

STATIONERY AND PRINTING

POLICY NOTE 2007-2008

The Commissionerate of Stationery and Printing consists of the following units.

1. Government Central Press, Chennai-79.
2. Government Stationery Stores, Chennai-1.
3. Government Branch Presses, High Court Buildings, Chennai-104, Madurai, Salem, Tiruchirappalli, Pudukkottai, Vridhachalam and Madras High Court Bench Press, Madurai.

The Government Central Press, Chennai-79, the Government Branch Presses, Madurai, Salem and Pudukkottai were already modernised. The Govt. Branch Press, Tiruchirappalli is in the process of modernisation. The Government Branch Press, Vridhachalam is yet to be modernised.

Statistics of Employees

The Commissionerate has 2219 employees out of which 455 are women. There are 130 physically challenged employees of which 37 are Visually Impaired, 84 are Physically Handicapped and 9 are short of Hearing impaired/dumb.

**COMMISSIONERATE OF STATIONERY AND PRINTING,
CHENNAI-2.**

The Government Presses, Stationery Stores and Sales Depots are all under the administrative control of the Special Commissioner and Commissioner of Stationery and Printing, Chennai. The organisation chart is enclosed in the Annexure - A.

There are 175 employees working in the Commissionerate.

GOVERNMENT CENTRAL PRESS, CHENNAI-79.

The Government Central Press, has 1272 staff. The press works in three shifts and is supervised by two Works Managers.

The Government Central Press, Chennai has been modernised in tune with the latest developments in the field of printing technology and taken up in a phased manner.

Top Most Priority Items printed in the Government Central Press.

Budget documents, Tamil Nadu Government Gazettes, printing works related to Legislative Assembly, Reports of various committees, Top secret works, Tamil Nadu Public Service Commission Bulletins, Election items and Ballot papers, Reports of Accountant General, Registration Certificates for Motor Vehicles, Security forms relating to Commercial Taxes Departments and forms handled by Police Department are given top most priority and printed with due care and caution.

The press also undertakes printing of Letter pads, Letter heads and envelopes required by His Excellency the Governor's Secretariat, Hon'ble Chief Minister's Office and Offices of the Hon'ble Ministers, Hon'ble Members of Legislative Assembly, Hon'ble Chief Justice and other Hon'ble Judges and Tamil Nadu Public Service Commission Chairman and members.

GOVERNMENT STATIONERY STORES, CHENNAI-1.

The Government Stationery Stores has 126 staff. An Assistant Director is in charge of the Stores.

This office is the centralised agency for the annual procurement and supply of stationery articles like Tamil and English typewriters, duplicators, calculators and press made articles to all Government departments in Tamil Nadu. All procurements are made as per the provisions of the Tamil Nadu Transparency in Tender Act 1998 and Rules 2000.

Typewriters, duplicators and calculators are procured at the D.G.S. and D. Contract rates. Stationery articles and typewriters are being supplied to 3474 indenting offices every year (free supply for 3342 offices and prepayment supply for 132 offices) as per their request and requirements.

Out of the total requirement, the varieties of papers manufactured by Tamil Nadu News Print Limited are exclusively purchased from them by this department. Special varieties of papers and boards, carbon papers, ink tubes, etc. are being purchased from other manufacturers by following the provisions under the Tamil Nadu Transparency in Tender Act 1998 and Rules 2000.

GOVERNMENT BRANCH PRESS, HIGH COURT BUILDINGS, CHENNAI-104.

The Government Branch Press, High court Buildings works in three shifts with 153 staff. It is under the control of a Deputy Works Manager. Daily cause list and necessary forms and registers for the use of High court, Chennai are printed in this Press.

GOVERNMENT BRANCH PRESS, MADURAI.

The Government Branch Press, Madurai works in two shifts with 165 staff. It is under the control of a Deputy Works Manager. Printing of forms and registers for the Departments of Revenue,

Police, Registration, Health and Commercial Taxes is undertaken in this press. The District Gazettes of Madurai, Virudhunagar, Dindugul, Theni and Tirunelveli are also printed in this press.

GOVERNMENT BRANCH PRESS, SALEM.

The Government Branch Press, Salem works in two shifts with 85 staff. It is under the control of a Branch Manager in the cadre of Assistant Works Manager. Tamil Nadu Treasury Code forms, Medical forms, Government Examination forms and District Gazettes of Salem, Coimbatore, Erode, Namakkal, The Nilgiris and Dharmapuri are printed in this Press.

