



**TAMIL DEVELOPMENT
AND
INFORMATION DEPARTMENT**

**POLICY NOTE
2022 – 2023**

STATIONERY AND PRINTING

DEMAND No. 30

M.P. SAMINATHAN
Minister for Information and Publicity

©
Government of Tamil Nadu
2022

CONTENTS

S. no.	Subject	Page no.
1	Origin and Evolution	3
2	Objective of the Department	3-4
3	Location of units of the Department	4-6
4	An overview of the Department of Stationery and Printing	7-31
5	Government Publications – Sales Depots	31-34
6	Change of Name	35-36
7	Details of works printed in 2021-2022 for Government Departments	37-48
8	Labour Welfare	49-56

S. no.	Subject	Page no.
9	Appointments	56
10	Budget	57
11	Building Maintenance	58
12	Condemnation	58-59
13	Dissemination of Information	59
14	Epilogue	60-61
15	Annexure "A" and "B"	63-65

**TAMIL DEVELOPMENT AND
INFORMATION DEPARTMENT**

STATIONERY AND PRINTING

POLICY NOTE

2022-2023

**“The Printing press is the greatest weapon
of the modern world”**

INTRODUCTION

The Printing press, the greatest invention of human race which enabled the popular perceptions to transcend the borders and sparked various religious, political, scientific, social and cultural revolutions of the World history, is the indomitable weapon

than an armoury with the deadlier gun powder.

The press, a spark that ignited the era of information is, today a powerful engine in intellectual dissemination and connects the administration with people.

Such a prestigious institution of heritage was established in Tamil Nadu in 1831 and it is the first Government press to introduce a system afterwards adopted by all the Principal Government Presses of India.

1. ORIGIN AND EVOLUTION

In 1831, 17th December, at Fort St.George, the seat of power of the then Madras Province, having convinced of the importance of documentation and its availability for a better administrative culture, a small printing press was instituted as its integral part. The press initially functioned with 10 employees. Such a humble inception had developed into the Department of Stationery and Printing with the heritage of 190 years.

2. OBJECTIVE OF THE DEPARTMENT

The objective of the department is to cater to the stationery and printing needs of all the departments and institutions of the Government of Tamil Nadu, through a Central Press, 6 Branch Presses and a Stationery Store. In addition, printing of answer sheet booklets for University examinations of various Universities, books

published by Public Undertakings, Tamil University and the Department of Judiciary are also printed on collection of printing charges. In this age of technological boom, the department at its best tries to keep in pace with the new technological upgradation, focuses on timely and qualitative printing performance; while it is being attempted to document 190 years of heritage of this department.

3. LOCATION OF THE UNITS OF THE DEPARTMENT

Government Central Press, 6 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	Public Office Complex, Sathiyamurthy Salai, Pudukottai-622 001.
4.	Government Branch Press	Ulundurpet Main Road, Virudhachalam-606 002.
5.	Government Branch Press	Plot No.C-9, Thuvakudy, Tiruchirapalli-620 015.
6.	Government Branch Press	Five Road, SIDCO Complex, Salem-636 004.
7.	Government Branch Press	Race Course Salai, K.Pudur, Madurai-625 007.

S. no.	Units	Location
8.	Government Branch Press	Madurai Bench of Madras High Court Campus, Madurai-625 023.
9.	Government Stationery Stores	64, Rajaji Salai, Chennai-600 001.
10.	**Government Branch Press	High Court Campus, Chennai-600 104.

** The printing press functioning in the premises of the Hon'ble High Court, Chennai is being vacated in accordance with the Judiciary requirement for the expansion of the Judicial complex, nevertheless the printing has also been reduced.

4. AN OVERVIEW OF THE DEPARTMENT OF STATIONERY AND PRINTING

a) ORGANISATIONAL STRUCTURE

The Commissioner is the Head of the Department of Stationery and Printing. A Joint Director in the cadre of District Revenue Officer is in charge of general administration, while a departmental officer with a degree in Printing Technology functions as General Manager and is in charge of technical wing. They also assist the Commissioner in day to day functions and policy based decisions.

For effective administration, a Chief Accounts Officer to supervise the budget, accounts and audit and an Accounts Officer for costing and evaluating the plant and machineries from the department of Treasuries and Accounts, an Assistant Commissioner of Labour as Labour Welfare Officer, an Assistant Labour Welfare

Officer from the Department of Labour Welfare have been drafted on deputation to the Commissionerate.

EMPLOYEES

At present, 1625 employees are working against the sanctioned strength of 4870, which include 243 differently abled persons. Out of the total strength, 579 are women employees and 1046 are male employees.

The Government, to ensure an Inclusive Society, not only implement various welfare schemes to the differently abled, but has also legislated 4% reservation in employment opportunities for them to lead a dignified life with self-confidence. But this department has accommodated 16% of differently abled which is a feather to its cap.

S. no.	Type of disability	Men	Women	Total
1.	Visually impaired	131	09	140
2.	Hearing impaired and speech disability	05	02	07
3.	Physically Challenged	63	32	95
4.	Mental illness	01	0	01
	Total	200	43	243

Similarly, the percentage of women employees in this department is 36% when compared to the other departments. This strength is inclusive of the women employees who are technically qualified to operate modern machineries instituted at Government Presses.

c) UNITS OF STATIONERY AND PRINTING DEPARTMENT

1. Commissionerate

The Commissionerate is an Apex of the department of Stationery and Printing. For administrative convenience, the office has 5 units with 208 officers/ employees.

