



**TAMIL DEVELOPMENT  
AND  
INFORMATION DEPARTMENT**

**POLICY NOTE  
2023 – 2024**

**STATIONERY AND PRINTING**

**DEMAND No. 30**

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Government of Tamil Nadu  
2023



**Demand No. 30**  
**STATIONERY AND PRINTING**  
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# **Tamil Development and Information Department**

## **Stationery and Printing**

### **Policy Note 2023-2024**

**"A Century equals a Millenium before  
the invention of Printing Press "**

#### **Prologue:**

The Printing Press envisaged the beginning of human development and modern world. This was instrumental in forging a new thought and thus bring about important changes in all the fields like art, literature, journalism, politics, wisdom, science, technology and related thoughts. After the invention of printing press the time required for communication of information among people got drastically reduced and the press with their printing machines play a pivotal role in bringing information to the public. The Department of Stationery and Printing has modified itself on par with the

evolution of print media, by installing modern machinery and by means of enabling high quality printing in multi-colours within a short span of time and functions as a service provider to all other Departments.

## **1. INCEPTION AND GROWTH**

Stationery and Printing department functioning as the backbone of all Government departments was established initially as a small unit with 10 employees on the 17<sup>th</sup> December 1831, at St. George Fort, which was the seat of power in the erstwhile Madras province, for printing and publishing Government Gazettes. Having had its humble inception, this Department of Stationery and Printing has had a steady and a concerted growth in its 191 years of existence.

## **2. OBJECTIVE OF THE DEPARTMENT**

The main objective of this department, is to cater the Stationery and Printing requirements of Government departments and Government organizations by Government Central Press, 6 Government Branch Presses and Stationery office. Besides this, printing of answer sheets for Universities, books published by Government Undertakings, Tamil University and books / journals published by Judiciary by collecting the printing charges as a revenue for the Government. In this modern era of technical advancement, this Department aims to be the best Government Press of our country by incessantly upgrading the quality of government press by bolstering with minimal human resources, multi-colour printing with precision and speed.

## **3. LOCATION OF THE UNITS:**

Government Central Press, 6 Government Branch Presses and a Stationery Stores are functioning under the administrative control of the Commissionerate of Stationery and Printing are fulfilling the requirements of printing and supply of stationery to the Government.

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

As the printing of cause list for the High Court cases have been stopped and also as the judicial Department had asked to vacate the Branch Press Building for the expansion of High Court Campus due to paucity of space, the machinery which were in use at this Branch Press have been shifted to Government Central Press and other Branch Presses based on their requirement. The staff who were working at this press, have also been reallocated to other branch press of this department. And after completely vacating this press, the key has been handed over to the court on 30.11.2022.

#### **4. DEPARTMENT OF STATIONERY AND PRINTING - AN OVERVIEW**

##### **a) ADMINISTRATION**

The Department of Stationery and Printing is functioning under the stewardship of a Commissioner in the rank of Indian Administrative Service. A Joint Director in the capacity of District Revenue Officer is in charge of the general administration, a General Manager, who is in charge of the technical related works and they assist the Commissioner in the day to day functioning and policy

related decisions. Besides a Chief Accounts Officer from the Treasuries and Accounts Department is in charge of Budget, Accounts and Audit related works, an Accounts Officer is in charge of cost computing for printing jobs as well as evaluation of plant and machinery, a Labour Welfare Officer and a Assistant Labour Welfare Officer from the Labour Welfare Department have been posted on deputation basis to look into the well being of employees.

## **b) EMPLOYEES**

Out of the total sanctioned strength of 4870 employees for Stationery and Printing Department, at present 241 employees are differently abled persons. 573 women and 992 men with a total number of 1565 employees are working now.

### **Differently abled Employees details:**

140 Visually impaired employees (Men 130, Women 10), 7 Speech and Hearing Impaired employees (Men 5, Women 2), 93 Physically Challenged employees (Men 61, Women 32) and 1 employee (Men) with Mental

illness. Totally 241 differently abled employees are working in this department.

The unique speciality of this Department is that it has employed 15% of disabled persons, for those people to live with dignity and confidence which is way ahead of the 4% of disabled personnel earmarked by the Government for appointment in Government services.

This department is functioning with 383 women employees with adequate technical educational qualification, capable of handling machinery with sophisticated technology, which have been installed in all Government Presses and the percentage of these women workers is a whopping 37%.

## **c) UNITS OF STATIONERY AND PRINTING DEPARTMENT**

### **I. Commissionerate**

Commissionerate is functioning as the head office for the Stationery and Printing Department. The administrative setup of Commissionerate is classified into 5 divisions with 14 officers and 200 employees.

In Administration wing Joint Director / District Revenue Officer-1, Personal Assistant to Commissioner-1 in the rank of an Assistant Director, Assistant Directors-2, in Technical wing General Manager-1, Management by Objective (Advisor)-1 in the rank of a Deputy Works Manager, Assistant Works Manager (Procurement)-1, Assistant Works Manager (Forms)-1, in Publications wing Deputy Director -1, in Labour Welfare wing Labour Welfare Officer -1 in the rank of Assistant Commissioner, Assistant Labour Welfare Officer-1 in the rank of Deputy Inspector of Labour and in Accounts and Audit wing Chief Accounts Officer-1, Cost Accountant -1 are working.

