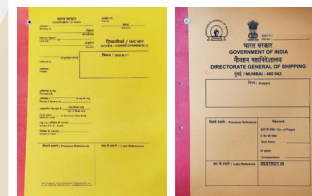
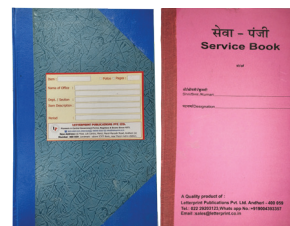
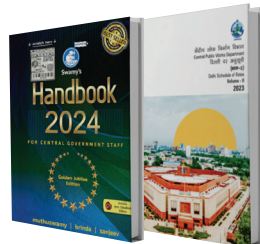




# LETTERPRINT PUBLICATIONS PVT. LTD.

Pioneers in Printing & Supply of Govt. Standard Forms & Registers throughout India

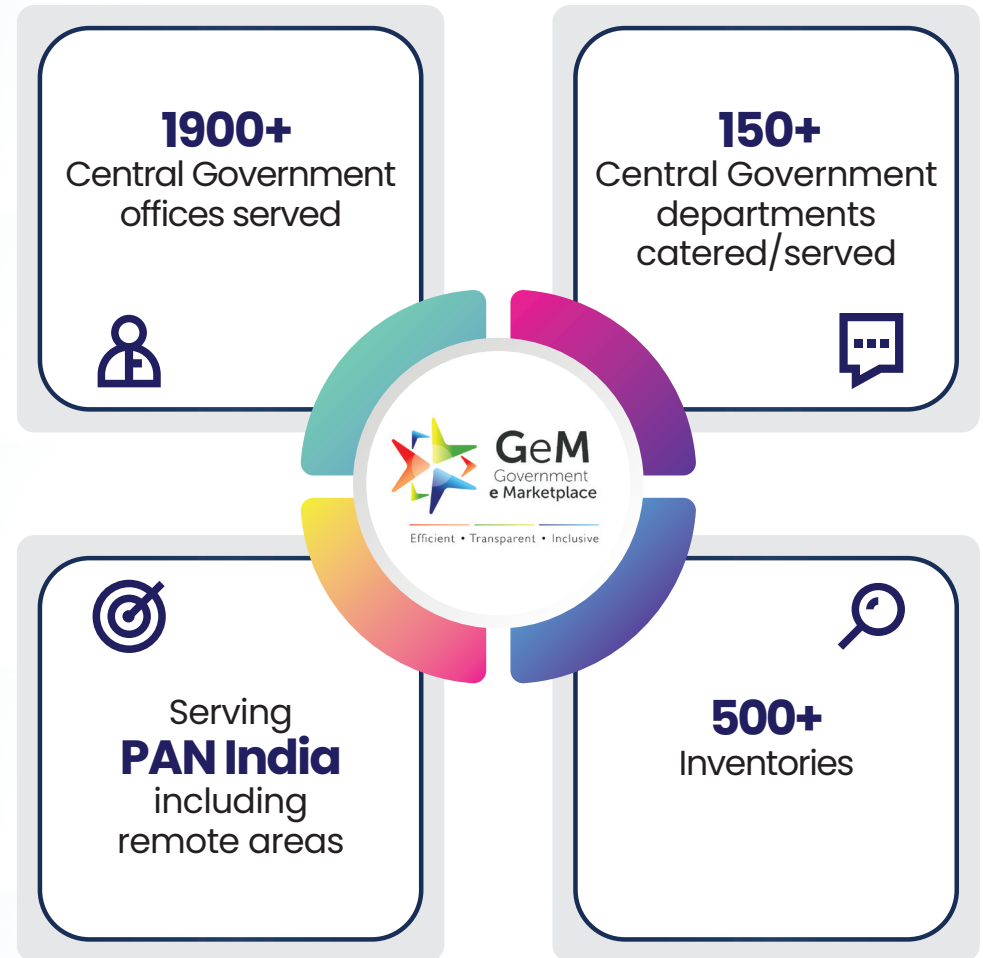


## About Our Company

Established in 1973 Letterprint is one of the oldest, most well-respected suppliers to offices and departments of Central Government of India for Registers, Pads, Forms, File Covers, Envelopes, Books and Stationery Items.

