

## **CHAPTER - 9 (Manual – 8)**

### **Procedure followed in decision making process**

#### **Printing of standard forms and Registers**

Stores wing of the department maintains the stock of the standard forms and register. Whenever the stock reaches a minimum level an order is placed with Planning, Production and Control (PPC) unit for reprinting.

#### ***Printing of jobs –***

On receipt of a printing job from a client Department, a job docket is prepared by PPC with all the details of description of the job, paper required to be used, etc and the job docket is transferred for execution to the appropriate printing unit. After the completion of the job, the printed material is transferred to Stores Wing and a job docket is returned to PPC. The Stores Wing in turn delivers the job output to the respective department through Gate pass. With respect to chargeable organizations, on completion of the job, the cost is assessed by PPC, a bill is raised and sent for settlement. Wherever jobs which could not be executed by the Press, for whatsoever reasons, like urgency, availability of paper, etc., a No Objection Certificate is issued with the approval of Director of the Department for enabling the client Department to take up the work from an outside agency.

#### ***Publication of Gazette***

The contents of the Gazette, both in Ordinary and Extra-Ordinary are decided based on the request sent by the concerned Head of the Department or Secretarial Wing of the Department. The request from the public are directly entertained only with respect to publication of name change notifications. The publication of material in an Ordinary Gazette or in an Extra-ordinary Gazette is decided based on the content and the urgency of the notification.