



TAMIL DEVELOPMENT AND INFORMATION DEPARTMENT

**POLICY NOTE
2021 – 2022**

STATIONERY AND PRINTING

DEMAND No. 30

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Government of Tamil Nadu
2021

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DEPARTMENT
STATIONERY AND PRINTING
DEMAND NO.30**

POLICY NOTE FOR THE YEAR 2021-2022

“ The three inventions that forever changed the world were Gunpowder, Compass and the Printing Press”.

- Francis Bacon

Printing Press was the first to spark an Era of Information, the printing Press which has enabled the mass ideas to transcend the borders and caused various Socio-economic, religious, political, social and cultural revolutions in the social development of human race, transformed to Government machinery in Tamil Nadu in 1831.

1. ORIGIN AND EVOLUTION

The department of Stationery and Printing which has evolved into present status from its humble inception as a small press on 17th December 1831 at Fort St.George, with 10 employees to print the Gazettes of Madras Presidency is now 189 years old.

2. OBJECTIVE OF THE DEPARTMENT

The objective of the department is to fulfill the Printing and Stationery needs of all the departments and Government institutions of Tamil Nadu and it is executed through eight presses and a Stationery Store.

3. LOCATION OF THE UNITS OF THE DEPARTMENT:

Government Central Press, 7 Branch Presses and a Stationery Store function under the Administrative control of the department of Stationery and Printing.

S.No	Units	Location
1	Commissionerate of Stationery and Printing	110, Anna Salai, Chennai-600 002
2	Government Central Press	Mint Street, Vallalar Nagar, Chennai-600 001
3	Government Branch Press	Madras High Court Campus, Chennai-600 104.
4	Government Branch Press	Ulundurpet Main Road, Virudhachalam- 606 002.
5	Government Branch Press	Five Road, Sidco complex, Salem- 636 004.
6	Government Branch Press	Plot No.C9, Thuvakudy, Tiruchirapalli- 620 015.
7	Government Branch Press	Public Office complex, Sathyamoorthy salai, Pudukkottai-622 001.
8	Government Branch Press	Race Course Road, K.Pudur, Madurai-625 007.
9	Government Branch Press	Madurai Bench of Madras High Court Campus, Madurai-625 023.
10	Government Stationery Stores	64, Rajaji Salai, Chennai-600 001.

4. AN OVERVIEW OF THE DEPARTMENT

a) ADMINISTRATIVE STRUCTURE

Commissioner is the Head of Stationery and Printing Department and is ably assisted by a Joint Director in the cadre of District Revenue Officer in general administration and establishment, while the General Manager in the technical matters. Besides, a Chief Accounts Officer in charge of budget and accounts maintenance and another Accounts Officer for costing the printing charges and equipments from the department of Treasuries and Accounts, an Assistant Commissioner as Labour Welfare Officer from the Department of Labour Welfare are drafted on deputation to the Commissionerate.

b) EMPLOYEES

Among the sanctioned strength of 4870 in the department of Stationery and Printing, only 1630 employees are working at present; out of which

579 are women employees and 1051 is the strength of men. This also includes 247 differently abled persons. Though, the Government has reserved 4% of the employment opportunities in the Government for the differently abled, this department function with 16% of them.

S.No	Type of disability	Men	Women	Total
1	Visually impaired	134	09	143
2	Hearing impaired and speech disability	5	2	7
3	Physically Challenged	64	32	96
4	Mental illness	1	-	1
	Total	204	43	247

Similarly, the percentage of women employees in this department is 36% when compared to the other departments. This strength is inclusive of technocrats who could operate the printing machines efficiently.

c) UNITS OF STATIONERY AND PRINTING

I) Commisionerate of Stationery and Printing Department

- i) Procurement of technically upgraded and modern printing machineries, equipments and spare parts to execute the voluminous printing works in multi colour with less man power, at reduced cost efficiently on par with the private printing presses, through open tender system.
- ii) all administrative functions related to staff establishment.
- iii) Procurement of papers for printing other types of special papers and boards required for all the departments and Government institutions. 90% of the requirement is procured directly from Tamil Nadu Newsprint and Papers Limited while special types of paper and boards is through open tenders.

- iv) Distribution of printing work to Government Central Press and other Branch Presses and monitoring the progress and timely execution.
- v) The Commissionerate of Stationery and Printing function with following six sections with 207 employees.

