

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 of manufacture or of their reputed medicinal preparations.

//

(ii) The photographs of the firms may be advertised but 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's Govt. of TAMIL NADU

ABSTRACT

Lc L

Leave - Casual Leave - Enhancement of C.L. - Orders -
Issued. and abolition of Optional Religious Holidays

Public Dept.

Uc G.O. Ms. No. 11139 dated the 18th Dec. 1974.

Read / following: →

Ok G.O. Ms. No. 1332, Public d. / 24th Aug. '63.

⊗ casual

Capt. Order:

The go. of dispensing with / optional religious holidays and
Lc merging them with ⊗ leave has been under / consideration of / Govt. stat
of for some time. ↑ // 2. The Govt., after careful examination of this 2k

proposal, he. decided th. / optional religious holidays shd. be merged
with ⊗ leave. They direct accordingly that w. effect from 1st Jan.

7k 1965, the ⊗ leave permissible to a Govt. servant in a yr.

be shall 15 days instead of ⊗ leave for ~~travelling~~ days and ^{in 1/2}

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 ⊗ leave up to 15 days to all ~~classes~~ of employees stat

15k 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)

P. SABA NAYAGAM,
Chief Secretary to Govt.

To
All Concerned

forwarded / By order

Supdt.

Government of Tamil Nadu ||
Abstract

Caps.

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

Health / Public Dept.

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

Read the following:

Tis. Letter no. (53)2/M.E., dated the 10th March 1976 from the Director of Public Health, Madras.

ORDER:

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

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

(By ord. of the Governor)

K. Ratnam, caps.

Secy. to Government.

To
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.

4c

G.O. Ms. No. 724

Dated the 14th Oct. 1981.

Read / follg:

G.O. Ms. No. 2(37)H, Health, dated the 24th Nov. 1972.

ORDER:

the grant of

in words / go / spl. Govt. order cited, the Govt. sanctioned spl. casual leave not exceeding 20 days to married women Govt. servants who undergo sterilisation operation

2. The Director of Medical Services and Family Welfare has recommended that casual leave may also be granted to working temporarily as Govt. women servants ¹ ² ³ ⁴ ⁵ working temporarily as they are not eligible to maternity leave also. // 3. The Government 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.

⊗ 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 TAMILNADU

Rev. Dept. Abstract

Rev. Dept. - Taluk office, Kovur, Tirunelveli Dist. - Sanction of one Cashier - Orders - Issued.

os/

tes.

Rev. Dept. G.O. No. 190

Dated 8th March 1985

Read/following:

From/Collector of Tirunelveli, letter No. 3538/84/DI, dated the 6th Oct. 1984.

/the
to.

/A

caps. Order: Sanction is accorded for the employment of one Cashier in the Taluk office, Kovur, for a period of two year from the date of employment.

Tirunelveli Dist.,

one/

|| 3. The capre shall be debited to "254. Rev. Administration - Taluk Establishment - Non-Plan - Taluk offices - Salaries."

N.P.

to.

including
from time to time

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

besides Pay,

(By order of the Governor)

G. K. Pichandy, Caps

By Secy. to Govt.

To
The collector of Tirunelveli, Tirunelveli 627009.
The Accountant - Genl., Madras 6.

/600018

Forwarded/By order
Section Officer.

All
Ops

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 retirement.

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.

u.e.

Forwarded / by order

Section Officer.

GOVERNMENT OF TAMILNADU

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 ~~some~~ vacant (see
post of teachers in schools.

is/ 2. He it 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 to be made
when / schools are reopened after summer
vacation.

N. RAM

Secy. to Govt.

To

The Director of School Education

Forwarded / By order

Section Officer.

GOVERNMENT of Tamil Nadu //

CAPS

Finance Department

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

Sub: Public Sector undertakings - ^{L.C} Functions
of Reg.

Ref: From the Director, State Trading Corporation
Letter No 8319/50/46, dated / 16th March 1980.

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

will
u.c. 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. K. Varadarejan / caps

Secy 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

Area of Sixteen kilometers around the market.

(1)

(2)

//

//

**Balaji Rice Mills,
Kaveripakkam Village,
Vellore District.**

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

Question No.

Govt. of Tamil Nadu
Commercial Taxes and Dept.

Religious
Endowment

All Caps

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)

u.c.

