

## CHAPTER 1

### INTRODUCTION

With an objective of transparency in Administration and with the purpose of fulfilling the requirements under Right to Information Act, 2005 - Chapter 2 Sec(4), this booklet is brought out providing comprehensive information on the Department of Stationery and Printing. The contents of this booklet are designed not only to meet the requirements of the Act, but also to provide maximum information to the clients, user departments, staff of this Department and every organisation, individual associated with the duties of the Department. The information in this book is organised for easy navigation by mere glance of the index page. This Department also hosts a website at URL “[www.pon.nic.in/dsp](http://www.pon.nic.in/dsp)” and care has been taken to provide maximum information to the users on this website. This Department believes in continuous upgradation of its services as per the requirements of the user Departments and feedback provided. It is requested to contact this office for any information on this Department or for providing suggestions for delivery of better services by this Department.

The information required shall be provided free of cost to the maximum possible extent, but certain fee need to be paid by the information seeker to cover the expenses involved in providing information. The fee leviable shall be informed in advance and shall be collected before providing required information.

Directorate of Stationery and Printing,  
Thattanchavady, Pondicherry-605009.  
Phone Nos: 0413-2250482, 2250478  
Fax No: 0413-2250357  
Website: [www.pon.nic.in/dsp](http://www.pon.nic.in/dsp)  
e-mail: [dsp@pon.nic.in](mailto:dsp@pon.nic.in)

## **CHAPTER 2 (Manual – 1)**

### **PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

The Department of Stationery and Printing is one of the oldest Departments in Pondicherry Administration. This Department is essentially a service Department to meet the printing needs of all Departments, Local Bodies, Public Sector Undertakings, etc., functioning under Pondicherry Administration. This Department shoulders the responsibility of procurement of all types of paper stationery and certain non-paper stationery items and supplies to most of the Departments at free of cost. Certain services of the Department are chargeable to Departments like Electricity, Public Sector Undertakings, Local Bodies, etc.

#### ***Organisation***

The Department of Stationery and Printing has its Directorate at Thattanchavady, Pondicherry and has four Government Presses functioning under its purview. The location of Government Presses are as follows:

1. Government Central Press, Thattanchavady, Pondicherry
2. Government Branch Press, Mettupalayam, Pondicherry
3. Government Branch Press, Kottucherry, Karaikal
4. Government Branch Press, Mahe.

Most of the printing jobs are undertaken in Government Central Press, Pondicherry. The Branch Press at Mettupalayam, exclusively manufactures Exercise Notebooks for the Department of School Education. The Branch Presses at Karaikal and Mahe undertake the jobs as per the requirements of the respective region.

#### ***Functions and duties***

The functions of this Department can be broadly classified into following categories:

1. Publication of the Gazette of Pondicherry
2. Meeting the printing needs of the Pondicherry Administration
3. Purchase of stationery

### ***1. Publication of the Gazette of Pondicherry***

The **Archives Administratives des Etablissements Francais dans l'Inde** which appeared in the French establishments as early as 1823 may be taken as the oldest version of a Gazette in Pondicherry. Important laws, ordinances, rules, etc. were published in these issues. From January 1828 onwards they came to be published under the title of **Bulletin des Actes Administratifs des Etablissements Francais dans l'Inde**. From 1872 it started appearing as **Bulletin Officiel des Etablissements Francais dans l'Inde**. Since 1911 it appeared under the title of **Journal Officiel des Etablissements Francais dans l'Inde** as a weekly. Soon after de facto transfer of the territories, it started appearing as **La Gazette de L'État de Pondichéry** or the Gazette of Pondicherry. While before merger, it carried material in French and Tamil, after merger material in Tamil, English and French are published. Presently the Gazette is published in Tamil and English.

**Four** types of Gazettes are printed in the Government Central Press, Pondicherry by the Authority of Government of Pondicherry.

#### **Ordinary Gazette**

The Ordinary Gazette is published on every Tuesday regularly. The issues relating to acquisition of lands, awards of the Labour Court, government notifications, tender notices, auction notices, dangerous establishments, announcements, change of name notifications, etc., are published as per the requirements of various departments.

