

**STATIONERY AND PRINTING DEPARTMENT**

**MANUAL UNDER THE RIGHT TO  
INFORMATION ACT, 2005**

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**INDEX**

**RIGHT TO INFORMATION ACT, 2005**

**DEPARTMENT.: STATIONERY AND PRINTING DEPARTMENT.**

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**RIGHT TO INFORMATION ACT, 2005**  
**INFORMATION HAND BOOK OF STATIONERY AND PRINTING DEPARTMENT.**

**CHAPTER-I**

Para No. 1-1	Please throw light on the background of this hand Book (Right to Information Act, 2005)	This hand book has been brought out as per the provision of Right to Information Act 2005 for proactive disclosure.
Para No. 1-2	Objective/purpose of this hand book	To share information on services rendered by Stationery and Printing Department to Public and to Government.
Para 1-3	Who are the intended users of this hand book	Public
Para 1-4	Organisation of the information in this hand book	Chapter wise index.
Para 1-5	Contact person in case somebody wants to get more information on topics covered in the hand book as well as other information also	Assistant Director Publication Commissionerate of Stationery and Printing, 112, Anna Salai, Chennai-2, as well as unit level officers as mentioned in the Chapter 8.
Para 1-6	Procedure and fee structure for getting information not available in this hand book	Formal written request with the fees as mentioned in the rules.

**CHAPTER-2**

**Objectives of Public Authority.**

To Print and Supply of forms and registers and supply of Stationery articles to all Government Offices of Government of Tamil Nadu.

To Print and Supply of Budget Documents and other Confidential Matters of Government.

To Publish & Sale of *Government Gazettes* including change of name and Conversion of Religion Gazettes, Govt. Acts, Codes, Manuals, Rules and Gazettes.

**2. Mission/Vision.**

This Department of Stationery and Printing has been established for the purpose of Printing of Government Publications, Gazettes, etc., with the assistance of its various press units. Procurement of Stationery articles, supply of Typewriters and duplicators to all Government Departments under the Tamil Nadu State Government is one of the Prime objects of this organisation.

### 3. Brief History of the Stationery and Printing Department.

The Directorate of Stationery and Printing is established at 110, Anna Salai, Chennai-2. The following units are functioning under its administrative Control:

- (1) Govt. Central Press, Chennai-79.
- (2) Govt. Stationery Stores, Chennai-1.
- (3) Govt. Branch Press, High Court Buildings, Chennai-600 104.
- (4) G.B.P., Madurai.
- (5) G.B.P., Salem.
- (6) G.B.P., Trichy.
- (7) G.B.P., Pudukkottai.
- (8) G.B.P., Vridhachalam.
- (9) G.B.P., Madras Highcourt Bench at Madurai

After Modernisation of the Government Central Press with new equipments, such as DTP., etc., the facilities were extended to G.B.P., Madurai-7, Salem, Pudukkottai, Trichy and Madurai-23.

As of now 1,483 Employees are working in this Stationery and Printing Department.

### 4. Duties of the Stationery and Printing Department.

The Director of Stationery & Printing shall—

- (i) Evolve policy decisions for adoption by the several units under his control relating to :
  - (a) Personal Management.
  - (b) Industrial relations.
  - (c) General Administrations including budget, audit, accounts and inspection.
  - (d) Centralised materials management.
  - (e) Norms and incentives.
  - (f) Procurement and Supply of paper, boards, Stationery articles, typewriters, duplicators, etc., to all Government Offices.
- (ii) Functions as Printing advisor to Government, Quasi Government and local authorities including Universities.
- (iii) Exercises control over production, cost management of men, machinery and materials for the development and effective functioning of the organisation.

The Director shall exercise the financial administrative and execute Powers.

## 5. Main Activities /functions of Stationery and Printing Department

(1) The Director of Stationery and Printing is incharge of the overall management of all the Government Branch Presses, in the City and Mofussil and Govt. Stationery Stores in Chennai. A Sales depot viz., Govt. Publication Sales Depot is attached at the Directorate of Stationery and Printing , 112, Anna Salai, Chennai-2, and another Sub-Sales Depots are functioning at High Court Branch Press, High Court Buildings, Chennai-104, Branch Press, Trichy & Branch Press, Madurai-7. In the above sales depot, all the Govt. of Tamil Nadu Publications, Acts, Codes, Rules, Gazettes, Bulletins, SRs, etc., are sold.

Applications requesting for Change of Name (Tamil and English) Conversion of Religion are issued on free of cost. They are published in the weekly Gazette on Payment of Printing Cost of Rs. 415 for each case and Rs. 115 for Publication of Change of Name in Tamil in the Gazette.

Notifications of Govt. Organisations, Courts, Corporations, Boards are being published in the *Government Gazette* on payment of cost.

All *Tamil Nadu Government Gazette* publications are also sold in the Government publication sales depot. It also acts as an agent for the sales of Central Government Publications such as Gazette of Government of India containing Central Acts, Constitution of India.

### (2) Government Central Press, Chennai-79.

The Govt. Central Press which was functioning since 1831 for the required Printing Jobs of Government at Fort St. George was later shifted to Mint Street, Vallalar Nagar, Chennai-79, in the year 1888. The Government Central Press is now functioning under the supervision of two Works Managers in the assistance of 4 Deputy Works Managers and Assistant Works Managers, Assistant Directors. The 717 employees in the Press are working in 3 Shifts.

### (3) Govt. Stationery and Stores, Chennai-1.

The Govt. Stationery Stores, Chennai-1, is now functioning under the control of an D.D. (Sty.) with 96 employees. This Office is the centralised agency for the store and supply of Stationery articles, typewriters, duplicators and Press made articles. these are distributed to all Govt. Departments in Tamil Nadu.

### (4) Government Branch Press, High Court Buildings, Chennai-104.

This Branch Press was established in the year 1923 in the High Court Buildings, Chennai-104. A Deputy Works Manager is administering this Press and it is working with 96 Employees in Two Shifts.

The highlight in the functioning of this press is that top priority is given to the Printing of daily Cause List which is taken up during Night Shift. Printing of Forms and Registers required by the Hon'ble High Court are also undertaken here.

A Sub-Sales Depot for sale of Government Publications, Acts, Codes, Government Gazettes, etc., is also functioning in this Press.

### (5) Government Branch Press, Madurai.

This Branch Press was started in the year 1976 and it is now functioning in two shifts with 137 employees under the control of a Deputy Works Manager and an Assistant Works Manager.

The Forms and registers are printed and supplied to Revenue, Treasury and Accounts, Police, Registration, Health and Commercial Taxes Departments. The Seed Certification Tags to Agriculture Department, Indices to Government Departments and schedule of rates for Public Works Department are also printed in this Press.

The District Gazettes of the following districts are also printed through Computerisation by this Press from 1.1.2002:

- |                 |                |
|-----------------|----------------|
| 1. Madurai      | 4. Tirunelveli |
| 2. Theni        | 5. Dindigul    |
| 3. Virudhunagar |                |

**(6) Government Branch Press, Salem.**

This Branch Press was opened in the year 1966. It is under the control of a Branch Manager assisted by an Assistant Works Manager. This Branch Press is functioning with 68 employees in two shifts. Tamil Nadu Treasury Code Forms, Medical Forms, Government Examination Forms and 'A' Registers are printed and supplied by this Branch Press.

The District Gazettes relating to the Districts of Salem, Coimbatore, Erode, Namakkal, The Nilgiris and Dharmapuri are also printed in this Press.

**(7) Government Branch Press, Pudukkottai.**

Sri Brahadambal State Press, Pudukkottai was amalgamated with this Department in the year 1949.

The District Gazettes in respect of the following 12 districts are also printed in this Press:—

- |                   |                    |                 |                  |
|-------------------|--------------------|-----------------|------------------|
| 1. Ramanathapuram | 4. Kancheepuram    | 7. Thanjavur    | 10. Tiruvarur    |
| 2. Kanyakumari    | 5. Thiruvallur     | 8. Pudukkottai  | 11. Nagapattinam |
| 3. Chennai        | 6. Thiruvannamalai | 9. Thoothukkudi | 12. Sivagangai   |

Under the control of a Branch Manager, this Government Branch Press is functioning with 60 employees in two shifts. Standardised Forms and Registers for Adi-draavidar Welfare Department, Backward Classes Welfare Department, Police, Medical, Pension and Forest Departments are printed in this Government Branch Press.

**(8) Government Branch Press, Tiruchirappalli.**

This Printing Press was established in 1965 in a rented building at Ariyamangalam.

