



STATIONERY AND PRINTING

**DEMAND No. 30
2009-2010**

POLICY NOTE

PARITHI ELLAMVAZHUTHI
Minister for Information

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GOVERNMENT OF TAMIL NADU
2009

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

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STATIONERY AND PRINTING

POLICY NOTE 2009-2010

1. ORIGIN AND GROWTH

Stationery & Printing department has crossed one hundred and seventy seven years of its existence, since its inception on 17th December 1831. This department was established at Chennai with only 10 employees on the printing side, exclusively to print Fort St. George Gazette. This department has grown from strength to strength over the years, and now has seven branch presses apart from Government Central Press and Government Stationery Stores.

The Stationery and Printing Department of the Government of Tamil Nadu, undertakes printing works of all State Government Departments and Government organizations and hence is classified as a service Department.

1.1 LOCATION OF GOVERNMENT PRESSES

The Government Central Press and Government Branch Press, Madras High Court Buildings, are located in Chennai city itself. The other Government Branch Presses are situated in cities like Madurai, Tiruchirappalli, Salem, Pudukkottai, Vridhachalam and Madras High Court Bench at Madurai. Besides these, the Government Stationery Stores is also located in Chennai city itself.

2. OVERVIEW OF STATIONERY AND PRINTING DEPARTMENT

There are totally 1802 employees in this department, out of which 429 are women. There are 82 (male 65, female 17) physically handicapped employees, 70 (male 59, female 11) visually impaired, 5 (male 3, female 2) deaf and dumb totalling 157 physically disabled persons working in this department.

2.1 DIRECTORATE OF STATIONERY AND PRINTING, CHENNAI-2

The Directorate of Stationery and Printing deals with all the Policy matters of the Department, like 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 relations. Moreover, it acts as an adviser to the State Government in all the matters relating to printing.

The Director, is the Head of the department, and is assisted by a Joint Director on the administrative side, 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 from the Revenue Department |
| (2) Technical wing | General Manager |
| (3) Accounts wing | Chief Accounts Officer from Treasuries and Accounts Department |
| (4) Publications wing | Assistant Director |
| (5) Labour Welfare wing | Labour Welfare Officer from Labour Department |

There are 153 employees working in the Directorate. The organization chart is given in Annexure-'A'.

2.2 GOVERNMENT CENTRAL PRESS, CHENNAI-79

The Government Central Press can boast of an illustrious 177 years of service as an integral part of the State Government of Tamil Nadu. This press is fully equipped with different types of machinery for different faces of printing and is housed at Mint Buildings, in a sprawling area of 5.5 acre.

There are totally 1009 workers in Government Central Press, and are pressed into work, in three shifts. The entire functioning of this press is managed by two Works Managers, assisted by Deputy Works Managers, Assistant Works Managers, Assistant Engineers, Assistant Directors, and an Assistant Accounts Officer. The Budget and Top-Secret sections are functioning on all days including Sunday.

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

- His Excellency the Governor's speech
- Budget Speech
- Policy note and Demands
- Performance Budget
- Budget documents
- Tamil Nadu Government Gazettes
- Tamil Nadu Legislative Assembly Debates
- Reports of various Committees of Legislature
- Tamil Nadu Public Service Commission Bulletins
- Election Commission forms, notifications & ballot papers
- Reports of Accountant General
- Registration certificates for motor vehicles
- Top Secret works, like question papers

Codes and Manuals
Periodicals
Standardized forms and registers
Commercial Tax forms
Treasury forms like chalans

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

Besides, brochure and instructions 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 up with the latest developments in the field of printing technology.

2.3 GOVERNMENT STATIONERY STORES, CHENNAI-1

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 press made articles to Government departments all over the state, free of cost. This office comes under the control of a Deputy Director and is assisted by an Assistant Director, with a staff strength of 120 employees and works in normal office hours. All stationery items are procured as per the provisions of the Tamil Nadu Transparency in Tender 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 open market by floating tenders, as per Tamil Nadu Transparency in Tender Act, 1998 and Rules, 2000. Typewriters, duplicators and calculators are procured at the Director General of Supplies and Disposals' (DGS & D) contract rates.