GOVERNMENT BRANCH PRESS, PUDUKKOTTAI.

The Government Branch Press, Pudukkottai works in two shifts with 89 staff. It is under the control of a Branch Manager in the cadre of Assistant Works Manager. Forms and Registers for the Department of Adi Dravidar Welfare, Backward Classes and Minorities Welfare, Police, Medical, Pension, Environment and Forests are printed in this press. District Gazettes of Ramanathapuram, Kanniyakumari, Chennai, Kancheepuram, Thiruvallur, Tiruvannamalai, Thanjavur, Pudukkottai, Thoothukkudi, Tiruvarur, Nagapattinam and Sivagangai are also printed in this unit.

GOVERNMENT BRANCH PRESS, TIRUCHIRAPPALLI.

The Government Branch Press, Tiruchirappalli works in two shifts with 90 staff. It is under the control of a Branch Manager in the cadre of Assistant Works Manager. Common Forms of Personal Registers and Cash Registers and District Gazettes of Tiruchirappalli, Perambalur and Karur are printed here.

GOVERNMENT BRANCH PRESS, VRIDHACHALAM.

The Government Branch Press, Vridhachalam works in two shifts with 64 staff. It is under the control of a Branch Manager in the cadre of Assistant Works Manager. Forms and Registers for

Agriculture, Public Works, Police, Fire Service, NCC, Forest, Statistics Departments and District Gazettes of Villupuram, Vellore and Cuddalore are printed in this unit.

List of Priority Items printed during the year 2006-2007

The following items of work were undertaken and executed efficiently by this department:-

- * 10,60,40,000 Answer sheets and Non-Standardised forms and registers for the Department of Government Examinations,
- * Around 18 lakhs of Cause lists and Case sheets for the use of High Court, Chennai.
- * 21 lakhs copies of Instructions to candidates were printed and supplied to Tamil Nadu Public Service Commission, Chennai-2.
- * Form 'C' for Commercial Taxes Department,
- * Monthly Calendars, Three Months Calendars and various Diaries for the year 2007.
- * 1.15 crore of Value Added Taxes Forms in 22 kinds.
- * 17.42 lakhs of Motor Vehicle Taxation Licence.

GOVERNMENT PUBLICATION SALES DEPOT, CHENNAI.

A Government Publication wing functions in the Commissionerate campus at Anna Salai, Chennai. A Sales Sub-Depot is also functioning in the premises of Government Branch Press, High Court. Acts and Rules, Codes, Manuals, Gazettes and Notifications, TNPSC Bulletins and Service Registers, etc., are being sold by these sales depots. These depots also act as agents for the sale of Government of India Publications. Government Publications are sold through 32 authorised agents in all districts.

A sum of Rs. 95,98,344/- accrued as revenue through private notification and other publication charges and a sum of Rs. 29,20,490/- was collected by way of selling Gazettes, Government Publications, etc. Thus during 2006-07 a sum of Rs. 1,25,18,834/- in total was collected upto 31.03.2007.

GOVERNMENT BRANCH PRESS OF MADRAS HIGH COURT BENCH AT MADURAI

The Government have sanctioned a sum of Rs. 86.60 lakhs per annum along with 49 new posts for the Government Branch Press at Madurai Bench of Madras High Court. In addition to that, a sum of Rs.10 lakhs has also been sanctioned towards the purchase of additional machineries. Daily Cause lists are being printed and supplied w.e.f. 22.01.07.

EMPLOYEES WELFARE

A Labour Welfare Officer, two Assistant Labour Welfare Officers and a Health Supervisor are working in this department to look after the welfare of the employees working in Chennai.

A dispensary functions in the Government Central Press. The Medical Officer of the dispensary periodically visits all the units in Chennai city including Commissionerate once in a week and provides necessary medical facilities to the employees, staff and officers.

Allowances for the workers of Government Central Press, Stationery Stores and Branch Presses

The following allowances are paid to the press employees to encourage and motivate them in their day to day functioning:-

- a) Ethnic food allowance Rs. 150 per month
- b) Milk allowance Rs.5 per day

c) Stitching charges of Uniforms:-

for Male	-	3 pairs	-	Rs. 300
for Female	-	3 pairs	-	Rs. 60

Canteens are run for the benefit of the employees at the Commissionerate, Chennai-2, Government Central Press, Government Stationery Stores, Chennai and at the Government Branch Press, Madurai.