Now it is functioning under the control of a Branch Manager with 72 employees in one shift in its own building at Thuvakudi. Standardised Common Forms and Registers, Personal Registers, Cash Registers and Measurement Books required for all Government Departments are being printed.

The District Gazettes pertaining to the Districts of Tiruchirappalli, Perambalur and Karur are printed in this Press.

**(9) Government Branch Press, Vridhachalam.**

This Branch Press was started in the year 1966 in a rented building and it is functioning in its own building from 1969.

The District Gazettes in respect of the following districts are printed in this Press:—

1. Villupuram
2. Vellore
3. Cuddalore

Now it functions with 53 employees who are working in one shift under the control of a Deputy Works Manager. Forms and Registers are printed and supplied to the Agriculture, Public Works, Police, Fire Service, National Cadet Corps, Forest, Labour and Employment, Animal Husbandry, Medical, Industries and Commerce, Co-operation and Statistics Departments of the Government.

**(10) Government Branch Press, Madras High Court Bench, Madurai.**

This Branch Press was started in the year 2006. A D.W.M. as administrating this press and it is working in two shifts with 26 employees. In this Press top priority is given to the printing of daily causelist of High Court Bench which taken up during night shift.

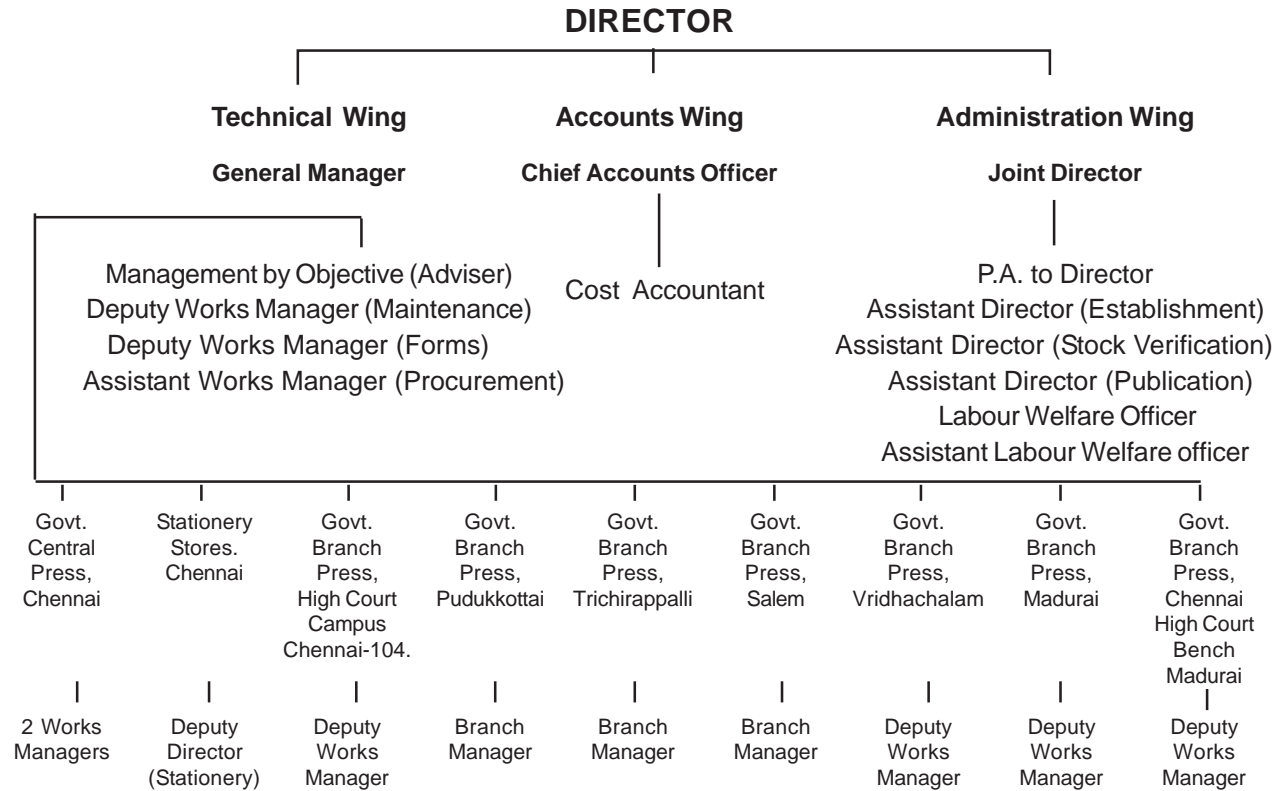
**6. List of services being provided by the Public authority with a write-up on them.**

To print and supply of forms and registers and supply of Stationery Articles to all Government Offices of Government of Tamil Nadu Including Courts.

To Print and supply of budget Documents and other confidential matters of Government.

To publish of Government Gazettes including change of Name and conversion of religion Gazettes and of Government Acts, Codes, Manuals and Rules.

## 7. ORGANISATION CHART OF THE STATIONERY AND PRINTING DEPARTMENT





## 8. Expectation of the Public authority from the Public for enhancing its effectiveness and efficiency:—

Except the sale of Gazettes and other manuals and Publication of change of Name (Tamil and English) and of conversion of religion this Department is not directly connected with the public.

## 9. Arrangements and methods made for Seeking Public Participation/contribution:

Since this Department is a service Department, i.e., Printing and supply of forms, registers and supply of Sty. articles to Government Offices seeking Public Participation-Contribution does not arise.

## 10. Mechanism available for monitoring the service delivery and Public Grievance Resolution:

Since this Dept. is not directly connected with the Public, the question of monitoring the services delivery and Public Grievance does not arise.

However, if any complaints raised by the Public in connection with Publication and supply of Government Gazettes, Change of name Gazettes, immediate action is being taken by the Officers concerned of this Dept.

## 11. Address of the main Office and other Offices at different level:

### HEAD OFFICE

The Directorate of Stationery and Printing,  
110, Anna Salai,  
Chennai-2.

### BRANCHES

<i>Dist.</i>	<i>Level</i>	<i>Address</i>
Chennai	Works Manager	Govt. Central Press, Mint Buildings, Chennai-79.
	Deputy Works Manager	Govt. Branch Press, High Court Buildings, Chennai-104.
	Dy. Director (Sty.)	Govt. Sty. Stores, 64, Rajaji Salai, Chennai-1.
Pudukkottai	Branch Manager	Govt. Branch Press, Pudukkottai.
Tiruchirappalli	Branch Manager	Govt. Branch Press, Thuvakudi, Trichy.
Salem	Branch Manager	Govt. Branch Press, Salem.
Vridhachalam (Cuddalore Dist.)	Deputy Works Manager	Govt. Branch Press, Vridhachalam.
Madurai	Deputy Works Manager	Govt. Branch Press, Madurai-7.
Madras Bench Madurai	Deputy Works Manager	Govt. Branch Press, Madurai-23.

Starting Hours of the Office : 10.00 AM.  
Closing Hours of the Office : 5.45 PM. for Administration Wing

Daily Ist Shift/Ind Shift for Technical Wing

**CHAPTER 3**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

<i>Designation</i>	<i>Director of Stationery and Printing</i>
Powers	<p>Administrative</p> <p>The Director of Stationery and Printing is the Head of the Department. He is accountable to the Government of Tamil Nadu. He shall evolve Policy decision for adoption by the units under his control. Functions as the Printing advisor to Government, Quasi Government and local authorities including Universities. Exercise Control over production, cost, Management of men, Machinery and materials for development and effective functioning of the organisation.</p> <p>Financial</p> <p>The Director of Stationery and Printing is empowered for the purchase of machineries for Printing works consumable and Stationery articles, typewriters and duplicators within the budgetary Provisions subject to approval of the Special Purchase Committee and Fiveman Purchase Committee.</p> <p>Others</p> <p>To Sanction Ex-gratia refunds To Sanction refunds to which a claimant is legally entitled.</p> <p>Financial Powers</p> <p>To Execute contract, Agreement, Mortgage, deeds, etc. To Purchase apparatus instruments, machinery and equipments. To Sanction the Payment of Conveyance charges to Gazetted Officers and also Non-Gazetted Officers. To Sanction expenditure on the Purchase and repairs of furnitures. To incur expenditure for the Departmental meeting, annual conference, etc. To hire Private Lorries for use in Government Stationery Stores, Chennai-1. To incur expenditure on repairs to Motor Vehicle including spare parts. To incur charges on office expenditure To incur Advertisement Charges. To incur M.O. Charges. And other financial Powers as under MFC Vol. I and II and S.O.M. P.O.M., etc., To sanction awards upto Rs. 500 per annum.</p>

