

**7 (Seven) year Strategic Plan  
And  
3 (Three) Year Action Plan  
of  
Sustainable Development Goal**

**Directorate of Printing & Stationery, Assam  
Guwahati-21**





# **INTRODUCTION**

The mandate of the Directorate of Printing & Stationery, Assam is essentially to cater to the needs of all the Government offices in the state for Printing & Stationery. The main item of consumption by the Directorate is paper in different size and forms.

The main aim of the “Directorate is reducing the use of paper in Printing and Stationery as much as possible. There is no doubt how fantastic trees are and how much important they are to our environment. There is also no doubt that we need trees to make paper. Which even in a tech driven society we still heavily rely on. But we don’t need to use as much paper as we do.

Keeping in view, the sustainable Development Goals as envisaged by the U.N. Members States and in pursuance of the Government's directions in this regard and considering the year of the baseline 2016, the Directorate of Printing & Stationery has prepared a 7 years strategic plan and 3 years Action Plan.

The Plans if implemented properly with adequate Budgetary Provisions, are aimed at achieving the S.D.Gs by the year 2030 as far as the Goals concerning this organisation is concerned.

# **Seven Year Strategic Plan/Development Agenda**

## **Ensure reducing the use of Paper**

There are about 1000 (one thousand) nos. of schedule and non-schedule form, including Budget document, judicial forms, Diary, Calendar, different departmental reports etc. are printed by the Directorate of Printing & Stationery for which the requirement of paper is approx. 35 tons during this year 2016, which is twice as much compared to the last 3 years and day to day the requirement of Printed materials is increasing. In this way the requirement of paper in the Directorate of Printing & Stationery will be increased about 5 times of the existing requirement till the end of 2023. So to reduce the uses of paper some plan has to be taken which is indicated in the “Action Plan”.

## **RECYCLE OF WASTE PAPER**

- By using of recycled process of waste paper, produced in the press (post consumer and deinked pre consumer) ensures that a section of paper comes from old paper instead of using new trees. This process supports recycling markets, preserve landfills, saves natural resources and reduces the pressure on endangered forest.

## **ENSURE BEST INFRASTRUCTURE AS WELL AS ENVIRONMENT**

To ensure best infrastructure as well as environment the Directorate of Printing & Stationery has decided on optimum use of land and vacant land (about 10 to 12 Bighas) for use of socio economic development as well as pollution free environment.

## **ENSURE HEALTHY LIVE AND PROMOTE WELL BEING FOR ALL EMPLOYEES**

To ensure healthy lives and promoting well being for more than 400 employees of the Department by reducing using of hazardous Chemicals, a health check-up plan in collaboration with Health Department, Setting up a Health Club and using of pure drinking water.

## **TO ENSURE BEST AND COMPETENT- BASE MANAGEMENT**

To achieve the goal ensuring inclusive and equitable quality education and promotion of life long learning opportunities for all section of the employees, both men and women.

## **TO ENSURE GOOD MAINTENANCE OF EXISTING MACHINERIES**

A good maintenance process should follow to all a machineries for hassle free use as well as to keep in a best condition.

# **NEW ADOPTION OF CLEAN AND ENVIRONMENT FRIENDLY TECHNOLOGY**

To ensure clean and pollution free environment digital technology may be adopted replacing old technology.

## **AFFORDABLE & CLEAN ENERGY**

It is a fact that fossil fuel is fast depleting in to-days world and Directorate of Printing & Stationery needs huge quantity of power energy to run the machineries every day, so that use of alternative and renewable energy has become imperative.

## **PARTNERSHIP FOR THE GOALS**

Effective partnerships hold the key to successful implementation of SDGs. We are committed to forge partnerships at all levels, including local, regional, national and international levels, with renowned institutions, experts in the fields, civil societies, voluntary organizations etc. to achieve the sustainable development goals. Indeed, as mentioned earlier, this is an important component of the strategic architecture we have designed for implementation of SDGs.

### **3 (THREE) YEARS ACTION PLAN**

The Directorate of Printing & Stationery, has decided to take and implement some medium term target to develop the department i.e. between 2016 to 2019.