Sl. No	WING	OFFICERS
1	Administration	Joint Director/ District Revenue Officer, Personal Assistant to Commissioner and Assistant Directors.
2	Technical	General Manager, Management by Objective (Advisor), Deputy Works Managers and an Assistant Works Manager / Special Officer (Forms).
3	Publications	Deputy Director, (Publications)
4	Labour Welfare	Labour Welfare Officer

Sl. No	WING	OFFICERS
5	Accounts	Chief Accounts Officer and Cost Accountant.
6	Audit	Chief Accounts Officer

II) Government Stationery Stores, Chennai-600 001

The Government Stationery Stores located in Rajaji Salai, Chennai-1, functions as a storage of procured papers and printing materials and centralized distributing centre of various kinds of papers, copier papers, file pads required by the Government departments and Government Offices at free of cost.

The Government Stationery Stores functions with two Assistant Directors and 75 ministerial staff, technical employees and mazdoors.

The Government Stationery Stores supplies papers and Stationery items based on the annual



Government Stationery Stores, Chennai.

indents, to 3954 offices of Government departments, which include the Secretariat of the Hon'ble Governor, office of the Hon'ble Chief Minister, Secretariat, Tamil Nadu Legislative Assembly, other Judicial wings such as Tamil Nadu Lok Ayuktha, Tamil Nadu Public Service Commission and Tamil Nadu State Election Commission at free of cost. Papers and Stationeries are supplied to 67 offices including Medical and Rural Services and Family Welfare on payment.

The Government Stationery Stores, supplies various stationery and printing materials required for the Parliament (Loksabha) Election, Tamil Nadu State Assembly and Local Body Election. The stores efficiently handled the procurement and timely distribution of all the materials stationery items, papers, covers and special

varieties of papers for the conduct of Tamil Nadu Assembly Election in April 2021.

III) Government Central Press, Chennai-600 001

The Government Central Press functioning at Vallalar Nagar in the Greater Chennai Corporation since 1831, is the prestigious and prime press of the department. The Central Press functions with 666 staff including officers, technical staff, ministerial Staff. An Assistant Labour Welfare Officer from Labour Welfare Department, a Health Inspector from Public Health and Preventive Medicine Department, an Assistant Accounts Officer from the Department of Treasuries and Accounts, a Security Officer in the cadre of Deputy Superintendent of police have been drafted on deputation.



Government Central Press, Chennai.

printed with the technologically advanced Machineries and delivered with the timeline.

The waste paper accumulated consequential to the printing are disposed through Tamil Nadu Newsprint and Papers Limited to avoid any untoward incident and also keep the ambience clean.

A new building was constructed in an extent of 1,25,000 square feet at an estimated cost of Rs. 21.77 crore in 2017 with modern amenities and at present, a part of printing and administrative wings of the Government Central Press function in the new premises at present.

Sl. No.	WING	OFFICER
1.	Technical Wing	Works Manager Grade – I
2.		Works Manager Grade – II
3.		Deputy Works Managers – (4)
4.		Assistant Works Managers- (12)
5.	Establishment and Administration	Assistant Directors – (3)
6.	Maintenance of Machineries and Building	Assistant Engineers – (4)
7	Security	Deputy Superintendent of Police
8.	Budget & Accounts	Assistant Accounts Officer
9.	Labour Welfare	Assistant Labour Welfare Officer
10.	Public Health and Preventive Medicine Department	Health Inspector

The Budget and Top Secret sections of the Government Central Press function on all the 7 days of the week including Sundays, and execute the most secret and confidential printing works with due diligence.

Modernization of the Printing Press was initiated in the year 2006 with the creation of 19 categories of posts, appointing 333 employees vide G.O.(Ms) No.285, Information and Tourism (S & P) Department dated: 05.12.2006. As extension, the technologically advanced and upgraded printing machineries were procured and installed on par with Private Presses, since the financial year 2007-2008.

The most important official documents such as Budget documents, Financial Statements, the Policy notes, Answer Sheets for Universities and the Department of Government Examination (10th to 12th Standard), Letter pads for the Hon'ble Chief Minister and Hon'ble Ministers are

Modern / Advanced Machineries have been installed in Government Central Press as an integral part of Modernization:

Sl.No.	Name of the new Modern Machines
1.	Plate Making Machine Operated through Computer
2.	Four colour Web offset Printing Machine
3.	Two colour Web offset Printing Machine
4.	Mono Web offset Machine
5.	Two colour sheet-fed offset Machine
6.	Single colour Sheet-fed offset Machine
7.	Four colour sheet-fed offset Machine operated through Computer
8.	Digital Production Printer(Black & White)
9.	Digital Production Printer (Colour)
10.	High Speed Digital Production Printer
11.	Automatic Book Sewing Machine
12.	Paper cutting Machine
13.	Paper Folding Machine
14.	Envelope Making Machine
15.	Cover Punching, Die cutting, Scoring Machine
16.	Horizontal Gathering Machine
17.	Hand Numbering Machine
18.	Automatic Sheet-fed Numbering Machine
19.	Heavy Duty Hand Stapler Machine
20.	Wire Stitching Machine
21.	Rimming Machine
22.	UV Coating Machine
23.	Nipping Machine
24.	Electronic Weighing Machine
25.	Hydraulic Trolley
26.	Forklift

Some Important Jobs printed at Govt. Central Press on priority basis:

The following are the priority based works printed with the advanced modern machineries.

