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भारत सरकार

आवासन और शहरी कार्य मंत्रालय

मुद्रण निदेशालय, नई दिल्ली,

भारत सरकार मुद्रणालय

1, टेम्पल स्ट्रीट, कोलकाता-700072

Government of India

Ministry of Housing & Urban Affairs

Directorate of Printing, New Delhi

Government of India Press

1, Temple Street, Kolkata-700072

No. Fc.265/RTI/22-23/Vol-V/301

Date : 22/05/2023

OFFICE MEMORANDUM

Sub: - Proactive disclosure under RTI Act 2005.

Ref: - H.Q. Email dated 01May, 2023 .

In regard to subject under reference, the desired information is as follows:-

Sl.No	Request	Reply
1.	Right to information Act 2005 pertain to Government of India press.	During the last financial year 2022-23, 13 RTI via online and 3 RTI through offline has been received by this office.
2.	The details of Question Received in DoP under RTI Act 2005.	15 RTI (13 RTI Online & 2 RTI Offline) received in GIP, Temple Street Kolkata-72 under RTI act, 2005.
3.	Land available with the press.	Copy of CPWD (Civil) on Land available with the press is enclosed for information.
4.	Pensioner's Record.	Pensioner Records w.e.f. 1 st January 2018 to till date.
5.	Material Pursuant to section 4(i) (b) of the RTI Act 2005.	Reply Annexed.
6.	Recruitment Rules Grade A Gazetted Non-Ministrial.	Related to H.Q. Office.
7.	Recruitment Rules Grade B Gazetted.	
8.	Reservation/ Roster, Register for the Post of MTS in DoP.	
9.	Order of Laizson Officer for SCs, STs and person with disabilities.	
10.	Gazette Notification.	

Yours faithfully,

(N. K. Dey)

CPIO/Officer-in-charge

To

The Assistant Director (A-III)

Directorate of Printing,

'B' Wing, Nirman Bhawan,

New Delhi-110011.

Annexure

5. Guidelines for following information comes under RTI Act, section 4(l) (b):-

1.	Brief description of task assigned to officials of Govt. of India temple street.	Enclosure is attached herewith (page No. 1 to 7)
2.	Allocation of work among all section of GIP Temple Street.	
3.	Organization chart of GIPTS.	Organisation chart will be provided after finalisation of sanctioned strength by Directorate of Printing
4.	Directory of its officers and employees.	Seniority list as on 01/05/2023 is attached herewith (page No. 8 to 13).
5.	Recruitment rule for group C including MTS (industrial and non-industrial)	Recruitment Rules for Group C (including MTS) employees is under the control of H.Q. Office, New Delhi
6.	Monthly remuneration received by each officers and employees as on date	Enclosure is attached herewith (page No. 14 to 19)
7.	Budget grant for financial year 2022-23	Enclosure is attached herewith (page No. 20 to 23)



(N. K. Dey)
CPIO/Officer-in- charge

Calculation of Area for Govt. Press and Form Stores based on Field Data

New Building Front:- $1/4 \times (41.17 + 44.25 + 48.00 + 55.33) \times 1/3 (121.92 + 19.17 + 5.75)$	= 2039.75 sqft ✓
New Building Area(Part):- $208 \times (121.92 + 19.17 + 5.75)$	= 30505.28 sqft ✓
Building with Canteen:- $508 \times (208 - 80)$	= 6400.00 sqft
Canteen (Back side) :- $(5.75 + 106.42 + 20) \times 30.00$	= 3965.10 sqft
Managers Building :- $(5.75 + 106.42) \times (158.58 + 10.13) - 30.00$	= 18924.20 sqft
Form Store Building(Front) :- $1/2 \times (76.50 + 66.17) \times 93.17$ $1/3 \times (52.00 + 44.00 + 37.50) \times 125.00$ (43.00×37.00)	= 6646.28 sqft
	= 5562.50 sqft
Form Store building(Back side) :- $(43.00 + 125.00 + 93.17) \times 3.00$	= 1591.00 sqft
	= 216.17 sqft
Form Store Building :- 226.75×100.04 43.00×100.25	= 22684.07 sqft
	= 4310.75 sqft
	1,02,845.70 sqft

$$\frac{1,02,845.70}{720.00} = 142.84 \text{ Cottah (approx.)}$$

$$\frac{142.84}{20.00} = 7.14 \text{ Bigha (approx.)}$$


 14/12/20

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Report Date : 08/05/2023 11:54 AM

**Ministry of Housing and Urban Affairs
Directorate of Printing
GOVT.OF INDIA PRESS,CALCUTTA.**

Total No. of Retired Person(s): 222

S.No	Name (Designation)	Date of Retirement / Birth	PPO
1	Mr. Swapan Kumar Chakraborty DRIVER (H/V)	31/01/2018 ----- 11/01/1958	428051800211
2	Ms. Felani Murmu HEAD CLERK (Jr.)	31/01/2018 ----- 04/01/1958	428051800167
3	Ms. Arati Karar U.D.CLERK	31/01/2018 ----- 15/01/1958	428051800224
4	Mr. Paritosh Biswas U.D. CLERK	31/01/2018 ----- 08/01/1958	428051800202
5	Mr. Hossein Mondal U.D. CLERK	31/03/2018 ----- 20/03/1958	428051800354
6	Mr. Swapan Kumar Mazumder DUFTRY (MTS)	31/03/2018 ----- 17/03/1958	428051800347
7	Mr. Subhas Chandra Saha LABOURER	31/03/2018 ----- 08/03/1958	428051800376
8	Mr. Kshudiram Santra HEAD CLERK (Jr.)	30/04/2018 ----- 26/04/1958	428051800381
9	Mr. Basudeb Roy L.D.C.	30/04/2018 ----- 24/04/1958	428051800398
10	Mr. Ram Chandra Gond Offset Machine Man	28/02/2017 ----- 05/02/1957	428051700214
11	Mr. Gouri Sankar Sardar Assistant Binder	31/03/2017 ----- 14/03/1957	428051700221
12	Mr. Santanu Indra Head Clerk (Jr)	28/02/2018 ----- 01/03/1958	428051800277
13	Mr. Arup Kumar Ballav U.D.C.	31/08/2017 ----- 26/08/1957	428051700722
14	Mr. Debidas Bhattacharyya U.D.C.	30/11/2017 ----- 16/11/1957	428051700955
15	Mr. Kunal Acharya Chaudhury U.D.C.	30/09/2017 ----- 28/09/1957	428051700779
16	Mr. Subash Chandra Bandha D.T.P. Operator	30/04/2018 ----- 09/04/1958	428051800400
17	Mr. Shyamal Biswas Assistant Manager (Admn.)	28/02/2018 ----- 15/02/1958	428051800246
18	Mr. Prabir Kumar Dey Duftry (MTS)	30/06/2018 ----- 10/06/1958	428051800491

19	Mr. Arun Kumar Basu HEAD CLERK (Jr.)	31/07/2018 ----- 06/07/1958	428051800596
20	Mr. Dilip Pramanik Duftry (MTS)	31/07/2018 ----- 27/07/1958	428051800608
21	Mr. Narayan Das HEAD CLERK (Jr.)	31/08/2018 ----- 02/08/1958	428051800707
22	Mr. Arabinda Karar UDC (CASH)	31/08/2018 ----- 25/08/1958	428051800686
23	Ms. Niva Hazra Safai Karmachari	31/08/2018 ----- 15/08/1958	428051800716
24	Mr. Dudhnath Farash (MTS)	30/09/2018 ----- 08/09/1958	428051800873
25	Mr. Prabir Kumar Samajdar DUFTRY (MTS)	30/09/2018 ----- 01/10/1958	428051800772
26	Mr. Amal Kumar Das U. D. Clerk	31/10/2018 ----- 22/10/1958	428051800921
27	Mr. Swapan Kumar Saha Duftry (MTS)	31/10/2018 ----- 11/10/1958	428051800895
28	Mr. Manohar Rabidas Duftry (MTS)	31/10/2018 ----- 05/10/1958	428051800909
29	Mr. Prabir Kumar Gupta Duftry (MTS)	30/11/2018 ----- 10/11/1958	428051800970
30	Mr. Biplab Kumar Nag Duftry (MTS)	30/11/2018 ----- 27/11/1958	428051801010
31	Mr. Sk Haroon Bearer (Deptt. Canteen)	30/11/2018 ----- 12/11/1958	428051801003
32	Mr. Debasish Guhathakurta Upper Division Clerk	30/11/2018 ----- 22/11/1958	428051800992
33	Mr. Radhanath Das Machine Attendant (Offset)	30/11/2018 ----- 09/11/1958	428051801047
34	Mr. Swapan Kumar Mukherjee Duftry (MTS)	31/12/2018 ----- 28/12/1958	428051801054
35	Mr. Kalidas Ghosh Duftry (MTS)	31/12/2018 ----- 06/12/1958	428051801098
36	Mr. Debapriya Mitra Head Clerk (Jr.)	31/12/2018 ----- 14/12/1958	428051801102
37	Mr. Raktim Nag U. D. Clerk	31/12/2018 ----- 29/12/1958	428051801081
38	Mr. Subodh Chandra Hatui Head Clerk (Sr.)	31/12/2018 ----- 16/12/1958	428051801111
39	Mr. Bisanendu Mondal U. D. Clerk	31/01/2019 ----- 06/01/1959	428051900025

