

STATIONERY AND PRINTING

POLICY NOTE

2011-2012

ORIGIN AND GROWTH

The Government Press was started with ten employees in 1831 at Fort St. George, Chennai for fulfilling the printing and stationery needs of the Government. This Department has grown gradually over the years, and now has seven Branch Presses apart from the Government Central Press and the Government Stationery Stores. The primary function of the Department is to print the standardized forms, registers, Department manuals, etc., to all the Government Departments in the State and hence, it is classified as a service department.

(1) LOCATION OF GOVERNMENT PRESSES

The Government Central Press and the Government Branch Press in the Madras High Court buildings are located in Chennai. The other Government Branch Presses are situated in Madurai, Tiruchirappalli, Salem, Pudukkottai,

Virudhachalam and at Madras High Court Bench in Madurai. The Government Stationery Stores is located in Chennai city itself.

(2) OVERVIEW OF STATIONERY AND PRINTING DEPARTMENT

There are totally 1617 employees working in this department, out of which 433 are women. There are 178 differently-abled employees working in this department as listed below:-

Sl. No.	Nature of disability	Male	Female	Total
1.	Visually Impaired	95	11	106
2.	Deaf	3	2	5
3.	Physically challenged	57	10	67
Total		155	23	178

(3) DIRECTORATE OF STATIONERY AND PRINTING, CHENNAI-2

The Directorate of Stationery and Printing deals with Personnel Management, General Administration, Centralized Purchase of Machinery

for all Government Presses, Centralized Procurement of Consumables and Spare parts for the usage of machines in all Government Presses, besides maintaining smooth and effective industrial relationship.

The Director is the Head of the Department and is assisted by a Joint Director on the administrative side and a General Manager on the technical side. The Directorate of Stationery and Printing is divided into five functional blocks headed by the following officers:-

- | | |
|------------------------|---|
| (1) Establishment Wing | Joint Director - District Revenue Officer drawn from the Revenue Department |
| (2) Technical Wing | General Manager assisted by Deputy Works Managers |
| (3) Accounts Wing | Chief Accounts Officer and Cost Accountant, drawn from the Treasuries and Accounts Department |

- (4) Publications Wing Assistant Director
- (5) Labour Welfare Wing Labour Welfare Officer drawn from the Labour Department

There are 161 employees working in the Directorate. The organization chart is given in Annexure - 'A'.

(4) GOVERNMENT CENTRAL PRESS, CHENNAI-79

The Government Central Press is proud of an illustrious 179 years of service as an important institution of the Stationery and Printing Department. This press is fully equipped with different types of machineries to cater to the varied needs of printing and is located at Mint Buildings, in Vallalarnagar in a sprawling area of 5.5 acres.

There are totally 815 workers who are working in three shifts in the Government Central Press. This Press is administered by two Works Managers assisted by four Deputy Works Managers, seven Assistant Works Managers, two Assistant Engineers, three Assistant Directors and an Assistant Accounts Officer. The budget and

Top-secret sections in the Press are functioning on all days including Sundays.

Top most priority items printed in Government Central Press, Chennai-79

- (i) His Excellency the Governor's Speech
- (ii) Budget Speech
- (iii) Policy Note and Demands
- (iv) Performance Budget
- (v) Budget Documents
- (vi) Tamil Nadu Government Gazettes
- (vii) Tamil Nadu Legislative Assembly Debates
- (viii) Reports of various Committees of Legislature
- (ix) Tamil Nadu Public Service Commission Bulletins
- (x) Election Commission Forms, Notifications & Ballot Papers
- (xi) Reports of the Accountant General
- (xii) Registration Certificates for Motor Vehicles
- (xiii) Top Secret Works, like Question Papers

- (xiv) Codes and Manuals
- (xv) Periodicals
- (xvi) Standardized Forms and Registers
- (xvii) Commercial Tax Forms
- (xviii) Treasury Forms like Chalans

Besides these, letterheads and covers for Dignitaries like His Excellency the Governor, Hon'ble Chief Minister, Hon'ble Speaker, Hon'ble Chief Justice, Hon'ble Ministers, Hon'ble Deputy Speaker and Chief Secretary to Government are prepared here.