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

In exercise of / powers conferred by Sub-sections (1) and (3) of Sec. 17 o. the T.N. G.S. Tax Act, 1959 (Tamil Nadu Act I of 1959), the Govt. of Tamil Nadu hereby makes the follg. amendment to Notification III No. (53)1 of 1965 dated the 23rd July 1965, published at page ~~155~~ of part III of Sec. I of / F.S.G. Gazette, dated the 4th August 1965.

Stat

Caps

Amendment

In the said Notification, for / expression "scientific equipment, stationery, hardware, furniture, brushane drugs, gas, water coolers, air coolers, air conditioners, electronic goods, and electrical goods like public address systems (loud speakers & mikes", the expression

"Scientific equipments, drugs, stationary, brushane gas, hardware, furniture, water coolers, air coolers, air conditioners, electronic goods, electrical goods like pub. address systems (loud speakers & mikes) and refrigerators" shall be substituted.

Tvs.

G. S. Seshadri
Secretary to Government.

Caps.

Type the following OFFICIAL NOTIFICATION in proper form:-

Government of Tamil Nadu II, 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)

Whereas the lands specified in the Schedule below required for a public purpose, namely, formation of Sedimentation Tanks and allied works,

Now therefore, in exercise of powers

Sub-1. Conferred by Sec. (2) of Section 4 of the L.A. Act 1894, the Governor of T. N. Tahsildar

authorises hereby the Rev. Inspector, Bhavani, his staff and workers to exercise the powers conferred by the said sub-section and clause (c) of the sub-section 3

of the Act (said) and appoints the Tahsildar, Bhavani to perform the functions of the Collector under Section 5A of the said Act.

Caps.

The Schedule to

Periyar St., Bhavani Taluk, Bhavani Village.

Govt. dry R.S. No. 738/9c1 belonging to Annachalam, son of Palaniappan, Annasavalli, wife of Manappan and Annamugam, son of Saji and Kampan 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 u.c. Nadu Agricultural Produce Markets Act 9/ 1959 regarding control over / purchase and u.c. sale of potato in Madurai district.) u.c. L.C.

8/ (G.O. Ms. No. 965, Agriculture, dated the 21st September 1960) L245

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 / potatoes in Madurai district. u.c. &

Any objections or suggestions wh. may be recd. by / Govt. of T. N.

his intention of exercising control over / purchase and sale of

or

Wts. within / period of month one fr. the date of this notification in / Madurai D.C. Gazette will be considered by them. // Objections or suggestions, if any, shd. be addressed to the Secy. to Govt. o. Tamil Nadu, Agri. Dept., Fort ~~Saint~~ George, Madras 600 009, through the Dir. of Agricultural Marketing, Tiruchirappalli. N.P.

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

V. GURUSWAMY,
Deputy Secretary to Govt.

Type the following NOTIFICATION in proper form

Gout. Tamil Nadu of Caps.

Agricultural Dept.) →

NOTIFICATION

(Notification issued. und. Sec. 5(4) o. / Tamil Nadu Agricultural Produce Markets Acts relating to the declaration o. Notified market area of Karaitudi market o. Paddy & Groundnut 3rd

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

In exercise o. / powers confd. by Sec. (4) o. Sub

Section 5 of / Tamil Agril. Produce Markets act, UC

1950 (Tamil Nadu Nadu Act (320 of 1957) / UC

& Governor o. Tamil hereby declares / area o. 9/

Karaitudi Market to be a notified market area UC

o. / Karaitudi Market of / purpose of / sd. act.

in res. o. Paddy & Groundnut. specified in

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

metres around / Karaitudi Market (is comprised)

/ revenue villages specified in / corresponding

entries in column. (2) thereof,

THE SCHEDULE

Area o. / Karaitudi Market (1)

Murugan Rice Mill, Kandanur Village, Ramanad Dist.

R. K. SHUNMUGAM Dy. Secy. to Gout.

Area o. 20 kilometers around / market (2)

- 1. Kandanur 2. Pudukkottai 4. Koltaiyur 3. Marachai 5. Pallathur 6. Kallal 7. Kunnakudi 8. Sinuvayal.

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
Caps.

