



**TAMIL DEVELOPMENT
AND
INFORMATION DEPARTMENT**

POLICY NOTE

2024-2025

STATIONERY AND PRINTING

DEMAND NO. 30

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Government of Tamil Nadu
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Tamil Development and Information Department

STATIONERY AND PRINTING

Policy Note 2024-2025

"Books are luxurious until the printing press comes into existence"

Prologue:

The human race has developed and rooted itself through various stages of evolution since its inception. Similarly, the development of letters and books and the development of printing machinery have incorporated the present and brought unique identity to all levels in society in accordance with the technology of the modern age. The Stationery and Printing Department has played a vital role in execution of printing.

1. INCEPTION AND GROWTH

From a modest beginning as a small press with 10 employees to print and publish Government journals at St. George's Fort, which was the seat of Government Madras Province, the Stationery and Printing Department has grown and flourished since its inception from December 17, 1831.

Also, the Printing department which was functioning separately and the Stationery wing which was under the control of the Chennai Collector got merged and named as "Stationery and Printing Department" from July 1953. The Stationery and Printing department caters the printing and stationery needs of all the Government Departments for the last 192 years.

2. OBJECTIVE OF THE DEPARTMENT

The purpose of the department is to meet out the stationery and printing needs of all Government Departments and Government institutions through the

Government Central Press which is located at Chennai, the capital city of Tamil Nadu and five other branch presses along with the stationery office under the control of the Commissionerate of Stationery and Printing.

Besides, to generate the revenue to the Government this department is printing the answer sheet for universities, books published by Government undertakings, Tamil University and books / journals published by the judiciary by collecting the printing charges along with the sales of gazettes for the change of name. Apart from this, it aims to function as the best Government printing press of our country by setting up a high standard equipment in the Government presses for high quality printing in multi-colour and with low manpower with modern technology to adapt the environment of technological development.

3. LOCATION OF THE UNITS:

Under the headship of the Commissionerate, the units of Stationery and Printing department are functioning at the following locations.

Sl. No.	Units	Location
1.	Commissionerate of Stationery and Printing, Chennai.	110, Anna Salai, Chennai-600 002.
2.	Government Central Press, Chennai.	Mint Street, Vallalar Nagar, Chennai-600 001.
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 Stationery Office, Chennai.	64, Rajaji Salai, Chennai-600 001.

Due to the expansion of the court premises and cessation of printing of regular judicial forms and registry the Government Branch Press, Chennai High Court which was functioning at Chennai High Court premises was handed over to the Department of Judicial on 30.11.2022.

For the same reasons, Government Branch Press, which was functioning in the campus of Madurai Bench of Madras High Court, Madurai-23 was shifted to the Government Branch Press, Madurai and the building was handed over to Department of Judicial on 20.11.2023.

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 cadre of Indian Administrative Service. A Joint Director in the cadre of District Revenue Officer is in charge of the general administration, a General Manager, who is in charge of

the technical related works are assisting 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 welfare of employees.

b) EMPLOYEES

Out of the total sanctioned strength of 4870 employees in Stationery and Printing Department, 543 Women and 947 Men with a total of 1490 Employees are working now. Out of these, 233 employees are differently abled persons.

Details of Differently abled Employees:

135 Visually impaired employees (Men 126, Women 9), 6 Speech and Hearing Impaired employees (Men 4, Women 2), 91 Physically Challenged

employees (Men 59, Women 32) and 1 employee (Men) with Mental illness. Totally 233 differently abled employees are working in this department. The unique speciality of this Department is that it has employed 16% of disabled persons, for those people to live with dignity and confidence which is a way ahead of the 4% of disabled personnel earmarked by the Government for appointment in Government services. Apart from this, the department is functioning with 341 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 23%.

c) UNITS OF STATIONERY AND PRINTING DEPARTMENT

The Stationery wing, which was under the control of District Collector of Chennai during July 1953 got merged with the printing Department which was functioning separately and named as "Stationery and Printing Department".

