

Rules on Procedure of *Gorkhapatra* Press, 2015 (1958)

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The Government of Nepal, having exercised the power conferred by Section 2 of the Administrative Procedure (Regulating) Act, 2013 (1956), has enacted the following Rules:

1. **Short Title and Commencement**: (1) These Rules may be called as "Rules on Procedure of *Gorkhapatra* Press, 2015 (1958)".
(2) These Rules shall come into force immediately.
2. **Definition**: Unless the subject or context means otherwise in these Rules:
 - (a) "Director" means the Director of the Department of Publicity, Government of Nepal
 - (b) "Manager" means the Manager of the *Gorkhapatra* Press.
3. **Necessary Maintenance May be Made**: The Manager of the *Gorkhapatra* Press, in the situation of necessary for maintenance of the building, wall etc. of the said Press due to out of order may expend up to One Thousand Rupees within a year by obtaining permission of the Director.
4. **Paper to Print the *Gorkhapatra***: The Manager, in the situation of necessary to publish an additional issue or special issue of the *Gorkhapatra* as per the approval of the Government of Nepal, may expend the paper up to Two *tau* for the additional issue and up to Four *tau* for special issue by obtaining permission of the Director.
5. **To Write Expenditure of Paper for Proof and Bundle**: Report of expenditure of paper occurred for proof while printing the *Gorkhapatra*

and Nepal Gazette and making bundle for dispatching the *Gorkhapatra* and Nepal Gazette to the different places should be submitted to the director; and the record keeping In-charge of the *Gorkhapatra* Press may debit the same as exempted by the Director.

6. **To Procure the Goods:** Estimate of all the goods to be imported from abroad like paper, ink, type etc. necessary for the *Gorkhapatra* Press should be made by the Manager and get sanctioned the same prior to one year of their finishing in the store; and they should have been ordered through the Central Purchase Department of the Government of Nepal.

Provided that, the manager, in a situation of obstruction in the function of press because of failure to be accomplished the aforementioned function due to special circumstance, may procure from the market in a preferred rate by making inquiry of the market price or get accomplished the function from the revolving fund out of the approved budget.

- (a) The Manager, if necessary, may procure paper by not exceeding Five Hundred Rupees for a time and other goods by not exceeding One Hundred Rupees for a time.
- (b) The Manager, in a situation of necessary to procure the goods more than the ceiling mentioned in Clause (a) shall obtain approval of the Director and the Director may grant approval to procure the goods up Two Thousand Rupees for a time.
- (c) The Manager, in a situation of necessary to repair the machine because of its damage, may expend up to Twenty Rupees for a time. Approval of Director should have been obtained in the situation of expending more than the said ceiling and the Director may grant approval to expend not exceeding Five Hundred Rupees.

7. **Destroying or Auctioning the Old Copies:** The Manager may auction or destroy the old and unnecessary copies of *Gorkhapatra* and Nepal Gazette in the presence of the witness specified by the Director of the Publicity Department.
8. **Publication and Distribution of the Excess Copies of the Gorkhapatra:** (1) The Director, in a situation of necessity to distribute the *Gorkhapatra* free of charge due to special circumstance, may temporarily get distributed the same up to Five Hundred copies.

(2) Out of the Five Hundred copies mentioned in Sub-rule (1), the Manager may distribute at the rate of one copy as sample to a person or organization; and the statement of such distribution should have been submitted to the Director in every Three months.
9. **To Maintain the Account of Paper:** Sum of debit and credit of paper in the *Gorkhapatra* Press shall be maintained by mentioning the type and size of paper including the sum of wastage also and the weight of *tau* of a ream having mentioned in pound and on part of bundle having mentioned the weight in pound.

Provided that, on part of the sum allowed to be made give-and-take by counting may be made the give-and-take by counting also.
10. **To Get Involved in Work on Overtime Basis:** The Manager, as per necessity, may get involved the staff of the *Gorkhapatra* Press in work on overtime basis and he/she may provide them the overtime allowance at the rate approved by the Government of Nepal for their overtime work by obtaining the sanction from the Director.
11. **Charge of the Goods:** The goods to be used for daily affairs other than the goods like type, paper etc. to be kept in the store out of the goods of the *Gorkhapatra* Press shall remain under charge of the concerned Section Chief and the Section Chief him/herself shall have to hand over and receive the charge in the time of transfer.

12. **Copies of the Nepal Gazette and Gorkhapatra may be Dispatched through the Quick Medium:** The Manager if deems necessary, may dispatch the copies of the Nepal Gazette and *Gorkhapatra* through the media like rail, motor, airplane etc. and make debit and get debited the amount incurred while dispatching in this way.
13. **The Government of Nepal May Make Arrangement:** Arrangement of printing, stitching, cutting, folding and distribution of crude paper charge, commission of a person making a new customer, prize for a news, charge of publication of advertisement and advertisement shall be as set forth by the Government of Nepal.
14. **To Be Carried on as per These Rules:** Matter mentioned in these Rules shall be carried on as per these Rules and the other matter shall be carried on under the prevailing law.

NEPAL LAW COMMISSION