

4. (ii) GOVERNMENT ORDER

MODEL

GOVERNMENT OF TAMIL NADU

//

Abstract

//

Indian Medicine - Code of Medical Ethics - Addition to warning notice- Approved.

//

Health and Family Planning Department

//

G.O.Ms.No.1190

Dated the 23rd May 1975

//

Read the following:

//,

G.O.Ms.No.5662, Health, Dated the 29th September 1974.

//

ORDER:

//

**The Government direct that the following additions be made to Part III
warning notice of the code of Medical Ethics approved in G.O. Read above.**

//

**(i) There is no objection to advertisements of the firm o f manufacture or of
their reputed medicinal preparations.**

//

**(ii) The photographs of the firms may be advertised bay not the
photographs of patients or clients or the Registered Medical practitioners.**

//

(By order of the Governor)

//

**S. Anantha padmanaban
Secretary to Government**

//

To

The Director of Indian Medicine, Madras 600 006.

//

Copy to

All Collectors

//

Forwarded/By order

////

Section Officer

Capt. Govt. of TAMIL NADU

ABSTRACT

L.C.L.

Leave - Casual Leave - Enhancement of C.L. - Orders -
Issued. [and abolition of optional Religious Holidays]

Public Dept.
Uc G.O. Ms. No. 11/39 dated the 18th Dec. 1974.
Read / following: →
O.L. G.O.Ms. No. 1332, Public d. 1 24th Aug. '63.

Capt. Order:

The govt. of dispensing with / optional religious holidays and
enforcing them with leave has been under / consideration of / Govt. stat.
for some time. 11/3. The Govt., after careful examination of this 2/
proposal, he. decided th. / optional religious holidays shd. be merged
with ② leave. They direct accordingly that w. effect from 1st Jan.
1975, the ② leave permissible to a Govt. servant in a yr.
[be] shall 15 days instead of ② leave for two days and [in fig.]
[holidays] religious for 3 days in a year. // 3. Necessary amendment

Pay. The Third Commission Set up by / Govt. of India have recommended
the grant of ② leave up to 15 days to all staffs of employees stat.
in a yr. and the recommendation has been accepted by the
Govt. of India. to the [Rules] Fundamental will be issued
separately.

(By or. of the Governor)

To

All Concerned.

P. SABA NAYAGAM,
Chief Secretary to Govt.

Forwarded / By order

Supdt.

Government of Tamil Nadu ||
Abstract

Caps.

To. Training - Govt. servants abroad - Payment
deputed for training of medical examination fees.

Health / Public Dept.

9/ G.O. Ms. no. 648 Dated the 18th July 1976.

Read the following:

Ts. Letter no. (5)32/M.E., dated the 10th March 1976
from the Director of Public Health, Madras.

ORDER:

Sl. Staff member/ deputed abroad medical
T.S. for training have to undergo examination
for physical fitness. In some cases, the
under various programmes foreign agencies
insist that such examination should be
done by the doctors.
of their choice.

2. The Government have decided
to meet/ cost of medical examination stat
only in such cases (in public interest)
where the candidate/ sponsored.
(By ord. of the Governor)

K. Ratnam, cap.

To Secy. to Government.

The Hds. of Departments,
All Collectors.

Forwarded/By order

Section Officer.

Government of Tamil Nadu // All Caps.
Abstract

Family Welfare - Popularisation of surgical methods - Sanction of special casual leave - Extension to temporary women Government servants - Orders - Issued.

Health and Family welfare Dept. u.c

G.O. Ms. No. 724

Dated the 14th Oct. 1981.

Read / follo:

G.O. Ms. No. 2(377), Health, dated the 24/5
Nov. 1972.

ORDER:

(The grant
of)

In / Govt. order cited, the Govt. sanctioned a
in words/ spl. casual leave not exceeding 30 days to married
govt. women Govt. servants who undergo sterilisation operations
2. The Director of Medical Services and family
spl. welfare has recommended th. / casual leave may also be
govt. women servants granted to working temporarily as
for they are not eligible to maternity leave also. // 3. The F.P.
govt. accept the recommendation of / Dr. of M.S.
and family Welfare & sanction / grant of special casual
leave, to married women Govt. servants who are
appointed temporarily and who have not completed
one year in a period of service, when they undergo
sterilisation operation.

② not exceedg.
twenty days, (By order of / Governor)

S. P. AMBROSE,
Commissioner & Secy. to Government.

To
all Heads of Depts.
" Collectors.

Forwarded/ By order

Section Officer.

Type the following GOVERNMENT
ORDER in proper form

GOVT. OF TAMIL NADU

Rev. Deptt. Abstract

Rev. Dept. — Taluk Office, Kovur,
Tirunelveli Dist. — Sanction of one
Cashier — Orders — Issued.

Rev. Dept. (4.O.Ms. No. 190)

tos.

Dated 18th March
1985.

(the
tos.)

Read/following:

From/Collector of Tirunelveli,
Letter No. 3538/184/DI,
dated the 6th Oct. 1984.

/4

caps. Order: Sanction is accorded for
the engagement of one Cashier
in the Taluk office, Kovur, & for a
one/ period of two years from the
date of engagement. // 3. The
expe. shall be debited to "254.

Tirunel-
veli
Dist.,

N.P.

Rev. Administration — Taluk
Establishment — Non-Plan —
Taluk offices, — Salaries?

To.

2. The incumbent of the
post shall be paid, other allowances
Security Compensation allowance
as admissible.

beres
Part,

(By order of the Governor)

G. K. Pichandy, caps
Dy. Secy. to Govt.

To

The Collector of Tirunelveli, Tirunelveli 627009.

The Accountant-Genl., Madras 600018

Forwarded/By order
Section Officer.

All
Ans

Government of Tamil Nadu
Abstract

Housing - Tamil Nadu Government Servants
i.e. Residential quarters - Transfer after the retirement.
of Govt. servant - Ordered.

and Housing Urban Development Dept.

