

STATIONERY AND PRINTING

This department is a nodal agency that undertakes all the printing works of the Government Departments / Undertakings / Local bodies in the administration and for supply of paper stationeries. There are four exclusive printing presses under the control of the Department of Printing and Stationery. The Government Central Press, Puducherry and one Government Branch Press are functioning in Puducherry and two Government Branch Presses are located one at Karaikal and the other at Mahe regions.

During 2007-08, in order to increase the efficiency in augmenting productivity, it is proposed to purchase of various Hi-Tech and modern printing machineries on digitalized technology to cope up with the present need. It is also proposed to acquire land for the construction of permanent building to accommodate the Govt. Branch Press, Mahe and Govt. Branch Press, Mettupalayam. There is a plan to introduce LAN System in the Administration Wing and Stores management under e-governance initiatives. Twelve lakhs of exercise note books are planned to produce every year from Government Branch Press, Mettupalayam for supply to Education Department meant for free distribution to students.

OUTLAY AT A GLANCE

Sector : STATIONERY & PRINTING

No. of Scheme : 1

Department : STATIONERY & PRINTING

(Rs. in lakh)

Tenth Plan 2002-07 Approved Outlay	:	400.00
Annual Plan 2002-05 Actual Expenditure	:	288.38
Annual Plan 2005-06 Actual Expenditure	:	145.00
Annual Plan 2006-07 Approved Outlay	:	145.00
Annual Plan 2006-07 Revised Outlay	:	169.00
Eleventh Five Year Plan 2007-12 Proposed Outlay	:	1,500.00
Annual Plan 2007-08 Proposed Outlay	:	250.00

(Rs. in lakh)

Sl. No.	Name of Scheme	Annual Plan 2005-06	Annual Plan 2006-07		Eleventh Plan 2007-12	Annual Plan 2007-08
		Actual Expdr.	Approved Outlay	Revised Outlay	Proposed Outlay	Proposed Outlay
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Strengthening and modernisation of Govt. Presses	145.00	145.00	169.00	1,500.00	250.00

Scheme No. 1

Sector : STATIONERY AND PRINTING

Implementing Department : STATIONERY AND PRINTING

1. Name of the Scheme : Strengthening and modernisation of Govt. Presses**2. Objective of the Scheme** :

- To improve the technology in printing with installation of Hi-Tech machineries and equipments for Offset Printing Units.
- Modernisation of the existing plants and machinery replacing the letter press technology.
- To expand facilities for undertaking printing needs of the department / Government undertakings / local bodies.
- Re-organisation of the Directorate for improving efficiency in human resource.
- Acquisition of land and construction of permanent building for Branch Presses, at Mettupalayam & Mahe.

(Rs. in lakh)

3. Tenth Plan 2002-07**(a) 2002-05 (Actual Expenditure)** : **288.38****(b) 2005-06 (Actual Expenditure)** : **145.00****(c) 2006-07 (Approved Outlay)** : **145.00****(d) 2006-07 (Revised Outlay)** : **169.00****(e) Actual Physical Achievement (2002-05)** :

Machines procured & erected :

- Fully Automatic programmable Paper Cutting Machine – 1 No.
- Power operated Wire stitching machine – 2 Nos.

(f) Actual Physical Achievement (2005-06) :

Machines procured & erected :

- Book Sewing machine – 3 Nos.
- Automatic Folding Machine – 1 No.
- Web Ruling Machine – 1 No.
- Digital Copy Printer – 2 Nos.

(g) Anticipated Physical Achievement (2006-07) :

Machineries proposed for procurement :

- Digital Copy Printer – 1 No.
- Book Sewing Machines – 3 Nos.
- Perfect Binding Machines – 2 Nos.
- Motorised Calendar Rimming Machine – 1 No.
- Automatic creasing and perforating machine – 1 No.
- Single Demy single colour offset printing machine – 1 No.