<i>Designation</i>		<i>Joint Director</i>
Powers	Administrative	<p>The Joint Director of Stationery and Printing in the DRO cadre is directly accountable to the Director. He is the Head of the O/o. the Director of Stationery and Printing. He deals with the following subjects.—</p> <p>(1) Administration, (2) Service matters, (3) Finance, (4) Audit, (5) Appointments, (6) Promotions, (7) Transfers and Postings, (8) Pension and Gratuity, (9) Punishments, (10) Resignations, (11) Conduct and discipline.</p> <p>The Joint Director will Function as Appellate Authority on the appeals received on orders passed by the Unit Officers, etc.</p>
	Finance	<p>To sanction rewards upto a sum of Rs. 50 for the value of detections upto Rs.1,000 and below and Rs. 75 for the value of detections above Rs.1000.</p> <p>To write off Irrecoverable value of stores or Public money upto a limit of 100.</p>
	Others	<p>To sanction the write off value of superseded or useless Publications and Missing Stores upto a maximum of Rs.100.</p> <p>To waive the recovery of Training Charges from the Apprentices upto a sum of Rs. 500 in each case.</p>

<i>Designation</i>		<i>General Manager</i>
Powers	Administrative	<p>The General Manager is the technical authority of all Branch Presses.</p> <p>He is to co-ordinate the functioning of all the Branch Presses including Government Central Press.</p> <p>To exercise control over the work load distribution in all the presses.</p> <p>To Argue and provide requisite production facilities with regard to men, machinery and materials.</p> <p>To appraise the management of the trends in demand and to Chalkout plan well in advance for development of the organisation.</p> <p>To organise and develop a centralised agency for the procurement stocking and distribution of all the inputs required.</p> <p>Draw-up Project report for resource development including Estt. of new units of the press and for improving the units and also supervise the execution of the projects.</p>
	Financials	<p>To exercise contracts for Printing at Private Press.</p>
	Others	

<i>Designation</i>		<i>Chief Accounts Officer</i>
Powers	Administrative	<p>He is accountable to the Director of Stationery and Printing. He is in charge of budget section which prepares annual budget estimate, FMA, receipt and expenditure reconciliation.</p> <p>He is in charge of the Internal audit accounts of the entire Stationery and Printing Department.</p> <p>He is in charge of cheque drawing section which attends to issue of cheques, Operating PD A/c and recoument.</p> <p>Tender regarding disposal of waste materials. All files of other section like procurement involving financial matter are scrutinised by the CAO.</p>
<i>Designation</i>		<i>M.B.O. (Adv) (DWM)</i>
Powers	Administrative	<p>The M.B.O. (A) will report to the GM The Computing bill sec. is attached to him. He will be co-ordinate of all the officers in City and moffussil and help continuous practicing of MBO system in this Organisation.</p> <p>The M.B.O. (A) will make (i) technical scrutiny of bills,</p> <p>(ii) Technical advice to Government Department, etc., on entrustment of works to be printed at Private presses.</p> <p>(iii) He shall continuously assist the Director of Stationery and Printing in the implementation of the MBO system in the Department.</p>
<i>Designation</i>		<i>Deputy Works Manager (Maintenance)</i>
Powers	Administrative	<p>He is accountable to the General Manager.</p> <p>He is responsible for the installations and maintenance of all machinery, equipments, electrical fittings etc in various Printing Presses and Offices under the control of the Stationery and Printing Department.</p> <p>Assist the G.M. in the selection of location and operation of machinery Exercise technical scrutiny of the works to be entrusted to out side agencies.</p> <p>Recommends machines for condemnation and floathing tenders and conducting auction absolete machines and articles. Forecast the requirement of spares for plant &amp; machinery.</p>

<i>Designation</i>		<i>PA to Commissioner</i>
Powers	Administrative	<p>He is accountable to the Joint Director.</p> <p>He will assist the Joint Director / Director.</p> <p>Matters connected to General establishment like proposal for sanction of posts, revision of scale of pay review under FR 56(2).</p> <p>To assist the Director of Stationery and Printing in all policy matters.</p>
<i>Designation</i>		<i>Assistant Director (Establishment)</i>
Powers	Administrative	<p>He is accountable to the Joint Director.</p> <p>He will assist the JD / Director in policy matters. He is incharge of establishment sections which attends postings, transfer and promotion and other service matters relating to certain categories.</p> <p>He is incharge supply bills section, preparation of contingent bills.</p> <p>He is incharge of Pay bill section which attend to preparation of Pay Bills of entire staff of the Directorate except self-drawing officers.</p> <p>He is incharge of the cash section of the Directorate .</p> <p>Sanction of Loans and Advances to the staff of the Directorate of Stationery and Printing Department.</p>
<i>Designation</i>		<i>Special Officer (Forms)</i>
Powers	Administrative	<p>He is incharge of all standardised forms and registers including rationalisation, revision and control of forms.</p> <p>He should dispose of all references received from the Heads of Departments and subordinates in respect of standardised forms.</p> <p>Conversion and standardisation of new forms in the respective group.</p> <p>Revision and control of expenditure in the consumption of paper and work load whenever possible.</p> <p>Fixation of norms in the quota system as per G.O. Ms. No. 370, Transport, dated 29-6-1977 after assessing the reasonableness of the requirement.</p> <p>To offer remarks on technical matters on the forms and registers when referred to by Government.</p>

<i>Designation</i>		<i>Assistant Director (SV)</i>
Powers	Administrative	<p>He is accountable to the Joint Director.</p> <p>He is incharge of the stock verification section. He will attend to stock verification of stores of all the units of the Stationery and Printing Department and verification of stock of stores in other District Offices.</p> <p>Establishment matters of Binders, Basic servants, Reading Category, Time Keeper, E&amp;ME and Carpenter.</p>
<i>Designation</i>		<i>Cost Accountant</i>
Powers	Administrative	<p>He is incharge of cost computing and commercial accounts sections.</p> <p>He is accountable to the General Manager.</p> <p>Preparation of annual administration report of this Department.</p> <p>Preparation of annual stores and stock accounts of the Department to be sent to AG, TN.</p> <p>Preparation of Budget Policy notes on the activities of the Department.</p> <p>Preparation of draft report for State Administration report, write-off losses.</p> <p>Maintenance of Plant Ledgers for all plants and machineries.</p> <p>Periodical revision of Rates of Government Publications once in 2 years.</p> <p>Annual revision of rates for certain items.</p> <p>Preparation of statistical statement for Press administration report.</p> <p>Fixation of Sale Price for Cost Recoverable items printed in Branch Presses.</p>
<i>Designation</i>		<i>Assistant Works Manager (Procurement)</i>
Powers	Administrative	<p>He is accountable to the General Manager.</p> <p>He will attend to the Procurement of stores articles on annual tender basis and by calling for quotations of spare parts, etc.</p> <p>He will be incharge of the Procurement Section.</p>

<i>Designation</i>		<i>Labour Welfare Officer</i>
Powers	Administrative	<p>He is accountable to the Joint Director.</p> <p>He will be assisted by an ALWO.</p> <p>He will be incharge of the LWO Section which deals with Labour Welfare activities, Government Press Workers' Colony at Tondiarpet and matters connected with Factory.</p>
<i>Designation</i>		<i>Assistant Director (Publication)</i>
Powers	Administrative	<p>He will be incharge of the Government Publication Depot attached with the Directorate of Stationery and Printing, Chennai-2.</p> <p>He is accountable to the Joint Director.</p> <p>He shall be incharge of Publication Branch.</p> <p>He is responsible for the Administration and Management of the Publication Depot.</p> <p>Custody and replenishment of Publication.</p> <p>Destruction of absolute and unwanted publication.</p> <p>Issue of application forms for Change of Name, Conversion of Religion on free of cost. To arrange for the publication Change of Name and Conversion of Religion and Notifications of Government organisations, Courts, Boards and Corporations in the weekly Gazettes on payment of cost.</p>

