

GOVERNMENT OF INDIA
MINISTRY OF HOUSING AND
URBAN AFFAIRS



ANNUAL REPORT 2022-23



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सत्यमेव जयते

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A. Government of India Stationery Office (GISO)

22.01 The Govt. of India Stationery Office (GISO) established in the year 1850, is a Sub-ordinate office under the Ministry of Housing and Urban Affairs. It has its Headquarters at Kolkata and three Regional Stationery Depots located in New Delhi, Chennai and Mumbai.

22.02 GISO is responsible for transparent procurement of Paper, Stationery, paper made articles and e-stationery in economical cost and supply to the Government offices including Defence and Paramilitary Forces. The procurement is majorly made from Small Scale Industries (SSI) registered under MSME Act through GeM Portal and strictly in compliance of the guidelines of Central Vigilance Commission (CVC) as in vogue from time to time. The procured items are supplied after quality assurance as per quality norms of Bureau of Indian Standard (BIS). The supply of Stationery is regulated on the basis of the "Quantity Scale" to avoid wastage of stationery as well as drainage of Government money unnecessarily in terms of "Rules for the Supply and use of Stationery Stores" followed by Government of India decisions under Sl. No. 21 of Schedule V of DFPR.

Organisational structure

22.03 The Govt. of India Stationery Office is headed by the Controller of Stationery (COS) being the Head of the Department (HoD). The COS is being assisted by Dy. Controller, Stationery (Admn.), Dy. Controller, Inspection, Asstt. Controller, Stationery, Asstt. Controller Inspection and Financial Officer from CGA Cadre.

22.04 The Dy. Controller (Admn.) is the Head of Office (HoO) of G.I.S.O., Kolkata being assisted by the Assistant Controller (Admn.). The Deputy Controller, Inspection is the head of the Inspection Wing being assisted by Assistant Controller Inspection and Examiners and responsible to ensure the quality of stores conforming to the relevant BIS/GISO Specification. GISO has three laboratory in Kolkata, New Delhi and Mumbai for testing of stock line stationery stores including paper and paper made articles being procured through GISO has proposed NIC to develop an Inventory Management System for its use 100% from Government e-market place.

Regional stationery depots

22.05 The Regional Stationery Depots located at New Delhi, Chennai & Mumbai are headed by the Asstt. Controller, Stationery who act as head of office of the respective Depots under the supervision of the Dy. Controller, Stationery (Admn.). The RSDs are responsible for arranging the supply of Stationery stores to the indenters in their respective jurisdiction. The Depots have got a well equipped storage and distribution system.

22.06 The total sanctioned strength of the Department and staff position as on 01.12.2022 are as follows:—

Group	Sanctioned strength	Staff position as on 01/12/2022	Post vacant
A	03	01	02
B(G)	12	02	10
B(NG)	11	04	07
C including the staff member to be upgraded to Group 'B' as per 6th CPC.	333	83	250
Multi -skill Group 'C' erstwhile Gr. 'D'	263	149	114
Total	622	239	383

22.07 Govt. of India Stationery Office, Kolkata and its 3 (three) Regional Stationery Depots located at New Delhi, Chennai and Mumbai cater to the needs of Indenters all over India for stationery stores, different types of papers, paper made articles, procured Stationery and e-stationery through GeM Portal. In this connection the value of indents received in the previous year and during the current year is shown below :—

Nos. of Indents received in GISO, Kolkata & its RSDs.

Sl. No.	Year	No. of Indents received	Value of Indents received	Estimated Nos. of Indents & their value from 01.01.2023 to 31.03.2023	
				Nos. of Indents.	Value
1.	2021 - 22	1,205 Nos.	118.00 Crores	—	—
2.	From 31.12.2022 to	1,110 Nos.	89.07 Crores	217 Nos.	14.45 Crores

22.08 Based on the demand received from the Indenters, Ministry provides Budget Grant under the Sub-Head 01.05.21 - Supplies and Materials for procurement of Stock line Stationery Stores through open tender in electronic mode to maintain clarity. It is pertinent to mention here that Rs. 15.79 Crores were allocated by Ministry against the Demand of Rs. 50.00 Crores in the current financial year.

Contracts for the financial year 2022-23

22.09 A sum of Rs. 15.79 crores had been allocated in the BE for 2022 - 23 under the Sub-head 'Supplies and Materials' towards procurement of stock line stationery items including papers against the purchase demand from the various indenters at an amount of Rs. 50.00 Crores.

