

# **REVISED RULES**

**REGARDING**

**REGISTRATION OF AND PRINTING AT**

**PRIVATE PRESSES**

**1984**

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Bhopal  
Government Central Press  
2008

**REVISED RULES REGARDING  
REGISTRATION OF AND PRINTING AT PRIVATE PRESSES, 1984**

**Registration :**

Rule 49 of the Printing and Binding Rules, 1957, read with Rule 39 of the Revised Form Rules, 1961 lays down that the Controller, Printing and Stationery, Madhya Pradesh, Bhopal shall farm out Printing/Binding work to private presses/ binding contractors Rule 50 also empowers Heads of Departments and Collectors to sanction local printing/binding work up to a monetary limit of Rs. 1000, since revised *vide* Finance Department order No. 846/R-V-/IV/83, dated 19-9-83. The following rules are, therefore, framed for the guidance of the officers authorised to send printing/binding works to private presses and binding contractors under the above rules.

1. (a) The Controller, Printing and Stationery, M. P., Bhopal shall maintain a list of Private Presses/Binders selected by him as suitable for being entrusted with Government work.

(b) Every press or binder desiring its/his name to be included in the list of registered presses/ binders shall submit an application (indicating the category in which the registration is sought), to the Controller, Printing and Stationery, M. P., Bhopal in the Form as given in Appendix 'I' to these rules, along with original challan in token of credit of Registration Fee as given below in the local treasury under the Revenue Head "058—Stationery and Printing-other receipts":—

Category of Press (1)	Registration Fees (2)
	Rs.
Category 'A'	1000
Category 'B'	750
Category 'C'	500
"Binders"	500

The above registration Fee is not refundable except as specified in Rule 3 below.

(c) An attested copy of the declaration by the owner of the printing press/ Binder and the certificate issued by, the applicant should also accompany the application for registration. Six printed specimens of work executed by the press/ binder should also be submitted with the application.

2. No private press/binder will be entitled to claim registration with the Controller, Printing and Stationery. M. P., Bhopal who may refuse to register any private press/binder without assigning any reason.

3. In case the application of the press/binder is not considered for registration or is rejected after consideration, the amount deposited under Rule 1 (b) can be claimed for refund.

4. The registration shall be for a period of two years commencing from the financial year of registration and ending on 31st of March of the following financial year.

5. The registration of the press/binder may be got renewed by the party for the next two financial years on payment of the following fees, under the major head mentioned in Rule 1 (b) provided the application for renewal is submitted to the Controller before the 31st January of the financial year when the renewal is due:—

Category (1)	Renewal Fees (2)
	Rs.
Category 'A'	100
Category 'B'	75
Category 'C'	50
“Binders”	50

The original challan in token of payment of renewal fees should be attached with the application for renewal.

6. Applications for renewal submitted after due date (31st January) shall be considered on payment of the following late fee:—

Category (1)	Late Fees (2)
	Rs.
Category 'A'	50
Category 'B'	50
Category 'C'	50
“Binders”	50

This will be in addition to the renewal fee given in Rule 5. The original challan in token of credit of renewal and late fee must be attached to the application.

7. Any application submitted by the private press/binder for renewal of registration after 30th June will be rejected and such application will be dealt with as a case for fresh registration and the provisions of Rule 1 (b) will apply in such cases.

8. The Controller, Printing and Stationery, M. P., Bhopal will arrange for inspection of the press/binder so as to verify the machinery and equipment as also such other details which may be considered necessary for the purpose and after full satisfaction will register the name of press/binder under appropriate category and issue a certificate of registration as shown in Appendix 'II' to these rules.

9. Every private press/binder must intimate any reduction effected in the equipment declared, as well as change of location, name or style at the time of registration within fifteen days of such change.

10. The Controller, Printing and Stationery will arrange for periodical inspection of the registered private press/binder to satisfy that there are no variations in the declared equipment after the registration.

11. The Controller, Printing and Stationery may inspect the private press/ binder without giving any prior notice to the registered private press/binder. The private press/binder shall be liable to provide him all facilities for such inspection and shall furnish such information as may be asked for.

