



The Mizoram Gazette

EXTRA ORDINARY

Published by Authority

Regn. No. NE-313(MZ) 2006-2008

Rs. 2/- per issue

VOL - XXXVIII Aizawl, Friday 8.5.2009 Vaisakha 18, S.E. 1931, Issue No. 212

NOTIFICATION

No. G 27621/1/03-P&S, the 18th March, 2009. The Government of Mizoram felt it necessary for quite sometime to revise the existing Guidelines on Execution of Printing Works in Mizoram Government Press, 1990 due to various emerging new factors. Now, the Governor of Mizoram is hereby pleased to make the revised "Guidelines on Execution of Printing Works in Mizoram Government Press, 2008" to be in force with immediate effect and until further order.

R.K. Singha,
Secretary to the Govt. of Mizoram,
Printing & Stationery Department.

**GUIDELINES ON EXECUTION OF PRINTING WORKS IN THE MIZORAM
GOVERNMENT PRESS, 2008**

CHAPTER-1

PRELIMINARY

*Short Title,
application and
Commencement*

- 1 (1) These Guidelines may be called “Guidelines on Execution of Printing works in the Mizoram Govt. Press”, 2008.
- (2) It shall apply to all the Department, offices & bodies under the State Government of Mizoram.
- (3) It shall come into force with effect from the date of publication in the Mizoram Gazette.

Definitions.

2. In this Guidelines unless there is anything repugnant in the subject or context —
- (1) “Government” means the State Government of Mizoram.
- (2) “Governor” means the Governor of Mizoram State.
- (3) “Department” means Department under the Government of Mizoram.
- (4) “Controller” means Controller of Printing & Stationery Department, Government of Mizoram.
- (5) “Manager” means Manager of Mizoram Government Press, Printing & Stationery Department, Government of Mizoram.
- (6) “Board” means a Board constituted by the Government at Appendix ‘A’ to consider allotment of works.
- (7) “Government publication (Printing & Binding Works)” means production/publication of all kinds of printing and binding works, i.e. Books, Journal/periodical, official Gazette, Pamphlet, Standard forms, Invitation cards, Receipt book, Bill form and the like for Departmental use, for sale and free distribution by various departments under the state Government of Mizoram or Government undertaking Autonomous bodies/corporate bodies within the state of Mizoram.
- (8) “Government Approved private press” means any Printing Press or Firm which Government approved and Registered under section 22 of this Guidelines,
- (9) “Notification” means notification published by Government in the official Gazette.
- (10) “Official Gazette” means the Mizoram Gazette.
- (11) “Schedule of Rate” means rates for Printing & Binding works fixed by the Controller from time to time.
- (12) “Standard Forms” means Forms listed at Appendix ‘B’ including Departmental forms.
- (13) “Printing Society” means a body set up by two or more persons for printing business.

CHAPTER 2

RESTRICTION OF GOVERNMENT PUBLICATION OR EXECUTION OF PRINTING & BINDING WORKS.

- | | |
|--|--|
| <i>Restriction on Government Publication</i> | 3. No department shall publish or execute any Government Publication by its own or through any other Agencies within or outside Mizoram without obtaining prior concurrence from the office of the Controller. All Heads of Departments, Drawing & Disbursing Officers, Head of Offices, Autonomous bodies/ Corporated bodies should place orders for Government publication to the Controller for execution of works. |
| <i>Restriction on Private Firms</i> | 4. No private printing press/Firms or Agencies shall entertain Government publication without prior permission of the Controller. Defaulting Press/ Firms shall be black listed from the list of Government approved Press. |
| <i>Reprinting of Government printed materials</i> | 5. No Government publication shall be wholly or substantially reprinted by any Private Printing Press without prior permission of the Government of Mizoram. |
| <i>Rate of saleable printed materials</i> | 6. No Government publication (Saleable) shall be sold in a rate higher than the rate fixed by the Controller. |
| <i>Printer's name, publisher's name and number of copies to be mentioned</i> | 7. No Government publication shall be published without mentioning printer's name, publisher's name and number of copies printed. |

CHAPTER-3

CATEGORIES OF PRINTING ITEMS & INSTRUCTION FOR PRINTING

- | | |
|-------------------------------------|---|
| <i>Categories of Printing items</i> | 8. Printing and Binding works consist of the following :- <ol style="list-style-type: none">(1) Form Printing : Printing of standard form used in Government of Mizoram Offices.(2) Book Printing : Printing of Text Books, Reports, Periodical, Journals, Budget materials, Plan, Scheme, Project Report, Act/Rules, Reprint and all kinds of departmental publication in book form.(3) Special forms: Printing of Forms specially used by some Department Offices/Corporated bodies under the Government of Mizoram other than standard forms.(4) Leaf-let: Printing of small works, Pamphlet, Folder, book-let etc. without bound covers or other than book printing. |
|-------------------------------------|---|

- (5) **Letter Head:** Printing of Official letter head bearing Emblem, Designation and name of Department/Ministry with standard prescribed size for high dignitaries/officers under Government of Mizoram.
- (6) Calendars, Banners, Stickers, Cards, Badge for special occasions, Coupons, Posters, Tickets, etc.

