

PART B—PRINTING

1. All lithographic printing has under the orders of the Punjab Government to be done as far as possible, at the Government press at Chandigarh. Lithographed forms, a revised list of which has been prepared by the Controller of Printing and Stationery, Punjab, and will be supplied to departments concerned, are to be obtained from the Government Press on indent to cover the annual requirements of each Department. Supplementary indents must be avoided as far as possible.

Lithographed forms.

2. The annual indent of Civil and Criminal Vernacular forms from District and Sessions Judges, to cover the requirement of the District, is due with the Controller of Printing and Stationery, by the 15th April. This date must be strictly adhered to or the Press will not be responsible for any delay that may occur in the supply of printed forms.

Date of submission of indents.

3. Unless Government has specially permitted a deviation from the rule, no work must be sent direct to a private press. All indents for printing of every description whether typographic or lithographic should be sent to the Controller of Printing and Stationery, Punjab, who will decide with regard to the state of work in the various Government Presses whether to carry out the work himself or place it at a private press. In the latter case he will pay the bill himself from the allotment for printing at private presses or lithography, as the case may be.

Printing by private press direct prohibited.

4. Heads of Departments and District and Sessions Judges have been delegated powers to sanction, expenditure in emergent cases on account of printing-typographic or lithographic at a private press, to a limit of Rs. 10 in each case. These orders will be paid, for by the officer concerned but a duplicate copy of the bill, together with a voucher copy of the work, should be forwarded to the Controller of Printing and Stationery, Punjab, for examination and record. Such expenditure should be charged to the head "56-Stationery and Printing" Minor heads, "Printing at Private

Emergent printing.

Presses” or “Lithography” and should not be met from the contingent grant.

Complaints against
Government Press.

5. If the work supplied by the Government Press proves unsatisfactory or if it is not done promptly the fact should be reported to the Controller of Printing and Stationery, Punjab, and the High Court is informed at the same time.