Further, brochures and "Instructions to Candidates" for Tamil Nadu Public Service Commission and answer sheets for both Government Examinations and Government Technical Examinations are also printed here.

To execute the above printing works effectively, efficiently and meticulously, the Government Central Press is being modernized in a phased manner so as to cope with the latest developments in the field of Printing Technology.

(5) GOVERNMENT STATIONERY STORES, CHENNAI-1

The Government Stationery Stores is a centralized agency for the procurement, storage and distribution of paper, boards and other stationery articles like typewriters, duplicators, duplicating ink tubes, carbon papers, stencil papers and the department specific note sheets to Government departments all over the State at free of cost. This office comes under the control of a Deputy Director and he is assisted by an Assistant Director, with 111 employees. The store is open during normal office hours. All stationery items are procured as per the provisions of the Tamil Nadu Transparency in Tenders Act, 1998 and Rules, 2000.

While some varieties of papers are purchased exclusively from Tamil Nadu Newsprint and Papers Limited, some special varieties of papers, boards, ink tubes, carbon papers, etc., are purchased annually from the open market by floating tenders, as per Tamil Nadu Transparency in Tenders

Act, 1998 and Rules, 2000. Typewriters and duplicators are procured at the rates fixed by the Director General of Supplies and Disposals (DGS & D), Government of India.

Stationery articles are being supplied to 3491 indenting offices, out of which 3375 offices are supplied at free of cost and for 116 offices are supplied on payment basis every year as per norms.

(6) GOVERNMENT BRANCH PRESS, HIGH COURT BUILDINGS, CHENNAI-104

This Press was established in the year 1923, in the Madras High Court Campus, on a rent free basis, with the main purpose of catering to the printing needs of the Madras High Court. The daily, weekly and monthly cause lists in respect of the High Court of Judicature, besides 708 kinds of Forms and Registers which are necessary for the use of High Court, Chennai, are printed in this Press. This Press works in two shifts with 94 employees. This Press is headed by a Deputy Works Manager assisted by an Assistant Works Manager and an Assistant Engineer.

(7) GOVERNMENT BRANCH PRESS, PUDUKKOTTAI

This press functions in its own building from 1949, in two shifts, with a staff strength of 76 employees. This press caters to the printing needs of the Departments of Adi-Dravidar Welfare, Backward Classes and Minority Welfare, Police, Pension, Forest and Environment. Moreover, the District Gazettes of Chennai, Kancheepuram, Thiruvallur, Thanjavur, Thiruvarur, Thiruvannamalai, Pudukkottai and Nagapattinam Districts are also printed here. Around 290 kinds of standardized Forms and Registers, for the use of various departments are printed here. This Press is headed by a Branch Manager in the cadre of Assistant Works Manager.

(8) GOVERNMENT BRANCH PRESS, TIRUCHIRAPPALLI

This Press was started in 1965 and was functioning in a rented building at the Industrial Estate, Ariyamangalam. It has been functioning in its own building at SIDCO Complex in Thuvakkudy since 1990 in two shifts, with 68 employees. The

District Gazettes of Tiruchirappalli, Karur, Ariyalur and Perambalur Districts are printed here. The personal registers, cash registers and common forms for all Government offices are being printed in this Press. Around 126 kinds of standardized Forms and Registers, for the use of various departments are printed here. This Press is headed by a Branch Manager in the cadre of Assistant Works Manager.

(9) GOVERNMENT BRANCH PRESS, SALEM

This Press was started in 1966 and has been functioning in its own building since 1986 in two shifts with 69 employees. The District Gazettes of Salem, Coimbatore, Namakkal, Erode, Dharmapuri, Tiruppur and The Nilgiris Districts are printed here. It caters mainly to the needs of the Departments of Treasury and Accounts, Medical and Government Examinations. Around 146 kinds of standardized Forms and Registers for the use of various Departments are printed here. This Press is headed by a Branch Manager in the cadre of Assistant Works Manager.

**(10) GOVERNMENT BRANCH PRESS,
VIRUDHACHALAM**

This Press commenced its operations in 1966 and it has been functioning from its own building since 1981 with 55 employees in two shifts. District Gazettes of Vellore, Villupuram and Cuddalore Districts are printed here. Standardized forms required by Departments like Public Works, Employment and Training, Agriculture, Animal Husbandry, Fire Service, Industries and Commerce and Statistics are also printed in this Press. This Press is headed by a Branch Manager in the cadre of Assistant Works Manager.

