

## **STATIONERY AND PRINTING DEPARTMENT**

### **CITIZEN'S CHARTER**

The Stationery and Printing Department at No. 110, Anna Salai, Chennai-2 is functioning under the control of a Director from the I.A.S. Cadre. This Directorate has over all control on the following Press Units:--

1. Government Central Press, Chennai-79.
2. Government Branch Press at High Court Buildings, Chennai-104
3. Government Branch Press, Madras High Court Bench at Madurai.
4. Branch Presses at Pudukkottai, Trichy, Vridhachalam, Salem and Madurai.
5. Government Publication Wing at 112, Anna Salai, Chennai-2 and Sales Sub-Depot in the Government Branch Press, High Court, Chennai-104.
6. Government Stationery Stores, Chennai-1.

#### **Activities of the Department**

Printing works of the following items required by the Government Departments in the State are being executed by this Department:--

- i. Forms and Registers;
- ii. Debates of Legislative Assembly;
- iii. Reports of Committees;
- iv. Budget Documents;
- v. Confidential Documents;
- vi. Handbooks of various department;
- vii. Weekly Gazettes and
- viii. TNPSC Bulletin

## Services connected with Public

(a) The details of officer's appointed as Public information Officer / Appellate authority in the Stationery and Printing Department are given in Annexure- I.

(b) On request from the Public, notification regarding change of name, normal or due to change of religion, etc., are published in the *Tamil Nadu Government Gazette*. A sum of Rupees 415/- is collected (including postal charges) for this. Now change of name in Tamil is also published as per the order of the Government with a fee of Rs. 50/- + Rs.65 as Postal charges is collected (excluding postal charges) (Procedures are given in Annexure-II).

(c) Public Interest Notification like Land Acquisition Notification, Orders of Industrial Tribunal, etc., are Published in the *Tamil Nadu Government Gazette* (Procedure for subscribing to *Tamil Nadu Government Gazette* are given in Annexure-III).

(d) Sales Wing for Government Publications is functioning at 112, Anna Salai, Chennai-2. Tamil Nadu Government Gazette, Tamil Nadu Public Service Commission Bulletins, District Census Handbook, Rules, Codes, Manuals, etc., are sold to public (Procedures are given in Annexure-IV).

(e) The details of Officers appointed as Public Information Officer / Appellate authority in the Stationery and Printing Department is given in Annexure- V.

(f) This Website has been launched on 20-11-08 wherein Public can view the services rendered by this Department. On every Wednesday the latest Gazette is updated in the Website. The application form for Change of name normal or due to change of religion can be downloaded from this website. Regarding any further clarification address to E-mail: [admpd@tn.gov.in](mailto:admpd@tn.gov.in)

### ANNEXURE - I

#### Officer appointed as Public Information Officer/Appellate Authority in the Stationery and Printing Department Under Right to Information Act 2005

Sl.No. (1)	Name of the Unit (2)	Officer appointed as public information officer. (3)	Officer appointed as Appellate Authority. (4)
1.	Directorate of Stationery & Printing, 110, Anna Salai Chennai-2	Assistant Director (Publication) Phone No. 044- 2852 0038 2852 0039 2852 0040 2852 0041	Joint Director Stationery and Printing Department. Phone No. 044-2852 0038 2852 0039 2852 0040 2852 0041
2.	Govt. Central Press, Chennai-79.	Deputy Work Manager (Planning) Phone No. 044- 2520 2227 2520 2228 2520 2232	Works Manager, Govt. Central Press, Chennai-79 Ph.No. 044-2520 2227, 2520 2228, 2520 2232
3.	Govt. Branch Press, High Court Buildings Chennai-104.	Superintendent, Phone No. 044 - 2534 0082	Deputy Works Manager, Ph.No. 044 2534 0082
4.	Govt. Stationery, Stores, Chennai-1.	Assistant Director Phone No. 044- 2524 8748 2525 0447	Deputy Director, Ph.No. 044-2524 8748, 2525 0447
5.	Govt. Branch Press, Madurai	Assistant Director (i/c) Phone No.0452-2566253	Deputy Works Manager i/c) Phone No. 0452-2566253
6.	Govt. Branch Press, Trichy.	Superintendent, Phone No. 0431 - 2500360	Branch Manager, Phone No. 0431 - 2500360
7.	Govt. Branch Press, Salem.	Superintendent, Phone No. 0427 - 2448569	Branch Manager, Phone No. 0427 - 2448569
8.	Govt. Branch Press, Vridhachalam	Superintendent, Phone No. 04143-260276	Deputy Works Manager, Phone No. 04143 - 260276
9.	Govt. Branch Press, Pudukkottai.	Superintendent, Phone No. 04322-222318	Branch Manager, Phone No. 04322 -222318
10.	Govt. Branch Press, High Court Branch Madurai.	Superintendent, Phone No. 0452-2433207	Deputy Works Manager, Phone No. 0452 -2433207