- Bundling machine – 1 No.
 - Creation of one post of Telephone Operator
- (Rs. in lakh)

4. Proposed Outlay for the Eleventh Plan (2007-12) : 1500.00

Proposed Outlay for the Annual Plan (2007-08) : 250.00

5. Programme envisaged for the Eleventh Plan (2007-12) :

I. Machineries proposed to be procured and erected :-

(i) Pre-printing equipments

- Desk Top Publishing Systems – 28 Nos.
- High resolution Laser Printers – 7 Nos.
- Contact cabinet – 2 Nos.
- Printing down frame (23"x36") – 1 No
- Printing down unit – 3 Nos.
- Re-touching table – 6 Nos.
- Imposing table – 2 Nos.
- Colour Scanner – 1 No
- Plate processor – 1 No
- Process camera – 1 No

(ii) Printing machineries

- Four colour single Demy Offset machine – 1 No
- Single Demy single colour offset machine – 6 Nos.
- Double Demy single colour offset machine – 3 Nos.
- Single Demy double colour offset machine – 3 Nos.
- Single colour offset machine – 2 Nos.
- Continuous stationery printing machines – 2 Nos.
- Dampening roller washing machines – 2 Nos.
- Digital Copy Printer – 3 Nos.
- Automatic case making machine – 1 No.

(iii) Binding machineries :-

- Fully Automatic Paper Cutting Machine – 2 Nos.
- Rotary perforating machine – 1 No
- Power operated wire stitching machine – 3 Nos.
- Automatic Book Sewing machine – 1 No
- Automatic Paper Folding machine – 1 No
- Rotary Numbering machine – 1 No
- Punching machine – 1 No
- Perforating machine (Manual) – 1 No.
- Heavy duty hard press – 1 No.
- Perfect Binder – 1 No.

II. Vehicles proposed to be procured :-

- Ambassador Car for Directorate – 1 No.
- Jeep for G.B.P., Mettupalayam – 1 No.
- Van for G.B.P., Karaikal – 1 No.
- Mini Lorry for G.B.P., Mettupalayam – 1 No.
- Two wheeler – 3 Nos.

III. Creation of Posts proposed by upgradation / surrender of various posts in existence :

(i) Directorate :

Sl.No.	Name of the post	No. of posts
1.	Labour Officer	1
2.	Assistant	3
3.	Data Entry Operator	1
4.	Stenographer Gr.III	1
5.	Riso Grapher	1
6.	LDC.	4
7.	Driver Gr.III	1
8.	Peon	2
9.	UDC	1

(ii) Government Central Press, Puducherry.

Sl.No.	Name of the post	No. of posts
1.	Junior Accounts Officer	1
2.	Superintendent	1
3.	Assistant Director (Ptg.)	2
4.	Assistant	2
5.	Foreman (Binding)	4
6.	Foreman (DTP)	3
7.	Foreman (Printing)	3
8.	Artist / Retoucher	1
9.	Offset Machineman (Special grade)	2
10.	Artist	1
11.	Offset Machineman Gr.II	6
12.	D.T.P. Operator	11
13.	Assistant Artist / Retoucher	1
14.	Senior Mechanic	1
15.	Reader (H.S.) Gr.I	3
16.	Binder (H.S.) Gr.II	6
17.	Machine Asst. (Offset)	8
18.	Riso Grapher	6
19.	Silk Screen Operator	3
20.	Assistant Mechanic (Skilled)	1
21.	Assistant Plate Maker	1
22.	Time keeper	2
23.	Assistant Silk Screen Operator	4
24.	Security Guard	3
25.	L.D.C.	
26.	Telephone Operator	1
27.	Peon	2
28.	Cleaner	1

(iii) Government Branch Press, Mettupalayam :-

Sl.No.	Name of the post	No. of posts
1	Superintendent	1
2	Assistant Director (Ptg.)	1
3	Store Keeper Gr.I	1
4	Foreman (Binding)	1

5	Foreman (Printing)	:	1
6	Offset Machineman Gr.II	:	1
7	Section Holder (Binding)	:	4
8	UDC	:	1
9	Machine Asst. (Offset)	:	1
10	Assistant Mechanic (Skilled)	:	1
11	Machine Attendant (Offset)	:	1
12	L.D.C.	:	1
13	Time Keeper	:	1

(iv) Government Branch Press, Karaikal.

