

**The particulars of Organisation, Functions and duties**

The Printing and Stationery Department, Himachal Pradesh came into existence in 1948 by merging staff and machinery from the two erstwhile states of Sirmour and Mandi and started functioning at the basement of old Secretariat Building (Himachal Dham) till 1952. Now a days this office is situated at Ghora Chowki, Shimla-171005 on National Highway No.22.

- (a) The main function of this department is to cater to the requirements of printing and stationery of all the Government departments, Boards, Corporations and Universities in the State.
- (b) To purchase different stationery articles through open tender and supply these items to indenting officers of the State.
- (c) To print the departmental Books, Acts, Rules, Manuals, Budget Documents, Legislative Assembly Business Debates/Reports, Ordinary and Extra ordinary Gazettes, Various Departmental/Universal forms, Registers and periodicals etc.
- (d) To sell the Judicial Paper to the treasuries and sale of Government publications