1. Commissionerate

Commissionerate is functioning as the head office for the Stationery and Printing Department. The administrative set up of Commissionerate is classified into 5 divisions with 14 officers and 187 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 Deputy Works Manager, Assistant Works Manager (Procurement)–1, Assistant Works Manager (Forms)–1, in Publications wing Assistant 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) Modern technological machinery, spare parts, different varieties of papers used for printing, boards, printing materials consumables for printing, Computer and its spares and other items used in office 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 printing purposes 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 2000 and supplied to all Government Departments and Offices.

(iii) Based on the number of machinery, 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 the above said 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 and also verifying the printing charges and fixing the rates for the books printed at private press with the grant of Tamil Development Department.

(v) Publication of alteration / 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 Publication wing of the Commissionerate.

(vi) Apart from this, the establishment works of all the officers and employees of this department are being carried out here.

2. Government Stationery Office.

The Government Stationery Office is functioning at Rajaji Salai, Chennai-1 from July 1953.

a) This Stationery Office is functioning with One Deputy Director as Head of the Office, One Assistant Director, 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 file pad which are being procured as per Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 are kept in stock and supplied to other various Government departments throughout the state at free of cost based on their annual indent and on payment basis for 67 offices including Health and Family Welfare Department.

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.

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 Lakhs only) has been sanctioned to refurbish the Government Stationery Office building. The refurbishing works are being carried out 13.02.2023 onwards through the Public Works Department.

3. Government Central Press, Chennai.

a) Government Central Press which was started in December 1831, was shifted from Fort St. George to Mint Street (Mint Buildings) in the year 1888 and from 23.05.2017 Government Central Press is functioning in new building with state of the art printing machines. In this press, 628 Officers and Employees are working in Administrative wing, Accounts wing, Technical wing, and Health and Labour Welfare wing under the stewardship of Works Manager–I. And Works Manager–I, Works Manager–II, 3 Deputy Works Managers and 11 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 working in the Government Central Press.

b) 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.

c) 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.

d) By using the modern printing machinery, 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, 10th to 12th standard answer sheets for the Department of Government Examinations, Government Calendars, Diaries and broad cloth lined covers are being printed with high quality and supplied on prescribed time.

e) A Mini Lorry (Reg. No.TN 01 G 8902) has been purchased for Rs.18,00,000/- (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.

f) 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–colour 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-colour 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) A laboratory building in 1140 square feet with D65 lighting facility and equipment at a cost of Rs.1,08,72,000/- (Rupees One Crore Eight Lakh and Seventy Two Thousand Only) for quality testing of paper and printing materials to ensure the quality of printing works processed in government press and the construction work by the Public Works Department is in progress.

g) As per the announcements made during the demand for the year 2023-2024, since the use of modern machines for printing plate production has increased and the production of old technology printing plates has become rare in the market and to make printing plates in emergency work, a thermal CTP machine has been procured and put into use at a cost of Rs.2,50,00,000/- (Rupees Two Crore Fifty Lakhs Only)

h) Important works carried out at Government Central Press on priority basis.

The printing works of 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 Ministers 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 are executed here.

The printing works of Notifications, forms, books, handbooks, special tags, various size of covers and ballot papers for General Elections and Tamil Nadu State Election Commission are executed here.

The printing works of Tamil Nadu Government Gazettes, Law Codes and Manuals, Reports of the Tamil Nadu Accountant General, Tamil Nadu Public Service Commission Bulletins and Multi Coloured Annual Reports, 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 are executed here.

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

4. 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 and 79 employees working there.

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, Thanjavur, Thiruvarur, Mayiladuthurai and Nagapattinam 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 put in use.

As per the announcement made during the demand for the year 2023–2024, a Hydraulic Pallet Trolley has been procured and in use for easy transportation of printed papers in machine section, binding section and dispatch section from one building to another building.

Also, as per the announcement made during the demand for the year 2023–2024, at the request of public and in order to avoid consumption of time and money of Public by going to Chennai Publication Sales Depot and Sub-Sales Publication Depot of Madurai and Trichy, name alteration / change application facility has been provided in this branch from 26.04.2023.