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

we

with ref. to / letter cited the following postings,

lc

lc Promotions and transfer are ordered:

1. Thiru. V. Nallasamy, Dy. Tahsildar, and Udumalpet is promoted as Tahsildar, posted to Pollachi Dn. Use Thiru. K.L. Vellingiri.
2. Thiru. C.R. Palanisamy, Tahsildar as (act) of (Reception), Coimbatore, temporarily promoted to as Dy. Collector and Posted to / same stn.
- 3/ we gobichetti palayam is promoted as Tahsildar of (Reception), Coimbatore.
4. Selvi S. Kanjimalhi sent by / Dist. Employment Officer, CBE is temporarily (as a) appointed, typist in / office o. / Rev. Divl. Officer, Tiruppur.

we

for COLLECTOR.

- To
- V. Thiru. V. Nallasamy, Dy. Tahsildar, Udumalpet.
 - " C.R. Palanisamy, Tahsildar (Reception) CBE.
 - " K.S. Theerthagiri, Dy. Tahsildar, Gobichetti palayam.
- By Selvi S. Kanjimalhi Ammat, c/o. Thiru. P.R.R. Krishnan, No. 11, Jail Rd., CBE.

AR /
App

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.

District Employment
Officer.

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

Ref: Cr. No. Roc. 6/88-9, dated the
12th November 1988, from the
R.O., Madurai.

Thiru. V. Arogiyasamy, a candidate / com. / re-
mended by / Dist. 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
any notice.

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

To
Thiru. V. Arogiyasamy,
10 Hospital Road, Kuppalur.

R.D.O.

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

Shelavandan.

All
caps

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
~~Joint~~ Commissioner of Labour,
Cuddalore to Chennai.

u.c.

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

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

2. His representation was examined sympa-
thetically and he is informed th. he is trans-
ferred and posted at / Office of / Commissioner of
No./ Labour, Chennai, forthwith. / 3. He is also informed
th. he shd. report himself f. duty at Chennai
= with in ten days and that he is not entitled
to any travelling allowance f. his journey.

Commissioner of Labour.

To
Thiru. K. Udayudam,
10 Manjakkuppam Street, Cuddalore 607 001.

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

Proceedings OF THE DIRECTOR OF SCHOOL EDUCATION, MADRAS.

Present : Thiru. R.K. Dewan, M.A., M.Ed.,
Director of School Education.
Dated 2nd Jan. 87.
R.C. No. 3763/87

Ref: No. Rec. 2763/86-2, dated 19th Dec. 1968
fr. / Dist. Employment Officer, 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 Educn. Madras 600006
Thiru. V.N. Ramudu is
requested to join
immediately in the
Place Post and

in place of Selvi R. Buvana, who has resigned the job.
relieve Selvi R. Buvana. // 2. The candidate
is informed that his appointment is liable for termination at any time
without will be any notice and assigning any reason
therefor. without

// 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 600042.

