

Govt  
Press  
Manipur

2009-2010  
&  
2010 -2011

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**ADMINISTRATIVE REPORT OF THE  
DIRECTORATE OF PRINTING & STATIONERY,**

Govt. Press  
Manipur

# **ADMINISTRATIVE REPORT OF THE DIRECTORATE OF PRINTING & STATIONERY, MANIPUR FOR THE YEAR, 2010-2011 AND TILL DATE.**

The Directorate of Printing & Stationery, Manipur which was originally known as Government Press come into existence since 1918 during the period of Maharajas. Shri Norbert Disinang, IAS Commissioner (GAD), Government of Manipur is the Administrative Head and Shri M. Harekrishna, MCS (Selection Grade) is the Director and Head of Department of this Directorate. The Director is assisted by one Deputy Director who has been designated as Head of Office/DDO. There is one sanctioned post of Assistant Director and this post is lying vacant due to retirement of the incumbent. Again, there are 3 (three) Assistant Superintendents to look after the work of Factory Section as well as to assist the Deputy Director for smooth functioning of the Directorate.

## **Sanctioned Posts**

After the Down sizing & Right sizing programme of the Government the staff strength of this Directorate has been trimmed from 218 to 135. On completion of the said programme the final figure of sanctioned posts will stand at 98 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 has been governed by the Factories Act, 1948. However, for effective administration Manipur Civil Services Rules, 1965 has been adopted in this Directorate.

## **Work and Activities**

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

Since the introduction of offset printing process in the 'Eighties', in this Govt. Press the need for conversion from letterpress printing process to offset printing process was felt and the same has been adopted in all the State Government Presses. As the Offset printing has proved to be cost effective in terms of output, less labour intensive with enhanced printing quality, conversion from letterpress technology to offset technology began in a phase manner. The outdated obsolete printing machinery has been phased out and disposed of by auction sale.

## **Machinery procured during the year 2010-2011.**

During the year under report the following modern machineries for both pre-press, in-press and post-press has been procured.

The detail list are as follows :

1. Autoprint (15'x20') model knight single offset printing machine - 1No.

2. Programmable Paper Cutting Machine model Sujata SPG 115	- 1No.
3. Perfection Binding Machine model Robertson perfect.	- 1No.
4. UV Curing Machine .	- 1 No.
5. Rotary Micro Perforating cum Creasing Machine	- 1 No.
6. Risograph (A-3 size) Digital duplicating machine	- <u>1 No.</u>
<b>Total</b>	<b>6 Nos.</b>

### **Other important works executed.**

Besides normal printing of BTR/TR forms, standardized forms of various Departments and State Gazette publication the Directorate had executed the following urgent and time bound documents of the Government.

1. Printing of Ballot Papers for 8 (eight) District Councils & 18 (eighteen) Nagar Panchayats Election, 2010-11 held on 03-01-2011. Number of ballot paper printed was 4,31,300.copies.
2. Printing of covers and binding of Budget documents for the year, 2010-2011 dt. 25-06-2010.
3. Printing of EVM Ballot Papers for Bye-Election of Konthoujam A/C dt. 02-02- 2011.
4. Printing of Budget documents & Budget Estimates 2011-2012 and Governor's Address both in English and Manipuri version dt. 11-03-2011.
5. Printing of Ballot papers for Imphal Municipal Councils in respect of 27 wards and 54 WDC Members held on 14 05-2011. The number of ballot papers printed was 3,25,900 copies.

### **Training Programme.**

The Directorate has introduced and formally open a training programme in the Directorate Complex on 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 participated in phase manner. Now, the training programme is still continuing. Again, 64 employees of this Directorate in 3 batches are also deputed for undergoing computer training at SAT, Takyelpat. A team of 7 officials of different sections were deputed at New Delhi to participate PRINTPACK-2011 w.e f.18-22 January, 2011.