<i>Designation</i>		Deputy Director (Stationery), Government Stationery Stores, Chennai-1.
Powers	Administrative	<p>He will be the Head of Office of the Stationery Stores.</p> <p>He is responsible for the procurement of typewriters, duplicators, calculators, Stationery articles such as paper varieties, strew boards and miscellaneous items such as Carbon paper, Stencil paper and ink for duplicators and press made articles etc.</p> <p>He will be responsible for all matters connected with all the transfers and postings of all categories of staff within the Stationery Stores.</p> <p>To sanction all kinds for all matters connected with all the transfers and postings of all categories of staff within the Stationery Stores.</p> <p>To sanction all kinds of leave exceeding one months to the Staff of Stationery Stores.</p> <p>To sanction loans and advances etc. including GPF part final withdrawal adjustment to all staff of Stationery Stores hence office order 26/2003 dt. 17-11-03 is hereby cancelled.</p> <p>He will be the chairman of the Stock Committee with regard to the acceptance of supplies made by the contractors.</p> <p>He will be in charge for procurement and disposal of Election materials.</p> <p>He will be in charge for Accounts and Budget of Stationery Stores.</p> <p>He will be responsible for disposal of waste paper etc.</p> <p>All correspondence regarding policy matters of the Unit.</p> <p>He will be in overall control of the Unit as Head of office and also responsible for maintenance peace in the Stationery Office.</p> <p>He will be responsible for Safe custody of Samples received with tenders.</p>



<i>Designation</i>		Assistant Director (Stationery), Government Stationery Stores, Chennai-1.
Powers	Administrative	<p>He will be the bill drawing officer and will be responsible for the pay Bill and Cash sections of Stationery Stores.</p> <p>He is responsible for the issue of Stationery articles including typewriters, duplicators etc. to the indenting Officers according to the cycle of indent prescribed (Rule 31 of Stationery Manual Volume I)</p> <p>To Pass the indents for Stationery items including typewriters, cuplicators etc. received for the Indenting Officers according to the cycle of Indent prescribed (Rule 133 of Stationery Manual Volume I)</p> <p>To conduct auction for the disposal of unserviceable and condemned articles (Rule 153 of Stationery Manual Vol. I)</p> <p>The certify once a quarter, Register or unserviceable and Condemned articles that all the articles have been disposed off in accordance with the Rules (Rule 154 of Stationery Manual Vol. II)</p> <p>He is responsible for the stock of stores in the godown as well as in the stock Sections of stores wing.</p> <p>To Sanction Casual Leave, Compensation leave and hour permission in respect of staff and workers in Stationery Stores.</p> <p>To sanction all kinds of Leave including Surrender leave, unauthorized absent not exceeding one month and excluding disability leave in respect of all staff and workers in Stationery Stores.</p> <p>To arrest all entries in the service Registers of staff working in stationery stores.</p> <p>To arrest all the Fair copies (including all sanction proceedings)</p> <p>To approve all routine correspondence and reminders in respect of the sections under her control.</p> <p>To issue N.G.O. Medical concession certificate, pay certificate, etc.</p> <p>He will be in charge of Fair copy and Despatch Sections of Stationery Stores.</p> <p>He is nominated to the Stores Committee which examine the supplies received from the contractors before taking into account.</p> <p>He will be in charge of Tapal Section and Telephones</p> <p>In the absence of Deputy Director (Stationery) the Assistant Director should open the Tapal.</p> <p>Any other matter as and when entrusted by the Deputy Director (Stationery).</p>

<i>Designation</i>		<i>Works Manager</i>
Powers	Administrative	<p>He is the Head of Office at the Government Central Press, Chennai-79.</p> <p>Function as the member of the Three Man Committee constituted by the Government.</p> <p>Function as a member of Sub-Committee-I constituted by the Government.</p> <p>He is accountable to the General Manager at the Directorate of Stationery and Printing, Chennai-2.</p> <p>Furnish the performance appraisal reports of the officials under his control.</p> <p>Deputy Works Managers, AWMs, ADs, AEs, S.O., ALWO &amp; Medical Officer.</p> <p>Powers of the controlling authority for the purpose of countersigning the Travelling Allowance bills of the technical employees of the Central Press.</p>
	Financial	<p>To write-off irrecoverable value of Stores or Public money lost through fraud, negligence or other causes lost, etc. upto a limit of Rs.200/- in each case and upto an annual limit of Rs.1000/- in a financial year.</p> <p>To write-off irrecoverable value of stationery articles lost or damaged. upto a limit of Rs.200/- in each case and upto an annual limit of Rs.1000/- in a financial year.</p> <p>To incur contingent expenditure on account of Office contingencies—Unlimited powers.</p>

<i>Designation</i>		<i>Deputy Works Manager/Branch Manager (in Branch Presses at High Court Buildings, Chennai-104, Madurai-7, Vridhachalam and Madras Highcourt Bench Madurai-23)</i>	
Powers	Administrative	<p>He shall be incharge of the branch press and exercise powers vested with the Head of Office from time to time.</p> <p>He is also responsible for the prompt neat and careful execution of work.</p> <p>Powers of the controlling authority for the purpose of countersigning the TA bills of the technical employees of the press.</p> <p>Sanction of periodical increments—</p>	
	Financial	<p>to write off irrecoverable value of stores or public money lost through fraud, negligence or other causes, etc.</p> <p>to write off irrecoverable value of stationery lost or damaged</p> <p>To Sanction Petty purchase of Stationery articles and to sanction of local purchase of articles required for Binding Dept.</p>	<p>upto a limit of Rs. 100/- in each case and upto an annual limit of Rs. 500/- in a financial year.</p> <p>upto a maximum limit of Rs. 100/- in each case and upto annual limit of Rs. 500/- in a financial year.</p> <p>upto an annual limit of Rs. 50/- in the case of each article.</p>
	Financial Powers :	<p>To sanction rewards upto a sum of Rs. 50/- for the value of detectivies of Rs. 1000/- and below and Rs. 75/- for the value of detectivies above Rs. 1000/-</p> <p>To sanction pay and tour advance to the staff.</p> <p>To incur contingent expenditure on account of Office contingencies</p> <p>To sanction purchase or manufacture of spare parts etc., required for replacement by local quotation system (where break down or maintenance of machine)</p> <p>Where the total cost of items required for each work does not exceed Rs. 500/-</p> <p>Where the break down or maintenance of the machine cannot be attended to by maintenance staff.</p> <p>Incur an expenditure not exceeding Rs. 500/- in respect of each case of machine repair when entrusted to private parties subject to approval by Sub. Committee and in case of entrustment of repairs in Government units without the approval of Sub. Committee.</p>	<p>Upto a limit of Rs. 100/- at a time.</p>

<i>Designation</i>		<i>Branch Managers at the Government Branch Presses, Salem, Pudukkottai and Trichy.</i>	
Powers	Administrative	To exercise the function as a head of Office. To Perform the functions as a Drawing Officer. To Sanction of Loans and advances to the Staff. To exercise, routine duties such as invitation of tenders, signing of agreements, refund of EMD and security deposit, termination of contract and imposition of other penalties in respect of contract relating to the press.	
	Financial	To incur expenditure relating to payment to of E.B. Telephonic charges and service postage.—No monetary limit. To incur expenditure for repairing machine. To incur expenditure into purchase of stores To purchase of kerosene. To Sanction the temporary advance towards the purchase of Maida flour for Pudukkottai Press. For Salem and Trichy Presses	According to financial powers vested by Government. 100 litres per month—monthly limit Rs.150/- Annual limit Rs.1800/- Not exceeding Rs.300/- per month after obtaining necessary permit from local Civil Supply Department. Not exceeding Rs.300/- at a time and one bag at a time but not exceeding 2 bags of Maida flour in a month.

<i>Designation</i>		<i>Branch Managers at the Government Branch Press, Salem, Pudukkottai and Trichy.</i>	
	Financial	To incur expenditure for the purchase of stores in local market To purchase the articles required Purchase of contingent stores Office contingencies To sanction reward	upto Rs.50/- only a time in each case subject to annual limit of Rs.3000/- Not exceeding Rs.100/- Upto Rs.50/- Upto a limit of Rs.25/- at a time. Rs.50/-for the value of detection upto 1000/- and below and Rs.75/- for the value of detection above Rs.1000/-

**CHAPTER 4****List of Rules, Regulations, instructions, manual and records held by Stationery and Printing Department.**

Name/title of the document	:	Service and Printing records of Stationery and Printing Department.
Type of the document	:	General rules for service matters SOM & P.O.M.
Brief write up on the document	:	These rules and manuals meant for all the whole time salaried staff employees and officers of the Stationery and Printing Department regarding recruitment, selection, Pay fixation, eligibility and general service conditions for promotion, transfers & posting etc.
From where one can get a copy of rules, regulations, instructions manual and records.	:	Assistant Director (Publication) Public Information Officer, Directorate of Stationery and Printing, 112, Anna Salai, Chennai-2. Phone No. 2854 4412, 2854 4413, 28520038/39/40, Ext.50
Fee charged by the Dept. for a Copy of rules, regulations, instructions manual and records (if any)	:	As per rules.