12. The private presses in Letter Press and Offset will be registered separately and former will be classified in three categories, viz., A, B and C and offset presses in two categories 'A' and 'B' according to the minimum equipment required to be possessed as shown in Appendix III 'A' to these rules.

13. Binders applying for registration will be registered separately and similar procedure will be adopted in their registration as is done in the case of private presses *mutatis mutandis*.

14. The Controller, Printing and Stationery will consider only those applications for registration as private binders who fulfil the conditions laid down in Appendix III 'B' to these rules.

15. The Controller, Printing and Stationery will normally entrust the printing work to registered private presses and binding work to registered binders but he may farm out work to an unregistered private press or binder in an emergency.

16. If a registered press desires registration for binding work also or a registered binder desires registration for printing work they will have to register themselves separately and as provided under these rules they should possess equipment separately for these trades.

17. When an applicant possesses more than one press at a particular place or at different places and seeks registration, such registration will be accepted only as separate units.

18. The registered press/binder desiring to transfer, sell or wind-up his business should intimate the Controller, Printing and Stationery atleast a month in advance of the action contemplated and take his clearance.

19. Registration as a private press/binder with the Controller, Printing and Stationery does not confer any right to the claim of allotment by the Controller of any Government Printing/Binding work.

20. The registered printer/binder is liable to respond to every enquiry or communication addressed to him by the Controller, Printing and Stationery within the stipulated time failing which the Controller may not issue future enquiries to such press/binder. In case the private press/binder is not in a position to undertake any work for which enquiry is issued the private press/binder will duly intimate the Controller such inability stating reasons therefor.

### **Suspension/Cancellation of Registration:**

21. Every registered press/binder is liable to fulfil the terms and conditions, of every agreement, general or specific, with the Controller. The Controller is liable to suspend over a certain period, or cancel permanently the registration of the private press/binder for its/his failure to honour any terms and commitments.

22. In case any press fails to print the Government jobs allotted to it within the stipulated time and does not also return the remaining quantity of paper, then in addition to any penal action that may be taken against it, the name of that press will be deleted from the list of registered presses for a period up to 3 years and action to recover the cost of paper, at market rates prevailing on the date of delivery of printed material or on the date of issuing of paper whichever is higher, will be taken and the amount recovered from it as arrears of land revenue. The decision of the Controller regarding the market rate will be final.

23. If in the opinion of the Controller, Printing and Stationery, M. P., Bhopal any registered press/binder has—(i) ceased to be in business, or (ii) committed any breach of contract, or (iii) acted contrary to these rules, or (iv) has otherwise been disqualified, the Controller shall remove the name of such press/binder from the list after giving notice in writing to the party of his intention to do so. The time limit fixed for replying to the notice shall be 15 days from the date of its receipt. In case no convincing reply is received from the defaulting party within this period it shall be open for the Controller to cancel the registration. If, however, no reply is received Controller may proceed ex parte. Pending decision regarding any default, the Controller shall, have the powers to suspend the registration.

Notwithstanding anything contained above, the Secretary to Government of Madhya Pradesh in the Revenue Department shall have full powers to order registration of any printer/binder in relaxation of these rules and the Controller shall have powers to register any Press/Binder provisionally for six months in special circumstances.

**APPENDIX I**

[See Rule No. 1 (b) of the Revised Rules Regarding Registration of and Printing at Private Presses, 1984.]

**APPLICATION FORM FOR REGISTRATION OF PRINTERS/BINDERS**

1. Name of firm .....
2. Full Address .....
- (a) Head Office .....
- (b) Branch Office, if any .....
- (c) Address of press premises .....
3. Telegraphic Address .....
4. Telephone No.                      Residence ..... Office .....
5. Date of establishment of the firm .....
6. Is your firm registered under—
- (a) The Indian Companies Act, 1973    Yes/No    Regn. No. .... Date .....
- Date of Renewal .....
- (b) The Indians Partnership Act, 1932    Yes/No    Regn. No. .... Date .....
- Date of Renewal .....
- (c) The Indian Factories Act                      Yes/No    Regn. No. .... Date .....
- Date of Renewal .....
- (d) The Shops and Establishments Act    Yes/No    Regn. No. .... Date .....
- Date of Renewal .....
7. Name of the owner with father's name and full postal address .....
8. In case of partnership business, the full name of each partner with father's name and relationship with each other, if any. ....
9. Name and address of your Bankers stating the name in which the account stands. ....
10. Whether insured against fire, theft and burglary etc. If so, please state the amount and name of company with policy No. ....

