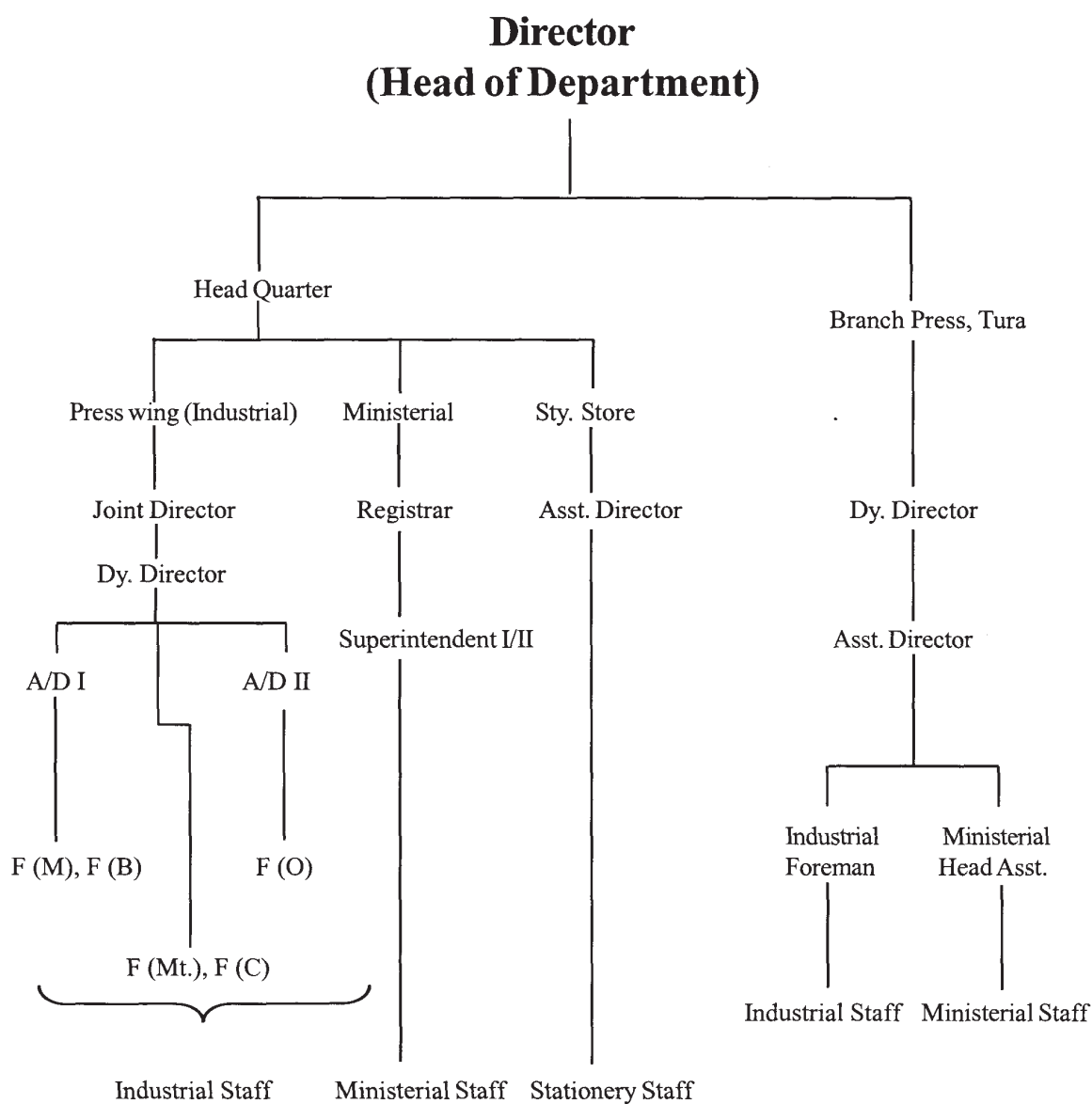


**ANNUAL REPORT**  
**OF**  
**THE DIRECTORATE OF**  
**PRINTING AND STATIONERY**  
**MEGHALAYA, SHILLONG**  
**FOR**  
**THE YEAR 2010-11**

**{ IN COMPLIANCE WITH CLAUSE (b)  
OF SUB-SECTION (1) OF SECTION 4  
OF THE RIGHT TO INFORMATION ACT, 2005 }**

# DIRECTORATE OF PRINTING & STATIONERY

## Organisational Structure



- A/D:- Assistant Director.
- F (B):- Foreman Binding.
- F (M):- Foreman Machine (Letter Press).
- F (O):- Foreman Off-set.
- F (Mt.): Foreman Maintenance.
- F (C):- Foreman Composing.