**CHAPTER-5**

**Formulation of Policy** : The Director of Stationery and Printing can change the policy issues subject to approval of the Government.

**Official documents****CHAPTER-6**

<i>Sl.No.</i>	<i>Category of the document</i>	Name of the document and its instructions in one line—	Procedure to obtain the document	Held by/under control of
1	Service rules	These rules applicable to the whole time employees in respect of selection, recruitment and eligibility for each post as per the Govt. rules in force.	Formal written request with fee as mentioned in the Act.	Assistant Director(P) Government Publication Sales Depot, Directorate of Stationery and Printing, 110, Anna Salai, Chennai-2.
2	Press Office Manual	This manual applicable to all Government Presses in the city and mofussil.		
3	Stationery Office Manual	This manual applicable to the Govt. Stationery Stores, Chennai-1 in respect of functions of the Stores, Purchase of Stationery articles etc.		

**CHAPTER-7****Information on Boards, Councils Committees**

Name and address of the Affiliated body	:	Special Purchase Committee and Five man Purchase Committee.
Type of affiliated body	:	- As above -
Brief instructions of the affiliated body	:	Constituted by the Government of Tamil Nadu to take decision for the purchase of items required for presses and Stationery Stores.
Role of the affiliated body to take policy decision	:	Decision making authority.
Structure and member composition	:	Special Purchase Committee consists of Joint Secretary to Government, Finance Secretary to Government, TDRE and Director of Stationery and Printing and Five man purchase Committee consists of Five men nominated by the Government.
Head of the body	:	Secretary to Government, TDRE Department for Special Purchase Committee and The Director of Stationery and Printing is the Chairman of the Five man Purchase Committee.
Address of main office & its branches	:	As mentioned in the Chapter 2.
Frequency of Meeting	:	whenever necessary.
Can Public participate in the meetings?	:	Not at all.
Are minutes of the meetings prepare?	:	Yes
Are minutes of the meeting available to the public, If, yes please provide information about the procedure to obtain them.	:	No.

**CHAPTER-8****NAME OF PUBLIC AUTHORITY****APPELLATE AUTHORITY (DEPARTMENT/BRANCH LEVEL)**

<i>Sl. No.</i>	<i>Designation</i>	<i>Phone No. office/Residence</i>	<i>Fax</i>	<i>E-mail</i>	<i>Address</i>
1.	Joint Director	044- 2852 0038, 2852 0039 2852 0040, 2852 0041			Directorate of Stationery & Printing, 110, Anna Salai Chennai-2
2.	Work Manager	044- 2520 2227 2520 2228, 2520 2232			Govt. Central Press, Chennai-79.
3.	Deputy Director	044-2524 8748, 2525 0447			Govt. Stationery, Stores, Chennai-1.
4.	Deputy Works Manager	044-2534 0082			Govt. Branch Press, High Court Complex Chennai-104.
5.	Deputy Works Manager	0452-2566253			Govt. Branch Press, Madurai
6.	Branch Manager	0431 - 2500360			Govt. Branch Press, Trichy
7.	Branch Manager	0427 - 2448569			Govt. Branch Press, Salem.
8.	Deputy Works Manager	04143-260276			Govt. Branch Press, Vridhachalam
9.	Branch Manager	04322-222318			Govt. Branch Press, Pudukkottai.
10.	Deputy Works Manager	0452-2433207			Govt. Branch Press, High Court Circuit Bench, Madurai.

**PUBLIC INFORMATION OFFICERS, (DEPARTMENT/BRANCH LEVEL)**

1	Assistant Director (Publication)	044- 2852 0038, 2852 0039 2852 0040, 2852 0041			Directorate of Stationery & Printing, 110, Anna Salai Chennai-2
2.	Deputy Work Manager (Planning)	044- 2520 2227 2520 2228, 2520 2232			Govt. Central Press, Chennai-79.
3.	Assistant Director	044- 2524 8748, 2525 0447			Govt. Stationery, Stores, Chennai-1.
4.	Superintendent	044 - 2534 0082			Govt. Branch Press, High Court Complex Chennai-104.
5.	Assistant Director	0452-2566253			Govt. Branch Press, Madurai
6.	Superintendent	0431 - 2500360			Govt. Branch Press, Trichy.
7.	Superintendent	0427 - 2448569			Govt. Branch Press, Salem.
8.	Superintendent	04143-260276			Govt. Branch Press, Vridhachalam
9.	Superintendent	04322-222318			Govt. Branch Press, Pudukkottai.
10.	Superintendent	0452-2433207			Govt. Branch Press, High Court Circuit Bench, Madurai.

**CHAPTER-9**

What is the procedure followed to take a decision for various matter ?

(A reference to Secretariat Manual and rule of Business Manual and other rules/regulation, etc., can be made)

What are the documented procedures/laid down procedures/defined criteria/rules to arrive at a particular decision for important matters what are different level through which a decision process moves.

What are the arrangements to communicate the decision to the Public?

Who are the Officers at various levels whose opinion are sought for the process of decision making?

Who is the final authority that vets the decision?

Process of invitation and settlement of tenders/ Quotations / contract

- 1 Fore cast of requirements of various items for printing works and stationery articles from the press units.
- 2 Calling open tenders/quotations for the supply of annual requirement of printing items, stationery articles and machineries.
- 3 Based on the selection of the successful tender/quotation by the Authority they shall be ordered to execute the contract.
- 4 Usually the period of contract will be one year.

**Procedure for employment**

Collecting the vacancy position of all categories from the unit heads. Maintaining a seniority list of approved persons for Appointment/Promotion

As per rules in force.

Through Press release and Postal.

Members of the Special Purchase Committee and Five man Purchase Committee.

Director of Stationery and Printing Department at the department level.



**CHAPTER-9—cont.**

<i>Sl.No.</i>	<i>Authority</i>
Subject on which the decision is to be taken	: Recruitment: Joint Director Procurement: Director of Stationery and Printing.
<b>Guideline/Direction if any</b>	
Designation of the Officers involved in the decision making	: G.M, MBO (A) / DD (Stationery) CAO, CA, DWM and AWM (P) Spl. Purchase Committee and Fiveman Purchases Committee.
Contract information of above mentioned officers	As mentioned in the Chapter 10.
If not satisfied by the decision, where and how to appeal	To Government of Tamil Nadu

**CHAPTER-10**

## Information about the officers (dist wise)

<i>Sl. No.</i>	<i>Designation</i>	<i>STD Code</i>	<i>Phone No. Office</i>	<i>Fax</i>	<i>E-mail</i>	<i>Address</i>
1.	Director	044	28521398	28521318	-	Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
2	Joint Director	044	28520038 - 28520039 28520040			”
3	General Manager	044	28520038			”
4	Works Manager	044	25207667			Government Central Press, Chennai-79
5	Dy. Works Manager	044	25202227			“
6	Dy. Works Manager	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
7	Dy. Works Manager	044	2534 0082			Govt. Branch Press, High Court Bldg. Chennai-104
8	Dy. Works Manager	044	25202227			Government Central Press, Chennai-79
9	Dy. Works Manager	044	25202227			Government Central Press, Chennai-79

**CHAPTER-10--cont.**

Information about the officers (dist wise)