For Director of School Educn. Ceps

Sub: Appointment of temporary
Steno-typist - Reg.
Establishment

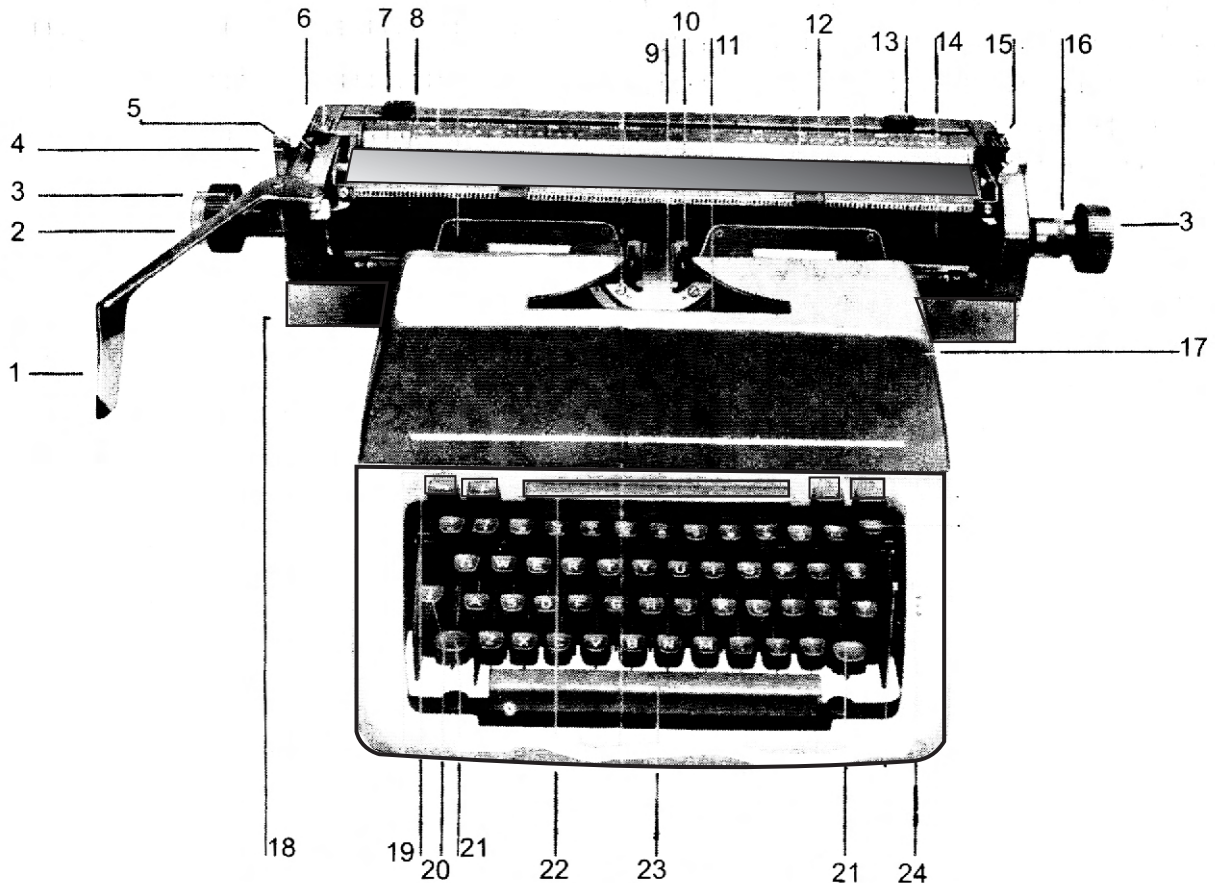
Copy to
The Employment Officer,
Nandanam Employment Exchange
Madras 600015
Pay Bill Section.

PART - C

1. TYPEWRITING - PRACTICAL - I

MECHANISM

1. TYPEWRITER AND ITS PARTS



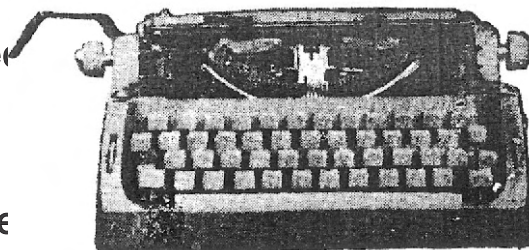
- | | |
|----------------------------------|----------------------------------|
| 01. Handle/Line Space Lever | 13. Right hand Margin |
| 02. Plunger Knob | 14. Cylinder (Platen Roller) |
| 03. Thumb Wheel | 15. Carriage Release Roller Left |
| 04. Cylinder Release Lever | 16. End of the Paper Indicator |
| 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 ele



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

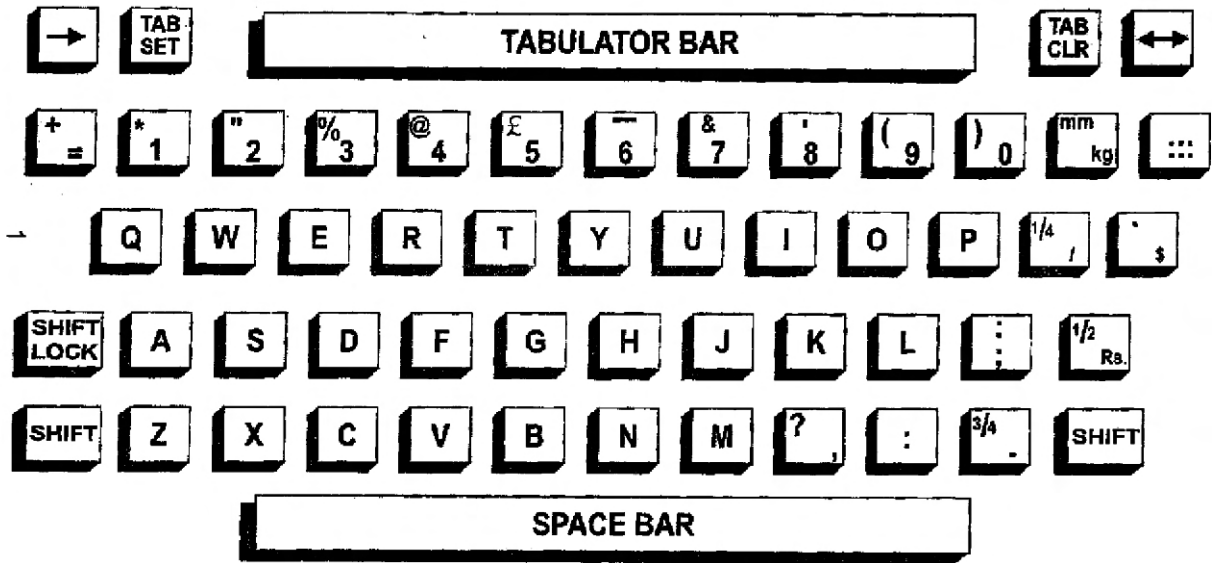
A Type writer can be identified by its make and serial number.