### **Functions of the Head Office**

- (i) Procurement and supply of modern technological machineries, spare parts, different varieties of papers used for printing, boards, print materials, consumables for printing, machinery and equipment pertaining to office usage are being procured through Open Tenders as prescribed in the Tamil Nadu Tender Transparency rules, for the use of all

presses functioning under the control of this Department.

- (ii) Apart from the procurement of 90% of paper required for all Government Departments and Offices from Tamil Nadu Newsprint & Papers Limited, certain special type of Papers and boards are procured through Open Tender as per Tamil Nadu Transparency in Tenders Act 1998 and Tamil Nadu Transparency in Tender Rules.
- (iii) Based on the number of machineries, employees and capacity of the units, the printing works have been allocated to Government Central Press and other Branch Presses besides monitoring the execution of these works.
- (iv) Fixing of the printing charges for the University Answer sheets, forms, Registers, the books published by the Tamil University, Department of Archaeology, Tamil Development Department and Quasi Government Departments. Moreover, verifying the printing charges and fixing the rates for the books printed at private press with the grant of Tamil Development Department.

- (v) Some important works viz., publication of change of name and change of name due to change of religion in Tamil Nadu Government Gazette on payment basis and the change of name for the transgender is published at free of cost and publishing of Government Notifications and the insolvency petitions issued by Hon'ble courts also are being carried over by the Government press.
- (vi) Moreover, the establishment works of all the officers and employees of this department are carried out here.

## **II. Government Stationery Office**

The Stationery wing, which was under the control of District Collector, got merged with the printing Department which was functioned separately and named as "Stationery and Printing Department." From July 1953 onwards Government Stationery Office is functioning at Rajaji Salai, Chennai.

- a) This Stationary Office is functioning with two Assistant Directors, one Assistant Works Manager and 74 employees which include Ministerial staff,

Technical employees and basic servant. In this office the papers, copier papers and other stationery materials are being procured, kept in stock and supplied for the use of all Government departments throughout the state at free of cost based on their annual indent.

- b) Stationery and other materials required for Parliamentary election, Tamil Nadu State Assembly election and Local body election are being procured and distributed to all district election officers through this Stationery Office. Besides these, Stationery materials are also given to 67 offices including Health and Family Welfare Department on payment basis.
- c) As per the announcement made on the floor of assembly during the Demand for the year 2022–23, a sum of Rs.1,25,00,000/- (Rupees One Crore Twenty Five Lakh only) has been sanctioned to refurbish the Government Stationery Office building. The refurbishing works are being carried out on 13.02.2023 onwards through the Public Works Department,

### **III. Government Central Press, Chennai**

- (a) In December 1831 the Government Central Press had its humble inception with only 10 employees from Fort St. George with the aim of publishing Government Gazettes, later it was shifted to Mint Street (Mint Buildings) in the year 1888.

Due to the increase in the functions of printing press, a Deputy Superintendent of Police from Police Department for security purpose, an Assistant Labour Welfare Officer from Labour Welfare Department to look after the welfare of employees and a Health Inspector from the Directorate of Public Health and Preventive Medicine to maintain general health and to prevent diseases, have been posted on deputation.

In this press, 672 persons are working in the capacity of Officers, Staff and Employees in Administrative wing, Accounts wing, Technical wing and Health & Labour Welfare wing under the stewardship of Works Manager-I.

Works Manager–I, Works Manager–II, 3 Deputy Works Managers and 10 Assistant Works Managers in the technical wing, 3 Assistant Directors in the administration and ministerial wing, an Assistant Engineer in Machinery and Building Maintenance wing, 1 Deputy Superintendent of Police in security wing, an Assistant Accounts Officer in budget and accounts wing, an Assistant Labour Welfare Officer in labour welfare wing and a Health Inspector in health wing are functioning in the Government Central Press.

- b) In the Government Central Press, various confidential printing works of the Government are done in the Budget and Top Secret sections which functions with full security and secrecy on all the seven days of a week including Sundays.
- c) By using the modern printing machineries, letter pads for the use of Hon'ble Chief Minister and Hon'ble Ministers, Budgetary Report, Demands and Policy Notes for all departments, Answer Sheets for Universities, 10<sup>th</sup> to 12<sup>th</sup> standard answer sheets for

the Department of Government Examinations, Government Calendars, Diaries and broad clothlined covers are being printed with high quality and supplied on prescribed time.

d) A Mini Lorry (Reg. No.TN 01 G 8902) has been purchased for Rs.18.00 Lakh (Rupees Eighteen Lakh Only) 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.

e) **Details of Machinery procured and installed in Government Central Press based on the announcements made on the floor of Assembly during the demand for the year 2022-2023**

i) In order to execute printing works in short time and minimum expense, minimal quantity, multi-colours on art papers, art boards and metallic coated printing sheets, a "Four Colour Toner based Digital Production Printer" has been procured and installed and put in use.

ii) To print more pages with variable data in a short span of time, with minimum expense and human

resource, a “Black and White Inkjet Digital Production Printer” has been procured and installed and put in use.

iii) To print in various kinds of papers, with variable data in multi-colours in short span of time, with minimal human resource and avoiding various stages of printing process, two numbers of “Four Colour Inkjet Digital Production Printers” have been procured and installed and put in use.

iv) To prevent the damages of printing papers from termites, insects, getting stained and to protect from rain, besides taking them from one wing to other wing, 50 numbers of each big and small size “Plastic Pallets” have been procured and put in use.