G.O. Rt. No. 81

Dated the 12th Jan. 1999.

Read the following:

Representation by the Tamil Nadu
Govt. Office Assistants and Basic
Servants Association, dated the 20th
April 1998.

ORDER:

The Tamil Nadu Government Office Assistants
and Basic Servants Association has requested
th. the residential quarters allotted to Govt.
servants be transferred in / name of wife,
son or daughter, after their retirement. || 2. The | N.P.
Govt. after careful consideration orders th. /
quarters allotted under / Residential Scheme, be
transferred
in the name of wife or husband o. / govern-
ment servant, after his or her retiremt.

R. PRAKASH,
Secy. to Government,
(By order of the Governor)

To
The Managing Director, T.N. Housing Board,
Chennai 600 035.

The Secretary, Govt. O.A. and B.S. Assn.,
Chennai 600 005.

w.e. forwarded / by order

Section Officer.

GOVERNMENT OF TAMIL NADU
Education Department

Memorandum no 3869/1, dated / 10th May 1973.

Sub: Teachers - filling up vacant posts.
Regarding.

Ref: Letter no. 640/73-3, dated the 11th
May 1972 of the Director of School
Education.

- - - -

The Director of School Edu. as requested
that be no delay in filling up to ~~safe~~ vacant post
of teachers in schools.

is/ 2. He also requested to advance
as to how many posts will be vacant in the
beginning of the academic yr. and during
the summer vacation. Steps should be made
when / schools are reopened after summer
vacation.

N. RAM

To Secy. to Govt.

The Director of School Education

Forwarded / By order

Section Officers.

GOVERNMENT OF TAMIL NADU // Caps
Finance Department

Memorandum no. 62892 pg/iv/50/6, dated / 26th June 1981.

Sub: Public Sector undertakings - Functions
of Reg.

Re: From the Director, State Trading Corporation
Letter no 8319/50/6, dated / 16th March 1980.

The question of joining up the finance of /
corporation has been consideration for time ^{some} ~~some~~.
u.c. after careful consideration, department with a
view to more effectively the functions
u.c. at the public Sector undertakings.

well 2. The cell ~~will~~ be named as the Bureau
of public Enterprises and will continue
to be under the control of the finance
Department.

P. I.C. Vaidyanathan (caps)
Secty to Govt.

To

All Heads of Departments

Forwarded / By Order

u.c.

S. O.

4. (iii) Official Notification:

MODEL

GOVERNMENT OF TAMIL NADU
//
Agriculture Department
//
NOTIFICATION
//

(Notification Issued under Section 5 (4) of the Tamil Nadu Agricultural Produce Markets Act relating to declaration of notified marked area for Vellore market of paddy and gingerly)

//
(G.O. Ms.No.54321, Agriculture, dated the 14th December 1975)

In exercise of the powers conferred by sub-section (4) of Section 5 of the Tamil Nadu Act 25 of 1959) the Governor of Tamil Nadu hereby declares the area of Vellore market specified in column (1) of the Schedule below and the area of sixteen kilometers around the Vellore market comprised in the revenue Villages specified in the corresponding entries in column, (2) thereof, to be a notified market area of the Vellore market for the purpose of the said Act in respect of paddy and gingerly.

//
THE SCHEDULE
//

Area of the Vellore Market

(1)
//

Balaji Rice Mills,
Kaveripakkam Village,
Vellore District.

Area of Sixteen kilometers around
the market.

(2)
//

1. Ariyur
2. Sripuram
3. Allapuram
4. Sainathapuram
5. Oottari
6. Vellappadi
7. Anaicut
8. Thottapalayam
9. Viruthambut
10. Kalinjur

Question No.

Religious
Endowment

All Cops

Govt. of Tamil Nadu
Commercial Taxes and Dept.

NOTIFICATION

(Notification issued under Sec. 17 o. / Tamil Nadu General Sales Tax Act, 1959 relating to exemption from levy of Sales Tax for refrigerators for / use of Cancer Institute)

(Govt. Memorandum No. 23080/I-2/77-17, dated the 27th July 1979) -----

- 3 In exercise of the powers conferred by Sub-sections (1) & (3) of Sec. 17 o. the T.N.G.S. Sales Tax Act, 1959 (Tamil Nadu Act I of 1959), the Govt. of Tamil Nadu hereby makes the follo. amendment to Notification III No. 5(3)1 of 1965 dated the 23rd July 1965, published at page 505 Sec: 8 part III of Sec. I of F.G.C. Gazette, dated the 4th August 1965.

Cops

Amendment:

- Trs. In the said Notification, for / expression "Scientific equipment (stationery, hardware, furniture brushane drugs, gas, water coolers, air ¹ coolers, air conditioners, electronic gas., and electrical goods like public address systems (loud speakers & mikes)", the expression
- 8 "Scientific equipments, drugs, stationery, brushane gas, hardware, furniture, water ² coolers, ³ air ¹ ² conditioners, electronic goods, electrical goods like pub. address systems (loud speakers & mikes) and refrigerators" shall be substituted.
- Trs.

G. S. Seshadri, Cops.
Secretary to Government.

Type the following OFFICIAL NOTIFICATION in proper form:-

Government of Tamil Nadu, Caps
Public Works Department
NOTIFICATION

(Notification issued under Section 4 of the
Land Acquisition Act 1894 regarding the
acquisition of land for a public purpose
in the village of Bhavani)

(G.O.Ms. No. 1721, P.W., dated the 3rd Oct. 1986) (July

of
Aug
8
Whereas the lands specified in the Schedule (below)
required for a public purpose, namely, for-
mation of Sedimentation Tanks and
allied works,

Now therefore, in exercise of the powers

Sub-1 Conferred by Sec. (2) of Section 4 of the
L.A. Act 1894, the Governor of T.N. Tabildar
authorises hereby the ~~Res. Inspector~~ Trs.
Bhavani, his Staff and workers to exercise
the powers conferred by the said sub-
Section and Clause (c) of the sub-section 3 &
Trs. of the Act (said) and appoints the Tabildar,
Bhavani to perform the functions of the Collector
under Section 5A of the said Act.