- 11. Whether you are prepared to deposit the prescribed registration fee under Rule No. 1(b) which is not refundable. ....
- 12. Are you on the list of approved contractor of any other authority? If so, please give details ....
- 13. Total No. of employees ....
- 14. Did you apply for enlistment with any other authority before? If so, with what result? Please quote previous reference. ....
- 15. In what Category do you want to be registered? (Please refer Appendix IIIA). ....
- 16. Give details of equipment ....
- 17. Give details of any Government contracts executed during the last twelve months. ....
- 18. The details of the property belonging to the owner/partners. ....
- 19. Any other information which you consider necessary to furnish. ....
- 20. Submission of the application shall be deemed to be an acceptance by the applicant of all the terms and conditions provided under the revised Rules Regarding Registration of and Printing at Private Pressess.

Dated . . . . . 200

Signature . . . . .  
(Name in block letters)

**Witnesses:—**

- 1. Singature . . . . .  
(Name in block letters) . . . . .  
Address . . . . .
- 2. Singature . . . . .  
(Name in block letters) . . . . .  
Address . . . . .

## I.—COMPOSITION :

1.	Name of machine—	Nos.	Outturn in A/4 size per shift of 8 hours.
	(i) Monotype	.....	.....
	(ii) Linotype	.....	.....
	(iii) Photo composing	.....	.....
2.	Quantity of type—	(in Kilos)	
	(a) English	.....	.....
	(b) Hindi	.....	.....
	(c) Urdu	.....	.....
	(d) other languages (Not required in case of wholly Photo Composing units).	.....	.....
3.	Staff—		
	(a) No. of Lino/Mono Operators/ Photo Composing Operators	.....	.....
	(b) No. of Compositors	.....	.....
	(c) No. of Copy Holders	.....	.....
	(d) No. of Proof Readers	.....	.....
	(e) Approximate total daily outturn in A/4 size per shift of 8 hrs. (including those of Hand Compositors).	.....	.....

## II.—MACHINE ROOM

Type of machine	size	No.	Outturn capacity (average No. of impressions per shift of 8 hrs.)
(a) Letterpress—			
(i) Cylinder			
(ii) Platen			
(iii) Rotary			
		Total . .	_____
(b) Offset—			
(i) Sheet fed.			
(ii) Web fed.			
(State also No. of colours in which printing can be undertaken).			
		Total . .	_____



III.—WAREHOUSE AND BINDING DEPARTMENT :

Name of Machine	Size	Nos.
(a) Cutting machine	.....	.....
(b) Folding machine	.....	.....
(c) Ruling machine	.....	.....
(d) Stitching machine	.....	.....
(e) Perforating machine	.....	.....
(f) Hand numbering machine	.....	.....

IV.—PROCESS DEPARTMENT

(a) Camera	.....	.....
(b) Whirler	.....	.....
(c) Printing down frames	.....	.....
(d) Contact printing cabinet	.....	.....
(e) Enlarger	.....	.....
(f) Graining machine	.....	.....
(g) Other equipment	.....	.....

V.—MISCELLANEOUS EQUIPMENT, IF ANY :

(Not falling under any of the above headings.)

.....

Dated ..... 200

Signature of the Proprietor  
 (Name in block letters) .....  
 .....  
 Address .....

**APPENDIX II**

(See Rule 8 of the Revised Rules Regarding Registration of and Printing at Private Presses, 1984.)

**CERTIFICATE OF REGISTRATION**

Registration No. . . . .

Dated . . . . .