*Printing forms
and Letter Head*

9. Special instructions shall be followed for printing of standard forms and letter head as follows :
 - (1) In case of special forms (other than standard form) the requirement has to be submitted to the Controller, enclosing two specimen type-written copies of each forms mentioning the size and number of copies required.
 - (2) The Emblem when printed or embossed on Letter Head used by Ministers and Officers should appear on the Top middle. The designation of dignitaries shall appears on the top right hand corner.
 - (3) The Letter Head used by Minister/Member of Legislative Asembly shall be embossed or printed in blue colour and Member of Parliament (Lok Sabha) in green colour and Member of Parliament (Rajya Sabha) in red colour without personal name.
 - (4) The Letter Head used by Officers (Gazetted) shall be embossed or printed in red colour without personal name unless an officer is specially authorised to use such stationery otherwise.
 - (5) The Emblem shall not be printed in a letter head if the name of the official is printed in the letter head.

*Printing of Text Book
and Exercise book*

10. The Controller, shall have full power to execute printing & binding of text books, exercise books, for Educational Institution under Govt. of Mizoram.

CHAPTER-4 MATERIALS FOR PRINTING

*Materials (Scripts,
Graphic, etc) for
printing, etc.*

11. The materials sent for printing with the requisition must be completed in every respects, it must be -
 - (1) in a reasonably legible and readable form
 - (2) prepared with great care to leave no ambiguity whatsoever and properly edited to avoid extra charges for re-printing due to mistakes and the pages must be serially numbered;
 - (3) written on one (front) page only;
 - (4) sent in 6(six) copies for publication in the Mizoram Gazette.
 - (5) approved and authenticated by a competent authority.

- (6) accompanied with detail and specific instructions if any, regarding paper, quality style and layout or set up; style of clauses and sub-clauses, paragraphs are to be printed, number of copies to be printed, etc.
- (7) Print order for regular publications shall be placed to Controller, Printing & Stationery well in advance.

CHAPTER-5

PRINTING, PUBLISHING & CIRCULATION OF MIZORAM GAZETTE

- Printing and publishing of Mizoram Gazette* 12. Printing of State Gazette shall be executed and published by the Controller, in accordance with the instructions made by Government from time to time.
- Circulation of State Gazette at free of cost* 13. The Mizoram Gazette will be supplied free of cost to the high dignitaries, high level officials as indicated below:-
- (1) Raj Bhavan
 - (2) Chief Minister
 - (3) All Ministers, all Member of Parliament & Member of Legislative Assembly, All Ex-Member of Parliament & Ex-Member of Legislative Assembly
 - (4) Speaker, Deputy Speaker
 - (5) Chief Secretary, Commissioners, Secretaries, Additional Secretaries, Joint Secretaries and Deputy Secretaries.
 - (6) Advisers, Advocate General, and Registrar High Court.
 - (7) All Heads of Department, Deputy Commissioners and President, District Council Court.
 - (8) State Library and Library of Law & Judicial Department.
 - (9) All Member of District Council and All Ex-Member of District Council.
- Subscription of Mizoram Gazette* 14. The Controller shall have discretionary power to allow any person, Institution, Agencies, etc. to subscribe the Mizoram Gazette as per schedule rates given below :-
- i) The Mizoram Gazette. (Regular) - Rs. 1.00 per page
 - ii) The Mizoram Gazette. (Extra Ordy) - Rs. 1.00 per page
 - iii) Lottery Results per issue - Rs. 3.00 per copy
- Reprint of Mizoram Gazette* 15. Additional requirement of Mizoram Gazette in excess of the numbers of Gazette printed shall be charged at the schedule rate of normal printing charge.
- Procedure for Printing Gazette.* 16. (1) The original typescript copy, duly signed in Ink by a competent authority (approved by the Secretary to the Government) shall alone be sent to the Govt. Press. Corrections, if any, in the copy sent to the press should be legible and readable.

- (2) Government notification shall not be published in a Gazette Extra Ordinary unless it is of such urgent nature.
- (3) The Controller, the publisher of Mizoram Gazette, shall determine the number of copies of Gazette to be printed and determined which should be published in a Gazette Extra Ordinary.

CHAPTER -7

BOOK BINDING WORKS

Binding Works.

