

FEDERATED MALAY STATES.

ANNUAL REPORT ON THE PRINTING DEPARTMENT FOR THE YEAR 1913.*

REVENUE.

1. The total revenue for 1913 was \$30,229.83 as against \$26,740.29 in 1912, an increase of \$3,489.54. Of this increase the printing work executed for the New States accounts for \$3,047.44; Sale of Publications, \$1,041.07; and Sale of Stationery, \$362.65; while the printing for the Railway Department shows a decrease of \$874.11. Other items of revenue show only small changes. It should be borne in mind that the Railway is the only department in the Federated Malay States which pays for its printing, so that the revenue collected does not in any way represent the amount earned by the Printing Department.

EXPENDITURE.

2. The total expenditure for the year was \$102,133.47 as against \$87,488.99 in 1912, an increase of \$14,644.48. This is an all-round increase, the principal items being \$5,000 for Electric Motors and New Shafting; and \$2,000 for Expenses in connection with the Removal to and Re-erection of Plant, etc., at the new office; and Purchase of a Carrier Tricycle, \$205; all these are items of special expenditure. Overtime is responsible for an increase of \$2,011.18 and Personal Emoluments \$4,845.12, as compared with the year 1912.

3. There is a saving on the vote for Personal Emoluments of \$4,645.52. This saving is chiefly on the provision for Compositors, Binders, Machinememen, etc., and is mainly due to the fact that it was expected to start in the new office at the beginning of the year, and a proportionate expansion of staff was anticipated; but the removal did not take place until the year was half over. Also a large part of this saving is due to retirements and resignations and the difficulty and delay in obtaining suitable men to fill the vacancies. A saving of \$563.87 on the vote Purchase and Maintenance, Material and Plant, under Other Charges, is also due to the delay in the removal, as stated above.

GAZETTES, ENACTMENTS, PUBLICATIONS, ETC.

4. Sixty-one issues of the *Federated Malay States Gazette* were published, containing a total number of 4,030 pages, as against 59 issues and 3,484 pages in the previous year. Eight hundred and sixty-five copies of each issue were printed as against 850 in 1912. Twenty-seven Enactments were published, making with the rules, etc., a volume of 304 pages, against 23 Enactments and 344 pages in 1912.

5. In addition to the above were printed the annually recurrent publications—*viz.*, Estimates, Establishment Lists, Civil Service List, Postal Guide, Manual of Statistics, Annual Departmental Reports, Proceedings of Federal Council, etc., etc.

6. The following books were also printed and issued during the year: "The Geology and Mining Industry of the Kinta District" by J. B. Scrivener; "A Treatise on the Registration of Titles in the F.M.S." by J. R. Innes; "F.M.S. Law for Planters" by C. W. H. Cochrane; "A Short Key to the Identification of the Anopheline Mosquitoes of Malaya" by Dr. Strickland; "F.M.S. Railways Tariff Book"; a "Price List" for Railway and Public Works Departments; a "Hand Book" for the Malay States Volunteer Rifles; and a variety of smaller works and pamphlets, reports, etc.

7. The total number of registered forms in use is 2,385, exclusive of those for the Railway Department and the New States, numbering about 700 more. Sixty-two new forms were added and 37 cancelled during the year.

8. The consumption of paper in 1913 was 112½ tons, an increase of 15½ tons on the previous year; strawboards 10½ tons, or 2¼ tons more than in 1912.

* Appendices not printed.

GENERAL.

9. The staff worked well, and during the removal gave me every assistance in keeping the work going, so that it was not necessary to shut down at any time.

10. The number of men employed at the end of 1913 was 223, as against 192 at the end of the previous year, an increase of 31. One hundred and twenty-five resigned and 156 new hands were engaged.

11. The total absences on sick leave amounted to 1,089 days; a slight improvement on the previous year.

12. The chief event of the year, as far as this department is concerned, was the removal to the New Printing Office in Brickfields Road: a commodious building designed by the Government Architect and having a floor space of 30,000 square feet, with spacious yard and outbuildings, sufficient to supply the needs of the department for years to come.

13. The premises were ready for occupation early in the year; but as the new electric motors and shafting did not arrive from England until May, the removal could not take place until these were fitted up.

14. The removal of the type, frames, papers and all the lighter materials was carried out by the Printing Office staff; the machinery and heavier fittings by the P.W.D. Factory staff. The work occupied about two months, and there was very little stoppage of work. By the end of July the new office was fully occupied and in running order. The machinery is now driven by three 6-h.p. and one 3-h.p. electric motors by Maudsley's, Ltd., with current supplied by the Electric Light Department.

15. Two new printing machines were added to the plant during the year: a Quad-Crown Bremner, which was purchased in 1912 but not erected until the new office was ready about June, and a Double-Demy Bremner, erected at the end of the year under review. These two machines, with those erected in 1911, about double the printing capacity of the office compared with previous years. A double-striker Ruling Machine and a Matrix-rolling Machine were also purchased.

16. The Superintendent was absent on leave from 14th July, when Mr. Mahony, Assistant Printer, took up the acting appointment, Mr. Tagg, Second Assistant Printer, acting for Mr. Mahony.

J. BROWN,
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