5) Government Branch Press, Virudhachalam

This press was established in the year 1961 and functioning in its own building from 1981 with a staff strength of 84, which includes a Deputy Works

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

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

Moreover, District Gazettes of Cuddalore, Vellore, Ranipet, Tirupattur, Villupuram, 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 put in use.

As per announcement made during the demand for the year 2023-2024, a Hydraulic Reel Loading Trolley for loading paper material used for printing on

web offset machines in this branch has been procured and put in use.

Also, as per the announcement made during the demand for the year 2023-2024, at the request of public and in order to avoid consumption of time and money of public by going to Chennai Publication Sales Depot and Sub-Sales Publication Depot of Madurai and Trichy, name alteration / change application facility to general public has been provided in this branch from 26.04.2023.

6) Government Branch Press, Trichirappalli

The Government branch press was established at Ariyamangalam industrial Estate on 20th 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 a total number of 96 employees including Assistant Works Manager, ministerial staff, technical employees and basic servants are working there.

126 kinds of standardized / non-standardized forms including common forms and 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, Perambalur, Karur, and Ariyalur districts are also being printed. Name alteration / change application facility to general public is available at this branch publication and sales depot.

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 put in use.

As per the announcement made during the demand for the year 2023-2024, a hydraulic Pallet Trolley has been procured and put in use for easy transportation of printed papers in machine section, binding section and dispatch section from one building to another building.

7) Government Branch Press, Salem

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 6th June 1986.

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

This Branch Press is functioning with 112 employees, such as ministerial staff, technical employees and basic servants under the leadership of Deputy Works Manager.

The District Gazette of Salem, Namakkal, Erode, Tiruppur, Dharmapuri, Krishnagiri, Coimbatore and Nilgiris 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 put in use.

The details of the machinery procured as per the announcements made during the demand for the year 2023–2024:

i) To carry, load and unloading of paper roll with ease in the web-offset machine, Pneumatic shaft which operates by way of air lock with modern facilities is procured and in operation now.

ii) A Hydraulic Reel Loading Trolley for loading paper material used for printing on web offset machine has been procured and is in use.

iii) A Hydraulic Pallet Trolley has been procured and in use for easy transportation of printed papers in machine section, binding section and dispatch section from one building to another building.

iv) At the request of public and in order to avoid consumption of time and money of the public by going

to Chennai Publication Sales Depot and Sub-Sales Publication Depot of Madurai and Trichy, name alteration / change application facility to general public has been provided in this branch from 26.04.2023.

8) Government Branch Press, Madurai

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 216 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.

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

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

Tirunelveli, Tenkasi, Thoothukudi, and Kanyakumari are being printed and distributed to the respective District Collectorates. People name alteration / change application facility to general public is available at this branch publication and sales depot.

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 put in use.

Details of Machinery procured and installed based on the announcements made on the floor of Assembly during the demand for the year 2023-2024:

(i) To carry, load and unloading of paper roll with ease in the web-offset machine, Pneumatic shaft which operates by way of air lock with modern facilities is procured and in operation now.

(ii) A Hydraulic Pallet Trolley has been procured and in use for easy transportation of printed papers in machine section, binding section and dispatch section from one building to another building.

(iii) In this branch, work of the Election Department, Revenue Department, Seed Certificate and general works, non-standardized registers / forms, needs to be done immediately in a short time, considering the necessity and urgency of the work, 10 digit Hand Numbering machine has been procured and put in use.

5. Government Publications and 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 Assistant 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.5,70,657/- (Rupees Five Lakh Seventy Thousand Six Hundred and Fifty Seven only) by selling Gazettes and by private notification a sum of Rs.25,76,286/- (Rupees Twenty Five lakh Seventy Six Thousand Two Hundred and Eighty Six only) and a total of Rs.31,46,943/- (Rupees Thirty One Lakh Forty Six Thousand and Nine Hundred and Forty Three only) has been generated in the financial year 2023–2024 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.

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

6. Alteration / Change of name for general public

The process of publishing the notifications regarding alteration / change of name for public, 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, Madurai, Salem, Pudukottai and Virudhachalam.