Caps. The Schedule :-
Periyar St., Abrauveli, Bhavani Village.

Govt. day R.S. No. 738/9c1 belonging to Anna-
Chelain, son of Palaniappan, Ansavalli, wife of
Manappan and Annugam, son of Srinivas and Kamppan
bounded on the North by R.S. No. 738/7, East by
R.S. No. 746, South by R.S. No. 738/c2 and
West by R.S. No. 738/98.

Total Extent approximately 6 hectares.

A. K. VIJAYA BHANU,
Jt. Secy. to Govt.

Govt. of Tamil Nadu
Agri. Dept.

(Caps.)

Caps.

Notification

Para II (Notification issued under sec. 3 o. / Tamil Nadu Agricultural Produce Markets Act 1959 regarding control over / purchase and sale of potato in Madurai District.)

L.C.

8/ (G.O. Ms. No. 965, Agriculture, dated the 2nd September 1980) (2445)

In exercise o. / powers conferred by sec. (3) o. the T. N. Agricultural produce market Act 1959 (Tamil Nadu Act ~~XXIII~~ of 1959), the Governor of T. N. hereby declares / potato in Madurai district.

Any objections or suggestions wh. may be recd. by / Govt. of T.N.
tr. within / period of ~~month~~ one fr. the date of this notification in / Madurai D.L. Gazette will be considered by them. // Objections or suggestions, if any, shl. be addressed to the Secy. to Govt. o. Tamil Nadu, Agri. Dept., Fort St. George, Madras 600 009, through the Dir. of Agricultural Marketing,
2. Tiruchirapalli.

N.P.

his intention of excising control over / purchase and sale of

Objections or suggestions received after the time limit wl. not be considered.

V. GURUSWAMY,
Deputy Secretary to Govt.

Type the following NOTIFICATION in proper form

Govt. of Tamil Nadu

of

Govt.

Agricultural Dept.) →

Tes.

NOTIFICATION

(Notification Issd. und. Sec. 5(4) o. / Tamil Nadu
regd Agricultural Produce Markets Act relating to
the declaration o. Notified market area f. Karaikudi
market o. Paddy (Groundnut) 2

Tes.

4/ (G.O.Ms. No. 1894, Agr. dt. / nov. 1973) → Sub

In exercise o. / powers confd. by Sec. (4) o.
Section 5 of / Tamil Agri. Produce Markets act,
Tir. 1950 (Tamil Nadu Act 32 of 1957) /
o. Governor o. Tamil K. hereby declares / area o.

ue

ue

9/

Karaikudi Market [to be] a notified market area

o. / Karaikudi Market f. / purpose of / Sd. act.

ue

in res. o. Paddy & Groundnut.] Specified in

Column. (1) o. / Schedule below & / area o. 20 kilo

meters around / Karaikudi Market [in Comprised]

/ revenue villages Specified in / corresponding

entries in column. (2) thereof,

THE SCHEDULE

Area o. / Karaikudi
Market

(1)

Murugan Rice Mill,
Kaondanur Village,
Ramanad Dist.

R.K SHUNMUGAM

Dy. Secy. to Govt.

Area o. 20 kilometers
around / market

(2)

1. Kandanur
2. Puduvayal
3. Kolaiyur
4. Marachal
5. Pallathus
6. Kellai
7. Kunakudy
8. Siruvayal.

4. (iv) Official Proceedings:

MODEL

**PROCEEDINGS OF THE COLLECTOR, SALEM
SALEM.**

//

**PRESENT : THIRU. D. AVINASH, I.A.S.,
Collector.**

//

S.Dis.235/77

Dated the 14th February 1977

//

Sub : Committees - Committee on government Assurances of Legislative Assembly - Meeting held at Salem from 6th to 8th August 1976 - Transport charges - Expenditure sanctioned.

Ref : (i) G.O.Ms.No.49, Legislative assembly, dated the 3rd August 1976.

(ii) Letter No.B4/843/76, dated the 11th September 1976, From the Tahsildar, Attur.

//

In pursuance of the orders in G.O.Ms.No.49, legislative Assembly, dated the 3rd August 1976, sanction is accorded for incurring an expenditure not exceeding Rs.1500/- (Rupees one thousand and five hundred only), being the charges for fuel supplied by Messrs. Indo American Products Caltex distribution company. Attur, to jeep No.9956 and TN 23 allotted to connection with the meeting of Committee on Government Assurance of the Tamil Nadu Legislative Assembly held at Salem from 6th to 8th August 1976.

//

2. The Tahsildar, Attur is authorized to settle the bills, duly certifying that the said sum has not been settled previously.

////
Collector..

//

To
The Thasildar, Attur 636 108.
//

Copy to
The Sub-Treasury Officer, Attur 636 108.
The Secretary to Government, Legislative Assembly
Department, Madras 600 009.

All
Copies

|| Proceedings of the Collector of Coimbatore,
Coimbatore.

Present: THIRU. K.S. PALANIAPPAN, M.A., B.L.,
Collector of Coimbatore.

(5) R.C. No.3906/26

Dated the 3rd Nov. 1960.

Sub: Establishment - Promotion - Postings
and Transfers - Orders issued.

Ref: Letter No. Roc. 456/52, d/ 15.10.60.
fr. / Dy. Collector, Pollachi the following

ie with ref. to / letter dated 4 postings, l.c
l.c Promotions and transfer are ordered:

1. Thiru. V. Nallasamy, Dy. Tahsildar, and
udumalpet is promoted as Tahsildar posted to
Copies. Pollachi Dr. Vice Thiru. K.L. Vellingiri.
2. Thiru. C.R. Palanisamy, Tahsildar as (act) of
(Reception), Coimbatore, temporarily promoted to as
as Dy. Collector and Posted to, same stn.
- 3/ 3. Thiru. K.S. Theerthagiri, Dy. Tahsildar,
Gobichettipalayam is promoted as Tahsildar of
Stet (Reception), Botmallore.
4. Selvi S. Rajani sent by / Dist. Employ-
ment Officer, CBE is temporarily as a appointed,
typist in / office o./ Rev. Divl. Officer, Tiruppur.