40	Utpal Biswas Durwan (MTS)	31/01/2019 ----- 04/01/1959	428051900047
41	Mr. Uday Sankar Singh Farash (MTS)	31/01/2019 ----- 02/01/1959	428051900081
42	Mr. Narendra Jena Offset Machine Man	31/01/2018 ----- 05/01/1958	428051800190
43	Mr. Ashok Chatterjee Duftry (MTS)	28/02/2019 ----- 18/02/1959	428051900180
44	Mr. Motilal Shaw Store Receiver (MTS)	28/02/2019 ----- 12/02/1959	428051900199
45	Mr. Parimal Banerjee Lower Division Clerk	31/03/2019 ----- 25/03/1959	428051900256
46	Mr. Utpal Dutta U. D. Clerk	31/03/2019 ----- 24/03/1959	428051900319
47	Mr. Ratan Chandra Das Binder	31/08/2018 ----- 05/08/1958	428051800664
48	Mr. Kali Charan Hela Safaiwala (MTS)	31/05/2018 ----- 02/05/1958	428051800479
49	Mr. Kartick Mondal Binder	31/08/2018 ----- 16/08/1958	428051800693
50	Mr. Sachinandan Majhi Machine Man (Offset)	30/09/2018 ----- 04/09/1958	428051800817
51	Mr. Tapan Kumar Pramanick Duftry (MTS)	31/05/2019 ----- 04/05/1959	428051900465
52	Mr. Shib Chandra Das Attendant Offset	30/06/2018 ----- 02/06/1958	428051800549
53	Mr. Layak Singh Balmiki Duftry (MTS)	31/05/2019 ----- 10/05/1959	428051900382
54	Mr. Tapash Kanti Ghosh Accountant	30/09/2018 ----- 20/09/1958	428051800806
55	Mr. Biswanath Chowdhury Binder	31/12/2018 ----- 08/12/1958	428051801212
56	Mr. Babul Dutta Machine Attendant Offset	31/03/2019 ----- 04/03/1959	428051900234
57	Mr. Biswanath Sardar Machine Man	31/03/2019 ----- 04/03/1959	428051900245
58	Mr. Bijoy Krishna Roy Technical Officer	31/03/2019 ----- 03/03/1959	428051900267
59	Mr. Debabrata Chakraborty Assistant Binder	31/08/2019 ----- 10/08/1959	428051900641
60	Ms. Dulali Das Upper Division Clerk	31/05/2019 ----- 09/05/1959	428051900360

61	Mr. Gopal Chandra Das Cook	31/05/2019 ----- 05/05/1959	428051900375
62	Mr. Goutam Kumar Bakshi Assistant Plate Maker	31/08/2019 ----- 20/08/1959	428051900650
63	Mr. Kenaram Das Upper Division Clerk	31/05/2019 ----- 01/06/1959	428051900443
64	Mr. Mohammed Ayub Offset Machine Attendant	30/04/2019 ----- 07/04/1959	428051900331
65	Mr. Mohan Kumar Paul Upper Division Clerk	31/05/2019 ----- 24/05/1959	428051900397
66	Mr. Natabar Bhuinya Halwai-cum-cook	30/04/2019 ----- 12/04/1959	428051900348
67	Mr. Prasanta Chandra Machineman	31/12/2018 ----- 24/12/1958	428051801201
68	Mr. Prabir Kumar Das Machineman (Offset)	31/01/2019 ----- 02/01/1959	428051900146
69	Mr. Ranjit Bhattacharjee Machine Attendant Offset	31/05/2019 ----- 03/05/1959	428051900436
70	Mr. Swapan Bhattacharjee Binder	31/05/2019 ----- 09/05/1959	428051900458
71	Mr. Sukdev Dutta Attendant(Offset)	31/01/2019 ----- 02/01/1959	428051900102
72	Mr. Sababuddin Khan Binder	28/02/2019 ----- 13/02/1959	428051900201
73	Mr. Sanjib Sur D T P Operator	31/03/2019 ----- 28/03/1959	428051900290
74	Mr. Subhash Chandra Chowdhury Mechanic	31/05/2019 ----- 31/05/1959	428051900421
75	Mr. Swapan Kumar Chowdhury Canteen Clerk	31/12/2018 ----- 01/01/1959	428051801076
76	Mr. Swapan Kumar Goswami Assistant Plate Maker	31/12/2018 ----- 03/12/1958	428051801133
77	Mr. Sujit Kumar Ghosh Machine Man	31/12/2018 ----- 01/01/1959	428051801177
78	Mr. Sankar Kumar Roy Machine Man (Offset)	31/01/2019 ----- 21/01/1959	428051900111
79	Mr. Sambhu Nath Ghosh Binder	31/12/2018 ----- 01/01/1959	428051801168
80	Mr. Tapan Kumar Das Offset Machine Attendant	28/02/2019 ----- 03/02/1959	428051900177
81	Mr. Uday Sankar Saha Section Holder (Binding)	31/12/2018 ----- 29/12/1958	428051801223

82	Mr. Ajoy Kumar Das Canteen Attendant	31/01/2019 ----- 16/01/1959	428051900076
83	Mr. Alope Kumar Das Copy Holder	31/01/2019 ----- 09/01/1959	428051900010
84	Mr. Arup Kumar Nandy Machineman	31/12/2018 ----- 01/01/1959	428051801124
85	Mr. Sunil Chandra Ghosh Multi Tasking Staff (Non Ind)	30/09/2019 ----- 15/09/1959	428051900663
86	Mr. Susanta Kumar Das Multi Tasking Staff (Non Ind)	30/09/2019 ----- 09/09/1959	428051900672
87	Mr. Ajit Kumar Shome Upper Division Clerk	30/09/2019 ----- 20/09/1959	428051900896
88	Mr. Dilip Kumar Basak Multi Tasking Staff (Non Ind)	31/10/2019 ----- 07/10/1959	428051900737
89	Mr. Jayanta Kumar Patra Offset Machine Man	31/10/2019 ----- 02/10/1959	428051900957
90	Mr. Niranjan Gayen Canteen Clerk	31/10/2019 ----- 02/10/1959	428051900771
91	Mr. Partha Banerjee Binder	31/10/2019 ----- 01/11/1959	428051900764
92	Mr. Subir Kumar Barua Counter Clerk	31/10/2019 ----- 22/10/1959	428051900720
93	Mr. Surendra Bhagat Multi Tasking Staff (Non Ind)	30/11/2019 ----- 19/11/1959	428051900849
94	Mr. Sibnath Moitra Head Clerk (Junior)	30/11/2019 ----- 09/11/1959	428051900861
95	Mr. Shyamal Roy Multi Tasking Staff (Non Ind)	30/11/2019 ----- 05/11/1959	428051900805
96	Mr. Soumendra Nath Bag Binder	30/11/2019 ----- 27/11/1959	428051900874
97	Mr. Biswajit Samanta Upper Division Clerk	30/11/2019 ----- 09/11/1959	428051900913
98	Mr. Dilip Kumar Roy D T P Operator	30/11/2019 ----- 01/12/1959	428051900818
99	Mr. Hiranmay Mandal Head Clerk (Junior)	31/12/2019 ----- 15/12/1959	428051900944
100	Mr. Kashi Nath Das Upper Division Clerk	31/12/2019 ----- 18/12/1959	428051900935
101	Mr. Kajal Kumar Bhattacharjee Offset Machine Man	31/12/2019 ----- 16/12/1959	428052000225
102	Mr. Kishan Lal Kanojia Upper Division Clerk	31/12/2019 ----- 08/12/1959	428051900922

103	Mr. Pulak Kumar Sadhukhan Multi Tasking Staff (Non Ind)	31/12/2019 ----- 16/12/1959	428051900900
104	Mr. Sibatosh Das Sarma Assistant Manager (Admin)	31/12/2019 ----- 15/12/1959	428051900966
105	Mr. Arun Kumar Sinha Upper Division Clerk	31/12/2019 ----- 17/12/1959	428052000018
106	Mr. Arup Kumar Ganguly Head Clerk (Junior)	31/01/2020 ----- 08/01/1960	428052000100
107	Mr. Dipankar Pal Offset Machine Attendant	31/01/2020 ----- 24/01/1960	428052000191
108	Mr. Gobinda Nag Multi Tasking Staff (Non Ind)	31/01/2020 ----- 02/01/1960	428052000061
109	Mr. Gautam Sarkar Upper Division Clerk	31/01/2020 ----- 06/01/1960	428052000113
110	Mr. Hari Ghosh Upper Division Clerk	31/01/2020 ----- 06/01/1960	428052000122
111	Mr. Manoj Kumar Ghosh Upper Division Clerk	31/01/2020 ----- 21/01/1960	428052000083
112	Mr. Tapash Kumar Shome Sikdar Upper Division Clerk	31/01/2020 ----- 24/01/1960	428052000232
113	Mr. Uday Sankar Das Upper Division Clerk	31/01/2020 ----- 09/01/1960	428052000052
114	Ms. Sajeda Khatoon Head Clerk (Junior)	31/01/2020 ----- 06/01/1960	428052000188
115	Mr. Santanu Mukherjee Upper Division Clerk	31/01/2020 ----- 04/01/1960	428052000144
116	Mr. Subrata Mukherjee Offset Machine Man	31/01/2020 ----- 06/01/1960	428052000311
117	Mr. Sajal Mukherjee Binder	29/02/2020 ----- 09/02/1960	428052000210
118	Mr. Susanta Kumar Das Duftry-MTS (Non Ind.)	29/02/2020 ----- 25/02/1960	428052000157
119	Mr. Charan Saren Assistant Binder	29/02/2020 ----- 10/02/1960	428052000333
120	Mr. Jitendra Nath Cook	31/03/2020 ----- 02/03/1960	428052000166
121	Mr. Achintya Chatterjee Upper Division Clerk	31/03/2020 ----- 10/03/1960	428052000247
122	Mr. Dhruva Chand Paik Section Holder	31/03/2020 ----- 15/03/1960	428052000302
123	Mr. Aswini Kumar Naskar Upper Division Clerk	30/04/2020 ----- 09/04/1960	428052000179

