

CHAPTER - 1

PARTICULARS OF ORGANISATION:-

The Office of the Controller, Printing & Stationery Department under the Government of Mizoram is allocated with two distinct functions one is that of Printing and the other is Procurement of Stationery and allied items.

The Printing Wing of the Department is responsible for all printing jobs including periodical etc. This is executed as per the provision of Mizoram (Execution of Printing works in the Govt. Press) Rules, 1990. As per this Rules, all the Department are required to place indent with Printing & Stationery Department for all printing works. In case, the Mizoram Govt. Press is heavily pre-occupied, the works can then be given to approved Private Presses by Printing & Stationery Department. The Private Presses, on obtaining such order from the Controller, Printing & Stationery Department who in turn will forward the same after proper verification to the concerned Department for payment.

The Department also deals with bulk procurement of stationery and allied items and sell to Departments under Govt. of Mizoram in a no gain no loss basis. The Department makes necessary arrangement for supply of these items for which Printing & Stationery will charge the concerned Department. In case, Printing & Stationery Department is not in a position to supply the required items, it will issue "No Objection Certificate" to the concerned Department to procure such items from any of the approved Firms at the rate approved by Controller, Printing & Stationery Department. The Department had issued comprehensive instructions in the matter vide Memo No.D.29012/1/93-P&S dt. 19.11.1997 and even No. dated 2nd Sept.11998. Office memorandum vide No.G.12012/1/87-FBT dt. 25.1.1990 was issued by Finance Department directing all Stationery items, standard forms etc. should be placed with the Controller, Printing & Stationery Department.

The following subjects have been allocated to this Department by the Mizoram(Allocation of Business) Rules, 1987.

1. Control over printing works including Presses in Mizoram.
2. Streamlining the procedure of local purchase of stationery by various Deptts.
3. Printing of forms including allotment of Schedule forms and matter relating to their supply to various Offices as per direction of the Government.
4. Procurement of papers and stationery articles and matters relating to their storage, transport and supply to Offices.
5. The supply of Govt. Publication through Govt. Book Depot which may be set up sooner or later under the aegis of this Department.
6. Instructions regarding use of stationery and forms including laying down the yardstick of consumption.
7. Matters relating to Press Registration Book Act, 1867 Part-III respect of Mizoram.

This Office, being the Office of the Controller, Printing & Stationery, Government of Mizoram is headed by the Controller, who supervises and controls the entire functioning of various sections within the Directorate as well as district offices within the State. The Organisational structure of the Directorate Office is divided into various sections as follows:

1. Establishment Section.
2. Accounts Section.
3. Revenue Section.
4. Computer Section.
5. Composing Section.
6. Proof Reading Section.
7. Image Setter Section.
8. Camera & Plate Making Section.
9. Copy Printer Section.
10. Mini Offset Section.
11. Binding Section.
12. Printing Section.
13. Lino Section.
14. Store Section.
15. Gazette Section.
16. Electrical Section.
17. Mechanical Section.
18. Watch & Ward Section.