It is certified that . . . . . situated in district . . . . .  
Tahsil . . . . . whose proprietor is Shri . . . . .  
S/o Shri . . . . . Address . . . . .  
is registered for Printing/Binding in Category . . . . . with effect from  
1-4-20. . . to 31-3-20 . . . under the "Revised Rules Regarding Registration of and Printing  
at Private Presses, 1984" with following capacity:—

- |    |                      |    |  |
|----|----------------------|----|--|
| 1. | Composing            | .. | 1/4 size pages per shift of 8 hrs.         |
| 2. | Letterpress Printing | .. | Impression in A/2 size per shift of 8 hrs. |
| 3. | Offset Printing      | .. | Impression in A/2 size per shift of 8 hrs. |

Controller,  
Printing and Stationery,  
M. P., Bhopal.

**APPENDIX III-A**

(See Rule,12 of the Revised Rules Regarding Registration of and Printing at Private Presses. 1984.)

**CLASSIFICATION OF PRESSES**

The presses will be classified in three categories, viz A, B and C according to the minimum equipment installed in the presses as detailed below:—

**CATEGORY 'A' (LETTERPRESS)****1. MECHANICAL COMPOSITION—**

At least one Monotype Keyboard and one Monotype Casting machine with Devnagari and English Matrices.

OR

At least two Linotype machines with English and Devnagari matrices.

**2. CASE ROOM—**

At least 1000 kg. of heading and other display types, special characters, mathematical signs. etc.

**3. MACHINE ROOM—**

1. At least two letterpress Cylinder Printing Machines with geared inking system of A/2 size.
2. At least one platen machine of A/3 size.
3. At least one platen machine of A/4 size.

**4. BINDING—**

1. Must have two cutting machines of a minimum 76 cm. size.
2. Must have two wire stitching machines of at least 2.5 cm.
3. Must have at least two perforating machines.

**CATEGORY 'A' (OFFSET)**

1. Must have two high speed offset machines of at least A/2 size and at least two photo-composing units of 6 pt. to 36 pt. size.

2. Process equipment consisting of a camera of at least 20"x24" size with all accessories consisting of screens of at least 3 different lines single colour and angle screens for 4 colours work.

3. Ancillary equipment consisting of plate graining, coating, printing down frame with arc lamp, etc., suitable for above size of machine plates.

**CATEGORY 'B' (LETTERPRESS)****1. CASE ROOM—**

1. At least 750 kg, of Hindi types in 12, 14 and 16 points.
2. At least 250 kg. of English types in 8, 10 and 12 points.
3. At least 200 kg. of heading types in Hindi and English, special characters mathematical and scientific signs, etc.

**2. MACHINE ROOM—**

1. At least one letterpress cylinder printing machine with geared inking system of A/2 size.
2. At least one platen printing machine of A/3 size.

**3. BINDING—**

1. Must have at least one cutting machine of a minimum size of 76 cm.
2. Must have one wire stitching machine of 2.5 cm. capacity.
3. Must have one perforating machine.

**CATEGORY 'B' (OFFSET)**

1. Must have one high speed offset machine of at least A/2 size.
2. Ancillary equipment consisting of plate graining, coating, printing down frame with arc lamp etc. suitable for above size of machine plates.

**CATEGORY 'C' (LETTERPRESS)****1. CASE ROOM—**

At least 600 kg. of types of all sorts in English, and Devnagari.

**2. MACHINE ROOM—**

1. At least one platen machine of A/3 size.
2. One platen printing machine of A/4 size.

**3. BINDING—**

1. Must have at least one cutting machine of 60 cm. size.
2. Must have one stitching machine of 1.9 cm. capacity.

**APPENDIX III-B**

(See Rule 14 of the Revised Rules Regarding Registration of and Printing at Private Presses, 1984.)

**REQUIREMENT FOR REGISTRATION OF BINDERS**

Binders will be registered only in one category who possess the following minimum equipment:—

1. One cutting machine of minimum 60 cm. size.
  2. One guilding machine.
  3. One perforating machine of 60 cm. size.
  4. One stitching machine of 1.9 cm. capacity.
  5. Three hand numbering machines.
  6. Miscellaneous binding tools.
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