Sl.No.	Name of the post	No. of posts
1.	Superintendent	1
2.	Assistant	1
3.	Store keeper Gr.I	1
4.	Foreman (DTP)	1
5.	Foreman (Machine)	1
6.	Offset Machineman (special grade)	1
7.	Offset Machineman Gr.II	2
8.	D.T.P. Operator	5
9.	Section Holder (Binding)	1
10.	Assistant Artist / Retoucher	1
11.	Driver Gr.I	1
12.	Reader (H.S.) Gr.I	2
13.	Offset Plate maker	1
14.	Binder (H.S.) Gr.II	2
15.	UDC	2
16.	Machine Asst. (Offset)	2
17.	Machine Attendant (Offset)	2
18.	L.D.C.	1
19.	Peon	1

(v) Government Branch Press, Mahe.

Sl.No.	Name of the post	No. of posts
1	Offset Machine Man Gr.II	1
2	DTP Operator	2
3	Section Holder (General)	1
4	Reader (H.S.) Gr.I	1
5	U.D.C.	1
6	Riso Grapher	1
7	Machine Asst. (Offset)	1
8	Assistant Plate Maker	1
9	Machine Attendant (Offset)	1
10	Peon	1

IV. Civil Works proposed :-

- Demolition of dilapidated Basic Training Centre building, Generator building, and waste paper godown at Government Central Press, Thattanchavady.
- Construction of a building to house paper stores, generator room and waste paper godown.

- Construction of multistoried building for conference hall, Record room, Library room in Government Central Press, Puducherry.
- Renovation, Rewiring and provision of fittings and fans in the Government Press Employees quarters at Puducherry.
- Setting up of sheds at Government Central Press for parking 2 wheeler and 4 wheeler.
- Developing work in composing section (shed No.1) for housing preprinting equipments and offset machines at general shop floor of Government Central Press, Puducherry.
- Construction of two storied building for storing, waste paper cuttings and housing knife grinding room.
- Additional toilet provision in the administration wing of the Directorate.
- Construction of one record room in the second floor of the Directorate building.
- Extension of two wheeler parking shed at Government Branch Press, Karaikal.
- Development work in the first floor of the new building at GBP, Karaikal for housing pre printing equipment and Digital Copy Printer.
- Construction of two storied building for Government Branch Press, Mettupalayam.
- Acquisition of land for Government Branch Press, Mahe.

6. Programme envisaged for the Annual Plan (2007-08) :

Machineries proposed for procurement :-

- Single Demy four colour offset printing machine - 1 No.
- Single Demy single colour offset machine - 1 No.
- Two part / Three part continuous stationery printing machine - 1 No.
- Rotary Numbering machine - 1 No.
- D.T.P. System - 10 Nos.
- Scanner (Colour) - 1 No.
- Laser Printer - 1 No.
- Printing down unit (Demy) - 1 No.
- Rotary perforating machine - 1 No.
- Re-touching table - 2 No.
- Imposing table - 1 No.
- Wire Stitching machine - 2 Nos.
- Dampener Roller washing machine - 1 No.
- Digital copy Printer - 2 Nos.

Creation of post proposed by upgradation / surrender of various post in existence in the presses :-

Sl. No.	Name of the post	Scale of Pay	No. of posts
Technical Grade:-			
1	Offset Machineman (special grade)	: 5000-8000	8
2	Foreman (Binding)	: 5000-8000	4
3	Foreman (DTP)	: 5000-8000	4
4	Foreman (Printing)	: 5000-8000	4
5	Offset Machine man Gr.II	: 4500-7000	6
6	DTP	: 4500-7000	10
7	Machine Asst. (Offset)	: 4000-6000	6
8	Binder (H.S.) Gr.II	: 4000-6000	4
9	Riso Grapher	: 4000-6000	5
10	Silk Screen Operator	: 4000-6000	1
11	Assistant Silk Screen Operator	: 3050-4590	1

12	Telephone Operator	:	3050-4590	1
13	Record Keeper	:	3050-4590	1
	Ministerial			
1	Superintendent	:	6500-10500	4
2	UDC	:	4000-6000	4
3	LDC	:	3050-4590	4

Civil works proposed :-

- Construction of two storied building for Government Branch Press, Mettupalayam.
- Extension of cycle two wheeler parking shed at Government Branch Press, Karaikal.
- Setting up of sheds at Government Central Press for parking 2 wheeler and 4 wheeler.
- Additional toilet provision in the administration wing of the Directorate.

7. Remarks : Continuing Scheme