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, Borders 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 and 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?

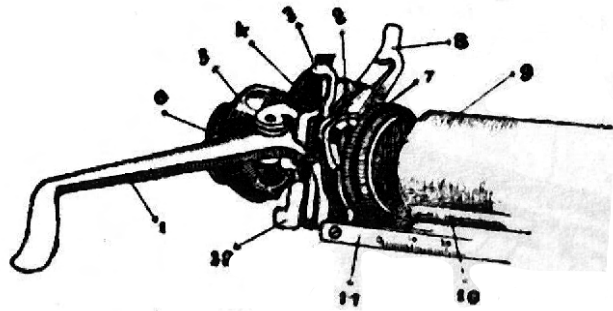
4. CARRIAGE

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 Ratchet Wheel
8. Cylinder Ratchet Detent Release Lever
9. Cylinder otherwise called Platen
10. Paper Deflector
11. Front 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

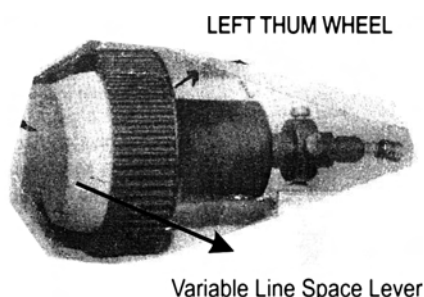
1. Soft Cylinder
2. Hard Cylinder
3. Medium Cylinder



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 sings.
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 level

PAPER BAIL :

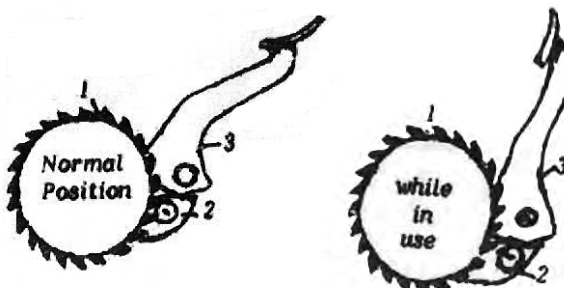
It is fixed above the Cylinder and has two rollers. It holds the paper firmly at the top. It prevents the paper from flying in the air. It helps to type up to the very bottom of the paper.

CARD HOLDERS: It helps to hold the paper. To type on cards, envelopes 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.

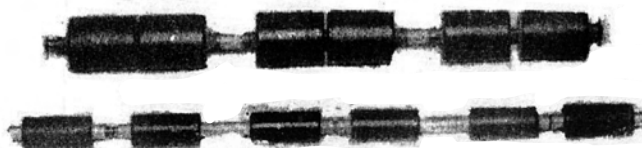
LINE SPACE KNOB and also called **LINE SPACE ADJUSTING LEVER** or **LINE SPACE REGULATOR**. It acts on the line space gauge and controls the line spacing.

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.