124	Mr. Goutam Kumar Das Offset Machine Man	30/04/2020 ----- 09/04/1960	428052000368
125	Ms. Keya Dey Multi Tasking Staff (Non Ind)	30/04/2020 ----- 03/04/1960	428052000276
126	Mr. Shyamal Kumar Rakshit Multi Tasking Staff (Non Ind)	30/04/2020 ----- 10/04/1960	428052000281
127	Mr. Udayan Sengupta Upper Division Clerk	30/04/2020 ----- 06/04/1960	428052000269
128	Mr. Uttam Kumar Saha Upper Division Clerk	31/01/2020 ----- 20/01/1960	428052000096
129	Mr. Satya Ranjan Das Upper Division Clerk	30/06/2020 ----- 15/06/1960	428052000355
130	Mr. Madhu Sudan Dutta Reader	30/06/2020 ----- 01/07/1960	428052000298
131	Mr. Ashok Chettri Binder	31/07/2020 ----- 25/07/1960	428052000478
132	Mr. Goutam Basak Upper Division Clerk	31/08/2020 ----- 08/08/1960	428052000399
133	Mr. Kedar Nath Rabidas Assistant Binder	31/08/2020 ----- 23/08/1960	428052000456
134	Mr. Swapan Kumar Bag Assistant Binder	31/12/2019 ----- 15/12/1959	428052000030
135	Mr. Bikram Kumar Satapathy Binder	31/08/2020 ----- 23/08/1960	428052000445
136	Mr. Niranjan Mohapatra Upper Division Clerk	31/08/2020 ----- 30/08/1960	428052100136
137	Ms. Piali Banerjee Upper Division Clerk	30/09/2019 ----- 28/09/1959	428051900883
138	Mr. Ashok Sadhu Multi Tasking Staff (Non Ind)	30/09/2020 ----- 11/09/1960	428052000423
139	Mr. Animesh Kumar Biswas Attendant Offset	31/10/2020 ----- 02/10/1960	428052100051
140	Mr. Ashoke Kumar Das Platemaker (Offset)	31/10/2020 ----- 01/11/1960	428052100040
141	Mr. Somaru Gond Multi Tasking Staff (Non Ind)	30/11/2020 ----- 03/11/1960	428052000504
142	Mr. Amiya Kumar Das Multi Tasking Staff (Non Ind)	30/11/2020 ----- 05/11/1960	428052000560
143	Mr. Rash Behari Dey Upper Division Clerk	30/11/2020 ----- 07/11/1960	428052100231
144	Mr. Arup Das Assistant Binder	31/12/2020 ----- 20/12/1960	428052100334

145	Mr. Pradip Kumar Pathak Multi Tasking Staff (Non Ind)	31/12/2020 ----- 15/12/1960	428052000582
146	Ms. Alpana Roy Head Computer	31/01/2021 ----- 03/01/1961	428052100084
147	Mr. Bimalendu Sarkar Upper Division Clerk	31/01/2021 ----- 04/01/1961	428052100073
148	Ms. Manidipa Chowdhury Upper Division Clerk	31/01/2021 ----- 03/01/1961	428052100017
149	Mr. Madhusudan Saha Sardar Multi Tasking Staff (Non Ind)	31/01/2021 ----- 20/01/1961	428052100028
150	Mr. Sukumar Chatterjee Upper Division Clerk	28/02/2021 ----- 16/02/1961	428052100192
151	Mr. Biswanath Dutta Canteen Attendant	28/02/2021 ----- 08/02/1961	428052100158
152	Mr. Biswanath Maity Canteen Attendant	28/02/2021 ----- 10/02/1961	428052100248
153	Mr. Sadhan Kumar Ray Canteen Attendant	30/11/2020 ----- 20/11/1960	428052000531
154	Mr. Bablu Dutta Multi Tasking Staff (Non Ind)	31/03/2021 ----- 13/03/1961	428052100170
155	Mr. Hari Narayan Saha Multi Tasking Staff (Non Ind)	31/03/2021 ----- 19/03/1961	428052100260
156	Mr. Radha Raman Gayen Binder	31/03/2021 ----- 03/03/1961	428052100499
157	Mr. Tapan Das Foreman	31/03/2021 ----- 18/03/1961	428052100301
158	Mr. Sri Moni Mohan Chakraborty LOWER DIVISION CLERK	31/12/1978 ----- 01/01/1921	428057800286
159	Mr. Subrata Ganguly Attendant Offset	30/04/2021 ----- 26/04/1961	428052200218
160	Mr. Dilip Munda Multi Tasking Staff (Non Ind)	30/04/2021 ----- 03/04/1961	428052100282
161	Mr. Bejoy Kumar Mahato Binder	30/04/2021 ----- 05/04/1961	428052100446
162	Krishna ASSISTANT BINDER	30/06/1995 ----- 01/07/1935	428059501275
163	Mr. Amal Kumar Mitra COMPOSITOR GRADE I	31/01/1995 ----- 01/02/1935	428059402091
164	Mr. Dilip Kumar Roy Ex Asstt. Binder	31/12/1996 ----- 01/01/1937	428059602176
165	Mr. Tarapada Das Ex Bindry Asstt.	30/11/1987 ----- 16/11/1927	428058700460

166	Sukumar Bose Ex BINDRY ASSTT.	31/01/1991 ----- 06/01/1931	428059002095
167	Mr. Ram Nandan Singh Labour	31/05/2021 ----- 03/05/1961	428052100356
168	Mr. Narayan Dutta Assistant Halwai-Cum-Cook	31/05/2021 ----- 15/05/1961	428052100378
169	Mr. Subir Kumar Paul Head Clerk (Junior)	31/05/2021 ----- 17/05/1961	428052100323
170	Mr. Sri Srinibash Dhal MACHINEMAN GR.III	30/04/1984 ----- 11/04/1924	428058400737
171	Mr. Mani Kumar Rasaily MACHINE MAN	31/12/2003 ----- 01/01/1944	428050302866
172	Ms. Aparna Majumder Head Clerk (Junior)	30/06/2021 ----- 26/06/1961	428052100411
173	Mr. Avijit Saha Head Clerk (Junior)	30/06/2021 ----- 28/06/1961	428052100390
174	Mr. Anup Kumar Mukherjee Binder	30/06/2021 ----- 27/06/1961	428052100424
175	Mr. Basudeb Paul Multi Tasking Staff (Non Ind)	30/06/2021 ----- 27/06/1961	428052100402
176	Mr. Joy Kumar Chandra Mechanical	31/07/2021 ----- 05/07/1961	428052100468
177	Mr. Haradhan Chakraborty Upper Division Clerk	31/08/2021 ----- 10/08/1961	428052100480
178	Mr. Shyamal Kumar Chowdhury Binder	30/09/2021 ----- 10/09/1961	428052100688
179	Mr. Nirmalya Nathak Head Clerk (Sr.)	31/10/2021 ----- 18/10/1961	428052100598
180	Mr. Prasanta Kumar Hansda Head Clerk (Group C)	31/10/2021 ----- 11/10/1961	428052100644
181	Shri Anil Kumar Paul Machineman	30/04/1993 ----- 20/04/1933	428059300522
182	Ms. Arati Bakshi Upper Division Clerk	30/11/2021 ----- 01/12/1961	428052100666
183	Mr. Goutam Manna Multi Tasking Staff (Non Ind)	30/11/2021 ----- 14/11/1961	428052100679
184	Mr. Debnath Shri Radha Shyam Foreman	28/02/1993 ----- 09/02/1935	428059300184
185	Mr. Late Anil Kumar Mukherjee Machineman Gr.II	31/03/1981 ----- 27/03/1923	428058300381
186	Ms. Bijaya Sahoo Nurse	31/12/2021 ----- 01/01/1962	428052200029

187	Mr. Sunil Kumar Ghosh Binder	31/12/2021 ----- 31/12/1961	428052200050
188	Mr. Sh Satya Narayan Kar Ex Composer	30/09/1989 ----- 15/09/1929	428058900954
189	Mr. Biswanath Das Multi Tasking Staff (Non Ind)	31/01/2022 ----- 06/01/1962	428052200072
190	Mr. Rajesh Routh Multi Tasking Staff (Non Ind)	31/01/2022 ----- 04/01/1962	428052200038
191	Mr. Sukumar Bhowmick Head Clerk (Junior)	31/01/2022 ----- 03/01/1962	428052200016
192	Mr. Samir Ghosh Upper Division Clerk	31/01/2022 ----- 11/01/1962	428052200137
193	Mr. Sahadeb Roy Canteen Clerk	31/01/2022 ----- 05/01/1962	428052200120
194	Mr. Sadhan Kumar Mazumdar Offset Machine Man	31/01/2022 ----- 27/01/1962	428052200249
195	Ms. Uma Nag Multi Tasking Staff (Non Ind)	28/02/2022 ----- 02/02/1962	428052200108
196	Mr. Jagannath Mazumdar Section Holder	28/02/2022 ----- 10/02/1962	428052200085
197	Mr. Mithai Lal Hela Multi Tasking Staff (Non Ind)	28/02/2022 ----- 15/02/1962	428052200164
198	Mr. Tarak Debnath Canteen Attendant	28/02/2022 ----- 01/03/1962	428052200142
199	Mr. Ashok Kumar Nayak Offset Machine Man	31/03/2022 ----- 05/03/1962	428052200205
200	Mr. Chandan Roy Upper Division Clerk	31/03/2022 ----- 17/03/1962	428052200159
201	Mr. Sushil Nandi Multi Tasking Staff (Non Ind)	31/03/2022 ----- 11/03/1962	428052200171
202	Mr. Sanat Hembrom Head Clerk (Jr.)	31/05/2022 ----- 01/06/1962	428052200261
203	Mr. Chhoto Lal Hansda Head Clerk (Sr.)	31/05/2022 ----- 16/05/1962	428052200296
204	Mr. Jaydeb Das Assistant Halwai-Cum-Cook	30/04/2022 ----- 04/04/1962	428052200186
205	Ms: Krishna Surai Foreman	30/04/2022 ----- 22/04/1962	428052200252
206	Mr. Sujit Saha Head Clerk (Junior)	31/05/2022 ----- 10/05/1962	428052200283
207	Mr. Biman Chandra Dey Head Computer	30/06/2022 ----- 20/06/1962	428052200357