S. no.	Wings	Officers
1.	Administration	Joint Director/ District Revenue Officer- 1 , Personal Assistant to Commissioner/Assistant Director- 1 Assistant Directors- 2 .
2.	Technical Unit	General Manager- 1 , Management by Objectives (Advisor)- 1 , Deputy Works Managers- 2 , Assistant Works Manager / Special Officer (Forms)- 1 .
3.	Publications	Deputy Director (Publications)- 1
4.	Labour Welfare	Labour Welfare Officer/Assistant Commissioner of Labour- 1 , Assistant Labour Welfare Officer/Deputy Inspector of Labour- 1
5.	Accounts and Audit	Chief Accounts Officer- 1 Accounts Officer- 1

Functions of the Commissionerate

- (i) Procurement and supply of modern machineries, spare parts, various kinds of papers, boards, printmaterials, consumables, equipments required for the Government Central Press and other Branch presses and equipments required for office, through open tender in accordance with the Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

- (ii) 90 percent of procurement of paper required to all the departments and offices and various kinds of paper required for printing, is procured from M/s.Tamil Nadu Newsprint and Papers Limited in accordance with the rules in force. Special types of paper and boards are procured through tender in accordance with the Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules, 2000.

- (iii) Allocation of the printing works to Government Central Press and Government Branch Presses and monitoring their execution.
- (iv) Costing of printing charges for the various books printed by the Tamil University, Department of Archeology and other Universities. Costing and verification of the computing of printing charges for the books printed at private presses with the grant of Tamil Development Department,
- (v) Another important function of the Commissionerate is the publication of name change, Government notifications, insolvency petitions issued by the courts, Central Government notifications in the Government Gazette.
- (vi) Apart from these, establishment of all the employees is also being attended to.

2. Government Stationery Stores, **Chennai-1.**

An exclusive Stationery section was functioning under the control of the Chennai District Collector since 1831 to procure and supply papers, ink required for printing and stationery items, equipments like typewriters, duplicators, numbering machines to the government offices. In July, 1953, the Stationery section which was under the District Collectorate was amalgamated with the Printing department and formed as "Stationery and Printing Department".

- a) The Government Stationery Store at Rajaji Salai, Chennai-1, is the procuring and distributing agent of copier papers and stationery items to the Government offices at free of cost.
- b) The Government Stationery Store supplies papers and stationery items based on the

annual indents to 3954 Government offices, including the Secretariat of the Hon'ble Governor, office of the Hon'ble Chief Minister, office of the Hon'ble Ministers, Tamil Nadu Legislative Assembly, Secretariat, Tamil Nadu Public Service Commission, Courts and other Judicial offices such as Tamil Nadu Lok Ayuktha and Tamil Nadu State Election Commission at free of cost.

- c) 67 offices including the Health and Family Welfare are supplied with stationery items and paper on payment. Apart from these, the Government Stationery Stores procures and supplies the stationery items, election specific items required for polling stations and the conduct of election.
- d) Until 2007, typewriters, duplicators and numbering machines were procured through this Stores and supplied to all government offices at free of cost based on the

Government orders. With the introduction of computers as replacement to the typewriters, Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tenders Rules, 2000 the departments procure computers for their requirements. As typewriters, telex, duplicators have been rendered obsolete by the digitalization, they are no longer procured.

The Government Stationery Stores functions with two Assistant Directors and 77 ministerial staff, technical employees and Mazdoors.

3. Government Central Press, Chennai-600 001.

- a) The Government Central Press, the primary printing press of the stationery and printing department is not only a very ancient institution, but an institution with time renowned tradition and heritage to its credit.

Its origin dates back to December, 1831 at Fort St. George with 10 staff and has served the Government for 190 years.

The small printing press, which was instituted to publish the Gazette notifications only, continued to document the policies and its implementation in print form. Due to the increase in the volume of printing works, some units of the printing press were shifted to the more spacious "**Mint**" building in the year 1888. In the year 1912, the premises wherein the Commissionerate located at present, was purchased from "Lawrence Asylum Press" – the private press which monopolised the printing for Government, at a cost of Rs.3 lakh and the press was shifted from Fort St.George. Increase in the printing works necessitated remodelling of the press in 1935 and was shifted to Mint Street, Vallalar Nagar, Greater Chennai Corporation, the premises at which the present press is located.

As the important documents of the Government such as Memorandum, confidential documents of finance department and election documents are printed in this Press, a Deputy Superintendent of Police for effective security and vigilance from the Police department as the Press being labour intensive unit, a Deputy Inspector of Labour for the welfare of the workers, a Health Inspector from Public Health and Preventive medicine Department for maintaining cleanliness and public health in this press campus are drafted on deputation. Out of 4 sanctioned posts of Assistant Engineer, at present an Assistant Engineer is working on deputation.

