

**THE ANNUAL ADMINISTRATIVE REPORT OF
THE DIRECTORATE OF PRINTING & STATIONERY, MANIPUR
FOR THE YEAR, 2024-2025.**

In the beginning of the Directorate of Printing & Stationery, Manipur was generally known as Government Press, Manipur. It came into existence since 1978. The Administrative Head of the Department is the Secretary (GAD), Government of Manipur and Director is the Head of Department. The Director is assisted by one Assistant Director who has been designated as Head of Office/DDO.


Sanctioned Posts :

After the Down sizing & Right sizing programme, the sanctioned posts of this Directorate has been trimmed from 218 to 96 as on date. On completion of the said Down sizing programme, the final figure of sanctioned posts will stand at 87 only. The Government Press, Manipur is registered under the Factories Act, 1948 vide Registration No. 99 dated 28/4/1966. As such all the category of workers are governed by the Factories Act, 1948. However, for effective administration, Manipur Civill Services Rules, 1965 has been adopted in this Directorate.

Works and Activities :

The work of the Govt. Press is manifold and diversified. It undertakes publication of State Gazettes i.e. Manipur Gazette weekly publication for every Wednesday and Manipur Gazette Extra-Ordinary published for everydayt Acts/ Rules, Govt. journals, magazines and reports to disseminate information to the public in general are also published. Treasury forms (TR & BTR/ GFR), registers, various kinds of Govt. Departments standardised forms and office stationery are also printed. Extraordinary Gazettes relating to the said Election were also printed and published well in time.

Now, the Government Press, Manipur has fully converted into Offset printing process. Aoll documents are printed in this process and State Gazettes are also printed and published in the Offiset process with the aid of DTP systems with effect from 1st Aprill, 2012. Innovative Postpress machinery like Perfection binder, Gathering machine, Section Sewing machine, UV curing machine, Risograph Machine, Book Case Making Machine and micro perforator cum creasing machine have been procured to produce quality finished products.



27/11/2025

Achievement during the year, 2024-2025.

The Directorate of Printing & Stationery, Manipur has taken up a project for Digitization and e-Archiving of Manipur Gazettes since 1947 - 2024 for about 77 years of Gazettes. In a landmark achievement, it was successfully completed and launched by the Honorable Chief Minister Shri N. Biren Singh on 26th February, 2024. Now, the digitized Gazettes are easily accessible at the Website : <http://www.egazette.mn.gov.in> The project Digitization & e-Archiving of Manipur Gazettes is a landmark achievement in respect of the Directorate of Printing & Stationery, Manipur.

Inventory of machinery installed as on date :

1. Single colour sheetfed offset printing machine model Maxprint	-	2 Nos.
2. Swift offset printing machine	-	1 No.
3. Swift Advent Plus offset printing machine	-	1 No.
4. Autoprint offset printing machine - model Knight	-	1 No.
5. Programmable Paper Cutting Machine - model Sujata SPG 115	-	1 No.
6. Perfection Binding Machine - model Robertion perfect	-	1 No.
7. UV Curing Machine	-	1 No.
8. Rotary Micro Perforating cum Creasing Machine	-	1 No.
9. Risograph (A-3 size) digital duplicating machine	-	4 Nos.
10. Printing Down frame	-	2 Nos.
11. Auto paper cutting machine	-	2 Nos.
12. Thread sewing machine	-	1 No.
13. Wire Stitching machine	-	2 Nos.
14. Knife grinding machine	-	1 No.
15. DTP systems with scanners, laser printers and LAN facility	-	7 Nos.
16. Greaves Silent DG set - 40 KVA	-	1 No.
17. Screen printing Equipments & accessories	-	1 No.
18. Wire cum loop stitching machine	-	2 Nos.
19. Gathering machine 6 stations	-	1 No.
20. Photo copier machine	-	1 No.
Total :		34 Nos.



(A. Romita Devi)
Director,
Printing & Stationery, Manipur.