#### **Supplementary Gazette**

This is published as supplement to the ordinary gazette. Issues relating to recruitment rules, statistical reports and any other notifications as required by the Government of Pondicherry are published in this gazette.

## **Extraordinary Gazette Part-I**

Issues relating to republication of Government of India notifications and any other important notifications of Government of Pondicherry are published in this gazette.

## **Extraordinary Gazette Part-II**

Issues mainly relating to acts and rules of Government of Pondicherry are published in this gazette.

Gazette is also published online at URL: "[www.pon.nic.in/dsp](http://www.pon.nic.in/dsp)".

### ***2. Meeting the printing needs of the Pondicherry Administration:***

This Department meets the printing requirements of all the organisations of this Administration mostly through the latest Offset Technology of Printing and partially through the Letter Press Technology. In addition to the printing of various standard forms, registers etc., used by the Departments, specific jobs as per the requirements of the Departments are widely undertaken. This Department also brings out yearly calendar, diary, telephone directory, etc., regularly every year. Some of the common printing activities of the Department are as listed below.

- ✍ Printing of Budget related documents
- ✍ Printing of Audit reports, Appropriation of accounts, etc.
- ✍ Printing of Calendars and Diaries
- ✍ Printing of Official News Letters
- ✍ Printing of Government Telephone Directory
- ✍ Printing of Invitations for Official Functions
- ✍ Printing of Pocket Note Books
- ✍ Printing of Forms and Registers, etc.
- ✍ Printing of Brochures, Application forms, Question Papers in respect of schools and colleges
- ✍ Printing of ballot papers for general / Bye-Election and its related works.

- ✍ Printing of multi colour publicity materials for Departments like Tourism, Health, Information and Publicity, etc.
- ✍ Screen printing of letter heads and visiting cards for VIPs
- ✍ Manufacturing of envelopes, covers, etc. for departmental use

The printing jobs of autonomous bodies, public sector undertakings, local bodies, electricity department, etc., are charged.

### ***3. Purchase of stationery***

This Department was procuring in bulk, stationery items like stamp pads, pencils, pen, etc., for the use of various departments, previously. Presently, this procurement was stopped and bulk purchase is now restricted to paper stationery so as to concentrate more on printing works.

This Directorate floats an annual tender for all the materials required for printing activities. Annual tender is floated essentially for paper items and consumable items like inks, plates, chemicals, etc. The tenders are finalized based on the quality and price competency. The purchase committee for this purpose is headed by Secretary to Government of this Department with Director and Under Secretary as members. Also, open tenders are floated for purchase of machinery whenever required. Utmost transparency is maintained in the purchase activities of this department.

### ***Organisational structure***

The organizational structure of this Department is depicted lucidly in the adjacent chart enclosed.

## ***Grievance redressal***

The grievance redressal is provided to the public as well as to the staff. With respect to the public, anyone who seeks information or is aggrieved of deficiencies of any of the services of this Departments, he/she may meet the Assistant Public Information Officer or Public Information Officer as listed in Chapter 8. The grievance shall be addressed and necessary information shall be provided immediately or within a fixed time limit depending upon the subject concerned. If the grievance remains unaddressed, the individual may approach the Appellate Authority for redressal.

In respect of staff, the grievances received shall be addressed in a three tier format – First, at the level of Head of Office, thereafter at the level of the Head of Department and finally at the level of Secretary to Government.