In the Central Press, Administration, Accounts, Technical and Health and Labour Welfare wings are functioning as detailed below:-

S. no.	Employee	No.	Wing
1.	Works Manager-I	1	Technical Section
2.	Works Manager-II	1	
3.	Deputy Works Managers	4	
4.	Assistant Works Managers	8	
5.	Assistant Directors	3	Administration/ Ministerial Section
6.	Assistant Engineers	1	Machines and building maintenance
7.	Deputy Superintendent of Police	1	Security
8.	Assistant Accounts Officer	1	Budget and Accounts
9.	Assistant Labour Welfare Officer	1	Labour Welfare
10.	Health Inspector	1	Health

- b) The Budget and Top Secret sections of the Government Central Press function 24 x 7 to execute the most secret and confidential works with absolute diligence.
- c) Embarking the scheme of modernization of the Government Printing Press in the year 2006, technologically upgraded and modernized machineries were procured and established on par with private presses from the financial year 2007-2008 onwards.
- d) The most important official documents such as Financial Reports, Demand for Grants of all departments, Policy notes, Answer Sheet Booklets for Universities and the Answer sheet Booklets for the Department of Government Examinations for 10th to 12th Standards, Letter pads for the Hon'ble Chief Minister, Hon'ble Ministers, Calenders and Diaries are printed with the technologically advanced machines and delivered with the timeline.

- e) Paper Baling Machine has been procured at a cost of Rs 5,00,000/- (Rupees Five lakh) in the year 2021-2022 to bale the waste paper accumulated during the printing works in Government Central Press and helps to maintain clean ambience.
- f) Paper wastes accumulated during the process of printing are disposed through M/s.Tamil Nadu Newsprint and Papers Limited, as a precaution and prevention of any fire accident and untoward incidents. Action is being taken this year to dispose metal wastes through M/s.Metal Scrap Trade Corporation, Chennai.
- g) At present, a few technical and administrative sections of the Government Central Press, are functioning in the new double storeyed building constructed in 2017 in an extent of 1,25,000 square feet with modern amenities at an estimated cost of Rs. 21.17 crore.

h) A Mini Lorry has been purchased for Rs.18.00 lakhs (Rupees Eighteen lakhs) during the financial year 2021-2022 for timely delivery of Forms, Registers, Government Gazettes and Diaries printed in the Government Central Press to the respective offices safely.

i) **A short list of documents printed on priority basis at Government Central Press.**

S.no.	Priority Works
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

S.no.	Priority Works
7	Reports of Various committees of Legislatures
8	Tamilnadu Government Gazettes
9	Notifications of General Election, Forms, Booklets, Hand Books, Special Tags and various sizes of Covers, Ballot Papers for elections, Publications and forms for the use of people.
10	Forms, Notifications and Ballot Papers of Tamilnadu State Election Commission.
11	Debates of Tamil Nadu Legislative Assembly
12	Law codes and manuals
13	Reports of the Tamil Nadu Accountant General
14	Tamil Nadu Public Service Commission Bulletins and Multi Coloured Annual Reports
15	Forms for Commercial Tax Department

S.no.	Priority Works
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	Standardised forms and Registers
19	Periodical Publications
20	Forms for the departments of Health and Family welfare, Social welfare and Disaster Management.
21	Answer Booklets for various Universities
22	Various Books of the Department of Social welfare and Women Empowerment
23	O.P.Cards and Medical Books required for the Department of Indian Medicine and Homeopathy

**4) Government Branch Press,
Madras High Court Campus, Chennai-104**

The Branch Press at Madras High Court Campus established in the year 1923 for printing the cause list of Madras High court and other required forms and registers for the Judiciary, is functioning with 65 Employees including technical staff under the administrative control of an Assistant Works Manager.

Though printing of cause lists was dispensed with from 02.01.2020, 708 types of forms and registers needed for the High Court and other courts and some works of urgency are executed.

Due to expansion of the Court complex the machineries are proposed to be shifted to other branch presses and the employees to the existing vacancies in the other presses.

The premises also has a sub-sales depot in which Service Registers, Tamil Nadu Government Gazettes, are being sold.

Other Branch Presses

5) Government Branch Press, Pudukkottai

The Government press at Pudukkottai established under the presidency of Pudukkottai in 1883, is functioning as Government Press since 1949 with 82 employees under the administrative control of an Assistant Works Manager.

In this branch press, 290 types of standardised and non-standardised forms and registers required for the departments of Police, Environment, Climate Change and Forest, Pension, Adi Dravidar and Tribal Welfare, Backward classes, Most Backward Classes and Minorities Welfare are being printed and supplied annually at free of cost based on their indents.

In addition, the District gazettes of Thanjavur, Nagapattinam, Mayiladuthurai, Thiruvarur and Pudukkottai districts are also printed in this branch press.

After independence, many development schemes have been introduced. Consequential to this, creation of awareness about the schemes and documentation of schemes and its implementation increased the quantum of printing to manifolds. To meet the demands in the year 1959, 2 shifts a day system was introduced.

Due to the increased workload, the press had to function for 22 hours a day; and in an effort to moderate the workload, avoid the delay in printing and to exercise a control on excess expenditure, Branch Presses were established in Trichy, Salem, Virudhachalam and Madurai between 1959 and 1976.

