

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 “<http://styandptg.puducherry.gov.in>” 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.

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