<i>Sl. No.</i>	<i>Designation</i>	<i>STD Code</i>	<i>Phone No. Office</i>	<i>Fax</i>	<i>E-mail</i>	<i>Address</i>
10	MBO	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
11	Dy. Works Manager	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
12	Dy. Works Manager	0452	2566253			Govt. Branch Press, Madurai-7
13	Asst. Works Manager	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
14	AWM - Procurement	044	28520038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
15	Asst. Works Manager	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
16	Asst. Works Manager	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
17	Asst. Works Manager	0452	2566253			Govt. Branch Press, Madurai-7
18	Branch Manager	04143	260276			Govt. Branch Press, Virudhachalam
19	Asst. Works Manager	0452	2566253			High Court Circuit Bench, Madurai-23
20	Branch Manager	0431	2500360			Govt. Branch Press, Thuvakudi, Tiruchirappalli.
21	Branch Manager	0427	2448569			Govt. Branch Press, Salem
22	Asst. Works Manager	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
23	Branch Manager	04322	222318			Govt. Branch Press, Pudukkottai.
24	Asst. Works Manager	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
25	Asst. Works Manager	044	2566253			Govt. Branch Press, Madurai-7
26	Asst. Works Manager	0427	2448569			Govt. Branch Press, Salem
27	Asst. Works Manager	0431	2500360			Govt. Branch Press, Thuvakudi, Tiruchirappalli.
28	Asst. Works Manager	4322	222318			Govt. Branch Press, Pudukkottai.
29	Asst. Works Manager	04143	260276			Govt. Branch Press, Virudhachalam
30	Deputy Director	044	25248748			Govt. Stationery Stores, 32, Rajaji Salai, Chennai-1
31	Asst. Director	044	25248748			Govt. Stationery Stores, 32, Rajaji Salai, Chennai-1

**CHAPTER-10--cont.**

Information about the officers (dist wise)

<i>Sl. No.</i>	<i>Designation</i>	<i>STD Code</i>	<i>Phone No. Office</i>	<i>Fax</i>	<i>E-mail</i>	<i>Address</i>
32	Asst. Director	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
33	Asst. Director (Publication)	044	2854 4412 2854 4413			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
34	P.A. to Director	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
35	Asst. Director (Establishment)	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
36	Asst. Director (ON LEAVE)	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
37	Asst. Director (BILLS)	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
38	Asst. Director (Establishment) ON DEPUTATION	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
1	CAO	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
2	CA	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
3	AAO	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
4	LWO	044	2852 0038			Director of Stationery and Printing, 110, Anna Salai, Chennai-2.
5	ALWO	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
6	ALWO					
7	Asst. Engineer	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
8	Asst. Engineer	044	2520 2227			Govt. Central Press, Mint Street, Chennai-79.
9	Asst. Engineer	0452	2566253			Govt. Branch Press, Madurai

**ANNEXURE-I  
NUMBER STATEMENT**

\* AD CODE / NAME

3 0

Tamil Development, Religious Endowments and Information Department (S&amp;P)

\* HOD CODE / NAME

0 1

Directorate of Stationery and Printing

Consolidated / Sub-Head of Account

I Non-Plan

Sl. No.	Name of Post (No abbreviation)	Revised Scale of Pay <sup>a</sup>			NUMBER OF SANCTIONED POSTS			NUMBER OF FILLED UP POSTS			NUMBER OF VACANT POSTS (as on 1-8-2011)			NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of Persons on Contributory Pension Scheme	
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Grade I (a)	Grade I (b)	Grade II	Grade III	Unclassified Places		TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
1	Director	PB-3	7600		1		1	1		1									1					1	
2	General Manager	PB-4	8700		1		1	1		1					1				1					1	
3	Joint Director	PB-3	7600		1		1	1		1				1					1					1	
4	Works Manager	PB-3	7600		2		2				2		2						2					2	
5	Deputy Director	PB-3	6600		1		1	1		1					1				1					1	
6	Management by Objective (A)	PB-3	6600		1		1	1		1									1					1	
7	Chief Accounts Officer	PB-3	6600		1		1	1		1					1				1					1	
8	Deputy Works Manager	PB-3	6600		6	3	9	6	2	8	1	1			1	1			7	2				9	1
9	Cost Accountant	PB-3	5700		1		1	1		1									1					1	
10	P.A to Director	PB-3	5400		1		1	1		1				1					1					1	
11	Labour Welfare Officer	PB-3	5400		1		1	1		1									1					1	
12	Security Officer	PB-3	5400		1		1	1		1									1					1	
13	Special Officer (forms)	PB-3	5400		1		1				1		1						1					1	
14	Assistant Director	PB-3	5400		6	2	8	6	2	8				1	3		1		7	1				8	
15	Assistant Works Manager	PB-3	5400		26	2	28	9	1	10	17	1	18	1	1			1	16	4	8			28	3
16	Manager (System)	PB-3	5400			1	1		1	1									1					1	
17	Assistant Labour Officer	PB-2	4800		2		2	2		2									2					2	
18	Superintendent	PB-2	4800		61	1	62	61	1	62				2	7		4	2	55	2	5			62	
19	Chief Cashier	PB-2	4800		3	1	4	2	1	3	1		1	1					3	1				4	
20	Assistant Accounts Officer	PB-2	4700		1		1	1		1						1			1					1	
21	Programmer	PB-2	4700			1	1		1	1									1					1	
22	Assistant Engineer	PB-2	4700		6		6	3		3	3		3						5	1				6	

Sl. No.	Name of Post (No abbreviation)	Revised Scale of Pay <sup>a</sup>			NUMBER OF SANCTIONED POSTS			NUMBER OF FILLED UP POSTS			NUMBER OF VACANT POSTS (as on 1-8-2011)			NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of persons on Contributory Pension Scheme	
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Grade I(a)	Grade I(b)	Grade II	Grade III	Unclassified Places		TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
23	Overseer	PB-2	4500		16	1	17	13	1	14	3		3	1		2			11	2	4			17	1
24	Chief Computer	PB-2	4500		2		2				2		2						2					2	
25	General Foreman (Offset)	PB-2	4500			1	1		1	1									1					1	
26	Spl.Language DTP Operator	PB-2	4300			4	4		1	1	3		3						4					4	
27	Foreman Special Mechanic	PB-2	4300		1		1				1		1						1					1	
28	Head Reader	PB-2	4300		2		2				2		2						2					2	
29	Senior Head Computer	PB-2	4300		5		5	1		1	4		4	1					5					5	
30	Top Senior Foreman	PB-2	4300		17		17	4		4	13		13	1	1	1			12	1	4			17	
31	Chief Despatcher	PB-2	4300		1		1	1		1			1						1					1	
32	Chief Mono Mechanic	PB-2	4300		1		1				1		1						1					1	
33	Steno - typist Grade I	PB-2	4300		1		1	1		1					1				1					1	
34	Chief Artist	PB-2	4300		1		1				1		1						1					1	
35	Chief Camaraman	PB-2	4300		1		1				1		1						1					1	
36	Chief Lino Mechanic	PB-2	4200		1		1	1		1			1						1					1	
37	Head Computer	PB-2	4200		12		12				12		12						12					12	
38	Senior Foreman	PB-2	4200		63	1	64	22		22	41	1	42	7	6	3	1	2	40	8	16			64	
39	DTP Operator	PB-2	4200			44	44		42	42		2	2	1		1	1	3	30	4	10			44	
40	Web Offset Technician	PB-2	4200			21	21		6	6	15		15		2		1		13	4	4			21	
41	Steno Typist Grade II	PB-2	4200		2		2	2		2									2					2	
42	Top Senior Reader	PB-2	4200		9		9	2		2	7		7						7		2			9	
43	Fitter Maistry	PB-2	4200		5		5				5		5						4		1			5	
44	Chief Electrician	PB-2	4200		4		4	2		2	2		2	1	1				2	1	1			4	
45	Lino Operator	PB-2	4200		23		23				23		23						23					23	
46	Junior Foreman	PB-2	4200		121	1	122	55	1	56	66		66	6	12	6	4	6	85	10	27			122	
47	Head Mono Mechanic	PB-1	2800		4		4				4		4						4					4	
48	Head Lino Mechanic	PB-1	2800		3		3				3		3						3					3	
49	Health Supervisor	PB-1	2800		1		1				1		1						1					1	
50	Machine Maistry	PB-1	2800		7		7				7		7						5		2			7	
51	Mono Operator	PB-1	2800		35		35	3		3	33		33		2		1		31		4			35	