### **Addresses of Offices at different levels**

| <b><i>Sl. No.</i></b> | <b><i>Name and Designation</i></b>              | <b><i>Address</i></b>                   | <b><i>Phone No.</i></b>               |
|-----------------------|---|---|---------------------------------------|
| 1.                    | Secretary to Govt.<br>(Stationery and Printing) | Chief Secretariat<br>Pondicherry-605001 | 2334145, 2335512<br>Fax: 0413-2337575 |
| 2.                    | Director  | Thattanchavady<br>Pondicherry -605009   | 2250482 Ext. 301<br>Fax: 0413-2250357 |
| 3.                    | Joint Director                                  | Thattanchavady<br>Pondicherry –605009   | 2250478 Ext. 302                      |
| 4.                    | Senior Accounts Officer                         | Thattanchavady<br>Pondicherry –605009   | 2250478 Ext. 329                      |
| 5.                    | Deputy Directory (Stationery)                   | Thattanchavady<br>Pondicherry –605009   | 2250478 Ext. 324                      |
| 6.                    | Deputy Directory (Works)                        | Thattanchavady<br>Pondicherry –605009   | 2250670 Ext. 303                      |
| 7.                    | Deputy Director (CS)                            | Thattanchavady<br>Pondicherry –605009   | 2250670 Ext. 304                      |
| 8.                    | Deputy Director (Ptg)                           | Mettupalayam,<br>Pondicherry –605009    | 2278005                               |
| 9.                    | Assistant Director (Ptg)                        | Thattanchavady<br>Pondicherry –605009   | 2252610, 2250669<br>Ext. 306          |
| 10.                   | Assistant Director (PPC)                        | Thattanchavady<br>Pondicherry –605009   | 2250669 Ext. 307                      |

|     |                          |                                 |                |
|-----|--------------------------|---------------------------------|----------------|
| 11. | Joint Director (Ptg)     | Kottucherry,<br>Karaikal-609602 | 04368 -265414  |
| 12. | Assistant Director (Ptg) | Kottucherry,<br>Karaikal-609602 | 04368 -265414  |
| 13. | Assistant Director (Ptg) | Mahe-673310                     | 0490 - 2334171 |

**Office Working Hours**

Forenoon Session : 08.45 A.M. To 01.00 P.M.

Lunch Time : 01.00 P.M. To 02.00 P.M.

Afternoon Session : 02.00 P.M. To 05.45 P.M.

**CHAPTER 3**  
**(Manual – 2)**

**Powers and Duties of Officers**

***Administrative:***

|                                     |   |
|-------------------------------------|---|
| Director of Stationery and Printing | The Director of Stationery and Printing is the Head of the Department and Controlling Officer for all the Officials of the Department. He is the Disciplinary Authority for all Group C and D staff. He discharges financial powers as delegated to Heads of Department under Delegation of Financial Powers. |
| Joint Director (Printing)           | Head of Printing, Head of Office for the Branch Presses of Mettupalayam and Karaikal. Drawing and Disbursing Officer for the Branch Press, Mettupalayam and Karaikal.   |
| Dy. Director (Stationery)           | Head of Office for the Directorate Wing.  |
| Senior Accounts Officer             | Drawing and Disbursing Officer for the Directorate, formulates budget, Attends audit paras and looks into the financial prudence of the Department.   |
| Deputy Director (Works)             | Head of Office and Drawing and Disbursing Officer for Government Central Press, Pondicherry. Controlling Officer for all Technical Staff of the Government Central Press.   |
| Deputy Director (CS)                | Incharge of Confidential section, Offset Printing Unit of Government Central Press, Pondicherry.  |
| Assistant Director (Ptg)            | Shop Floor Manager to Supervise the Subordinates.   |

***Financial***

The Financial Powers are vested with the officers of the Department in the capacity of Head of the Department and Heads of Offices. The financial powers are discharged as contained in GFR, DFPR, and other rules adopted by the Government of Pondicherry and as contained in the G.O.Ms. No.82/2003/F3 dt. 19.09.2003 and G.O.Ms. No.98/2004/F3 dt. 12.01.04 and other Financial Powers issued by the Finance Department, Pondicherry.



## **CHAPTER 4** **(Manual – 3)**

### **Rules, Regulation followed by the Department in discharging its functions**

The Department of Stationery and Printing is essentially a service Department catering to the printing needs of all the Departments under the Pondicherry Administration. The Planning, Production and Control (PPC) wing of the Department plans the execution of jobs received and then transfers it to the appropriate wing of the press for execution. A time schedule is fixed for every job by PPC and is monitored. After execution of job, the printed material is handed over to Stores Wing by a delivery note and stores in turn delivers the completed jobs to the respective departments through a gate pass.