We are a professionally run business, with a highly dedicated team. Integrity, Quality & Innovation are the fundamental guiding principles of our operations.

Letterprint is a name which is most trusted by its customers.

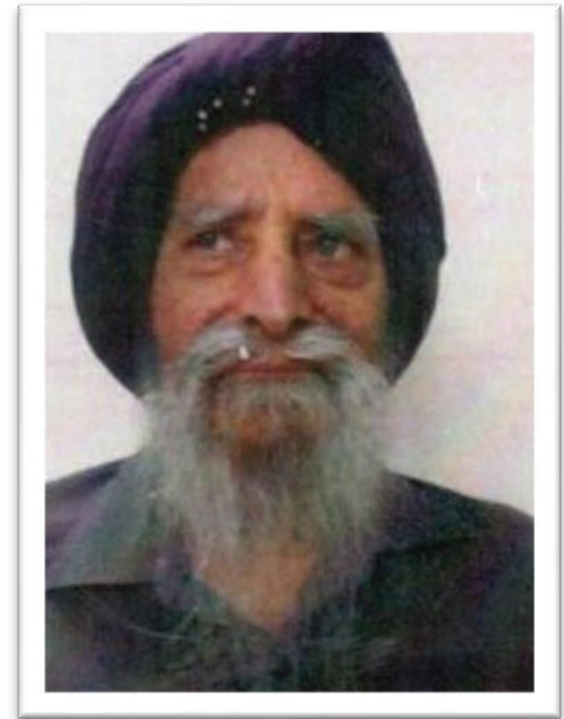


## Our Founder

Shri Jaswant Singh Mehtab founded Letterprint in 1973. His fascinating story of a refugee at the time of India's Independence, who left behind everything he had and arrived in India.

In the year 1955, he began working with the Canteen Store Department in Mumbai. He always had the desire to start a venture of his own, but the financial difficulties made this very challenging. Finally in 1973, with the motivation & support of his wife who was a teacher at Udayachal School (Godrej) in Vikhroli (Mumbai), he left his Central Government job and started Letterprint. He was fondly known as Sardarji.

Sardarji's dedication towards serving customers with excellent quality of products and the best of service has resulted in the creation of a strong brand for central government Registers, Pads, Forms, File Covers, Envelopes, Books and Stationery Items, etc.



# Preeti Sharma - Director



Mrs. Preeti Sharma is the daughter of Sardarji, the founder of Letterprint. She holds an MBA degree from Mumbai University along with a Global MBA from IESE, Barcelona. Having taken over the reins from her father, she has been able to take the company forward in a very short span of time. However, this is not first venture, she is also serving as the Director of Pragati Software Pvt Ltd ([pragatisoftware.com](http://pragatisoftware.com)), which is leader in providing IT training services to Corporates.

## PROFESSIONAL QUALIFICATIONS

- MMS (Marketing) from Chetana's Institute of Management (1985-87)
- Global Executive MBA from IESE, Barcelona 2009-2010 (A Grade)

## SOME OF HER ACHIEVEMENTS

- In 2007, she was awarded the prestigious Woman Entrepreneur Award (IWEC 2007) from the FICCI, Manhattan Chamber of Commerce and the Barcelona Chamber of Commerce. For details visit : <http://www.iwecawards.com/>.
- In 2009 she was awarded a fellowship to do a Global MBA at IESE, Barcelona. For details of her course, visit: [www.iese.edu/en/global-executive-mba](http://www.iese.edu/en/global-executive-mba).
- She brings with her a wealth of experience of how Government Offices can further enhance their productivity and quality.
- She is ably supported by a team of professionals who have a wealth of experience in the service industry, specifically computer education.

