

**TAMIL DEVELOPMENT, RELIGIOUS ENDOWMENTS
AND INFORMATION DEPARTMENT**

POLICY NOTE

STATIONERY AND PRINTING

DEMAND No. 30

2008-2009

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Government of Tamil Nadu

2008

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STATIONERY AND PRINTING

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The Stationery and Printing Department is classified as a SERVICE DEPARTMENT of the Government of Tamil Nadu and undertakes all printing works of the Government departments and Government organizations.

1.1. ORIGIN

This department which is considered vital for the operations of all Government offices, communications and maintenance of records was established at Chennai on 17th December 1831 and had crossed 175 years of existence. At present eight branch presses and Stationery Stores are functioning under the control of this department.

1.2. LOCATION OF GOVERNMENT PRESSES

Apart from the Government Central Press, Government Stationery Stores, and Government Branch Press, Madras High Court Buildings which are in Chennai city itself, there are Branch presses at Madurai, Trichy, Salem, Pudukkottai, Vridhachalam and Madras High Court Bench at Madurai.

2. PERSONNEL DETAILS OF STATIONERY AND PRINTING DEPARTMENT

There are 2044 employees in this department among them 444 are women. There are 105 physically handicapped employees of which 70 (Male 62 and Female 8) are visually impaired, 35 (Male 24 and Female 11) are Deaf and Dumb.

2.1. COMMISSIONERATE OF STATIONERY AND PRINTING CHENNAI-2

The organization of the Commissionerate of Stationery and Printing is divided into five different wings and functions as follows:

Establishment Wing	-	Joint Director.
Technical Wing	-	General Manager.

Accounts Wing	-	Chief Accounts Officer from the Treasury Department.
Stationery Stores Wing	-	Deputy Director.
Publications Wing	-	Assistant Director.

All the Government Presses, Stationery stores and Sales Depot are under the administrative control of the Commissioner of Stationery and Printing.

There are 165 employees working in the Commissionerate. The organisational chart is enclosed in the Annexure – "A" .

2.2. GOVERNMENT CENTRAL PRESS, CHENNAI-79.

The age old and time honoured Central Press is housed at Mint buildings, Mint street, Chennai occupying an area of 5.5 acre.

The Government Central Press has 1161 workers. The press works in three shifts and is supervised by two Works Managers. The Budget and Top-Secret sections work on all days including Sundays.

The Government Central Press, Chennai is proposed to be modernised in tune with the latest developments in the field of printing technology in a phased manner.

Top Most Priority Items printed in the Government Central Press

Tamil Nadu Government Gazettes,

Tamil Nadu Legislative Assembly Debates

Reports of various committees of Legislature,

Budget documents,

Top secret works,

Tamil Nadu Public Service Commission Bulletins,

Election items and Ballot papers,

Reports of Accountant General,

Registration Certificates for Motor Vehicles,

Letter heads and letter pads for high dignitaries like His Excellency the Governor, Hon'ble Chief Minister, Hon'ble Chief Justice, Chief Secretary, Hon'ble Ministers, Hon'ble Speaker and Hon'ble Deputy Speaker of Tamil Nadu Legislative Assembly,

Codes and Manuals,

Periodicals,

Standardised forms and registers,

Commercial Tax forms,

Answer sheets for Government Examination and Technical Examination, Brochure and Instructions for Tamil Nadu Public Service Commission Examinations.

2.3. GOVERNMENT STATIONERY STORES, CHENNAI-1

This office is the centralised agency for the annual supply of Stationery articles like Tamil and English typewriters, Calculators, Carbon papers, Stencil papers, Duplicators, Ink tubes and Press made articles to all Government departments in Tamil Nadu. All stationery 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 Director General of Supplies and Disposals (DGSD) Contract rates.

Stationery articles are being supplied to 3491 indenting offices every year, free supply for 3375 offices and prepayment supply for 116 offices as per their indents fixed by norms.

Out of the total requirement, some varieties of papers are exclusively purchased from Tamil Nadu Newspaper Limited. 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.

The Government Stationery Stores works in normal office hours. The total number of Workers is 119. This Office functions under the control of an Assistant Director.

2.4. GOVERNMENT BRANCH PRESS, HIGH COURT BUILDINGS, CHENNAI - 600 104

This Press had been established primarily cater to the printing needs of the Madras High Court, especially that of Daily cause list.