Moreover, accessing the application for name alteration / change and downloading from the department website has been facilitated for the benefit of public. Fee for publishing the notification of change of name in English has been fixed as Rs.750/- and fee for publishing the change of name in Tamil in Government gazette is Rs.150/-. The notification regarding the change of name for transgenders are published in the Government gazette at free of cost.

In the last year 29,095 persons have altered / changed their names and the notifications were also published in Tamil Nadu Government Gazette.

In the Financial year 2023-2024, a sum of Rs.92,29,785/- (Rupees Ninety Two lakh Twenty Nine Thousand Seven Hundred and Eighty Five Only) from the sales depot at Chennai, a sum of Rs.26,07,842/- (Rupees Twenty Six Lakh Seven Thousand Eight Hundred and Forty Two Only) from the sales sub-depot at Madurai and a sum of Rs. 11,51,149/- (Rupees Eleven Lakh Fifty One Thousand One Hundred and Forty Nine Only) has been earned as revenue from the sales sub-depot of Trichy and Rs. 21,66,577/- (Rupees Twenty one Lakh Sixty six Thousand Five Hundred and Seventy Seven Only) has been earned from the Government Branch Press, Salem and Rs.3,24,105/- (Rupees Three Lakh Twenty Four Thousand One Hundred and Five only) from the Government Branch Press, Pudukottai and Rs. 3,09,035/- (Rupees Three Lakh Nine Thousand and Thirty Five only) from the Government Branch Press, Virudhachalam and a total amount of Rs.1,57,88,493/- (Rupees One Crore Fifty Seven Lakh Eighty Eight Thousand Four Hundred and Ninety Three only) has been generated as revenue to the Government towards the fee for publication of alteration / change of name.

**7. Details of printing works carried out in
Government Presses and Government Departments
during 2023–2024**

(i) Standardized Forms / Registers / Covers

S. No.	Details of the Department / Office	No. of Forms	No. of Books	Covers
1.	Judiciary	7,38,250	7,426	16,000
2.	State Legislative Assembly	14,97,100	500	-
3.	Police Department	9,62,110	2,16,123	2,75,000
4.	Medical Department	4,65,77,750	1,20,589	1,96,400
5.	Directorate of Technical Education	47,95,020	4,35,000	-
6.	Public Works Department	1,61,000	15,43,024	-
7.	Backward Classes, Most Backward Classes & Minorities Welfare Department	8,13,250	-	-

S. No.	Details of the Department / Office	No. of Forms	No. of Books	Covers
8.	Adi Dravidar Welfare Department	12,08,471	12,186	-
9.	Revenue Department	1,69,24,280	69,000	5,000
10.	Treasury Forms and Registers	3,52,500	1,25,250	-
11.	Secretariat Works	1,55,000	-	-
12.	Department of Civil Supplies and Consumer Protection	4,01,500	586	-
13.	Agriculture Department	2,000	4,500	8,000
14.	Animal Husbandry Department	4,000	11,090	-
15.	Fire Service Department	3,500	27,104	-
16.	Forest Department	2,000	6,600	-
17.	Health Department	12,22,000	-	-

S. No.	Details of the Department / Office	No. of Forms	No. of Books	Covers
18.	Government Examination Department	4,52,32,400	-	1,64,000
19.	Stationery Office	70,000	6,725	14,20,000
20.	Commercial Tax Department	2,500	1,058	-
21.	Statistic Department	1,87,400	6,105	-
22.	Tamil Development Department	50,400	40,478	99,300
23.	Education Department	41,39,400	1,59,957	5,60,000
24.	Forensic Science Department	3,30,000	5,000	-
25.	Transport Department	66,000	15,400	15,00,000
26.	Department of Boilers	-	5,300	-
Total		12,58,97,831	28,19,001	42,43,700

(ii) Non-Standardized Forms / Registers/ Covers

S. No.	Details	Number of forms	Number of books	Number of covers	Calendar
1.	Letter pads, greeting cards & file pads for the use of Hon'ble Chief Minister and Hon'ble Minister's Offices	3,20,000	1,070	1,54,320	60,660
2.	Minutes of Assembly, Announcements and Citizen's Charter	-	1,14,800	-	-
3.	Diaries of Hon'ble Ministers and Members of the Legislative Assembly	-	-	-	2,000
4.	Tamil Nadu Public Service Commission	26,900	2,00,000	60,000	-
5.	Elections Department	1,63,16,190	2,86,988	15,57,160	-
6.	Directorate of Ex-Serviceman Welfare	27,000	380	-	-