Sl. No.	Priority Jobs
1.	Hon'ble Governor's address
2.	Hon'ble Chief Minister's Speech
3.	Hon'ble Finance Minister's Budget Speech
4.	Detailed Demand for Grant and Budget Documents
5.	Policy Notes and Performance Budget of all the Government departments
6.	Top Secret Works
7.	Reports of Various Committees of Legislature
8.	Tamil Nadu Government Gazettes
9.	Notifications regarding General Election, Forms, Booklets, Hand Books, Special Tags and various sizes of Covers, Ballot Papers related to elections, Publications and forms for the use of people.
10.	Forms, Notifications and Ballot Papers of Tamil Nadu State Election Commission
11.	Debates of Tamil Nadu Legislative Assembly
12.	Law Codes and Manuals

Sl. No.	Priority Jobs
13.	Reports of the Tamil Nadu Accountant General
14.	Tamil Nadu Public Service Commission Bulletins & Annual Reports
15.	Commercial Tax Department Forms
16.	Forms and Registers of Treasuries and Accounts Department
17.	Answer Sheets and Cloth line Covers for Government Technical Education Department and Department of Government Examinations
18.	Standardized Forms and Registers
19.	Periodicals
20.	Forms for the departments of Health and family welfare, Social Welfare and Disaster Management
21.	Answer Booklets for various Universities
22.	Posters for Animal Husbandry Department
23.	Various types of books for Social Welfare department
24.	O.P. cards and Medical Books required for the use of Department of Indian Medicine and Homeopathy

IV) Government Branch Press, Madras High Court Campus, Chennai - 600 104



Government Branch Press, Madras Highcourt campus, Chennai.

The Government Branch Press at Madras High Court Campus was established in the year 1923 to print the Cause list and undertake other printing needs of the High Court.

This branch press functions under the control of an Assistant Works Manager with 66 employees.

708 kinds of Forms and Registers for the High Court and other printing works of Hon'ble Courts are being printed and supplied, though the printing of Cause list has been discontinued since 02.01.2020,

The Tamil Nadu Government Gazettes and service registers are available for sales in the sub-depot for publications, located in this premises.

V) Government Branch Press, Pudukkottai

The Government press at Pudukkottai established under the Presidency of Pudukkottai, in 1883, is functioning with 81 employees in a Government building since 1949 under the administrative control of an Assistant Works Manager.

290 types of standardised and non-standardised forms and registers required for the departments of Pension, Environment and Forest, Police, Adi Dravidar and Tribal Welfare, Backward classes, Most Backward Classes and Minority Welfare are being printed and supplied at free of cost based on their annual indents.

In addition, the district gazettes of Pudukkottai, Thiruvarur, Thanjavur and Mayiladuthurai districts are printed and despatched to the District Collectorates.



Government Branch Press, Pudukottai.



Government Branch Press, Trichy.

VI) Government Branch Press, Tiruchirappalli

The Government Branch Press which was functioning in the Ariyamangalam Industrial Estate since its inception in 1965, was shifted to own building in the SIDCO campus, Thuvakudi in the year 1990. The press is headed by a Branch Manager in the cadre of an Assistant Works Manager and assisted by 100 employees including ministerial, technical staff and mazdoors.

126 kinds of standardised and non-standardised forms, Personal Registers and Cash Registers required for Police and Prison departments and other Government offices are printed and supplied based on their respective annual Indents. The District Gazettes of Perambalur, Thiruchirappalli, Karur and Ariyalur districts are also printed in this press and delivered to the collectorates.

VII) Government Branch Press, Salem

The Government Branch Press was instituted at Salem in 1966, in Gugai area of Salem. Later in 1986, it was shifted to its own building at SIDCO Industrial Estate Campus, Five Road, Salem.

The branch press is functioning with 109 employees such as ministerial staff, technical staff and basic servants under the leadership of an Assistant Works Manager.

146 types of standardised and non-standardised forms and registers required for the departments of Health and Family Welfare, Government Examinations, Treasuries and Accounts are being printed and distributed to them based on their annual Indents.