Around 708 kinds of necessary forms and registers for the use of High Court, Chennai are printed in this Press. One more Web Offset printing machine had also been installed here, so as to avoid delay in printing of cause list. This machine is also being utilized for printing of forms required exclusively for Madras High Court.

The Government Branch Press, High court buildings works in two shifts with 111 Workers. This Press functions under the control of a Deputy Works Manager.

2.5. GOVERNMENT BRANCH PRESS, MADURAI

This Press had been established to the Printing needs of the Departments of Revenue, Police, Health, Registration and Commercial Taxes.

Around 211 kinds of forms and registers meant for various Departments are being printed here.

The District Gazettes of Madurai, Virudhunagar, Dindugul, Theni and Tirunelveli are also printed in this press.

The Government Branch Press, Madurai works in two shifts with 144 Workers. It functions under the control of a Deputy Works Manager.

2.6. GOVERNMENT BRANCH PRESS, SALEM

This Press had been established to the printing needs of the Departments of Treasury, Medical and Government Examinations.

Around 146 kinds of Forms and Registers meant for various Departments are being printed here.

Tamil Nadu Treasury code forms, Medical forms, Government Examination answer sheets and District gazettes of the District of Salem, Coimbatore, Erode, Namakkal, The Nilgiris and Dharmapuri are printed in this Press.

The Government Branch Press, Salem works in two shifts with 81 Workers. It functions under the control of a Branch Manager in the cadre of Assistant Works Manager.

2.7. GOVERNMENT BRANCH PRESS, PUDUKKOTTAI

This Press had been established to the printing needs of the Departments of Adi Dravidar Welfare, Backward Classes and Minority Welfare, Police, Pension, Environment and Forest.

Around 290 kinds of forms and registers meant for various Departments are being printed here.

District gazettes of the Districts of Ramanathapuram, Kanniyakumari, Chennai, Kancheepuram, Thiruvallur, Tiruvannamalai, Thanjavur, Pudukkottai, Thoothukkudi, Tiruvarur, Nagapattinam and Sivagangai are also printed in this press.

The Government Branch Press, Pudukkottai works in two shifts with 79 Workers. It functions under the control of a Branch Manager in the cadre of Assistant Works Manger.

2.8. GOVERNMENT BRANCH PRESS, TIRUCHIRAPPALLI

This Press had been established to print and supply Common forms, Personal registers and Cash registers for all Government Offices.

Around 126 kinds of forms and registers meant for various Departments are being printed here. District Gazettes of the District of Tiruchirappalli, Perambalur, Arialur and Karur are also printed here.

The old letter press printing machines were condemned due to modernisation and one Web Offset printing machine had been installed here in 2007.

The Government Branch Press, Tiruchirappalli works in two shifts with 76 Workers. It functions under the control of a Branch Manager in the cadre of Assistant Works Manger.

2.9. GOVERNMENT BRANCH PRESS, VIRUDHACHALAM

This Press had been established to the printing needs of the Departments of Agriculture, Public Works, Police, Fire Service, National Cadre Corps, Forest and Statistics.

District Gazettes of the District of Villupuram, Vellore and Cuddalore are also printed in this press.

The Government Branch Press, Vridhachalam works in two shifts with 62 Workers. It functions under the control of a Deputy Works Manager.

2.10. GOVERNMENT PUBLICATION SALES DEPOT, CHENNAI-2

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, Tamil Nadu Public Service Commission Bulletins, Telephone Directories and Service Registers, etc., are being sold by this sales depot. 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 and change of name purely in Tamil is effected on payment of Rs. 50 only in Tamil Nadu Government Gazettee.

A sum of Rs 126 lakhs accrued as revenue through private notification and other publications charges and a sum of Rs. 21 lakhs was collected by way of selling Gazettes, Government Publications, etc. Thus during 2007-08 a sum of

Rs. 147 lakhs in total was collected, which is in additional revenue of Rs. 22 lakhs than the last financial year.

2.11. GOVERNMENT BRANCH PRESS, MADRAS HIGH COURT BENCH AT MADURAI

This Press had been established during 2006 to the printing needs of the Madras High Court Bench at Madurai. The Daily cause lists were first taken up for printing through the newly installed web offset machine with effect from 22-01-2007 and till date they are being delivered in time.