**(11) GOVERNMENT BRANCH PRESS,
MADURAI-7**

This Press has been functioning in its own building since 1976 to cater to the printing needs of the Departments of Revenue, Police, Commercial Taxes, Health and Registration. The District Gazettes of Madurai, Dindugal, Virudhunagar, Theni, Tirunelveli, Ramanathapuram, Kanyakumari, Thoothukudi and Sivagangai are printed here. Around 211 kinds of standardized Forms and Registers for the use of various

departments are also printed here. This Press works in two shifts with 144 employees. This Press is headed by a Deputy Works Manager and assisted by two Assistant Works Managers and one Assistant Director.

**(12) GOVERNMENT BRANCH PRESS,
MADURAI BENCH OF MADRAS HIGH
COURT, MADURAI**

This Press was established in 2006, mainly to print the daily, weekly and monthly cause lists of the Madurai Bench of Madras High Court at Madurai. This Press is under the control of a Deputy Works Manager with 24 workers and functions in two shifts.

**(13) GOVERNMENT PUBLICATION SALES
DEPOT, CHENNAI-2**

The Publication Wing has its office in the Directorate Campus itself at Anna Salai, Chennai. A Sales Sub-depot also functions in the Government Branch Press, Madras High Court Buildings, Chennai-104.

Gazettes, Tamil Nadu Public Service Commission Bulletins, Codes, Acts and Rules, Telephone Directories, Service Register, etc. are

being sold in this Sales Depot. It also acts as an agency for the sale of Government of India publications. Government publications are also sold through 32 authorized agents in all the districts of the State of Tamil Nadu. The notifications of those who desire to change their name or religion are being published in the *Tamil Nadu Government Gazette*. For publishing change of name in pure Tamil, Rs.50+Rs.65 (printing charge + cost of gazette copy and postal charge) and for publishing in English, Rs.350+Rs.65 (printing charge + cost of gazette copy and postal charge) are charged.

In the financial year 2010-11, a sum of Rs.1,98,73,198/- accrued as revenue through private notification and other publication charges and a sum of Rs.14,45,689/- by way of selling Gazettes, Government publications, etc. This Wing is headed by an Assistant Director (Publications).

**(14) LIST OF PRIORITY ITEMS PRINTED
DURING THE YEAR 2010-11**

The following works were executed promptly by this Department on priority basis during the year 2010-11.

1.	Election Forms (i) Forms, Booklets, Registers, Publicity notifications, etc. (ii) Ballot papers, Revised voters list	2,73,99,975 copies 2,63,05,680 copies
2.	Forms and answer sheets for Government Examinations, etc.	96,15,000 numbers
3.	Technical Examinations Main & Additional Answer Books	37,10,000 numbers
4.	Forms for Tamil Nadu Public Service Commission (3 kinds)	53,00,000 copies
5.	Ration Card: (i) Inner Sheets (ii) Inner Sheet Issue Register	2,00,00,000 numbers 33,700 books
6.	Police Department Forms & Registers (i) FIR Registers (ii) Police Notice (iii) Spot Fine Receipt Register	50,000 books 50,000 books 50,000 books

7.	Greeting cards for High Court Judges (53 Judges)	15,900 numbers
8.	High Court Monthly Calendars	29,000 copies
9.	Government Calendars and Diaries for the year 2011	1,36,000 Copies
10.	Audit Reports of the Accountant General (7 reports – Tamil & English)	6,560 books
11.	Legislative Assembly Debates and Committee Reports (140 items)	51,575 books
12.	Tax Receipt for Motor Vehicles	9,10,000 numbers
13.	List of I.A.S., I.P.S., I.F.S., D.R.O., and Judicial Officers	4,900 copies
14.	Labour & Employment I.D. Card	27,00,000
15.	Director of Family Welfare Forms	13,00,000
16.	Teacher's Day Flags	27,00,000

(15) EMPLOYEES' WELFARE

The welfare of the employees are looked after by a Labour Welfare Officer, two Assistant Labour Welfare Officers and a Health Supervisor drawn on deputation from the Labour Department and the Public Health Department respectively. Earnest efforts are being taken to redress the grievances of the employees and to implement all labour welfare measures as per the Acts and Rules in time. A dispensary functions in the Government Central Press and the Medical Officer of the dispensary periodically visits all the units in the Chennai city including the Directorate once in a week and provides necessary medical facilities to the employees, staff and officers.