With respect to printing of notification in the gazette, a time frame of 10 days is fixed for publication in the Ordinary Gazette and a time frame of 5 days is fixed for publication in the Extraordinary Gazette. Other than the Government publications, the central press also entertains name changes notification from the public for publication in the gazette. Procedure for which is as follows:

### **Procedure for publication of name change in the Gazette**

Request to be made to the Director, Stationery and Printing, Pondicherry for publishing in the Official Gazette with the following documents:

- (a) Original Affidavit signed by Notary Public;
- (b) Attested copy of Ration Card;
- (c) Attested copy of Birth Certificate;
- (d) Attested copy of any document mentioned in the Affidavit; and
- (e) Payment of fee with minimum of Rs.60 (Up to 120 words) and Rs.5 for every word in excess of 120 words.

The publication is made within ten days of submission of the request with all the documents.

Free copies of the Gazette are issued only to the Departments of Government, Quasi Government Organisation, MPs, MLAs and a few approved Organisations. Gazette can be subscribed by individuals, firms, etc. as detailed below.

Current Annual Subscription Rates are as follows :

| <b>Gazette type</b>   | <b>Subscription rates</b> |
|-----------------------|---------------------------|
| Ordinary Gazette      | Rs. 658                   |
| Supplementary Gazette | Rs. 93                    |
| Extraordinary Part-I  | Rs. 696                   |
| Extraordinary Part-II | Rs. 67                    |
| All Gazettes          | Rs. 1,514                 |

Individual copies of Gazette can also be purchased from the Stores Wing of the Department on payment of prescribed cost.

PPC also monitors the productivity of man and machine on daily basis through time sheet return issued with respect to every technical employee and machine.

This Department is governed under general Acts and Rules of Pondicherry Administration and all the employees of the Department are covered under CCA & CCS, Conduct Rules and other rules applicable to Government employees of this Union Territory. The Presses are also registered under Factories Act.

## **CHAPTER 5 (Manual – 4)**

### **Public participation in formulation of policy / implementation of policy**

Being a service Department, no policy formulation is involved with reference to Public. However, the views of the member of Trade Unions/Staff Associations are obtained for formulation and amendment of Recruitment Rules to various posts of this Department.

## **CHAPTER 6 (Manual – 5)**

### **Statements of the categories of documents that are held by the Department**

This Department does not directly deal with the public, except for name change notification in gazette. This Department publishes gazette every week on Tuesday and Extraordinary Gazette whenever required. The details of Gazette publication may be seen in Chapter No. 2. Gazette can be subscribed or a copy of it may be obtained from the Stores Wing of the Government Central Press, Pondicherry by anyone on payment of the cost of the Gazette. Also the Gazette is published online at URL "[www.pon.nic.in/dsp](http://www.pon.nic.in/dsp)".

## **CHAPTER 7 (Manual – 6)**

### **Statement of Boards, Committees constituted by the Department**

#### ***1. Committee for Procurement of Stationery and Non-stationery Items***

A Committee with a composition of  
Secretary to Government (Sty. & Ptg.) as Chairman,  
Director (Printing and Stationery) - Member

Under Secretary (Finance) - Member, is constituted for procurement of bulk quantities of Stationery, non-stationery items and machinery in a transparent manner.

The stocks on receipt are accepted only after verification by a Committee of Officers consisting of Joint Director (Printing), Deputy Director (Works) and Stores Superintendent.

#### ***2. Committee for Review of Recruitment Rules***

A Committee with the following composition of  
Head of Department - Chairman  
Under Secretary/Dy. Secretary - Member  
Deputy to Head of the Dept. - Member  
Two representatives from  
Service Associations - Member

Officer in charge of Estt/ Admn.  
in the Department - Member Secretary, is constituted to review the Recruitment Rules of various posts/grades in the Department and to suggest amendments wherever necessary taking into account the instructions/orders/guidelines issued by the Government for framing/amendment of the Recruitment Rules. The recommendations of the Committee shall only be recommendatory in nature and the decision of the Government shall be final.