6) Government Branch Press, Virudhachalam

This branch press established in the year 1961, functions in its own building from 1981. This press is headed by a Deputy Works Manager assisted by an Assistant Works Manager with 91 employees including ministerial, technical staff and mazdoors

369 kinds of standardised and non-standardised forms and registers required for the department of Employment and Training, Economics and Statistics, Industries, Fire and Rescue services, Agriculture and Farmers welfare and Public Works department are being printed and supplied based on their annual indents.

Printing of the District Gazettes of Cuddalore, Vellore, Tiruvannamalai, Villupuram, Ranipet, Tirupatthur and Kallakkurichi are also executed in this branch press.

7) Government Branch Press, Tiruchirappalli

The Government Branch Press which was functioning in the Ariyamangalam Industrial Estate since its inception from 1965 was shifted to its own building in SIDCO campus, Thuvakudi in the year 1990. This Press is under the administrative control of an Assistant Works Manager as Branch Manager and functions with 95 ministerial, technical staff and mazdoors.

126 kinds of standardised and non-standardised forms, registers including personal registers and cash registers required by Prison and Police departments and all Government offices are printed and supplied annually based on their Indents. In addition, the District Gazettes of Karur, Ariyalur, Perambalur, Thiruchirapalli districts and law journal and judgements of the Courts at Trichy are printed in this press.

8) Government Branch Press, Salem

The Government Branch Press was instituted in Gugai area of Salem in 1966, was shifted to its own building at SIDCO Industrial Estate Campus, Five Road, Salem on 6th June 1986 and ever since it functions there.

The branch press is functioning under an Assistant Works Manager with 107 ministerial staff, technical staff and Mazdoors.

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

The District Gazettes of Tiruppur, Erode, Salem, Dharmapuri, Krishnagiri, Namakkal,

Coimbatore, and Nilgiris districts are being printed and delivered to the respective Collectorates.

9) 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, under the administrative control of a Deputy Works Manager with 203 employees including 2 Assistant Works Managers, 1 Assistant Director, ministerial Staff, technical Staff and mazdoors.

211 types of standardised and non-standardised forms and registers are being printed and supplied to the departments of Revenue and Disaster Management, Medical, Police, Health and Family Welfare, Commercial Tax and Registration as indented.

District Gazettes of Tenkasi, Dindigul, Theni, Sivagangai, Virudhunagar, Ramanathapuram,

Kanyakumari, Thoothukudi, Tirunelveli, and Madurai are being printed and supplied to the District Collectorates.

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

The Government Branch Press at Madurai High Court premises established in 2006, is printing the Daily and Weekly Causelists, forms and registers required for the Hon'ble Bench with effect from 22.01.2007. The Press is managed by a Deputy Works Manager and 29 employees technical, ministerial staff and mazdoors.

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

The Government Publications Sales depot was formed as a part of the Government Printing Press at Fort St. George in 1831. In 1888, it was shifted to Mint Building along with a few sections

of the Government Printing Press. Later it was shifted to the present location in 1912.

The Government Publications - Sales depot sells the Government publications, Rule books, Manuals printed by this department, law books, Gazette notification of the Central Government, Service Registers for government servants are also printed and sold. The Government Publications Sales depot is under the administrative control of the Deputy Director.

In the year 2021-2022 a sum of Rs. 87,33,335/- (Rupees Eighty seven lakh thirty three thousand three hundred and thirty five) through Gazette publications on name change and Rs. 5,16,054/- (Rupees Five lakh sixteen thousand and fifty four) by the sale of Government Gazettes, Government Publications, departmental books and Constitution of India have been accrued as income and credited into the Government account.

(ii) Sub Sales depots

a) A Sub Sales depot, is functioning for the benefit of advocates, lawyers and the general public as a part of the branch press in the High Court premises, Chennai.

b) Sub sales depots one each at Branch Press premises of Madurai and Trichy are functioning for the past 10 years to render quick service to the people of Central and Southern districts of Tamil Nadu and to reduce the travel drudgery and expenditure.

In the year 2021-2022, a sum of Rs.9,40,628/- (Rupees Nine lakh forty thousand six hundred and twenty eight) from the Sub-Depot of Trichy, Rs.10,73,581/- (Rupees Ten lakh seventy three thousand five hundred and eighty one) from the Sub-Depot of Madurai and Rs.1,31,798/- (Rupees One lakh thirty one thousand seven hundred and ninety eight) from

the Madras High Court campus Sub-depot have been earned as revenue through sale of several books including Private Notifications, other notifications, Rule Books and remitted into government account.

The Government Publications sales depot also function as an Agency for the sale of Publications of the Government of India. Tamil Nadu Public Service Commission Bulletins, Tamil Nadu Government Gazettes with Notifications regarding change of name, Service Registers, Legal Codes, Rules and Manuals, Telephone Directory of Government Offices, Government Gazettes are some of the items available for sale to benefit the Government officers / employees and public in the sales depots.

6. Change of Name

The process of publishing the notifications regarding change of name, name changes due to conversion of religion and work related to Government notifications are vested with the Government Publications Sales Depot in the campus of Commissionerate of Stationery and Printing and Sub depots at Government Branch Presses, Trichy and Madurai. Applications for name change is hosted in the website so as to enable the people to download.

Fee for publishing the notification of change of name in English and Tamil has been fixed as Rs.415/- and Rs.115/- respectively. This fee amount is inclusive of the cost of 5 copies of Gazette Notification and postal charges.