(16) ALLOWANCES TO THE WORKERS OF ALL GOVERNMENT PRESSES

The employees of all the Government Presses are paid the following allowances, in order to motivate and encourage them in their day-to-day functioning.

- (a) Night shift allowance - Rs.14/- per day per head

- (b) Stitching charges of Uniforms:-

For male	- Rs.800/- once in two years (for 4 pairs)
For Female	- Rs.120/- once in two years (for 4 pairs)
(c) Ethnic Food allowance	- Rs.150/- per month per head

(17) FUNCTIONING OF CO-OPERATIVE SOCIETY IN GOVERNMENT PRESSES

The Tamil Nadu Stationery and Printing Department Employees Co-operative Societies function at Government Central Press and in all Branch Presses, for the benefit of employees working in the respective Presses. Through these Societies, employees are being provided with loan facilities upto Rs.3 lakh per employee.

(18) RECREATION CLUB FOR THE EMPLOYEES

With a view to promoting cordial atmosphere among the employees and to motivate interest in sports, the Government is allocating Rs.1 lakh every year to procure sports articles and prize

articles to conduct Annual Sports Meet through this Recreation Club.

(19) CO-OPERATIVE STORES

Essential commodities at fair prices including the ration items are being sold to the existing employees and the retired employees of the Stationery and Printing Department, who are card-holders, by the Tamil Nadu Government Stationery and Printing Department Employees Co-operative Stores at the Government Central Press in Chennai. At present, there are 322 card holders availing the services of this Stores.

(20) EMPLOYEES DETAILS

Details of staff working in this department as on 01.04.2011 are tabulated in Annexure – 'B'.

(21) OUTSOURCING

Mazdoors, Sweepers and Scavengers have been employed through outsourcing for cleaning and maintaining sanitation in the office premises, as per the existing Government Orders. Likewise, the Security Personnel for the Presses are also being employed through outsourcing from the Tamil Nadu

Ex-servicemen Corporation and the Chennai Ex-servicemen Security Bureau Pvt. Ltd.

(22) MODERNISATION AND UPGRADATION OF GOVERNMENT PRESSES

To enhance the quality and quantum of printing in all Government Presses, including the Government Central Press, modern machines are being installed in a phased manner. For the purpose of modernization of Government Central Press, 2 High speed machines were procured and installed at a cost of Rs.4 crore in 2010-2011.

(23) SCHEMES IMPLEMENTED IN THE YEAR 2010-2011

Towards the implementation of the Part-II Scheme, the following machines have been procured and installed at the cost of Rs.95.65 lakh for the year 2010-2011.

1. Computer with Accessories & Laser Printer
2. Photo Copier
3. Biometric and Access system
4. CCTV

5. Digital Printer Colour
6. Water Purifier
7. Fork Lift
8. Projector
9. Automatic Envelope Folding and Gluing Machine

As per Government announcements, the Government have sanctioned Rs.115 lakh for the purchase of one web offset machine to Government Branch Press, Salem and an Envelope Punching Machine and Automatic Envelope Folding & Gluing machine to Government Branch Press, Madurai. Action is being taken to procure and install the machines.

(24) NEW PLANS FOR THE YEAR 2011-2012

In order to modernize the pre-printing of the Government Central Press, it is proposed to procure and install one Computer to Plate (C.T.P.) Machine with its accessories at the cost of Rs.1.1 crore.

In order to implement office automation in the Stationery and Printing Department, machines to

the value of Rs.25.15 lakh are proposed to be procured.

In order to facilitate the modernisation of post-printing operations in Government Presses, the machines to the value of Rs.69.00 lakh are proposed to be procured.

The details of the Part-II Scheme for the year 2011-2012 are tabulated in Annexure-'C'.

