

Security Printing Rules, 2025

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In exercise of the powers conferred by Section 44 of the Security Printing Act, 2024, Government of Nepal has framed the following Rules.

1. **Short Title and Commencement:** (1) These Rules may be called "Security Printing Rules, 2025".

(2) These Rules shall come into force immediately.

2. **Definitions:** Unless the subject or context otherwise requires, in these Rules, -

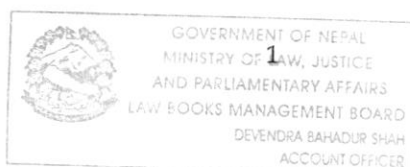
(a) "Act" means the Security Printing Act, 2024.

(b) "Fund" means the Fund referred to in Section 15 of the Act.

3. **Request for Security Printing:** (1) Pursuant to Section 10 of the Act, a government agency shall make a written request to the Centre specifying the quantity of security printing required and the technical specifications necessary for such printing, including the technology, materials, symbols, design, cost, quality, and the time within which the materials are required to be made available.

(2) Upon receiving a request pursuant to Sub-rule (1), the Executive Director shall make the necessary arrangements for printing the security printing materials as requested by the government agency.

4. **Selection of Technology, Materials, and Security Features to be Used in Security Printing:** (1) For the purposes of sub-section (1) of Section 12 of the Act, the Executive Director shall, on the basis of the request, quantity, and technical specifications received from the government agency pursuant to Rule 3, prepare or cause to be prepared a report



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identifying and analyzing the possible options for the technology, security printing materials, and symbols to be used in the security printing.

(2) For the purposes of sub-rule (1), the Executive Director may constitute a Technical Committee, with representation from the concerned government agency, to identify the possible options for the technology, security printing materials, and symbols to be used in security printing.

(3) Where a Technical Committee has been constituted pursuant to sub-rule (2), the Committee shall, in preparing the details of the alternative technologies, materials, and security features for security printing, consult with the government agency requesting the security printing and prepare such details by mutual agreement. The Technical Committee shall submit the details so prepared to the Executive Director.

(4) On the basis of the details, including the options identified pursuant to sub-rule (1) or (2), the Executive Director shall submit the matter to the Board of Directors for the necessary decision.

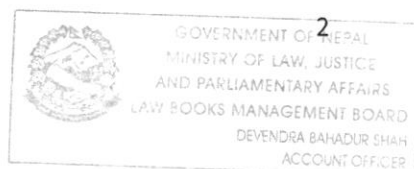
(5) On the basis of the details submitted pursuant to sub-rule (4), the Board of Directors shall select the appropriate option and decide to carry out the security printing accordingly.

(6) A sample of the security printed material prepared using the technology, materials, and symbols selected pursuant to this Rule shall be provided to the government agency requesting the security printing.

(7) If such agency provides its approval for the security printing in accordance with the sample provided pursuant to sub-rule (6), the Centre shall carry out the security printing accordingly.



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5. Prior Approval Required for Importation: (1) Pursuant to Section 26 of the Act, before importing the following sensitive machinery, equipment, materials and press related materials used in security printing, the Centre shall obtain prior approval from the Ministry through the Board of Directors:

- (a) presses, machinery, machines, or equipment; and
- (b) presses, machinery, machines, or equipment incorporating modern technology to replace the presses, machinery, machines, or equipment available at the Centre.

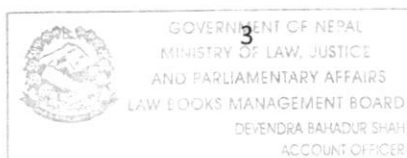
(2) Notwithstanding anything contained in sub-rule (1), it shall not be mandatory to obtain the prior approval of the Ministry for the importation of machinery and equipment used for post-printing operations, such as finishing, cutting, stamping, and binding, or for the importation of raw materials required for the Centre's production activities, including ink, dye, plates, and paper containing watermarks or security threads.