208	Mr. Dipankar Barua Foreman	31/07/2022 ----- 18/07/1962	428052200366
209	Mr. Swapan Kumar Roy Head Clerk (Sr.)	31/07/2022 ----- 08/07/1962	428052200379
210	Ms. Minati Bhowmick Foreman	31/08/2022 ----- 07/08/1962	428052200403
211	Mr. Kalyan Kumar Barat Offset Machine Man	30/09/2022 ----- 08/09/1962	428052300020
212	Mr. Madan Manna Asstt. Halwai-Cum-Cook	31/10/2022 ----- 06/10/1962	428052200410
213	Mr. Arjuna Behera Binder	31/07/2022 ----- 04/07/1962	428052300150
214	Mr. Banshidhar Nayak Assistant Binder	30/04/2022 ----- 14/04/1962	428052200391
215	Mr. Ujjwal Kumar Seal Upper Division Clerk	30/11/2022 ----- 16/11/1962	428052200481
216	Mr. Arabinda Sarkar Machine Attendant Offset	31/12/2022 ----- 28/12/1962	428052200454
217	Mr. Gautam Kumar Mukherjee Assistant Plate Maker	31/12/2022 ----- 07/12/1962	428052200469
218	Mr. Dilip Kumar Hazra Offset Plate Maker	31/01/2023 ----- 04/01/1963	428052300059
219	Mr. Lingaraj Dash Assistant Binder	31/01/2023 ----- 12/01/1963	428052300042
220	Mr. Nadeem Ahmed Stenographer Grade III	31/03/2023 ----- 13/03/1963	428052300129
221	Mr. Prasanta Maity Accountant	28/02/2023 ----- 23/02/1963	428052300093
222	Mr. Arunava Dey Mallick Upper Division Clerk	30/04/2023 ----- 02/04/1963	428052300141

OFFICERS

(1) Manager: The duties and powers of the Manager are given below: (1) He is incharge of the entire Press. (2) He exercises all financial and administrative powers subject to limitations as laid down in the rules. (3) He is responsible for policy co-ordination and planning. (4) He is the Chairman of the D.P.C., D.S.C. and makes appointments and promotions in consultation with the committee. (5) He passes orders on regular leave application for supervisory staff both on clerical and Industrial sides of the Press. (6) He is responsible for general security of the press and ensures the provisions of adequate safeguards against losses, thefts, fraud, misappropriation and other irregularities. Any loopholes/defects existing therein are being taken up by him with the local authorities for necessary remedial action.

(2) Press Medical Officer: He is a Group 'A' Officer. His services are required as per provisions of Factories Act, 1948. He is the head of Press Dispensary and is responsible to extend proper medical treatment to the Press employees and their family members. He is assisted by Para-Medical staff, viz., Nurse, Pharmacist, Orderly, etc. The medicines required for Press Dispensary are being indented by him annually and on the basis of that the medicines are being drawn from Govt. medical store depot at Chennai and medicines essentially required but not available with the depot are obtained through other sources.

(3) Assistant Labour Welfare Commissioner: His service is required in the Press as per the provision of section 49 of Factories Act, 1948. Here, he is responsible for looking after the welfare of the workers and negotiate with the press management to settle any dispute and thereby ensures cordial and harmonious relations between the workers and the management.

(4) Deputy Manager/ Assistant Managers (Technical): Their duties are shown below: (1) They are responsible for economical and expeditious production in the Press. (2) They are responsible for ensuring security in production branches. (3) They sanction all leave to industrial staff upto the workers level. (4) They correspond directly with indentors on technical matters. (5) They acquaint themselves with relevant portions of all Acts affecting the Press and its workers. (6) They see that machinery and fittings are maintained in a state of highest efficiency. (7) They are responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished. (8) They are members of DPC/DSC. (9) They are authorized to effect inter branch transfer of labourers in the interest of work.

(5) Assistant Manager (Administration): He assists the Manager in day-to-day disposal of administrative/accounts matters. He is the branch officer for all the administrative and accounts sections. His other functions are as under:- (1) He is responsible for all aspects in respect of all administrative matters besides pay, allowances etc., by virtue of being 'Head of Office'. (2) He gets accounts reconciled with Pay and Accounts Office and makes all correspondence with them. He looks after estate matters and acts as the Estate Officer for allotment of Press pool accommodation and other related matters. (3) He sanctions leave of office staff. (4) All service books and leave accounts are kept under his custody. (5) He also functions as store officer and DDO. (6) He makes correspondence with Press Medical Officer, CPWD and does all other correspondences of office side. (7) He will conduct all other miscellaneous correspondence etc. with other offices. (8) He will process vigorously all pension cases. (9) The above powers are subject to the condition that he will be working directly under the Manager and will take his orders on all important questions that may arise, in day today administration. He functions as member of DPC/DSC and recruitment board of the Press. He conducts frequent surprise inspections of stores and cash Branches in his charge and record the result in an inspection book kept for the purpose.

(6) **Technical Officer:** He is responsible for quality and quantity of the work of the press. He will ensure to turn out the work as economical as possible. He will see that all men receive a fair share of long run and other advantageous work. He will continuously perambulate the machine room and examine the work while printing. He will frequently inspect the machine and see that they are in a clean and good condition. He will see that the motors are stopped when the machines are idling and lights and fans in the branch are put off when not required. He will maintain production records of each machine. He is also responsible for quality and quantity of work in Photo Litho Wing and will carry out checking of outturns of the operators.

NON-INDUSTRIAL STAFF

(7) **Accountant:** He holds the Supervisory charge of accounts and establishment sections. He is responsible for the general administration and efficiency of the clerical establishment of the sections and seeing that the prescribed routine regarding the accounts question is strictly observed. He will ensure that all accounts and establishment matters are disposed off strictly in accordance with standing orders. He will maintain a complete set of all the forms authorized for use in the various branches and see that no alteration or addition is made to them except under the orders of the Manager, who obtains the approval of the Directorate of Printing, New Delhi, if necessary.

(8) **Head Clerk (Senior)/(Junior):** Head Clerk (Senior)/(Junior) is responsible for the general supervision of clerical branches and Sections under his charge. The Head Clerk (Senior)/(Junior) should see - That all letters and indents received or duly registered and Passed on to the branches or sections concerned, and when finally dealt with are properly recorded. That all work ready for despatch is properly packed and duly sent out by the prescribed mode and all work vouchers are duly receipted and returned for production when required. That file copies of all such work are carefully maintained. That all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out; and That all letters and indents received by post are opened in the presence of the Head of the Press and will be passed on to the receiver concerned through the Asstt. Manager (Admn.). That all letters issued are intelligently and briefly registered and office copies preserved.

(9) **Head Computer:** He is responsible to prepare Managerial Control Return for every month in time to show the percentage of production achieved against the assessed capacity of machines, loss of production on account of various factors both controllable and uncontrollable for levels which he has to compile time sheets of operative hands expeditiously in this Press.

(10) **Upper Division Clerk:** U.D.C. is a Non-Industrial Group 'C' Post. Upper Division Clerk generally deals with letter, telegrams and other correspondences. On receipt of such correspondences he prepares case & puts up the relevant files with notes and drafts to section in charge and gets it approved from Competent Authority. He obtains instructions from Asstt. Manager (Admn.) He puts up Drafts relating to technical aspects to the officers of Technical side. He is responsible for prompt issue of letters, telegrams faxes etc. He maintains all records and he overhaul the record section every year to destroy older register/records under order of the Manager to make room for new records.

(11) **Upper Division Clerk (Cash):** Upper Division Clerk (Cash) in Govt. of India Press generally performs the duties of Cashier. He is personally responsible for all Cash transactions in Press. He is also the custodian of all valuables of the Press. He is particularly responsible for - Custody of all money/Cheques/Drafts received in Office. Disbursement of Cash/Cheques to the Press employees/proper person. Remittance of Cash/Cheques in Bank/Treasury/Pay Accounts Office. He sends third party Cheques/Drafts by post. He maintains Cash Book, Subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances, Security Deposit Register etc. He attends Banks personally on every occasion when money has to be withdrawn or deposited. He maintains Imprest accounts and recoups as soon as the voucher is rendered by the concerned Official/Officer. He keeps Saving Bank Pass Book in his safe custody. He reports all developments to the Assistant Manager (Admn.). He gets the Cash Book, Subsidiary Cash Books, Remittance Register and other

Registers pertaining to the Cash Disbursement and remittance checked and signed. He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts Office for payment. He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and Payments Rules and Hand Book of Govt. of India Presses.

(12) Stenographer Grade III: The main duties and responsibilities of Stenographer are to take dictation from the Officers. He maintains records pertaining to Personnel Section and he keeps confidential reports and confidential papers of all employees of the Press in his custody and does the correspondences relating thereto. He assists the concerned Officer in recording the proceeding of any meeting/inquiry, maintaining utmost secrecy the work demands.

(13) Lower Division Clerk: He is a Group 'C' Non-Industrial Employee of the Press. His primary duty is to maintain registers and records and to do the duties in administrative sections of the Press. Some L.D.Cs are also posted in the Factory side where the services of clerks are required. Besides, he does the typing work. Most of the LDCs are also awarded 1st and 2nd ACP and accordingly they are dealing with file work and submission of drafts for approval. He works under Head Clerks and Accountants and is responsible for proper maintenance of records, accurate typing and other clerical jobs, the section in which he works demands and adhere to all rules and regulations in order to ensure proper and timely disposal of work in the administrative side.

(14) Assistant Caretaker: He deals with all questions pertaining to the upkeep of Press Building including repairs, sanitation, fire protection etc. He is responsible for opening and closing of the Press premises in all shifts, besides proper care and cleanliness of the Shop Floor and Office and furniture. Watch & Ward staff, sanitary staff and Farash work under the control and supervision of Caretaker. He is also responsible for the safe custody of materials issued to Sanitation Section. Since his service is essentially required in the Press round the clock in the interest of safety and security, he makes himself available to take care of the situations that warrant his presence in the Press.

(15) Nurse: She will assist Doctor in administrating injections and other required work in dispensary.

(16) Pharmacist: He works in Press Dispensary directly under the control of Medical Officer. He maintains relevant records pertaining to patients, medicines and medical equipment/apparatus available at the disposal of the Dispensary. He gives medicines to the patients as per prescription of Chief Medical Officer.