(25) DISSEMINATION OF INFORMATION

The Tamil Nadu Government Gazette, which comprises Government Notifications, private Notifications like insolvency of firms, notifications regarding change of name and religion is periodically uploaded in the official website "<http://www.tn.gov.in/stationeryprinting>", to facilitate the public to browse the website and get the required information.

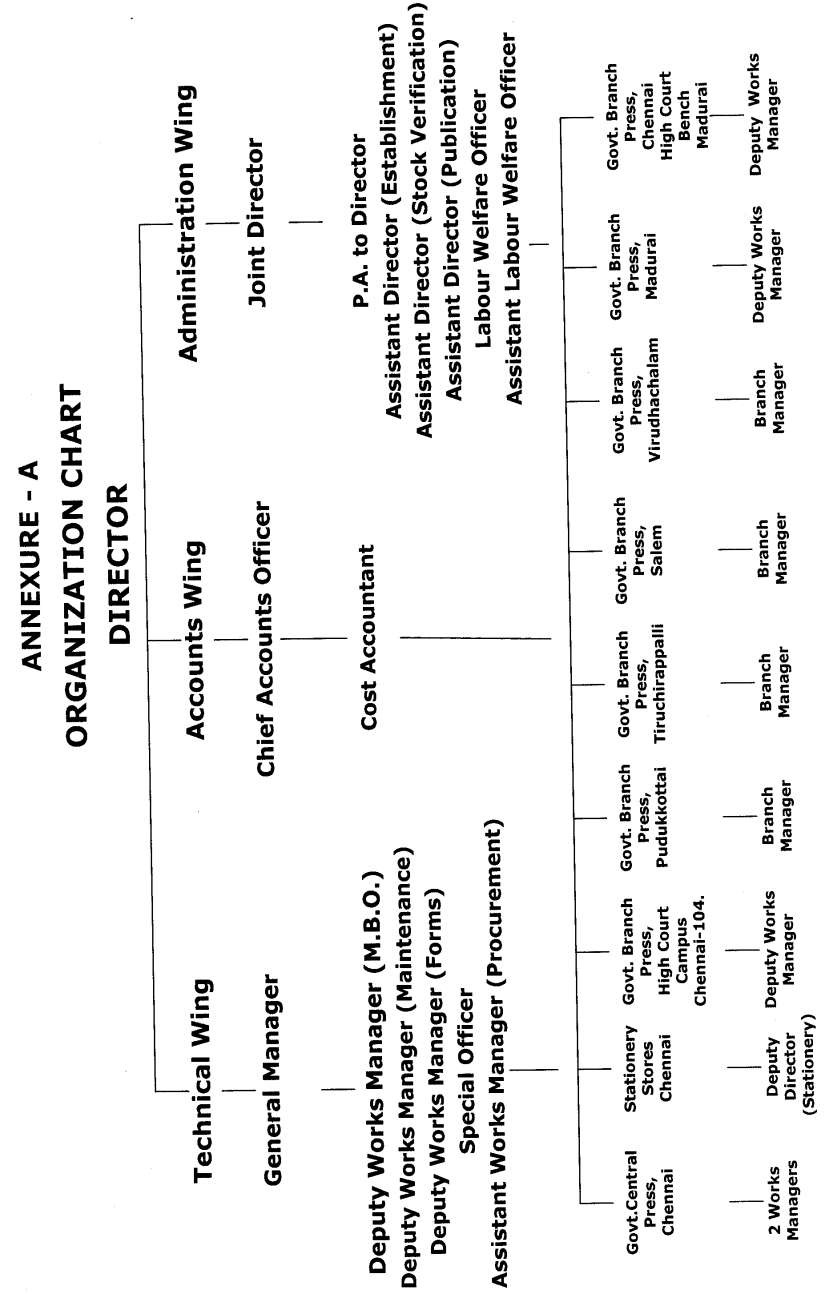
(26) BUDGET ESTIMATE

The Budget Estimate for the year 2011-2012 in respect of the Department of Stationery and Printing is furnished in Annexure-'D'.

