litho Work Orders	1,131	1,594
Reams machined	20,257	28,420
Multilith Work Orders	937	1,610
Reams machined	14,176	19,302

APPRECIATION

Printing being the result of several diverse skills it would be impossible to fulfil the extraordinary demands of Government without the keen spirit of co-operation that exists amongst the officers of this Press, technical and administrative. This spirit, which makes our tasks so much easier, I acknowledge, and record my grateful thanks.

29th August, 1961.

H. G. LOFTING,
Government Printer.

STATEMENT A

A LIST OF PUBLICATIONS PRINTED

during the current year

TITLE	Number of pages	Number Printed
Annual Reports, Departmental:		
Civil Service Commission, 1960	12	500
Council of State, 1960	8	300
Central Housing Board, 1960	16	500
Department of Co-operative Development, 1959	48	600
European Settlement Board, 1959/60	8	300
E.A. Court of Appeal for Eastern Africa, 1960	8	150
E.A. Currency Board, 1960	20	300
Forest, 1959	52	700
Fisheries, 1959	32	650
Immigration, 1959	20	450
Information	8	450
Kenya Colony, 1959	192	2,000
Kenya Police, 1959	24	600
Kenya Police, 1960	24	600
Lands, 1959	12	400
Land Bank, 1959	40	500
Mines and Geology, 1959	24	550
Ministry of Housing, 1960	12	450
Ministry of Health, 1959	52	500
Ministry of Local Government, 1958/59	144	400
Ministry of Agriculture, 1959—Vol. II	180	700
Ministry of Works—Mombasa Pipeline Board, 1959/60	16	200
Ministry of Labour, 1958/59	52	500
Printing and Stationery, 1959/60	20	350
Registrar General, 1959	48	400
Road Authority, 1958/59	52	500
Survey, 1959	24	500
Treatment of Offenders, 1959	76	700
Veterinary, 1959	120	800
Weights and Measures, 1959	8	400
Weights and Measures, 1960	8	400
Customs:		
Annual Trade Report, 1959	348	800
E.A. High Commission Annual Reports:		
Royal E.A. Navy, 1959	12	400
Royal E.A. Navy, 1960	8	400
E.A. Industrial Research Organization, 1959/60	20	1,000
E.A. Leprosy Research, 1959/60	8	400
E.A.T.R.O., 1959	68	800
E.A. Council for Medical Research, 1959/60	20	600
E.A. Agriculture and Fisheries Research Council, 1960	64	500

STATEMENT A—(Contd.)

A LIST OF PUBLICATIONS PRINTED

during the current year

TITLE	Number of pages	Number Printed
E.A. High Commission Annual Reports—(Contd.)		
E.A. Institute for Medical Research, 1959/60	40	700
E.A. Meteorological, 1959/60	40	800
E.A. High Commission, 1960	116	2,000
E.A. Marine Fisheries Research Organization, 1960	44	400
E.A. Agriculture and Fisheries Research Organization, 1960	116	2,000
Income Tax, 1959/60	16	500
E.A. High Commission, Miscellaneous:		
E.A. Customs Cases	160	250
E.A. Income Tax Cases—Vol. 3—Part I	180	500
C.L.A. Hansard	132	400
C.L.A. Hansard	188	400
C.L.A. Hansard	180	400
This is High Commission—Reprint	24	5,000
This is High Commission—Reprint	24	2,500
A Vital Job—Teso	12	10,000
E.A. High Commission—Financial Statement, 1959/60	128	500
E.A. High Commission Staff List, 1960	72	600
Record of Research, 1959	100	2,000
Information Office:		
Kenya Information Service Bulletin (12 issues) each	4	4,400
Students Newsletter (12 issues) each	4	2,300
Pamoja—Swahili (12 issues) each	16	85,000
Yiandi Booklet	16	2,000
Better Living Booklet	20	40,000
Cost of Living in Kenya	16	3,000
Notes on Animal Diseases	64	400
Legislative Council:		
Legislative Council Debates—Daily	1,684	440
Legislative Council Debates—Bound	1,696	280
Supplement Report of Public Account Committee, June, 1959	32	300
Kenya Legislative Council Standing Orders—Reprint	60	100
Mines and Geology:		
Geological Bulletin, No. 2	48	1,000
Geological Bulletin, No. 3	24	800
Geological Memoir, No. 2	120	1,000
Geological Report, No. 46	56	900
Geological Report, No. 47	56	900

STATEMENT A—(Contd.)

