

## **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 Puducherry. The typical activities include :

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

Printing of Budget and Budget related documents.

Printing of Audit reports, Appropriation of Accounts etc.

Printing of Calendars and Diaries for Government of Puducherry.

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.

#### **2. Do you supply stationery to organizations 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 scrutinized 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 news papers and the Departmental website.

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

Issues like various Acts and Rules of the Government of Puducherry, republication of Notifications of Government of India as required by Government of Puducherry, recruitment rules of various cadres of staff of

Government of Puducherry, 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?**

The 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.	802/-
Supplementary Gazette	Rs.	98/-
Extraordinary Part-I	Rs.	1,108/-
Extraordinary Part-II	Rs.	146/-
All Gazettes	Rs.	2,154/-

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

Request to be made to the Director, Stationery and Printing, Puducherry 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.135/- (Up to 125 words) and Rs.11/- for every ten words in excess of 125 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 Puducherry. 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.