(3) Where it is necessary to import materials to be used for security printing pursuant to sub-rule (1), the Executive Director shall submit the following details to the Board of Directors for the purpose of obtaining prior approval:

- (a) The necessity and justification for the import;
- (b) details of the security printing materials required for security printing that are not available in Nepal;
- (c) a cost-benefit analysis of the materials proposed to be imported for use in security printing, along with an assessment of their impact on service delivery;
- (d) the estimated cost of the materials proposed to be imported for use in security printing and the source of funding for such expenditure;




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- (e) measures to ensure security and confidentiality in the importation process, and
- (f) the procedure to be followed for the importation.

(4) If, on the basis of the particulars submitted pursuant to sub-rule (3), the proposed importation of the materials to be used for security printing is found to be appropriate, the Board of Directors shall submit the proposal to the Ministry, together with its recommendation, for prior approval to import the materials referred to in sub-rule (1).

(5) On the basis of the recommendation made by the Board of Directors pursuant to sub-rule (4), the Ministry may grant prior approval in the format set out in the Schedule.

(6) Upon obtaining prior approval pursuant to sub-rule (5), the Centre may, after making the necessary security arrangements, import the security printing materials required for security printing.

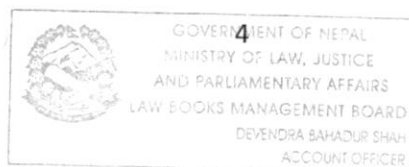
6. Security Arrangements for Security Printing Materials: (1) The Centre shall, in coordination with the relevant agency of the Government of Nepal, make arrangements for a high level of security for the external and internal security of the raw materials required for security printing, the Centre's printing facility, the production site, the production process, and the completed security printed materials.

(2) Other arrangements relating to security under sub-rule (1) shall be as determined by the Board of Directors.

7. Security Printing Agreement and Its Terms: (1) Pursuant to Section 11 of the Act, the government agency requesting the security printing and the Centre shall enter into an agreement by mutual consent for the purpose of printing and supplying the security printing materials.



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(2) Depending on the nature of the security printed materials, the agreement referred to in sub-rule (1) may include the following terms and conditions:

- (a) the names and addresses of the parties to the agreement and the contact persons responsible for its implementation;
- (b) the name of the security printed material;
- (c) the technology, materials, and symbols to be used for the security printing;
- (d) matters relating to the design, cost, and quality;
- (e) the quantity of the security printed materials and the procedure for their delivery;
- (f) measures to ensure confidentiality and security;
- (g) the procedure for payment of the amount payable for the security printing;
- (h) the time for supply and provisions relating to extension of time;
- (i) provisions for the settlement of disputes by mutual agreement; and
- (j) any other necessary matters.

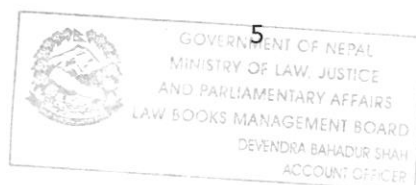
8. **Participation in Bidding**: (1) Pursuant to clause (c) of Section 5 of the Act, the Centre may participate, either independently or through a joint venture, in national and international tenders invited by government, semi-government, or private sector entities.

(2) In participating in national and international tenders pursuant to sub-rule (1), the Centre shall ensure that such participation does not adversely affect the security printing work requested by government agencies.

9. **Carrying Out Other Printing Works**: The Centre may, with the prior approval of the Board of Directors, undertake other printing works for government or non-government agencies or institutions, provided that such works do not interfere with the security printing of citizenship certificates, national identity cards, passports, banknotes, excise stickers, and driving licenses.

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10. Operation of the Centre's Fund: (1) The amount of the Fund shall be deposited in an account opened with a Class "A" commercial bank licensed under the prevailing law relating to banks and financial institutions, as designated by the Board of Directors.

(2) The account referred to in sub-rule (1) shall be operated under the joint signatures of the Executive Director and the Head of the Centre's Financial Administration Division.

