

DEPARTMENT OF PRINTING, STATIONERY AND PUBLICATIONS
8th MILE, MYSORE ROAD, R.V. COLLEGE POST
BANGALORE-560 059.

ANNUAL REPORT
2011-12

Email: govt_press@yahoo.com

FAX : 080 – 28484518

PHONE: 080 – 28484515

ANNUAL REPORT 2012

FEATURES

Sl. No.	Contents	Page No.
1	Vision, Mission & Aim of the Department.	2
2	Introduction / Organization	3-4
3	Important Works done 2011-12	5
4	Production Performance	6
5	Plan Programs executed	6
6	Finance	7
7	Government District Press, Madikeri	8
8	Government Divisional Press, Dharwad, Gulbarga and Mysore	8
8	Government Security Press, Peenya, Bengaluru.	8
9	H.R.M.S. and Administrative Activities	9-11
10	Right to Information Act	12
11	Training Undergone: State/Inter State/Foreign	13
12	Administrative Steps taken for Modernization of the Department to improve the performance of the Department	13

VISION OF THE DEPARTMENT:

To enable the Department to execute all Urgent, Confidential, Security and such other Works of Government well in time with optimum quality levels

and

to ensure supply of good quality Stationery to all the Govt. Departments

and

Establish a chain of Book Depots to ensure the availability of Govt. Publications to the General Public at ease and in time

and

To act as a technical advisory and quality control body

for all other Government Departments, Companies, Societies etc. for their print requirements

MISSION OF THE DEPARTMENT

The Department's main purpose is to cater to the printing and Stationery requirements of other Government Departments as a centralized body whereby providing expert services economically.

AIM OF THE DEPARTMENT:

- To make allied Presses and branch offices individually more effective and to be economically profitable.
- To Increase the production, utilizing the existing staff and infrastructure.
- Modernization and computerization.
- To reduce overall Expenditure of the Department.
- To bring Government Book Depots very closer to the public and to make them feel the services rendered by Book Depots.
- Opening of Book Depot and Stationery Depot at Government District Press Madikeri.
- Installation of Four color Off-Set Machine at Divisional Press Mysore.
Printing of four color jobs including text books.
- Modernization of Divisional Presses at Dharwad, Gulbarga and Mysore, to enable smooth flow of works at respective divisions

Introduction / Organization:

The Department of Printing, Stationery and Publications is basically established to cater to the Printing and Stationery requirements of the State Government offices, Secretariat, Governor's office, High Court, etc. It is also engaged in selling of the Government Publications to General Public through a network of Book Depots. In addition to this The Department has extended its technical assistance to the various other Departments whose printing works, are being executed by the private printers. This Department also undertakes the printing works and supply of Stationery to Government of India Departments namely Chief Election Office, Census Department etc., on chargeable basis. The Department also executes the printing of Free Text Books as per the Indents placed by the Karnataka Text Book Society.

The Director is also the Compiler of Karnataka Gazette and the Gazette is being published regularly on every Thursday and the Extraordinary Gazettes are being published as and when the necessity arises. The Gazette has also been published electronically in the web site <http://www.kar.nic.in/gazette>.

The Head Office and the allied offices of the department are as follows:-

- 1) Director of Printing, Stationery and Publications and the Government Central Press, 8th mile, Mysore Road, R.V. College Post, Bangalore-59.
- 2) Joint Director, Government Suburban Press, 8th mile, Mysore Road, R.V. College Post, Bangalore.
- 3) Deputy Director, Government Press, Vidhana Soudha Unit, Comprising Vikasa Soudha Basement-3, Bangalore-1, Government Press, S.J.P. Unit, Bangalore-1.
4. Deputy Director, Government Security Press, Peenya, Bangalore
- 5) Deputy Director, Government Divisional Press, Saraswathipuram, Mysore.
- 6) Deputy Director, Government Divisional Press, Dharwad.
- 7) Deputy Director, Government Divisional Press, Gulbarga.
- 8) Assistant Director, Government District Press, Mandli, Kallur, Industrial Area, Shimoga.
- 9) Assistant Director, Government Branch Press, Madikeri.

