



GOVERNMENT OF GOA

CITIZEN'S CHARTER

FOR

DEPARTMENT OF PRINTING & STATIONERY

GOVERNMENT PRINTING PRESS

M. G. ROAD, PANAJI-GOA

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Assistant Public Information Officers :

Head Clerk (Establishment)

Head Clerk (Printing & Stationery)

Public Information Officer :

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Director,

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Citizen Charter

1. What Printing Press is providing to the Citizens?

Printing Press is providing up-dated Government publications to the Citizens.

2. Which are the publications provided by the Printing Press?

The Government Printing Press is printing and publishing following categories of publications:—

1. Weekly official bulletin known as Official Gazette.
2. Acts, Rules and Schemes of the State Government.
3. Utility calendars and diary printed by the State Government.
4. Different types of forms, registers which are used for public service by different departments of the State Government.

Official Gazette

3. Why is weekly official bulletin known as Official Gazette and what it contains?

Weekly official bulletin known as Official Gazette is official newspaper of the State Government containing three parts known as Series-I, Series-II and Series-III.

Series I: Statutory Acts and Rules, Regulations, Bye-Laws, Notifications and Orders issued in pursuance thereto and the recruitment rules framed under Article 309 of the Constitution of India.

Series II: Notifications in regard to acquisition of land under the Land Acquisition Act, 1984; Orders and Awards under the Industrial Disputes Act, 1947; Notifications under the Goa Minor Mineral Concession Rules, 1985; Notifications of registration/liquidation of Societies; Notifications from the Election Commission of India and State Election Commission and Notifications/Orders regarding service matters of Officers in Group A and B categories of State Government.

Series III: Notifications of public interest issued by the statutory authorities under the following Acts:-

S. No.	Name of the Authority	Name of the Act	Nature of notices
1	District Magistrates	Motor Vehicles Act, 1988	Traffic signs
2	District Magistrates	Explosive Act, 1884	Storage/stock of petroleum products
3	Chief Town Planner	Goa Town and Country Planning Act, 1974	Outline Development plans
4	Director, Tourism	Tourist Trade Act, 1982	Cancelling of registration of vehicles
5	Mamlatdars	The Goa Agricultural Tenancy Act, 1964 Goa Panchayat Raj Act, 1994	Tenancy matters
6	Excise Inspectors	The Goa Excise Act	Sale of confiscated liquor
7	Civil Registrars- -cum-Sub-Registrars	Goa Change of Name and Surname Act, 1990	Change of Name
8	Civil Courts	Portuguese Civil Laws	Granting dissolution of marriages by way of decrees
9	Civil Court	Portuguese Laws	Deed of Succession
10	Administrators of Comunidades	Code of Comunidades	Allotment of Land
11	Comunidades	Code of Comunidades	Meeting notices
12	Devasthans	“Regulamento de Mazanias”	Meeting notice and matter related to Devasthan

Advertisements notifying vacancies in Group “C” and “D” categories:

4. Whether notices published in the Gazette are free of cost or chargeable?

Notices mentioned at Serial No. 2 and 7 to 12 are chargeable.

5. What are the advertisement charges?

Advertisement charges are shown in the Annexure - XI

6. Where these notices are required to be delivered and after how many days required to publish?

Notices are required to deliver on the counter either at Panaji (ground floor) or at Margao in the office situated on the 1st Floor of the Comunidades Building. Same are published within the week from the date of delivery.

7. When is Gazette published?

Gazette is published every Thursday and if Thursday is a public holiday it is published on next working day.

8. When is it available to public?

Gazette is available on the same day at public counter at Panaji and next day at Margao. The Gazette is also available on the official website on the same day.

9. Whether it is a paid publication or free of cost?

Gazette is a paid publication.

10. What is its cost?

Cost of the Gazette depends on the number of pages.

11. Whether one can subscribe it for fixed period?

Yes, Gazette can be subscribed for 3 months to one year on payment of charges as shown in the Annexure - V

12. Whether the Gazette is available through e-mail?

Yes, Gazette is available through e-mail on payment of Rs. 150/- per year.

13. Whether the Gazette is available in soft copy?

Yes, it is available on Compact Disk as well as on the web-site.

14. Whether besides the weekly Thursday, any other day Gazette is also published?

Yes, Extraordinary Gazettes are published as per requirement (See Annexure - V)

Acts, Rules and Schemes of the State Government

15. What do you mean by Acts, Rules and Schemes of the State Government?

Acts, Rules and Schemes of the State Government mean the Acts passed by the State Legislature, Rules made by the State Government under the State and Central Acts and different Schemes made by the State Government for the betterment of the Citizens.

16. Whether all these Acts are available for purchase?

Yes, these Acts are available on payment of cost. Sometimes when the stock is exhausted, the same is re-printed.

17. Generally after how many days the New Acts are available, once they are passed by the Legislature?

Once the New Law is assented by the Governor or President and published in the Official Gazette within 15 days same is available in book form.

18. Whether these Acts are also available on Soft copy?

Yes, same are available on the web-site.

Utility calendars and diary printed by the State Government

19. When utility calendars and diaries are available?

Generally they are available in the month of November of previous year.