11. Accounts and Audit of the Fund: (1) Pursuant to Section 16 of the Act, the Centre shall maintain and operate its accounts in accordance with the accounting system prescribed by the Office of the Financial Comptroller General for public entities operating outside the budgetary system.

(2) The internal audit of the Fund shall be conducted, in accordance with the prevailing law, by an auditor appointed by the Board of Directors from among the registered auditors.

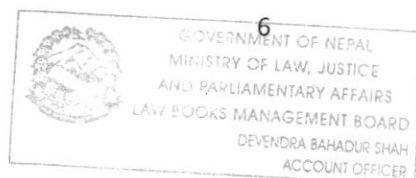
(3) An internal audit shall not be conducted by the same individual, company, or firm for more than three consecutive financial years when conducting an internal audit pursuant to sub-rule (2).

(4) The internal audit shall be conducted on a quarterly basis, with a report submitted accordingly, in order to examine whether the income and expenditure of the Fund have been incurred in accordance with the approved budget of the Centre, to promptly rectify any errors or irregularities, and to keep the accounting system regular and up to date.

(5) The internal auditor shall submit the internal audit report to the Chairperson within one month after the completion of each four-month period.

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(6) The Centre shall take action to address and resolve the observations and audit remarks made by the internal auditor within one month of their submission.

12. Appointment of Employees, Terms and Conditions of Service, Remuneration, and

Other Benefits: (1) For the purpose of approving the staffing positions pursuant to subsection (1) of Section 25 of the Act, the Centre shall conduct an organization and management survey based on the programmes to be implemented by the Centre and its workload, and shall submit the survey report to the Ministry.

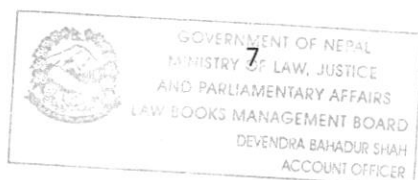
(2) The selection, appointment, remuneration, benefits, and terms and conditions of service of the employees of the Centre shall be governed by the Centre's Employee Administration Regulations.

13. Matters to be Included in the Annual Report: (1) In preparing the annual report, the Centre shall, in addition to the details referred to in Section 17 of the Act, include the following details:

- (a) details of the Centre's annual plan, including its policies, programmes, and budget;
- (b) a summary of the decisions made by the Board of Directors;
- (c) an accurate account of the Centre's physical resources and assets;
- (d) where assistance has been received from a foreign government or an international organization pursuant to Section 43 of the Act, details thereof;
- (e) details of the employees serving at the Centre;
- (f) details of any industry established by the Centre pursuant to Section 37 of the Act;
- (g) details of the work carried out by the Centre through participation in national and international tenders for the provision of security printing services;
- (h) details of the security printed materials produced by the Centre;
- (i) details of other printing works carried out by the Centre in addition to security printing;



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- (j) details of any security printing materials requested to be printed by the Centre but which the Centre was unable to print, together with the reasons therefor;
- (k) where security printed materials were printed in excess of the quantity requested and destroyed pursuant to sub-section (2) of Section 30 of the Act, details thereof;
- (l) the Centre's future plans, the problems and challenges encountered by the Centre, the measures taken for improvement, and the measures to be adopted; and
- (m) details of any recommendations relating to security printing made by the Centre to the Government of Nepal or any other agency.

(2) Notwithstanding anything contained in sub-rule (1), no matter the disclosure of which is prohibited under Section 31 of the Act on the grounds of confidentiality shall be included in the annual report.

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Schedule

Related to sub-rule (3) of Rule 4)

Prior Approval for Importation

Approval No.: _____

1. Name of the material to be imported:
2. Specifications of the material to be imported:
3. Estimated details of the importation:
 - (a) Date:
 - (b) Time:
 - (c) Quantity:
4. Period for which the approval shall remain valid:
5. Other conditions:

Official Seal

Official granting approval:

Signature:

Name:

Designation:

Date:

Branch:



Aug 28, 2016

