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The Government Press, Manipur was established on 27-6-1918 under the overall supervision of a Superintendent. Later, it was upgraded to a full-fledged Directorate of Printing & Stationery on 25-7-1979. Since then the post of Director has been manned by Sr. MCS Officer. The Government Press initially functioned under the Secretariat Education Department and later, was transferred to General Administrative Department during 1990. As the name suggests, the Directorate of Printing & Stationery has to function with Stationery works. However, it is under the Secretariat Stationery Department. This Directorate undertakes only printing, binding and publication works. Standardized forms, Gazettes, magazines, pamphlets, brochures, posters etc. for State Government Departments and Central Government Departments are printed. Election related documents and ballot papers for local body elections viz. District Councils, Municipal Councils, Nagar Panchayats, Gram Panchayats and State Assembly, Lok Sabha Elections conducted by the State Election Commission and Election Commission of India respectively are also printed. Printing and binding charges are charged to indending Departments on a NO LOSS NO GAIN basis. Non-tax revenue is also realized by selling State Gazettes and other publications. BTR forms, registers, T.R forms etc. of the Secretariat Stationery Department are printed and bound free of cost. As is evident, this Directorate serves as a revenue earning as well as a service Directorate.

The Government Press, Manipur is Registered under the Factories act, 1948 vide Registration No. 99 dated 28-4-1966. The license is issued by the competent authority of the Directorate of Industries subject to renewal on payment of annual fee of Rs. 1200/-. Since the factory functions under the Factories Act, 1948, all categories of employee including Assistant Superintendents except Officers and Ministerial Staffs have been declared workman. Director is the Head of Department of the Directorate of Printing & Stationery, Manipur. He is assisted by one Deputy Director, one Assistant Director and three Assistant Superintendents. Prior to the Right sizing/Down sizing exercise of

Government Departments in 2005, the Directorate of Printing and Stationery, Manipur had a total sanctioned strength of 218 posts of various categories. In the Right sizing/Down sizing of the Department, 129 posts of various categories were identified for abolishing prospectively in the events of retirement, promotion or expiry of Government employees as the case may be. So far 72 posts have been abolished. The present staff strength is 134 and sanctioned post is 147 posts. There are 13 vacant posts.