20. What is the price of the diary and calendar?

Price of the Utility calendar and diary is fixed from time to time. Presently it is Rs. 25/- for calendar and Rs. 40/- for diary.

Different types of important documents, reports, forms, registers, election ballot papers which are used for public service by different Departments of the State Government

21. What type of forms and registers are printed by the Printing Press?

All forms and registers used by the Government Departments in day-to-day work are printed by the Government Printing Press.

22. Whether these forms are provided free of cost to the Departments?

No, these forms are printed on payment of cost of printing.

23. What are the important documents, reports, etc. which are printed in the Government Printing Press?

The budget documents, audit report, annual reports, speeches of constituted authorities, etc. are also printed by the Government Printing Press.

24. Whether the election related papers and forms are printed in the Govt. Printing Press?

Yes, all the election related papers, forms and registers, mainly ballot papers are printed in this press.

25. Whether any standardization has been fixed for typical papers, etc.?

Yes, details have been given at pages 18–19.

26. As the printing press is printing various stationery, books, calendars, etc. there will be lot of paper cutting, used offset plates. How the printing press disposes these wastages?

Printing Press disposes off these materials by public auction.

27. Whether the department is having any outlet other than Panaji for sale of the publications?

Yes, the Department is having its own sub-counter at Margao and Department has also appointed book sellers, its agents at sub-division office, Vasco, Mapusa, Ponda, etc.

28. What is the procedure for appointment of Agents?

The interested person has to apply to the Director of Printing and Stationery for dealership in prescribed form.

29. Whether the Department is having its own website?

Yes, the Department's web-site is www.goaprintingpress.gov.in

Address of the Outlets/Agents:

GOVERNMENT PUBLICATION

Sales Counter:

**Mahatma Gandhi Road,
Panaji-Goa
Tel.: 2426441**

**1st Floor, Comunidades Building
Near Municipal Garden
Margao-Goa
Tel.: 2713014**

Sales Outlets:

SURAJ BOOK STALL

Near Municipal Garden
Mapusa-Goa
Tel.: 2250167

DAMODAR TRADERS

Shop No. 9, Vishwambar Bldg.
Opp. St. Joseph's Institute
Vasco-da-Gama, Goa

Annexure - I
Department of Printing & Stationery

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Order

No. 3/213/98-GPS/3602

In pursuance of the powers vested under sub-sections (1) and (2) of section 5 of the Right to Information Act, 2005 (Central Act No. 22 of 2005), the Government is pleased to appoint following Officers, as Public Information Officer and Asstt. Public Information Officer under the Department of Printing & Stationery, Panaji-Goa.

- 1) Asstt. Accounts Officer/Head of Office, - Public Information Officer
Department of Printing & Stationery,
Panaji-Goa.
Ph. No. 2426441.
- 2) Head Clerk (Establishment) - Asstt. Public Information Officer
Department of Printing & Stationery,
Panaji-Goa.
Ph. No. 2426441.

The Director, Printing & Stationery, will be the first Appellate Authority under this Act against the decision of the Public Information Officer/Asstt. Public Information Officer.

This order supersedes the earlier order No. 3/213/98-GPS/1948 dated 26-9-2005 published in the Official Gazette, Series II No. 26, dated 29-9-2005.

By order and in the name of the Governor of Goa.

Prasad V. Lolayekar, Director, Printing & Stationery, ex officio Joint Secretary.

Panaji, 6th December, 2005.

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Annexure - II

No. 3/27/2008-GPS/1205
Government of Goa,
Department of Printing & Stationery
Panaji-Goa.

Dated: 14th August, 2008.

Order

In pursuance to the O. M. No. 12/4/2005-DRG dated 16-3-2005 from the Office of the Secretary, Public Grievances, Secretariat, Porvorim, Asstt. Accounts Officer/Head of Office of this Department is appointed as Public Grievances Officer for redressal of Public Grievances at District level.

This order supersedes earlier order No. 3/27/86-GPS/106 dated 15-4-2005.

Sd/-
(N. D. Agrawal)
Director,
Printing and Stationery.

Annexure - III

No. 3/27/2008-GPS/1206
Government of Goa,
Department of Printing & Stationery,
Panaji-Goa.

Dated: 14th August, 2008.

Order

In pursuance to the letter No. SGA/44/Sec.Meet/2008 dated 30-7-2008 from the Office of the Development Commissioner & Secretary (GA), Secretariat, Porvorim, Dy. Director (Technical), Printing & Stationery has been appointed as Public Relation Officer for the Department of Printing & Stationery, Panaji.

Sd/-
(N. D. Agrawal)
Director,
Printing and Stationery.

Annexure – IV

CONFIDENTIAL

No. 1/4/78-VIG(Vol. VII)/6339
Government of Goa,
Directorate of Vigilance,
Serra Building, Near A.I.R.,
Altinho, Panaji-Goa.

Dated: 30th December, 2005.