Name change notification for Transgender is made at free of cost.

During the last year, 25,536 change of names in English, 1,131 change of names in Tamil and 182 change of names for Transgenders have been published in Tamil Nadu Government Gazettes.

In the year 2021-22, a sum of Rs.1,07,47,544/- (Rupees One crore seven Lakh forty seven thousand five hundred and forty four) towards the fee for publication of change of name and Rs.14,10,146/- (Rupees Fourteen lakh ten thousand one hundred and forty six) for publishing private notifications in the Government Gazette totalling to Rs.1,21,57,690/- (Rupees One crore twenty one lakh fifty seven thousand six hundred and ninety) has been generated as revenue to the Government.

7. Details of works printed in 2021-22 for the Government Departments

(i) Standardized forms / Registers / Envelopes

S. no.	Details of the Department/ Office	No. of Forms	No. of Books	Envelopes
1.	Finance Department	53,000	4,000	-
2.	Law Department	7,30,000	39,095	-
3.	State Legislative Assembly	1,00,000	-	-
4.	Police Department Pol-B (FIR)	22,55,400	3,83,596	-
5.	Health Department	30,05,750	1,76,145	-
6.	Directorate of Technical Education	65,80,000	64,000	-
7.	Animal Husbandry Department	-	2,200	-

S. no.	Details of the Department/ Office	No. of Forms	No. of Books	Envelopes
8.	BC, MBC & Minorities Welfare Department	4,79,950	-	-
9.	Adi Dravidar and Tribal Welfare Department	17,84,693	3,786	-
10.	Directorate of Forensic Sciences	1,00,000	-	-
11.	Revenue Department	18,07,500	-	-
12.	General Forms for all departments	12,66,032	4,59,100	-
13.	Education Department	34,00,000	10,000	-
14.	Treasuries and Accounts Department	38,65,950	1,39,568	-
15.	Employment and Training Department	1,93,316	2,18,780	9,533

(ii) Non standardised Forms / Registers / Envelopes

The following is the list of forms and books printed and supplied to the Government Departments:-

S. no.	Details	Number Of forms	Number of books	Envelopes
1	Paper strip, Greeting cards and file pads required for the offices of the Hon'ble Chief Minister and the Hon'ble Minister	2,89,450	-	2,37,650
2	Minutes of Assembly, Announcements and Citizen Charter	-	1,20,020	-
3	Diaries of Hon'ble Ministers and Members of the Legislative Assembly	-	1,900	-

S. no.	Details	Number Of forms	Number of books	Envelopes
4	Tamil Nadu Public Service commission	1,51,700	-	25,000
5	Department of Government Examinations	2,04,23,000	1,00,82,200	21,65,000
6	Local body elections (SEC)	2,47,95,700	24,300	14,04,000
7	Election Department	1,42,95,000	-	-
8	Directorate of Ex-Serviceman Welfare	1,63,150	75,464	-
9.	Police Department	1,58,060	20,225	-
10	Department of Medicine	3,68,900	-	-
11	Department of Economics and Statistics	1,54,700	1,850	-
12	Office of Accountant General	1,10,000	2,055	-

S. no.	Details	Number Of forms	Number of books	Envelopes
13	Family welfare and Health Department	51,54,500	-	-
14	Treasuries and Accounts Department	-	1,500	-
15	Public (Telephones) Department	-	6,000	-
16	Department of Horticulture and Plantation Crops	-	3,000	-
17	Directorate of Local Fund Audit	-	1,300	-
18	Directorate of Forensic Sciences	15,000	-	20,000
19	Tamil Development Department	-	4300	-

iii) In the Financial Year 2021-22, apart from standardised and non-standardised print items, forms, books and certificates required for some departments, Public Sector Organisation and Universities have also been printed on payment basis which are tabulated below:-

S. no.	Name of the Departments/ Institutions	Copies	Books	Envelopes
1.	University of Madras	-	3,00,000	-
2.	Anna University	-	10,00,000	-
3.	Indian Medicine and Homeopathy Directorate, Chennai-106	-	16,850	-
4.	Directorate of Shipping, Chennai -1 (Answer sheets)	-	10,000	-

S. no.	Name of the Departments/ Institutions	Copies	Books	Envelopes
5.	Directorate of Seed Certification and Organic Certification Coimbatore -13	17,81,000	-	-
6.	The Registrar , Chennai High court , Chennai -104	-	2,000	-
7.	Tamil Nadu Public service commission, Chennai-3.	-	1,000	-
8.	Iyal Isai Nataka Manram, Chennai -28	-	1,800	-
9.	Energy Development Agency , Chennai -6	-	20	-

S. no.	Name of the Departments/ Institutions	Copies	Books	Envelopes
10.	Institute of Road Transport, Chennai-113	-	400	-
11.	Directorate of Medical Education , Chennai -10	-	82,000	4,000
12.	Rajiv Gandhi Government General Hospital Chennai -3	70,000	-	20,000
13.	Tamil Nadu Craft Development Corporation	-	40	-
14.	Tamil Nadu State Commission for women , Chennai -5	-	5	-

