

Sitemap

- ☐ Home
 - ☐ About
 - Introduction
 - Vision & Mission
 - ☐ Activities
 - ☐ Organizational Structure
 - ☐ Apprentice Scheme
 - ☐ Contact Us
 - ☐ Forms
 - ☐ Tenders → eproc.punjab.gov.in
 - ☐ E-gazette → punjab.gov.in → site link
- Links

Imge → Digital India

- 50 -
- ☐ Home
 - ☐ About

Printing & Stationery Department is a service department which fulfills paper and stationery requirements of all the departments of the State Government.

The following works are allocated to the Printing & Stationery Department under Allocation of Business Rules 2007:

1. Establishment of the Printing and Stationery Department.
2. Copy right
3. Extension of Post and Telegraph and Telephone facilities.
4. Printing of Government work.
5. Procurement and supply of stationery.
6. Hiring and purchase of typewriters, duplicators, photocopiers and FAX machine.
7. Policy regarding supply of uniforms and liveries to Government employees and drivers of Government vehicles (excepts the drivers of the Punjab Roadways).
8. Supply of Government publications and the official Gazette.

Introduction

Bhupendra State Press which existed in Patiala since partition came to be owned by the Punjab Government to work as unit of Printing & Stationery Department. On the other hand, Punjab State Government Press based at Shimla, was shifted to Chandigarh. Yet, to commensurate the workload of State offices, construction of Forms Press at Sirhind Road Patiala was initiated during the year 1965. The Press continued to function as such.

Re-organization of the erstwhile Punjab State in 1966 led to trifurcation of Govt. Press situated at Chandigarh. As a result some machinery as well as manpower was shifted to Govt. Press, Sirhind Patiala. viz a viz a similar exercise took place with

regard to inception of Haryana Govt. Press and the unit (Govt. Press at Chandigarh) with remaining machinery and the manpower was undertaken by the U.T. Administration.

In the year 1974, the Government decided to start a Security Press at Shaibzada Ajit Singh Nagar so as to undertake the Printing of Bus tickets of Punjab Roadways and PRTC therein. But ultimately the Press was commissioned at the fag-end of year 1983. The unit has also been shut down and stands dispensed with.

After 1974 consequent upon installation of a ticket printing machinery, the unit (earlier housing Bhupendra State Press) was exclusively used for executing printing work pertaining to roadways tickets and the Press was thus named as Government Ticket Printing Press. This unit having been shut down during the year 2006-07 also stands dispensed with.

With the passage of time, the Letterpress Process having gone obsolete these units have been shut down and stand dispensed with. Now in both the Government Presses at Sahibzada Ajit Singh Nagar and Patiala, Printing is done by both Offset, Phototype techniques.

The Govt. Press at Patiala and S.A.S. Nagar have been extensively executing printing works pertaining to various State Govt. departments, offices etc. both these Presses are having old and new printing machine in the ratio of 50:50.

The Govt. Presses at Patiala and Sahibzada Ajit Singh Nagar are registered under the Factories Act, 1948 and the license are renewed every year.

• Vision & Mission

Vision:- To achieve highest standards of quality printing and stationery requirements of different departments of the State Government in a cost effective and time bound manner.

Mission:-

- i) Optimum utilization of men and machinery by innovation and introduction of modern technology in Printing.
- (ii) To ensure timely completion of tendering process for procuring paper and stationery material.
- (iii) To constantly improve the quality of Printing and provision of Stationery.
- (iv) Timely completion of various Printing Jobs.
- (v) To achieve a state of publishing e-gazette with no paper printing.

Activities:

(i) **Printing of Government Works:**

Printing work of Government Department including Books of Language Department, Punjab, High Court & District Courts is undertaken by the Printing & Stationery department. The Punjab Government Gazettes, Diaries and Calendars are printed and supplied free of cost to certain departments/offices. These can also be purchased from Govt. Press, S.A.S. Nagar against cash. A catalogue of Govt. Press publication is also available in the Publication Branch of Govt. Press S.A.S. Nagar.

Press Section of head office receives the work of printing of priced publications and forms/registers etc. This section allots and monitors the work of printing of forms, registers etc. received from various offices of the Punjab Government amongst Government Press Patiala, and Government Press S.A.S. Nagar. The printing

beyond the capacity of Government Press, Patiala and S.A.S. Nagar (Mohali) is allotted to the UT Press Chandigarh.

Keeping in view the importance of work and time, the work of printing which cannot be done at the Government Presses is got done from private presses on flat rate basis.