Ref.:- Letter No. 1/11/2005/CONF-VM/3583 dated 2-12-2005

Memorandum

Sanction of the Chief Vigilance Officer is hereby conveyed for the appointment of Shri Subhash S. Shetye, Dy. Director (Technical) as Vigilance Officer in the office of the Department of Printing and Stationery, Panaji-Goa.

This supersedes earlier Memoranda appointing Vigilance Officers in the above office.

Sd/-
(A. W. Rane)
Addl. Director (Vigilance).

Annexure – V

Department of Printing & Stationery Government Printing Press

Order

No. 13/7/07/STN-GPP

It has been observed that the Departments are submitting frequently requests to publish orders, notifications in Extraordinary Gazettes. Extraordinary Gazettes are required to publish only in cases of dire urgency, hence Government has decided that only following matters will be published in Extraordinary Official Gazettes.

- 1) Constitutional Orders like Ordinances, etc., issued by the President of India, Governor of Goa, under the provisions of Constitution of India.
- 2) Act, Rules, which are giving financial impact on a State Treasury for increasing/decreasing the revenue taxes/fees with immediate effect.
- 3) Orders issued by the Election authorities i.e. Chief Election Commission, State Election Commission and Returning Officers.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Director & ex officio Joint Secretary (Printing & Stationery).

Panaji, 28th August, 2008.

Notification

No. GPS/5-14/Revised-Rates/1363

In supersession of all earlier orders/notifications issued on this behalf the Government has revised the subscription rates of the Official Gazette, Series I, II & III w.e.f. 1st October, 2008 as below:

Subscription Rates

	All 3 Series		Series I		Series II		Series III	
	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
For any quarter	500/-		250/-		200/-		100/-	
(Postage)	60/-		15/-		15/-		15/-	
For half year	1,000/-		500/-		400/-		150/-	
(Postage)	60/-		30/-		30/-		30/-	
For any period exceeding 6 months upto one year	2,000/-		1,000/-		800/-		300/-	
(Postage)	110/-		60/-		60/-		60/-	

The revised rates are not applicable to the subscriber, who has already paid the subscription for the whole year 2008-09. However, the revised subscription rates will be applicable to those who subscribes for the half year or quarter starting from 1st October, 2008.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Director & ex officio Jt. Secretary (Printing & Stationery).

Panaji, 2nd September, 2008.

Annexure – VI

Order

8/44/2008/GPS/1889

Administrative approval of the Government is hereby conveyed for revision of rates for making Rubber Stamps and Seals with immediate effect as detailed below:-

- 1) Rubber Stamp having less than 4 lines Rs. 40/-.
- 2) Rubber Stamp more than 4 lines and less than 8 lines Rs. 100/-.
- 3) Round Stamp Rs. 75/-.
- 4) Metal Seal Rs. 75/-.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Director & ex officio Jt. Secretary (Printing & Stationery).

Panaji, 30th October, 2008.

Annexure – VII

Circular

9/138/91/Vol. I/GPS/1936

The Departments of this State are being charged service charges on all printed material in accordance with the order No. 9/138/91/Vol. I/GPS/2100 dated 15-11-2002.

- | | |
|---------------------------|---------------------------------------|
| 1. Service Departments | Cost of paper + 25% service charges. |
| 2. Commercial Departments | Cost of paper + 100% service charges. |

It has been observed that sometimes the Departments ask the printing of material at very short notices for which Printing Press has to put the staff on over time works and to pay them O. T. allowances with double rates.

After considering the additional expenditure due to O. T. A. paid to the employees, the Government has decided that whenever any Department indents printing of any material within a short period lesser than 7 days, an additional service charge of 25% shall be imposed henceforth.

All the indenting Departments/Offices are therefore hereby directed to take note of the above.

Receipt of this Circular may kindly be acknowledged.

N. D. Agrawal, Director (Printing & Stationery) & ex officio Jt. Secretary.

Panaji, 3rd November, 2008.

Annexure – VIII

Order

9/138/91/Vol. I/GPS/351

After introducing the four colour printing in the Printing Press rates of four colour printing to be charged with departments are as follows:-

1. Printing done on Digital printer and coverage is less than 5% Rs. 2/- per A4 size paper.
2. Coverage is more than 5% Rs. 6/- per A4 size paper.
3. Printing is on offset printing machine Double the cost of paper.

The above rates are applicable for Service Departments and Commercial Departments will be charged double the above rates.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Director, Printing & Stationery & ex officio Jt. Secretary.

Panaji, 8th May, 2009.

Annexure – IX

Order

No. 5/3/2009-DPS/1741

The Government is pleased to decide the detention period of the records of Department of Printing and Stationery as mentioned in column No. 3 with respect to record mentioned in column No. 2 below in addition to records mentioned in Rule 289 of General Financial Rules, 2005 as applicable to the State of Goa.

Sr. No.	Name of the Record	Period of retention
1.	Work Orders/Requisitions received from the Departments for printing of various Forms/Reports etc.	1 year after the Audit or payment of printing charges whichever is more.
2.	Letters/Notifications/Orders received for publication from Govt. Deptts./private parties	1 year after the publication.
3.	Old Acts and Rules which are re-printed	After publication of new edition keeping 5 copies for reference.
4.	Acts/Rules which are repealed and not in force	From the date of repealing of Acts and Rules after preserving 5 copies in reference.