RECORDED
TAKEN

for COLLECTOR.

- To
V.L. Thiru. V. Nallasami, Dy. Tahsildar, Udumalpet.
" C.R. Palanisamy, Tahsildar (Reception) CBE.
" K.S. Theerthagiri, Dy. Tahsildar, Gobichettipalayam.
8) Selvi S. Kanthimathi Amma, c/o. Thiru. P.R.R. Krishnan,
No. 11, Jail Rd., CBE.

AR
Apd

Proceedings o/ Revenue Divisional Officer,
Madurai.

THIRU.

PRESENT: L T TAMILSELVAN, M.A.,
Rev. Divl. Officer.

R.C. No 207/88

Dated the 20th Nov. 1988.

Distt Employment Officer

Sub: Establishment - Appointment of
Office Assistant in / office of the
Rev. Divl. Officer, Madurai.

Ref: Sr. No. Rec. 61/88-9, dated the
12th November 1988, from the
R.D.O., Madurai.

Thiru. V. Arugiasamy, a candidate / com.-re
mended by / Distt. Employment Officer, Madurai
is appointed hereby as O.A. in / office o/ Rev.
Divisional Officer, Madurai, on a temporary
basis w.e.f. 26th November 1988.

2. The candidate is informed that his appt
is liable for termination at any time with/ but
any notice.

3. He is also informed that he is not stat/
entitled to any T.A. for his journey to / run
Madurai from his native place. He
shd. be prepared to work in any other
ds. / under place) the control o/ undersigned.

To

Thiru. V. Arugiasamy,
10 Hospital Road, Kappalur.

R.D.O.

Copy to

The D.E.O., Madurai.
Pay Bill File.

Sholavandan.

ll
copy

Proceedings of the Commissioner of Labour,
Chennai

PRESENT: THIRU. P.R. RAMKUMAR, I.A.S.,
Commissioner of Labour.

R.C. No. 4265/99

Dated the 22nd Oct. 1999.

Assistant

Sub: Establishment - Transfer of
Jt. Commissioner of Labour.
Cuddalore to Chennai.

u.c.

Ref: Representation o./ individual,
dated the 10th Sept. 1999.

Thiru. K. Velayudam, Asst. Commissioner
of Labour, Cuddalore, in his representation
Stat/~~dated~~, has requested th. he might be trans-
ferred and posted at Chennai, because he has
to his wife stay to ailing parents and look
after them.

2. His representation was examined sympa-
tetically and he is informed th. he is trans-
ferred and posted at / Office of / Commissioner of
N.O./ Labour, Chennai, forthwith. / 3. He is also informed
th. he shd. report himself f. duty at Chennai
2 with in ten days and that he is not entitled
to any travelling allowance f. his journey.

Commissioner of Labour.

To

Thiru. K. Velayudam,
[To] Mayakuppam Street, Cuddalore 607 001.

Copy to

The Jt. Commissioner of Labour,
Cuddalore 607 001.
Pay Bill file.

48 Proceedings OF THE DIRECTOR OF SCHOOL EDUCATION, MADRAS.

Caps Present : Thiru. R.K. Dawan, M.A., M.Ed.,
Director of School Education.

5) R.C. No. 3763/87 Dated 2nd Jan. 87.

Other Ref: No. Rec. 2763/86-2, dated 19th Dec. 1986
fn. / Dist. Employment offices, Madras.

Thiru. V.N. Ramudu, Candidate recommended by/
Nandanam Employment Exchange @ is hereby appointed as a temporary
Steno-typist in the office of the Dy.
Director of School Edu. Madras 600006

Thiru. V.N. Ramudu is
requested to join
immediately in the
Place Postand

1. In place of Selvi. R. Buvana, who has resigned the job.
2. Relieve Selvi R. Buvana. // 2. She is informed Candidate
of his appointment is liable for termination at any time
without will be any notice and assigning any reason
therefore.
// 3. The candidate is also informed that he will
not be paid any T.A. for joining the new post.

To

Thiru. V.N. Ramudu,

Flat No. 41, Tamil Nadu Housing Board

Staff Quarters,

K.K. Nagar,

Madras 600 048.

Copy to

The Employment Officer,

Nandanam Employment Exchange

Madras 600 015

Pay Bill Section.