Along with the various forms and registers, the District Gazettes of Salem, Coimbatore, Krishnagiri, Dharmapuri, Namakkal, Tiruppur,



Government Branch Press, Salem.



Government Branch Press, Virudhachalam.

Erode and Nilgiris districts are printed and despatched to the respective districts.

VIII) Government Branch Press, Virudhachalam

The Government Branch Press established in the year 1961, functions in own building from 1981. The Press is administered by a Deputy Works Manager and assisted by an Assistant Works Manager and 92 technical, ministerial staff and mazdoors.

369 kinds of standardised and non-standardised forms and registers for the use of Economics and Statistics, Employment and Training, Public Works department, Industries, Fire and Rescue services, Agriculture and Farmers welfare departments are printed and supplied to them in accordance to their needs and Indents.

The District Gazettes of Cuddalore, Vellore, Tiruvannamalai, Villupuram, Ranipet, Tirupattur and Kallakkurichi are printed and supplied to the respective District Collectorates.

IX) Government Branch Press, K.Pudur, Madurai- 7

The Government Branch Press Madurai is functioning in its own building at K.Pudur since its inception in 1976. There are 203 employees, including a Deputy Works Manager, two Assistant Works Managers, one Assistant Director, Technical Staff, Ministerial Staff and Mazdoors are working in this press.

211 types of standardised and non-standardised forms and registers are printed and supplied to the departments of Registration, Family Welfare, Revenue, Police and Commercial Taxes in accordance to their annual indents.

District Gazettes of Madurai, Tirunelveli, Thoothukudi, Kanyakumari, Ramanathapuram,



Government Branch Press, Madurai.



Government Branch Press, Madurai Bench of Madras Highcourt, Madurai.

Virudhunagar, Sivagangai, Theni, Dindigul and Tenkasi are also printed and supplied to the District Collectorates.

X) Government Branch Press, Madurai Bench of Madras High Court, Madurai-23

The Government Branch Press at Madurai High Court premises was inaugurated in the year 2006 in the Madurai Bench of Madras High Court and since then the press is executing the printing works of Daily and Weekly Cause lists, forms and registers required for the Hon'ble Bench with effect from 22.01.2007. The Press is headed by a Deputy Works Manager under whom 31 employees are working.

d) (i) Government Publications Sales depot Chennai -2

The department of Stationery and Printing apart from printing, sales of Government Gazettes, Service Registers, Manuals and Central Government Acts through a Sales Depot. The Government Publications Sales Depot is

functioning in the campus of the Commissionerate of Stationery and Printing, under the control of a Deputy Director (Publications).

ii) Government Publications Sales Sub depots, Tiruchirappalli and Madurai

The Government publications sales sub depots are functioning in the Government branch presses of Tiruchirappalli and Madurai for the past 10 years to facilitate and enable the people of the Central and Southern Districts.

In the financial year 2020-2021, a sum of Rs.4,24,171/- (Rupees four lakh twenty four thousand one hundred and seventy one only) from Government Publications Sales Depot, Chennai – 2, Rs.7,58,247/- (Rupees seven lakh fifty eight thousand two hundred and forty seven only) from the Sub-Depot of Trichy and Rs.5,25,797/- (Rupees five lakh twenty five thousand seven hundred and ninety seven only) from the Sub-Depot of Madurai were earned as

revenue through sale of books, Private Notifications and other Notifications in the Tamil Nadu Gazettes and remitted into government account.

The Government Publications sales depot also functions as a Centralised Agent for the sale of Publications of the Government of India. Besides, Tamil Nadu Public Service Commission Bulletins, Tamil Nadu Government Gazettes with Notifications regarding change of name, Service Registers, Codes, Manuals and Telephone Directory are being sold for the benefit of Government officers / employees and public in the sales depots.

In the financial year 2020-21, a sum of Rs.17,08,215/- (Rupees seventeen lakh eight thousand two hundred and fifteen only) was accrued as revenue by selling Tamil Nadu Government Gazettes,

Government publications, departmental books and books on Constitution of India, and the same has been remitted into the government account.

5. CHANGE OF NAME

The process of publishing the Notifications regarding change of name, name changes due to conversion of religion and Government Notifications are undertaken in the Government publications Sales Depot in the campus of Commissionerate of Stationery and Printing and Sub depots at Government Branch Presses, Trichy and Madurai. Accessing the application for name change and downloading from the web site has been facilitated.

The process of name change has been simplified by accepting the self attested application and evidentiary documents.