The above records after the prescribed period will be destroyed by the procedure laid down in the G.F.R.

This has been issued with the consultation of the Finance Department.

By order and in the name of the Governor of Goa.

N. D. Agrawal, Director & ex officio Joint Secretary, Printing & Stationery.

Panaji, 26th August, 2009.

Annexure – X

Order

No. 3/22/2009/DPS/2147

Read: 1) Office Memorandum No. 35034/3/2008-Estt.(D) dated 19-5-2009, issued by Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training, New Delhi).

2) Circular No. 1/1/82-PER(Part-VI) dated 6-8-2009 issued by Department of Personnel, Secretariat, Porvorim.

The Government is pleased to constitute Screening Committees for grant of benefit of three financial upgradations under the Modified Assured Career Progression Scheme. The Committees comprise of the following members:

A) For Group “B” employees.

- 1) Director & Head of Department, Printing & Stationery – Chairman.
- 2) Joint Secretary (Personnel), Secretariat, Porvorim – Member.
- 3) Joint Director of Accounts (Directorate of Accounts), Panaji – Member.

B) For Group “C” & “D” employees.

- 1) Director, Printing & Stationery – Chairman.
- 2) Dy. Director (Tech.) Printing & Stationery – Member.
- 3) Asstt. Accounts Officer, Printing & Stationery – Member.

N. D. Agrawal, Director (P&S) & ex officio/Joint Secretary.

Panaji, 16th September, 2009.

Annexure – XI

Notification

5/14/2000-GPS/Part

Government is pleased to revise the rates for publication of matter in the Official Gazette with immediate effect:

No. of Letters	No. of Lines	Cost of publication for the first time (Rate in Rs.)	No. of Letters	No. of Lines	Cost of publication for the first time (Rate in Rs.)
46	1	48.00	1190	26	1248.00
92	2	96.00	1240	27	1296.00
138	3	144.00	1280	28	1344.00
184	4	192.00	1334	29	1392.00
230	5	240.00	1380	30	1440.00
276	6	288.00	1426	31	1488.00
302	7	336.00	1472	32	1536.00
368	8	384.00	1518	33	1584.00
414	9	432.00	1564	34	1632.00
460	10	480.00	1600	35	1680.00
505	11	528.00	1656	36	1728.00
552	12	576.00	1702	37	1776.00
598	13	624.00	1748	38	1824.00
644	14	672.00	1794	39	1872.00
690	15	720.00	1840	40	1920.00
736	16	768.00	1886	41	1968.00
780	17	816.00	1932	42	2016.00
828	18	864.00	1978	43	2064.00
874	19	912.00	2024	44	2112.00
920	20	960.00	2070	45	2160.00
968	21	1008.00	2116	46	2208.00
1012	22	1056.00	2160	47	2256.00
1058	23	1104.00	2206	48	2304.00
1104	24	1152.00	2254	49	2352.00
1150	25	1200.00	2300	50	2400.00

By order and in the name of the Governor of Goa.

(N. D. Agrawal)
Director & ex officio Jt. Secretary
(Printing and Stationery).

Panaji, 4th November, 2009.

Annexure - XII

Order

5/4/2001-02/GPS/2830

The Government is pleased to revise the rates of the publication as below with immediate effect:

Sr. No.	Title of Books	Year of publication	Revised Price
1	2	3	4
1	Goa, Daman and Diu Minimum Wages Rules, 1975	1975	5
2	Moneys (Recovery of Dues) Act, 1986	1996	5
3	The Goa Public Premises (Eviction of Unauthorized Occupants) Act and Rules	1997	5
4	Land Acquisition Rules, 1972	1998	5
5	Compendium of Goa Government Orders, 1999	1999	50
6	Institute of Public Assistance (Enactment No. 1984)	2000	5
7	Ports Rules, 1983	2000	10
8	Regulation of Complimentary Tax on Incomes	2000	5
9	Rules Governing the Maritime Public Property	2000	5
10	Sanitary Regulation of the Cemeteries	2000	5
11	Smoking and Spitting Act, 1997	2000	5
12	The Goa Administration of Evacuee Property Act, 1964 & Rules, 1965	2000	15
13	The Goa Administrative Tribunal Act, 1965 and Rules, 1966	2000	5
14	The Goa Ancient Monuments and Archaeological Sites and Remains Act, 1978 and Rules, 1980	2000	10
15	The Goa Barge Tax Act, 1973 and Rules, 1974	2000	5
16	The Goa Boiler Rules, 1983	2000	15
17	The Goa Change of Name and Surname Act, 1990 and Rules, 1991	2000	5
18	The Goa Cinematograph Rules, 1965	2000	10
19	The Goa Civil Courts Act, 1965	2000	5
20	The Goa, Daman & Diu Highways Act, 1974 and Rules, 1976	2000	10
21	The Goa, Daman and Diu Employees State Insurance (Medical Benefit) Rules, 1975 and (Court) Rules, 1976	2000	10
22	The Goa Irrigation Act, 1973	2000	10
23	The Goa Khadi and Village Industries Board Act, 1965 and Rules, 1967	2000	5
24	The Goa Maintenance of Public Order and Safety Act, 1988	2000	5
25	The Goa Minor Minerals Concession Rules, 1985 (big)	2000	10
26	The Goa Prevention of Begging Act, 1972 and Rules, 1975	2000	10
27	The Goa School Education Act, 1984	2000	5
28	The Goa Secondary and Higher Secondary Education Board Act & Rules, 1975	2000	15