(27) CONCLUSION

The Stationery and Printing Department has completed 179 years of its existence and is growing with the support of both the Government and the public. Various types of standardized Forms, Books, Manuals, Registers including the Service Registers, which are required by all the State Government Employees are printed and supplied by this Department only. This Department is also printing Birth and Death Certificates, FIR, Community Certificates, etc. The stationery materials required by Government Departments are being procured and supplied by this Department all over the State. The Ballot Papers, Covers and other necessary forms needed by the Election Commission are also printed and supplied by this Department. With the modernization of all Government Presses, this Department will continue to render its services effectively.

G. SENTHAMIZHAN,
*Minister for Information,
 Law, Courts and Prisons.*



ANNEXURE - B**STAFF STRENGTH AS ON 01-04-2011**

Sl. No.	Units	Officers	Ministerial Staff	Other Section	Total Strength as on 01-04-2011
1	Directorate, Chennai-2 (including Government Publication Depot)	14	115	32	161
2	Government Central Press, Chennai - 79.	20	85	710	815
3	Government Stationery Stores, Chennai-1.	2	40	69	111
4	Government Branch Press, High Court Campus, Chennai-104.	2	9	83	94
5	Government Branch Press, Madurai-7.	3	13	128	144
6	Government Branch Press, Salem	2	9	58	69
7	Government Branch Press, Pudukkottai	1	7	68	76

Sl. No.	Units	Officers	Ministerial Staff	Other Section	Total Strength as on 01-04-2011
8	Government Branch Press, Tiruchirappallai	1	4	63	68
9	Government Branch Press, Virudhachalam	1	5	49	55
10	Government Branch Press, Madras Highcourt Madurai Bench, Madurai-23.	2	3	19	24
Total		48	290	1279	1617

ANNEXURE-C

NEW SCHEMES FOR THE YEAR 2011-12

(Rupees in Lakhs)

Sl. No.	Description of the Scheme	Ultimate Cost			Cost for 2011-2012			
		Recurring Expr.	Non Recurring Expr.	Total	Revenue	Capital	Loan	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Purchase of one Multifunctional Fax, ten Computers with accessories, two Laser Printer A4 size, ten Computer tables with revolving chairs for the Directorate	-	5.30	5.30	5.30	-	-	5.30
2	Purchase of two single head wire stitching machine, one case making machine, two Pneumatic Bundling machine, fifteen Fire Extinguishers, two	-	26.25	26.25	26.25	-	-	26.25

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Biometric attendance cum-access systems, one Comb Wiro Binding machine, five Eyelet Punching machines, ten Computers with accessories, three Laser printing A3 size, four UPS 5KVA, three UPS 2KVA, ten Computer tables with revolving chairs for the Govt. Central Press, Chennai.							
3	Purchase of one Rope Hoist Crane with motor, ten Fire Extinguishers for the Govt. Stationery Stores, Chennai.	-	5.60	5.60	5.60	-	-	5.60

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4	Purchase of one Single head wire stitching machine, one Programme cutting machine, one pneumatic Bundling machine for the Govt. Branch Press, Madurai-7.	-	17.50	17.50	17.50	-	-	17.50
5	Purchase of one 2KVA Uninterrupted power supply system, one Single head wire stitching machine, one Programme cutting machine, one Pneumatic bundling machine for the Govt. Branch Press, Salem.	-	18.00	18.00	18.00	-	-	18.00

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6	Purchase of one 2KVA Uninterrupted power supply system, one Laser Printer A3 size, one Photo copier, one Single head wire stitching machine, one Programme cutting machine, one Pneumatic bundling machine for the Govt. Branch Press, Pudukkottai.	-	19.95	19.95	19.95	-	-	19.95
7	Purchase of one Laser Printer A3 size, one Pneumatic bundling machine, one Multi functional Fax machine for the Govt. Branch Press, Trichy.	-	1.55	1.55	1.55	-	-	1.55
		-	94.15	94.15	94.15	-	-	94.15

ANNEXURE- D

BUDGET ESTIMATE 2011 - 2012

STATIONERY AND PRINTING

		2010-11 Budget Estimate	2010-11 Revised Estimate	2011-12 Budget Estimate
		Net Expenditure (Rupees in thousands)		
2058	Stationery and Printing	71,69,65	73,94,97	74,78,77
2059	Public Works	63,78	63,78	65,00
4058	Capital outlay on Stationery and Printing	71,18	4,79,52	1
Total		73,04,61	79,38,27	75,43,78