



**OFFICE OF DIRECTOR GENERAL SECONDARY EDUCATION HARYANA**  
**PANCHKULA**

**Order No. 10/13-2015 Admn(4)**

**Dated, Panchkula the 14/11/2018**

A copy of letter No. 10/04/2018-2PS dated 22.10.2018 from Additional Chief Secretary to Government Haryana, Printing and Stationary Department regarding Reiteration of instruction regarding execution of printing work at a private press by any department of Government of Haryana or offices subordinate to them, including the Board/Corporation/Public Sector Undertakings subordinate to them is forwarded to the following for information and further necessary action:-

1. Director Elementary Education Haryana, Panchkula.
2. Director SCERT Haryana, Gurugram.
3. All DIET's in the State.
4. All District Education Officer's in the State.
5. All District Elementary Education Officer's in the State.
6. All the Headquarter Officers.
7. Assistant Director Admn.(HQ).
8. Registrar Education (Secondary).
9. All the Superintendent (HQ).
10. Superintendent Admn. (Pry).
11. Superintendent Accounts.
12. Care Taker.
13. PS/DGSE.
14. PA/Additional Director (Admn).
15. PA/Additional Director (Academic).
16. PA/Joint Director Admn.
17. All Assistant Admn. Branch (HQ).
18. IT Cell (HQ) for website.

**SUPERINTENDENT ADMN.**  
**for DIRECTOR GENERAL SECONDARY EDUCATION**  
**HARYANA PANCHKULA**

SE, ACA, Archd, A.M. From  
25.10.18  
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O/o ACS (SE)  
Diary No. 28624  
Date 25/10/18

The Additional Chief Secretary to the Government of Haryana,  
Printing and Stationery Department.

To

1. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries to the Government of Haryana.
2. All Head of Departments/Commissioners of Ambala, Hissar, Karnal, Rohtak, Gurugram, Faridabad Divisions.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.
4. All Deputy Commissioners in Haryana.
5. All Managing Directors/Chief Administrators of Boards/Corporations/Public Undertakings.
6. The Registrars of all Universities in Haryana (except deemed and private Universities).

Memo No: 10/04/2018-2PS  
Dated Chandigarh the 22/10/18

**Subject:** Reiteration of instruction regarding execution of printing work at a private press by any department of Government of Haryana or offices subordinate to them, including the Board/Corporations/Public Sector Undertakings subordinate to them.

I am directed to draw your attention to the subject captioned above and to refer to the following provisions of the 'Punjab Printing & Stationery Manual' as applicable in Haryana as well:

**1.2 Activities of the Printing and Stationery Department. -**

(1) Printing. - All the printing work of Punjab (read Haryana) Government and its subordinate offices is executed either at the Government Press or is got executed through the Department at private presses. Except as otherwise provided for in this manual, no printing work is got done by any department at a private press without the sanction of Government.

**1.5 Definitions. -** Unless there is anything repugnant in the subject or the context, the following expressions used in this manual have the meaning hereby assigned to them, that is to say :-

(c) "Government" means the Punjab (read Haryana) Government in the Administrative Department for the subject of "Stationery and Printing".

2. The requisite 'sanction of the Government' permitting 'printing work to be done by any department at a private press' was normally obtained by them in the shape of 'No Objection Certificate or NOC' issued by the Controller of Printing & Stationery, after assessing the worth of the proposal. However, it has been noted with concern that progressively over a period of time, this mandatory compliance was gradually diluted and

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have, by now, been almost completely forgotten. Needless to say that any printing activities undertaken in violation of the provision as stated elsewhere in the order, and other such provisions of manual/instructions regulating such activities, qualify to be termed as 'activities undertaken/authorized in violation of Government Instructions'.

3. In this regard, following must always be adhered to by all concerned:

- i. The provisions relating to seeking the appropriate compliance/approval for undertaking printing work, including seeking prior sanction of the Government in the Department of Printing & Stationery, must be adhered in letter and spirit.
  - ii. Proposal seeking the said sanction must be made through the concerned Administrative Department and with sufficient information, including justification for going in for printing work at a private press, the financial and physical volume of work and the quality of paper to be used. Such proposal should be made directly to the Controller of Printing & Stationery.
  - iii. Such a sanction, whenever accorded, shall be accorded by the Controller of Printing & Stationery in the shape of a 'No Objection Certificate or NOC'. Whenever such a NOC has been issued subject to certain conditions, all such conditions must be met in letter and spirit while undertaking such 'printing work at a private press'.
  - iv. There could be occasions, when requisition placed before the Controller of Printing & Stationery are disposed off by them by granting NOC for 'going in for said printing work at a private press' at their own. In all such cases also, the conditions imposed by the Controller of Printing & Stationery, if any, must be complied with.
  - v. A onetime exemption may be sought for printing such statutory forms, including applications and specialized documents, such as driving licenses, etc, as are required to be 'printed at a private press - mostly at security press' frequently, if not already sought, by furnishing requisite detailed justification.
  - vi. When it would appear that there is insufficient justification for going in for 'such printing work' or, as the case may be, 'such printing work at a private press', the sanction by way of NOC shall not be accorded.
  - vii. There shall, however, be no requirement to obtain fresh NOC wherever general or specific NOC has already been obtained and still remains in currency. However, as and when any conditions are notified to be followed in printing, etc, the same shall apply equally in all such cases falling in this category as well.
  - viii. NOC issued earlier can be withdrawn at any time by the Controller of Printing & Stationery. In all such cases, if the indenting department/agency feels the requirement of NOC to be still persisting, fresh application needs to be made.
4. There shall, however, be no requirement for obtaining NOC in terms of these instructions in the following cases:
- i. Printing of D.O. letter head;
  - ii. Printing of visiting cards;
  - iii. Printing of invitation cards for official functions;
  - iv. Printing of greetings cards, etc, to commemorate special occasions/events, etc;

- v. Printing of instruments, including forms/tickets, etc, requiring security features to be inscribed thereupon;
- vi. Printing works where one time permission/NOC has been obtained for undertaking repeated/recurrent work;
- vii. Such other printing works that are specifically or generally exempted in due course.
5. These instructions shall apply equally to the relevant affairs of all the Boards/Corporations/Public Sector Undertakings/Local or other authorities which are wholly or substantially owned or controlled by the Government of Haryana.
6. Import of these instructions may be brought to the notice of all concerned for strict adherence thereof.

Dated Chandigarh the  
17.10.2018

S.N. Roy  
Additional Chief Secretary to the Government of Haryana  
Printing & Stationery Department.

Endst. No. 10/04/2018-2PS

Dated Chandigarh the 28/10/18

A copy each is forwarded to the following for information and necessary action at their respective end:

1. Special Senior Secretary to the Chief Minister for information of Hon'ble Chief Minister;
2. Senior Secretary to the Minister of Printing & Stationery for information of Hon'ble Minister of Printing & Stationery;
3. Controller, Printing & Stationery, Haryana.

*Sunil Yadav*  
Superintendent Printing & Stationery  
for Additional Chief Secretary to the Government of Haryana  
Printing & Stationery Department.