**CHAPTER 8**  
**(Manual – 7)**

**Names, Designations and other particulars of the Public Information Officers**

**Assistant Public Information Officers:**

| SI No | Name            | Designation    | STD code | Phone No            |         | Fax              | E-mail   | Address   |
|-------|-----------------|----------------|----------|---------------------|---------|------------------|--|---|
|       |                 |                |          | Office              | Home    |                  |  |   |
| 1     | T.Kamalakannan  | Joint Director | 0413     | 2250478<br>Ext. 302 | 2272794 | 0413-<br>2250357 | <a href="mailto:dsp@pon.nic.in">dsp@pon.nic.in</a> | Directorate of Stationery and Printing,<br>Thattanchavady<br>Pondicherry -9 |
| 2.    | T.L. Srinivasan | Asst. Director | 04368    | 265414              | -       | Nil              | -  | Rural Industrial Estate,<br>Kottucherry, Karaikal.                          |
| 3.    | R.Yesu          | Computer       | 0490     | 2334171             | -       | Nil              | -  | Govt. Branch Press ,<br>Mahe  |

**Public Information Officer:**

| SI No | Name            | Designation | STD code | Phone No            |         | Fax              | E-mail         | Address   |
|-------|-----------------|-------------|----------|---------------------|---------|------------------|----------------|---|
|       |                 |             |          | Office              | Home    |                  |                |   |
| 1     | P.Gautham Reddy | Director    | 0413     | 2250482<br>Ext. 301 | 2252002 | 0413-<br>2250357 | dsp@pon.nic.in | Directorate of Stationery and Printing,<br>Thattanchavady<br>Pondicherry -9 |

**Appellate Authority**

| SI No | Name                 | Designation              | STD code | Phone No            |         | Fax              | E-mail        | Address                           |
|-------|----------------------|--------------------------|----------|---------------------|---------|------------------|---------------|-----------------------------------|
|       |                      |                          |          | Office              | Home    |                  |               |                                   |
| 1     | C.S. Khairwal, I.A.S | Chief Secretary to Govt. | 0413     | 2334145,<br>2335512 | 2271097 | 0413-<br>2337575 | cs@pon.nic.in | Chief Secretariat<br>Pondicherry. |

## **CHAPTER 9 (Manual – 8)**

### **Procedure followed in decision making process**

#### **Printing of standard forms and Registers**

Stores wing of the Department maintains the stock of the standard forms and register. Whenever the stock reaches a minimum level an order is placed with Planning, Production and Control (PPC) unit for reprinting.

#### ***Printing of jobs***

On receipt of a printing job from a client Department, a job docket is prepared by PPC with all the details of description of the job, paper required to be used, etc and the job docket is transferred for execution to the appropriate printing unit. After the completion of the job, the printed material is transferred to Stores Wing and a job docket is returned to PPC. The Stores Wing in turn delivers the job output to the respective department through Gate pass. With respect to chargeable organizations, on completion of the job, the cost is assessed by PPC, a bill is raised and sent for settlement. Wherever jobs which could not be executed by the Press, for whatsoever reasons, like urgency, availability of paper, etc., a No Objection Certificate is issued with the approval of Director of the Department for enabling the client Department to take up the work from an outside agency.

#### ***Publication of Gazette***

The contents of the Gazette, both in Ordinary and Extraordinary are decided based on the request sent by the concerned Head of the Department or Secretarial Wing of the Department. The request from the public are directly entertained only with respect to publication of name change notifications. The publication of material in an Ordinary Gazette or in an Extraordinary Gazette is decided based on the content and the urgency of the notification.