Fee for publishing the notification of change of name in English has been fixed as Rs.415/- while the fee for publishing the change of name in

Tamil in Government Gazettes is Rs.115/-. This fee includes the cost of printing, the cost of 5 copies of Gazette Notification and the postal charges.

The Notification regarding the change of name for Transgenders is published in the Government Gazette at free of cost.

17,995 change of names in English, 610 change of names in Tamil and 64 change of names for Transgenders have been published in Tamil Nadu Government Gazettes in the last year.

In the financial year 2020-21, a sum of Rs.75,38,075/- (Rupees seventy five lakh thirty eight thousand and seventy five only) towards the fee for publication of change of name and Rs.11,69,230/- (Rupees eleven lakh sixty nine thousand two hundred and thirty only) for publishing private notifications thus a total amount of Rs.87,07,305/- (Rupees eighty seven lakh seven thousand three hundred and five only)

has been generated as revenue to the Government.

6. Some of the Important items printed and supplied at free of cost in 2020-2021

(i) Standardised Forms / Registers - 2020-2021

Sl. No.	Names of the departments	Forms	Registers	Covers
1.	Animal Husbandry	23,490	3,67,050	-
2.	Health and Family Welfare Department	81,92,740	1,83,277	-
3.	Police Department	56,08,172	1,40,145	-
4.	Judiciary	12,47,500	3,690	-
5.	Treasuries and Accounts	2,500	9,950	-
6.	Agriculture	6,845	44,850	-
7.	Backward Classes, Most Backward Classes and Minority Welfare	5,11,081	86	-

Sl. No.	Names of the departments	Forms	Registers	Covers
8.	Adi Dravidar and Tribal Welfare	17,47,733	99,135	-
9.	School Education	2,58,972	-	-
10.	Employment and Training	50,100	-	33,855
11.	Forensic Science	40,000	100	
12.	Audit and Accountant General	2,00,000	750	
13.	Labour welfare	-	43,000	
14.	Commercial Taxes	-	12,500	
15.	Revenue	95,70,000	-	
	Total	2,74,59,133	9,04,533	33,855

(ii) Non-Standardised Forms / Registers - 2020-2021

(Non-Standardised Items printed and issued at free of Cost to the Government Departments on Government orders)

Sl. No.	Departments and details of the works	Forms	Registers	Covers
1.	Department of Government Examinations	28,30,700	47,60,900	-
2.	Department of Technical Examinations	1,06,50,000	-	-
3.	Elections			
a)	Electoral forms related to updation of voters list	2.45.28.295	12,33,866	1,27,96,455
b)	Ballot Papers for Assembly Tamil Nadu Assembly Election 2021	21,26,528	-	-
c)	Electoral forms related to Tamil Nadu Assembly to conduct Election 2021	2,18,90,000	-	-

Sl. No.	Departments and details of the works	Forms	Registers	Covers
d)	Parliament bye Election (Kanniyakumari)	71,138	5,870	85,500
4.	Department of Stationery and Printing – Calendars	-	47,000	-
5.	Policy notes and Performance Budget documents	-	97,860	-
6. and	Bill, Acts Amendments	73,550	-	-
7.	Tamil Nadu Public Service Commission	22,100	1,000	-
	Total	6,21,92,311	61,46,496	1,28,81,955

iii) Revenue accrued to the Government on printing Answer Booklets for Universities-2020-2021

Sl. No.	Details	Number of Answer books	Number of Covers	Revenue generated Rs.
1.	Answer booklets for Anna University	41,60,000	-	6,00,24,249
2.	Answer booklets for Madras University	17,00,000	-	2,25,96,448
3.	Answer booklets for Barathidasan University	42,00,000	-	1,22,92,374
4.	Answer booklets for Teacher Training University	9,00,000	1,40,000	1,52,23,119
5.	Answer booklets for Alagappa University	5,00,000	-	70,40,392
6.	Answer booklets for Tamil Nadu Open University	1,10,000	-	16,03,554
7.	Answer booklets for Thanjavur University	1,20,000	-	14,16,365
	Total	1,16,90,000	1,40,000	12,01,96,501

iv) Special works executed in Government Central Press and Government Branch Presses and the Revenue generated

- In the financial year 2020-2021 a total revenue of Rs.12,01,96,501/- (Rupees twelve crore one lakh ninety six thousand five hundred and one only) was accrued; out of which Rs.10,18,61,440/- (Rupees ten crore eighteen lakh sixty one thousand four hundred and forty only) was earned as printing charges by printing Answer Booklets for various universities in Government Central Press and other Government Branch Presses and Rs.1,83,35,061/- (Rupees one crore eighty three lakh thirty five thousand and sixty one only) as GST, has been accrued as total revenue.
- Rs.1.21 Crore (Rupees One crore and twenty one lakh only) was accrued as revenue by printing guides and hand books (18 subjects), for 10th and 12th students studying

in residential schools of Adi Dravidar Welfare Department.

