
CITIZEN CHARTER



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PREAMBLE

Name of the Department : DIRECTORATE OF STATIONERY AND PRINTING
PUDUCHERRY

Functions : The Directorate of Stationery and Printing is the nodal facilitator and print provider of this Administration. The Government Central Press in Puducherry is equipped with the facilities to cope with all types of print needs. As a measure of decentralisation, two Regional Presses one each in Karaikal and Mahe are functioning. One Branch Press exclusively for manufacture of exercise note-books is functioning at Mettupalayam (Puducherry Region). This Department has initiated modernisation of printing process in a phased manner and is capable of undertaking multi-colour jobs. Experienced print experts are available to reproduce multi-colour printing on par with excellence. With installation of classified equipments and availability of trained man-power potential, this Department has all maneuverability to steer for very high in its assignments. Further, this Directorate issues Gazettes to those who subscribed. Details of subscription pattern is given in Annexure-I. The procedure for Change of Name is given in Annexure-II.

Address : Government Central Press Campus
Thattanchavady
PUDUCHERRY-605 009.

Phone : 0413 - 2250482

Head of the Department : DIRECTOR

Head of Office : Senior Accounts Officer

Phone : 0413 - 2250478

I. GOVERNMENT CENTRAL PRESS

THATTANCHAVADY

Functions : The innovations and technological upgradations in the field of printing technology has resulted in opting for hightech print production machinery and equipments. By evoking the ever useful “Law of necessity”, this press has made incredible progress both vertical and horizontal expansion. Empirically, all the interwoven dispensations are computerised in offset printing process, facilitating to take on all kinds of printing. The Confidential Section with all the security measures is functioning to do the jobs of confidential nature. Specially trained technicians are deployed for printing most exclusive jobs like Ballot Paper, Budget Documents, etc.

Address : Government Central Press
Thattanchavady
PUDUCHERRY-605 009.

Phone : 0413 - 2250670, 2252610, 2250669 & 2254955

Head of the Office / Press : SUPERINTENDENT

Grievance Officer : ASSISTANT DIRECTOR

II. STORES

PUDUCHERRY

- Functions** : The Stores Unit of this Directorate is functioning to supply all printed items to indenting departments. Raw-materials required for Central Press and Branches are issued from Stores. Gazettes, Puducherry Code Volumes I, II, III and IV are available for sale at Stores. The system of warehousing, material management and supply procedure is streamlined.
- Address** : Government Central Press Campus
Thattanchavady
PUDUCHERRY-605 009.
- Phone** : **0413 - 2252610, 2250669 & 2250670**
- Head of the Stores** : **STORES SUPERINTENDENT**

III. GOVERNMENT BRANCH PRESS

METTUPALAYAM

Functions : The Unit is established exclusively to manufacture and supply of Exercise Note-books in various denominations to meet the requirements of Government Schools and Government-aided Schools through Education Department under free supply scheme. The note-books are manufactured adopting latest printing and binding methodology in a totally different get-up for easy handling by the children. The paper stock used is appreciably in good quality.

Address : Government Branch Press
Industrial Estate
Mettupalayam
PUDUCHERRY-605 009.

Phone : **0413 - 2278005**

Head of the Press : **DIRECTOR**

IV. GOVERNMENT BRANCH PRESS

KARAIKAL

Functions : The Government Branch Press, Karaikal is functioning in a very spacious premises. The Offset printing unit is fully computerised. The Branch is to cater to the printing needs of the region. All types of confidential works of the region are executed in the Branch Press. The Offset printing unit of the branch is well-equipped and executing printing works. There exists a separate Stores Wing which takes the responsibility of supply of printed items to indenting Departments.

Address : Government Branch Press
Kottucherry
KARAIKAL-609 609.

Phone : **04368 - 265414**

Head of the Press : **ASSISTANT DIRECTOR**

V. GOVERNMENT BRANCH PRESS

MAHE

Functions : This tiny but smart unit takes care of all the printing needs of the region including confidential work related to the Education Department.

Address : Government Branch Press
Civil Station
MAHE-673 310.

Phone : **0490 - 2334171**

Head of the Press : **ASSISTANT DIRECTOR (PRINTING)**

ANNEXURE – I

TO GET GAZETTE

- ❖ Gazettes are normally published once in a week. (*i.e.* on Tuesday)
- ❖ Extraordinary Gazettes are published, as and when required.
- ❖ Gazettes can be subscribed by individuals, firms, etc.
- ❖ Current Annual Subscription.
(Subject to revision)

(a) Ordinary Gazette	.. ₹	802.00
(b) Supplementary Gazette	.. ₹	98.00
(c) Extraordinary Part – I	.. ₹	1,108.00
(d) Extraordinary Part – II	.. ₹	146.00
(e) All Gazettes	.. ₹	2,154.00

Request for subscription shall have to be addressed to **The Director, Directorate of Stationery and Printing, Puducherry-605 009**. Subscription can be paid by Cash or Demand Draft drawn in favour of the Drawing and Disbursing Officer, Directorate of Stationery and Printing, Puducherry-605 009. (**with your clear postal address**)

A copy of the single issue of gazette can be obtained from the Stores Superintendent by paying requisite amount in person.

- ❖ Gazettes are available in the official website "<https://styandptg.py.gov.in>" and it can be downloaded without any payment.

ANNEXURE – II

PROCEDURE FOR CHANGE OF NAME

- ❖ Request in writing to be made to the Director, Directorate of Stationery and Printing for Publication in the Gazette.
- ❖ Request to be accompanied by following Documents:
 - (a) Original Affidavit signed by Notary Public.
 - (b) Attested copy of Family Ration Card. (For resident proof)
 - (c) Attested copy of Birth Certificate.
 - (d) Attested copies of documents mentioned in the Affidavit.
- ❖ Pay the rates as follows:–
(Subject to variation)
 - (a) Minimum ₹ 135 (Up to 120 words)
 - (b) ₹ 11 for every 10 words in excess of 120 words.
- ❖ Two to Three weeks time is required for publication in Gazette.

For further details, please contact:–

PLANNING AND PRODUCTION CONTROL UNIT (PPC)

Directorate of Stationery and Printing
Government Central Press Campus
Thattanchavady (Post)
PUDUCHERRY - 605 009.

IMPORTANT TELEPHONE NUMBERS



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|--|---|--------------------|
| 1. Director | : | 2250482
2250478 |
| 2. Grievance Officer | : | 2250670 |
| 3. Senior Accounts Officer
Directorate of Stationery and Printing, Puducherry | : | 2250478 |
| 4. Government Branch Press, Mettupalayam | : | 2278005 |
| 5. Superintendent (Establishment – II)
Government Central Press | : | 2252610 |
| 6. Assistant Director of Printing
Government Branch Press, Karaikal | : | 04368-265414 |
| 7. Assistant Director of Printing
Government Branch Press, Mahe | : | 0490-2334171 |