## AWARDS AND RECOGNITION

- Honored with the certificate titled Mumbai's Woman Leaders by World Women Leadership Congress on 11th July 2024.
- Pragati Software was honored with the prestigious MSME Star Award at the MSME Conclave 2024 organized by FICCI Flo and Zhep Udyoginichi on 27th June 2024.
- Honored with Best Women Entrepreneur Award from by Billennium Divas in association with NSE India on 11th May 2024.
- Appreciation certificate received by ABLE Women Summit 2024 on 27th April 2024.
- International Women Entrepreneur Award 2024 by Great Companies Received on 1st April 2024.
- Womens Achievers Awards, 9th March 2024 from S. B. Patil Institute of Management, Pune in association with Divine HR Forum.
- Appointed for the prestigious role of Board member at Meghnad Desai Academy of Economics starting from 06th February 2024.
- Received a Best IT training provider award at 4th L & D Confex and Awards 2024 - Mumbai Chapter on 24th January 2024.
- Trail Blazer Women Entrepreneur Award, 2023 from FICCI-FLO.
- Sewak Jatha Dadar and Great Places to Work jointly constituted award to commemorate the 550 Birth Centenary of Shri Guru Nanak Dev Ji 2019, 2020.
- Cherie Blair Foundation for Women for mentorship 2011.
- IWEC Award for Outstanding Women Entrepreneur 2007.
- Sir Dorab Tata Scholarship (1980-85).



# Pradyumn Sharma - Director



About 40 years of experience in the IT industry, Played various roles such as Software developer, designer, architect, database administrator, project manager, business analyst, and tester, Now primarily trainer, coach, and consultant, CEO of Pragati Software Pvt. Ltd. Mumbai (India), a prominent IT training company, Frequent speaker in national and international conferences.

## Slice of Expertise:

- Artificial Intelligence, Machine Learning.
- Big Data and NoSQL (Mango DB, Cassandra, Neo4).
- Software Architecture, Solution Architecture, Enterprise Architecture (TOGAF).
- Agile Software Development Methodologies (Scrum, XP, Kanban, SaFe).
- Clean code, Algorithms, Blockchain.

## PROFESSIONAL QUALIFICATIONS

- B.Sc. from Rajasthan University, 1981.
- PGDM (Indian Institute of Management, Ahmedabad, 1984)



# Why Letterprint?



## Quality of Products:

Our products consistently meet



## Heritage and Experience:

Established in 1973 with over 50 years of experience in printed stationery solutions.



## Bilingual Products:

All our products are in Diglot i.e Bilingual in both English and Hindi.



## Customization:

We are proficient in providing customized printed solutions to meet your needs.



## Innovation in Operations:

We innovate processes and products to exceed client expectations.



## Trusted by Many:

Trusted supplier to Central Government departments for reliability and quality.



## Customer-Centric Approach:

Focused on personalized service, ensuring client needs



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**Letterprint Publications Pvt. Ltd.**



- Register
- Forms
- Pads
- File Covers
- Envelopes
- Reference Books

- Register
- Forms
- Pads
- File Covers
- Envelopes
- Reference Books



- Passport Covers
- Examination Answer Sheets
- Quire / Ruled Registers
- Paper Rims

- Passport Covers
- Examination Answer Sheets
- Quire / Ruled Registers
- Paper Rims



## Forms

GAR-14 A TR-25-T. A Bill on Tour (4 Pg. Folder)
GAR-14B-T. A Bill on Transfer (4 Pg. Folder)
GAR-14C-L.T.C. Bill (4 Pg. Folder)
CPWA-26-Running A/C Bill (6 Pages) (Diglot)
CPWA-21-Muster Roll Outer (18x23)
CPWA-26-Final Bill (Yellow Paper, 6 Pages) (Diglot)
TR-22 / GAR-13-Pay Bill OUTER (37 Col.) See Rule -263
GAR-29-Fully vouched contingent Bill (Comput. Form) (4 pg.)
GAR-31/TR-32-Detailed Countersigned Contingent Bill (4 Pg.)
MSO(T) 11A MSO(T) 11A Leave Account Book to Be Annexed to Service Book (12 Pages)