S. no.	Name of the Departments/ Institutions	Copies	Books	Envelopes
15.	Department of Fire and Rescue Services , Chennai -8	-	1,450	-
16.	Salem Marketing Committee, Salem - 10	-	2,000	-
17.	Tamil Nadu Tourism Development Corporation, Chennai -2	5	-	-
18.	Central Statistics and Project Implementation	-	15,000	-
19.	Police Training College, Ashok Nagar	-	23,980	-

Details of Revenue Receipts by printing of answer booklets for the Universities - 2021-2022

S. no.	Details	Revenue earned Rs.
1.	University of Madras Answer Sheets	42,21,043 /-
2.	Anna University Answer Sheets	53,28,324 /-
3.	Tamil Nadu Teachers Education University	94,500 /-
	Total	96,43,867 /-

Printing charges received from Government Departments between May 2021 and March 2022 (Including GST)

S. no.	Department Details	Amount Rs.
1.	Directorate of Indian Medicine and Homeopathy, Chennai-106	68,06,281 / -
2.	Directorate of Shipping, Chennai -1	1,26,753 / -
3.	Directorate of Seed Certification and Organic Certification, Coimbatore -13	23,20,727 / -
4.	Chennai High Court, Chennai-104	9,34,219 / -
5.	Tamil Nadu Public Service Commission, Chennai-3	2,42,063 / -
6.	Iyal Isai Nataka Manram, Chennai -28	1,42,827 / -
7.	Energy Development Agency, Chennai-6	3,207 / -
8.	Institute of Road Transport, Chennai-113	27,978 / -

S. no.	Department Details	Amount Rs.
9.	Directorate of Medical Education, Chennai -10	12,22,953 / -
10.	Rajiv Gandhi Government General Hospital, Chennai-3	4,77,647 / -
11.	Tamil Nadu Craft Development Corporation, Chennai -2	6,719 / -
12.	Tamil Nadu State Commission for women, Chennai-5	2,456 / -
13.	Department of Fire and Rescue Services, Chennai-8	2,20,009 / -
14.	Salem Marketing Committee, Salem-10	1,52,377 / -
15.	Tamil Nadu Tourism Development Corporation, Chennai-2	438 / -
16.	Department of Road Transport.	31,901 / -
17.	Central Statistics and Project Implementation	76,819 / -
	Total	1,27,95,374/-

8. Labour Welfare

Presses under the administrative control of the department of Stationery and Printing are registered under the Factories Act. Therefore, a Labour Welfare Officer in the cadre of Assistant Commissioner of Labour from the Department of Labour, two Assistant Labour Welfare Officers one in the cadre of Deputy Inspector of Labour and another in the cadre of Assistant Labour Inspector have been drafted on deputation to ensure the welfare of the employees.

In addition, a Health Inspector from the department of Public Health and Preventive Medicines is drawn on deputation to maintain clean ambience and to aid the employees in the event of accident and illness at site.

(a) Allowances

- i) Different kinds of allowances are sanctioned to the employees working in 2/3 shifts in the press according to the nature of work.

S. 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.1,200/-
	For women	4 Violet colour Over Coats (Every year) Stitching charges Rs.700/-

ii) **Special Allowance**

A special allowance as enlisted below is sanctioned to the employees of Budget and Top Secret sections as they work for the entire week including Sundays, other Holidays and at the time of crisis:-

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

In an effort to create harmony among the employees and rejuvenate them, health awareness programme, yoga training, debates and Sports events are conducted every year through Recreation club.

The fund allotted to Recreation Club was enhanced from Rs.45,000/- (Rupees Forty five thousand) to Rs.1,00,000/- (Rupees one lakh) in the year 2007 and Rs.3,00,000/- (Rupees Three lakhs) since 2013. This amount is utilized for conducting sports events, procuring sports equipments and prizes.

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

Tamil Nadu Government Press Employees' Co-operative Society functions in all the units of the department and functions like bank by

facilitating loan assistance to a maximum limit of Rs.12,00,000/- (Rupees Twelve lakh) and Saving Schemes like Fixed Deposit and Recurring Deposit schemes for inculcating the habit of saving among the employees.

The children of the members are awarded cash prize who score high marks with 3 ranks in 10th and 12th public examinations with Tamil as a subject.

The 99 year old Employees' Co-operative Society functioning in the Government Central Press premises is an "A" Class Society and other societies in 5 branches are "B" class societies. Therefore, the society has a special power to waive the outstanding loan, in case of premature demise of a member and extends a solatium of Rs.20,000/- (Rupees twenty thousand) to the family of the deceased for performance of the last rites.

(d) Co-operative Stores

Since 1965, a Co-operative store is functioning in the premises of Government Central Press and benefit the employees and retired employees by selling essential commodities at subsidised rates.

(e) Quarters of the Press Employees

An exclusive rental complex with 300 tenements was built exclusively for the press employees at Kamarajar Nagar, Tondaiarpeta, Chennai, for which foundation was laid on 14.01.1959. 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., were built and brought to use on 01.04.1962.

An area of 4166 Sq.m., with 96 tenements was transferred to the department of Higher Education as per the orders of the Government (vide G.O.Ms.No.439, Higher Education(G1) Department, Dated 30.09.2015) and a Government Arts and Science College (Co.Ed.) and a Government Polytechnic (Co.Ed.) are functioning since 2015-2016 in this land.

The displaced occupants of the "B" block were allotted in "A" and "C" types tenements as per their choice. At present, 38 tenements in "A" block and 58 tenements in "C" block are under occupation.