**CHAPTER 10**  
**(Manual – 9)**

**Directory of Officers**

| Sl. No | Name                        | Designation                                  | STD Code | Phone               |                            | Fax              | E- Mail                | Address   |
|--------|-----------------------------|--|----------|---------------------|----------------------------|------------------|------------------------|---|
|        |                             |  |          | Office              | Home                       |                  |                        |   |
| 1.     | Sri<br>C.S. Khairwal, I.A.S | Secretary to Govt. (Stationery and Printing) | 0413     | 2334145,<br>2335512 | 2271097,<br>94432<br>62146 | 0413-<br>2337575 |                        | Chief Secretariat,<br>Pondicherry   |
| 2.     | P.Gautham Reddy             | Director                                     | -DO-     | 2250482<br>Ext. 301 | 2252002                    | 0413-<br>2250347 | dsp@<br>pon.nic<br>.in | Directorate of<br>Stationery and<br>Printing,<br>Thattanchavady<br>Pondicherry -9 |
| 3.     | T.Kamalakannan              | Joint Director                               | -DO-     | 2250478<br>Ext. 302 |                            | NIL              |                        | -Do-  |
| 4.     | P.C.S.Jaganathan            | Senior Accounts Officer                      | -DO-     | 2250478<br>Ext. 329 | 2290844                    | -DO-             | dsp@<br>pon.nic<br>.in | -Do-  |
| 5.     | K.Kumarakrishnan            | Deputy Directory (Works)                     | -DO-     | 2250670<br>Ext. 303 | 2201995                    | -DO-             | dsp@<br>pon.nic<br>.in | -Do-  |
| 6.     | M. Krishnamoorthy           | Deputy Director (CS)                         | -DO-     | 2250670<br>Ext. 304 | 2278444                    | -DO-             | dsp@<br>pon.nic<br>.in | -Do-  |
| 7.     | P.Soubramanian              | Store Superintendent                         | 0143     | 2250670<br>Ext. 306 | 2660709                    | -DO-             |                        | -Do-  |
| 8.     | D.Rajasekaran               | Assistant Director (PPC)                     | -DO-     | 2250670<br>Ext. 307 | 2257473                    | -DO-             |                        | -Do-  |
| 9.     | G.Babul                     | Assistant Director (Ptg)                     | -DO-     | 2278005             | 224004                     | -DO-             |                        | Govt. Branch<br>Press,<br>Mettupalayam  |
| 10.    | M.Palanisamy                | Assistant Director (ptg)                     | -DO-     | 2250670<br>Ext. 306 | 2200421                    | -DO-             |                        | -Do-  |

***Other Regions***

|    |                 |                |       |         |   |  |  |  |
|----|-----------------|----------------|-------|---------|---|--|--|--|
| 1. | T.L. Srinivasan | Asst. Director | 04368 | 265414  | - |  |  | Branch Press,<br>Kottucherry,<br>Karaikal. |
| 2. | R.Yesu          | Computer       | 0490  | 2334171 | - |  |  | Branch Press,<br>Mahe                      |



**CHAPTER 11**  
**(Manual – 10)**

***Monthly remuneration of the Officers***

| SI No | Name              | Designation              | Monthly Remuneration (Rs.) | Compensatory Allowance | The procedure to determine the remuneration |
|-------|-------------------|--------------------------|----------------------------|------------------------|---|
| 1.    | P.Gautham Reddy   | Director                 | 16,371                     | 120(CCA)               | Monthly salary as fixed by the Govt.        |
| 2.    | T.Kamalakannan    | Joint Director           | 19,700                     | 120(CCA)               | -do-  |
| 3.    | P.C.S.Jaganathan  | Senior Accounts Officer  | 17,183                     | 120(CCA)               | -do-  |
| 4.    | K.Kumarakrishnan  | Deputy Directory (Works) | 16,568                     | 120(CCA)               | -do-  |
| 5.    | M. Krishnamoorthy | Deputy Director (CS)     | 16,369                     | 120(CCA)               | -do-  |
| 6.    | P.Soubramanian    | Store Superintendent     | 12,661                     | 120(CCA)               | -do-  |
| 7.    | D.Rajasekaran     | Assistant Director (PPC) | 16,224                     | 120(CCA)               | -do-  |
| 8.    | G.Babul           | Assistant Director (Ptg) | 14,485                     | 120(CCA)               | -do-  |
| 9.    | M.Palanisamy      | Assistant Director (ptg) | 14,821                     | 120(CCA)               | -do-  |

**Other Regions**

|    |                 |                |        |  |      |
|----|-----------------|----------------|--------|--|------|
| 1. | T.L. Srinivasan | Asst. Director | 13,200 |  | -do- |
| 2. | R.Yesu          | Computer       | 8,200  |  | -    |

**CHAPTER 12**  
**(Manual – 11)**

**Budget allocation**

The Department of Stationery and Printing incurs its expenditure under one Non Plan head and one Plan Head. The break up of allocated budget is as detailed below. Under Plan head, the scheme of strengthening / expansion / reorganization of Govt. Press and Offset Printing unit at Pondicherry and e-governance initiatives is operated.