**f) Important works carried out at Government Central Press on priority basis**

His Excellency the Governor’s address, Hon’ble Chief Minister’s address, Hon’ble Finance Minister’s Budget speech, Hon’ble Agriculture and Farmers welfare Minister’s Budget Speech, Detailed demand for grant and Budgetary documents, Policy Notes and Performance Budgets of all Departments, Top Secret works, Reports

of various Legislative Committees and Debates of Tamil Nadu Legislative Assembly.

Notifications, forms, books, hand books, special tags, various size of covers and ballot papers for General Elections and Tamil Nadu State Election Commission.

Tamil Nadu Government Gazettes, Law Codes and Manuals, Reports of the Tamil Nadu Accountant General, Tamil Nadu Public Service Commission Bulletins, Annual Reports in Multi Colour, Answer Sheets and cloth lined covers for Directorate of Technical Education and Government Examinations, Standardized and Non Standardized forms and registers, Periodical Publications, Forms for the Departments of Health and Family Welfare, Social Welfare and Revenue and Disaster Management, Answer sheets for Universities, Various types of books relating to Social Welfare and Women Empowerment Department, Out Patient cards and medical books required for the Department of Indian Medicine and Homeopathy.

Besides this, the District Gazette of Chennai, Thiruvallur, Chengalpattu and Kanchipuram districts are executed in this branch press.

#### **IV. Government Branch Press, Pudukkottai**

This press was established in 1883 under the Presidency of Pudukkottai and begun to function as a Government Branch press from 1949, now headed by Deputy Works Manager with one Assistant Works Manager and 84 employees.

In this press, 290 types of standardised and non-standardised forms and registers used in Departments of Adi Dravidar and Tribal Welfare, Backward Classes, Most Backward Class and Minorities Welfare, Pension, Environment, Climate Change & Forest and Police are being printed and supplied at free of cost based on their annual indents.

Apart from the above, the District Gazettes of Pudukkottai, Nagapattinam, Thanjavur, Thiruvarur and Mayiladuthurai districts are executed in this branch press.

As per the announcement made on the floor of Assembly during the demand for the year 2022-2023, to print more pages with variable data in a short span of time, with minimum expense and human resource, a "Black and White Inkjet Digital Production Printer" has been procured and installed and to prevent the damages of printing papers from termites, insects, getting stained and to protect from rain, besides taking them from one wing to other wing, 50 numbers of "Plastic Pallets" have been procured and put in use.

#### **V. Government Branch Press, Virudhachalam**

369 types of standardized and non-standardized forms and registers are being printed for the Departments of Agriculture and Farmers Welfare, Public Works, Industries, Employment and Training, Fire and Rescue Services, Economics and Statistics and supplied according to their annual indents.

This press was established in the year 1961 and functioning in its own building from 1981 with a staff strength of 91, which includes a Deputy Works Manager

as the head of unit, ministerial staff, technical employees and basic servants.

Moreover, District Gazettes of Vellore, Cuddalore, Tirupatthur, Villupuram, Ranipet, Tiruvannamalai and Kallakkurichi districts are being printed here.

As per the announcement made on the floor of Assembly during the demand for the year 2022-2023, to print more pages with variable data in a short span of time, with minimum expense and human resource, a "Black and White Inkjet Digital Production Printer" has been procured and installed and to prevent the damages of printing papers from termites, insects, getting stained and to protect from rain, besides taking them from one wing to other wing, 50 numbers of "Plastic Pallets" have been procured and put in use.

## **VI. Government Branch Press, Trichirappalli**

126 kinds of standardized and non-standardized forms, common forms and personal registers required for Police, Prison Departments and all the Government offices are being printed and supplied based on their

annual indents. Moreover, Gazettes of Trichirapalli, Karur, Perambalur and Ariyalur districts are also being printed.

The Government branch press was established at Ariyamangalam industrial Estate in 20<sup>th</sup> March 1965 and started functioning in its own building at SIDCO complex, Thuvakudi since 1990. This press is headed by the Deputy Works Manager and assisted by 99 employees including Assistant Works Manager, Ministerial staff, technical employees and basic servants.

As per the announcement made on the floor of Assembly during the demand for the year 2022-2023, to print more pages with variable data in a short span of time, with minimum expense and human resource, a “Black and White Inkjet Digital Production Printer” has been procured and installed and to prevent the damages of printing papers from termites, insects, getting stained and to protect from rain, besides taking them from one wing to other wing, 50 numbers of “Plastic Pallets” have been procured and put in use.

## **VII. Government Branch Press, Salem**

146 kinds of standardized and non-standardized forms and registers required for the Departments of Health and Family Welfare, Government Examinations, Treasuries and Accounts, Police and other Government Departments are being printed and distributed to them based on their annual indents.

This press was established at the Gugai area in Salem in the year 1966 and later on it was started functioning in its own building at SIDCO Industrial Estate, Five Road, Salem since 6<sup>th</sup> June 1986.