The Government Branch Press, Madras High court Bench at Madurai works in two shifts with 46 Workers. It is under the control of a Deputy Works Manager.

3. LIST OF PRIORITY ITEMS PRINTED DURING THE YEAR 2007-2008

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

1. 70,000 of FIR books (Police B.59) for the Police Department.
2. 544.67 lakh Answer sheets for the department of Government Examinations.
3. 18 lakhs of Cause lists and Case sheets for the use of High Court, Chennai.
4. 20.63 lakh copies of Instructions to candidates, Brochures and Application Forms for The Tamil Nadu Public Service Commission.
5. Monthly Calendars, Three Months Calendars and 4 kinds of Diaries for the year 2008.
6. 16.28 lakhs Forms of Motor Vehicle Taxation Licence for the Transport Department
7. One lakh Disabled Identity cards for Tamil Nadu Handicapped Welfare Board.
8. 62,920 EPIC Receipt Books for Public Election Department.
9. 19.42 lakhs Community certificates for Revenue department.
10. One lakh Identity Cards and 2 lakh Applications Forms for Fisherman Welfare Board.
11. 32 lakh Answer Sheets for Technical Examinations.
12. 10 kinds of Transport Forms for Transport Department - 16 lakh Nos.
13. 43,000 Booklets (Police Notice- B.311) for Police Department.
14. Ex-servicemen Flag Day Receipt Books ...11,555 books.

4. EMPLOYEES WELFARE

4.1. 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. Grievances received in writing from the employees are immediately attended to and every effort is taken to resolve them in an amicable manner.

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.

4.2. 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 - Rs. 800/- Once in two years (for Four pairs)
 - for Female - Rs. 120/- Once in two years (for Four pairs)

Co-operative Societies

The Tamil Nadu Stationery and Printing Department Employees Co-operative Societies are functioning at Government Central Press and Branch Presses and they provide loan facilities to the employees upto Rs.1.50 lakhs per employee.

Recreation Club and Sports

In order to promote sports and health among the employees a sum of Rs. 1 lakh is being allocated every year by the Government to buy sports articles and to conduct sports meets.

5. ORGANISATIONAL CHART AND DETAILS OF EMPLOYEES

The details of employees of the Commissionerate of Stationery and Printing during 2007-08 are tabulated and given in the Annexure-B.

6. PRESS IMPROVEMENT PLAN

The Government Presses are on the threshold of modernisation in a phased manner with a futuristic vision. In 2007-08, under Part-II Scheme, the presses have been modernised as follows:-

6.1. COMMISSIONERATE OF STATIONERY AND PRINTING, CHENNAI-2

A sum of Rs. 12.65 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Commissionerate of Stationery and Printing, Chennai :-

- 1) Computer with Accessories
- 2) Water Cooler purifier with Accessories.
- 3) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Commissionerate of Stationery and Printing, Chennai.

6.2. GOVERNMENT CENTRAL PRESS, CHENNAI-79

A sum of Rs. 21.25 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Central Press, Chennai:-

- 1) Computer with Accessories
- 2) Single Colour Sheetfed Offset Printing Machine

3) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Government Central Press.

6.3. GOVERNMENT STATIONERY STORES, CHENNAI-1

A sum of Rs. 2.35 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Stationery Stores, Chennai:-

- 1) Computer with Accessories
- 2) Water Cooler Purifier with Accessories
- 3) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Government Stationery Stores, Chennai.

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

A sum of Rs.1.75 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, High Court, Chennai:-

- 1) Computer with Accessories
- 2) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Government Branch Press, High Court, Chennai-104.

6.5. GOVERNMENT BRANCH PRESS, TIRUCHIRAPPALLI

A sum of Rs 1.75 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, Tiruchirappalli:-

- 1) Computer with Accessories

- 2) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Government Branch Press, Tiruchirappalli.

6.6. GOVERNMENT BRANCH PRESS, VIRUDHACHALAM

A sum of Rs 3.25 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, Virudhachalam :-

- 1) Computer with Accessories
- 2) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Government Branch Press, Virudhachalam.

6.7. GOVERNMENT BRANCH PRESS, SALEM

A sum of Rs 10.25 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, Salem:-

- 1) Computer with Accessories
- 2) Mini Offset Printing Machine
- 3) Air Conditioner with Stabilizer
- 4) Photo Copier Machine

The above mentioned items had been purchased and installed in Government Branch Press, Salem.

