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:


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 by 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
ABSTRACT

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

Public Dept.


Casual Order:

The Govt. of India have recommended the grant of leave up to 15 days to all employees in a year. This recommendation has been accepted by the Govt. of India, to the Rules Fundamental will be issued separately.

(By or. q. the Governor)

R. SABA NAYAGAM,
Chief Secretary to Govt.

Forwarded | By order

Supdt.
Government of Tamil Nadu

Anand

Training - Govt. servants abroad - Payment
To be debited to medical examination fees.

Health

Public Dept.

G.O. No. 646
Dated the 18th July 1976.

Read the following:

To the

Latter no. 532/M.E. dated the 10th March 1976
from the Director of Public Health, Madras.

ORDER:

Staff members deputed abroad for medical training to undergo examination for physical fitness. In some cases, the foreign agencies insist that such examination should be done by the doctors.

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

(By ord. of the Governor)

K. Ratnam, C.G.O.
Secy. to Government.

To

The H.O.D. of Departments,
All Collectors.

Forwarded by order

Sec. to Govt.
Government of Tamil Nadu

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.

G.O. Ms. No. 724

Read folio:


ORDER:

On / Govt. order cited, the Govt. sanctioned:

1. 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 women servants working temporarily as part-time (one fourth) to maternity leave also.

3. The Govt. and Family Welfare has sanctioned 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.

4. (By order of Governor)

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

To all Heads of Dept. and Collectors:

Forwarded / By Order

Section Officers.
Type the following GOVERNMENT ORDER in proper form.

GOVT. OF TAMILNADU

Rev. Dept. Abstract

Rev. Dept. - Taluk Office, Kovur,

Thirukkovil Post - Sanction of one Cashier - Orders - Issued.

Rev. Dept. (E.O. No. 190)

No. 2

Dated: 31st March 1985

To:
The Collector of Thirukkovil, Thirukkovil 627009

The Accountant - Gen., M.D.M. R

1600018

For-Security Compensatory allowance

3. The incumbent of the post shall be paid 50% of other allowances as admissible.

(Biy order of the Governor)

G.K. Pichandy, C.A.

By: Reey. to Govt.

To:
The Collector of Thirukkovil, Thirukkovil 627009.

The Accountant - Gen., M.D.M. R.

1600018

Forwarded by order.

Section Officer.
Government of Tamil Nadu

Abstract

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

Housing Ur City 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
the residential quarters allotted to Govt.
 servants be transferred in name of wife,
son or daughter, after their retirement. It is
N.P. the Govt. after careful consideration orders th.
quarters allotted under Residential Scheme, be
transferred in the name of wife or husband of a Govt.
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.

n.e. Forwarded by order

Section Officer.
Government of Tamil Nadu

Education Department

Memorandum No. 3969/1, 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 Education requested that there be no delay in filling up to 30 vacant posts of teachers in schools.

It is also requested to advance to the Director of School Education as to how many posts will be vacant in the beginning of the academic year and during the summer vacation. Steps should be made when schools are reopened after summer vacation.

N. RAM

They do Clerk.

To

The Director of School Education

Forwarded / by order

Section Officer.
Sub: Public Sector undertakings - Functions of Reg.

Ref: From the Director, State Trading Corporation Letter no. 8319/50/76, dated 16th March 1980.

The question of joining up the finance of a corporation has been considered for some time. After careful consideration, Department with a view to more effectively the functions of the public sector undertakings.

2. The cell might be named as the Bureau of public enterprises and will continue to be under the control of the finance department.