For Director of School Edu. Caps

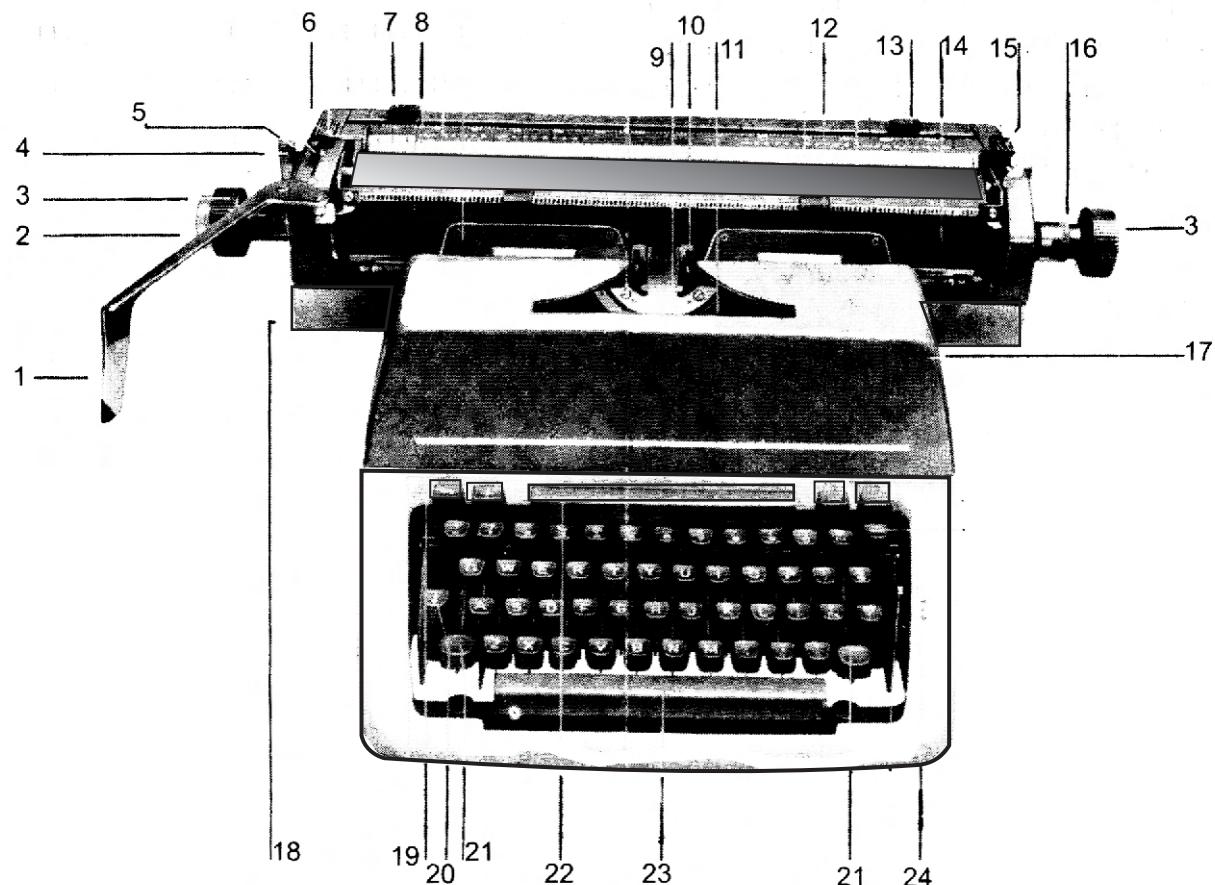
Sub: Appointment of temporary
Stenotypist - Reg.
Establishment

PART - C

1. TYPEWRITING - PRACTICAL -I

MECHANISM

1. TYPEWRITER AND ITS PARTS



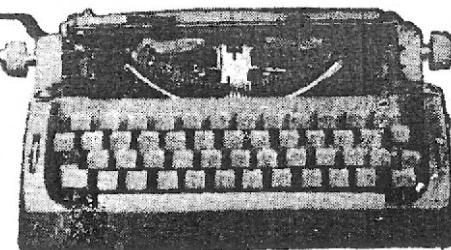
- | | |
|----------------------------------|----------------------------------|
| 01. Handle/Line Space Lever | 13. Right hand Margin |
| 02. Plunger Knob | 14. Cylinder (Platen Roller) |
| 03. Thumb Wheel | 15. Carriage Release Roller Left |
| 04. Cylinder Release Lever | 16. End of the Paper Indicator |
| 05. Line Space Lever | 17. Cowl Cover |
| 06. Carriage Release Lever Right | 18. Carriage |
| 07. Left Hand Margin | 19. Margin Release Key |
| 08. Margin Scale | 20. Shift Lock |
| 09. Type bar guide | 21. Shift Key |
| 10. Ribbon Carrier | 22. Tabulator Bar |
| 11. Segment | 23. Space Bar |
| 12. Paper bail Roller | 24. Ribbon Colour Indicator |

2. HISTORY OF THE TYPEWRITER :

The first typewriter was invented by Mr. HERRY MILL and was later developed by Sholes, Glidden, Soule and Yost. The first practical typewriter was however, introduced in 1873 and it was brought to India only in 1876.

Letters are type-written on the paper; hence this machine is called as typewriter. The typewriter is most commonly used and best of office machine. Typewriter is a device for writing with neater letters, for doing quicker and better work, for taking more copies and for reading the typed matter easily.

There are noiseless, electric and elec-



KINDS OF TYPEWRITERS

There are two kinds of Typewriter

1. Standard Typewriter
2. Portable Typewriter

Standard Typewriters are most commonly used for office Purpose.

Portable Typewriters are used for camp purpose and it can be easily taken during travel.

ADVANTAGES OF TYPEWRITER

1. Neatness and accuracy .
2. Less strain.
3. Greater speed [less time or time is saved].
4. Economy in stationary.
5. More number of copies can be taken.

IDENTIFICATION OF TYPEWRITER

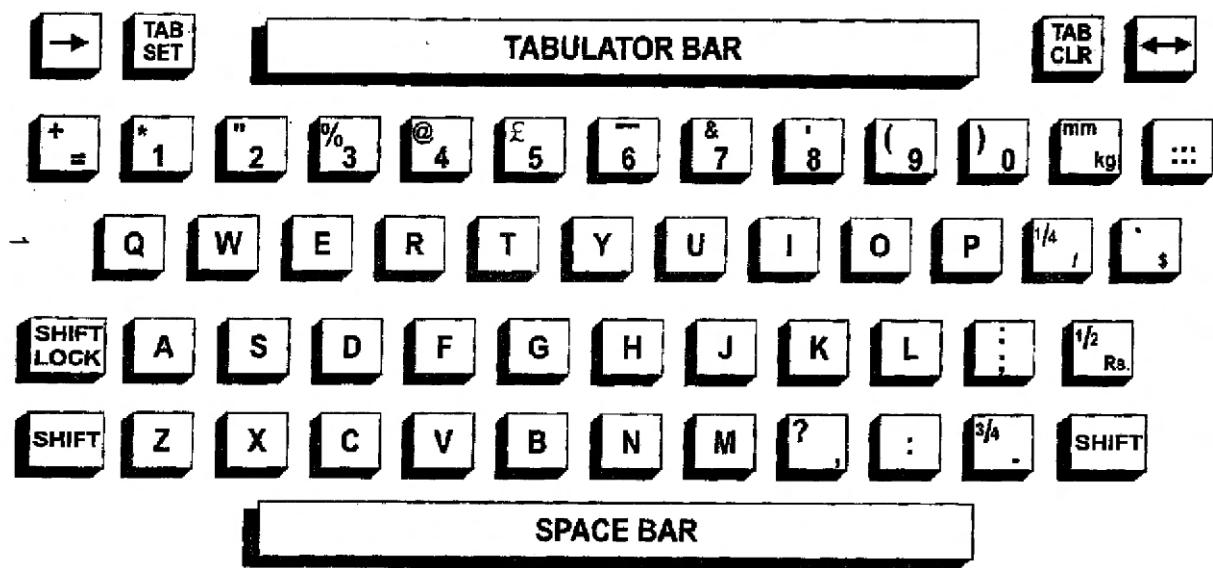
A Type writer can be identified by its make and serial number.