Stationery articles are being supplied to 3491 indenting offices, out of which free supply for 3375 offices and prepayment supplies to 116 offices, are made every year, as per norms.

2.4 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 cause lists in respect of the High Court of Judicature, besides 708 kinds of forms and registers that are necessary for the use of High Court, Chennai, are printed in this press. With a view to modernize this press, and also to avoid unnecessary delay in the printing of daily cause list, one more web offset printing machine has been installed here, besides the already existing Mark' 62, web offset machine. This press

works in two shifts with 107 employees. This press is headed by a Deputy Works Manager, assisted by an Assistant Works Manager and an Assistant Engineer.

2.5 GOVERNMENT BRANCH PRESS, MADURAI-7

This press is functioning in its own building from 1976 onwards, 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 and Thirunelveli are printed here. Around 211 kinds of standardised forms and registers for the use of various departments are also printed here. This press works in two shifts with 128 employees. This press is headed by a Deputy Works Manager and assisted by two Assistant Works Managers and one Assistant Director.

2.6 GOVERNMENT BRANCH PRESS, SALEM

This press was started in the year 1966 and is functioning now in its own building from 1986, in two shifts with 73 employees. The District Gazettes of the districts of Salem, Coimbatore, Namakkal, Erode, Dharmapuri and The Nilgiris are printed here. The District Gazette for the newly formed Tiruppur district has been entrusted to this press. It caters mainly to the needs of the departments of Treasury, Medical and Government Examinations. Around 146 kinds of standardised 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 and is assisted by another Assistant Works Manager.

2.7 GOVERNMENT BRANCH PRESS, PUDUKKOTTAI

This press functions in its own building from 1949, in two shifts, with a staff strength of 69 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 the districts of Chennai, Kancheepuram, Thiruvallur, Ramamanathapuram, Kanyakumari, Thanjavur, Thiruvarur, Thiruvannamalai, Pudukkottai, Thoothukudi, Nagapattinam and Sivagangai are also printed here. Around 290 kinds of standardised 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.

2.8 GOVERNMENT BRANCH PRESS, TIRUCHIRAPPALLI

This press was started in the year 1965 and was functioning in a rented building at the Industrial Estate, Ariyamangalam. From 1990, it is functioning in its own building at Thuvakkudy, in two shifts, with the staff strength of 62 employees. The district Gazettes of the districts of Tiruchirappalli, Karur, Ariyalur, and Perambalur 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 standardised forms and registers, for the use of various departments are printed here. To modernize this press, a web offset printing machine was installed here in 2007 under the Part-II Scheme. This press is headed by a Branch Manager in the cadre of Assistant Works Manager.

2.9 GOVERNMENT BRANCH PRESS, VIRUDHACHALAM

This press was commenced in the year 1966 and functions in its own building, with a staff strength of 47 employees, in two shifts. District Gazettes of the districts of Vellore, Villupuram and Cuddalore are printed here. Standardized forms required by Public Works Department, Employment Exchange, Agriculture, Animal Husbandry, Fire Service, Industries and Commerce, N.C.C & Statistics are also printed in this press. This press has a Deputy Works Manager as its head of unit and is assisted by another Assistant Works Manager.

2.10 GOVERNMENT BRANCH PRESS, MADRAS HIGH COURT BENCH, MADURAI

This press was established in 2006, mainly to print the daily cause list of the Madras High Court Bench at Madurai. For this purpose, a new web offset printing machine was installed on 22-1-07 and is of good use, in catering to the printing needs of the High Court Bench. This press is under the control of a Deputy Works Manager, with a staff strength of 34 workers and functions in two shifts.

