

THE ANNUAL ADMINISTRATIVE REPORT OF THE DIRECTORATE OF PRINTING & STATIONERY, MANIPUR FOR THE YEAR, 2014-2015

In the beginning the Directorate of Printing & Stationery, Manipur was known as Government Press, Manipur. It came into existence since 1918. The Administrative Head of the Department is the Principal Secretary (GAD), Government of Manipur and Director is the Head of Department. The Director is assisted by one Assistant Director who has been designated as Head of Office/DDO. There are 2 (two) Assistant Superintendents and 1 (one) Assistant Superintendent (i/c) to look after the works of Industrial Section as well as to assist in the smooth functioning of the Directorate.

Sanctioned Posts :

After the Down sizing & Right Sizing programme, the sanctioned posts of this Directorate has been trimmed from 217 to 135 as on date. On completion of the said Down sizing programme, the final figure of sanctioned posts will stand at 88 only. The Government Press, Manipur is registered under the Factories Act, 1948 vide Registration No. 99 dated 28-04-1966. As such all the category of workers are governed by the Factories Act, 1948. However, for effective administration, Manipur Civil Services Rules, 1965 has been adopted in this Directorate.

Works and Activities :

The work of the Govt. Press is manifold and diversified. It undertakes publication of State Gazettes i.e. Manipur Gazette weekly publication for every Wednesday and Manipur Gazette Extra-Ordinary published for everyday. Acts/Rules, Govt. journals, magazines and reports to disseminate information to the public in general are also published. Treasury forms (TR & BTR/ GFR), registers, various kinds of Govt. Departments standardised forms and office stationery are also printed. Ballot papers for Local Bodies' Election, EVM ballot papers and other statutory forms related to State Assembly and Parliamentary Election are also printed. Extraordinary Gazettes relating to the said Election were also printed and published well in time.

Now, the Government Press, Manipur has fully converted into offset printing process. All documents are printed in this process and State Gazettes are also printed and published in the offset process with the aid of DTP systems with effect from 1st April, 2012. Innovative Postpress machinery like Perfection binder, Gathering machine, Section Sewing machine, UV curing machine and micro perforator cum creasing machine have been procured to produce quality finished products.

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During the year 2014-2015, the Table Top Calendar, 2015 in Crown size and Diary, 2015 in Demy 8vo size were printed and published. It was formally released by Shri Ngamthang Haokip, Hon'ble Minister (IFCD/ Ptg. & Sty.), Manipur at the Directorate's premises on 16-12-2015, presided by Shri Norbert Disinang, IAS Commissioner (GAD), Govt. of Manipur and Shri Varhlirsang Varte, MSS Secretary (GAD/Finance), Smt. Rothang Vungi, MSS Under Secretary (GAD) and Shri Kh. Lalmohan Singh, Retd. Deputy Director, Printing & Stationery, Manipur as Guests of Honour.

Inventory of machinery installed as on date :

1. Single colour sheetfed offset printing machine-model Maxprint	- 2 Nos.
2. Swift offset printing machine	- 2 Nos.
3. Swift Advent Plus offset printing machine	- 1 No.
4. Autoprint offset printing machine – model Knight	- 1 No.
5. Programmable Paper Cutting Machine – model Sujata SPG 115	- 1 No.
6. Perfection Binding Machine – model Robertson perfect	- 1 No.
7. UV Curing Machine	- 1 No.
8. Rotary Micro Perforating cum Creasing Machine	- 1 No.
9. Risograph (A-3 & B-4 size) digital duplicating machine	- 3 Nos.
10. Printing down frame	- 2 Nos
11. Auto paper cutting machine	- 2 Nos
12. Thread sewing machine	- 1 No.
13. Wire stitching machine	- 3 Nos.
14. Knife grinding machine	- 1 No.
15. DTP systems with scanners, laser printers and LAN facility	- 7 Nos.
16. Greaves Silent DG set – 40 KVA	- 1 No.
17. Screen printing Equipments & accessories	- 1 No.
18. Wire cum loop stitching machine	- 2 Nos.
19. Gathering machine 6 stations	- 1 No.
20. Photo copier machine	- 2 Nos.

Total 36 Nos.

Training Programme :

The Directorate has been conducting In-Service training programmes in the Directorate Complex since 08-02-2011 in the trade of Offset machining, Screen printing, DTP systems, Binding and Risograph digital machine operation etc. All the Industrial employees of different sections are trained in phase manner. A sum of Rs.0.50 lakhs has been sanctioned for the year 2014-2015 for conducting the training programme. Again, 3 (three) employees of the industrial section were deputed for participating 12th PRINTPACK 15 (International Printing & Packaging Exhibition) from 11-2-2015 to 15-02-2015 at Noida, NCR Delhi.

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Revenue Collection :

The non-tax revenue collection for the year 2014-15 as on date is Rs. 17.00 lakhs only (appx.) against the target of Rs.8.43 lakhs fixed by the Government. There is an outstanding dues of Rs. 30/- lakhs to various Deptts. for printing and binding of their documents.

Machinery & equipments procured during the year 2014-2015 :

During the Annual Plan, 2014-2015, the following printing machinery and equipments were procured for use in the Directorate of Printing & Stationery, Manipur.

1. Risograph Digital Printer (A3) - 1 No.

Budget allocation, 2014-2015 :

The Budget Allocation in respect of the Demand No.35, Stationery & Printing, 103-Govt. Press for the year, 2014-2015 were as follows :

2058-Stationery & Printing (Non-Plan)

00-		
103-Government Press		
01-Government Press		
00-		
01-Salaries	-	394.40
11-Domestic Travel expenses	-	1.50
13-Office expenses	-	4.40
52-Machinery & Equipments	-	4.00
01-Electric & Water charges		
13-Office expenses	-	2.15

	Total :	406.45

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2058-Stationery & Printing (Plan)		
00-		
103- Government Press		
02-Strengthening of Technical and Administrative Staff		
00-		
13-Office expenses	-	7.60
52-Machinery and Equipments	-	12.00
04-Information Technology (IT)		
00-		
50-Other Charges	-	0.40

	Total :	20.00 lakhs

List of the vacant post as on date :

1.	Deputy Director	-	1 (one) post
2.	Asstt. Superintendent	-	1 (one) post.
3.	Librarian	-	1 (one) post
4.	Assistant Private Secretary	-	1 (one) post
5.	Accountant	-	1 (one) post
6.	DTP Operator	-	2 (two) posts.
7.	Computer	-	1 (one) post
8.	Mechanic (Sr.)	-	1 (one) post
9.	Time Work Checker	-	1 (one) post
10.	Machineman	-	1 (one) post
11.	L.D.C.	-	2 (one) posts
12.	Driver	-	1 (one) post.
13.	Peon	-	2 post.

	Total :		16 (sixteen) posts.

Official website : <http://www.manipurgovtpress.nic.in>.

(M. Harekrishna)
Director,
Printing & Stationery, Manipur.