As the Quarters has been built 60 years earlier, 204 houses in "A" and "C" type are unfit for occupation 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, a proposal has been sent to Government for the

demolition of the existing tenements and construction of new rental accommodation complexes with the modern amenities.

(9) Appointments

a) Appointments are made through Tamil Nadu Public Service Commission, Newspaper Notification and Employment Exchange and on compassionate ground.

In the year 2021-22, 6 employees have been appointed on compassionate ground.

b) Outsource and Contract Employees

In the department of Stationery and Printing, at present 33% of employees are only working and therefore 200 personnel are hired for the works such as binding, driving, loading and unloading, cleaning and security for day to day management.

10. BUDGET

The Budget for the financial year 2021-2022 and Budget Estimate for the year 2022-2023.

		(Rupees in Thousands)			
Head of Account		2021-2022 Budget Estimate (B.E)	2021-2022 Revised Estimate (R.E)	2021-2022 Final Modified Appropriation (FMA)	2022-2023 Budget Estimate (B.E)
2058	Stationery and Printing	148,21,74	143,76,18	133,33,41	162,09,04
2059	Public Works	60,00	49,99	60,00	49,99
4058	Capital Outlay on Stationery and Printing	5	5,29,75	4,25,49	94,04
	Total	148,81,79	149,55,92	138,18,90	163,53,07

11. BUILDING MAINTENANCE

An amount of Rs. 4.55 crore has been sanctioned for renovation and maintenance of building in which major printing machinery is housed in Government Central Press and Branch Press Buildings of Salem, Trichy, Madurai and Virudhachalam. The works entrusted to Public Works Department is under various stages of progress.

12. CONDEMNATION OF UNSERVICEABLE ARTICLES

At the advent of automation in Printing industry, Mono and Litho type composing in Letter Press Printing type process have been rendered obsolete. Therefore, metals like lead and alloy used in composing, which cannot be used at present are kept in a large quantity in Central and Branch Presses. Action is being taken to dispose these articles by e-auction through Central

Government owned M/s.Metal Scrap Trade Corporation an e-commerce Company.

13. DISSEMINATION OF INFORMATION

An exclusive website "<http://www.stationeryprinting.tn.gov.in>" has been designed for this department. The information on name change notification, Tamil Nadu Government Gazettes, Government notifications, Private notifications, Notifications regarding application of status of insolvency, Liquidation of Companies are printed and uploaded in this website.

Downloading the copy of the Gazette notification notifying the name changes is facilitated to the benefit of the people.

EPILOGUE

The Print and Press which transcended the popular perception across the border, which paved way for religious, political, scientific, social and cultural revolutions, not only rendered a form to the two powerful ideas of liberty and equality that existed as surrealistic emotions in common people who were oppressed by the power centres that developed around the world; but also has played a vital role in intellectual evolution of human race and enabled the wide spread of social ideologies like Freedom, Equality, Rationalism, Socialism and Nationalism.

Such an institution of pride which had a humble inception in Tamil Nadu, 190 years earlier, keeping in pace with the technological upgradation, fulfils the print needs of the government departments very efficiently. Though the department of Stationery and Printing is an age old institution of heritage, assimilating the

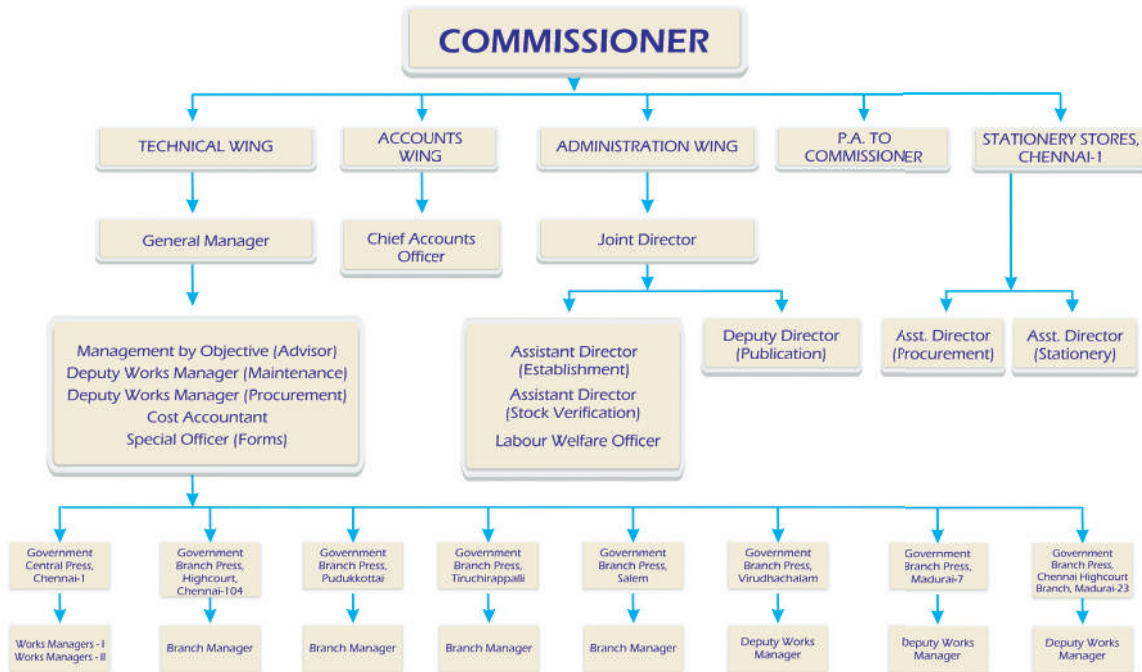
technical and technological developments, it proudly delivers its best in the journey of performance.