Government Stationery Depots

- 1) Assistant Director, Government Central Stationery Depot.8th mile, Mysore Road, R.V. College Post, Bangalore-59.
- 2) Deputy Director, Government Divisional Press, Saraswathipuram, Mysore.
- 3) Deputy Director, Government Divisional Stationery Depot, Dharwad.
- 4) Deputy Director, Government Divisional Stationery Depot, Gulbarga.

Government Book Depots

- 1) Assistant Director, Government Central Book Depot, M.S.Building Bangalore -01.
- 2) Assistant Director, Government Central Book Depot, Sales Counter, 1st Floor, M.S. Building, Bangalore-1.
- 3) Deputy Director, Government Divisional Press, Saraswathipuram, Mysore.
- 4) Deputy Director, Government Divisional Book Depot, Dharwad.
- 5) Deputy Director, Government Divisional Book Depot, Gulbarga.

The Organization is headed by a Director who is assisted with Two Joint Directors, One Senior Deputy Director, Five Deputy Directors (Tech), One Deputy Director (Admin and Accounts) and 15 Assistant Directors (Tech) and 10 Assistant Directors (Ministerial). Also One Labour Officer, and One Medical Officer are working in this Department on deputation basis.

CHAPTER - II

Important Works done 2011-12

1. Printing of State Budget Documents estimates for the year 2012-13
2. Printing of 36.00 lakhs Text Books for the Academic year 2012-13
3. Printing of 51 issues of Karnataka State Gazette in total 24,087 pages.
4. Printing of I.L.R. Reports in English (Fortnightly) and Kannada Edition (Monthly).
5. Printing of Calendars, Engagement Pads, Diary and Refill for the year 2012.
6. Printing of Calendars and Diary pertaining to Karnataka State Legislature and High Court of Karnataka for the year 2012.
7. Printing and Publishing of Volumes of debates at Karnataka State Legislature and Assembly.
8. Printing of Annual Reports and Annual Administrative reports of various department and Government undertaking departments.
9. Printing of 35.00 lakhs of 2nd P.U.C. Examination main answer booklets and 67.50 lakhs of practical and additional answer booklets.
10. Printing of various types of forms and Electoral list for Chief Election Commissioner of Karnataka.
11. Printing of Forms and books of Sarva Sikshana Abhiyana Department.
12. Printing of various forms of K.G.I.D.
13. Printing of applications/booklets of Bhagyalakshmi Yojana of Women and Child Development Department.
14. Printing of ID Cards pertaining to Physically challenged and senior citizen empowerment department.
15. Printing of answer sheets of employment and training department.
16. Printing of various forms of Karnataka Information Commission.
17. Printing of various Forms of Police Department.
18. Printing of various forms of Economic and Statistics Department.
19. Printing of application forms of defense personal rehabilitation department.
20. Printing of manual of K.S.S.S.P. value and production statistics.
21. Printing of volumes of Prathibhavanta Sansadeeya patugalu

Production Performance of last year with performance of 2011-12:

Sl. No.	Description	2011-12	2010-11
1	DTP in A-4 and A-5 size (in pages) Assorted	1,32,422	93875
2	Printing in A-1 size.	1941.45 lakh Impressions	1110.00 lakh Impressions
3	Digital Printing A3 size	5,09,370 Copies	-----
4	Riso Printing A3 size	77,85,370 Copies	-----
5	Binding Book & Pads (In nos.)	73.48 lakh.	15.31 lakh.