### **Revenue Collection.**

The non-tax revenue receipts of the Government Press for the year 2010-2011 is Rs.11,85,963/- only which is much higher than the last 3/4 years record. The achievement is due to installation of new machineries in the Government Press and increase of out put etc.

### **Machinery planned for procurement during the year 2011-2012.**

In 2011-2012 the following printing machinery and equipments is planned to be procured for which rate quotations has been invited from 8 (eight) reputed firms and company out side the State.

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1. Gathering Machine – for Post-Press section.
2. Heavy duty wire stitching machine- for Post- Press section
3. Loop cum wire stitching machine – for Post-Press section.
4. Gelatine coater machine – for Screen printing section
5. Comb Binding machine – for Post – Press section
6. Laminating machine- for Post-Press section.
7. Photo stat machine - for ministerial section
8. Computers and Peripherals – for DTP section and others. .

**Budget allocation, 2011-2012.**

The Budget allocation in respect of the Demand No. 35, Stationery & Printing, 103-Govt. Press for the year, 2011-2012 are as follows:

2058-Stationery & Printing (Non-Plan)

00-

103-Govt. Press

01-Govt. Press

00-

01-Salaries - 306.00

11-Domestic Travel expenses - 1.00

13-Office expenses - 4.00

52-Machinery & Equipment - 3.50

01-Electric & Water charges

13-Office expenses - 4.00

**Total: 318.50**

2058-Stationery & Printing (Plan)

00-

02-Strengthening of Technical and  
Administrative Staff

00-

13-Office expenses - 24.00

52-Machinery & Equipments - 25.00

04-Information Technology(IT)

00-

50-Other Charges - 1.00

**Total : 50.00**

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

## **ADMINISTRATIVE REPORT OF THE DIRECTORATE OF PRINTING & STATIONERY (GOVT. PRESS), MANIPUR FOR THE YEAR, 2009-2010.**

The Govt. Press, Manipur was established on 27-06-1918 before independence of India. It was housed in an old rice mill godown constructed during the British rule. After independence, the Government Press functioned under the administrative control of the Education Department. The Govt. Press was upgraded to a full fledged Directorate of Printing and Stationery on 25-07-1979 with the creation of the post of Director alongwith other subordinate gazetted posts and the administrative control was transferred to General Administration Department.

The Directorate of Printing and Stationery, Manipur is different from other Departments of the Govt. as the Government Press is registered under the Factories Act, 1948 vide Registration No. 99 dated 28-04-1966. As a consequence of this registration, categories of employees such as Assistant Superintendent, Machineman, Offset machineman etc. with the exception of ministerial staff and gazetted officers have been declared as workmen.

The work of the Govt. Press is manifold and diversified. It undertakes publication of Govt. Gazettes (Ordinary & Extra-Ordinary), Acts/ Rules, Govt. journals, magazine and reports for the information of the public in general. Also Treasury bills, forms (TR & BTR/ GFR) registers and various kinds of Govt. Departments standard forms and office stationery are printed. During Parliamentary, State Assembly and local bodies' elections, ballot papers and many statutory forms related to election are printed.

Prior to the Right sizing/ Down sizing of Govt. Departments in 2002, 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 Departments, 129 posts of various categories were identified for abolishing prospectively in the event of retirement, promotion or expiry of Govt. employees as the case may be. So far 68 posts have been abolished. The present staff strength is 137 and sanctioned post is 150 posts. There are 13 vacant posts in the Directorate of Printing & Stationery, Manipur.

In the backdrop of new printing technology with the introduction of Offset printing in the 'Eighties', the need for conversion from Letterpress printing process to Offset printing process was felt. As the Offset printing has proved to be cost effective in terms of output, less labour intensive with enhanced printing quality, conversion from letterpress technology to offset technology began in a phase manner. In 1985-86, a HMT make Single Colour Sheetfed Offset printing machine (Double Demy size) was procured. As a collorary to this shift to offset printing, a Desktop Publishing section and Plate making section with Computer, Scanners and Printing Down Frames were created.

