

No. ES-DPS-303/1/2025-DPS-DP&S  
GOVERNMENT OF MANIPUR  
DIRECTORATE OF PRINTING & STATIONERY

Imphal, the 10th July, 2025

**CIRCULAR**

To

1. All Administrative Heads of Department, Government of Manipur
2. The Registrar General, High Court of Manipur
3. All Secretaries of MPSC/MSSC/MHRC/MIC/Lok Ayukta, Manipur
4. All Heads of Department, Government of Manipur

**Subject: Paperless official communications and operations in Directorate of Printing and Stationery, Government of Manipur- reg.**

The Directorate of Printing and Stationery, Government of Manipur **has adopted a paperless system** for all official communications, managing documents and operations/workflows of the Directorate wherever possible **with immediate effect**. This is in keeping with the goal of e-Governance initiatives taken up by the State Government.

2. The adoption of a paperless working system **will not lead to stoppage of printing** of statutory forms, booklets and other official documents by the Directorate but will rather enhance the efficiency and effectiveness of the communication process between the indenting departments/government offices and the Directorate in undertaking mandated printing/publishing job by the Directorate. A paperless Directorate will be **environment friendly** and will **increase efficiency, effectiveness, transparency and accountability while being cost effective in delivery of mandated public services** of this Directorate to the general public and to other Departments/Institutions/Offices under the Government.

3. The following **operating procedures may be kindly taken up by all concerned while communicating with the Directorate** in order to facilitate the functioning of this paperless Directorate in public interest:

- I. All Departments/Institutions/Offices of the Government of Manipur which have **adopted eOffice Manipur** may kindly send/receipt correspondences to and from the Directorate **only through eOffice Manipur**, if possible.

- II. All Departments/Institutions/Offices of the Government which have **not adopted** eOffice Manipur and the general public may kindly send/receipt correspondences to and from the Directorate **only through their official/personal email** to the Directorate's official email [dir.govtpress-mn@manipur.gov.in](mailto:dir.govtpress-mn@manipur.gov.in), if possible.
  - III. All correspondences including receipts/acknowledgement made to the Departments/Institutions/offices of the Government or to the public by the Directorate shall be made **through eOffice Manipur or** through official email [dir.govtpress-mn@manipur.gov.in](mailto:dir.govtpress-mn@manipur.gov.in) or official contact No. **9402268344 (WhatsApp)**. There will be **no communication on physical paper** from the Directorate other than in cases where inked signed paper communications are mandated by extant rules/law.
  - IV. All documents issued by the Directorate **shall be digitally signed** by the competent authority of the Directorate wherever signature of the competent authority is required and **unless mandatory requirement for inked signature is there**.
2. Further clarification/information, if necessary, in relation to this circular may be obtained from this Directorate.

**(Ng. Roben Singh)**  
Director, Printing & Stationery  
Government of Manipur

Copy to:

1. Secretary to the Governor of Manipur
2. Staff Officer to Chief Secretary, Government of Manipur
3. The Director, DIPR for widespread publicity as news item
4. Nodal Officer, DIT Manipur for kind uploading of this circular on official website of Government of Manipur
5. Nodal Officer, Directorate of Printing & Stationery, Manipur for uploading of this circular on official website <https://manipurgovtpress.nic.in>
6. Guard file