Question:

1. Who invented the typewriter? And when?
2. How many kinds of typewriter are there?
3. What is the advantages of typewriter?
4. How can a typewriter be identified?
5. What is the use of standard model and portable model?

We can divide the typewriter in 3 main parts;

3. Key Board



The front portion of the machine where all keys are placed is called the 'key board'.

There are two kinds of key board : (1) Universal standard Key Board and

(2) Ideal Key Board.

All the modern typewriters have only the Universal Standard Key Board. Ideal Key Board is not in use now.

The Universal Standard Key Board is not arranged in the alphabetical order or 'abcd' order.

Frequently occurring letters like "e,r,l", are fixed in the middle of the key board to be operated by strong fingers.

According to the strength of the fingers, the other letters are arranged in the Key Board. So the Keys are not arranged in the alphabetical order.

There are 44 character keys in the Key Board, in all Typewriters. Each Key represents two letters (upper case and lower case characters)

There are 9 non-character Keys are also found in the Key Board. They are as follows :

- | | | |
|-------------------|------------------------------|-----------------------------|
| 1.Shift Keys | 4.Back spacer | 7.Key releaser |
| 2.Shift lock | 5.Tablulater | 8.Space Bar |
| 3.Margin Releaser | 6. Ribbon position Indicator | 9. Personal touch Indicator |

When we operate the character Key, the carriage moves 1 degree towards left with making an impression.

When we operate non-character Key, the carriage moves 1 degree towards left but not making any impression.

Dead Key is a Key which gives an impression but not making the carriage to move. It is available only in Tamil type writer .

'N' and 'H' are called master Keys. These are used to check up the alignment.

'a' and ';' are called Guide Keys and the two little fingers are called Guide fingers. 'asdf' and ';lkj' are called Home Key.

NON-CHARACTER KEYS AND THEIR USES :

1. SHIFT KEYS: There are two shift keys and one shift lock on the Key Board. Two shift Keys are placed on the both side of the Key Board. Shift Key is used to type the upper case character occasionally but Improper uses of shift key causes Bad Alignment. The two shift keys are for the use of easy manipulation.

2. SHIFT LOCK: The shift lock is used to type the upper case character continuously and also to type headings, Boarders and under score in the display work. The shift lock Key can be released by using the shift Key.

3. MARGINAL RELEASER: This is used for typing beyond the set margins It is used to complete a word on the right side margin. It is also used on the left side for typing marginal notes paragraph numbers and etc.

4. BACK SPACER : when we operate the back spacer ,the carriage moves towards right by one degree by leaving blank space . this is used to fill up omissions and to make correction. To type combination letters etc.

5. TABULATOR: It consist of

1. Tabulator Bar
2. Tabulator Set Key
3. Tabulator Clear Key

There are as many number of tabulator stops in the tabulator rack as there are degrees in the carriage scale.

The tabulator bar is used to bring the carriage to any particular position quickly towards left .

The tabulator bar is used to type tabular are columnar statements, specifications and indent paragraphs.(giving five spaces for paragraphs)

6. RIBBON POSITION INDICATOR :

Otherwise called ribbon colour indicator or ribbon switch or bi-chrome device lever, is fixed at the right side of the key board.

The up and down movement of the ribbon is controlled by the ribbon position indicator.

7. KEY RELEASER:

It is used for releasing the type bars when 'jam' occurs due to mishandling.

8. SPACE BAR:

It is located at the bottom of the key board and operated by the right thumb. If we use the space bar the carriage moves 1 degree towards right without making impression (1 degree blank space). Also It is used for leaving blank space between words.

SHIFT SYSTEMS: There are two kinds of shift system:

- (a) Segment Shift System.
- (b) Carriage Shift System.

QUESTIONS:

1. How many Non-character Keys in their Typewriter?.
2. How many character Keys in the standard key board?
3. What is meant by a Dead Key?
4. What are the Guide Keys and Home Keys ?
5. What are the Guide fingers?
6. What is the use of shift Keys and shift Lock?
7. What is the use of space Bar?
8. What is the use of Back Spacer?
9. How many kinds of shift system?
10. What is the use of margin Releaser?

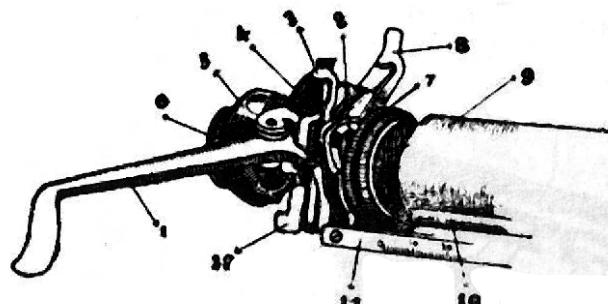
4. CARRIAGE

CARRIAGE :

Carriage is an important part in a typewriter.

The carriage can move in both the direction. Carriage moves towards left whenever the space Bar, Tabulator bar or carriage Releaser Lever is used.

Different sizes of carriage can be fitted to the Standard Typewriter.