This Branch Press is functioning with 111 employees, such as ministerial staff, technical employees and basic servants under the leadership of Deputy Works Manager.

The District Gazette of Salem, Erode, Namakkal, Dharmapuri, Tiruppur, Krishnagiri, Nilgiris and Coimbatore are being printed and supplied to the respective District Collectorates.

As per the announcement made on the floor of Assembly during the demand for the year 2022-2023, to

print more pages with variable data in a short span of time, with minimum expense and human resource, a "Black and White Inkjet Digital Production Printer" has been procured and installed and to prevent the damages of printing papers from termites, insects, getting stained and to protect from rain, besides taking them from one wing to other wing, 50 numbers of "Plastic Pallets" have been procured and put in use.

### **VIII. Government Branch Press, K.Pudur, Madurai**

211 kinds of standardized and non-standardized forms and registers required for Health and Family Welfare, Revenue and Disaster Management, Commercial Taxes, Police, Judicial and Registration Department are being printed and distributed by this press as per indent.

In the year 1976, the Madurai Branch Press at K. Pudur was established and started functioning in its own building since its inception with a total staff strength of 192 headed by Deputy Works Manager including 2 Assistant Works Managers, 1 Assistant Director,

Ministerial Staff, Technical employees and basic servants are working in this press.

District Gazettes of Madurai, Dindigul, Sivagangai, Ramanathapuram, Theni, Tenkasi, Virudhunagar, Thoothukudi, Tirunelveli and Kanyakumari are being printed and distributed to the respective District Collectorates.

As per the announcement made on the floor of Assembly during the demand for the year 2022-2023, to print more pages with variable data in a short span of time, with minimum expense and human resource, a "Black and White Inkjet Digital Production Printer" has been procured and installed and to prevent the damages of printing papers from termites, insects, getting stained and to protect from rain, besides taking them from one wing to other wing, 50 numbers of "Plastic Pallets" have been procured and put in use.

## **IX. Government Branch Press, Madurai Bench of Madras High Court Campus, Madurai**

The Government Branch Press at Madurai Bench of Madras High Court campus was inaugurated in the year 2006. Since then, the press is executing the printing of judicial forms and registers, daily and weekly cause lists required for the High Court w.e.f. 22.01.2007. The press is headed by the Deputy Works Manager with 28 staff including ministerial staff, technical employees and other basic servants.

## **5. GOVERNMENT PUBLICATIONS SALES DEPOTS**

The Government Publications and Sales Depot functions within the premises of the Commissionerate of Stationery and Printing located at Chennai and headed by Deputy Director (Publications). The Government publications printed by this department, rule books, manuals and Law books of the Central Government besides service Registers to employees are being sold.

The Government Publications has earned a sum of Rs.6,14,303/- (Rupees Six Lakh Fourteen Thousand Three Hundred and Three only) by Selling Gazettes,

Government Publications, Departmental Books and Indian Constitution Books and a sum of Rs.95,19,475/- (Rupees Ninety Five Lakh Nineteen Thousand Four Hundred and Seventy Five Only) has also been earned as revenue by Name Change Gazette in the financial year 2022–2023 and remitted into the Government account.

The Government sales sub depots are functioning in the Government presses in Tiruchirapalli and Madurai for the past 10 years to facilitate and benefiting the people of central and southern districts.

In the Financial year 2022-2023, a sum of Rs.15,85,249/- (Rupees Fifteen Lakh Eighty Five Thousand Two Hundred and Forty Nine Only) from the sales sub-depot at Madurai and sum of Rs.16,04,988/- (Rupees Sixteen Lakh Four Thousand Nine Hundred and Eighty Eight Only) has been earned as revenue from the sales sub-depot of Trichy by way of selling private notifications, other notifications and various books including rule books.

Change of name gazettes, Service Registers, Legal codes, rules and rule books, Telephone Directories of Government Departments and other Gazettes are being sold to the requirements of Government servants and to the general public.

## **6. CHANGE OF NAME**

The process of publishing the notifications regarding change of name, name changes due to conversion of religion, Government notifications and its related works are undertaken in the Government publications sales depot in the campus of Commissionerate of Stationery and Printing and sub sales depots of Government branch presses, Trichy and Madurai.

Moreover, accessing and downloading the application forms for name change from the department website has been facilitated for the benefit of public. Fee for publishing in Government gazette for change of name in English Rs.415/- and fee for publishing in Government gazette for change of name in Tamil has been fixed Rs.115/-. The notification regarding the change of name

for transgenders is published in the Government gazette at free of cost.

In the last year 31,823 persons have changed their names and have been published in Tamil Nadu Government Gazette.

During the Financial Year 2022–2023, a sum of Rs.1,27,09,712/- (Rupees One Crore Twenty Seven Lakh Nine Thousand Seven Hundred and Twelve Only) towards the fee for publication of change of name and a sum of Rs.33,62,753/- (Rupees Thirty Three Lakh Sixty Two Thousand Seven Hundred and Fifty Three Only) towards publishing the private notifications in Tamil Nadu Government Gazette thus a total of Rs.1,60,72,465/- (Rupees One Crore Sixty Lakh Seventy Two Thousand Four Hundred and Sixty Five Only) has been generated as revenue to the Government.