# **CHAPTER — 1**

## **The Particulars Of Its Organisation, Functions And Duties.**

**T**he Directorate of Printing and Stationery is a Service Department which caters to the needs of all the Government Departments. Apart from the normal work load, during Election, important Government services, conferences etc, Printing of Ballot Papers, Journals/ Publications associated with the respective purpose are to be done on a war footing with limited time and to ensure timely delivery by working beyond normal working hours which includes fore-going holidays and Sundays.

The Office of the Government Press, Shillong and Stationery and Forms Office were amalgamated into one establishment and up-graded to the status of the Directorate of Printing and Stationery Meghalaya, Shillong from 23rd June, 1982.

### **(A) Main functions of the Press wing (Govt. Press)**

- ◆ The Press wing is responsible to undertake all the Government Printing Works including High Court Publications, Official Gazettes, Finance Accounts, Appropriation Accounts, Audit Report, Report of the Auditor General of India etc.
- ◆ Printing of Schedule forms used in all State Government Offices.
- ◆ Printing of various publications/Journals of different Departments of the State Government.
- ◆ Printing of all kinds of D/O Letters, Visiting Cards, Invitation Cards of Government Officials.
- ◆ Printing of Pamphlets, Brochures, Posters etc. related with the various programmes of the Government of Meghalaya.
- ◆ Printing of large numbers of non-schedule forms of different Departments.
- ◆ Printing of Reports of different Departments of Meghalaya.
- ◆ Printing of various rules of the Government of Meghalaya.
- ◆ Printing of Daily Engagement List.
- ◆ Printing of Ballot Papers for Parliamentary, Assembly, District Council Elections etc.
- ◆ Printing of Memorandum, Speeches.
- ◆ Printing of Budget Documents.
- ◆ Printing of works of Autonomous bodies is also undertaken on payment basis.

## **(B) Stationery Wing**

The Stationery and Forms Store is responsible for the distribution of Stationery articles, papers and schedule forms to the entire State Government Offices of Meghalaya.

- ◆ There are more than 2500 types of Schedule forms including Cheque Books which are printed in the Government Press and supplied to various indenting Government Offices.
- ◆ The various forms are supplied to the Government Departments on the basis of Department's annual indent.
- ◆ In addition, some of the forms like Challan, Service Book etc. are sold to the Autonomous Bodies and Public on payment basis and Revenue collection is deposited to Revenue head.
- ◆ Annual indent of various Departments are scrutinised taking into account realistic view of possible requirement based on numerical strength of the office concern and nature of works of a particular Office.
- ◆ Annual tenders are invited for procurement of Stationery articles and papers and procured on the basis of the recommendation of Department Purchase Board and approval of the Government.
- ◆ The Directorate being the nodal Department also approves the rates of Type Writer, Photocopier and Duplicating Machines for the entire State Government Offices.

## CHAPTER — 2

### THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. **Shri R. S. Lyngdoh**  
**Director, Printing & Stationery.**

The Director is the head of the Directorate vested with full powers in controlling and execution of all Official matters, both Administrative and Financial. All Subordinate Officers and Staff carry out their daily duties and functions under his overall supervision and orders.