Carriage and its parts

SIZES OF CARRIAGE:

1. Foolscap Size :

80 degree to 100 degree

2. Draft Size :

110 degree to 125 degree.

3. Brief Size :

130 degree to 140 degree.

4. Police Size : 180 degree.

5. Manifest Size : 240 degree.

1. Line Space and Carriage Return Lever
2. Line Space Pawl
3. Line Space Knob
4. LineSpaceGauge (1,2,3)
5. Left Tumb Wheel
6. Variable Line Spacer
7. Cylinder Retchet Wheel
8. Cylinder Ratchet Detent Release Lever
9. Cylinder otherwise called Platen
10. Paper Deflector
11. FroInt Carriage Scale
12. Cylinder Lock

CYLINDER:

It is also known as Platen. Cylinder is made of Rubber. The shape of the cylinder is round so as to get one impression at a time . It helps to feed the paper .

There are three kinds of Cylin

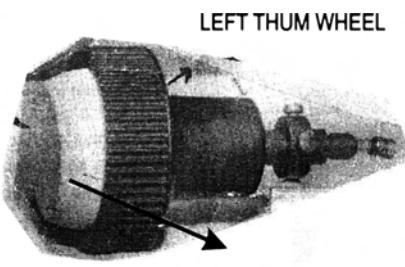
1. Soft Cylinder
2. Hard Cylinder
3. Medium Cylinder



The following points will prolong the life of the Cylinder:

1. By giving light touch.
2. By using backing sheet while typing.
3. No oil should be used for rubber parts. Use petrol or spirit and
4. Damaged or slippery cylinder is one of the causes for irregular line Spacing.
5. Punctuation marks should be typed gently in order to avoid injury to the Cylinder

THUMB WHEELS: Otherwise called as Cylinder Knobs. There are two thumb wheels / Cylinder knobs, each one on both the sides. It is used to insert and remove the paper from the cylinder. It is also used to rotate the Cylinder.



VARIABLE LINE SPACER :

1. To type on the ruled sheets.
2. To type Chemicals formula and Algebra signs.
3. To type component letter.
4. To Give fractional line space.

LINE SPACE LEVER:

It is fitted on the left side of the carriage. It helps to return the carriage to the next writing line. So it is also called carriage return lever

PAPER BAIL :

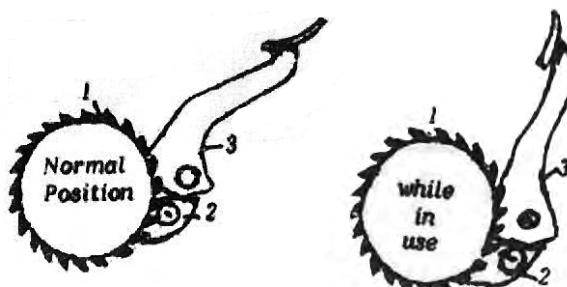
It is fixed above the Cylinder and has two rollers. It holds the paper firmly at the top. It prevents the paper from flying in the air. It helps to type up to the very bottom of the paper.

CARD HOLDERS: It helps to hold the paper. To type on cards, envelops and we can type at the top of the paper and also to the bottom edges of the paper. It is also used to draw vertical ruling.

CYLINDER RATCHET WHEEL : It is also known as line space ratchet wheel. It is a toothed wheel fixed at the left end of the Cylinder. It helps to regulate the line spaces (viz. single line space, one and half, two, two and half & 3. Etc). Worn-out teeth of the Cylinder ratchet wheel is one of the causes for irregular line spacing.

DETENT ROLLER: It is a small steel roller pressing the tooth of the Cylinder. Cylinder rotates tooth by tooth to make space between lines. Worn-out detent roller Is one of the causes for irregular line spacing.

1. Cylinder Ratchet wheel
2. Detent Roller
3. Detent Release Lever



DETENT RELEASE LEVER: By using this lever we can type mathematical symbols and chemical formulae while the current page is being typed

LINE SPACE PAWL: It is acting on the Cylinder ratchet wheel. It is attached to the line space lever.

LINE SPACE GAUGE : It indicates single, double and treble line spacing. So, It is also called Line space Indicator.

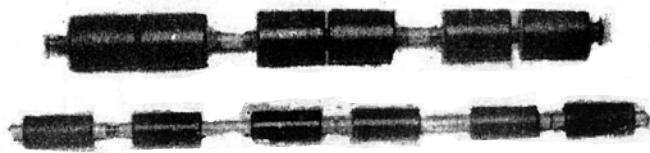
LINE SPACE KNOB and also called LINE SPACE ADJUSTING LEVER or LINE SPACE REGULATOR. It acts on the line space gauge and controls the line spacing.

FEED ROLLERS: There are 2 sets of feed Rollers under the Cylinder. These are made of Rubber or Cork. When these feed rollers are in close contact with the Cylinder, they help to hold the paper firmly.

MARGINAL STOPS: There are two marginal stops. They are on the Marginal rack and moved to the desired degree in the marginal scale.

Left Marginal Stop:

1. Control the left margin.
2. Control the movement of the carriage towards Right.
3. Defective left marginal stop causes irregular left margin.



Right Marginal Stop:

1. Control the right margin.
2. Control the movement of the carriage towards Right.
3. It causes the ringing of the bell and the bell warns that the line of typing is coming to an end.
4. It locks the key levers.

TYPEWRITER SCALES: There are four scales in the typewriter.

1. Marginal scale or Paper Table Scale
2. Carriage Scale or Paper Bail Scale
3. Line finder Scale or Alignment Scale
4. Front Scale or Line Space Adjusting Scale

PAPER TABLE: It protects the paper from the oil parts.

RUBBER FEET: There are four rubber feet under the Typewriter for the protection of the machine.

METHOD OF TYPING: Two types of typing methods :

1. Sight Method: More strain, more mistakes -- Not advisable
2. Blind Method: Without seeing the key-board typing the matter. It increases the speed - Advisable.