- An amount of Rs.2,44,43,550/- (Rupees Two crore forty four lakh forty three thousand five hundred and fifty only) was generated as revenue in the financial year 2020-2021, for having printed and supplied various forms and registers for the use of Government offices and institutions.
- 29,10,000 numbers of **“Covid-2019 know the details”** pamphlets were printed and supplied to the districts of Chennai, Kanchipuram, Thiruvallur, Chengalpet and Madurai for creating awareness among the people of these districts.

In addition, the following forms and registers were printed and supplied for the conduct of Tamil Nadu Assembly Elections 2021.

Sl. No.	Details of Forms and Register Printed	Types
1	Statutory forms	49
2	Non-Statutory forms	17
3	Printed Paper Envelopes	31
4	Paper Envelopes	4
5	Special Tag	1
6	Hand books	17
7	Banners	5
8	Posters with Symbols	1
9	Others	3
10	Ballot Papers (Constituency wise)	234
	Total	362

7. Labour Welfare

The Government Presses under the administrative control of the department of Stationery and Printing are registered under the Factories Act. A Labour Welfare Officer and 2 Assistant Labour Welfare Officers therefore have been drafted on deputation for the welfare of employees.

A Health Inspector from the department of Public Health and Preventive Medicines is working in this department on deputation and is in charge of the well-being and health of all the employees of Chennai units keeping the premises clean with the help of cleanliness workers.

During the pandemic period, to maintain the premises clean and hygiene disinfecting the premises with bleaching power and sanitizers, conduct of screening camps and vaccination are some of the worth mentioning efforts undertaken for the welfare of the employees.

User friendly toilets for all the employees and differently abled employees of both genders have been built at a cost of Rs.99,69,549/- (Rupees ninety nine lakh sixty nine thousand five hundred and forty nine only) in all the units including the Commissionerate.

RO water plants have been installed in all the 10 units at a total cost of Rs.20,25,588/- (Rupees twenty lakh twenty five thousand five hundred and eighty eight only) to ensure safe drinking water for the employees.

(a) Allowances to Press Employees

i) To encourage the employees of Government Presses who work in two / three shifts and to enable the maximum efficiency in their performance the following allowances are sanctioned.

Sl. No.	Details of the Allowances	Amount (in Rupees)
1.	Night Shift Allowance	Rs.50/- per Day
2.	Washing Allowance	Rs.200/- Per Month
3.	Weekly Compensatory Allowance	Rs.400/- Per Month
4.	Risk Allowance	Rs.400/- Per Month
5.	Refreshment Allowance	Rs.400/- Per Month
6.	Uniforms and stitching charges For men	4 Pairs (once in two years) Stitching charges Rs.1200/-
	For women	4 Violet colour Over Coats (once in two years) Stitching charges Rs.1400/-

ii) Special Allowance

Besides these, as the employees of Budget and Top Secret sections function the entire week including Sundays, other Holidays and at the time of crisis, they are sanctioned with a special allowance.

Sl. No.	Categories of employees	Details of monthly special pay sanctioned
1.	Senior Foremen	Rs.300/-
2.	Top Senior Foremen	Rs.240/-
3.	Imposer	Rs.210/-
4.	Junior Foremen	
5.	Senior Mono Type Casting Attendant	
6.	Junior Reader	
7.	Junior Book Binder	Rs.180/-
8.	Machine Minder	
9.	Copy Holder	
10	Warehouse Clerk	Rs.120/-

(b) Recreation Club

To facilitate a cordial and harmonious relationship and to reduce monotony and fatigue, among the employees, Annual Sports events are being conducted every year.

In the year 2007, the fund allotted to Recreation Clubs was enhanced from Rs.45,000/- (Rupees forty five thousand only) to Rs.1,00,000/- (Rupees one lakh only) and at present the allotment is Rs.3,00,000/- (Rupees three lakhs only). This amount is utilized for conducting sports and other competitions, awards and for procuring fitness equipments. In 2021, along with these a portion of amount was spent on awards to recognize the service and special contribution of the employees in various fields.

(c) Tamil Nadu Government Press Employees' Co-operative Society and its functions

Tamil Nadu Government Press Employees' Co-operative Society function in all the 10 units of the department, to inculcate the habit of savings among the employees. The Society impliments, the Fixed Deposit and Recurring Deposit schemes to benefit the employees. The society also extends a loan assistance to an upper limit of Rs.9,00,000/- (Rupees nine lakh only).