Plan Programmes executed

2009-10	Balance Payment to KSSIDC Civil/Electrical Works	Installation of Computer to Plate System Machine at Govt. central press.	installation of one Perfect Binding Machine and one Single blade Cutting Machine at Govt. central press.
2010-11	Balance Payment to KSSIDC Civil/Electrical Works/Repairs	installation of One Digital Printing Machine at Government Press Vikasa Soudha Unit.	installation of One high speed single colour Web Offset Printing Machine and one Perfect Binding Machine at Government Suburban Press, Bangalore .
2011-12	Civil works, repairs at Madikeri, Gulbarga, Bengaluru.	installation of One high speed Single colour web offset machine at Dharwad.	Installation of Computer stationery manufacturing machine at Govt. Security Press, Peenya, Bengaluru

Finance:

(Rupees in Lakhs)

Head of Account		2009-10		2010-11		2011-12	
		Allotment	Expenditure	Allotment	Expenditure	Allotment	Expenditure
001.	Direction and Administration	178.17	173.13	189.08	173.11	191.88	181.13
101.	Stationeries Purchase and supply	4059.89	1402.28	2353.80	1445.23	2449.49	1901.75
103.	Government Presses	2448.18	2632.13	2756.85	2882.28	3099.30	3005.85
103.	Plan	130.00	129.08	130.00	129.46	130.00	128.98
104.	Cost of Printing by other sources	584.93	444.93	608.32	608.31	632.65	441.31
105.	Government publication	30.66	31.22	39.98	39.14	46.65	41.67
	Total	7431.83	4812.77	6078.03	5277.53	6549.97	5700.69
	Percentage of Expenditure		64.76%		58.40%		87.03%
	2202-02-106-0-09	1212.90	625.72	1219.59	712.19	1212.90	625.72

- **Revenue** realised by the department for the past three years is shown hereunder:
(₹. in Lakhs)

2009-10	2010-11	2011-12
967.00	1108.00	1655.00

- **Savings** in non-plan expenditure for the past three years is shown hereunder:
(₹. in Lakhs)

2009-10	2010-11	2011-12
2744.00	800.00	700.00

DCB Statement of the Department for the year 2010-11 (In ₹Lakhs)					
	Opening Balance	Demand	Cancellations	Collections	Closing Balance
Govt.Presses	2720.49	1011.37	23.66	812.72	2895.48
Stationery Depots	171.56	7.73	-----	10.36	168.93
Total	2892.05	1019.1	23.66	823.08	3064.41

Government District Press, Madikeri and Shimoga

The District Press Madikeri is being re-organized and is being equipped to act as a ware house to supply stationery articles and forms to Govt. offices of costal districts namely South canara, Udupi and Kodagu. It is also planned to open a Govt. book depot at Madikeri so that the public can get the Govt Publications locally. For the convenience of the public one portion of the building is being offered to the Dept. of Libraries to shift the public library. The District press Shimoga is also being re-organized to make it economically viable.

Government Divisional Press, Gulbarga:

The Govt Branch Text Book Press which was hither to working separately in a separate building has been merged with the Govt Divisional Press, in Gulbarga which has resulted in better administrative control and reduced the cost of supervision.

Government Divisional Press, Dharwad

Govt. divisional press which was working on two shifts was made to work in a single shift as there was insufficient staff to run the press in two shifts. This has resulted in better efficiency due to synergy and reduced the cost of supervision.

Government Security Press, Peenya, Bengaluru:

The security press is under installation and trial production has started. One continuous computer stationery printing machine has been installed. The computer stationery forms which were previously purchased from private printers will now on be printed in this press.

Karnataka Text Book Society

As per G.O. No 95 DGO 2005, dated 4-1-2006, the Text Book Society ® was established with an objective of printing and supply of govt. text books. The Director, Dept of Ptg., Sty and Publications, Releases the allotted budget through N.M.C. The expenditure of accounts, profit and loss are maintained by the Text Book Society.

CHAPTER – IV

H.R.M.S. and Administrative Activities

Office/Staff pattern as on 31-3-2012.