(17) General Store Keeper: The General Store Keeper is the custodian of Stores and personally responsible for the care of all general stores and stationery stores whilst in stock and for all receipts and issues correctly. He is also responsible to place requirements of stores for procurement through Head Clerk. On receipt of stores he is to get the material inspected. On completion of inspection, he makes entries in Stock Book, bin card and pass the bill for arrangement of payment. He is to maintain bin card for every item held in the stock besides the stock books. He is to ensure proper storage. He is to maintain proper record /accounts of stores and follow the prescribed rules of GFR, Receipt & Payment Rules and Press Hand Book. He is to supply figures to the superior authority in regard to issue of stores on the basis of past actual and anticipated positions. He arranges all store items conveniently to get the store physically verified every year. He is also responsible for reconciliation of stores and prepare balance sheet of stores. He will remain responsible for any sort of excess or deficit in store. He is also responsible for the disposal of waste held in the stock of the Press like waste paper, salvage paper and reel core, following the provisions made in the Press Hand Book.

(18) Chowkidar (M.T.S): He should be alert all the time so as to protect the Press from any kind of theft. His duties are as under :- To man the gate or the post. To keep a sharp look out for any unauthorized activities of any persons at gate or nearby areas. He will challenge such situations. To check all personnel seeking admission to the Press and demand the Identity Card. Not to allow any stores to pass out through the gate without proper authentication, besides not to allow any employee of the Press to go out of the Press without valid pass-out. To carry out search of vehicles and

personnel when ordered for the search. To see that no prohibited articles are brought inside the Press and no Government servant takes any Govt. property outside unauthorisedly. To take round, of the Press premises during Night and on holidays to ensure security of the Press. To comply with all legitimate and bonafide orders/ instruction issued by the Time Keeper/Head Clerk.

(19) Daftry(M.T.S) : He maintains all records of the Office. He is required to enter all the important files/records etc. in a register and produce the same whenever required on the instruction of his section in-charge.

(20) Peon(M.T.S): His main duty is to carry the files and documents safely from one section to another and then to officer and vice-versa as per the instruction of the section in-charge. He also attends all other jobs as are assigned to him by the section in-charge or the Officers as the case may be, for the smooth functioning of the Office/Establishment.

(21) Farash(M.T.S): He will report to the Office some time earlier than the normal opening time of the Office and open the Office and do the dusting whenever required to ensure neatness and tidiness in the Office. Likewise, at the close of the Office he does the closing of all the rooms and windows in the Office after properly putting off the switches of fans and lights and other appliances/gadgets. During office hours he attends the Offices/Sections on the order of his supervisor and does the job that are assigned to him by the Officer/Sections for the smooth functioning of Office/Establishment.

(22) Safaiwala (M.T.S): He does the cleaning/sweeping of the Office/Press premises, toilets, lavatories and lawns as per instructions of the Caretaker on daily basis to ensure proper cleanliness of the Factory/Office and its premises.

(23) Counter Clerk : He is responsible for issuing coupons for eatables prepared in canteen etc. He will keep the account and also the account for the store in process.

(24) Canteen Attendant: He is responsible for suppling eatables and keeping the canteen tidy.

INDUSTRIAL EMPLOYEES:

(1) Cameraman: Each process camera will be operated by the Cameraman. He is responsible for operating the Camera/Contact printer and other accessories for the reproduction of line halftone, colour separation work etc for the originals, negatives, positives, etc given to him. Besides this, he will also be responsible for the general cleanliness and upkeep of the machines/equipments. Upkeep of the Camera will be preserved and kept separately to avoid damages. The lens of the Camera will be cleaned daily. The Camera Operator will expose the film for all the jobs allotted to him and ensures correct exposure, developing and finishing work. He will also ensure that the colour separation negatives are reproduced correctly. He will maintain records of the consumption of the film. He will also ensure that the chemicals are neatly kept in the bottles and put in the levels the dishes are cleaned. He will ensure economic use of materials and safe keep of the cyanides and other chemicals. At the end of the shift he will be required to submit the daily work docket of the work done during the day to the Technical Officer/ Assistant Manager (Technical), whosoever will be the in-charge of the section.

(2) Dark Room Assistant: The duties of Dark Room Assistant are to assist the Cameraman in the Dark Room in the development/exposure of film. 9

(3) Artist Retoucher and Assistant Artist Retoucher: These are Group 'C' Industrial category posts. They are responsible to improve the quality of halftone of negative on positives by retouching work. They are also responsible to improve quality of the colour separation negative/positive besides format making and colour positive pasting in proper format after they receive negatives/positives from

camera section. They mark the format denoting the cut mark as centre pins etc. They are answerable to Technical Officer/Assistant Manager (Technical).

(4) Offset Plate Maker/Assistant Plate Maker: Plate Maker will be responsible for the Plate Making work. He will immediately report the defects noticed in the equipment to the Technical Officer. A separate register will be maintained for the consumption of the plates. He will also maintain the daily out-turn in a register for the job of the plates prepared. He will ensure that the plates prepared are of good standard. He will also fill up the log book which will give the instructions for the preparation of the plates to the night shift operator. The night shift Plate Maker will also fill up the log book of the work done during the shift. At the end of the shift, the plate maker will submit the work done during the day in the form of work docket to the Technical Officer of the section. He will also ensure that the plates are sent to the machine section whenever required. He ensures that plates prepared are of good standard and under no circumstances defective plates are sent to printing section.

(5) Head Reader :—The Head Reader is In charge of, and exercises general supervision over the Reading Section. He attends to copy editing also. He is responsible for the efficiency of the section and sees that the readers and revisers are given work in proportion to their pay as far as possible. He should attend to clean sheets, solve queries, sign all outturn sheets of readers and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the Section concerned. He also reads proofs when time permits. He is also responsible for the general good conduct of the section and sees that proofs containing too many corrections and subsequent proofs carrying same mistakes are immediately reported to Assistant Manager Technical and Manager for disciplinary action against the operator or compositor concerned.

(6) Reader: Proof Reading is duly allotted in this Press to "Readers" to detect all errors, to mark them on proofs by certain long established symbols, and to query all doubtful passages or words. To read proofs efficiently the Reader must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations. He should also have a thorough knowledge of the signs and marks used in proof correcting [see method of marking of proofs below paragraph 180 in the Hand Book of Govt. of India Presses (Seventh Edition)] and should make his corrections clearly and neatly to avoid confusing the operator/compositors. He should cultivate a quick perception and retentive memory and should check the folios, signature and margins in imposed Press reading proofs.

(7) Copy Holder: Each Reader is given an assistant known as Copy Holder, whose duty is to read the "copy" aloud to his Reader. A Copy Holder must be able to decipher bad or defective manuscript easily.

(8) Offset Machineman: Each machine operator will be required to work on a single colour or double colour perfecting machine irrespective of the size of the machine. He will check up the set of the Board, inking units and he will check up the pressure roller. He will ensure that the machines are neat and clean. He will also ensure that the inking rollers are cleaned at the end of the shift. He will see that plates mounted on the machine are 10 properly fixed and make ready is done within time. He will also ensure that the paper kept in the feed board is properly trimmed and the feeding tables are properly set. He will ensure efficient running of the machine to avoid break down. He will guide his staff properly and in the absence of Machine Attendant, he will take the list of the jobs and show the clean sheet to the Technical Officer before printing.

(9) Offset Machine Assistant: The following duties will be performed by the Assistant Machine Operator: He will set the Feeder. He will set the feeding table with printing paper; He will set the delivery board; He will check the attendants working on the machine, clean the machine and ensure its proper upkeep. He will ensure that proper damping solution is put in the machine during the machine run, he will stand on the side of the feeder. He will also ensure that the machines are maintained properly. He will fix the new banks in the machine. He will also periodically check that

the ink and water are properly fed in the machine. In the absence of the machine operator, he will be required to operate the machine independently.

(10) Offset Machine Attendant: The Attendants in the machine section will clean the inking and damping rollers. He will bring the paper from the paper cutting machine. He will put the paper for printing on the feed board. He will fix plates on the machine. He will stand on the delivery board and see that the printed sheets are not mis-registered. He will also see that inking and damping are proper and no succumbing is recorded. He will also ensure that excess water is not falling on the printed sheet. Such excess water sucking etc should be immediately brought to the notice of Assistant Machine Operator/Machine Operator. The Attendant will be required to clean the printed plates and store them properly. He will put the printed sheet on the plates to identify the job. He will oil and grease the machine every day.

(11) Foreman (Bindery): The Bindery Foreman is responsible for making all practical arrangements for economical and expeditious binding of all work sent to him. He shall distribute work to the operatives equitably. He is responsible for the proper maintenance of all registers of Bindery Section. He shall also keep ready the list of petty plants, tools and other dead stock articles in the prescribed manner. He shall exercise general supervision on the working of all staff under him and maintain complete record of production. On receipt of work from the Technical Officer, the Foreman shall make every practical arrangement to get the work executed in the shortest time possible. The work shall first be entered by him in the Bindery Register. The entries in the Bindery Register shall show the date of receipt, binding order No., from whom received, description of work, nature of binding, size, number of pages in each number of books or/and copies, date wanted etc.

(12) Section Holder (Bindery): The duty of the Section Holder/Time Checker (Binding) is to generally assist the Bindery Foreman in every respect. He should keep a correct record of all jobs in the Bindery Branch and maintain their progress. All correspondence with departments and replies to reminders should be carefully dealt with by him in consultation with the Bindery Foreman. He should maintain a Log Book for the different groups entrusted with the jobs. He is personally held responsible for the general supervision over the work of the different sections viz., Envelope, Counter, Ruling section, Die Stamping Section, Stitching Section, Folding Section and Numbering Section etc. All cases of Binding orders with regard to the old books and registers should be carefully prepared by him. He should prepare the binding order of the Envelope and D.O note papers according to department's instructions. In case of the casual absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

(13) Binder: Binders undertake all kinds of binding work, eg. Leather and board. He is also required to operate guillotine cutting machines, cut papers to size as required and trim finished books in their respective sizes. He is personally responsible for the condition of his machines and for its proper oiling and cleaning. The number of copies in each bundle is to be written outside. The Dispatcher will count the copies on receipt and bring to notice at once any shortage or excess. After initialling the vouchers, the Dispatcher will be responsible for any discrepancy. The Work Docket must be sent to the Dispatcher with the first batch of copies, this is most important.

