

# **Government Printing and Publishing Services**

## **Areas of Responsibility**

- Printing and Publishing services for government
- Sales and marketing

## **Key functions of department**

- Provides printing services to all government ministries and departments.
- Provides Stationery Services – by producing standard documents such as patient cards, application for leave forms, file covers and standard forms used across Government Departments.
- Supports dissemination of Government information through distribution of the Government Gazette which contains messages of legal, administrative and general nature.
- Facilitate the Attorney General and National Assembly in the process of making laws. Also responsible for publishing of these laws and their distribution through our outlets around the country.

## **Departments/Sections of the Ministry**

- Costing and Estimating
- Order Section
- Graphic design
- Composing
- Machine Printing
- Print Finishing and Bookbinding
- Engineering
- Human Resource and Administration

- Bookshops (Gaborone, Francistown, Serowe, Maun)

## **Departments/Sections and Key Functions**

### **Costing and estimating:**

- Production of cost estimates for jobs
- Quotations
- Invoicing
- Processing of payments for printed jobs

### **Order section:**

- Production planning, scheduling and control
- Pre – production technical advice
- Job chasing
- Implementation of the Safety, Health and Environment Strategy

### **Composing:**

- Typesetting and layout
- Plate production

### **Graphic design:**

- Designing

### **Machine printing:**

- Offset printing
- Digital printing
- Web offset printing

### **Print finishing and book – binding:**

- Book binding
- Padding
- Embossing and Foiling
- Scoring
- Numbering

- Punching and drilling
- Packaging

### **Engineering**

- Maintenance of facilities (building and machinery)

### **Human resource & administration**

- Human resource management
- Accounts
- Procurement and contract management

### **Ministry Contact Details**

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