Requisitions for Printing:- As envisaged in the Punjab Printing & Stationery Manual all fresh matter sent to the Controller for Printing must be submitted in accordance with the following instructions:-

- (a) It must be accompanied by the prescribed requisition in form U.F. 35, obtainable from the office of the Controller, Printing & stationery, on which the number of copies required and detailed instructions regarding size of publication, type size, quality of paper, ink and binding, should be given. Unless the requisition forms are filled in completely, the manuscript is liable to be returned.
- (b) Unless special sanction to the contrary has been granted, requisitions on the Controller, must be signed in the full by a Gazetted officer who shall be responsible to see that the work has been properly edited and examined, and that it is submitted in accordance with the instructions for the preparation of Manuscripts given in para 3.8 of the Printing & Stationery Manual.
- (c) The officer submitting the work will also see that a reasonable period is allowed for the execution of work. In the case of urgent and immediate work, which usually involves overtime work, the requisitions should, whenever possible, be signed by an officer not below the rank of Assistant Secretary or Registrar.
- (d) Telephonic requisition will not be attended to unless immediately confirmed by a requisition in the prescribed form signed by an officer who is competent to sign requisitions as laid down in this rule.

- (e) When a work of exceptional urgency is required to be undertaken after 5 p.m. on any working day, notice must be sent to the Controller well before 2 p.m. in order that arrangements may be made for the necessary staff to remain on duty. Without this notice and in the absence of very special reasons, the work shall be taken in hand on the following day.
- (ii) **Purchase and Supply of Stationery:**

The department of Printing & Stationery has been allocated the work of procurement and supply of Stationery to the various departments/ offices of the State Government.

Stationery section undertakes the procurement, storage and supply of paper and stationery articles to all the departments of the State Government to meet with their requirement. This purchase is made against the regular budget allotted by the Punjab Government every year. Supply of stationery articles and paper to Government offices is made according to their budget allotment. This supply to the Corporations, Boards, Semi-Government offices and Autonomous Bodies is made against cash payment. The purchase of papers and stationery articles of different kinds required in the Government office is made by inviting tenders through publications in the leading news- papers. Selection of items of Stationery articles and paper is made after approval accorded by the State Level Stationery Committee headed by Principal Secretary, Department of Printing & Stationery.

(iii) **Printing and Supply of Forms:**

The work of printing/supply and storage of all types of forms used in the offices of the Punjab Government is undertaken by Printing & Stationery department. The forms include:-

- (a) Universal forms.
- (b) Treasury & Accounts forms.
- (c) Standard Department forms.
- (d) Non Standard Departmental forms.
- (e) New forms.
- (f) Installation of telephones as per the delegation of the Telephone Board

The supply of forms/registers to the departments is made free of cost where as supply to the Corporations, Boards, Semi-Government and Autonomous Bodies is made on payment. The receipt on this account is deposited in the state exchequer.

(iv) **Printing of Gazette**

In accordance with the Allocation of Business Rules, 2007 of Govt. of Punjab the work of publication of Official Gazette has been assigned to the Printing & Stationery Department and is being carried out at Govt. Press at Sahibzada Ajit Singh Nagar. Prior to 2012 the U.T.Press, Chandigarh was publishing the official Gazette for the Govt. of Punjab. The department is publishing the notifications in the following Gazettes:

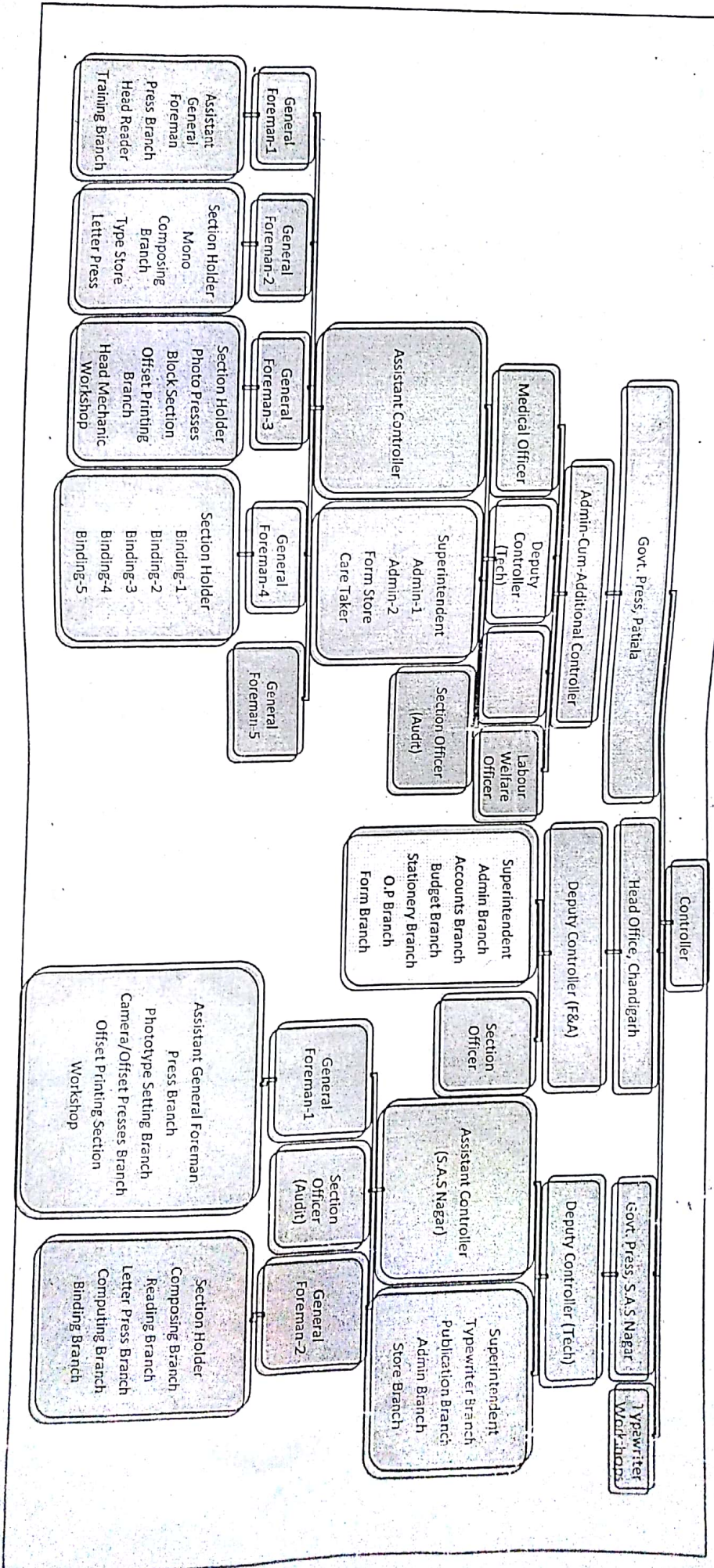
1. Ordinary
2. Extra Ordinary

• **Organizational Structure**

- **Head office of Printing & Stationery Department:** Controller is the Head of the Printing & Stationery office. Apart from this one post of P.C.S. cadre as Administrator is sanctioned for Government Press at Patiala. A Deputy Controller (F&A) is posted by the Finance department who looks after the establishment and Accounts related work. One post of Deputy Controller (Technical) and two posts of Assistant Controller (Technical) are also sanctioned for this department.
- **Govt. Press S.A.S. Nagar:-** The Press is headed by Assistant Controller (Technical) at S.A. S. Nagar. He is incharge of the Technical and Administrative works of the Government Press.
- **Govt. Press Patiala:-** The Administrative control of the Government Press, Patiala is under the Administrator-cum-Additional Controller of Government Presses, Patiala who is generally a P.C.S. officer. He looks after the Administrative work of the press and acts as head of technical wing of the press employees. He also deals with service matters of local ministerial employees although Controller, Printing and Stationery is the overall head of this Department. The Administrator-cum-Additional Controller is assisted by the Deputy Controller, Assistant Controller and Section officer in respect of technical, administrative and departmental matters.

Organizational Structure

Administrative Chart (Office of Controller, Printing and Stationery, Punjab, Chandigarh)
(A) Existing organization chart alongwith sanctioned posts attached with this chart



58-

☐ **Contact Us**

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Forms

Links with the official portal of Punjab Government for:

1. e-Gazette

2. RTI

3. Catalogue

- 55 -

Tenders

1. Purchase of Stationery Items.
2. Purchase of various types of papers.
3. Purchase of Ink, Chemicals etc.
4. Printing and Binding of Voter's Lists, Voter's Slip and Voter's Registers.
5. Fixing of flat rates for Computer Composing, Scanning/ Planning, Printing of various items including Books of Language Department, Lamination, Binding/ Spiral Binding etc.