Typing with uniform touch and with equal interval between operation of character keys is called 'Rhythmic Touch'.

ERASER: The carriage should be brought to either end of the typewriter and correct the mistakes with an eraser, to avoid dust falling into the typewriter.

Questions:

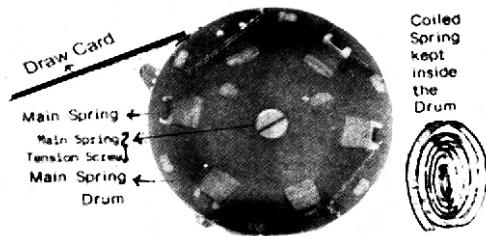
1. Mention the various size of the carriage?
2. How many kinds of Cylinder?
3. How many scales are there in the typewriter?
4. How would you preserve the life of Cylinder?
5. Give the other name of the Thumb knobs and mention its uses?
6. What is the use of Line Space Adjusting Leaver?
7. What is the use of Card Holder?
8. How many marginal stops and what are the uses?
9. What is the use of Variable Line Spacer?
10. What is the use of Feed Roller?
11. How many Method of typing?
12. How to erase the mistake while typing?
13. How many rubber feet in the typewriter? Mention its uses?
14. What is the use of Cylinder Ratchet Wheel?
15. What is the use of Detent Roller?

5. MACHINE

MAIN SPRING DRUM:

It is located at the left back side of the Typewriter. In this drum there is mainspring with tension. This mainspring tension is otherwise called Carriage Tension which is the most important of the Typewriter.

Main Spring Main Spring Drum (Back side)



The carriage moves from right to left due to this mainspring tension which is situated on the left side. In Urdu (language) Typewriters the mainspring is fixed in right side and so the carriage moves from left to right when we type. There is no mainspring in Electric Typewriters.

1. Too much main spring tension cause the jerky movement of the Carriage.
2. Too low main spring tension cause the sluggish movement of the carriage.

There are other two main tensions in the Typewriter:

1. Key tension.
2. Touch Regulator tension.

DRAW CORD: It is also called as Draw Band or Draw Strap. One edge of the Draw Cord is hooked with the mainspring drum and the other edge is hooked with carriage end. Due to mainspring tension the connected draw cord pulls the carriage towards left. If the draw cord is cut off, the carriage will not move.

TYPE GUIDE or CENTRE GUIDE: It is also known as Common Centre Printing Point. It allows only one type bar to enter through and strike against the Cylinder while typing. It is cleaned with the Chamois Leather.

TYPE HEADS:

The following are the kinds of Type Heads/Type faces:

1. Pica ... 10 Letters per inch
2. Elite ... 12 Letters per inch
3. Roman ... 09 Letters per inch
4. Gothic
5. Italics.
6. These typefaces should be cleaned with Petrol.

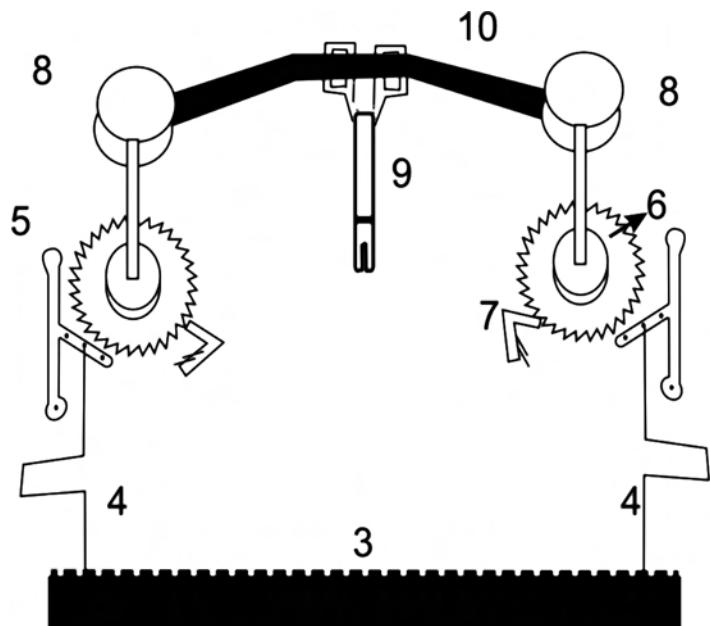
RIBBON MOVEMENTS: There are three Ribbon Movements of the carriage.

1. Up and down Movement
2. Lengthwise Movement
3. Automatic Reverse Movement

Up and down Movement is used to utilize the full Width of the Ribbon.

Lengthwise Movement is used to utilize the full length of the Ribbon.

Automatic Reverse Movement is used to utilize the Ribbon for many times.



L - Left
R - Right

- 01. Character Key
- 02. Key Lever
- 03. Ribbon Universal Bar
- 04. L link
- 05. Ribbon Feed Pawl
- 06. Bevel Gear (or)
Ribbon Ratchet Wheel
- 07. Ribbon Stop Pawl
- 08. Ribbon Spool
- 09. Ribbon Carrier
- 10. Ribbon

RIBBON:

Ribbon take is made of cotton or silk, dipped in ink. It makes the impression visible on the paper.

There are two kinds of Ribbon:

1. Record Ribbon: It is used for ordinary purpose
2. Copying Ribbon: It is used for copying purpose

Double colour Ribbon is called 'Bi-chrome Ribbon'

To preserve the Ribbon from moisture or from dryness the typewriter should be covered soon after the work is over.

Normal length of the ribbon is 8 yards and $\frac{1}{2}$ inch. Width.

Questions:

1. Where is the Mainspring drum Located?
2. What is the use of Mainspring?
3. What is meant by Draw Cord? Mention it's uses?
4. What is the use of Type guide?
5. Mention the kinds of Type faces/Type heads?
6. How many kinds of Ribbon?
7. Name the three movements of the Ribbon?
8. How many colour types of Ribbon?
9. Which is called Bi-colour Ribbon?
10. What is the other name of Type Guide?