S. No.	Details	Number of forms	Number of books	Number of covers	Calendar
7.	Police Department	-	42,156	5,000	-
8.	Office of the Accountant General	33,000	-	-	-
9.	Tamil Development Department	-	-	-	-
10.	Judicial Department	32,89,400	18,994	42,450	43,500
11.	Shipping Transportation Department	-	10,000	-	-
12.	Public Works Department	300	6,280	-	-
13.	Government Examination Department	25,73,450	52,55,500	-	-
14.	National Cadet Corps	20,000	10,400	-	-
15.	Adi Dravidar Welfare Department	1,000	-	-	-

S. No.	Details	Number of forms	Number of books	Number of covers	Calendar
16.	Directorate of Technical Education	6,00,000	-	-	-
17.	Department of Agriculture and Farmers Welfare	-	2,000	-	-
18.	Seed Certificate Department	63,45,350	30	-	-
19.	Stationery Office	14,33,500	-		
20.	Plain Covers for All Government Officers	-	-	33,000	-
21.	Water Analysis Laboratory	16,150	-	-	-
22.	Education Department	93,91,000	-	78,000	-
23.	Agriculture Marketing Board	-	2,000	-	-
24.	Kalaigdar Public Service Camp Receipt	15,000	-	-	-
Total		4,04,08,240	59,50,598	19,29,930	1,06,160

**Details of printing works carried out by
Government Presses for University Works during
2023–2024**

S. No.	Details	Answer Sheets	Books	Covers
1.	Tamil Nadu Open University	1,56,400	-	-
2.	Annamalai University	11,00,000	-	-
3.	Anna University	37,45,000	-	-
4.	Alagappa University	12,00,000	-	-
5.	Chennai University	33,60,000	-	-
6.	Bharathidasan University	30,00,000	-	-
7.	Tamil Nadu Teacher Education University	22,00,000	-	2,30,000
8.	Diploma in Nursing	62,104	-	-
9.	Diploma in Pharmacy	50,200	-	-
Total		1,48,73,704	-	2,30,000

**Details of Revenue earned through
University Works during 2023–2024**

S. No.	Subject	Printing Charges (In Rupees)
1	Anna University	12,11,50,558/-
2	Annamalai University	4,14,30,960/-
3	Thiruvalluvar University	4,845/-
4	Tamil Nadu Teacher Education University	1,67,01,038/-
5	Tamil Nadu Open University	44,27,654/-
6	Alagappa University	3,09,46,021/-
7	University of Madras (Reprint Charges)	1,02,02,496/-
8	Bharathidasan University	4,16,50,026/-
9	University of Madras	3,19,202/-
Total		26,68,32,800/-

**Details of Printing charges received from
Government Departments during 2023–2024**

Sl. No.	Department / Institution	Printing Charges (In Rupees)
1.	Department of Shipping Transport	6,24,597/-
2.	Road Transport Department	1,97,651/-
3.	Rajiv Gandhi Government General Hospital	17,50,660/-
4.	Directorate of Seed Certification, Chennai	52,14,945/-
5.	Tamil Nadu Textbook and Educational Service Corporation	78,81,566/-
6.	Directorate of Medical Education, Kilpauk	31,88,589/-
7.	ESI Hospital, Ayanavaram	30,474/-
8.	Salem Sales Group	2,43,297/-
9.	Tamil Nadu Industrial Development Corporation, Chennai	5,11,707/-
10.	Tamil Nadu Agricultural Marketing Board, Guindy, Chennai	9,684/-
11.	Central Fisheries Survey Office, Royapuram	80,320/-
12.	Labour Welfare Board, Chennai	7,273/-