18. A requisition for binding works shall be sent to the Controller with the following detailed directions.
 - (1) the name of the work to be bound.
 - (2) the details to be printed on the cover of each bound volume.
 - (3) the quality or type of Binding is to be specified in the requisition taking into account the end use of the item as binding involving elaborate manual operations will involve extra time and additional expenditure.

CHAPTER-8

PROOF READING & AUTHOR'S CORRECTIONS

Proof Reading

19. Proof Reading shall be done by Proof Reading Section at Mizoram Government Press. The Proof copy shall be supplied or shown to the indenter only on special cases like Very Important Person Speeches, Invitation & Programmes of National Important Days etc, if requested in writing by a competent authority. When proof copy is sent or shown to the indenter, for special reasons, it must be returned to the press promptly and without delay. Any delay will entail increase in the cost of production since the composed matter once it is locked-up cannot be dismantled unless it is to be delayed and kept standing for future use, the matter shall be clearly indicated by the indentors. In the event of increase in the bill due to delay of return of proof copy, the reason will be indicated in the bill to be preferred to the indenter for payment.

Author's Correction

20. When composed matter has been set up or lock-up in the press, it cannot, except in a very exceptional circumstances, be altered in type or in form. "Authors Correction" should be avoided at any cost provided that if such corrections are inevitable the lost involved in such rectification shall be added to the original estimated cost.

Provided that works undertaken by Approved private printing presses will be as per terms and conditions agreed between the contracting parties.

CHAPTER-9
PRINTING CHARGES, COSTING SYSTEM AND PAYMENT

- Printing charges and costing system*
21. All departments are treated as paying departments in respect of printing forms and Government publications and the cost of production of each work shall be realised with the costing system mentioned below :-
- (1) Printing & Binding charge, shall be charged as per rates fixed by the Controller from time to time.
 - (2) Bill will be paid by the Department through Treasury Challan until book transfer system is introduced. Bills will be paid in cash/cheque in case of works taken up approved privated printing press.

Provided that all Government publications relating to observance of National Important Days relating to observance of Republic Day and Independence Day shall be printed free of cost at the MGP.

CHAPTER 10
APPROVAL OF PRIVATE PRESSES

- Requisite Equipments*
22. From the commencement of this Guidelines, only those Private Presses satisfying the following conditions may be registered by the Controller as Government Approved Private Press.
- (1) All kinds of Printing Presses or Firms privately established or owned by an individual, Party, Society or Corporated bodies shall be equipped with at least one of the following essential machineries or equipments.
 - (a) Digital Press.
 - (b) Offset Press.
 - (c) Letter Press.
 - (2) Any Printing Press or Firm applying for registration will be verified by Officer deputed by the Controller, and installation of requisite equipments should be duly certified by the President and Secretary of the Mizoram Press Owner Association.
 - (3) Registration as Government approved Private Printing Press or Firms will be subjected to deposit of Call Deposit amounting to Rs. 5000/- (Rupees five thousand) only or as may be fixed by the Government from time to time. The call deposit shall be refundable at the expiry of term if not extended.
 - (4) The term of Registration as Government approved Private Press or Firms shall be a period of 5 (five) years or as may be fixed by the Government from time to time. The validity shall be counted from the date of Registration.
- Verification*
- Registration and Call deposit*
- Term*

CHAPTER-11 REPORTS & RETURNS

- Reports and Returns* 23. All approved private printing presses shall submit half yearly Report and Returns as per prescribed format in Appendix "C".

CHAPTER-12 RESTRICTIONS ON PROCUREMENT OF PRINTING MACHINES

- Restriction of Printing Machines* 24. No Department and Corporated/Autonomous bodies under the Government of Mizoram shall purchase/Install any kind of Printing Machines that can print any of the following processes, letter press, offset printing (including copy printer), screen printing, gravure printing, and flexographic printing.
25. Any Printing machine described in para 22 owned by Departments and Corporated/Autonomous bodies under the Government of Mizoram shall be surrendered and placed at the disposal of the Controller by way of assets transfer.

CHAPTER-13 ALLOTMENT OF WORKS TO PRIVATE PRESSES

- Printing through Private Presses* 26. (1) There shall be a Board to consider allotment of works to Approved firms. The Board shall sit atleast once a month or as required to supervise work allotment.
- Provided that the Controller shall have full power to allot printing works in case of emergent and time bound works.
- (2) Such private press to whom printing works are allotted shall prepare bills as per schedule of printing rates issued by Government of Mizoram and submit to the concerned Department through the Controller, Printing & Stationery for counter signature.
- (3) 2% Royalty shall be charged from total estimated amount of works allotted to the approved private press for Government Revenue.

