

STATIONERY AND PRINTING DEPARTMENT

DEMAND No. 30

POLICY NOTE FOR 2006-2007

The Commissionerate of Stationery and Printing is functioning at 110, Anna Salai, Chennai-2. The following Units are functioning under its administrative control.

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

The Government Central Press, Chennai-79, the Government Branch Presses, Madurai, Salem and Pudukkottai had all been modernised. The Government Branch Press, Trichy and Vridhachalam are yet to be modernised.

Statistics of Employees

Total No. of Employees - 2382

Sub-details

| | | |
|------------------------|---|----------------------|
| Women | - | 473 |
| Visually Impaired | - | 37 (Men-27/Women-10) |
| Physically Handicapped | - | 84 (Men-68/Women-16) |
| Hearing impaired/dumb | - | 9 (Men-7/Women-2) |

COMMISSIONERATE OF STATIONERY AND PRINTING, CHENNAI-2.

The Commissionerate of Stationery and Printing functions under the control of an I.A.S. officer with a staff strength of 198.

The Government Presses, Stationery Stores and Sales Depots are all under the administrative control of the Special Commissioner & Commissioner of Stationery and Printing, Chennai.

GOVERNMENT CENTRAL PRESS, CHENNAI-79.

The Government Central Press is functioning with a staff strength of 1371 under the supervision of two Works Managers in three shifts.

The Government Central Press, Chennai had been partly modernised in tune with the latest developments in the field of printing technology in a phased manner.

Top Most Priority Items:—

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, Accountant General reports, Commercial Taxes security forms and forms handled by Police department are given top most priority and printed with due care and caution.

Letter pads, Letter heads and envelopes required by His Excellency the Governor's Secretariat, Hon'ble Chief Minister's Office, Hon'ble Ministers, Hon'ble Members of Legislative Assembly, Hon'ble Chief Justice, other Judges and Tamil Nadu Public Service Commission Chairman and Members are being printed in the Government Central Press, Chennai.

GOVERNMENT STATIONERY STORES, CHENNAI-1.

The Government Stationery Stores is functioning with a staff strength of 133 under the control of an Assistant Director.

This office is the centralised agency for the annual procurement and supply of stationery articles like Tamil and English typewriters, duplicators, calculators etc., to all Government departments under Tamil Nadu Transparency in Tender Act.

Typewriters, duplicators and calculators are procured at the D.G.S. & D. Contract rates.

Stationery articles and typewriters are being supplied for 3474 indenting offices every year (free supply for 3342 offices and prepayment supply for 132 offices) as per their request and requirements.

The items of papers that are manufactured by TNPL are exclusively purchased from them by this department. Special varieties of papers, boards, carbon papers, ink tubes, etc., are being purchased from outsourcers according to the Tamil Nadu Transparency in Tender Act.

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

The Government Branch Press, High Court Buildings is functioning with a staff strength of 156 under the control of a Deputy Works Manager in three shifts.

Top Priority Items:— Printing of Daily Cause List and necessary forms and registers for High court, Chennai are undertaken in this Press.

GOVERNMENT BRANCH PRESS, MADURAI.

The Government Branch Press, Madurai is functioning with a staff strength of 172 in two shifts under the control of a Deputy Works Manager.

Top Priority Items:—

- (a) Printing of forms and registers for Departments of Revenue, Police, Registration, Health and Commercial Taxes are undertaken in this press.

(b) The District Gazettes of Madurai, Virudhunagar, Dindigul, Theni and Tirunelveli are also being printed in this press.

GOVERNMENT BRANCH PRESS, SALEM.

The Government Branch Press, Salem is functioning with a staff strength of 89 in two shifts under the control of a Branch Manager.

Top Priority Items:—

Tamil Nadu Treasury code forms, Medical forms, Government Examination forms, "A" registers 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 is functioning with a staff strength of 97 in two shifts under the control of a Branch Manager.

Top Priority Items:—

Forms and Registers for the Department of Adi-Dravidar Welfare, Backward Classes and Minorities Welfare, Police, Medical, Pension, Environment and Forests are undertaken in this press.

District Gazettes of Ramanathapuram, Kanyakumari, Chennai, Kancheepuram, Thiruvallur, Tiruvannamalai, Thanjavur, Pudukkottai, Thoothukkudi, Tiruvarur, Nagapattinam and Sivagangai are taken up in this Press.

GOVERNMENT BRANCH PRESS, TIRUCHIRAPPALLI.

The Government Branch Press, Tiruchirappalli is functioning with a staff strength of 93 under the control of a Branch Manager in two shifts.

Top Priority Items:—

Common Forms and Registers, Personal and Cash Registers and District Gazettes of Tiruchirappali, Perambalur and Karur are printed here.

GOVERNMENT BRANCH PRESS, VRIDHACHALAM.

The Government Branch Press, Vridhachalam is functioning with a staff strength of 73 under the control of a Deputy Works Manager in two shifts.

Top Priority Items:—

Forms and Registers for Agriculture, Public Works, Police, Fire Service, NCC, Forest, Statistics Departments and District Gazettes of Villuparam, Vellore and Cuddalore are undertaken in this Press.

List of Priority Items executed during the year 2005-2006:

The following items of work were undertaken and executed efficiently by this department during 2005-2006:—

- (1) 5 crores of Answer sheets and non-standardised forms and registers for the Department of Government Examinations,
- (2) About 10 lakh Community Certificates.(SC, ST, MBC, BC),
- (3) Around 18 lakh Cause list and Case sheets for Madras High Court,
- (4) Posters, hand books, symbols, forms of electoral rolls, statutory/non-statutory forms to the tune of around 2 crores and Electronic Voting Machine Ballots for the Election Department,
- (5) Form 'C' for Commercial Taxes Department, and
- (6) Monthly Calendars and Three Months Calendars for the year 2006.

GOVERNMENT PUBLICATION SALES DEPOT, CHENNAI.

A Government Publication Sales Depot 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.98,40,002 accrued as revenue through publication charges and a sum of Rs.10,07,468 was collected by selling Gazettes, Government Publications, etc. during the year 2005-06. Thus a sum of Rs.1,08,47,470 was collected in total upto 31.3.2006.

EMPLOYEES WELFARE :

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

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 them and motivate them in their day to day functioning:-

(a) Ethnic food allowance Rs. 150 per month

(b) Milk allowance of Rs.5 per day

(c) Stitching charges of Uniforms :-

for Male - 3 pairs - Rs. 300

for Female - 3 No's. - Rs. 60

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

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

In order to promote sports and health, 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 with a futuristic vision in a phased manner.

The Administrative set up of the Commissionerate of Stationery and Printing and the details of the employees as on 1-4-2006 are tabulated and given in the Annexures A and B.

Though the number of employees have come down to 50% consequent on the modernisation of Government Central Press, Chennai-79, High court Branch Press, Chennai-104, Government Branch Presses, Madurai, Salem and Pudukkottai, 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 with quality in time. Further this department continues to function effectively by increasing the efficiency in printing and also by maintaining the secrecy of vital and confidential documents of the Government.

PARITHI ILAMVAZHUTHI,

Minister for Information.