**Demand No.14, Major Head : 2058 – Stationery and Printing**

Rs in Lakhs

| <i>Sl. No</i> | <i>Head of Account</i>                                      | <i>Non-Plan</i> | <i>Sl. No</i> | <i>Head of Account</i>                          | <i>Plan</i>   |
|---------------|---|-----------------|---------------|---|---------------|
| 1.            | 001-(01)(01) Direction and Administration(Dte.)             | 37.35           | 1             | 103(03)(01) Govt. Press (G.C.P)                 | 50.71         |
| 2.            | 101-(01)(01) Purchase of Supply of Stationery Stores (DTE.) | 5.00            | 2             | 103(04)(01) Govt. Branch Press, (Mettupalayam)  | 28.78         |
| 3.            | 103-(01)(01) – Govt. Presses, Pondicherry(G.C.P)            | 547.34          | 3             | 103(04)(02) Govt. Branch Press, Karaikal        | 14.10         |
| 4.            | 103(02)(01) Govt. Branch Press, Mettupalayam                | 47.00           | 4             | 103(04)(03) Govt. Branch Press, Mahe            | 19.00         |
| 5.            | 103(02)(02) Govt. Branch Press, Karaikal                    | 61.64           | 5             | 103(05)(01) Strengthening of Offset Unit (Dte.) | 0.40          |
| 6.            | 103(02)(03) Govt. Branch Press, Mahe                        | 1.67            | 6             | 103(01) Acquisition of Land(Dte.)               | 0.01          |
|               |   | ---             |               | 103(07)(01) Introduction of e-Governance (Dte.) | 2.00          |
|               | <b>Total</b>  | <b>700.00</b>   |               |   | <b>115.00</b> |

| <i>Head</i> | <i>Pondicherry</i> | <i>Karaikal</i> | <i>Mahe</i> | <i>Total</i> |
|-------------|--------------------|-----------------|-------------|--------------|
| Non-Plan    | 636.69             | 61.64           | 1.67        | 700.00       |
| Plan        | 81.90              | 14.10           | 19.00       | 115.00       |
| Total       | 718.59             | 75.74           | 20.67       | 815.00       |

**CHAPTER 13**  
**(Manual – 12)**

**Subsidy Programmes**

As this Department is essentially a service department catering to the printing needs of all organizations under the Pondicherry Administration, there is no subsidy program operated by this Department.

**CHAPTER 14**  
**(Manual – 13)**

**Concessions, permits or authorizations granted**

No concessions, permits or authorizations are granted by this department as this Department is purely a service Department.

## **CHAPTER 15**

### **(Manual – 14)**

#### **Norms set by the department for the discharge of its functions**

##### ***Gazette publication***

A time limit of ten days is fixed as a norm for publication in Ordinary Gazette and a time limit of five days is fixed as a norm for publication in Extraordinary Gazette.

##### ***Printing of jobs***

The Department ensures that enough stocks are maintained for standard forms and registers. In respect of other jobs, a time frame is fixed by Planning Unit depending upon the nature of the job and the progress of the job is monitored.

**CHAPTER 16**  
**(Manual – 15)**

**Information available in Electronic Form**

The official website of the Department of Stationery and Printing is hosted at URL : “[www.pon.nic.in/dsp](http://www.pon.nic.in/dsp)”. In addition to providing all the information with respect to the Department, the Gazette of Government of Pondicherry is published online with effect from January 2005.