**The targets are as follows :**

1. To reduce the use of papers the following action plan is to be taken.
  - (a) Electronic document collaboration is superior to paper document collaboration. Arena's Electronic Document Management (EDM) system is a simple system that allows to co-operatively share documents.

- (b) Use of email and electronic documents rather than paper mail when you can.
  - (c) Use a USB stick, to move around of share electronic documents rather than printing them. Encourage people coming to meetings to bring their reports in electronic format and for attendees to bring electronic storage of their own (or share via Internet-based document storage).
  - (d) Use electronic fax services.
2. Recycle of waste paper by setting up Cottage Industry i.e. hand made paper within the Directorate campus in vacant land.
  3. By setting a medium scale Industry, where small size of paper can be produced.
  4. A periodical health check up plan may be introduced in collaboration with Government Health Department/NHM.
  5. To setup a recreation centre as well as Health Club (Yoga Centre) for boosting up physical, mental & psychological health of the employees.
  6. Providing pure drinking water, departmental subsidised canteen sanitisation hygiene for all to end open defecation, which may help to motivate better work culture.
  7. `An office library be set-up with all official and a variety of other Books.

8. A periodical in-house training be organised which is required for development of competent-base management among all sections of the employees without may not hampering the day-to-day official work.
9. All the machineries should have an **Annual Maintenance Contract** with the reputed organisation.
10. Some educated technical expert (Mechanical, Software & Hardware) may be appointed with a small well-equipped work shop to get repaired the existing machineries.
11. A training programme could be adopted phase-wise for all section of employees within the state or outside the state to adopt better management as well as to adjust himself/herself with the modern Printing Technology.
12. The fire alarm is to be installed immediately for safety of the Government Property as well as human being.
13. An underground water tank for rain water harvesting as well as to prevent fire disaster.
14. Fire fighting measures is to be introduced immediately under the preview of the disaster management.

15. Provided proper security system, so that all the confidential printed materials can keep safely.
16. Using of Energy efficient motors/starters to minimised the power consumption.
17. Use of renewable energy (**solar energy plant**) to be installed on RCC roof top of 10,000 sq. ft. in the Directorate Building which is environment friendly.



Roof top of the Directorate of Printing & Stationery





CE,ISO certificate  
recycling waste  
paper machine,  
Hydraulic Press  
Machine



A new paper-making machine, called the PaperLab, promises to revolutionize how offices recycle.

## **MAJOR ISSUE OF THE BRANCH PRESS, JORHAT**

There is a branch Printing Press under this Directorate at Jorhat which was and to Cater to all Government Offices of Upper Assam Districts to minimise the work load of the head office. The Press which was started during early 1990's has been operating from a small shed in the Industrial Estate, Jorhat under the Industries Department. The infrastructure of the press is presently in deplorable condition resulting in halt of printing operation.

The Government has in the meantime allotted land where construction is going on for the permanent Press under P.W.D. Department. This may be expedited so as to render the Department service without interruption. In the meantime till the completion of this project which may take a year or two, the temporary shed within the Industrial Estate may be renovated with basic requirement, so that operation of the Press can be resumed immediately. Government may sanction an amount of Rs. 5 Lacs to the department, so that renovation may be started immediately with concurrence from the industry department.

This is the path as we see it today. We would be traversing this path together with commitment and dedication, but would be very sensitive to the dynamic nature of the world we live in, and ever-willing to face new challenges and grasp new opportunities. Our eyes, minds and hearts are focused of our destination and we will continue to adopt the best strategies and walk on the best path to reach this destination.

### **Proposed Budgetary Provision**

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|---|------------------|
| 1. Recycle of waste paper                                       | 2 Cr. (Approx)   |
| 2. Ensure healthy live and promote well being for all employees | 50 lacs (Approx) |
| 3. To ensure best and competent-base management                 | 25 lacs (Approx) |
| 4. To ensure good maintenance of existing machineries           | 1 Cr. (Approx)   |
| 5. Training Programme   | 20 lacs (Approx) |
| 6. Introduction of innovation environment as a safety measures  | 35 lacs (Approx) |
| 7. Security measures  | 10 lacs (Approx) |
| 8. Affordable & Clean Energy                                    | 10 Crs. (Approx) |