(14) Assistant Binder: He should be acquainted with the process of all kinds of normal binding work and should be responsible for operation like counting, folding, gathering, stitching/sewing, numbering, covering and all other similar activities required for Binding and finishing both manual and by machine. He should also be responsible for operations like knocking, pasting, binding and bundling and numbering under the Bindery Forman's instructions. The Bindery Assistant should be able to handle all simple machines used in the bindery e.g. Cutting, stitching, perforating, eyeletting, punching, numbering machines etc.

(15) Head Mechanic: The Head Mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the the direct orders of the Asstt. Manager (Technical) and will undertake repairs to machinery etc. in the various branches only on a requisition

signed by the Assistant Manager (Technical). He will report to him in any case, in which, in his opinion, a machine has been put out of order by the negligence of the operative. He will personally inspect all the machineries throughout the press at least once a week and submit to the Manager a written report of the result of his inspection, reporting at the same time instances of neglect on the part of the operatives concerned. The whole cost of the branch has to be charged over the productive branches of the press, so that it is essential that the time of the mechanics and the materials consumed should be carefully noted against the branches requiring their services. The Head Mechanic will maintain a Register of Orders giving details of work, cost of labour and materials. He will keep an up-to-date account of roller stocks and also submit a weekly report of the Machines of various sections to the Manager showing the condition of each machine, period of stoppage etc as per proforma appearing under Para 197 of Hand Book of Govt. of India Presses -7 th Edition. 12 (17)

(16)Mechanic/Assistant Mechanic: The Mechanics and Assistant Mechanics erect and repair the printing machines both Letter Press & Offset and also binding machinery, and other auxiliary machinery shafting etc., test the weighing machines, sharpen cutting machine knives, oil shafting, beadings and do any other mechanical work. They dismantle machines also. No order for mechanical work or repair may be undertaken without a requisition duly signed by the Assistant Manager (Technical). Each Mechanic will submit daily a docket showing how his time has been occupied during the day. The daily docket will be dispatched by the Head Mechanic to the general storekeeper to note thereon the cost of materials issued, and then to the account section for the purpose of debiting the cost against the branch concerned.

(17) DTP Operator :He is responsible for operating Key Board for English and Devnagari/Regional Language, as the case may be. He is responsible for operating the Key Board for errors free composing. He has to submit daily docket to Tech. Officer for Composing work. He is responsible to produce a minimum out turn of 8000 ens in English and 7500 ens in Hindi per hour. He also operates system console, Line printer and Laser printer. He requires to report to Technical Officer/AMT/Dy. Manager whosoever is the In-charge, regarding out turn and defects, if any. Further he sees make up of the pages and paginate them inside system or it requires outside the system also.

(18) Electrician: He attends all sorts of repair/maintenance work and installation of all electrical equipments installed in the press. He works under the Head Mechanic and report to him the defects, progress of repairs etc.

(19) Wireman: He assists the Electrician in all repairs and installation works.

(20) Carpenter: He carries out repairs of office furniture and prepares printing wooden materials and attends packing work. He does carpentering job on getting the requisition signed by Assistant Manager (Tech.) and Manager.

(21) Driver (Light & Heavy Vehicle): The Driver is required to drive the vehicle whenever he is asked to do so on the written order of the competent authority for official work. He is to ensure that the vehicle in his charge is cleaned daily and kept ready for work at the time required each day. He is to maintain log book for vehicle properly. He is to ensure that no unauthorized persons travel in it or are allowed to drive the vehicle. He will indent on Mechanical Section for all types of oil, grease etc. that are required to keep the vehicle in good working condition.

(22) Labourer: He is a Group 'D' industrial employee at lowest level hand in shop floor. He does supply paper and other materials in Machine Section, does packing, loading and unloading of printed materials, cleaning of machines and all other manual labour required in connection with production and upkeep of machines. They are engaged for miscellaneous work. As per 6th CPC, all erstwhile Gr. 'D' employees have been upgraded to the level of Gr. 'C' w. e. f. 1.1.2006

Government of India Press
1, Temple Street, Kolkata-700072
List of employees (Category wise) as on 01.05.2023

Sl.No.	Name of the post	Sanctioned Pay Level	No. of Post on roll	Sl. No.	Name of the employees	Category	Date of Initial Appointment	Present Post Date	Date of confirmation	Date of joining at GIPPS	Date of Birth	Date of Retirement	Remarks
1	CMO(SAG)	L-10	1	1	Dr. Satyabrata Konar	-	15.03.93	15.03.13	15.03.95	15.03.04	25.07.64	31.07.29	
2	ALWC @ Asstt Manager(Tech)/ Dye. Manager	L-10	1	2	Ravi Shanker Kumar	OBC	30.12.14	24.12.18	-	21.01.22	20.02.84	29.02.44	
3	Manager	L-07	3	3	N.K. Dey	-	15.03.94	30.03.09	-	04.9.20	2.10.63	31.10.23	
				4	A. K. Singh Biswas	-	25.01.94	09.03.09	-	13.09.18	14.08.67	31.08.27	
				5	S.N. Garal	OBC	27.12.10	03.08.15	27.12.12	22.03.22	01.01.77	31.12.36	
4	Technical Officer	L-07	8	6	Pravin Prakash Palaskar	OBC	25.01.11	25.01.11	25.01.13	23.08.22	25.02.78	28.02.38	
				7	Rakesh Sukul	-	29.12.10	29.12.10	28.12.12	12.09.18	02.06.80	30.06.40	
				8	Vivekananda Gouda	-	08.12.10	08.12.10	07.12.12	19.07.21	02.02.84	28.02.44	
				9	Rabi Makal	SC	10.03.92	24.05.11	10.03.94	14.09.18	05.08.65	31.08.75	
				10	Asit Halder	SC	19.06.14	19.06.14	19.06.16	18.08.22	05.01.82	31.01.42	
				11	Sankalita Dasgupta	-	17.06.14	17.06.14	17.06.16	17.06.14	19.09.83	30.09.43	
				12	Satyajit Adak	-	20.05.14	20.05.14	20.05.16	13.03.20	18.10.86	31.10.46	
				13	Sudip Munda	ST	25.06.14	25.06.14	25.06.16	12.08.22	09.02.83	28.02.43	
5	Accountant	L-06	1	14	Braj Bhushan Jha	-	31.07.06	30.12.16	09.01.14	14.11.22	09.01.69	31.01.29	
6	Head Clerk (Sr.)	L-06	1	15	Kheharan Hansda	ST	21.12.94	27.04.22	28.08.97	14.09.18	01.10.68	30.09.28	
7	Head Clerk (Jr.)	L-06	7	16	Debasish Mullick	-	01.03.88	03.03.22	01.03.90	18.12.17	27.09.65	30.09.25	
				17	Prosanta Mondal	SC	10.09.93	03.03.22	01.10.96	18.12.17	26.02.67	28.02.27	
				18	Sumit Kumar	ST	09.08.91	27.04.22	09.11.94	25.09.95	02.07.70	31.07.30	
				19	Chandra Karmakar	-	14.09.93	27.04.22	01.10.96	18.12.17	12.11.69	30.11.29	
				20	Bibhas Bhauwick	-	05.05.95	27.04.22	29.07.97	05.05.95	16.12.68	31.12.28	
				21	Swarup Kr. Das	-	15.05.95	01.06.22	29.07.97	15.05.95	01.01.69	31.12.28	
				22	Pue Mukherjee	-	18.05.95	01.06.22	29.07.97	18.05.95	15.06.71	30.06.31	
8	Head Computer	L-06	2	23	Kalidas Hembram	ST	09.08.94	27.04.22	08.01.99	18.12.17	09.01.67	31.01.27	
				24	Badal Ch. Mondal	SC	12.05.95	04.07.22	29.07.97	12.05.95	07.03.73	31.03.33	
9	Stenographer-GR.II	L-05	1	25	Samaresh Das	SC	20.12.94	14.08.07	28.08.97	13.09.18	09.10.67	31.10.27	
10	Stenographer-GR.III	L-04	1	26	Debasish Mukherjee	-	10.04.95	28.04.99	29.07.97	05.06.95	02.12.68	31.12.28	
11	Pharmacist	L-05	3	27	Dipankar Mahi	-	07.05.93	07.05.93	02.08.99	14.09.18	15.08.71	31.08.31	
				28	Soubir Pradhan	-	03.03.94	03.03.94	09.01.97	03.03.94	07.06.68	30.06.28	
				29	Vijay Kr. Vishwakarma	-	05.03.08	05.03.08	29.11.10	13.09.18	15.10.82	31.10.42	
12	Nurse	L-06	1	30	Soma Chatterjee	-	06.03.08	06.03.08	29.11.10	14.09.18	11.12.81	31.12.41	
13	Upper Division Clerk	L-04	47	31	Suvendu Mondal	SC	12.06.85	01.11.93	12.06.87	18.12.17	15.12.63	31.12.23	