2. **Joint Director.**

- i. He will assist the Director in his day to day Administration and other matters.
- ii. Receipt of jobs and allocation to concerned Officers.
- iii. Overall incharge of all productive Branches.
- iv. He will sanction Earned Leave to the Industrial Employees.
- v. Incharge of Main Store and Retail Store including correspondences in respect of procurement of miscellaneous articles including Printing materials.
- vi. He is authorised to impose fine for loss of token etc.
- vii. He will ensure economical and expeditious production.
- viii. He is authorised to affect internal transfer in the interest of work and efficiency provided the transfer does not entail a reduction of rank and grade.
- ix. He will make correspondences in consultation with Director, in matters relating to jobs received for printing.
- x. He will regulate over time in consultation with Director.
- xi. Timely publication of all jobs including Gazette, Ex-Gazette, Governor's Arrangement, etc.
- xii. Monthly progress report of various productive branches will be reviewed and approved by him.
- xiii. Charging section, all hand composing sections including Reading.

3. **R. K. Rynjah**  
**Deputy Director.**

- i. D. T. P. Section, Mechanical branch and Maintenance of Machineries.
- ii. Nodal Officer for E - Governance,
- iii. Offset and Photo Mechanical sections.
- iv. Internal Security and Discipline.
- v. Assistant Directors to assist in his day to day production and other matters.

4. **Shri E. D. R. Tariang**  
**Assistant Director – I.**

- i. Machine Printing Section,
- ii. Binding Section,
- iii. Standing Branch.
- iv. Liase with Assistant Director Stationery and Forms Stores for immediate printing of Schedule Forms.

5. **Shri R. H. Hynniewta**  
**Assistant Director – II.**

D. T. P., Offset Printing, Photo Mechanical section etc. and to co-ordinate with AD-I in matters relating to printing and timely despatch of all works.

6. **Assistant Director (Sty. Store).**

To appraise Director about the Stock Position of the different Stationery articles and also the Assam Schedule forms on a regular basis. To liase with Joint Director/Deputy Director/Assistant Director (Press Wing) for immediate printing of any Schedule form which are not available in stock. To curtail the indent of Stationery articles of various Government Departments as per Stock Position.

7. **Smti H. Myrthong**  
**Registrar.**

To assist Director in his day to day Administrative works including Accounts, Establishment etc., to maintain discipline, punctuality of all Ministerial, Stationery Branch etc.

## CHAPTER - 3

### **The Procedure Followed In The Decision Making Process Including Channels Of Supervision And Accountability**

- ◆ **Press Wing (Industrial Branch):-**The process of printing work is done by the industrial staff of the Press Wing under the Supervision of Foreman, Assistant Director, Dy Director and Joint Director.
- ◆ **Ministerial Branch :-**All administrative function is done by the ministerial staff under the Supervision of Superintendent, Registrar.
- ◆ **Stationery Wing:-**This Wing is responsible for indent and supply of all office Stationery items of all offices under the Government of Meghalaya. The Detailed work is done by the Office Assistant under the Supervision and Control of Assistant Director (Stationery Store).

The responsibility for successful functioning and Execution of all the above works lies with the Director.

## CHAPTER - 4

### **The Norm Set By It For The Discharge Of Its Function**

The Director of Printing and Stationery has no fixed norms. All the works are Executed under the supervision and direction of the concerned officer in charge with the approval of the Director.

## **CHAPTER - 5**

### **The Rules, Regulation, Instructions, Mannuals and Records Held By It Or Under Its Control Or Used By Its Employees For Discharging Its Functions**

The Directorate of Printing and Stationery is governed by the approved Service Rules for Officers and Draft Service Rules for Ministerial/Industrial Staffs.

## **CHAPTER - 6**

### **A Statement Of the Categories Of Documents That One Held By It Or Under Its Control**

No such Documents possessed by the Directorate or under its control.



## **CHAPTER - 7**

**The Particulars Of Any Arrangement That Exists For Consultation With Or Representation By The Member Of Its Public In Relation To The Formation Of Its Policy Or Administration Thereof.**

The Directorate of Printing and Stationery does not have any such arrangement at present.

## **CHAPTER - 8**

**A Statement Of The Boards, Councils, Committees And Other Bodies Consisting Of Two Or More Persons Constituted As Its Part Or For The Purpose Of Its Advise And As To Whether Meetings Of Those Boards, Councils, Committees And Other Bodies Are Open For The Public Or The Minutes Of Such Meetings Are Accessible For Public.**

No Board, Council, Committees or other Bodies constituted by this Directorate.

