

CHAPTER – 4 (Manual – 3)

Rules, Regulation followed by the Department in discharging its functions

The Department of Stationery and Printing is essentially a service Department catering to the printing needs of all the Departments under the Puducherry Administration. The Planning, Production and Control (PPC) wing of the Department plans the execution of jobs received and then transfers it to the appropriate wing of the press for execution. A time schedule is fixed for every job by PPC and is monitored. After execution of job, the printed material is handed over to stores wing by a delivery note and stores in turn delivers the completed jobs to the respective departments through a gate pass.

With respect to printing of notification in the gazette, a time frame of 10 days is fixed for publication in the Ordinary Gazette and a time frame of 5 days is fixed for publication in the Ex-Ordinary Gazette. Other than the Government publications, the central press also entertains name changes notification from the public for publication in the gazette. Procedure for which is as follows:

Procedure for publication of name change in the Gazette

Request to be made to the Director, Stationery and Printing, Puducherry for publishing in the official Gazette with the following documents:

- (a) Original Affidavit signed by Notary Public.
- (b) Attested copy of Ration Card.
- (c) Attested copy of Birth Certificate
- (d) Attested copy of any document mentioned in the affidavit and
- (e) Payment of fee with minimum of Rs.135/- (Up to 125 words) and Rs.11/- for every ten words in excess of 125 words.

The publication is made within ten days of submission of the request with all the documents.

Free copies of the Gazette are issued only to the Departments of Government, Quasi Government Organisation, MPs, MLAs and a few approved Organisations. Gazette can be subscribed by individuals, firms, etc. as detailed below.

Current Annual Subscription Rates are as follows :

Gazette type	Subscription rates
Ordinary Gazette	Rs. 802/-
Supplementary Gazette	Rs. 98/-
Extraordinary Part-I	Rs. 1,108/-
Extraordinary Part-II	Rs. 146/-
All Gazettes	Rs. 2,154/-

Individual copies of Gazette can also be purchased from the Stores Wing of the Department on payment of prescribed cost.

PPC also monitors the productivity of man and machine on daily basis through time sheet return issued with respect to every technical employee and machine.

This department is governed under General Acts and Rules of Puducherry Administration and all the employees of the Department are covered under CCA & CCS, Conduct Rules and other rules applicable to Government employees of this Union Territory. The Presses are also registered under Factories Act.