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					75	Birendra Kumar	OBC	01.02.12	03.03.22	01.02.14	13.09.18	01.02.83	31.01.43
					76	Pankaj Kumar	OBC	12.10.12	03.03.22	06.10.16	11.05.17	20.06.83	30.06.43
					77	Monoj Munshi	-	05.03.08	03.03.22	29.11.10	13.09.18	12.01.81	31.01.41
14	Lower Division Clerk	L-02	2	78	Tannoy Neogi	-	21.12.18	21.12.18	21.12.20	21.12.18	22.06.83	30.06.43	
					79	Samir Kumar Manna	-	26.03.08	27.04.22	29.11.10	13.09.18	24.11.82	30.11.42
15	Multi Tasking Staff	L-01	20	80	Sanjay Heila	SC	17.04.90	17.04.90	18.06.96	18.12.17	10.01.68	31.01.28	
					81	Ajoy Hazra	SC	11.12.91	11.12.91	18.06.96	18.12.17	03.10.64	31.10.24
					82	Judhisitra Gochhayat	SC	04.02.92	04.02.92	09.11.94	19.07.21	01.05.67	30.04.27
					83	Sikha Das	-	19.11.80	01.03.93	19.11.83	22.12.17	17.08.63	31.08.23
					84	Bablu Hazra	SC	18.10.93	18.10.93	09.01.97	18.10.93	10.08.69	31.08.29
					85	Bimal Saren	ST	01.06.94	01.06.94	01.06.96	18.12.17	31.12.66	31.12.26
					86	Sambhu Balmiki	SC	09.06.95	09.06.95	08.01.99	18.12.17	03.01.66	31.01.26
					87	Bandhu Rawat	SC	05.10.95	05.10.95	23.11.98	13.09.18	01.07.76	30.06.36
					88	Sukanta Ghosh	OBC	29.03.01	29.03.01	08.05.03	18.12.17	09.04.73	30.04.33
					89	Alpana Chowdhury	-	06.11.96	01.01.02	14.08.07	14.09.18	24.07.66	31.07.26
					90	Prosenita Mondal	SC	20.04.90	03.04.02	18.06.96	18.12.17	16.11.63	30.11.23
					91	Tapas Kr. Das	SC	14.12.94	01.04.05	08.01.99	18.12.17	11.12.70	31.12.30
					92	Naba Kr. Das	SC	08.11.94	8.11.06	08.11.96	18.12.17	12.04.68	30.04.28
					93	Sankar Roy	-	13.08.82	15.05.06	01.08.85	18.12.17	06.05.63	31.05.23
					94	Padma Roy	-	01.11.90	25.04.08	19.02.99	14.09.18	01.12.66	30.11.26
					95	Amita Kumar Biswas	-	09.08.99	02.11.09	09.08.01	13.09.18	14.10.63	31.10.23
					96	Gunjan Kr. Paswan	SC	20.10.14	20.10.14	31.08.17	20.10.14	02.01.91	31.01.51
					97	Ankana Saha	-	01.01.15	01.01.15	31.08.17	01.01.15	29.08.89	31.08.49
					98	Sabuj Kr. Tikader	SC	01.09.14	01.09.14	31.08.17	01.09.14	08.09.83	30.09.43
					99	Prabhat Kr. Ranjan	SC	28.08.14	28.08.14	31.08.17	28.08.14	17.09.86	30.09.46
16	Wash Boy/Cant. Attendant	L-01	5	100	Budhadev Dey	-	29.08.85	29.08.85	19.02.99	13.09.18	01.12.63	30.11.23	
					101	Kalipada Sarkar	-	29.08.85	29.08.85	19.02.99	14.09.18	02.06.65	30.06.25
					102	Padmohan Bhartiya	-	29.08.85	29.08.85	22.10.98	22.07.21	11.06.65	30.06.25
					103	Sunil Dirghangi	-	29.08.85	29.08.85	14.08.07	14.09.18	19.01.66	31.01.26
					104	Swapan Kr. Ghosh	-	01.08.89	01.08.89	19.02.99	14.09.18	03.01.70	31.01.30
17	Asstt. Plate Maker	L-2	1	105	Ashis Paria	-	16.07.13	16.07.13	29.08.16	03.01.23	29.12.80	31.12.40	
18	Head Reader	L-06	2	106	Akhil Bandhu Das	SC	12.12.94	19.11.12	28.08.97	14.09.18	10.10.65	31.10.25	
					107	Mrital Kanit Majhi	-	12.12.94	20.12.13	28.08.97	14.09.18	12.04.70	30.04.30
19	Reader	L-04	3	108	Dilip Hansda	ST	11.07.95	06.04.11	28.08.97	14.09.18	12.01.74	31.01.34	
					109	Sajal Chakraborty	-	11.07.95	06.04.11	28.08.97	14.09.18	16.01.70	31.01.30
					110	Amit Kumar Dey	-	11.07.95	12.05.11	28.08.97	14.09.18	21.12.72	31.12.32
20	Copy Holder	L-2	1	111	Pabitra Kumar Sahoo	OBC	19.06.98	19.06.98	19.06.98	19.07.21	12.02.74	28.02.34	
21	Asst. Artist Retoucher	L-6	1	112	Kamsala Ramakrishna	-	21.12.94	21.12.94	21.12.94	19.07.21	22.05.66	31.05.26	

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22	D.T.P. Operator	L-06	3	113	Bhijoy Kumar Das	-	14.12.94	21.04.08	14.12.96	14.09.18	14.11.69	30.11.29
				114	Bhaskar Halder	SC	10.07.95	21.04.08	10.07.97	14.09.18	13.02.68	28.02.28
				115	Partha S. Chakraborty	-	10.07.95	21.04.08	10.07.97	14.09.18	01.05.68	30.04.28
23	M/c Man Offset	L-06	8	116	Mahamanda Mondal	SC	10.07.95	20.06.08	10.11.77	14.09.18	07.07.65	31.07.25
				117	Jayantia Naskar	SC	11.07.95	20.06.08	24.09.66	14.09.18	06.02.66	28.02.26
				118	Kalyan Talukder	-	11.07.95	20.06.08	04.01.68	14.09.18	05.01.68	31.01.28
				119	Bivas Ghosh	-	14.09.94	03.03.22	15.01.70	14.09.18	01.06.69	31.05.29
				120	Rishi Kanta Sardar	SC	04.11.94	03.03.22	17.07.70	14.09.18	11.09.67	30.09.27
				121	Monjoy Kumar Das	-	14.09.94	03.03.22	23.08.71	14.09.18	28.09.70	30.09.30
				122	Joseph Kujur	ST	07.07.94	27.04.22	11.08.70	14.09.18	11.03.71	31.03.31
				123	Biral Kumar Mondal	SC	28.04.95	27.04.22	31.12.68	14.09.18	26.03.65	31.03.25
24	M/c Assitt. Offset	L-04	4	124	Avijit Das	SC	27.02.08	27.02.08	22.07.66	01.03.17	10.11.77	30.11.37
				125	Ahindra Nath Naskar	SC	28.04.95	27.04.22	13.06.72	14.09.18	24.09.66	30.09.26
				126	Janardan Karji	SC	28.04.95	27.04.22	25.01.67	14.09.18	04.01.68	31.01.28
				127	Sujit Kumar Paul	-	28.04.95	27.04.22	06.02.69	14.09.18	15.01.70	31.01.30
25	M/c Attendant Offset	L-02	9	128	Biswanath Mal	-	28.04.95	13.08.07	01.02.75	14.09.18	17.07.70	31.07.30
				129	Gour Dutta	-	28.04.95	13.08.07	25.12.63	14.09.18	23.08.71	31.08.31
				130	Lakshman Adhikary	-	15.06.95	13.08.07	19.02.99	14.09.18	11.08.70	31.08.30
				131	Jayantia Kr. Naskar	SC	10.07.95	20.06.08	10.07.97	14.09.18	31.12.68	31.12.28
				132	Subhas Ch. Ghosh	-	23.05.01	01.10.09	07.09.07	23.05.01	22.07.66	31.07.26
				133	Tshering Namgyal	ST	01.11.91	20.01.12	07.03.96	14.09.18	13.06.72	30.06.32
				134	Subir Kr. Das	-	21.09.93	03.03.22	01.10.96	18.12.17	25.01.67	31.01.27
				135	Pijush Ganguly	-	25.04.94	27.04.22	01.05.97	18.12.17	06.02.69	28.02.29
				136	Ram Chandra Biswas	SC	24.07.00	27.04.22	08.05.03	18.12.17	01.02.75	31.01.35
				137	Arumoy Karraj	-	19.08.85	18.08.08	08.11.89	14.09.18	25.12.63	31.12.23
26	Attendant Offset	L-02	1	138	Sandhya Dey	SC	04.05.95	02.05.22	29.07.97	04.05.95	02.01.73	31.01.33
27	Foreman (Binding)	L-06	1	139	Sukumar Das II.	SC	28.09.94	20.02.17	16.02.98	14.09.18	10.08.66	31.08.26
28	Section Holder (Binding)	L-05	7	140	Tarak Nath Marick	-	04.05.95	31.08.17	29.07.97	04.05.95	15.08.68	31.08.28
				141	Samiran Maity	-	04.05.95	06.04.22	29.07.97	04.05.95	02.04.70	30.04.30
				142	Subhasish Das	SC	04.05.95	27.04.22	29.07.97	04.05.95	05.03.66	31.03.26
				143	Netal Ch. Mondal	SC	04.05.95	27.04.22	29.07.97	04.05.95	02.11.65	30.11.25
				144	Shibani Sen	-	04.05.95	27.04.22	29.07.97	04.05.95	29.04.71	30.04.31
				145	Somnath Sardar	SC	05.05.95	02.05.22	29.07.97	05.05.95	30.06.67	30.06.27
29	Binder	L-04	71	146	Subhanakar Ghosh	-	04.05.94	13.08.07	16.02.98	14.09.18	11.01.68	31.01.28
				147	Dipak Ghosh	-	28.09.94	13.08.07	16.02.98	14.09.18	01.06.68	31.05.28
				148	Prosenjit Dutta	-	28.09.94	13.08.07	16.02.98	14.09.18	01.10.68	30.09.28
				149	Susanta Debnath	-	28.12.94	13.08.07	16.02.98	14.09.18	02.01.69	31.01.29
				150	Tapas Barua	ST	27.12.95	13.08.07	27.12.96	14.09.18	04.08.68	31.08.28
				151	Kaushik Samadder	-	28.12.94	13.08.07	28.12.96	14.09.18	12.10.69	31.10.29
				152	Tapan Kundu	-	28.12.94	13.08.07	28.12.96	14.09.18	12.10.69	31.10.29