1	2	3	4
29	The Goa State Highways Act & Rules	2000	10
30	The Goa Tax on Entry of Goods Act and Rules, 2000	2000	15
31	The Indian Fisheries Act, 1987 & The Goa Fisheries Rules, 1981	2000	10
32	The Indian Forest Act, 1927 and The Goa Forest Rules, 1964	2000	25
33	The Maharashtra Agricultural Produce Marketing (Regulation) Act, 1963 and Rules, 1969	2000	15
34	The Registration of Births and Deaths Act, 1969 and Rules, 1999	2000	10
35	Industrial Development Corporation Act, 1965	2001	5
36	Land Revenue Code, 1968 Vol. II Rules	2001	60
37	The Goa Employment (Conditions of Service) and Retirement Benefit Act, 2001	2001	5
38	The Goa Housing Board Act and Rules	2001	15
39	The Goa Public Health Act, 1985 and Rules, 1986	2001	10
40	The Government General Pool Residential Accommodation Rules, 1995	2001	5
41	Payment of Gratuity Rules, 1973	2002	5
42	The Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972	2002	10
43	The Goa Ferries Act, 1990	2002	5
44	The Goa Public Libraries Act, 1993	2002	5
45	The Goa State Guarantees Act, 1993	2002	5
46	The Goa Tax on Infrastructure Act, 1997	2002	5
47	Agricultural Tenancy Act/Rules	2003	20
48	Industrial Policy, 2003	2003	5
49	The Goa Co-operative Societies Act, 2001	2003	10
50	The Goa, Daman and Diu Maternity Benefit Rules, 1967	2003	5
51	The Goa Medical Council Act, 1991 and Rules, 1995 and (Validation of Appointment and Proceedings) Act, 1998	2003	10
52	The Goa University Act, 1984	2003	10
53	III-Law of Protection of Children, 2004	2004	5
54	The Goa State Commission for Backward Classes Act & Rules	2004	10
55	The Right to Information Act, 2005	2005	5
56	Goa Schedule of Rates, 2004 (big)	2006	50
57	Goa Schedule of Rates Roads, 2007	2007	5
58	The Goa Children's Act, 2003	2007	5
59	The Goa Panchayat Raj Act, 1994	2007	20
60	The Goa Registration of Tourist Trade Act, 1982 and Rules, 1985	2007	10
61	(Receipts & Payments) Rules, 1997 Vol. I and (Rules) Vol. II (Lamination)	2008	35
62	Goa Panchayat Constitution (Power Functions of Ward Development Plan) Rules, 2008	2008	15
63	National Rural Employment Guarantee Scheme — Goa	2008	5

1	2	3	4
64	The Goa Children's Homes Rules, 2004	2008	5
65	The Goa Co-operative Societies Act, 2001 and Rules, 2003	2008	25
66	The Goa State Commission for Women Act, 1996	2008	5
67	The Protection of Women from Domestic Violence Act, 2005	2008	10
68	The Rent Control Act and Rules	2008	10
69	Motor Vehicle Rules		30
70	Notarial Laws		5
71	"Portaria No. 7012" and Legislative Diploma No. 1468	2000	10
72	Combat against Filariasis (Legislative Diploma No. 1701)	2000	5
73	Deontology Code (Portaria No. 5882)	2000	5
74	Devasthan Regulation Marathi	2000	15
75	Legislative Diploma No. 1785 Regulation of Land Tax	2001	10
76	Law of Canonical Marriage (big)	2004	10
77	Convention of 12th June, 1912		5

By order and in the name of the Governor of Goa.

N. D. Agrawal, Director & ex officio Joint Secretary (Printing & Stationery).

Panaji, 13th November, 2009.

STANDING ORDERS

Sr. No.	Order No. & Date	Subject
1	No. 3/213/98-GPS/3602 dated 6-12-2005	Appointment of Public Information Officer & Asst. Public Information Officer
2	No. 1/4/78-VIG (Vol. VII)/6339 dated 30-12-2005	Appointment of Vigilance Officer
3	No. 3/27/2008-GPS/1205 dated 14-8-2008	Appointment of Public Grievances Officer
4	No. 3/27/2008-GPS/1206 dated 14-8-2008	Appointment of Public Relation Officer
5	No. 13/7/07/STN-GPP/ dated 28-8-2008	Notifications in Extraordinary
6	No. GPS/5-14/Revised-Rates/1363 dated 2-9-2008	Revised rates of the Official Gazettes Series I, II & III
7	No. 8/44/2008/GPS/1889 dated 30-10-2008	Rates for making Rubber Stamps and Seals
8	No. 9/138/91/Vol. I/GPS/1936 dated 3-11-2008	Service charges on all printed material
9	No. 9/138/91/Vol. I/GPS/351 dated 8-5-2009	Four colour printing charges
10	No. 5/3/2009-DPS/1741 dated 26-8-2009	Detention period of the records
11	No. 3/22/2009/DPS/2147 dated 16-9-2009	Screening Committees for grant of benefit of three financial upgradations under the Modified Assured Career Progression Scheme
12	No. 5/14/2000-GPS/Part dated 4-11-2009	Revised rates for publication of matter in the Official Gazette
13	No. 5/4/2001-02/GPS/2830 dated 13-11-2009	Revise the rates of publication