2.11 GOVERNMENT PUBLICATION SALES DEPOT, CHENNAI-2

This Publication wing has its office in the Directorate campus itself at Anna Salai, Chennai. A sales sub-depot is also functioning 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 authorised agents in all the districts of the state of Tamil Nadu. Change of name in Government Gazette is given effect to in this office. If the change of name is in Tamil, it is effected on payment of Rs. 50/- only.

In the financial year 2008-09, a sum of Rs. 1,41,15,068/- accrued as revenue through private notification and other publication charges and a sum of Rs.13,10,394/- by way of selling Gazettes, Government publications etc. This wing is headed by Assistant Director (Publication).

3. LIST OF PRIORITY ITEMS PRINTED DURING THE YEAR 2008-2009

The following printing works were effectively and efficiently executed by this department.

- | | | |
|-----|--|---------------------|
| (1) | “Arasu Seithigal “ wall posters | 4,00,000 numbers |
| (2) | Election Forms | 6,25,00,000 numbers |
| (3) | Ballot papers for Thirumangalam
bye-election | 5,000 numbers |
| (4) | Identity cards for Employment
Exchange | 11,00,000 numbers |
| (5) | Forms and answer sheets for
Government Examinations | 43,00,000 numbers |

(6)	Forms for Tamil Nadu Public Service Commission	3,00,000 numbers
(7)	Community certificates	15,00,000 numbers
(8)	Inner sheets for ration cards	4,00,000 numbers
(9)	Forms for Family Welfare department	20,00,000 numbers
(10)	Teachers day flags (2 kinds)	23,00,000 numbers
(11)	Forms and Identity cards for Narikuravar welfare board	50,000 numbers
(12)	Forms for Tribal welfare department	2,75,000 numbers
(13)	Greeting cards for High Court Judges	28,600 numbers
(14)	Government Calendars and Diaries for the year 2009	1,55,450 numbers
(15)	Audit Reports of the Accountant General	3 kinds
(16)	Legislative Assembly Debates and Committee Reports	3,87,000 Books
(17)	Tax Receipts for Motor vehicles	3,00,000 Books
(18)	List of I.A.S., I.P.S., I.F.S., D.R.O. and Judicial Officers	4,500 Books
(19)	Telephone Directory (English and Tamil)	13,000 Books

4. EMPLOYEES' WELFARE

The welfare of the employees are looked after well by a Labour Welfare Officer, two Assistant Labour Welfare Officers and a Health Supervisor. A separate section in relation to the labour welfare, looks into the grievances received in writing from the employees and every effort is taken to resolve them amicably by immediately attending to them. 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 Directorate once in a week and provides necessary medical facilities to the employees, staff and officers.

4.1 OTHER 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. 7/- per day.
- (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

4.2 FUNCTIONING OF CO-OPERATIVE SOCIETY IN GOVERNMENT PRESSES

The Tamil Nadu Stationery and Printing Department Employees' Co-operative Societies are functioning at Government Central Press and Branch Presses, for the benefit of employees working in the respective presses. Through these societies, employees are being provided with loan facilities upto 2 lakhs per employee.

4.3 RECREATION CLUB FOR THE EMPLOYEES

With a view to promote a cordial atmosphere among employees, the Government is allocating Rs. 1 lakh every year to procure sports articles and prize articles, to conduct sports meets. By this the health and sports attitude of the employees are well maintained.

4.4 CO-OPERATIVE STORES

Essential commodities at fair prices including the rationed items are being sold to the employees, who are card-holders, by the Tamil Nadu Government Stationery and Printing Department Employees' Co-operative Stores.

5. OUTSOURCING

Sweepers and Scavengers, have been employed through outsourcing for cleaning and maintaining sanitation in the office premises, as per existing Government Orders. Likewise, the security personnel for the presses are also being employed through outsourcing from Tamil Nadu Ex-servicemen Corporation.

6. ORGANISATION CHART AND EMPLOYEES' DETAILS

An organisational pattern of the department, with all its branches and the staff strength during 2008-09 are tabulated in Annexure-'A' and Annexure-'B'.

