



GOVERNMENT OF MANIPUR

***ANNUAL ADMINISTRATIVE REPORT
FOR THE YEAR, 2011-12.***

THE STATIONERY & PRINTING DEPARTMENT, MANIPUR.

ADMINISTRATIVE REPORT OF STATIONERY DEPARTMENT, MANIPUR
for the year, 2011-12

Stationery Department is located in the campus of Manipur Secretariat, North Block with its own staffs as follows:-

Sanctioned staff strength

1.	Superintendent	1(one) post.
2.	U.D.C.	1(one) post
3.	L.D.Cs	6(six) post
4.	Grade - IV (peon)	5(five)post.
5.	Auto Driver (on contract basis for 1 year.)	1(one) post
6.	Labourer (on contract basis for 1 year.)	2(two) post.

Stationery Department is under the Administrative Control of General Administration Department (GAD) and the following are the Administrative Officers:

1. Commissioner (GAD) as Head of Department (HOD)
2. Under Secretary (GAD/STY) as Head of Office (HOO)/DDO

The main function of Stationery Department is to make centralised procurement and to supply the paper and stationery items as well as Treasury Rules Forms, Books etc., after they are printed at the Govt. Press to all the Departments/Offices (more than 400 in numbers both in Hill & Valley) under the Government of Manipur including Hon'ble Chief Minister's Secretariat, Manipur Secretariat, Courts and Commissions etc. free of cost.

Stationery Department is operating the following Head of Accounts under Demand No. 35- Stationery & Printing:

<u>Head of Accounts</u>	<u>B.E., 2010-11</u>	<u>B.E.2011-12</u>
A. Major-Head : 2058- Stationery & Printing (Non-Plan)		
Minor-Head: 101- Purchase & Supply of stationery stores.		
Sub- Head: 02 - Purchase & Supply of stationery stores.		
Object: 01 - Salaries	30.51 lakhs.	33.56
11 - DTE	0.05 lakh	0.05
13 - O.E	0.50 lakh	0.50
21 - Supplies & Materials	23.00 lakhs	20.00
Total -	54.06 lakhs	54.11

Contd./-2.

<u>Head of Accounts</u>	B.E., 2010-11	B.E., 2011-12
B. Major-Head : 2058 Stationery & Printing (Plan)		
Minor-Head: 102- Printing,Storage & distribution of forms.		
Sub- Head: 01- Printing,Storage & distribution of forms.		
Object: 01 - Salaries
11 - DTE
13 - O.E	8.50 lakh	10.00
21 - Supplies & Materials	11.50 lakhs	15.00
Total -	20.00 lakhs	25.00

Fund provided both under Non-Plan and Plan Head of Accounts for purchase and supply of paper and stationery articles is very meagre. Hence, it becomes difficult to issue the indented quantity of paper and stationery articles to the Govt. Departments other than the Secretariat.



(N. Tomba Singh)
Under Secretary(GAD/STY)
Govt. of Manipur.