**Quality Statement
Time Schedules**

S. No.	Nature of work	Time limit
Related to the Citizens		
1	For publication of private notices	15 days
2	Publication of new Acts	15 days from the publication of Official Gazette
3	Amendment in the existing Acts	15 days from the publication of Official Gazette
4	Publication of Calendar and Diary	15 th November
5	Publication of old Acts	One month from the stock exhaust
6	Certified copy of the Gazettes	Immediately
7	Publication of Official Gazettes (Ordinary)	Every Thursday
8	Publication of Official Gazettes (Extraordinary)	As per the requirement
Related to the other Department		
1	Publishing the Department Orders/ /Notifications in Official Gazettes	10 days
2	Supply of scheduled forms	7 days
3	Supply of Department specific forms	15 days – upto 10000 sheets
4	Supply of Department specific register	15 days– up to 500 registers having 200 pages
5	Printing of specific material	15 days
6	Rubber stamps	7 days
Related to the office working		
1	Verification of Papers received from Suppliers	3 working days
2	Verification of the spare parts of Machinery	3 working days
3	Verification of Ink and other printing materials	3 working days
4	Verification of other office material	2 working days
5	Issue of work order for printing	1 working day
6	Issue of printing / binding material	Immediately
7	Submission of Bills of supply material to the Directorate of Accounts	7 working days, in case bills received after 19 th of the month, same will be submitted to the Director of Accounts by 5th of next month.
8	Submission of staff claims to the Directorate of Accounts	7 working days, in case bills received after 19 th of the month, same will be submitted to the Director of Accounts by 5th of next month.

Schedule of Quality of Materials

S.No.	Name of Work	Quality specifications
1	Official Gazette	Size of Paper – A4 Type of Paper – Creamwove 60gsm Size of Gazette – According to a publication material
2	Certified copy of Gazette	Size of Paper – A4 Type of Paper – Maplitho 70gsm Size of Gazette – According to a publication material
3	Acts/Rules (in Book form)	Size of Paper – A4 Type of Paper – Maplitho 70gsm Size of Gazette – According to a publication material Cover page Laminated Pulpboard, Strawboard Hard bound In case size of Book more than 750
4	Diary	Size of Paper – 67 x 94 Type of Paper – Maplitho 70gsm Size of Gazette – Z1 x 30 (All) Cover specification – As prescribed
5	Utility Calendar	Size of Paper – 58.5 x 91 Type of Paper – Art paper 110gsm Size of Calendar 6 pages (Back to Back)
6	Table Calendar	Size of Paper : 69 x 86 (A3) Type of Paper : Creamwove 60gsm
7	Registers	
	(a) Cash Books/Ledgers Pay Bill Register Attendance Register	Size of Paper : 69 x 86 Type of Paper : Ledger 110gsm No. of Pages : Cash Bk – 4 pgs-Forms 8 pg.
	(b) Inward/Outward/ Section Diary	Size of Paper : 69 x 86 Type of Paper : Creamwove 60gsm No. of Pages : 8 pages
	(c) Log Book/Peon Book/Movement Register	Size of Paper : 69 x 86 Type of Paper : Creamwove 60gsm No. of Pages : 16 pages
	(d) Blank Registers	Size of Paper : 69 x 86 Type of Paper : Creamwove 58gsm No. of Pages : 8 pages
8	Forms	
	(a) Small	Size of Paper : 69 x 86 Type of Paper : Creamwove – 16 pages 58gsm

	(b) Medium	Size of Paper : 69 x 86 Type of Paper : Creamwove (1.6) 58gsm
	(c) Big	Size of Paper : 69 x 86 Type of Paper : Creamwove (1.8) 58gsm
9	Reports	Size of Paper : As prescribed by the department Type of Paper : As prescribed by the department
10	Speeches	Size of Paper : As prescribed by the department Type of Paper : As prescribed by the department
11	Letter heads	Size of Paper : Letter-21 x 27.9 cm Type of Paper : Royal Executive Bond No. of Pages : 100 OR As specified by the concerned department
12	Invitation Cards	Size of Paper : 56 x 71 cms Type of Paper : Ivory/Pulpboard/Art card 300gsm
13	Visiting Cards	Size of Paper : 56 x 71 Type of Paper : Ivory/Pulpboard/Art card 220gsm
14	File Covers	
	(a) Hard Cover	Size of Paper : 56 x 71 cms Type of Paper : Pulpboard/Art card 220gsm
	(b) Normal Cover	Size of Paper : Type of Paper : Brown/Craft Paper 110gsm
15	Writing Pads	
	(a) Small	Size of Paper : 58.5 x 91 Type of Paper : Maplitho 70gsm
16	Steno Books	Size of Paper : 58.5 x 91 Type of Paper : Maplitho 70gsm
17	Refill Calendar	Size of Paper : 69 x 86 Type of Paper : Creamwove paper 60gsm
18	Noting Sheets	Size of Paper : 69 x 86 Type of Paper : Ledger 110gsm