Further, the children of the members of the society who excel in their studies by scoring high marks in 10th and 12th Standard Public Examinations with Tamil as a subject are awarded with cash awards who rank first three positions.

The Employees' Co-operative Society functioning in the Government Central Press premises is an "A" Class Society. The society is therefore empowered to waive the outstanding loan, in case of premature demise of a member

and a solatium of Rs.20,000/- (Rupees twenty thousand only) is provided to the family of the deceased for performing the last rites.

(d) Co-operative Stores

A Co-operative store is functioning in the premises of Government Central Press to enable employees and retired employees to get the essential commodities at fair price.

(e) Government Staff Quarters - an Overview

Foundation was laid on 14.01.1959 for a Staff Quarters at Kamarajar Nagar, Tondaiarpattinam, Chennai-81 for the press employees and was brought to use on 01.04.1962.

In a total extent of 14015 sq.m., 104 "A" type tenements in an extent of 3639 sq.m., 96 "B" type tenements in an extent of 4166 sq.m., and 100 "C" type tenements in an area of 6210 sq.m., totalling to 300 dwelling units were built.

An area of 4166 Sq.m., with 96 tenements was transferred to the department of Higher Education in accordance with the Orders of the Government vide G.O.Ms.No.439, Higher Education(G1) Department, Dated 30.09.2015, in which a Government Arts and Science College (Co.Ed.) and a Government Polytechnic (Co.Ed.) are functioning from the academic year 2015-2016.

The vacated occupants of the "B" block were allotted tenements in A and C blocks based on their willingness. Currently 45 tenements in A block and 65 tenements in C block are under occupation.

As the Quarters has been built 60 years earlier, they are unsuitable for residing due to the damaged roof and side walls, clogging of drainage consequent on raising of road level over the years, damaged gradients of drainage. Due to these worst conditions, 59 units in "A" type and 35 units in "C" type are unoccupied. Construction

of New Quarters with the modern amenities in an extent of 9849 sq.m., is under the consideration of the Government.

(8) Appointments

a) Employees are appointed in various categories of post through Tamil Nadu Public Service Commission, Employment Exchange and by News paper Notification, Appointment is also made on Compassionate Grounds.

b) Contract Employees

The services of 200 people have been hired on contract basis, by the Stationery and Printing Department in the categories of Binders, Drivers, Mazdoors, Cleanliness Workers and Watchmen in all the units.

9. BUDGET

The Budget estimate for the financial year 2020-2021 and 2021-2022 is tabulated below.

BUDGET ESTIMATE 2021-2022

Head of Account		(Rupees in thousands)			
		2020-21 Budget Estimate (B.E.)	2020-21 Revised Estimate (R.E.)	2020-21 (F.M.A.)	2021-22 Budget Estimate (B.E.)
2058	Stationery and Printing	15,29,685	14,21,759	14,77,279	15,68,424
2059	Public Works	6,000	6,000	6,000	6,000
4058	Capital Outlay on Stationery and Printing	7,068	33,212	26,041	5
Total		15,42,753	14,60,971	15,09,320	15,74,429

10. DISSEMINATION OF INFORMATION

An exclusive website has been designed for this department in <http://www.stationeryprinting.tn.gov.in>. The information on name change Notification, Tamil Nadu Government Gazettes, Government Notifications, Private Notifications, Notifications regarding insolvency, Liquidation of Companies are uploaded in the website promptly.

Provision for downloading the application forms for the change of name from the above website has been facilitated.

