

CITIZEN CHARTER

MINI GOVERNMENT PRINTING PRESS, DIU.

Presently the office of Mini Government Printing Press, Diu is functioning at Govt. Building Situated near Jethibai Bus Station on the right side of Diu – Ghoghla Bridge. This Mini Government Printing Press, Diu is a small Printing Press which has been established in Diu District w.e.f. 6th November'2006.

MAIN FUNCTIONS :-

The Office of Mini Govt. Printing Press, Diu undertakes the printing works of all the Govt. Offices/Court/Primary Health Centers/Community Health Centers /Govt. Hospital and all the Govt. Higher High/Primary-Middle Schools of Diu district for printing of forms, challans, receipts books, various types of register, Annual confidential Forms, Election Forms, School Report Cards, Attendance Register, Printing of Circulars, General Forms, Identity Cards etc.

The Office of the Mini Govt. Printing Press, Diu carries out the work of printing process as per the requirement and placement orders as and when received from govt. offices/ departments and govt. Schools and Institution of Diu District and supplies all types of forms, Registers, Receipt Books, Challans and issuing N. O. C for the purchase of stationery items.

STRENGTH OF STAFF IN MINI GOVT. PRINTING PRESS, DIU.

(A) Only one Post of Copy Holder has been transferred from Government Printing Press, Daman to Diu for the establishment of Mini Government Printing Press, Diu w.e.f. 06/11/2006.

(B) In order to work the smooth work in the Mini Government Printing Press, Diu the U.T. Administration of Daman & Diu has appointed the following staff on Daily wages w. e. f. 01/09/2007 viz.

- 1 – One L.D.C.
- 2 – One Peon.

However, proposal for filling up One post of L.D.C. and One post of Peon has already been forwarded to Govt. of India by the U.T. Administration of Daman & Diu and the same is available for filling up the above said Two post.

Smt. G. R. VADHEL
Enquiry Officer & Head of Office,
Mini Govt. Printing Press, Diu.

Telephone : 02875 – 253898

Email ID : mgpp-diu-dd@nic.in