

**DIRECTORATE OF PRINTING AND STATIONERY,
MEGHALAYA, SHILLONG.**

CITIZEN'S CHARTER

The Directorate of Printing & Stationery at Secretariat Hill, Meghalaya, Shillong is functioning under the control of a Director. This Directorate has overall control on the following Press Units:-

- 1) Government Branch Press, West Garo Hills, Tura
- 2) Government Branch Press, West Jaintia Hills, Jowai
- 3) Government Press, Head Quarter, Shillong.
- 4) Government Stationery & Formes Stores at Shillong, Tura and Jowai.
- 5) Government Book Depot at Shillong and Tura.
- 6) Govt. Braille Press, Headquarter, Shillong.

Activities of the Directorate

Printing works of the following items required by the Government Departments in the State are being executed by this Directorate:-

- i) Forms and Registers
- ii) Budget Documents
- iii) Speeches
- iv) Confidential Documents
- v) Handbooks and Brochures of various department
- vi) The Gazette of Meghalaya
- vii) Challans
- viii) D.O. Pads
- ix) Invitation Cards
- x) Braille Textbooks, Voter Slips & Dummy Ballot Paper.

Apart from the above, this Directorate also is responsible for the supply and distribution of stationery articles, papers and scheduled forms to the entire State Govt. Offices.

Services connected with Public

- a) The details of Officer's appointed as Public Information Officer/Appellate authority in the Directorate of Printing & Stationery, Meghalaya, Shillong are given in Annexure - I
- b) On request by the Public, notifications regarding change of name, etc., are published in the Meghalaya Govt. Gazette Subject to recommendation/NOC from the respective Deputy Commissioner's and SDO's. A sum of ₹ 500/- is collected (including postal charges) for this.
- c) Public Interest Notification like Land Acquisition Notification, Orders of Industrial Tribunal etc., are published in the Gazette of Meghalaya. Procedure for subscribing to Meghalaya Govt. Gazette are given in Annexure - III.

- d) Sales wing for Govt. Publications is functioning at the Govt. Book Depot located at :- (i) The premises of the Office of the Director, Printing & Stationery, Meghalaya, Shillong at the ground floor, (ii) The premises of the Office of the Deputy Director, Govt. Branch Press, Tura
- e) The Website has been launched in the year 2009 wherein Public can view the services rendered by this Directorate. On every Thursday the latest Gazette is updated in the Website. Regarding any further clarification address to E-mail pns-meg@gov.in

ANNEXURE - I

Officer appointed as Public Information Officer/Appellate Authority in the Directorate of Printing & Stationery Under Right to Information Act 2005

Sl. No.	Name of the Unit	Officer appointed as public information officer.	Officer appointed as Appellate Authority
1.	Directorate of Printing & Stationery,	Joint Director Ph. No. 0364- 2228634	Director, Printing & Stationery, Meghalaya, Shillong Ph. No. 0364- 2227777 PABX- 2343
2.	Govt.Branch Press, Tura	Deputy Director, Tura	As above
3.	Govt. Branch Press, West Jaintia Hills,	Deputy Director, Jowai	As above

ANNEXURE - II
Change of Name to be published in the Meghalaya Gazette.

1	Address for reference	The Director (Publisher), Directorate of Printing & Stationery, Meghalaya, Shillong.
2	How to apply	A person who desires to make correction may apply in writing to the Director along with the affidavit sworn before the 1st class Magistrate for publication in the Gazette of Meghalaya subject to payment of a fee of ₹ 500/- A copy of recommendation/NOC from the respective DC's & SDO's is to be furnish along with the application.
3	How to obtain copies of the Gazette	The person who remits the correct amount will be supplied one copy of the Gazette wherein the change of name has been published. For obtaining further copies, the Govt. Book Depot, Shillong may be contacted.

4	Payment of Charges for Notification	Payment towards advertisement charges may be remitted at the cash counter at the Office of the Director, Directorate of Printing & Stationery, Meghalaya, Shillong on any working day between 10.00 a.m. to 2.00 p.m. and obtain the receipt for the same.
5	Working days	Monday to Friday
6	For any suggestions and Complaints	<p>The Director, Printing & Stationery, Meghalaya, Shillong.</p> <p>While Contacting in this connection please mention the correct address, Cash receipt number.</p> <p>Phone No. 0364-2227777</p>

7	Aim	<p>On account of the complaints received from the public in remitting the advertisement charges, delay in getting the publication and as well as published copies, the issue of forms and receipt of advertisement charges was brought under the direct control of Director of Printing & Stationery, Meghalaya, Shillong</p> <p>The applications received from Monday to Friday are being published in the next Thursday itself without omission and error as a motto to serve better to public.</p>
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ANNEXURE - III
Supply of Meghalaya Government Gazette

1	Officer to be contacted	The Director, Printing & Stationery, Meghalaya, Shillong. Ph. No. - 0364 - 2227777
	List of subjects published in the Gazette	It serves as a bridge between the Government and the public. Notifications and orders of interest to the public, land acquisition notification, industrial tribunal awards, orders on levying/revision of taxes, orders of Social Welfare Schemes, Rules, Policy, etc., are published in the Gazette.
3	Details of parts and sections of Gazette:-	
	Part I	Appointments, Postings, Transfers, Powers, Leave and other Personal Notices.
	Part II - A	Resolution, Regulations, Orders, Notifications, Rules, etc., issued by Local Government and Heads of Departments.
	Part II - B	Orders, Notifications and Rules of the Gauhati High Court (Shillong Bench).

	Part III	Orders, Notifications and Rules of the Government of India and by the Election Commission, papers extracted from the Gazette of India and other State Gazettes.
	Part IV	Acts of the Legislative Assembly of Meghalaya and Ordinances promulgated by the Governor of Meghalaya.
	Part V	Bills introduced into the Legislative Assembly of Meghalaya.

	Part VI	Proceedings of the Meghalaya Legislative Assembly.
	Part VII	Acts of Parliament and Ordinance promulgated by the President.
	Part VIII	Bills introduced in Parliament.

	Part IX	Advertisements, Notices by the Government Offices and Public.

Procedure for Supply of the Meghalaya Gazette:-

1. Private advertisements are not published in the Gazette, unless sent through respective Deputy Commissioners or Sub-divisional Officers.
2. The rates for supply of the Gazette on payment are laid down by the Printing and Stationery Department from time to time.
3. Applications for the supply of Gazette on payment should be addressed to the Publisher, Meghalaya Gazette, Shillong and must be accompanied by a remittance.
4. Applications for free supply of the Gazette on the " Public Service " should be addressed to the Chief Secretary to the Government of Meghalaya.
5. Complaints regarding non-receipt of the Gazette by the subscriber may be intimated to the Publisher in writing.
6. Duplicate copies of the Meghalaya Gazette lost in transit may be supplied at the discretion of the Publisher.

ANNEXURE-IV

Sales of Meghalaya Government Gazette Publication, etc.

Sales Depot Address	<ol style="list-style-type: none">1. Government Book Depot, Directorate of Printing & Stationery, Meghalaya, Shillong.2. Government Book Depot, Govt. Branch Press, Tura.
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For any complaints or suggestions please feel free to write to the Director, Printing & Stationery, Meghalaya, Shillong or mail to dps.meg@gmail.com.



Director,
Printing & Stationery,
Meghalaya, Shillong.