11. EPILOGUE

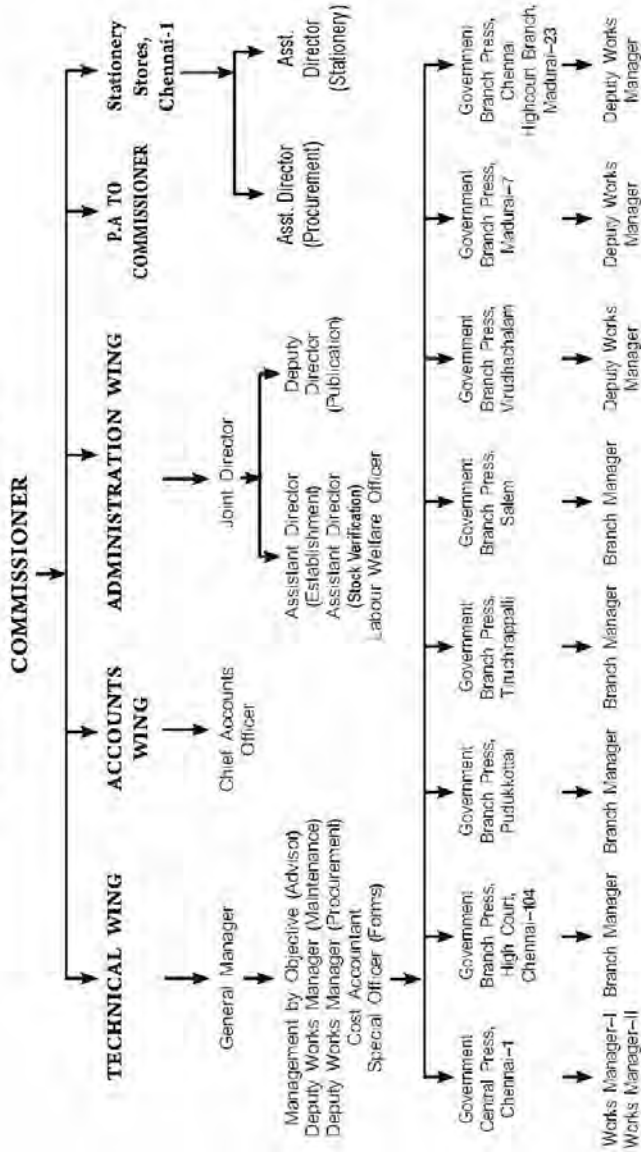
The department of stationery and printing with 189 years of heritage is one of the oldest department established in pre-independent India. This department fulfils the paper requirement in various forms such as, note sheets, pads, standardised and non-standardised forms

registers and print material and also stationery needs of all the Government departments and Government institutions. This department travels along the life cycle from “Womb to Grave” of human kind. By printing and supplying various forms for registering birth, death, community certificates, out patient slips used in hospitals, First Information Report of Police and like, Forms related to Elections-the engine of Democracy. Due to this, the department is classified as Essential Services Department and true to the spirit, the department executes its functions diligently.

M.P. SAMINATHAN

Minister for Information and Publicity

ANNEXURE - A
STATIONERY AND PRINTING DEPARTMENT
ORGANISATION CHART



Annexure - B

Staff Strength as on 01.08.2021

Sl. No.	UNIT	Officers	Ministerial Staffs	Technical Employees	others categories	Total Strength
1.	Commissionerate (Including Government Publications Depot)	15	129	15	48	207
2.	Government Central Press, Chennai.	25	98	442	101	666
3.	Government Stationery Stores, Chennai-1.	1	39	17	18	75
4.	Government Branch Press, High Court Campus Chennai-104.	1	10	48	7	66

Sl. No.	UNIT	Officers	Ministerial Staffs	Technical Employees	others categories	Total Strength
5.	Government Branch Press, Madurai-7.	5	25	161	12	203
6.	Government Branch Press, Salem.	1	22	78	8	109
7.	Government Branch Press, Pudukkottai.	1	15	56	9	81
8.	Government Branch Press, Trichirapalli	2	18	72	8	100
9.	Government Branch Press, Vridhachalam	2	12	68	10	92

Sl. No.	UNIT	Officers	Ministerial Staffs	Technical Employees	others categories	Total Strength
10.	Government Branch Press, Madurai Bench of Madras High Court, Madurai-23.	1	6	19	5	31
	Total	54	374	976	226	1630



Hon'ble Chief Minister of Tamil Nadu Thiru. M.K. Stalin, presides over the review meeting of the Department of Tamil Development and Information on 27.07.2021 at the Secretariat - Hon'ble Minister for Industries Thiru. Thangam Thennarasu, Hon'ble Minister for Information and Publicity Thiru. M.P. Saminathan, Chief Secretary, Additional Chief Secretary - Finance, Secretary, Tamil Development and Information, Commissioner, Stationery and Printing and Senior Government Officials are participants.



The Main Building of the Government Central Press located at Vallalar Nagar, Mint Street, Greater Chennai Corporation.



Inspection of the Hon'ble Minister for Information and Publicity with the Secretary to the Department and the Commissioner, Government Central Press -31.08.2021.



The Hon'ble Minister for Information and Publicity inspecting the Inline Signature Gathering and 3-Side Trimmer Saddle Stitching Machine in the Government Central Press.



The Hon'ble Minister for Information and Publicity inspecting the book binding section, Government Central Press with the Secretary to the Department and the Commissioner.



Inspection of Government Central Press by the Hon'ble Minister for Information and Publicity with the Secretary and the Commissioner.