## **CHAPTER 17**

### **(Manual – 16)**

#### **Particulars of the facilities available to citizens for obtaining information**

##### **Gazette :**

This Department publishes Official Gazette of Government of Pondicherry every week and arrangements have been made to publish the Official Gazette online in the departmental website so as to enable the users to download the information easily. Also Gazette copies are sold in the Department on payment of prescribed cost.

##### **Change of name notification:**

The procedure for publication of change of name notification in the Gazette is provided in Chapter 4.

##### **Bulk Purchase :**

The stationery items and consumable items (chemicals, inks, etc.) are procured on open tender basis by publication of tender notice in Newspapers and Official website.

## **CHAPTER 18 (Manual-17)**

### **Frequently Asked Questions**

#### **1.What are the main functions of the Department of Stationery and Printing?**

The Department of Stationery and Printing is mainly a service Department catering to the printing needs of all the Department of Government of Pondicherry. The typical activities include:

Printing of Official Gazette, Extraordinary Gazette and Supplementary Gazette of Government of Pondicherry.

Printing of Budget and Budget related documents.

Printing of Audit reports, Appropriation of Accounts etc.

Printing of Calendars and Diaries for Government of Pondicherry.

Printing of Official Telephone Directory

Printing of Invitations for Official functions.

Printing of Brochures, Application forms, Question Papers etc., for Government Schools and Colleges.

Printing of Letter Heads and Visiting Cards for VIPs and VIPs.

#### **2. Do you supply stationery to organisations outside Government?**

No. Supply is confined to Government Departments only.

#### **3. How is stationery procured by the department?**

The stationery is procured in a two stage tender process. The tenders are scrutinised with respect to quality at the first stage and the qualified products are listed for price comparison in the second stage. The tenders are published in important newspapers and the Departmental website.



#### **4. What type of informations are published in Gazette?**

Issues like various acts and rules of the Government of Pondicherry, republication of Notifications of Government of India as required by Government of Pondicherry, recruitment rules of various cadres of staff of Government of Pondicherry, Acquisition of certain lands, withdrawal Notifications of certain lands under the Land Acquisition Act. Government Notifications, Tender Notices, Auction Notices, Dangerous Establishments and Announcements are published.

#### **5. Can I publish my personal information in Gazette?**

No. Only the notifications as required by the government are published in the gazette. However, change of name notification is published as per the procedure laid.

#### **6. Whom should I approach, if I want to get a free copy of gazette?**

A free copy of gazette is only issued to Departments of Government, Quasi Government Organisation, MPs, MLAs and a few approved Organisations.

Gazette can be subscribed by individuals, firms, etc. as detailed below.

Current Annual Subscription Rates are as follows:

| <b>Gazette type</b>   | <b>Subscription rates</b> |
|-----------------------|---------------------------|
| Ordinary Gazette      | Rs. 658                   |
| Supplementary Gazette | Rs. 93                    |
| Extraordinary Part-I  | Rs. 696                   |
| Extraordinary Part-II | Rs. 67                    |
| All Gazettes          | Rs. 1,514                 |

#### **7. How to publish a notice of change of my name?**

Request to be made to the Director, Stationery and Printing, Pondicherry for publishing in Gazette.

Request to be accompanied by following Documents:

- (a) Original Affidavit signed in hand by Notary Public;
- (b) Attested copy of Ration Card;
- (c) Attested copy of Birth Certificate;
- (d) Attested copy of any document mentioned in the affidavit; and
- (e) Payment of fee with minimum of Rs.60 (Up to 120 words) and Rs. 5 for every word in excess of 120 words.

The publication is made within ten days of submission of the request with all the documents.

**8. Do you undertake printing jobs for private agencies?**

No. However, printing request of various autonomous agencies of the Government is undertaken at cost.

**9. Can I get a job in Government press?**

Yes. Certain posts of this department are filled by direct recruitment mainly from the residents/natives of Pondicherry. Whenever such direct recruitment is undertaken, the vacancies are notified to the Employment Exchange and published in the newspapers.

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If you have any further queries/clarification, please feel free to contact any of the Officers listed in the Chapter 10.