7. MODERNISATION AND UPGRADATION OF GOVERNMENT PRESSES

With a futuristic vision of enhancing the quality and quantum of printing in all Government Presses, including the mammoth sized Government Central Press, modern machines are being installed through Part II Schemes in these presses in a phased manner. For the purpose of modernization of Government Central Press, an announcement was made by the Honorable Minister for Information in the floor of Assembly allocating Rs. 4 Crores for procuring ultra modern machines. Follow up actions are being taken up for speedy procurement of machines. It is proposed to instal machines capable of printing 32 pages in A4 size with secret marking and 30,000 copies can be printed, numbered, folded, stitched or pasted per hour. If such machines are installed, all secret, important and time bound printing works of Government Examinations, Government Technical Examinations and Tamil Nadu Public Service Commission could be effectively carried out.

PLANS FOR THE YEAR 2008-2009

Towards the implementation of Part-II Scheme, an amount of Rs.80 lakhs have been sanctioned by the Government for the year 2008-09. Under the above scheme action is being taken to procure one Programmable Cutting machine for Government Branch Press, Vridhachalam, one Perfect Binder machine for the use of Government Branch Press, Tiruchirapalli, a Generator for the use of Government Branch Press, Chennai High Court Bench at Madurai, and a Xerox machine, a Micro Perforating machine, two Polymer Rubber Stamp machines and an Electronic weighing machine, a Spiral Binding machine, a Screen Printing machine and two Computers with Accessories for the use of Government Central Press, Chennai.

The following machines have been procured and installed in addition to purchase of two Jeeps, one for Directorate and another for Government Branch Press, Madurai.

- | | |
|--|--|
| 1. Computer & accessories | Government Central Press, Chennai-79 |
| 2. Photo Copier | Government Central Press, Chennai-79 |
| 3. Electronic Weighing Machine | Government Central Press, Chennai-79 |
| 4. Programmable Cutting Machine | Government Branch Press, Vriddhachalam |
| 5. Perfect Binder single clamp Machine | Government Branch Press, Tiruchirappalli |
| 6. Retouching Table | Government Branch Press,
Madras High Court Bench at Madurai |
| 7. Hydraulic Trolley 4 Numbers | Government Branch Press,
Madras High Court Bench at Madurai |
| 8. Dampener Roller cleaning Machine | Government Branch Press, Pudukkottai |
| 9. Generator | Government Branch Press, Madurai. |

NEW PLANS FOR THE YEAR 2009-2010

Knowing pretty well the importance of computer usage in the modern world, it has been planned to purchase computers and accessories for the use of Directorate and

branch presses, under part-II Scheme for the year 2009-10. As the Jeep utilised for the official purpose of Directorate has been condemned, it has been proposed to purchase a Jeep for the use of Directorate. Taking into consideration that papers, chemicals and lubricants worth many crores are being stored and are to be protected from fire, it has also been proposed to purchase fire extinguishers, for the use of all units of this department.

Government have sanctioned Rs. 24.64 lakhs under the Part-II scheme towards the purchase of computers and Fire Extinguishers. The details of the above sanction is given in Annexure-‘C’.

8. ACHIEVEMENTS

This department has entered into an era of modernisation, which is becoming global. In order to reach out to one and all, who aspire to seek information from this department, it was felt necessary to launch a website for this department. Accordingly the official website has been launched by the Hon’ble Minister for Information on 20-11-08.

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

9. BUDGET ESTIMATE

The Budget Estimate for the year 2009-10 in respect of the Department of Stationery and Printing is furnished in Annexure-‘D’.