The details of the procurement activities are as under :—

- | | | |
|-----|--|---------------------|
| i) | Expenditure for 2021-22 | : Rs. 16.33 Crores. |
| ii) | Expenditure up to December,2022
(from 01.01.22 to 08.12.22) | : Rs. 05.43 Crores. |

Vision

22.10 To procure Stationery articles and including papers confirming to the Indian Standards (IS) from Small Scale Industries (SSI) under MSME Act and supplying of the same to all Central Government Offices in India to fulfill the 'Make in India' and 'New India' vision.

Mission

22.11 To emerge as a leading organization as one stop solution of Paper, Stationery and e-stationery of Government of India.

Functions

22.12 The various functions of GISO are as under:—

- 1) To procure stock -line stationery stores to ensure supplies to its indenters on time with quality conforming to the relevant BIS/GISO Specification at economical cost.
- 2) To ensure satisfaction of Indentors by supplying quality stationery articles including Paper.
- 3) To recover the payments against stationery supplies made to the Paying Indenters.
- 4) Efficient Management of Testing Laboratories.
- 5) To store the stationery articles at Headquarters Kolkata and its Regional Stationery Depots scientifically.
- 6) Financial Management as per laid down procedure.

Azadi ka Amrit Mahotsav of Govt. of India Stationery Office

22.13 Azadi ka Amrit Mahotsav have been organized in the office under the administrative control of Government of India Stationery Office, Kolkata during AKAM week from 07.08.22 to 15.08.22 by taking Inauguration Speech by DCS(A), T.O. and others on 07/08/22 at 2.00 pm, conducted Patriotic Songs on 08/08/22 at 2.00 pm, Patriotic Recitation & Poetry on 09/08/22 at 2.00 pm, Drawing Programme in the event of "75 years of Independence" on 10/08/22 at 2.00 pm, Essay writing competition in the event of "Har man ka utsav, Azadi ka Amrit Mahotsav on 11/08/22 at 2.00 pm, Short Drama and Swach Bharat Abhiyaan on 12/08/22 at 2.00 pm Quiz Programme and closing ceremony on 15/08/2022.

B. Department of Publication

22.14 Department of Publication established in April, 1924 and grown as a full-fledged Department over the years is now a subordinate office under the Ministry of Housing and Urban Affairs which is headed by Controller of Publications. It possesses the largest depository of Government of India books consisting of over 8000 (Eight Thousand) titles (excluding various periodicals, Gazettes notifications and Army Publications). The Controller of Publications is the authorized publisher, custodian and distributor of Government of India Publications. It caters the need of general public as well as government departments in respect of official publications.

Department of Publication is having its website viz-www.deptpub.nic.in and egazette.nic.in containing all sorts of information about Government Publications and digitized/e-published form of gazette to facilitate the general public for suo moto disclosure of information. The Gazettes are available in public domain which can be downloaded free of cost. The Department holds the copyright of these publications. It has its own Sales Outlets located in New Delhi, Mumbai, Kolkata and Bangalore and agents spread across the country. The Department is earning revenue through Advertisement published in the Gazette of India, Sale of Books, Gazettes, Periodicals and Publications etc. It has statutory function to issue the symbol Numbers for Government of India Publications in respect of all Ministries, Departments and PSU's.

22.15 It has been catering for the needs of book lovers, research scholars and general public by its large number of books available in various disciplines.

Organization Structure

22.16 The Department of Publication is headed by the Controller of Publications, who is assisted by two Assistant Controller and one Financial Officer.

The Department of Publication comprising of:

- (a) Head Quarter at Civil Lines, Delhi
- (b) Sale Depot/Outlets:—
 - (i) Sale Counter, Delhi High Court, New Delhi.
 - (ii) Sale Counter at Head Quarter Civil Lines Delhi-110054.
 - (iii) Kitab Mahal, Baba Kharag Singh Marg, New Delhi.
 - (iv) Government of India Book Depot, 8, K.S.Roy Road, Kolkata.
 - (v) Sale Counter at New CGO Complex, New Marine Lines, Mumbai.
 - (vi) Sale Counter, KendriyaSadan, Koramangala, Bangaluru- 34.

In addition to the Book Depot/Sale Counters, the Publications are being sold through agents spreads across the country.

Main Activities

22.17 The Department is responsible for the following main activities:—

- i. Publishing, Stocking, Sale and Distribution of Government Publications and Periodicals.
- ii. Publishing of Gazette of India.
- iii. Cataloguing of Publications/Periodicals, issuance of Symbol No. for Govt. of India Publications.
- iv. Securing advertisements for insertion in Periodicals, Gazette of India Part-IV.
- v. Stocking of Army Publications and distributions to Government of India's Defence Organizations/Units.
- vi. Timely raising of bills and realization thereof.
- vii. Participation in Book Fairs/Exhibitions to unfold valuable informative Govt. Publications before the book lovers, research scholars spread across the country/abroad.