

## **GOVERNMENT OF INDIA STATIONERY OFFICE**

MINISTRY OF HOUSING & URBAN AFFAIRS

3, CHURCH LANE, KOLKATA – 700 001.

**1.** 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.

**2.** GISO is responsible for transparent procurement of Stationery and paper made articles in economical cost and supply to the Government offices for their use. The procurement is made from Small Scale Industries (SSI) registered under MSME Act through e-procurement system under CPP Portal /GeM Portal (if available) and following the guidelines of Central Vigilance Commission (CVC) as in vogue from time to time. The procured items are supplied after inspection by Inspection Wing as per procedure of Bureau of Indian Standard (BIS) and 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.**

**3.** 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.

**4.** 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. But due to non issuance of the joining letter in favour of the candidates recommended by the SSC the G.I.S.O. is facing hardship to manage the examination works. 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 e-procurement system under

cpp - portal. GISO has also developed an Inventory Management System for its use.

**REGIONAL STATIONERY DEPOTS.**

**5.** The Regional Stationery Depots located at New Delhi, Chennai & Mumbai are headed by the Asstt. Controller, Stationery who acts 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 subsequent distribution system.

**6.** The total sanctioned strength of the Department and staff position as on 01.12.2018 are as follows :-

Group	Sanctioned strength	Staff position as on 01/12/2018	Post vacant
A	<b>3</b>	<b>2</b>	<b>1</b>
B(G)	<b>12</b>	<b>4</b>	<b>8</b>
B(NG)	<b>11</b>	<b>3</b>	<b>8</b>
C including the staff member to be upgraded to Group 'B' as per 6 <sup>th</sup> CPC.	<b>333</b>	<b>129</b>	<b>204</b>
Multi -skill Group 'C' erstwhile Gr. 'D'	<b>263</b>	<b>175</b>	<b>88</b>
<b>Total</b>	<b>622</b>	<b>313</b>	<b>309</b>

## **GISO's VISION, MISSION, OBJECTIVES AND FUNCTIONS**

### **VISION :**

**7.** To emerge as an efficient and viable organization by procuring Stationery articles and including papers conforming 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 :**

**8.** To sustain the socio-economic growth indirectly among the unorganized labourer engaged in SSI Units by procuring the items from SSI Units under MSME Act vis-a-vis to fulfill the 'Make in India' vision to achieve the ultimate of 'New India'.

### **OBJECTIVES**

#### **9.**

- i) Downsized staff strength based on present requirement .
- ii) Establishment of e-procurement system in CPP Portal/GeM Portal (are available)
- iii) Establishment of e-indenting and supply system (under progress).
- iv) e-Governance Platform.
- v) Savings of Govt. exchequer maximization with quality control vis-à-vis value addition.
- vi) Role of GISO attracts MSME development Act vis-à-vis generating the employment potential and safeguard the unrecognized labourer.
- vii) Acting as a service unit of Govt. of India for indentors.
- viii) Establishment of "Make in India' product.
- ix) In - house Quality Control through well-equipped Lab with expertise.

## **FUNCTIONS**

### **10.**

- 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.
- 7) Acknowledgement forwarding of the public grievance petition and decision on receipt of grievance disposal communication from Office concern.
- 8) Organization Chart given at website.