A LIST OF PUBLICATIONS PRINTED

during the current year

TITLE	Number of pages	Number Printed
Ministries:		
Commerce and Industry—Commerce and Industry in Kenya, 1960	116	6,000
Education—Triennial Report, 1958/60	68	800
Health—Survey of Child Welfare	68	500
Health—Sessional Paper—Mission Medical Service	40	350
Housing—Housing Booklet	56	500
Labour—Survey of Unemployment in Kenya	48	700
Labour—Job Relations Manual	88	100
Local Government—African District Council Estimates, 1961	112	200
Miscellaneous:		
K.A.R. Journal, July, 1960	48	700
K.A.R. Rules and Regulations, 1960	96	150
Trade and Supplies Bulletin (12 issues) each	36	1,370
Boeing 707 Accident Report	36	100
Literature Bureau—17 Sewing Patterns	32	5,000
Literature Bureau—Musa na Sala	32	5,000
Seychelles Population Census, 1960	80	500
Statistical Abstract, 1960	152	800
Police:		
Conditions of Service	24	1,000
Constables Handbook	56	1,500
Printing and Stationery:		
Kenya Colony Staff List, 1960	256	1,000
Noter up Services, No. 1 of 1960	38	1,250
Noter up Services, No. 2 of 1960	182	1,250
Posts and Telecommunications:		
Telephone Directory, July, 1960	288	45,500
Telephone Directory, January, 1961	296	47,250
Staff List, 1960	40	350
Draft Estimates, 1960	72	150
Final Estimates, 1961	72	300
E.A.P. & T. Annual Report, 1959	64	900
Savings Bank, 1959	36	500
Railways and Harbours:		
Tariff Book No. 3—Part II	292	6,000
Working Time Table—January, 1961	192	3,000
E.A.R. Auditor-General's Report, 1960	20	200

STATEMENT A—(Contd.)

A LIST OF PUBLICATIONS PRINTED

during the current year

TITLE	Number of pages	Number Printed
Railways and Harbours—(Contd.)		
E.A.R. & H. Annual Report, 1960	64	1,500
Statistical Bulletin (4 issues) each	40	1,000
Station Port and Distance Tables	144	4,500
Secretariat:		
Luo Customary Law—English	160	500
Scott Laboratories:		
Range Management in East Africa	132	500
Soil Survey of the Songhor Area	200	1,000
A Study of the Plant Ecology of the Coast Region of Kenya Colony	60	500
Soil Survey of the East Konyango Area	160	520
Treasury:		
Economy Survey, 1961	48	1,000
Colony Draft Estimates of Expenditure, 1961/62	308	400
Development Draft Estimates, 1961/62	96	400
Appropriation, Revenue and Final Account, 1958/59	408	350
Appendices to Appropriation Account	188	300

STATEMENT B

ACTUAL COST VALUE OF PRINTING SUPPLIED

during the current year—previous year's total was £206,537

DEPARTMENT	1960/61
	£
H.E. The Governor	341
Administration	1,407
African District Council	407
Approved Schools	147
Board of Agriculture	245
Colonial Audit	1,537
Civil Service Commission	130
Cabinet Office	30
Council of State	33
Customs	2,341
E.A. High Commission—Accountant General	450
E.A. High Commission	7,645
European Settlement Board	20
Government Coast Agent	387
Immigration	1,615
Information	10,055
Inland Revenue	1,872
Income Tax	3,043
Judicial	3,631
Kenya Broadcasting Service	1,107
Lands	1,142
Legislative Council	4,502
Mines and Geology	2,350
Miscellaneous	9,125
Ministries:	
Agriculture	2,741
Commerce and Industry	1,009
Defence	169
Education	3,964
Tourism, Game, Forest and Fisheries	1,595
Housing	349
Health	6,209
Local Government	586
Legal	1,349
Labour	2,980
Works	7,194
Police	11,862
Probation	179
Posts and Telecommunications	23,694
Printing and Stationery	33,980
Printing and Stationery, C.R.B.	4,603
Prisons	4,400
Railways and Harbours	53,373
Registrar General	1,378
Secretariat	9,031
Survey	218
Treasury	2,308
Veterinary	1,410
Weights and Measures	98
	£ 228,241

STATEMENT C
COST OF STATIONERY

The cost of stationery supplied to departments in 1960/61 amounted to £57,119.4.85 the previous year's total was £51,194. The following Statement shows the value of stationery issued to all Ministries and Departments for the period 1960/61.

MINISTRY/DEPARTMENT	VALUE OF ISSUES MADE 1960/61	
	£	s. cts.
H.E. The Governor	98	0 05
Colonial Audit	119	2 28
Civil Service Commission	168	4 95
Council of State	20	11 20
Judicial	1,993	12 85
Legislative Council	321	7 20
Ministries:		
Agriculture	6,356	12 43
Commerce and Industry	859	4 81
Defence	11,760	18 51
Education	3,546	17 41
Tourism, Game, Forest and Fisheries	2,447	12 94
Housing	1,164	0 18
Health	3,088	11 13
Information and Broadcasting	2,324	19 42
Local Government	1,566	13 78
Legal	767	18 89
Labour	1,635	12 53
Works	4,629	3 26
Secretariat	13,343	13 68
Treasury	906	7 35
	£ 57,119	4 85