The Tamil Nadu Stationery and Printing Department Employees Co-operative Society is functioning at Government Central Press and Branch Presses and they provide loan facilities to the employees upto Rs.1,50,000/- per employee.

In order to promote sports and health among the employees a sum of Rs. 45,000/- is being allocated every year by the Government to buy sports articles and to conduct sports meet.

PRESS IMPROVEMENT PLAN

The Government Presses are on the threshold of modernisation in a phased manner with a futuristic vision.

In order to install new machineries at the Government Central Press and to modernise Government Branch Press, Tiruchirappalli, the Government have allocated Rs. 193.15 lakhs under Part II scheme for the year 2006-2007.

The Organisation Chart and details of employees of the Commissionerate of Stationery and Printing are tabulated and given in the Annexure- A and B.

Commissionerate, Chennai-2.

During 2006-07 under Part II Scheme Line Dot Matrix printers and Fire Extinguishers for the Commissionerate, Chennai-2 were procured at a cost of Rs. 1.71 lakhs and put to use.

Government Central Press, Chennai-79.

A sum of Rs. 79.76 lakhs has been allotted to procure and install the following machineries to the Government Central Press, Chennai-79 under the Part II Scheme for the year 2006-07.

- (i) Programme Cutting Machine
- (ii) Wire Stitching Machine
- (iii) Sheet Fed Printing Machine
- (iv) Re-touching Table
- (v) UPS (2 KVA)
- (vi) Line dot Matrix Printer
- (vii) Laser Printer A3 and A4 size
- (viii) A.C. Split type with stabilizer
- (ix) Ceiling Fan and Exhaust Fan
- (x) Water Cooler with Accessories

Government Branch Press, Tiruchirappalli.

A sum of Rs. 53.56 lakhs has been allotted to procure and install the following machineries to the Government Branch Press, Tiruchirappalli under the Part II Scheme for the year 2006-07.

- (i) DTP System and its Accessories
- (ii) Laser Printer
- (iii) A.C. Split with Stabilizer
- (iv) UPS (2 KVA)
- (v) Re-touching Table

- (vi) Twin Exposure
- (vii) Plate Processor
- (viii) Web Off-set Printing Machine
- (ix) Dampener Cleaning Machine
- (x) Ceiling Fan
- (xi) Water Cooler with Accessories
- (xii) Fire Extinguisher

Government Branch Press, High Court, Chennai-104.

A sum of Rs. 55.48 lakhs has been allotted to procure and install the following machineries to the Government Branch Press, High Court, Chennai-104 under the Part II Scheme for the year 2006-07.

- (i) Web Offset Printing Machine,
- (ii) Programme Cutting Machine
- (iii) Fire Extinguisher,
- (iv) Water Cooler and its Accessories

Consequent on the modernisation of Government Central Press, Chennai-79, High Court Branch Press, Chennai-104, Government Branch Presses, Madurai, Salem and Pudukkottai, the number of employees have come down by 50 per cent. But the production capacity of this Department compared to the previous years had doubled along with the improvement in quality of printing.

Following the modernisation of Government Presses in a phased manner, all the works related to Government are being printed in time with quality. Further this department continues to function effectively by way of increasing the efficiency in printing and also by

maintaining the secrecy of vital and confidential documents of the Government.