Sl. No.	Department / Institution	Printing Charges (In Rupees)
13.	School Education Teachers Day Flag	5,97,057/-
14.	Teacher Selection Board – CMRF	22,364/-
15.	Tamil Nadu Manual Labour Workers Social Security Welfare Tax Annual Report	1,21,845/-
16.	Commissionerate of Archives and Historical Research	5,49,765/-
17.	Tamil Nadu State Prohibition and Excise Department	31,92,957/-
18.	Highways Department	12,13,363/-
19.	State Rural Development and Panchayat Institute, Maraimalai Nagar	16,62,604/-
20.	Police Department	20,88,366/-
21.	Directorate of Seed Certification and Organic Certification, Guindy	70,67,215/-
22.	District Legal Service Authority, Salem	31,702/-
23.	Tamil Nadu Skill Development Corporation	15,781/-
24.	Adi Dravidar Welfare Department	36,832/-
Total		3,63,40,614/-

8. Labour Welfare

All the presses functioning under the Department of Stationery and 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:

Compensation for accidents are met out to employees as per Employees Compensation Act of 1923.

As the Factories Act applies for technical employees, they are given uniform with 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.2000/- as stitching charges are given once in two years.

For men technical employees, a pair of leather shoes and two pair of socks once in two years besides a pair of leather chappals every year to the women technical employees are being provided.

Rain Coat is being issued to Watchman, Electricians and Messengers once in five years.

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 Stationery and Printing Department, recreation clubs have been formed to

de-stress the employees, they are given training in yoga and meditation in addition to arts and literature and those (men and women) who are willing are deputed to district level sports activities and conducting of other games.

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/- is also spent for procurement of sports articles.

Tamil Nadu Government Press and Stationery Department Employee's Co-operative Society Limited.

The Tamil Nadu Government Press and Stationery Department Employee's Co-operative Society Limited functioning in Government Central Press is "A" type and the societies functioning in 5 other Branches are 'B' type.

The Tamil Nadu Government Press and Stationery Department Employee's Co-operative Society Limited functioning at Government Central Press has completed 100 years since its inception. If any of the members of this society happened to die in harness, 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 Lakhs only) as loan assistance is facilitated to the members.

Moreover, the wards of society members, who score the first three ranks of high marks with tamil as one of the subject in 10th and 12th 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, Tondaiarpur, has been built 60 years earlier, they are unsuitable for residing, as per the announcement made during the demand 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. On 11.05.2023, the foundation stone was laid by the Honourable Minister of Youth Welfare and Sports Development and the construction

works in 11,000 square feet area are nearing completion by Public Works Department. Action has also been taken to construct 64 more tenements.

9. Appointments

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

Since 07.05.2021, 14 appointments have been made on compassionate grounds. 11 Junior Assistant and 11 Typists have been appointed through TNPSC. Steps are being taken to fill up 24 technical posts through direct recruitment.

Outsourced Contract Employees

In order to carry out University Examinations and Government Examinations and urgent works 49 Mazdoors, 75 Sanitary Workers, 34 Securities and 1 Driver totally 159 outsourced employees are working on contract basis.

10. BUDGET

Budget for the financial year 2023–2024 and Budget Estimate for the year 2024–2025 have been tabulated below:-

		(Rupees in Thousand)			
Head of Account		2023–2024 Budget Estimate (B.E)	2023–2024 Revised Estimate (R.E)	2023–2024 Final Modified Appropriation (FMA)	2024–2025 Budget Estimate (B.E)
2058	Stationery and Printing	166,01,98	166,16,08	165,69,38	186,91,46
2059	Public Works	52,49	52,49	52,49	25,00
4058	Capital Outlay on Stationery and Printing	15,50,30	29,41,83	29,41,83	18,49,54
	Total	182,04,77	196,10,40	195,63,70	205,66,00

11. CONDEMNATION

An amount of Rs.93,97,728/- (Rupees Ninety Three Lakh Ninety Seven Thousand Seven Hundred and Twenty Eight only) by selling the waste papers and an amount of Rs.70,15,589/- (Rupees Seventy Lakh Fifteen Thousand Five Hundred and Eighty Nine only) 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 and Rs. 99,98,200/- (Rupees Ninety Nine Lakh Ninety Eight Thousand Two hundred only) by way of selling the old typewriters by public auctions totally an amount of Rs.2,64,11,517/- (Rupees Two Crore Sixty Four Lakh Eleven Thousand Five Hundred and Seventeen only) revenue has been generated and remitted into the Government Account.

