



Government Printing Department

Customer charter



FORWARD

I have the honour to present the Department's Customer Charter in booklet form. This charter has been written for our valued customers and new customers who might see the operations in the department and its sections dealing with part of the work.

I am confident that this booklet will provide useful information to our stakeholders as regards our services. In this way our customers might have an overview of the different stages needed before our product end in their hands.

G. S. Green
Government Printer

Forward



PARENT MINISTRY

The parent ministry for the Government Printing department is the Secretary for Home Affairs under the Prime Minister's Office.

Our vision

Our vision is to become the most performing and cost efficient government department.

Our mission

To advise our customers

To conceive, print and bind all types of jobs required by our customers and to deliver them to their satisfaction.



OUR OBJECTIVES

To offer efficient printing to its clients such that their needs in terms of quality, variety and specificity are met in the printing of security materials whose confidential nature must be respected and in the public interest.

Services offered to other ministries

The Government Printing Department offers free printing and binding services to all Ministries and government departments as well as to para-statal organizations on a paid basis. The department also offers services in graphic design i.e, the creation of posters, logos and the like.

Our objectives

CREATIVITY

To print and bind all types of jobs

to become the most performing and cost efficient department

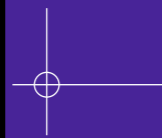


creation of posters, logos and the like



Services offered

Services offered



The main items ordered from government bodies consist of the printing of forms in large quantities used by departments. Also are annual reports of departments, reports of official committees, commission and boards, leaflets, magazines, books, parking coupon and the Government Gazettes.

Other services offered consist of printing of security materials such as Ballot papers, government Lottery tickets, payable orders etc.

A Government Printing Office Product

Printing Orders

Printing orders are placed on Printing requisition forms as stipulated in the Financial Management Manual and submitted to the Department for approval and Printing.

Offset Press

These services are available at...

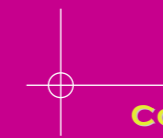


Services to the general public

SERVICES TO THE GENERAL PUBLIC

- sale of publications.
- Insertion of legal and other notices in the Government Gazette.
- Sale of Government Notices
- Subscription to the Government Gazette.
- Dispatching of Government Gazette and other publications

CMYK



CONTACTS

The Government Printing Department is situated at La Tour Koenig, Pte Aux Sables.

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Web Site : <http://pmo.gov.mu/gpd>

Contacts



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printing of security materials...