CHAPTER-14 SALE OF GOVERNMENT PUBLICATION

- Saleable publication* 27. (1) In case of saleable publications, the number of copies required to be printed shall be determined by Controller, Printing & Stationery Department, Mizoram. The sale price of such publication shall be fixed by Manager, Mizoram Government Press on the basis of pre-determined formula after working out the actual cost of production of the individual jobs. The indentors may in suitable cases reduce

the sale price (in consultation with their Associated Finance) for which advance intimation shall be given to the Manager, Mizoram Government Press in writing.

Standard Forms

- (2) All standard forms will be printed, arranged and sold by the Controller, Printing & Stationery. The revenue earned thereof will be deposited to the Government.

CHAPTER-15 MISCELLANEOUS

Payment of Bills

28. No Bills in respect of Printing & Binding works by any department to private presses or firms without routing through the Printing & Stationery Department shall be entertained by the Treasury Officer. The Treasury Officer shall ensure strict invigilance on such bills to see section 26 (I) (2) & (3) are followed by each department and if bills are passed in violation to this section, the matter shall be reported to the Government.
29. The Department shall take all possible steps to clear outstanding Bills within 3 (three) months.
30. If any question arises relating to the Interpretation of these Guidelines, it shall be referred to the Governor whose decision thereon shall be final.

CHAPTER-16 REPEAL & SAVINGS

Repeal and Saving:

31. On and from the commencement of this Guidelines all notifications regarding printing and binding under the Government of Mizoram shall stand repeal.

Provided that any Order or anything done or any action taken under notification or order issued shall be deemed to have done or taken under the corresponding provision of these Guidelines.

APPENDIX 'A'
(See Chapter -13 para 26(1))

**BOARD MEMBERS TO CONSIDER ALLOTMENT OF WORKS TO REGISTERED
PRIVATE PRINTING PRESSES**

- | | | | |
|----|---|---|------------------|
| 1. | Controller,
Printing & Stationery Department,
Mizoram, Aizawl. | - | Chairman |
| 2. | Manager,
Mizoram Govt. Press,
Printing & Stationery Department. | - | Member Secretary |
| 3. | Deputy Controller,
Printing & Stationery Department,
Mizoram, Aizawl. | - | Member |
| 4. | President or his representative,
Mizoram Press Owner Association,
Aizawl. | - | Member |

APPENDIX 'B'
(Chapter I Para 2(12))

1. T.R. I - A - Advance T.A. Bill (G)
2. T.R.S - 2 - Advance T.A. Bill
3. T.R.-20-T.A.Bill(G)
4. T.R. 25 (0) - T.A. Bill (NG)
5. T.R. - 27 - Abstract T.A. Bill
6. T.R. -16 - Pay Bill (G)
7. T.R. - 22 (0) - Pay Bill (NG)
8. T.R. - 20 (A) M.R. Bill (G)
9. T.R. - 27 (A) M.R. Bill (NG)
10. T.R. - 56 - G.P.F. Deduction
11. T.R. - 58 (A) - GP.F. Withdrawal Contingent Register.
12. T.R. - 30 - Fully Voucher Contingent Bill
13. T.R. - 30 (A) - Sub-Voucher for Petty Cent Bill.
14. T.R. - 31 - Abstract Contingent Bill.
15. T.R. - 32 - Detail Countersigned Contingent Bill.
16. T.R. - 34 - Bill for Service Postage Stamp.
17. T.R. - 37 (A) - Bill for Withdrawing Death-cum-retirement Gratuity.
18. T.R. - 42 - Grant-in-Aid Bill.
19. T.R. - 72 - Authority Slip,
20. T.R.-1 -Certificate of Transfer of Charge.
21. T.R.-6-Challan.
22. CCS. 4 - A.C.R. for Assistant / U.D.C
23. CCS. 5 - A.C.R. for Steno / P.A.
24. CCS.6-A.CR.for L.D.C
25. File Cover.
26. Vehicle Log Book.
27. Car Diary
28. Peon Book
29. Service Book
30. A/Register
31. Measurement Book.
32. Stock Register.
33. T.R.-9A-A/Roll
34. T.R.-9A-A/Roll(Rexin Binded)
35. T.R. - 4 - Cash Book
36. T.R. - 4 - Cash Book (Rexin Binded)
37. T.R. - 28 - Bill Register.
38. Contingent Bill Register (T.R. - 28A)

APPENDIX 'C

HALF YEARLY REPORT FORM

(See Chapter 11 para 23)

PERIOD UNDER REPORT

1. Name of Firm & Address :
.....
.....
.....

2. Name of Proprietor :

3. No. of employees : No. of employees Monthly remuneration
Monthly remuneration
.....
.....
.....

4. Machinery : Name of Machine No. installed
.....
.....
.....
.....
.....
.....

5. Works undertaken : Name of Work No. of copies
.....
.....
.....
.....
.....
.....
.....
.....

Date

Signature