



Dr YS Parmar University of Horticulture & Forestry
Directorate of Extension Education
Nauni, Solan (HP) 173230

Phone(O) +91 01792-252708
dextl@yspuniversity.ac.in

E-mail:



No.UHF/DEE/Pub/2-5/Vol.IX/2023/- 41-91

Dated: 5-4-2023

OFFICE ORDER

The Vice Chancellor is pleased to approve the rates of multicoloured, black & white printing and binding jobs of Publication Unit of the Directorate of Extension Education as under:

I. Multicoloured printing

Sl. No.	Particulars	Paper Size	No. of copies	Rate (Rs.)
1.	Printing charges excluding cost of paper *	18"x23"	Up to 500 copies	6000.00
2.	Printing charges excluding cost of paper*	18"x23"	Subsequent additional 500 copies	4000.00

II. Black & White Printing

Sl. No.	Particulars	Size	No. of copies	Rate (Rs.)
1.	Printing charges excluding cost of paper *	18"x23"	Up to 1000 copies	2000.00
2.	Printing charges excluding cost of paper *	18"x23"	Subsequent additional per 1000 copies	1000.00

Paper wastage:

- Multi-coloured printing (single side 10 % & both side 20 %)
- Black & white printing (single side 5% & both side 10%)

* Printing charges will be taken according to the escalation of paper price from time to time.

III. Rates for printing & binding of answer sheets

a. A set of 24 pages answer sheets

Sl. No.	Particulars	Rate (Rs.)
1.	Paper cost $\frac{1}{4} \times 24 \times 1000 + 10 \% \times 1200 / 500$	15840.00
2.	Printing cost = 1×2000	2000.00
3.	Binding charges = 10×1000	10000.00
Total amount		27840.00
Total number of copies 1000		
Per set cost $27840 / 1000 = 27.84$ or say Rs.30/-per set of 24 pages answer sheet		

b. A set of 16 pages answer sheets

Sl. No	Particulars	Rate (Rs.)
1.	Paper cost $\frac{1}{4} \times 16 \times 1000 + 10\% \times 1200 / 500$	10560.00
2.	Printing cost = 1×2000	2000.00
3.	Binding charges = 10×1000	10000.00
Total amount		22560.00
Total number of copies 1000		
Per set cost $22560 / 1000 = 22.56$ or say Rs.25/- per set of 16 pages answer sheet		

c. A set of 12 pages answer sheets

Sr. No	Particulars	Rate (Rs.)
1.	Paper cost $\frac{1}{4} \times 12 \times 1000 + 10\% \times 1200 / 500$	7920.00
2.	Printing cost = 1×2000	2000.00
3.	Binding charges = 10×1000	10000.00
Total amount		19920.00
Total number of copies 1000		
Per set cost $19920 / 1000 = 19.92$ or say Rs.22/- per set of 12 pages answer sheet		

d. A set of 8 pages answer sheets

Sr. No	Particulars	Rate (Rs.)
1.	Paper cost $\frac{1}{4} \times 8 \times 1000 + 10\% \times 1200 / 500$	5280.00
2.	Printing cost = 1×2000	2000.00
3.	Binding charges = 10×1000	10000.00
Total amount		17280.00
Total number of copies 1000		
Per set cost $17280 / 1000 = 17.28$ or say 20 /- per set of 8 pages answer sheet		

e. A set of 4 pages answer sheets

Sr. No	Particulars	Rate (Rs.)
1.	Paper cost $\frac{1}{4} \times 4 \times 1000 + 10\% \times 1200 / 500$	2640.00
2.	Printing cost = 1×2000	2000.00
3.	Binding charges = 1×1000	1000.00
Total amount		5640.00
Total number of copies 1000		
Per set cost $5640 / 1000 = 5.64$ or say 10/- per set of 4 pages answer sheets		

IV. Printing of Registration Card on Chart Sheet

Sr. No	Particulars	Rate (Rs.)
1.	Paper cost $1 / 6 \times 1 \times 1000 + 10 \% \times 3500 / 500$	1283.00
2.	Printing cost = 1×2000	2000.00
3.	Cutting charges Rs.1.00 per set	1000.00
Total amount		4283.00
Total number of copies 1000		
Per card cost $4283 / 1000=4.28$ or say for a set of 4 cards Rs.30 /- per set		

V. Binding Charges

Sl. No.	Particulars	Rate (Rs.) per copy
1.	Wire stitching and tape binding	10.00
2.	Binding of Reports, Publications, DO Pads / Letter heads, etc. per copy (Cost of material will be charged extra)	20.00
3.	Binding of bill books and receipt books with numbering in duplicate	50.00
4.	Binding of POP fruits, vegetables, flowers, forests, etc.	30.00
5.	Hard binding of ECR, PCR, Cash Book, etc. including material	400.00
6.	Hard binding of different types of register, log book, peon book, service book, etc. including material	100.00
7.	Creasing per 1000 pages	40.00
8.	Perforation per 1000 pages	30.00
9.	Wire stitching per stich	2.00

VI. Other charges

Sl. No.	Particulars	Rate (Rs.) per copy
1.	Computerized composing and page making (A-4 size) (English)	40.00
2.	Computerized composing and page making (A-4 size) (Hindi)	50.00
3.	Page making (A4-Size)	20.00
4.	Laser Print (A-4 size) Black & White	20.00
5.	Laser Print (A-4 size) coloured	50.00
6.	Lamination (A-4 Size)	30.00

- Printing of project reports, annual reports, books, manuals, technical bulletins, certificates, pamphlets, etc. in multi-coloured upto 200 copies and black & white upto 100 copies will not be undertaken and the Colleges / Offices / Departments / Research Stations / KVKs of the University need not to obtain "No Objection Certificate" from the Directorate of Extension Education.
- The concerned Colleges / Offices / Departments / Research Stations / KVKs will have to provide hard and soft copy of the printing material alongwith printing cost to this Directorate.
- No advance payment will be accepted from any of the offices / departments / research stations / KVKs without hard and soft copy of the printing material.

The rates / charges shall come into force with immediate effect. This supersedes all the orders issued in this regard previously.

453/5/4/2023
 Director
 Extension Education
 Dated:

Endst. No.Even

Copy of the above is forwarded to the following for information and necessary action:

1. All the Statutory Officers, UHF, Nauni, Solan.
2. The Dean, College of Horticulture & Forestry, Neri, Hamirpur (HP).
3. The Dean, College of Horticulture & Forestry, Thunag, Mandi (HP).
4. All the Prof. & Heads/Head, Departments in COH/COF, UHF, Nauni, Solan.
5. All the Associate Directors(R&E), Research Stations.
6. All the Pr. Scientist & Heads/Program Coordinators, KVKs.
7. Incharge, Computer & Instrumentation Centre, UHF, Nauni, Solan.
8. Joint Director(Communication), DEE, UHF, Nauni, Solan.
9. Secretary to the Vice Chancellor, UHF, Nauni, Solan.
10. Dealing Assistant (Printing and Binding Sections), DEE, UHF, Nauni, Solan.
11. Guard File.

453/5/4/2023
 Director
 Extension Education