M.P. Saminathan
Minister for Information
and Publicity

Annexure-A

STATIONERY & PRINTING DEPARTMENT

ORGANISATION CHART



Annexure - B

Staff strength

S.no.	Unit	Officers	Ministerial Staff	Technical Employees	Other Categories	Total Strength
1	Commissionerate (Including Government Publications Depot)	15	128	19	46	208
2	Government Central Press, Chennai-1.	25	103	448	93	669
3	Government Stationery Stores, Chennai - 1.	1	41	17	18	77
4	Government Branch Press, High Court Campus, Chennai - 104.	1	8	46	9	64
5	Government Branch Press, Madurai -7	5	24	162	12	203
6	Government Branch Press, Salem.	1	21	77	8	107
7	Government Branch Press, Pudukkottai.	1	14	59	8	82
8	Government Branch Press, Trichirapalli.	1	17	69	8	95

S.no.	Unit	Officers	Ministerial Staff	Technical Employees	Other Categories	Total Strength
9	Government Branch Press, Virudhachalam	2	12	68	9	91
10	Government Branch Press, Madurai Bench of Madras High Court Campus, Madurai - 23.	0	6	19	4	29
	Total	52	374	984	215	1625



மாண்புமிகு செய்தித்துறை அமைச்சர் திரு. மு. பெ. சாமிநாதன் அவர்கள் 11.12.2021 அன்று, எழுதுபொருள் மற்றும் அச்சத்துறையில் பணிபுரிந்து பணிக்காலத்தில் உயிரிழந்த பணியாளர்களின் 4 வாரிசுதாரர்களுக்கு, கருணை அடிப்படையில் பணினியமன ஆணைகளை வழங்கினார். இந்நிகழ்வின்போது, தமிழ் வளர்ச்சி மற்றும் செய்தித்துறை அரசுச் செயலாளர் திரு. மகேசன் காசிராஜன், இ.ஆ.ப., எழுதுபொருள் மற்றும் அச்சத்துறை ஆணையர் திருமதி. ஆ. சுகந்தி, இ.ஆ.ப., ஆகியோர் உடனிருந்தனர்.



மாண்புமிகு செய்தித்துறை அமைச்சர் திரு. மு. பெ. சாமிநாதன் அவர்கள் 23.03.2022 அன்று அரசு மைய அச்சக பயன்பாட்டிற்கு ரூ.18,00,000/- மதிப்பில் கொள்முதல் செய்யப்பட்ட புதிய சுமையூர்தியின் சாவியை ஊர்தி ஓட்டுநரிடம் வழங்கினார். இந்த நிகழ்வின்போது, தமிழ் வளர்ச்சி மற்றும் செய்தித்துறை அரசுச் செயலாளர், திரு. மகேசன் காசிராஜன், இ.ஆ.ப., எழுதுபொருள் மற்றும் அச்சத்துறை ஆணையர் திருமதி. ஆ. சுகந்தி, இ.ஆ.ப., செய்தி மக்கள் தொடர்புத் துறை இயக்குநர் முனைவர் வீ.ப. ஜெயசீலன், இ.ஆ.ப., மற்றும் துறை அலுவலர்கள் ஆகியோர் உள்ளனர்.



பிரதான கட்டிடம், அரசு மைய அச்சகம், சென்னை-1



மாண்புமிகு செய்தித்துறை அமைச்சர் அவர்கள், அரசு மைய அச்சகத்தில் உள்ள நாங்கு வண்ண கணினி வழி தனித்தாள் அச்ச இயந்திரத்தைப் பார்வையிட்டார்.



மாண்புமிகு செய்தித்துறை அமைச்சர் அவர்கள், அரசு மைய அச்சகத்தில் உள்ள புத்தகம் கட்டும் இயந்திரத்தைப் பார்வையிட்டார்.



புத்தகம் கட்டும் இயந்திரம், அரசு கிளை அச்சகம், விருத்தாசலம்.



இரு வண்ண வெப் ஆப்செட் இயந்திரம், அரசு கிளை அச்சகம், புதுக்கோட்டை.



காகிதம் வெட்டும் இயந்திரம், அரசு கிளை அச்சகம், சேலம்.



இரு வண்ண தனித்தாள் ஆப்செட் இயந்திரம், அரசு கிளை அச்சகம், மதுரை-7.



தனித்தாள் அச்ச இயந்திரம், அரசு கிளை அச்சகம், திருச்சி.

•—————•
காலம் உணர்ந்து அதற்கேற்பச்
செயல்படுதல், அந்த நற்செயலின்
வெற்றியை நழுவ விடாமல்
கட்டிப்பிணைக்கும் கயிறாக அமையும்.
— முத்தமிழ் அறிஞர் டாக்டர் கலைஞர்
•—————•