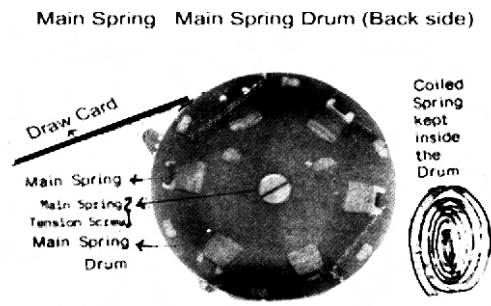
Questions:

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 other wise called Carriage Tension which is the most important of the Typewriter.



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.

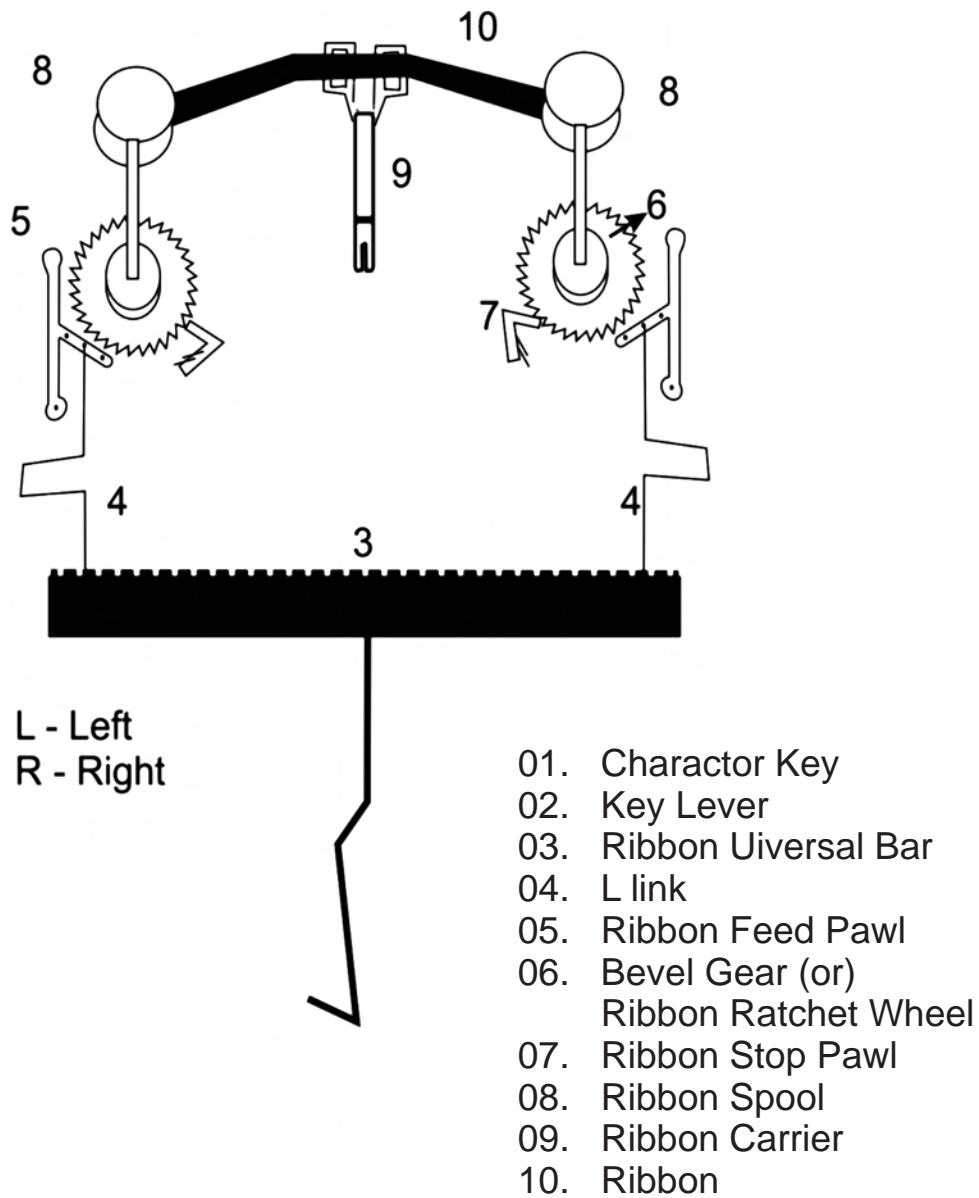
RIBBON MOVEMENTS: There are three Ribbon Movements of the carriage.

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.



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 may colour types of Ribbon?
9. Which is called Bi-colour Ribbon?
10. What is the other name of Type Guide?