**7. DETAILS OF PRINTING WORKS CARRIED OUT IN GOVERNMENT PRESSES FOR GOVERNMENT DEPARTMENTS DURING 2022–2023**

**(i) Standardized Forms / Registers / Covers**

<b>S. No.</b>	<b>Details of the Department / Office</b>	<b>No. of Forms</b>	<b>No. of Books</b>	<b>Covers</b>
1.	Judiciary	4,87,000	70,179	24,000
2.	State Legislative Assembly	-	1,20,070	-
3.	Police Department	2,07,52,198	4,28,857	44,000
4.	Medical Department	3,06,68,000	1,19,000	-
5.	Directorate of Technical Education	1,30,90,000	15,000	-
6.	Public Works Department	11,33,012	900	-
7.	Backward Classes, Most Backward Classes & Minorities Welfare Department	5,49,185	-	-
8.	Adi Dravidar Welfare Department	15,38,305	56,795	-

<b>S. No.</b>	<b>Details of the Department / Office</b>	<b>No. of Forms</b>	<b>No. of Books</b>	<b>Covers</b>
9.	Revenue Department	1,29,85,900	31,000	-
10.	Common Forms for all Departments	11,31,012	2,89,500	4,53,075
11.	Treasury Forms and Registers	9,50,700	34,570	-
12.	Secretariat Works	1,85,000	8,320	-
13.	Department of Civil Supplies and Consumer Protection	2,00,000	-	-
14.	Agriculture Department	1,12,350	56,170	-
15.	Animal Husbandry Department	5,000	7,000	-
16.	Fire Service Department	-	50,110	-
17.	Forest Department	-	630	-
<b>Total</b>		<b>8,37,87,662</b>	<b>12,88,101</b>	<b>5,21,075</b>

**(ii) Non-Standardized Forms / Registers / Covers**

<b>S. No.</b>	<b>Details</b>	<b>Number of forms</b>	<b>Number of books</b>	<b>Number of covers</b>	<b>Calendar</b>
1.	Letter pads, greeting cards & file pads for the use of Hon'ble Chief Minister and Hon'ble Minister's Offices	89,550	-	1,03,550	60,325
2.	Minutes of Assembly, Announcements and Citizen's Charter	-	1,20,070	-	-
3.	Diaries of Hon'ble Ministers and Members of the Legislative Assembly	-	2,000	-	-
4.	Tamil Nadu Public Service Commission	1,01,800	1,010	14,000	-
5.	Elections Department	6,53,62,805	1,466	2,54,600	-
6.	Directorate of Ex-Serviceman Welfare	6,56,100	85,924	-	-
7.	Police Department	-	600	3,000	-
8.	Medical Department	3,56,68,000	1,19,000	2,57,000	-
9.	Department of Economics and Statistics	10,20,600	2,250	-	-
10.	Office of the Accountant-General	-	255	-	-
11.	Health and Family Welfare	4,000	16,150	-	-
12.	Public (Telephones) Department	-	6,000	-	-

S. No.	Details	Number of forms	Number of books	Number of covers	Calendar
13.	Department of Horticulture and Plantation Crops	-	2,000	-	-
14.	Department of Local Fund Audit	2,000	-	2,000	-
15.	Tamil Development Department	-	4,000	-	-
16.	Judicial Department	17,41,600	21,469	40,700	43,000
17.	Mercantile Marine Department	-	5,000	-	-
18.	Ministry of Statistics and Programme Implementation / National Statistical Office	48,300	-	-	-
19.	Indian Medicine & Homeopathy Department	-	7,550	-	-
20.	Public Works Department	-	-	2,000	-
21.	Education Department	2,28,07,500	84,94,836	9,83,000	-
22.	Fire and Rescue Services Department	-	900	-	-
23.	Road Transport Department	-	400	-	-
24.	Human Rights Commission	-	15,680	-	-
25.	Hindu Religious and Charitable Endowment Department	-	2,500	-	-
26.	National Cadet Corps	-	1,000	-	-
27.	Backward Classes, Most Backward Classes & Minorities Welfare Department	-	5,000	-	-

<b>S. No.</b>	<b>Details</b>	<b>Number of forms</b>	<b>Number of books</b>	<b>Number of covers</b>	<b>Calendar</b>
28.	Adi Dravidar Welfare Department	-	5,000	-	-
29.	Directorate of Technical Education	-	3,000	-	-
30.	Prohibition & Excise Duty Department	-	12,500	-	-
31.	Vigilance and Anti-Corruption Department	-	-	30,000	-
32.	Tamil Nadu Archives & Historical Research Department	78,000	-	-	-
33.	Agriculture and Farmer Welfare Department	-	-	2,000	-
34.	6 <sup>th</sup> State Finance Commission	-	2,400	-	-
35.	Transport Department	-	10,000	-	-
36.	Directorate of Forensic Science	65,000	114	-	-
37.	Prime Minister's Crop Insurance Scheme	-	1,300	-	-
38.	Seed Certification	47,13,318	-	-	-
39.	Employment Department	2,36,850	-	-	-
40.	Government Stationery Stores	14,67,500	-	1,94,000	-
<b>Total</b>		<b>13,40,62,923</b>	<b>89,49,374</b>	<b>18,85,850</b>	<b>1,03,325</b>