Sl No.	OFFICE	No.of Posts Sanctioned	Working Strength	Vacant	Daily wages
1	Govt. Central Press, Mysore road, Bangalore.	406	259	147	265
2	Govt. Central Press (PEENYA SHED)	178	111	67	
3	Govt. Press, Vidhana Soudha Unit, Bangalore	243	136	107	
4	Govt, Sub-urban Press, Bangalore	446	261	185	57
5	Govt Divisional Press, Dharwad	222	45	177	18
6	Govt Divisional Press, GULBARGA	192	68	124	8
7	Govt Branch Press, Madikeri	49	13	36	
8	Govt Security Press, peenya	102	37	65	28
9	Govt Branch Press, Shimoga	52	9	43	4
10	Govt. Central Book Depot, Bangalore	35	18	17	
11	Govt. Divisional Book Depot, Dharwad	2	2	0	
12	Govt. Divisional Book Depot, Gulbarga	2	2	0	
13	Govt. Stationary Depot, Bangalore	36	25	11	
14	Govt. Divisional Stationary Depot, Dharwad	13	9	4	
15	Govt. Divisional Stationary Depot, Gulbarga	7	4	3	

	TOTAL	2444	1262	1182

<i>ABSTRACT</i>			
	No.of Posts Sanctioned	Working Strength	Vacant
GROUP-A	11	10	1
GROUP-B	31	25	6
GROUP-C	1681	982	699
GROUP-D	721	245	476
TOTAL	2444	1262	1182

The Director has inspected the different Branch offices as mentioned (No. of Visits) here under. During the inspection the inspection report has been made and the action taken by the respective offices has been followed up.

YEAR	DHARWAD	GULBARGA	MYSORE	SHIMOGGA	MADIKERI
2010-11	2	4	6	-	1
2011-12	3	3	3	1	-

CHAPTER – V

There were 16 star questions that were referred to this Department to furnish the replies. Out of these 12 questions were not specific to this department, but were requiring General information. The information was provided. 4 questions were pertaining to this department were also replied.

The Audit wing of Accountant General headed by Senior Audit Officer/Assistant Audit Officer has conducted the audit of accounts of The Govt. Central Press, Bengaluru. The number of paras included in the final report are as follows:-

YEAR	DATE OF AUDIT	NUMBER OF PARAS INCLUDED IN THE FINAL REPORT.
2009-10	December – 2010	16
2010-11	December – 2011	09
2011-12	Auditing is yet to be done.	

Number of Legal Cases like High Court/Supreme Court appeals if any Pending at:

1. Supreme Court - 1
2. Commissioner, Labour Court -1
3. Civil Court, Gulburga - 1
4. Civil Court, Bengaluru - 7
5. High Court - 12
6. Labour Court - 3
7. K.A.T. - 30

Right to Information Act:

The Details of applications received & disposed under the Right to Information Act are mention here under.

	2010-11	2011-12
1. Received	317	345
2. Disposed	317	345
3. Denied	-	-
4. Pending	-	-

In addition to the permanent and daily wage employees, the following contract employees have been engaged by the department, through man power agencies.

Security	-	16
Cleaning	-	15
Drivers	-	2
Total		<u>33</u>

Training Undergone: State/Inter State/Foreign:

Year	State	Inter State	Foreign
2011-12	5-Foreman were deputed for training at F.T.I, Bengaluru 1-artist was deputed to KEONICS, Dharwada for Basic computer training 15-officials were deputed to D.T.I. Bengaluru for training on service matters. 20-officials were deputed to KEONICS, Bengaluru for Basic computer training .	nil.	nil

Administrative Steps taken for Modernization of the Department/to improve the performance of the Department

The Plan funds are being effectively utilized and machinery with modern technology that require lesser manpower and turnout higher production are being procured and installed. These machinery are of highend technology and providing higher productivity, speed and superior quality. Further, the stores are equipped with computers and stocks are being maintained digitally by using software's like Tally.

Director