10. EPILOGUE

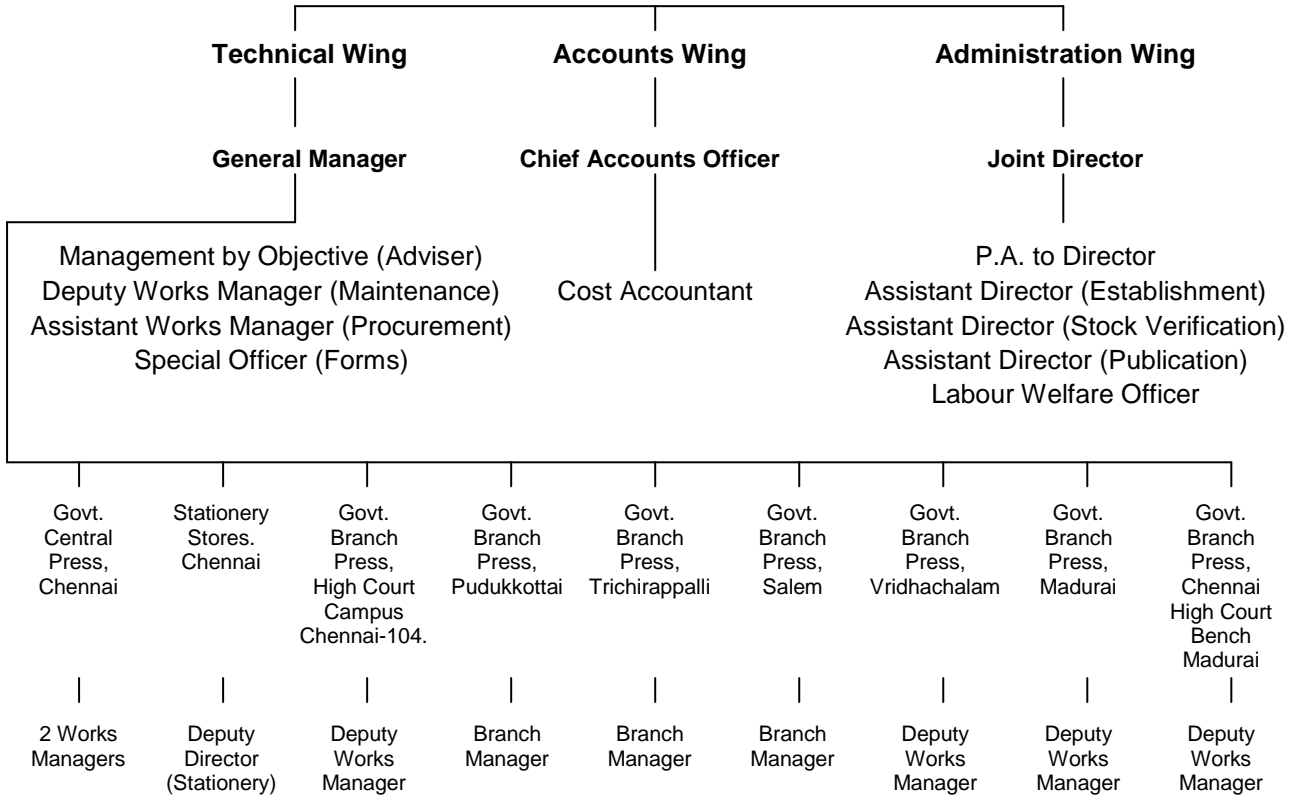
The Stationery and Printing department, even after having completed 177 years of its existence, is still going strong, with the support of both Government and the public. Various types of standardized forms, registers including the service registers, which are required by all the State Government departments, throughout the length and breadth of the State are printed and supplied by this department only. Every citizen’s life is invariably connected to this Department, as even the forms for both birth and death, are being printed and supplied only by this department. Registering FIR in a Police Station, seeking consultation of doctor in a Government hospital as an outpatient, getting a license to drive from a Regional Transport Office, obtaining community certificates - all required forms, which are supplied by this department. Even the stationery materials required by departments all over the state, are being procured and supplied by this department. To cap them all, the ballot papers, covers and other necessary forms required by the Election Commission, are also printed and supplied by this department. With the modernisation of all Government Presses, this department shall continue its noble service and be a bridge between Government and the public.

