

CHAPTER – 3
(Manual – 2)
Powers and Duties of Officers

Administrative:

Director of Stationery and Printing	The Director of Stationery and Printing is the Head of the Department and Controlling Officer for all the Officials of the Department. He is the disciplinary authority for all Group C and D staff. He discharges financial powers as delegated to Heads of Department under Delegation of Financial Powers.
Joint Director (Printing) - Vacant	Technical head in the Government Central Press who has overall responsibility for execution of printing jobs and monitors work-load/shortfall of production.
Dy. Director (Stationery)	Vacant.
Senior Accounts Officer	Formulates Budget, attends Audit Paras and renders advice on financial matters. Drawing and Disbursing Officer for the Directorate of Stationery and Printing. Transparency Officer under RTI Act.
Deputy Director (Works)	Controlling Officer for all Technical Staff of the Government Central Press.
Deputy Director (CS)	In charge of Confidential section, Offset Printing Technology Unit of Government Central Press, Puducherry.
Deputy Director (Ptg.)	In charge of PPC in Government Central Press, Puducherry.
Deputy Director (Ptg.)	In charge of Government Branch Press at Mettupalayam, Puducherry.
Deputy Director (Ptg.)	In charge of the Government Branch Press at Karaikal
Assistant Director (Ptg)	Shop Floor Supervising Officers of respective units.
Assistant Director (Ptg)	In charge of the Government Branch Press at Mahe. At present the post is vacant.
Superintendent	Vacant.
Superintendent	Drawing and Disbursing Officer for the Government Central Press, Puducherry.
Superintendent (Purchase)	Vacant.

Financial

The Financial powers are vested with the officers of the Department in the capacity of Head of the Department and Heads of Offices. The financial powers are discharged as contained in GFR, DFPR, and other Rules adopted by the Government of Puducherry and as contained in the G.O.Ms.No.59/2003/F3 dt.11-02-2003, G.O.Ms.No.69/2003/F3 dt.23-04-2003, G.O.Ms. No.82/2003/F3 dt. 19.09.2003 and G.O.Ms. No.98/2004/F3 dt. 12.01.04 and other financial powers issued by the Finance Department, Puducherry, from time to time.