Sl. No.	Name of Post (No abbreviation)	Revised Scale of Pay <sup>®</sup>			NUMBER OF SANCTIONED POSTS			NUMBER OF FILLED UP POSTS			NUMBER OF VACANT POSTS (as on 1-3-2011)			NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of persons on Contributory Pension Scheme	
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Grade I(a)	Grade I(b)	Grade II	Grade III	Unclassified Places		TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
52	Computer	PB-1	2800		42		42				42		42						37					42	
53	Senior Reader	PB-1	2800		42	1	43	9		9	33	1	34	1	1	2		1	34	2	7			43	
54	Warehouse Keeper	PB-1	2800		5		5	4		4	1		1				1	1	5					5	
55	Head General Mechanic	PB-1	2800		23		23	2		2	21		21			1			18	2	3			23	
56	Computer (Machine)	PB-1	2800		9		9	2		2	7		7						6		3			9	
57	Cameraman	PB-1	2800		2	2	4		1	1	2	1	3						3	1				4	
58	Assistant	PB-1	2800		215	1	216	66	1	67	149		149	3	3		4	2	189	7	20			216	
59	Head Despatcher	PB-1	2600		5		5				5		5						5					5	
60	Binder Grade I	PB-1	2600		13		13	4		4	9		9			2	2		10		3			13	
61	Vary Type Operator	PB-1	2400		2		2				2		2						2					2	
62	Carpentary Maistry	PB-1	2400		1		1	1		1							1		1					1	
63	Gate Supervisor	PB-1	2400		1		1	1		1									1					1	
64	Imposer	PB-1	2400		150		150	88		88	62		62						109	11	30			150	
65	Junior Reader	PB-1	2400		70		70	6		6	64		64	2	1			1	56	2	12			70	
66	Junior Cashier	PB-1	2400		2	1	3	2	1	3									1	2				3	
67	Machine operator	PB-1	2400		82		82	37		37	45		45	2	1	2	1	1	65	8	9			82	
68	Plate Maker	PB-1	2400		2	23	25	1	2	3	1	21	22						16	5	4			25	
69	Plate Processor	PB-1	2400			23	23		7	7		16	16						15	4	4			23	
70	Senior Electrician	PB-1	2400		17	1	18	7	1	8	10		10	2				1	12	2	4			18	3
71	Senior Mono Type Casting Attendant	PB-1	2400		27		27	24		24	3		3	1	8	2		3	27					27	
72	Senior carpenter	PB-1	2400		3		3	2		2	1		1						3					3	
73	Senior Mounter	PB-1	2400		1		1				1		1						1					1	
74	Senior Typewriter Mechanic	PB-1	2400		4		4	3		3	1		1						4					4	
75	Senior Lino Mechanic	PB-1	2400		2		2	1		1	1		1						2					2	
76	Steno Typist Grade III	PB-1	2400		4		4	1		1	3		3						4					4	
77	Typist Grade I	PB-1	2400		2		2	2		2									2					2	
78	Time Keeper Grade I	PB-1	2400		6		6	6		6					1	1	1		6					6	

Sl. No.	Name of Post (No abbreviation)	Revised Scale of Pay <sup>®</sup>			NUMBER OF SANCTIONED POSTS			NUMBER OF FILLED UP POSTS			NUMBER OF VACANT POSTS (as on 1-3-2011)			NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of persons on Contributory Pension Scheme	
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Grade I(a)	Grade I(b)	Grade II	Grade III	Unclassified Places		TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
79	Technical Assistant	PB-1	2400		25		25	10		10	15		15						20	1	4			25	4
80	Warehouse Clerk	PB-1	2400		22	1	23	19		19	3	1	4		1		1		16	2	5			23	
81	Warehouse Clerk (Sty)	PB-1	2400		2		2	2		2									2					2	
82	Senior Mono Mechanic	PB-1	2400		7		7	2		2	5		5		2				7					7	
83	Assistant Web Offset Technician	PB-1	2400			58	58		15	15		43	43	3	1		2		40	6	12			58	
84	Screen Printer-cum-Laminator	PB-1	2400			2	2		1	1		1	1						2					2	
85	Offset Machine Technician	PB-1	2400			63	63		4	4		59	59						41	12	10			63	
86	Paste up Artist	PB-1	2400			34	34		3	3		31	31					11	24	6	4			34	
87	Senior Re-toucher cum Artist	PB-1	2400			1	1					1	1						1					1	
88	Welder-cum-Mechanic	PB-1	2400			8	8	5		5	3		3		1				4	1	3			8	1
89	Senior Mechanic	PB-1	2400			5	6				5	1	6						2	1	3			6	
90	Assistant Offset Machine Technician	PB-1	2200			61	61		4	4		57	57						41	10	10			61	
91	Telephone Operator	PB-1	2000			4	4	2		2	2		2		1				4					4	
92	Adler Type Operator	PB-1	2000			1	1				1		1						1					1	
93	Lorry Driver	PB-1	2000			1	1				1		1						1					1	
94	Junior Assistant	PB-1	2000		107	1	108	77	1	78	30		30	1			1	5	96	3	9			108	16
95	Record Assistant	PB-1	2000			8	8	2		2	6		6	1	1				7	1				8	
96	Typist	PB-1	2000		38	1	39	18		18	20	1	21					3	32	3	4			39	15
97	Turner	PB-1	1900			8	8				8		8						6	1	1			8	
98	Assistant Camaraman	PB-1	1900			4	4				4		4						3	1				4	
99	Driver	PB-1	1900			9	9	5		5	4		4						8	1				9	
100	Assistant Plate Maker	PB-1	1900			1	1				1		1							1				1	
101	Engraver	PB-1	1900			5	5				5		5						3		2			5	
102	Binder	PB-1	1900		1082	4	1086	405	1	406	677	3	680	11	19	10	21	14	807	79	200			1086	48
103	Black Smith	PB-1	1900			8	8	1		1	7		7						5		3			8	
104	Copy Holder	PB-1	1900			138	138	4		4	134		134			2		1	115	1	22			138	
105	Compositor	PB-1	1900			374	374	4		4	370		370						267	20	87			374	

Sl. No.	Name of Post (No abbreviation)	Revised Scale of Pay <sup>a</sup>			NUMBER OF SANCTIONED POSTS			NUMBER OF FILLED UP POSTS			NUMBER OF VACANT POSTS (as on 1-3-2011)			NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of persons on Contributory Pension Scheme	
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Grade I(a)	Grade I(b)	Grade II	Grade III	Unclassified Places		TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
106	Despatcher	PB-1	1900		56	1	57	9		9	47	1	48			1			32	5	20			57	5
107	Etcher	PB-1	1900		9		9	2		2	7		7	1					6		3			9	
108	Fitter	PB-1	1900		8		8	1		1	7		7						5	2	1			8	
109	Foundry Worker	PB-1	1900		69		69	11		11	58		58	3	3				64		5			69	
110	Junior Carpenter	PB-1	1900		17		17	4		4	12		12						14	1	2			17	
111	Junior Electrician	PB-1	1900		49		49	5		5	44		44						33	5	11			49	
112	Junior Mechanic	PB-1	1900		58		58				58		58						41	6	11			58	
113	Junior Mono Type Casting Attendant	PB-1	1900		50		50	1		1	49		49						48	2				50	
114	Junior Typewriter Mechanic	PB-1	1900		4		4	1		1	3		3						4					4	
115	Junior Moulder	PB-1	1900		2		2				2		2						2					2	
116	Junior Lino Mechanic	PB-1	1900		4		4				4		4						4					4	
117	Machine Minder	PB-1	1900		199		199	2		2	197		197	2					133	11	55			199	
118	Milling Machine Operator	PB-1	1900		1		1				1		1						1					1	
119	Lathe Operator	PB-1	1900		1		1				1		1						1					1	
120	Knife Grinder Operator	PB-1	1900		2		2				2		2						2					2	
121	Printer	PB-1	1900		5		5				5		5						5					5	
122	Plumber-cum-Electrician	PB-1	1900		3		3	2		2	1		1						2		1			3	
123	Re-toucher	PB-1	1900		2		2				2		2						2					2	
124	Re-toucher-cum-Artist	PB-1	1900		2	5	7		1	1	2	4	6						3	2	2			7	
125	Time Keeper Grade II	PB-1	1900		37	2	39	17		17	20	2	22						23	6	10			39	9
126	Time Keeper (Sty)	PB-1	1900		1		1				1		1						1					1	
127	Ware House Man	PB-1	1900		38	2	40	6		6	32	2	34			1	1	1	29	4	7			40	4
128	ware House Man (Sty)	PB-1	1900		20		20	20		20									20					20	
129	Plate Grainer	PB-1	1800		3		3				3		3						2		1			3	
130	Jamedar	PB-1	1800		1		1				1		1						1					1	
131	Gate Seargent	PB-1	1650		4		4				4		4						2		2			4	
132	Gate Seargent	PB-1	1650		1		1				1		1						1					1	