P. I. C. Vaandananjan Kept
Say to Chart.

To
All Heads of Departments

Forwarded / By Order

S. O.
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, // 1. Ariyur
Kaveripakkam Village, 2. Sripuram
Vellore District. 3. Allapuram
4. Sainathapuram
5. Oottari
6. Vellappadi
7. Anaicut
8. Thottapalayam
9. Viruthambut
10. Kalinjur
Question No. Religious Endowment
Gouv. 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 by Cancer Institute)

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

In exercise of the powers conferred by Sub-section (1) q and (2) of Sec. 17 o. the T.N. G.S. Sales Tax Act, 1959 (Tamil Nadu Act I o. 1959), the Govt. of Tamil Nadu hereby makes the folloing amendment to Notification No. 31 of 1965 dated the 23rd July, 1965, published at page 727 in part III of Sec. I of / F.S.C. Gazette, dated the 4th August, 1965.

Cape.

Amendment

In the said Notification, for / expression

1. "Scientific equipment (stationery, hardware, furniture, brashane, drugs, gas, water, coolers, air coollers, air conditioners, electronic goods, and electrical goods like public address systems (loud speakers & mikes), the expression

2. "Scientific equipment, drugs, stationery, brashane 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.

G. S. Seshadri
Secretary to Government.
Type the following OFFICIAL NOTIFICATION in proper form:

Government of Tamil Nadu
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 Bharwani)


WHEREAS the lands specified in the Schedule I below required for a public purpose, namely, formation of sedimentation tank and allied works,

NOW THEREFORE, in exercise of the powers conferred by Clause 22 of Section 4 of the L.A. Act 1894, the Governor of T. N. authorised hereinafter the A.E. Inspectors Bharwani, his staff and workers to exercise the powers conferred by the said sub-sections and Clause (c) of the sub-section 3 of the said Act.

T.S. Fakultar

The Schedule I

Vaniyam To; Bharwani Total, Bharwani Village.

Got. day R.S. No. 738/9c1 belonging to Amma Chalain, son of Palanippai, Annalalai, wife of Manappai and Annuppan, son of Chinni and Kannan founded on the North by R.S. No. 738/7, East by R.S. No. 738/6, South by R.S. No. 738/c2 and West by R.S. No. 738/9c1.

Total extent approximately 6 hectares.

A.K. VIJAYABHANU,
Sec. to Govt.
In exercise of the powers conferred by Sec. (2) of the T. N. Agricultural Produce Market u.e. Act 1959 (Tamil Nadu Act XXIII of 1959), the Governor of T.N. hereby declares a potato in Madurai district.

Any objections on suggestions can be made by the Govt. of T.N. within a period of one month from the date of this notification in the Madurai Dr. Gazette. Objections or suggestions, if any, shall be addressed to the Secy. to Govt. o. Tamil Nadu, Agril. Dept., 2nd Floor Snake George, Madras 600 009, through the Dir. of Agricultural Marketing, Trichirapalli.

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

V. GURUSWAMY,
Deputy Secretary to Govt.
Type the following NOTIFICATION in proper form

Gourt: Tamil Nadu

Agricultural Dept.

NOTIFICATION

(Notification issued under Sec. 5(4) of Tamil Nadu Agricultural Produce Markets Act relating to declaration of notified market area

Karaihudi market for Paddy and Groundnut

3rd


To exercise powers conferred by Sec. (3) (4) of Section 5 of Tamil Nadu Agricultural Produce Markets Act, 1950 (Tamil Nadu Act 32 of 1957)

Al, Governor of Tamil Nadu hereby declares the area in Karaihudi Market to be specified in the schedule below as a notified market area for the purpose of said Act.

Column (1) namely specified in revenue villages specified in corresponding entries in column (2)

THE SCHEDULE

Area 0.20 kilometers around

Area 0.20 kilometers around

1. Kandamur
2. Puduvayar
3. Kolaiyar
4. Manancheri
5. Pallathur
6. Kaikal
7. Kunakudy
8. Sinuvayar.

R.K. SHUNMUGAM

By. Secy. to Gourt.
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.

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

Proceedings of the Collector of Coimbatore.

Coimbatore.

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

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)

LC with ref. to 1 letter cited (Postings).