12. DISSEMINATION OF INFORMATION

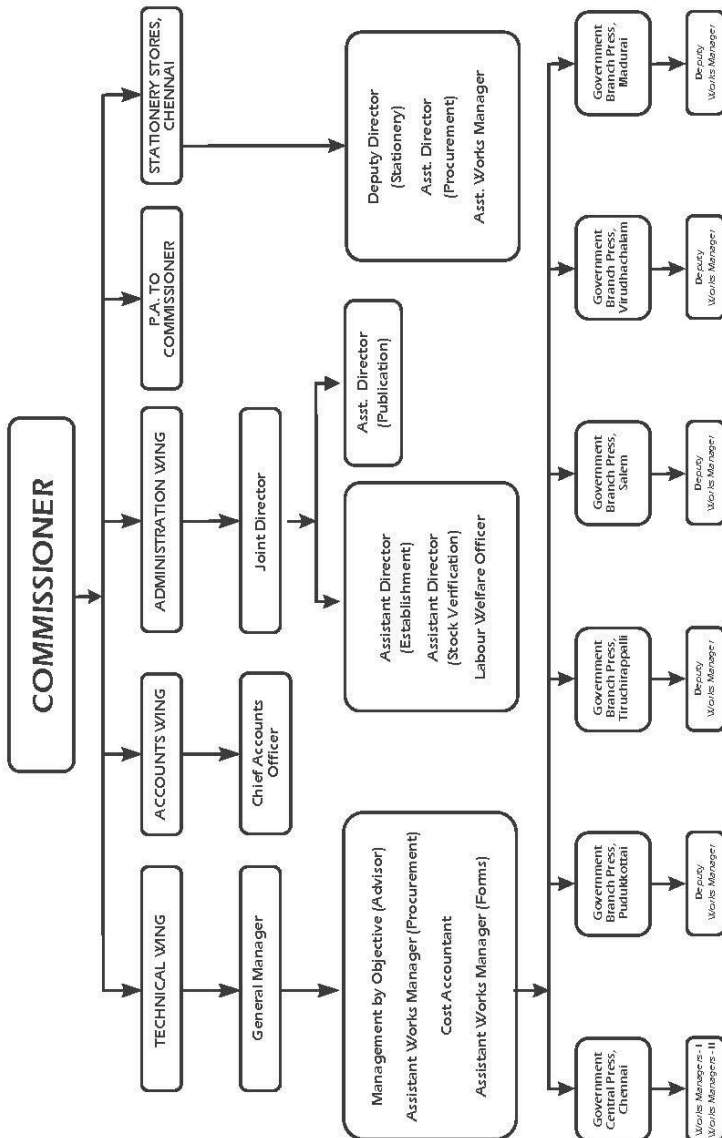
Downloading the forms for name alterations / changes for general public from the Department's website is facilitated to the benefit of the public. In the financial year 2023–2024, this website has been

upgraded thro the National Informatic Centre at a cost of Rs.2,00,000/- (Rupees Two Lakhs only).

An website ["https://www.stationeryprinting.tn.gov.in"](https://www.stationeryprinting.tn.gov.in) has been designed exclusively for this department.

The information regarding notifications on alteration / change of name, 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.

ORGANISATION CHART



EPILOGUE

Printing plays a pivotal role in the promotion of the elegance of the Tamil Language in a book form. To keep the pace with modern times and to deliver high quality printing in multi-colour promptly with unwavering dedication under the guidance of the Government of Tamil Nadu the Stationery and Printing Department which is ancient and 192 years old continues to expand its services to the general public and to the Government by utilizing the modern machinery and high technology. Besides the Stationery and Printing Department is the backbone for all the Government departments in executing their day to day functions.

M.P. SAMINATHAN,
Minister for Tamil Development,
Information & Publicity Department