## CHAPTER - 9

### DIRECTORY OF OFFICERS & EMPLOYEES

#### Directorate

Sl. No.	Name	Phone No.		Address
1	Shri R. S. Lyngdoh, Director	Office	Residence	GAD Quarters, Motinagar, Shillong.
		2227777		
2	Shri. R. K. Rynjah, Deputy Director.			Transit Qtrs., Oxford Hill, Kench's Trace, Shillong.
3	Shri. E. D. R. Tariang, Assistant Director.	2223809		Lower Mawprem, Shillong- 793002.
4	Shri. R. H. Hynniewta, Asst. Director.	2223809	2505365	Law Sohtun, Block V, Shillong.
5	..... Asst. Director (Sty)	2223809		
6	Smti. H. Myrtong Registrar.	2223809		

#### Branch Press Tura

Sl. No.	Name	Phone No.		Address
1	Shri. S. R. Marak, Joint Director.	Office	Residence	Dakopgre, Tura- 794002
		03651-232853	03651-224483	
2	Shri. Atol Sangma, Asst. Director.	03651-232853	03651-232545	

## CHAPTER - 10

The Monthly Renumeration Received By Each Of The Officers And Employees  
Including The System Of Compensation As Provided In Its Regulation.

Sl. No.	Name and Designation	Pay Scale	
1	Shri R. S. Lyngdoh, Director	Rs. 31300 - 46760/-Pm.	
2	Shri S. R. Marak, Jt. Director.	Rs. 26700 - 42100/- Pm.	
3	Shri R. K. Rynjah, Dy. Director, Head Quarter	Rs. 23300 - 39270/-Pm.	
4	Shri E. D. R. Tariang, Asst. Director, Head Quarter	Rs. 17000 - 33690/-Pm.	
5	Shri Atol Sangma, Asst. Director, Branch Press, Tura	Rs. 17000 - 33690/-Pm.	
6	Shri R. H. Hynniewta, Asst. Director, Head Quarter	Rs. 17000 - 33690/-Pm.	
7	..... Asst. Director, Stationery & Form Store	Rs. 17000 - 33690/-Pm.	
8	Smti. H. Myrthong Registrar.	Rs. 16300 - 31860/- Pm.	

## **CHAPTER -11**

**The Budget Allocated To Each Of Its Agency Indicating The Particulars Of All Plans, Proposed Expenditure And Reports On Disbursement Made**

## **CHAPTER -12**

**The Manner Of Execution Of Subsidy Programmes, Including The Amounts Allocated And The Details Of Beneficiaries Of Such Programmes.**

The Directorate does not have such subsidy Programmes.

## **CHAPTER -13**

### **Particulars of Recipients Of Concessions, Permits Or Authorisations Granted By It**

No Concession, Permits or Authorisation granted by this Directorate.

## **CHAPTER -14**

### **Details In Respect Of The Information Available To Or Held By It, Reduced In An Electronic Form**

All the printing works of different Government Departments undertaken by the  
Directorate.

## **CHAPTER –15**

### **The Particulars Of Facilities Available To Citizens For Obtaining Information, Including The Working Hours Of A Library Or Reading Room, If Maintained For Public Use.**

The Directorate has one Museum housing the Out-dated machines and also displaying the Chronological development of Printing Technology.

## **CHAPTER –16**

### **The Names, Designations And Other Particulars Of The Public Information Officers**

#### **Directorate**

- |    |  |   |   |
|----|--|---|---|
| 1. | Shri R. S. Lyngdoh, Director           | - | Appellate Authority.                            |
| 2. | Shri R.K. Rynjah, Dy. Director         | - | State Public Information Officer.               |
| 3. | Shri E. D. R. Tiarang, Asst. Director- |   | State Assistant Public-<br>Information Officer. |

#### **Branch Press, Tura**

- |    |                                  |   |  |
|----|----------------------------------|---|--|
| 1. | Shri S. R. Marak, Jt. Director   | - | State Public Information Officer               |
| 2. | Shri Atol Sangma, Asst. Director | - | State Assistant Public<br>Information Officer. |

## **CHAPTER -17**

**Such other Information as may be prescribed and thereafter update these publications every year.**