Promotions and transfers are ordered:

1. Thiru. V. Nallasamy, Dy. Tahsildar, (and)

Undumalpet is promoted as Tahsildar, posted to


2. Thiru. C.R. Palanisamy, Tahsildar (reception) of

(Reception), Coimbatore, temporarily promoted to

as Dy. Collector and posted to same stn.

3/ Thiru. K.S. Thirumugini, Dy. Tahsildar,

Gobichettipalayam is promoted as Tahsildar. (Reception), Coimbatore.

Seth

4. Selvi S. Raman sent by Dist. Employment Officer, CBE is temporarily as appointed,

 Wick in Office 0/ Rev. Div. Officer, Tirupur.

for Collector.

Thiru. V. Nallasamy, Dy. Tahsildar, Undumalpet.

C.R. Palanisamy, Tahsildar (Reception) C.B.E.

K.S. Thirumugini, Dy. Tahsildar, Gobichettipalayam.

Selvi S. Kanjimalai Ammal, c/o. Thiru. P.R.R. Krishnan,

No. 11, Jail Rd., C.B.E.
Proceedings of Revenue Divisional Officer,
Madurai

PRESIDENT: T. Tamilselvan, M.A.,
Rev. Div. Officer.

R.C. No. 207/88  Dated the 20th Nov. 1988:

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

Ref: Sr. No. ROC. 63/88-9, dated the
12th November 1988, from the
R.D.O., Madurai.

Thiru. V. Arogiyam, a candidate recommended by Dist. Employment Officer, Madurai is appointed hereby as Office Assistant in/office of Rev. Divisional Officer, Madurai, on a temporary basis w.e.f. 26th November 1988.

2. The candidate is informed that his appointment is liable for termination at any time without 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 should be prepared to work in any other place under the control of undersigned.

To
Thiru. V. Arogiyam,
10 Hospital Road, Koppal

R.D.O.

Copy to
The D.B.O., Madurai
Pay Bill File.
Proceedings of the Commissioner of Labour
Chennai

PRESENT: THIRU. P.R. RANJAN, T.A.S.,
Commissioner of Labour.

R.C. No. 4265/99

Dated the 22nd Oct. 1999.

Sub: Establishment - Transfer of
Assistant
    "C. Commissioner of Labour,
    Cuddalore to Chennai".

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

Thiru. K. Velayudhan, Asst. Commissioner
of Labour, Cuddalore, in his representation
stated, has requested th. he might be trans-
ferred and posted at Chennai, because he has
his wife staying with 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
Labour, Chennai, forthwith.

3. He is also informed th. he should report himself f. duty at Chennai
    within ten days and that he is not entitled
to any travelling allowance f. his journey.

Commissioner of Labour.

To
Thiru. K. Velayudhan,
No. Maryakynpan 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.

Director of School Education.

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

Ref: L No. Rec. 2763/86-2, dated the 18th Dec. 1968
6th Dist. Employment Officer, Madras.

Thiru. V.N. Ramudu, Candidate, is recommended by the
Nandanaem Employment Exchange to
Thiru. V.N. Ramudu is hereby appointed as a temporary
Secretary to the Director of School Education, Madras 600006
in place of Selvi. R. Buwana, who has resigned the job.

1. Thiru. V.N. Ramudu is informed that his appointment is liable for termination at any time without any notice and assigning any reason.

2. Thiru. V.N. Ramudu 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
K.K. Nagar,
Madras 600 048.

Copy to
The Employment Officer,
Nandanaem Employment Exchange
Madras 600 006.

For Director of School Education, C.B.P.
PART - C

1. TYPEWRITING - PRACTICAL - I

MECHANISM

1. TYPEWRITER AND ITS PARTS

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

KINDS OF TYPEWRITERS

There are two kinds of Typewriters:
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 typewriter 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;
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  
2. Shift lock  
3. Margin Releaser  
4. Back spacer  
5. Tabulater  
6. Ribbon position Indicator  
7. Key releaser  
8. Space Bar  
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.

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.

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 Cylinder:

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. The 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.

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 ½ 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?