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GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF PRINTING AND STATIONERY
CIVIL SECTRTARIAT
ITANAGAR

OFFICE MEMORANDUM

The 21st, April, 2026

No. DoP-26/2015.—**WHEREAS**, as per "The Business of Government of Arunachal Pradesh (Allocation) Rules, 2021 issued vide Notification No. GA- 44/2020 dated 19th August, 2021, a **Office Memorandum with format and Guidelines on Printing related activities was issued vide** No. DoP-26/2015 dated 20th January, 2025 with the following format and guidelines along with Business (Allocation) Rules, 2021 for smooth printing and delivery of all printing works of the Government.

In continuation to earlier Office Memorandum No. PIN(D)-18/98 dated 15th May, 1998. Order No. Secretary (Ind.)/Cab. N/SSI/2000, dated 19th April, 2000. Order No IND/APL/1/2001/Pt. dated 13th June, 2001 and Order No. DoP-26/2015 dated 27th August, 2015, all the Departments of Government of Arunachal Pradesh were directed to place their indents/requirements of printing works like forms, registers, file cover, invitation cards, letter heads, pamphlets, booklets etc. and also printing related matters of Centrally Sponsered Schemes (CSS) to the Directorate of Printing and Stationery, vide Order of even number dated 7th September, 2023, with following standing order.

1. The Directorate of Printing and Stationery in turn shall ensure that the printing requirements of all the Departments of Government of Arunachal Pradesh for which indents have been placed on them are completed in a time bound manner so that no problem is faced by the Government Departments.

2. All Treasuries and Sub- Treasuries are hereby instructed that any bill of a private firm for any printing work should not be passed, if submitted by any department of Government of Arunachal Pradesh unless there is a NOC from the Directorate of Printing and Stationery.

Once again it is reiterated that the Arunachal Pradesh Government Departments shall place their printing order/indent to Directorate of Printing and Stationery as and when required.

It is often noticed that the departments used to submit/place their printing/publication/requisition to Directorate of Printing and Stationery in hard copy (Printed form) without soft copy of the manuscript/text/ content of works which affects work flow.

1. Notifications/Order/Office Memorandum/Rules/Acts signed copy along with soft copy should be provided.

2. Single colour (**Black and White**) job/work like file cover, Note pad, registers, tickets, service books, brochures, Pamphlet, Booklets, invitation card, letter pad, visiting cards, Challan. forms of different types and other black and white printing works of sample (original printed copy) along with soft copy of manuscript in editable and PDF format should be provided.

3. **Multi-color printing works such** as Calendar, Annual Reports, Books, Pamphlet Brochures, file Folder, Journals, Souvenir, Invitation card, Posters, Third language School Textbooks. Electioneering works, Prospectus, Syllabus, Certificate, Citation, Greeting cards, Embossing, Leaflets or any other Multi-colour Printing works, sample along with soft copy of manuscript in editable and PDF copy should be provided.

4. All the Departments shall consult with the Directorate of Printing and Stationery for designing and setting of any printing related works to have better and smooth printed product.

It is observed that the departments are not following the guidelines as mentioned above. This has obligated the Department of Printing and Stationery to retype/reset the hard copy provided by the indent department. Viz : Notification/Order/Office Memorandum/Rules/Acts etc. without enclosing editable format soft copy.

For such casual approach of the indent department the Government Press is facing lots of problem in retyping/redesign/resetting of the text and it also badly affect the smooth flow and timely printing and delivery of printing works.

THEREFORE, it is reiterated that all Departments/PSU under the Government of Arunachal Pradesh strictly adhere to the guidelines as stated above and as per the Business of Government of Arunachal Pradesh (Allocation) Rules, 2021 issued vide Notification No. GA-44/2020 dated 19th August, 2021. While submitting various works for printing and Publication to the Department of Printing and Stationery for smooth and timely completion of the printing works.

Nyali Ete, IAS
Commissioner (Printing & Stationery),
Government of Arunachal Pradesh,
Itanagar.