PARITHI ELLAMVAZHUTHI
Minister for Information

ANNEXURE – A

ORGANISATION CHART

DIRECTOR



ANNEXURE - B
STAFF STRENGTH AS ON 1-4-2009

Sl.No.	Units	Officers	Ministerial Staffs	Other Section	Total Strength as on 1-4-2009
(1)	(2)	(3)	(4)	(5)	(6)
1.	Directorate, Chennai-2 (including Government Publication Depot)	12	104	37	153
2.	Government Central Press, Chennai.	16	196	797	1009
3.	Government Stationery Stores, Chennai-1	2	51	67	120
4.	Government Branch Press, High Court Campus, Chennai-104.	2	10	95	107
5.	Government Branch Press, Madurai-7	5	10	113	128
6.	Government Branch Press, Salem	2	5	66	73
7.	Government Branch Press, Pudukkottai	1	8	60	69
8.	Government Branch Press, Tiruchirappalli	1	6	55	62
9.	Government Branch Press, Vridhachalam	2	6	39	47
10.	Government Branch Press, Madras High Court Bench at Madurai, Madurai-23	2	3	29	34
	Total	45	399	1358	1802

ANNEXURE-C

NEW SCHEMES FOR THE YEAR 2009-2010

(Rs. in lakhs)

Sl.No.	Description of the Schemes	Ultimate Cost			Cost in 2009-2010			
		Recurring Expr.	Non Recurring Expr	Total	Revenue	Capital	Loan	Total
1.	Purchase of 10 Computers, 4 Dot Matrix, 2 Laser Printers, 5 Fire extinguishers and 1 van for the Directorate	—	9.50	9.50	9.50	—	—	9.50
2.	Purchase of 2 Computers, 1 Dot Matrix, 10 Fire extinguishers for the Government Stationery Stores, Chennai-1	—	1.30	1.30	1.30	—	—	1.30
3.	Purchase of 15 Computers, 3 Dot Matrix, 2 Laser Printers, 1 Photo copier and 10 Fire extinguishers for the Government Central Press, Chennai-79	—	7.70	7.70	7.70	—	—	7.70
4.	Purchase of 5 Fire extinguishers for the Government Branch Press, High Court, Chennai-104.	—	0.30	0.30	0.30	—	—	0.30
5.	Purchase of 5 Fire extinguishers for the Government Branch Press, Virudhachalam.	—	0.30	0.30	0.30	—	—	0.30
6.	Purchase of 5 Fire extinguishers and 1 photo copier for the Government Branch Press, Trichirappalli.	—	1.80	1.80	1.80	—	—	1.80
7.	Purchase of 2 Computers, 1 Laser Printer and 5 Fire extinguishers for the Government Branch Press, Salem	—	1.30	1.30	1.30	—	—	1.30
8.	Purchase of 2 Computers and 4 Fire extinguishers for the Government Branch Press, Pudukkottai.	—	0.84	0.84	0.84	—	—	0.84
9.	Purchase of 2 Computers and 5 Fire extinguishers for the Government Branch Press, Madurai	—	0.90	0.90	0.90	—	—	0.90
10.	Purchase of 1 Laser Printer and 5 Fire extinguishers for the Government Branch Press, Madras High Court Bench, Madurai	—	0.70	0.70	0.70	—	—	0.70
	Total	—	24.64	24.64	24.64	—	—	24.64

ANNEXURE-D

BUDGET ESTIMATE 2009-2010

STATIONERY AND PRINTING

		Net Expenditure (Rupees in thousand)		
		2008-09 Budget Estimate	2008-09 Revised Estimate	2009-10 Budget Estimate
2058	STATIONERY AND PRINTING	73,64,65	74,44,63	77,63,75
2059	PUBLIC WORKS	55,23	55,23	60,75
4058	CAPITAL OUTLAY ON STATIONERY AND PRINTING	4,00,08	3,82,28	9
TOTAL		78,19,96	78,82,14	78,24,59