**Details of printing works carried out by Government Presses for University Works during 2022–2023**

<b>S. No.</b>	<b>Details</b>	<b>Answer Sheets</b>	<b>Books</b>	<b>Covers</b>
1.	Tamil Nadu Open University	1,15,000	-	-
2.	Annamalai University	17,18,237	61,425	-
3.	Anna University	29,89,500	1,84,485	-
4.	Alagappa University	7,25,000	-	-
5.	Thiruvalluvar University	7,13,786	1,85,420	40,000
6.	University of Madras	42,25,000	-	-
7.	Bharathidasan University	25,00,000	-	-
<b>Total</b>		<b>1,29,86,523</b>	<b>4,31,330</b>	<b>40,000</b>

**Details of Revenue earned through University Works during 2022–2023**

<b>S.No.</b>	<b>Subject</b>	<b>Printing Charges (in Rupees)</b>
1.	Tamil Nadu Open University	19,63,961/-
2.	Annamalai University	6,13,22,946/-
3.	Anna University	4,51,30,009/-
4.	Alagappa University	1,29,77,313/-
5.	Thiruvalluvar University	1,29,61,669/-
6.	University of Madras	8,64,84,680/-
7.	Bharathidasan University	42,33,700/-
<b>Total</b>		<b>22,50,74,278 /-</b>

**Details of Printing charges received from Government Departments during 2022–2023**

<b>S. No.</b>	<b>Department / Institution</b>	<b>Printing Charges (in Rupees)</b>
1.	Adi Dravidar Welfare Department	51,935/-
2.	Family Welfare Department	37,31,011/-
3.	Most Backward Classes & Denotified Welfare Department	39,941/-
4.	Police Training College	29,48,362/-
5.	ESI Hospital, Chennai.	2,00,605/-
6.	Rajiv Gandhi Government General Hospital.	52,42,124/-
7.	Hindu Religious and Charitable Endowments Department	3,45,944/-
8.	Tamil Nadu Public Service Commission	1,91,356/-
9.	Directorate of Medical Education.	10,82,261/-
10.	Tamil Nadu Handicraft Industries Development Corporation, Poompuhar	8,017/-
11.	Director of Seed Certification, Kovai	7,48,432/-
12.	Directorate of Medical and Rural Welfare	9,308/-
13.	Electricity Distribution Circle, Dharmapuri	24,012/-
14.	Tamil Nadu Uniformed Services Commission	2,126/-
15.	Director of Seed Certification, Chennai	69,17,812/-
16.	Commissionerate of State Legislative Official Language	48,34,682/-

<b>S. No.</b>	<b>Department / Institution</b>	<b>Printing Charges (in Rupees)</b>
17.	Government Chief Inspector Electricity, Chennai.	4,432/-
18.	Mercantile Marine Department	1,83,220/-
19.	Archeological Survey of India.	3,98,720/-
20.	Denotified Tribes Welfare Board.	71,077/-
21.	Arasu Cable TV	4,247/-
22.	Institute of Road Transport.	94,004/-
23.	Ministry of Statistics and Programme Implementation / National Statistical Office	2,31,416/-
24.	Commissionerate of Archives and Historical Research Department	5,49,765/-
<b>Total</b>		<b>2,79,14,809/-</b>

## **8. LABOUR WELFARE**

All the presses functioning under the Department of Stationery & Printing are the factories under the control of Government. All the rules and regulations are being followed as per Factories Act in all the Government Presses. Accordingly, the employees working in Government presses are benefited under the Labour Welfare Acts such as the Industrial Disputes Act 1947, the

Trade Union Act 1926, the Employees Compensation Act 1923 and Tamil Nadu Labour Welfare Fund Act 1972 and such other acts.

As per rule 160 of Government Press Office Manual, a Labour Welfare Officer in the cadre of Assistant Commissioner of Labour and an Assistant Labour Welfare Officer in the cadre of Deputy Inspector of Labour have been posted on deputation for the welfare of employees in the department.

In addition, a Health Inspector has been deputed from the Department of Public Health and Preventive Medicine to take care of employee's general health and to maintain clean ambience in all Government Presses as per rule No.159 of the Government Press Office Manual.

**Allowances to Technical Employees:-**

1. Compensation for accidents are met out to employees as per Employees Compensation Act of 1923.
2. As the Factories Act applies for technical employees, they are given uniform and stitching

charges. For the women technical employees two overcoats and a sum of Rs.700/- as stitching charges are given every year and for the men technical employees 4 sets of uniforms and a sum of Rs.1200/- as stitching charges are given once in two years.

3. For men technical employees, a pair of leather shoes and two pairs of socks once in two years besides a pair of leather chappals every year to the women technical employees are being provided.
4. Rain Coat is being issued to Watchman, Electricians and Messengers once in five years.
5. Ethnic food allowance of Rs.400/-, Washing allowance of Rs.200/- and Risk allowance of Rs.400/- are being provided to the press employees in all units.

### **Special Pay**

To encourage the employees engaged in budget and top secret sections, for printing of important and urgent works on Sundays and Government holidays, a special pay of Rs.300/- per month for Senior Foreman,

Rs.240/- per month for Top Senior Foreman and Rs.210/- per month for Imposer, Junior Foreman, Senior Mono Type Casting Attendant and Junior Reader, Rs.180/- per month for Junior Book Binder, Machine Minder, Copy Holder and Rs.120/- per month for Warehouse Clerk are being paid.