ACHIEVEMENTS

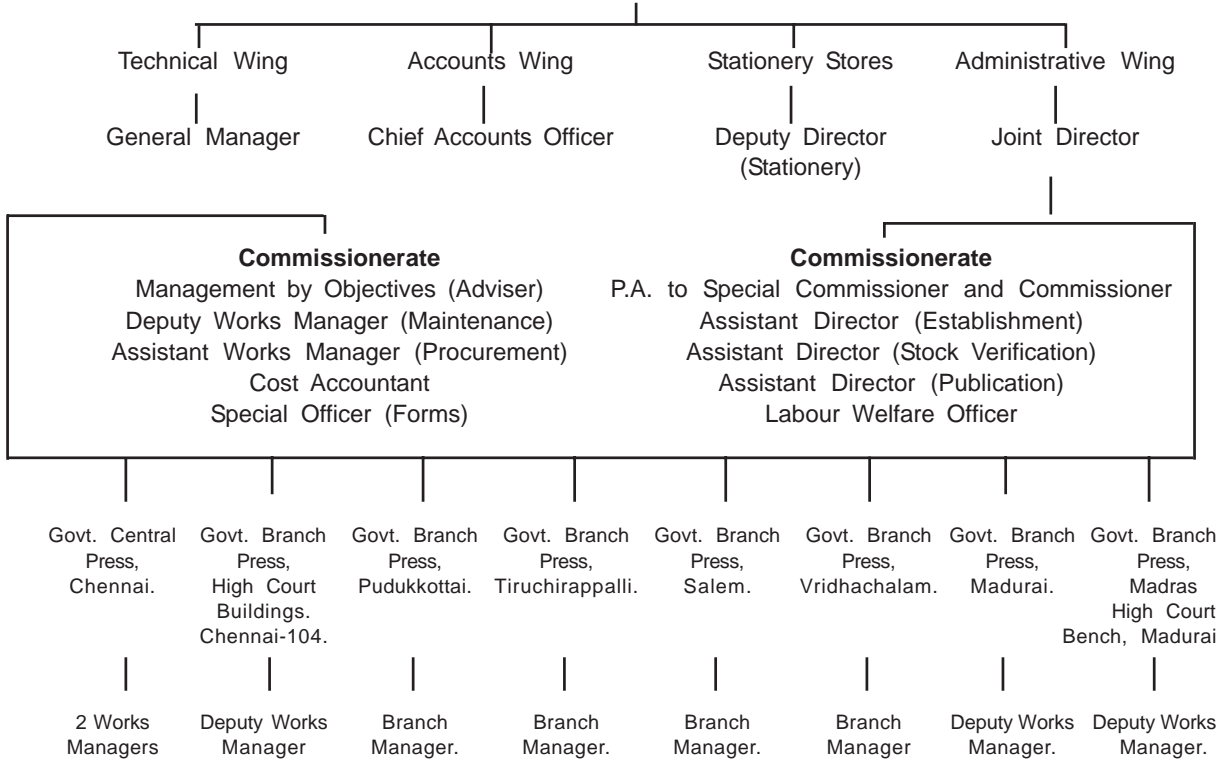
- 1) Change of Name by private notification is hitherto done by this Department in English only at a fee of Rs. 415/- per application (including postal charges). As per the recent orders of the Government, the change of name is also done in Tamil at a nominal fee of Rs. 50/- only (excluding postal charges).
- 2) The Pongal Bonus to employees has been restored by Government after 5 years. As per the Government orders Pongal Bonus of Rs. 825/- is given to A & B Group Staff and Rs. 2,500/- to C and D Group staff of this Department. Thus the Government have incurred an additional expenditure of Rs. 60,35,650 (Rupees Sixty Lakhs Thirty Five Thousand Six Hundred and Fifty only) this year.
- 3) Un Earned Leave on private affairs was sanctioned to the technical employees of this department from November 2006.
- 4) To modernise Government Presses, 333 new posts have been sanctioned in 19 categories by surrendering 443 posts. To modernise the Government Presses, Government have constituted 7 Members Expert Committee headed by Special Commissioner and Commissioner of Stationery and Printing to suggest probable ways and means of modernisation in a phased manner.
- 5) The Government have sanctioned 49 new posts for Government Branch Press of Madras High Court Bench at Madurai and sanctioned a sum of Rs. 86.60 Lakhs towards salary and other expenditure.

PARITHI ELLAMVAZHUTHI,
Minister for Information

ANNEXURE - A

ORGANISATION CHART

SPECIAL COMMISSIONER AND COMMISSIONER



ANNEXURE - B
Staff Strength As on 1-4-2007

Sl. No.	Units	Total Strength as on 1-4-2007	Officers	Ministerial Staffs.	Other Section Staffs.
(1)	(2)	(3)	(4)	(5)	(6)
1.	Commissionerate, Chennai.	175	13	93	69
2.	Government Stationery Stores, Chennai.	126	01	56	69
3.	Government Central Press, Chennai.	1272	23	176	1073
4.	Government Branch Press, High Court Buildings, Chennai.	153	04	12	137
5.	Government Branch Press, Madurai.	165	03	15	147
6.	Government Branch Press, Salem	85	02	12	71
7.	Government Branch Press, Tiruchirappalli	90	02	09	79
8.	Government Branch Press, Pudukkottai.	89	02	10	77
9.	Government Branch Press, Vridhachalam	64	02	07	55
10.	Government Branch Press, Madras High Court Bench at Madurai*	-	-	-	-
Total		2219	52	390	1777

* Action is being taken to fill up the 49 posts