

## **Chapter 2 (Manual – 1)**

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

The Department of Stationery and Printing is one of the oldest Departments in Puducherry Administration. This Department is essentially a service Department to meet the printing needs of all Departments, local bodies, public sector undertakings, etc., functioning under Puducherry 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, Puducherry and has four Government Presses functioning under its purview. The locations of Government Presses are as follows:

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

Most of the printing jobs are undertaken in Government Central Press, Puducherry. 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 Puducherry
2. Meeting the printing needs of the Puducherry Administration
3. Purchase of stationery

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

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 Puducherry. 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'Etat de Poudouchery** or the Gazette of Puducherry. 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, Puducherry by the Authority of Government of Puducherry.

#### **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 Puducherry 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 Puducherry are published in this gazette.

### **Extraordinary Gazette Part-II**

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

Gazette is also published online at URL:

**“[www.styandptg.puducherry.gov.in](http://www.styandptg.puducherry.gov.in)”.**

### ***2. Meeting the printing needs of the Puducherry 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>Sl. No.</b>	<b>Name and Designation</b>	<b>Address</b>	<b>Phone No.</b>
1.	Secretary to Government (Stationery and Printing)	Chief Secretariat Puducherry-605001	0413-2233361 Fax: 0413-2336842
2.	Under Secretary to Govt. (Stationery and Printing)	Chief Secretariat Puducherry-605001	0413-2233269
3.	Director	Dte. of Sty. & Ptg., Thattanchavady Puducherry -605009	0413-2250482 Fax: 0413-2250357
4.	Joint Director (Ptg.) - Vacant	(on deputation to Pondicherry Distilleries Limited, Puducherry)	
5.	Senior Accounts Officer	Dte. of Sty. & Ptg., Thattanchavady Puducherry -605009	0413-2250478 Ext. 303
6.	Deputy Director (Stationery) - Vacant	Dte. of Sty. & Ptg., Thattanchavady Puducherry -605009	0413-2250478
7.	Deputy Director (Works) - Vacant	Govt. Central Press, Thattanchavady Puducherry -605009	0413-2250670 Ext. 304
8.	Deputy Director (CS)	Govt. Central Press, Thattanchavady Puducherry -605009	0413-2250670 Ext. 305
9.	Deputy Director (Ptg)	Govt. Branch Press, Mettupalayam, Puducherry -605009	2278005
10.	Deputy Director (PPC)	Govt. Central Press, Thattanchavady Puducherry -605009	2250670 Ext. 306
11.	Assistant Director (Ptg)	Govt. Central Press, Thattanchavady Puducherry -605009	2250670 Ext. 313
12.	Joint Director (Ptg) - Vacant	Govt. Branch Press, Kottucherry, Karaikal-609602	04368 -265414
13.	Deputy Director (Ptg)	Govt. Branch Press, Kottucherry, Karaikal-609602	04368 -265414
14.	Assistant Director (Ptg) - Vacant	Govt. Branch Press, Mahe-673310	0490 - 2334171

### Office Working Hours:

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

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