6.8. GOVERNMENT BRANCH PRESS, PUDUKOTTAI

A sum of Rs 2.75 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, Pudukottai :-

- 1) Computer with Accessories
- 2) Air Conditioner with Stabilizer

The above mentioned items had been purchased and installed in Government Branch Press, Pudukottai.

6.9. GOVERNMENT BRANCH PRESS, MADURAI-7

A sum of Rs 8.25 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, Madurai :-

- 1) Computer with Accessories
- 2) Air Conditioner with Stabilizer
- 3) Mini Offset Printing Machine

The above mentioned items had been purchased and installed in Government Branch Press, Madurai.

6.10. GOVERNMENT BRANCH PRESS, MADRAS HIGH COURT BENCH AT MADURAI-23

A sum of Rs 15.35 lakh had been allotted under part II Scheme for 2007-08 to procure and install the following machineries to the Government Branch Press, Madras High Court Bench at Madurai :-

- 1) Computer with Accessories
- 2) Air Conditioner with Stabilizer

- 3) Photo Copier Machine
- 4) Plate Processor
- 5) Water Cooler Purifier with Accessories

The above mentioned items had been purchased and installed in Government Branch Press, Madras High Court Bench at Madurai.

7. ACHIEVEMENTS:-

- 7.1. A Press had been established during 2006 at the Madras High Court Bench at Madurai. The Daily cause lists were first taken up for printing with effect from 22-01-2007 and till date they are being delivered in time.
- 7.2. 38 Blind persons with appropriate qualifications have been appointed as Binders and one Blind Person was appointed as Telephone Operator during the period of 2007-2008 under the Physically Handicapped Category in this Department.
- 7.3. The Number of Uniform Pairs have been increased from three to four and the Stitching Charges of Uniform have been raised to Rs. 100/- per pair in the case of Male and Rs. 10/- per pair in the case of Female for the workers of Government Central Press, Stationery Stores and Government Branch Presses. In this year, it will cost Rupees 5,63,760 to the Government exchequer. The additional expenditure would be Rupees 14,69,088 per year.
- 7.4. The Government have raised the annual allotment amount meant for Recreation Clubs of the Department of Stationery and Printing from Rs. 45,000/- to Rs. 1,00,000/- per year.