## Books

GCC For Maintenance Work- 2023
BG16-Swamy's Handbook for CGS (English)
GCC For Construction Work- 2023
BG16-Swamy's Handbook for CGS (Hindi)
BC11-LEAVE TRAVEL CONCESSION RULES
BC4-FRSR Part - II TA Rules
BG7-Income Tax on Salaries
BC7 Medical Attendance Rules
BC6-FRSR Part - III Leave Rules
BC13-General Financial Rules

## Files

Customised File Covers (as per requirements)
S-97 Notes/Correspondence File Cover
Plain File Cover Thick Card Board
2 Flab File
Spring File
Govt. of India File Cover DRAFT N.I.T
Agreement File Cover (Good Quality)
Four Flap File Board
Box File

## Pads

Note Sheet Pad (Ledger) Full Size
GAR-6/TR-5Money Receipt Book
SR-1-Application for Leave
GAR-29-Fully vouched contingent Bill (Diglot)
TR-30-Fully Vouched Contingent Bill
AIR-A/DD-A-59-Car Requisition Forms (White Paper ) Diglot
Annexure -I Daily Diary For The Month
Certificate for TA Bill for the Month
GAR-7/TR-6-Challan Form (Diglot)
AIR-P/DD-P-29-Daily Transmission Report

## Envelopes

Passport Cover Envelopes
SE-6 — Size (11"x5") Brown Kraft Paper Envelopes
SE-5— Size (9"x4") Brown Kraft Paper Envelopes
SE-8A — Size (16"x12") Ledger Green Paper Cloth Lined Envelopes
SE-9A (A4Size) (10" x 12") Ledger Green Paper Cloth Lined Envelopes
SE-7A — Size (16"x6") Ledger Green Paper Cloth Lined Envelopes
SE-6A — Size (11"x5") Ledger Green Paper Cloth Lined Envelopes
SE-5A-(9.5"x4.5") Green Ledger Paper Cloth Lined Envelopes
SE-7 — Size (16"x6") Brown Kraft Paper Envelopes

## Registers

ATC-4 MSO(T)27 Service Book 119 Pages (Revised) (in Ledger Paper) (Diglot)
AIR-P/DD-P-30 Studio Log Book # Diglot # White Paper (10 Column) - 200 Folios
CPWA-35 Register for Site (Half Size) - 100 Folios
CPWA-23(a) M.B.(Small Size) with full Red Cloth binding in Ledger Paper - 50 Folios
CAM-52 Pension Payment Order Book (36 Pages) Pensioner - Disburser Portion
S-37 Attendance Register (Big) Full Size -100 Folios
S-32 Despatch Register - 400 Pages
S-31 Receipt Register - 400 Pagesa
Supplementary of Service Book-40 Pages
GAR-9/TR-28A Bill Register (Diglot) -200 Folios
Gar-17/TR-22A Pay Bill Registers
S-38 Peon Book 200 Pages
S-263 Petrol Account Log Book - 200 Folios
CPWA-23-A Standard Measurement Book Full Size (White Paper) -100 Pages
GAR-3/TR-4 Cash Book -(Diglot) - 200 Folios
S-150 Stock Issue Register of Consumable Articles - 200 Folios
AIR-A/DD-A- Stores Received Book (Diglot)- 200 Folios
AIR-P-60 Studio Log Commercial Service Book - 200 Folios
GAR-27/TR-29 Contingent Charges Register - 200 Folios



**Letterprint Publications Pvt. Ltd.**



# Our Valuable Clients



# Get in Touch



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## Website

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Mumbai - 400 059

## Working Hours

9.00 AM to 6.00 PM We are closed on  
Alternate Saturdays and All Sundays