List of Publications available for sale

Sr. No.	Name of Book	Price
1	Agricultural Tenancy Act/Rules	20
2	Begging Act 1972 and Rules 1975	10
3	City of Panaji Corporation Act 2002 & Rules	80
4	Compendium of Goa Government Orders 1999	50
5	Decree No. 8373 Notarial Laws (New)	20
6	Devasthan Regulation Marathi	15
7	Diary 2010	40
8	District Census Hand Book North Goa, 1991	100
9	District Census Hand Book South Goa, 1991	100
10	Goa, Daman & Diu Agricultural Tenancy Act, 1964 & Rules (New)	50
11	Goa, Daman & Diu Mamlatdar's Court Act, 1966 & Rules, 1967 (New)	15
12	Goa, Daman And Diu Mundkar (Protection From Eviction) Act	30
13	Goa, Daman and Diu Public Money (Recovery of Dues) Act & Rules	5
14	Highway Act / Rules (Appendix)	15
15	Institute of Public Assistance Enactment No.1984	20
16	I Law of Civil Marriage	5
17	I Law of Civil Marriage (New)	15
18	III-Law of Protection of Children	5
19	Land Revenue Code,1968	35
20	Legislative Diploma No. 1785 Regulation of land tax	20
21	Manual of Goa Laws (Edition of Extension & Amendments in Central Acts)-August 2009	125
22	Manual of Goa Law Vol I (A-C)	300
23	Manual of Goa Laws Vol II (D-L)	300
24	Manual of Goa Laws Vol III (M-Q)	300
25	Manual of Goa Laws Vol IV (R-W)	300
26	National Rural Employment Guarantee Scheme-Goa	5
27	Official Gazette in digital form	1440
28	Payment of Gratuity Rules,1973	5
29	Public Health Act and Rules, 1986	10
30	Rabindranath Tagore	5
31	Receipt and Payments (English) Rules, 1997 Vol-I and (Rules) Vol-II	35

Sr. No.	Name of Book	Price
32	Report of the Committee Constituted to Examine the working of Comunidades, 1977	5
33	Report on the site selection for the Goa University, April, 1981	5
34	Smoking and Spitting Act, 1997	5
35	State Amendment in the Indian Stamp Act, 1899	20
36	State Commission of Women Act, 1996	5
37	Techno-Economic Survey	20
38	The Cinematography Rules, 1965	10
39	The Goa Ancient Monument And Archaeological sites and Remains Acts, 1978 and Rules, 1980	10
40	The Goa Administration of Evacuee Property Act, 1964 and Rules, 1965	15
41	The Goa Administrative Tribunal Act, 1965 and Rules, 1966	5
42	The Goa Air Water (Prevention and Control of Pollution Rules, 1988)	20
43	The Goa Barge Tax Act, 1973 and Rules, 1974	5
44	The Goa Boiler Rules, 1983	15
45	The Goa Change of Name and Surname Act, 1990 & Rules, 1991	5
46	The Goa Children Home Rules, 2004	5
47	The Goa Cinematograph Rules, 1965	10
48	The Goa Co-operative Societies Act, 2001 & Rules, 2003	25
49	The Goa, Daman & Diu Contract Labour (Regulation & Abolition) Rules, 1972	10
50	The Goa, Daman & Diu Factories Rules, 1985	25
51	The Goa, Daman and Diu Maternity Benefits Rules, 1967	5
52	The Goa, Daman and Diu Shops and Establishments Act, 1973	15
53	The Goa Delegation of Financial Powers Rules, 2008	5
54	The Goa Excise Duty Act, 1964	40
55	The Goa Ferries Act, 1990	5
56	The Goa Health Services Development Act, 2008	10
57	The Goa Irrigation Act, 1973	10
58	The Goa Khadi and Village Industries Board Act, 1965 & Rules, 1967	5
59	The Goa Maintenance and Welfare of Parents and Senior Citizens Act and Rules, 2009	20
60	The Goa Medical Council Act, 1991 & Rules, 1995 & (Validation of Appointment & Proceedings) Act, 1998	10
61	The Goa Miner Minerals Concession Rules, 1985	20
62	The Goa Mundkar (Protection from Eviction) Act & Rules, 1975	30