### **Recreation Club**

In order to improve the working efficiency of the employees in all units of the Department of Stationery and Printing, recreation clubs have been formed and men and women those who are willing are deputed to district level sports activities and conducting of other games. Also to de-stress the employees, they are given training in yoga and meditation in addition to arts and literature.

Government is allocating Rs.3,00,000/- (Rupees Three Lakh only) for this recreation club every year. Out of this, Rs.1,00,000/- is being spent for conducting tournaments and distribution of prizes and Rs.2,00,000/- for procurement of sports articles.

## **Tamil Nadu Government Press Employees Co-operative Thrift and Credit Society Limited**

In Government Central Press, "A" type of co-operative thrift and credit society and in 5 other Branches are "B" type of societies are functioning.

The Co-operative Society functioning at Government Central Press has completed 100 years since its inception. If any of the members of this society happen to die in harness, the loan availed by them is completely waived off. Moreover, in the event of death of a Society member, a solatium of Rs.20,000/- is extended to the family members to perform the last rites.

In order to inculcate a sense of savings among the Officers and Employees of all units including Commissionerate of Stationery and Printing, Recurring Deposit Scheme and Term Deposit Schemes have been implemented. An optimum of Rs.12,00,000/- (Rupees Twelve Lakh only) as loan assistance is facilitated to the members.

Moreover, the first three ranks of the wards of society members, who score high marks with tamil as

one of the subject in 10<sup>th</sup> and 12<sup>th</sup> examinations are awarded with cash prizes.

### **Co-operative Stores**

A Co-operative store is functioning well, within the campus of Government Central Press, Chennai since its inception in 1965 and caters to the needs of both the working and retired employees of the press by selling essential commodities at fair price.

### **Government Press Quarters**

As Staff Quarters at Kamarajar Nagar, Tondaiarpet, has been built 60 years earlier, they are unsuitable for residing due to the damaged roof and side walls, clogging of drainage consequent on raising of road level over the years, damaged gradients of drainage. Due to these worst conditions, as per the announcements made in the demands for the year 2022-2023 Rs.34,49,25,222/- (Rupees Thirty Four Crore Forty Nine Lakh Twenty Five Thousand Two Hundred and Twenty Two only) has been sanctioned to construct 96 tenements in 6 floors with the modern amenities, adhering to the revised rules of

Chennai Metropolitan Development Authority and the construction works will start before the end of this month.

## **9. APPOINTMENTS**

Appointments to the Department of Stationery Printing are made through Direct recruitment by the Tamil Nadu Public Service Commission, Newspaper notifications, Employment Exchange and on Compassionate grounds.

### **Outsourced Contract Employees**

In order to carry out University examinations and Government examinations and urgent works 42 Book Binders, 1 Driver, 49 Mazdoors, 75 sanitary workers and 34 securities totally 201 outsourced employees are working on contract basis.

## 10. BUDGET

Budget for the financial year 2022-2023 and Budget Estimate for the year 2023-2024 have been tabulated below:-

		(Rupees in Thousand)			
Head of Account		2022-2023 Budget Estimate (B.E)	2022-2023 Revised Estimate (R.E)	2022-2023 Final Modified Appropriation (FMA)	2023-2024 Budget Estimate (B.E)
2058	Stationery and Printing	162,09,04	160,97,40	144,38,93	166,01,98
2059	Public Works	49,99	49,99	49,99	52,49
4058	Capital Outlay on Stationery and Printing	94,04	2,25,11	2,50,08	15,50,30
<b>Total</b>		<b>163,53,07</b>	<b>163,72,50</b>	<b>147,39,00</b>	<b>182,04,77</b>

## **11. CONDEMNATION**

An amount of Rs.93,69,904/- by selling the waste papers and an amount of Rs.21,56,816/- by selling the condemned machines, spare parts and used pre-sensitized aluminium plates by e-auction through the M/s.Metal Scrap Trade Corporation, Chennai (a Central Government Organization) totally an amount of Rs.1,15,26,720/- revenue has been generated and remitted into the Government Account.

Since mono metal letter blocks, lead and alloy used in warps for letter press composing have all become obsolete, action is being taken to dispose the metals and metallic articles which are kept in Government press by e-auction through the above said Organization.

## **12. DISSEMINATION OF INFORMATION**

An website "<http://www.stationeryprinting.tn.gov.in>" has been designed exclusively for this department. The information on name change notifications, Tamil Nadu Government Notifications and Gazettes, Private Notifications and Notifications relating to Insolvency Petitions of Companies etc., are printed and published in

Tamil Nadu Government Gazette and uploaded in this website every Wednesday.

Downloading the forms for name changes from the Departments website is facilitated to the benefit of the public. In the financial year 2022–2023, a sum of Rs.2,00,000/- (Rupees Two Lakh only) has been sanctioned to upgrade this website and action is being taken by National Informatic Centre.