Sl. No.	Name of Post (No abbreviation)	Revised Scale of Pay <sup>®</sup>			NUMBER OF SANCTIONED POSTS			NUMBER OF FILLED UP POSTS			NUMBER OF VACANT POSTS (as on 1-3-2011)			NUMBER OF PERSONS RETIRING DURING					HOUSE RENT ALLOWANCE NUMBER OF PERSONS IN					Number of persons on Contributory Pension Scheme	
		Pay Band	Grade Pay	Special Pay if any	Permanent	Temporary+	Total [(6)+(7)]	Permanent	Temporary+	Total [(9)+(10)]	Permanent	Temporary+	Total [(12)+(13)]	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Grade I(a)	Grade I(b)	Grade II	Grade III	Unclassified Places		TOTAL
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
133	Gate Keeper	PB-1	1650		1		1	1		1									1					1	
134	First Aid Attendant	PB-1	1650		1		1	1		1					1				1					1	
135	Women First Aid Attendant	PB-1	1650		1		1				1		1						1					1	
136	Sherof	PB-1A	1650		11		11	4		4	7		7					1	9	1	1			11	
137	Senior Despatching Attendant	PB-1A	1650		53		53	3		3	50		50	1				1	34	5	14			53	
138	Stationery Maistry	PB-1A	1400		2		2	2		2									2					2	
139	Record Clerk	PB-1A	1400		41		41	31		31	10		10				1		35	2	4			41	
140	Stationery Carpenter	PB-1A	1400		3		3				3		3						3					3	
141	Dabedar	PB-1A	1300		1		1				1		1						1					1	
142	Gardener	PB-1A	1300		1		1				1		1						1					1	
143	Messenger	PB-1A	1300		7		7				7		7						3	1	3			7	2
144	Office Assistant	PB-1A	1300		52	1	53	22	1	23	30		30				1	1	42	3	8			53	4
145	Junior Despatching Attendant	PB-1A	1300		35		35	5		5	30		30						12	8	15			35	1
146	Women Attendant	PB-1A	1300		1		1				1		1						1					1	
147	Women Searcher	PB-1A	1300		2		2				2		2						2					2	
148	Typewriter Cleaner	PB-1A	1300		4		4	3		3	1		1						4					4	
149	Waterman-Cum-Gardener	PB-1A	1300		1		1	1		1									1					1	
150	Waterman	PB-1A	1300		12		12	3		3	9		9				1	1	10	2				12	
151	Watchman	PB-1A	1300		72	2	74	25	2	27	47		47	3		1	2	1	46	8	20			74	2
152	Mazdoor	PB-1A	1300		345	4	349	80		80	265	4	269				1	3	293	20	36			349	12
153	Lascar	PB-1A	1300		13		13	11		11	2		2			1			13					13	
154	Sanitary Worker	PB-1A	1300		91		91	23		23	68		68						87	3	1			91	
155	Sweeper	PB-1A	1300		26	2	28	15	1	16	11	1	12			2	3		15	6	7			28	
156	Scavenger	PB-1A	1300		10	2	12				12		12				1		7	2	3			12	
<b>TOTAL</b>					<b>4483</b>	<b>384</b>	<b>4867</b>	<b>1343</b>	<b>108</b>	<b>1451</b>	<b>3160</b>	<b>256</b>	<b>3416</b>	<b>62</b>	<b>85</b>	<b>44</b>	<b>59</b>	<b>67</b>	<b>3711</b>	<b>342</b>	<b>814</b>			<b>4867</b>	<b>131</b>

CHAPTER-12 (MANUAL-II)  
THE BUDGET ALLOCATED TO EACH AGENCY

(Particulars of all Plans Proposed Expenditures and Reports on Disbursement made.)

For Public Authorities responsible for developmental, construction, technical works

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

Sl. No	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount disbursed (No. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1	2011-2012 Part II Scheme	Purchase of Machinery Computer's and Accessories	October 2011	31.3.2013	94,15000- + Additional Fund 23,87,614	1,18,02,614	1,01,99,704	93.00 lakhs	Director
2	Announcement	Envelope Folding & Gluing Machine, Envelope Punching Machine (Madurai)	March / 2011 August /2012	31.3.2013	21,94,500	21,94,500	13,89,150/-	-	Director
3	Announcement	Computer to Plate Machine (CTP)	March /11 & June /12	31.3.2013	1,10,00,000	1,08,00,000	-	-	Director

**2011 ஏப்ரல் முதல் 2012 மார்ச் மாதம் வரை நிர்ணயிக்கப்பட்ட மற்றும் பெறப்பட்ட அச்சுமுத்தங்கள் (12 மாதங்கள்)**

வ. எண்	அலகின் பெயர்	நிர்ணயிக்கப்பட்ட அச்சு அழுத்தங்கள்	பெறப்பட்ட அச்சு அழுத்தங்கள்	கூடுதல் அல்லது குறைவு	விழுக்காடு %
1.	அரசு மைய அச்சகம், சென்னை-79. (6,00,000)	16,20,00,000	10,96,78,933	(-) 5,23,21,067	62.0
2.	அரசு கிளை அச்சகம், உ.நீ.ம, சென்னை-104. (1,80,000)	4,87,80,000	4,31,33,416	(-) 56,46,584	80.6
3.	அரசு கிளை அச்சகம், புதுக்கோட்டை. (2,00,000)	6,14,42,000	6,77,08,479	(+) 62,66,479	100.3
4.	அரசு கிளை அச்சகம், திருச்சி. (2,00,000)	6,07,50,000	6,94,46,934	(+) 86,96,934	114.0
5.	அரசு கிளை அச்சகம், சேலம். (1,60,000)	4,80,00,000	6,13,35,779	(+) 1,33,35,779	112.7
6.	அரசு கிளை அச்சகம், விருத்தாசலம். (56,000)	1,53,44,000	81,71,609	(-) 71,72,391	48.2
7.	அரசு கிளை அச்சகம், மதுரை-7. (2,10,000)	5,88,00,000	8,22,67,843	(+) 2,34,67,843	119.3
8.	அரசு கிளை அச்சகம், உ.நீ.ம.கி.அ., மதுரை-23. (18,000)	46,26,000	55,64,410	(+) 9,38,410	109.06
	<b>மொத்தம்</b>	<b>45,97,42,000</b>	<b>44,73,07,403</b>	<b>(-) 1,24,34,597</b>	<b>93.2</b>

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**For other Public Authorities**

<i>Sl. No.</i>	<i>Head</i>	<i>Proposed Budget</i>	<i>Sanctioned Budget</i>	<i>Amount released/disbursed (No. of instalments)</i>
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Nil

**CHAPTER-13**

**The Manner of execution of subsidy Programmes**

Not applicable

**CHAPTER-14**

**Particulars of recipients of concessions, Permits or authorisation granted by it.**

Not applicable

**CHAPTER-16**

Details of the information related to the various schemes which are available in the electronic format.

Pay rolls of the staff and employees of this department are in the shape of electronic formats.

**CHAPTER-17****Means, methods or facilitation available to the Public, which are adopted by the Department for dissemination of information.**

Office Library  
Drama and shows  
Through News Paper  
Exhibition  
Notice Board.

Availability of Government Publications for sale are exhibited in the notice board in the Government Publication Sales Dept., 112, Anna Salai, Chennai-2.

Inspector of records in the office  
System of issuing of copies of documents. Printed manual available  
Website of the Public authority.  
Other means of advertising.

Wide Publicity of annual tender notice, clearance of waste materials such as Waste Paper etc., and Auction Notice for clearance of condemned turns duplicators and Printing machineries is given through news papers and also exhibited in the notice board.

**CHAPTER-18****18-1 Frequently asked questions and their answers by Public**

1. What is the Procedure for Change of name in the Gazette?

*Ans:* Formal application from which is issued on free of cost should be filled in and submitted along with Printing charge of Rs.415 for change of name in English and to change in Tamil Rs.115 for publishing in the Gazette.

**18-2 Related to seeking information Application form**

From

112, Anna Salai, Chennai-2.

Lr.No.....

Sir,

Sub: Right to Information Act 2005-Details on ..... requested.

To

The Public Information Officer,  
O/o. The Director of Stationery and Printing,

I would like to have the following information from your office along with the documents if any.

1

2

3

I have enclosed the receipt of prescribed fees for your Perusal. Please acknowledge.

Yours Faithfully,  
(Signature of the applicant)

Fee	:	As per Tamil Nadu Right to information (Fees) Rules 2005.
How to write a Precise information request? Few tips.	:	As above.
Right of the citizen in case of denial of information and procedure to appeal.	:	I <sup>st</sup> appeal within 30 days: Appellate Authority. II <sup>nd</sup> appeal within 90 days: State Information Commission.
With relation to training imparted to Public by Public authority.	:	Not applicable.