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1. What is Manipur Gazette ?

Manipur Gazette is an official publication of Manipur State. Notifications, Memorandum, Orders, Bills, Acts, Rules etc. of the State Government are published in the Manipur Gazette. Gazette of India is also republished in the Manipur Gazette from time to time.

2. When was the first Manipur State Gazette published?

As per records available, First Manipur State Gazette was published in the year 1932 at the Govt. Press, Manipur, the specific date is however not traceable.

3. How can I get Gazette copies ?

Manipur State Gazettes are published in two categories – (I) Ordinary Gazettes &

(II) Extra-ordinary Gazettes. Ordinary Gazettes are published every Wednesday and Extra-ordinary Gazettes are published everyday. Gazette can be got either by direct purchase from Directorate's Library or by subscribing annually. Price of the gazettes is Rs. 1.50 upto 10 pages and Rs. 0.75 for subsequent pages for Ordinary Gazettes and Rs. 1.00 upto 10 pages and Rs. 0.50 for subsequent pages for Extra-ordinary Gazettes. Subscription rates are Rs. 400/- per annum for personal collection from the Library and Rs. 500/- per annum with postal fee for which copies are sent through postal service.



4. How do you classify the Gazette as OG & EOG ?

Manipur Gazette is classified as per Orders, Notifications, Memorandum etc. issued by the competent authority. If the authority mention only Manipur Gazette, it is published as Ordinary Gazette and specifically indicated for publication in the Extraordinary, it is published as Extraordinary Gazette. Actually the authority for classification of Gazette as OG or EOG lies to the Government or the competent authority to issue the order, notification, memorandum etc.

5. What kinds of work and service are done by the Govt. Press ?

The work of Govt. Press is multifaced. Statutory documents like election related forms & ballot papers and state revenue receipt–T.R. 5 and non-statutory BTR & TR forms, magazines, registers, brochures, leaflets, folders, D.O. pads etc. are printed and bound. Service is also extended to those who seek guidance for opening printing and binding establishment. Technical specifications of the machinery installed and knowledge are shared with the team visited at our Industrial Section.



6. How can print orders be placed ?

Govt. Departments place the print orders. They should write an Official letters addressed to the Director, Printing & Stationery mentioning type & size of the jobs, number of copy, colour scheme, quality of paper, style of binding, numbering, perforation etc. Requirement of paper and other materials are assessed and indended accordingly to the concerned Department for supply.



7. How do you bill the printing & binding charges ?



Printing & binding charges are calculated and charged on NO LOSS NO GAIN BASIS. Main criteria of billing are based on hourly rate system and additional 35% of the total amount is added as Establishment charge. The bills are sent to the concerned Deptts. and payments are collected in the form of Draft, Cheque, Challan or Cash by against Revenue Receipt TR-5.



8. Do Govt. Press do the private works ?

No.



9. Who are the important functionary of the Govt. Press ?

Director is the Head of Department. He is assisted by Dy. Director who is Head of Office and look after ministerial and industrial works, Assistant Supdts. who are coordinating with higher authorities and section supervisors and supervising all the works/jobs assigned to him. Section Foremen are directly dealing with jobs and planning to achieve the output maintaining quality and accuracy. They also arrange to print particular jobs with suitable machinery for timely delivery.



10. Can public visit and see working of the Govt. Press ?

If you wish to visit and see the Govt. Press, you have to seek prior permission from the competent authority. For team visit/study visit, Directorate will provide you suitable date and time. Authority will extend maximum help to the visiting team for technical knowledge.



11. Do you have approved rate schedule of printing and binding ?

No, we do not have the approved rate schedule. Costing and billing are done on hourly rate system and on NO LOSS NO GAIN basis.



12. Can you tell me the modern printing technology adopted in the Govt. Press ?

Now, Offset printing process is adopted after conversion of letterpress to offset process. In prepress, DTP system with Scanner, Laser printer, inkjet printer luminous metal halide printing down frame, layout table etc.; in inpress, sophisticated modern offset printing machines of different sizes and in postpress, advanced paper guillotine, section sewing machine, laminating machine, comb binding machine, spiral punching machine and other equipments are installed. Perfection binding machine, programmable cutting machine and UV curing machine are yet to be installed soon. Mimeographic process known as Risograph digital duplicating machine is also installed for printing short run jobs. A manual process i.e. screen printing process for printing quality jobs has already been introduced and D.O. pads, cards, visiting cards, greetings cards etc. are printing in single and multi colour. To backup in case of power failure, a silent 40 KVA D.G.. set has been installed.

13. What procedure is adopted for procurement of printing machinery and materials ?

Printing machinery and materials are purchased directly from the reputed manufacturers/dealers by following the purchase procedures laid down by the State Government of Manipur from time to time.

14. How do you manage the old hands with the new technology ?

With the adoption of new technology, the old hands such as compositors, mono operator, letterpress machineman and binder have been imparted in-service training conducted by the Directorate. They were given training in batches in the trade of offset machining, screen printing, D.T.P. system operating, use of sophisticated post press machinery. After giving proper training, they have been posted in different sections according to their skill and suitability in the jobs.