Sr. No.	Name of Book	Price
63	The Goa Non-Biodegradable Garbage (Control) Act, 1996	5
64	The Goa Panchayat Raj Act, 1994 (New)	20
65	The Goa Panchayat (constitution power and function of ward development and preparation of annual development plane) Rule, 2008	15
66	The Daman & Diu Panchayat (Regulation of Buildings) Rules, 1971 (New)	10
67	The Goa Public Premises (Eviction of Unauthorised Occupants) Act & Rules	5
68	The Goa Prohibition of Ragging Act, 2008	5
69	The Goa Registration of Tourist Trade Act,1982 & Rules,1976	5
70	The Goa State Commission for Backward Class Act & Rules	10
71	The Goa State Highways Act & Rules	10
72	The Goa Sewerage System & Sanitation Services Management Act, 2008	5
73	The Goa Tax on Infrastructure Act, 2009	15m
74	The Goa University Act, 1984	10
75	The Goa Value Added Tax Act, 2005 and Rules	70
76	The Government General Pool Residential Accommodation Rules,1995	5
77	The Indian Fisheries Act, 1987 and the Goa Fisheries Rules, 1981	10
78	The Indian Forest Act, 1927 and the Goa Forest Rules, 1964	25
79	The Motor Vehicles Rules, 1991	30
80	The Goa (Recovery of Arrears of tax through Settlement) Act, 2009	15
81	The Registration of Birth and Death Acts,1969 and Rules,1999	10
82	The Rent Control Act and Rules	10
83	The Secondary and Higher Secondary Education Board Act and Rules, 1975	15
84	The Standard of Weights & Measures (Enforcement) Act,1985 and Rules,1987	10
85	Town and Country Planning Act and Rules	35
86	Trial of Anant Datta Thali	275
87	Trial of Laxmikant Bhembre	60
88	Trial of the Four	125
89	Utility Calendar 2010	25

**List of Publications available for sale
(Pre-liberation Publication)**

Sr. No.	Name of Book	Price
1	A India Portuguesa	300
2	Acordos da Relacao de Nova Goa,1938	15
3	Acordos da Relacao de Nova Goa,1942	10
4	Alteracoes e Organizacao Judicaria das Colonias	10
5	Alteracoes e Organizacao Judiciaria das Colnias	5
6	Ao Cabo de Um ano de Caminho Nu. 4	5
7	Arte Palmarica,1918	5
8	CODIGO DAS COMUNIDADES	200
9	Codigo de Justica Militar, Decreto Nu. 20:905, Fevereiro de 1932	5
10	Decree No.40708 Legislative Diploma No.1985 "Estatuto do Funcionalismo Ultramino (Ex-Portuguese Service Rules)	25
11	Diploma-Base de Reforma Tributaria do Estado de India Nu. 1:761, Fevereiro 1958	5
12	Estado de India, Lei de Mundcarato Diploma Legislativa Nu. 1952	5
13	Impostos Sobre os Proventos de Cargos Publicos Abril de 1958	5
14	Indice Alfabetico,1938 Vol-V	5
15	Legislacao do Estado de India,Vol-XXXV, 1935	15
16	Legislacao do Estado de India 1961, Vol-II	15
17	Legislacao do Estado de India,1961, Vol-III	15
18	Legislacao do Estado de India Vol-I, 1959	15
19	Legislacao do Estado de India,1959, Vol-II	15
20	Legislacao do Estado de India,1960, Vol-I	15
21	Legislacao do Estado de India,1960, Vol-II	15
22	Legislacao do Estado de India,1960, Vol-III	15
23	Legislacao do Estado de India, 1961, Vol-I	15
24	Legislacao Relativo ao do Estado de India Vol-XXXVI, 1936	15
25	Lei Organica du Ultramar Lei Nu. 2076, Estatuto do Estado de India	5
26	Ministerio das Colonias, Decreto Nu. 19:945 de 25 de Junho de 1931, Decreto Nu. 20:235, de Agosto de 1931	
27	Montepio dos Servidores do Estado	5
28	Pareceres, Vol-V, 1917	15
29	Pareceres, Vol-VI, 1918-1920	35

Sr. No.	Name of Book	Price
30	Pautas de Alfandegas, 1960	10
31	Portaria Nu. 7069	5
32	Regimento do Tribunal Administrativo, Fiscal e de Contas Fevereiro de 1927	5
33	Regulamento de Assistencias Nacional	
34	Regulamento das Concessoes de Licencias para O Estabelecimento e exploracao de instalacoes Electricas nas Colonias Portuguesa, Decreto Nu. 27.071, Outubro de 1936	
35	Regulamento das Confrarias Julho de 1937	5
36	Regulamento de Contribuicao Industrial Nu. 1770, Marco 1958	5
37	Regulamento de Exrcicio Farmacuetico Nu. 1.452. de 1952	5
38	Regulamento Discilplanar das Ordens dos Medicos de India Portuguesa Nu. 5:893, Novembro de 1953	5
39	Regulamento do Betao Armado, 1935	5
40	Regulamento do Montepio do Estado de India, Agosto de 1940	5
41	Regulamento e Tabela do Imposto Selo Nu. 1738 Setembro 1957	5
42	Regulamento para Armazenagen, Transport e Emprego dos Explosivos destinado a trabalhos das Minas Julho de 1928	5
43	Regulamentos do Servicos de Ecomendas Postias, Dezembro de 1955	5