**ANNEXURE - II****Change of Name normal or due to change of religion.**

1	Address for reference	The Assistant Director (Publication), Directorate of Stationery and Printing, 112, Anna Salai, Chennai-2.
2	How to apply	Forms are supplied free of cost. They may be obtained from the above address either in person or through post. Furnishing the correct details called for on the rear of the format helps to publish the change of name in the <i>Tamil Nadu Government Gazette</i> early.
3	How to obtain copies of the Gazette	<p>The person who remits the correct amount as specified in the format will be supplied to his address with five copies of the part of the Gazette wherein the change of name has been published. For obtaining further copies, the Assistant Director, Publication Depot, Chennai-2 may be contacted.</p> <p><b>Note:</b> Gazettes are retained for a period of one year only for sales. Hence, people are requested to get the required number of copies as soon as they are published.</p>

4	Payment of Charges for Notification	<p>Payment towards advertisement charges as specified on the rear side of the application form may be remitted at the cash counter at the Office of the Assistant Director (Publication), Directorate of Stationery and Printing, 112, Anna Salai, Chennai-2 on any working day between 10.00 a.m. to 1.30 p.m. and 2.00 p.m. to 3.00 p.m. and obtain the receipt for the same. The amount may also be remitted in the form of a crossed Demand Draft drawn in favour of the Assistant Director (Publication), Directorate of Stationery and Printing, 112, Anna Salai, Chennai-2.</p>
5	Working days	Monday to Friday
6	For any suggestions and Complaints	<p>The Assistant Director (Publication), 112, Anna Salai, Chennai-2.</p> <p>While Contacting in this connection please mention the correct address, Cash receipt number or Demand Draft Number and date.</p> <p>Phone No. 044-2852 0038, 2852 0039 2852 0040, 2852 0041 Ext-51 2854 4412, 2854 4413</p>

7	Aim	<p>On account of the complaints received from the public in receiving the application forms and thereafter in remitting the advertisement charges, delay in getting the publication and as well as published copies, the issue of forms and receipt of advertisement charges was brought under the direct control of Director of Stationery and Printing, 110, Anna Salai, Chennai-2.</p> <p><b>The applications received from Monday to Friday are being published in the next Wednesday itself without omission and error as a motto to serve better to public.</b></p>
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**ANNEXURE - III****Supply of Tamil Nadu Government Gazette**

1	Officer to be contacted	The Works Manager, Government Central Press, Vallalar Nagar, Chennai-79. Phone Nos. 044-25202227, 25202228, 25202229
2	List of subjects published in the Gazette	It serves as a bridge between the Government and the public Notifications and orders of interest to the public, land acquisition notification, industrial tribunal awards, orders on levying/revision of taxes, orders of Social Welfare Schemes, etc., are published in the Gazette.
<b>3. Details of parts and sections of Gazette:--</b>		
1	Part I	Notification or orders issued by Secretariat Departments regarding Promotion and dismissal of All India Services Condolense, appointment of Magistrates, Notifications regarding, Portfolios Change among the Honourable Ministers.
2	Part II - Section 1	Notifications or orders of specific character or of particular interest to the public issued by Secretariat Department, i.e., changes in fiscal levies, excise duties, sales tax or regulations of distribution of essential commodities. Tamil Nadu Land Reforms Act, Unlawful Activities (Prevention) Act, Irrigation from Dam, Public Holidays Declaration.

	Part II - Section 2	Tamil Nadu Motor Vehicle Taxation Act Exemption from tax, Indian Stamp Act, Code of Criminal Procedure – Traffic Points of Police Station, Industrial disputes, Tamil Nadu Protection of Interests of Depositors, Tamil Nadu Chief Minister's Award Police Department – Tamil Nadu Forest Act, Indian Christian Marriages Act, Tamil Nadu Town and Country Planning Act Variation of Master plan, Official Secrets Act, Indian Made Foreign Spirits Manufacturer Rules, Land Acquisition Act, Tamil Nadu University Act, Tamil Nadu Pollution Control Act.
3	Part III - Section 1(a)  Part III - Section 1(b)  Part III – Section 2	General Statutory Rules, Notifications, Orders, Regulations, etc., issued by the Secretariat Departments, e.g., Amendments to Chennai Pharmacy Council Rules.  Services Rules including Ad hoc rules and regulations and notifications issued under the provisions of the Constitution of India, e.g., Amendments to special rules for state and subordinate services.  Statutory Notification and Orders issued by the Heads of Departments.
4	Part IV - Section 1 Part IV - Section 2 Part IV - Section 3 Part IV - Section 4	Tamil Nadu Bills. Tamil Nadu Acts and Ordinances. Central Bills. Central Acts and Ordinances.