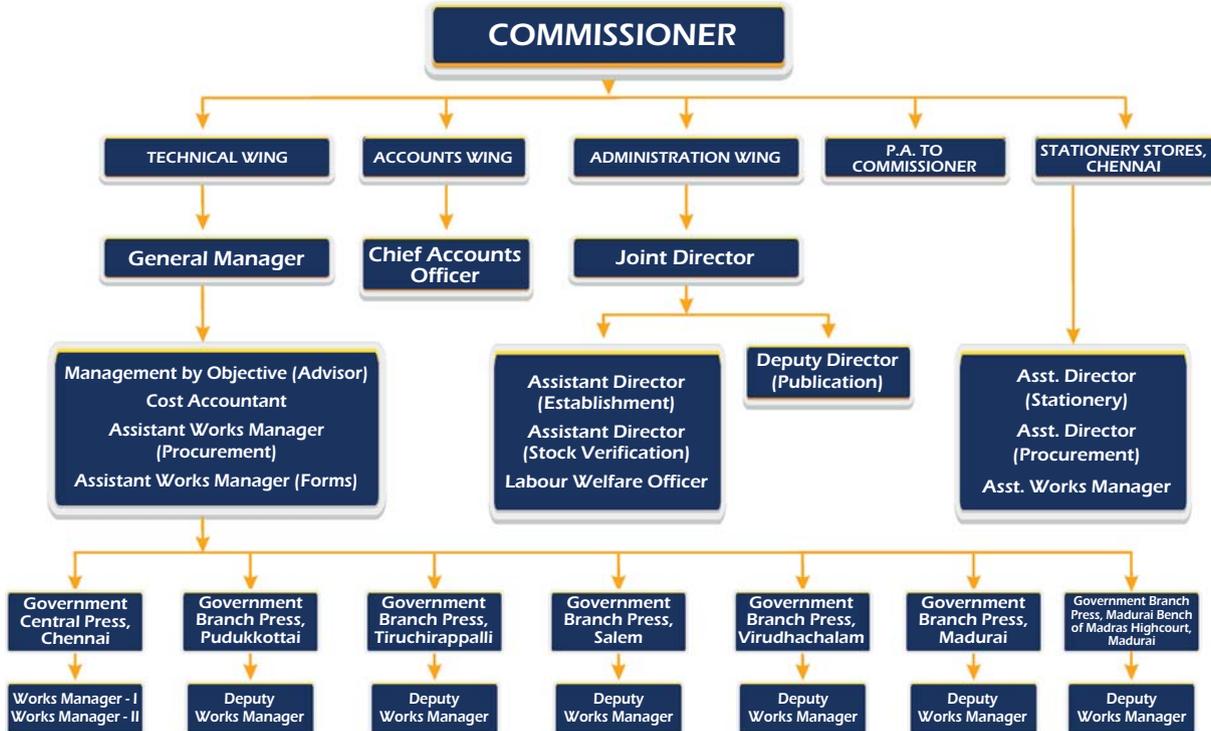
## **EPILOGUE**

Just as we come to know about ancient history which are etched in stone inscriptions, the printing press plays an important role in documenting the present human life. Moreover, in keeping pace with the modern industrial advancements, this department of Stationery and Printing has upgraded itself technically in a modern way and plays a vital role in the Government functioning by continuously catering to the printing needs of all departments with aplomb and proving itself as a heritage department of the Government.

**M.P.Saminathan,**  
Minister for Information  
and Publicity



# ORGANISATION CHART



## Staff Strength

Sl. No.	Unit	Officers	Ministerial Staff	Technical Employees	Other Categories	Total Strength
1	Commissionerate, Chennai. (Including Government Publications Depot)	14	132	33	35	214
2	Government Central Press, Chennai.	24	98	465	85	672
3	Government Stationery Stores, Chennai	2	39	19	14	74
4	Government Branch Press, Madurai	4	24	153	11	192
5	Government Branch Press, Salem.	1	20	80	10	111
6	Government Branch Press, Pudukkottai.	2	14	59	9	84
7	Government Branch Press, Trichirappalli.	2	17	73	7	99
8	Government Branch Press, Virudhachalam.	1	12	70	8	91
9	Government Branch Press, Madurai Bench of Madras High Court, Madurai.	-	6	18	4	28
<b>Total</b>		<b>50</b>	<b>362</b>	<b>970</b>	<b>183</b>	<b>1565</b>



As per the Announcement made during the year 2022-2023, Four Colour Toner based Digital Production Printer has been inaugurated for production at Government Central Press, Chennai. (23.03.2023)



As per the Announcement made during the year 2022-2023, Four Colour Inkjet Production Printers have been procured and put in use at Government Central Press, Chennai.



Main Press Building at Government Central Press, Chennai.



Four Colour Web Offset Printing Machine at Government Central Press, Chennai.



Perfect Binding Machine is being used for speedy and quality Book Binding Production at Government Central Press, Chennai.



As per the Announcement made during the year 2022-2023, Black and White Inkjet Digital Production Printers and Plastic Pallets have been procured and put in use at Government Central Press, Chennai and Government Branch Presses at Madurai, Virudhachalam, Trichy, Salem and Pudukottai.



The Orient Web-Offset Machine was shifted from Government Branch Press, High court Campus, Chennai and merged with the machine already functioned in Government Branch Press, Madurai and at present 48 pages in A4 are being printed.