The Govt. Press inventory of machines old and new are broadly illustrated below:

4. Letterpress Printing Machines
5. Offset Printing Machines

6. Paper Guillotine Machine.
4. Paper stitching machine for binding. .

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5. Automatic Grinder for Blade sharpening
6. Printing Down Frame for exposing P.S. plates for offset printing.
7. Digital duplicator Machines
8. Computers, Scanners and Printers for application in Plate making and duplicators.

The non-tax revenue receipts of the Government Press for the year, 2009-2010 is Rs.1.77 lakhs and 2010-2011(upto July, 2010) is Rs.4.00 lakhs respectively. To streamline the billing procedures to enable presentation of printing charge to Departments with speed and relative ease, a printing rate schedule for various categories of printing has been formulated and submitted. This rate is lower than the local prevailing printing rate and is expected to be competitive and discourage outsourcing of printing orders by the Government Departments to private printing firms. To reorganize and strengthen the Govt. Press in the process of conversion from Letterpress technology to Offset Press technology inter alia, the following machines had been procured in 2008-2009 and 2009-2010.

1. Single Colour Sheetfed Offset Printing Machine (18' X 23")	-	2 nos.
2. Digital Duplicator Machine ( one with interface)	-	2 nos.
3. Installation of 100 KVA Transformer	-	1 no.
4. Computers, Printers and UPS etc.	-	13 nos.
5. Sheetfed Offset Printing Machine(Crown size)	-	1 no.
6. Printing Down Frame	-	1 no.
7. Section Sewing Machine	-	1 no.

In 2010-2011 the following printing machine and printing equipments is planned to be procured.

1. Single Colour Sheetfed Offset Printing Machine(Crown size)	-	1 no.
2. Perfection Binding Machine	-	1 no.
3. Paper Cutting Machine(42 “)	-	1 no.
4. UV Curing Machine	-	1 no.
5. Wire Stitching Machine	-	2 nos.
6. Rotary die perforating Machine	-	2 nos.
7. Computer Machine and its peripherals	-	3 nos.

Also to make all existing small offset machines operational, major overhaul and repairing works has been taken up. In the coming years, capacity building endeavour will be earnestly taken up to enable the Govt. Press to take printing order of all Govt. Departments.

Due to Down Sizing/Right sizing 59% of the sanctioned posts have been abolished including Offset Machineman and Plate Maker which are the main functional posts of the Offset Section. As such, additional manpower particularly for Desktop Publishing, Offset printing and Plate making is

imperative. This is acutely felt as rationalization and redeployment of staff is inadequate to meet the requirement of skill manpower to operate offset machine, plate making machine and computers etc.

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The machine – man ratio will be roughly as follows:-

- |                               |     |
|-------------------------------|-----|
| (a) Offset Printing - Man     | 1:3 |
| (b) Printing Down Frame - Man | 1:2 |
| (c) DTP Section - Man         | 1:1 |

The Budget allocation in respect of the Demand No. 35, Stationery & Printing, 103-Govt. Press for the year, 2010-2011 are as follows:

2058-Stationery & Printing (Non-Plan)

00-

103-Govt. Press

01-Govt. Press

00-

01-Salaries - 268.30

11-Domestic Travel expenses - 1.00

13-Office expenses - 3.00

52-Machinery & Equipment - 3.50

01-Electric & Water charges

13-Office expenses - 4.00

**Total: 279.80**

2058-Stationery & Printing (Plan)

00-

02-Strengthening of Technical and  
Administrative Staff

00-

13-Office expenses - 17.00

52-Machinery & Equipments - 32.00

04-Information Technology(IT)

00-

50-Other Charges - 1.00

**Total : 50.00**

**( M. Harekrishna )**

Director, Printing & Stationery, Manipur.