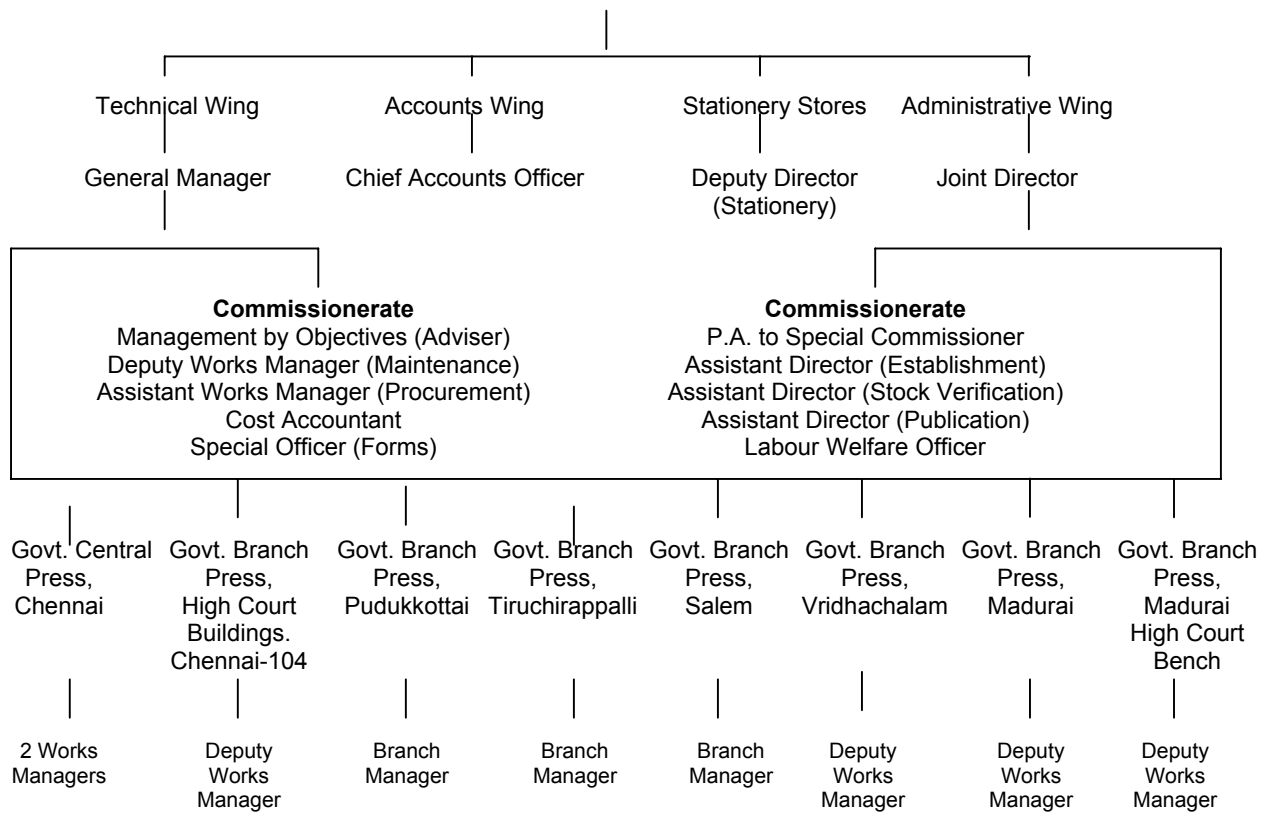
8. THE BUDGET EXPENDITURE

The Budget Expenditure 2008-09 for Stationery and Printing Department is furnished in Annexure -C

9. CONCLUSION

This department of Stationery and Printing not only supplies various forms, Registers, Typewriters and Duplicators but is also involved in maintaining good public contact. It caters to the needs of the public starting from the printing and distribution of birth certificate forms down to the death certificate forms. Its efficient functioning ensures the timely despatch of education, employment and community certificates, as well as the forms and registers relating to the Ration cards and Agricultural census. This department has various wings like Technical wing, Accounts wing, Administrative Wing, Stationery stores and Publication Wing is headed by a Special Commissioner and Commissioner, who is assisted by a General Manager, Chief Accounts Officer, Joint Director, Deputy Director (Stationery) and Assistant Director. The Central Press at Chennai and its 8 Branch Presses are adopting new methods to keep pace with the modern developments and are taking all efforts towards modernization. Stationery and Printing department is exemplarily rendering its services to the Government for the past 175 years.

ANNEXURE - A
ORGANISATION CHART
SPECIAL COMMISSIONER & COMMISSIONER



ANNEXURE - B

Staff Strength as on 01-04-2008

Sl. No.	Units	Total Strength as on 1-4-2008	Officers	Ministerial Staff.	Other section Staffs.
(1)	(2)	(3)	(4)	(5)	(6)
1.	Commissionerate, Chennai. (including Government Publication Depot)	165	10	94	61
2.	Government Stationery Stores, Chennai-1	119	1	36	82
3.	Government Central Press, Chennai	1161	17	89	1055
4.	Government Branch Press, High Court Buildings, Chennai-104	111	2	11	98
5.	Government Branch Press, Madurai-7	144	2	12	130
6.	Government Branch Press, Salem	81	2	9	70
7.	Government Branch Press, Tiruchirappalli	76	2	9	65
8.	Government Branch Press, Pudukkottai.	79	1	6	72
9.	Government Branch Press, Vridhachalam	62	2	5	55
10.	Govt. Branch Press, Madras Highcourt Bench at Madurai, Madurai-23	46	2	3	41
Total		2044	41	274	1729

ANNEXURE-C

BUDGET ESTIMATE- 2008-2009

STATIONERY AND PRINTING

	(Net Expenditure Rupees in thousands)		
	2007-08 Budget Estimate	2007-08 Revised Estimate	2008-09 Budget Estimate
2058 STATIONERY AND PRINTING	64,87,88	61,06,12	73,64,65
2059 PUBLIC WORKS	55,23	55,23	55,23
4058 CAPITAL OUTLAY ON STATIONERY AND PRINTING	8	85,55	4,00,09
TOTAL	65,43,19	62,46,90	78,19,97