5	<p>Part V - Section 1</p> <p>Part V - Section 2</p> <p>Part V - Section 3</p> <p>Part V - Section 4</p>	<p>Notification of Public (Elections) Department of Government of Tamil Nadu.</p> <p>Election Notifications by Heads of Departments.</p> <p>Decision of the Governor of Tamil Nadu under Article 192 of the Constitution of India in regard to question of disqualification of member of the Legislature.</p> <p>Notification of the Election Commission of India.</p>
6	<p>Part VI - Section 1</p> <p>Part VI - Section 2</p>	<p>Notifications issued by Heads of Departments, which are of interest to the public. Tamil Nadu Co-operative Societies Act, Registration and Cancellation, Tamil Nadu Urban Land Ceiling &amp; Regulation Act, Land Acquisition, Town and Country Planning Multistorage Building Notification – Judicial Notification – Tamil Nadu Medical Council Election – Appointment of Election Officer.</p> <p>Notifications issued by the Heads of Departments, which are of interest to a Section of the public. District Collectors – Tamil Nadu Panchayats Act – State Election Commission Notification – Removal of Panchayat Chairman, Tamil Nadu Legal Services Notification – Tamil Nadu Electricity Regulatory Commission – Government Examination Loss of Certificates.</p>

	Part VI - Section 3 (a)	Notifications issued by cost-recoverable institutions of State and Central Government. Judicial Notifications – I.P. Notices – State Port Trust – Tamil Nadu Wakf Act.
	Part VI - Section 3 (b)	Notifications issued by Quasi-Government Bodies and Public Sector Undertakings. Tamil Nadu Electricity Board – University Authorities Reports.
	Part VI - Section 4	Change of Name both (Tamil & English) by individuals, Advertisements by Private individuals and private institutions, Notifications under Company Law.
<b>7. Land Reforms :</b>		
1	Details of Subscription	The Subscription for the supply of full Gazette or for requisite parts/sections of the Gazette is accepted. The subscription is accepted for a period of 6 months and more. The period of subscription will commence from the first day of next month succeeding the payment of subscription.
2	Procedure to get copy of particular Gazette	People desirous of getting any particular Gazette may contact the Assistant Director (Publication), Government Publication Depot, 112, Anna Salai, Chennai-2. <b>Note:</b> Gazette copies are not retained for sale for more than one year. Hence, people are kindly requested to obtain the copy immediately after publication to avoid disappointment and inconvenience.
3	For any suggestion/ complaints	Feel free to write to the Works Manager, Government Central Press, Vallalar Nagar, Chennai-79. Phone No. 044 - 2520 2227, 2520 2228, 2520 2229

**ANNEXURE - IV****Sales of Tamil Nadu Government Gazette Publication, etc.**

(a)	Sales Depot Address	1. Government Publication Sales Wing, 112, Anna Salai, Chennai-2.  2. Government Publication Sub-Sales Depot, Government Branch Press, High Court Buildings, Chennai-104.
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(b) The list of Publication for sale in the depot, at the period of retention for sales are given in the following table:

<b>Sl. No. (1)</b>	<b>Details of Publication. (2)</b>	<b>The period of retention for Sales. (3)</b>
1.	Syllabus for Government Examinations, District Gazettes, District Census Handbook, Statistical Handbook, etc.	10 Years or release of new books whichever is latest.
2.	Tamil Nadu Government Orders (English and Tamil) Manuals, Revenue Standing Orders.	7 Years.
3.	Miscellaneous Publications.	5 Years.
4.	Budget Publications, Handbook on Five Year Plan, Indian Law Reports (Chennai).	3 Years.
5.	Publications relating to Departments Annual Administrative Reports, Handbook on Tamil Nadu Information and Tourism	1 Year or till the stock lasts whichever is earlier.

<b>Sl. No. (1)</b>	<b>Details of Publication. (2)</b>	<b>The period of retention for Sales. (3)</b>
	Reports, Tamil Nadu Government Gazettes, Tamil Nadu Public Service Commission Bulletins.	
(c)	Working hours of the Sales Depot.	Morning 10.00 a.m. to 1.30 p.m. and 2.00 p.m. to 5.00 p.m. in all Government working days (Monday to Friday)
(d)	Officer to be contacted to get the particulars about the Publications.	Assistant Director (Publication), Government Publications, Sales Wing, 112, Anna Salai, Chennai-600 002.  For this purpose a staff is engaged for giving the particulars through phone or post. Contact Telephone Nos. 044 - 2852 0038, 2852 0039, 2852 0040, 2852 0041, Ext-51 044-2854 4412, 2854 4413
(e)	Method of getting the publication through post.	People desirous of obtaining the publication may obtain the details of availability, their cost and postage, etc., from the Government Publication Depot and then send the required amount by M.O or DD to Assistant Director (Publication), Government Publication Depot, 112, Anna Salai, Chennai-600 002.  While sending please furnish the details of name of the publication

<b>Sl. No. (1)</b>	<b>Details of Publication. (2)</b>	<b>The period of retention for Sales. (3)</b>
		required, number of copies, your full postal address, nearest railway station, this office letter No. and date, etc.
(f)	Agents	There are also some authorised agents in the city and Mofussil for selling the Government Publication.
(g)	Government of India Publication.	Constitution of India and Central Government Acts (Tamil and English version) are sold at this Government Publication Depot.  Other Government of India Publications can be had from Sales Emporium, Publication Division, Rajaji Bhavan, Besant Nagar, Chennai-90.
(h)	For any Complaints or suggestions.	Please feel free to write to the Assistant Director (Publication), Government Publication Depot, 112, Anna Salai, Chennai-600 002.  Contact Telephone Nos.  044 - 2852 0038, 2852 0039, 2852 0040, 2852 0041, Ext-51  044-2854 4412, 2854 4413