153	Ashoke Kumar Halder	SC	12.05.95	13.08.07	12.05.97	14.09.18	07.10.66	31.10.26	
154	Sanat Kumar Biswas	SC	12.05.95	13.08.07	12.05.97	14.09.18	28.10.67	31.10.27	
155	Asit Kumar Nandy	-	12.05.95	13.08.07	12.05.97	14.09.18	24.01.68	31.01.28	
156	Pratap K. Acharjee	-	12.05.95	13.08.07	12.05.97	14.09.18	13.02.68	29.02.28	
157	Pradip Dutta	-	12.05.95	13.08.07	12.05.97	14.09.18	04.07.68	31.07.28	
158	Tapas Kumar Bera	-	12.05.95	13.08.07	12.05.97	14.09.18	16.10.68	31.10.28	
159	Samar Maitra	-	12.05.95	13.08.07	12.05.97	14.09.18	31.01.69	31.01.29	
160	Tapan Kumar Golui	-	12.05.95	13.08.07	12.05.97	14.09.18	27.04.69	30.04.29	
161	Swarup Ghosh	OBC	12.05.95	13.08.07	12.05.97	14.09.18	07.08.70	31.08.30	
162	Lalit Mohan Bacher	SC	12.05.95	13.08.07	12.05.97	14.09.18	25.09.70	30.09.30	
163	Ranjit Kumar Ghosh	-	12.05.95	13.08.07	12.05.97	14.09.18	23.10.70	31.10.30	
164	Alip Majumder	-	01.06.95	13.08.07	01.06.97	14.09.18	26.08.68	31.08.28	
165	Madhusudan Pal	OBC	02.06.95	13.08.07	02.06.97	14.09.18	15.11.67	30.11.27	
166	Swapan Kumar Laha	-	05.06.95	13.08.07	05.06.97	14.09.18	17.11.68	30.11.28	
167	Samarendra N. Naskar	SC	05.05.95	07.09.07	29.07.97	05.05.95	04.08.69	31.08.29	
168	Soumitra Dey	-	04.05.95	07.09.07	29.07.97	04.05.95	02.01.76	31.01.36	
169	Sananu Das	-	04.05.95	27.12.07	29.07.97	04.05.95	07.01.70	31.01.30	
170	Goutam Das	-	04.05.95	27.12.07	29.07.97	04.05.95	04.12.67	31.12.27	
171	Dipankar Sen	-	05.05.95	30.12.08	29.07.97	05.05.95	23.01.69	31.01.29	
172	Prabir K. Das	-	04.05.95	30.12.08	29.07.97	04.05.95	18.02.71	28.02.31	
173	Nanda Dulal Das	-	04.05.95	30.12.08	29.07.97	04.05.95	04.10.69	31.10.29	
174	Aradhana Saha	-	04.05.95	05.10.09	28.01.99	04.05.95	17.01.71	31.01.31	
175	Krishna Ram	SC	01.09.86	01.11.10	27.02.02	01.09.86	15.11.65	30.11.25	
176	Dipak Chandra Seal	-	14.05.02	29.11.10	25.07.06	14.09.18	15.10.78	31.10.38	
177	Km. Bandana Paul.	OBC	16.05.02	29.11.10	25.07.06	14.09.18	29.07.66	31.07.26	
178	Rameswar Thakur	-	01.08.85	14.08.12	24.11.98	14.09.18	02.01.64	31.01.24	
179	Manas K. Bhattacharya	-	31.10.05	19.11.13	31.10.07	17.03.15	07.11.73	30.11.33	
180	Kaushik Mondal	-	24.10.05	25.04.14	25.04.08	14.09.18	02.01.75	31.01.35	
181	Jhantu Kumar Roy	SC	07.11.05	25.04.14	25.04.08	14.09.18	10.12.71	31.12.31	
182	Baluk Hansda	ST	30.06.95	13.08.15	13.06.02	14.09.18	04.04.69	30.04.29	
183	Etemola Papa	-	05.10.93	01.12.15	05.08.98	14.09.18	01.04.73	31.03.33	
184	Bikash Mondal	OBC	12.05.95	01.01.16	19.02.99	14.09.18	05.01.71	31.01.31	
185	Atulya Sarkar	SC	08.06.95	04.02.16	19.02.99	14.09.18	09.07.65	31.07.25	
186	Panchu Gopal Sengupta	-	13.06.95	04.02.16	19.02.99	14.09.18	20.10.70	31.10.30	
187	Hari Gopal Goswami	Ex-S.M	15.06.95	01.03.16	19.02.99	14.09.18	19.07.64	31.07.24	
188	Chanchal Hati	-	16.06.95	01.04.16	19.02.99	14.09.18	01.01.71	31.12.30	
189	Prosenjit Kundu	-	16.06.95	01.05.16	19.02.99	14.09.18	04.12.72	31.12.32	
190	Uma Sankar Goud	ST	28.02.95	05.05.16	05.05.98	28.02.95	16.08.67	31.08.27	
191	Sukanta Roy	-	28.02.95	05.05.16	05.05.98	28.02.95	01.02.71	31.01.31	
192	Tarak Nath Sarkar	-	28.02.95	05.05.16	05.05.98	28.02.95	30.03.70	31.03.30	

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Government of India Press
1, Temple Street, Kolkata-700072

Information relating to section 4(i)(b)(x) of Right to Information Act, 2005 Monthly remuneration received by Officials of GIP Temple Street(as on 01.05.2023)

Sl.No.	Name of the employees	Designation	Pay Level	BASIC PAY	Remarks
1	Dr. Satyabrata Konar	CMO(SAG)	14	218200	
2	Ravi Shanker Kumar	ALWC @	10	63100	
3	N.K. Dey	Asstt Manager/Tech/ Dy. Manager	8	86100	
4	A. K. Singh Biswas	Asstt Manager/Tech/ Dy. Manager	8	86100	
5	S.N. Garai	Asstt Manager/Tech/ Dy. Manager	7	66000	
6	Pravin Prakash Palaskar	Technical Officer	8	66000	
7	Rakesh Sukul	Technical Officer	8	68000	
8	Vivekananda Gouda	Technical Officer	8	68000	
9	Rabi Mukal	Technical Officer	8	81200	
10	Asit Halder	Technical Officer	7	56900	
11	Sankaita Dasgupta	Technical Officer	7	56900	
12	Satyajit Adak	Technical Officer	7	56900	
13	Sudip Munda	Technical Officer	7	56900	
14	Braj Bhushan Jha	Accountant	6	42300	
15	Kheharan Hansda	Head Clerk (Sr.)	6	50500	
16	Debashis Mullick	Head Clerk (Jr.)	6	56900	
17	Prosanta Mondal	Head Clerk (Jr.)	6	46200	
18	Sunil Kumar	Head Clerk (Jr.)	6	50500	
19	Chandra Karmakar	Head Clerk (Jr.)	6	46200	
20	Bibhas Bhaumick	Head Clerk (Jr.)	6	49000	
21	Swarup Kr. Das	Head Clerk (Jr.)	6	50500	
22	Pue Mukherjee	Head Clerk (Jr.)	6	46200	
23	Kalidas Hembram	Head Computer	6	49000	
24	Badal Ch. Mondal	Head Computer	6	49000	
25	Samarresh Das	Stenographer-GR.II	7	62200	
26	Debashis Mukherjee	Stenographer-GR.III	6	55200	
27	Dipankar Maity	Pharmacist	7	70000	
28	Soubir Pradhan	Pharmacist	7	70000	
29	Vijay Kr. Vishwakarma	Pharmacist	6	49000	
30	Soma Chatterjee	Nurse	8	72100	
31	Suwendu Mondal	Upper Division Clerk	6	60400	
32	Rabindra Nath Karan	Upper Division Clerk	6	50500	

33	Swopna Sarkar	Upper Division Clerk	5	45400	
34	Goutam Boral	Upper Division Clerk	5	45400	
35	Dolly Paul	Upper Division Clerk	7	62200	
36	Aloke Baul	Upper Division Clerk	5	45400	
37	Sujit Kr. Barman	Upper Division Clerk	5	45400	
38	Dipa Das Chakraborty	Upper Division Clerk	5	45400	
39	Sanjib Halder	Upper Division Clerk	5	45400	
40	Sankar Biswas	Upper Division Clerk	5	45400	
41	Pradip Kr. Mondal	Upper Division Clerk	5	45400	
42	Somnath Mitra	Upper Division Clerk	5	45400	
43	Arun Kr. Dey	Upper Division Clerk	5	45400	
44	Dilip Naskar	Upper Division Clerk	5	45400	
45	Narayan Ch. Jana	Upper Division Clerk	5	45400	
46	Pinaki Chattopadhyay	Upper Division Clerk	5	45400	
47	Somnath Chowdhury	Upper Division Clerk	5	45400	
48	Subrata Sarkar	Upper Division Clerk	5	45400	
49	Indira Sur	Upper Division Clerk	5	45400	
50	Manasi Sinha	Upper Division Clerk	5	41600	
51	Sanjit Samanta	Upper Division Clerk	5	45400	
52	Raj Guha	Upper Division Clerk	5	41100	
53	Subol Podder	Upper Division Clerk	5	45400	
54	Ajoy Choudhury	Upper Division Clerk	5	45400	
55	Prasanta Ray	Upper Division Clerk	5	45400	
56	Debabrata Bag	Upper Division Clerk	5	45400	
57	Jayanta Chakraborty	Upper Division Clerk	5	42800	
58	Salien Kumar Pal	Upper Division Clerk	5	45400	
59	Swapan Kumar Patra.	Upper Division Clerk	5	44100	
60	Tapas Dutta	Upper Division Clerk	5	39200	
61	Md. Asif	Upper Division Clerk	4	32300	
62	Biswanath Bose.	Upper Division Clerk	4	47500	
63	Shiva Prasad Swain	Upper Division Clerk	4	32300	
64	Krishnendu Mandal	Upper Division Clerk	4	32300	
65	Anirban Sarkar	Upper Division Clerk	4	32300	
66	Miss. Ranilya Kumari	Upper Division Clerk	4	32300	
67	Kadey Ram Mardi	Upper Division Clerk	4	32300	
68	Soumik Biswas	Upper Division Clerk	4	31400	
69	Debdas Majumdar	Upper Division Clerk	4	41000	
70	Devanand Singh	Upper Division Clerk	4	31400	
71	Susanta Saha	Upper Division Clerk	4	42200	
72	Subrata Kr. Das	Upper Division Clerk	4	30800	
73	Sunmit Bhattacharyya.	Upper Division Clerk	4	29600	

74	Savantana Mukherjee	Upper Division Clerk	4	29600	
75	Birendra Kumar	Upper Division Clerk	4	29600	
76	Pankaj kumar	Upper Division Clerk	4	29600	
77	Monoj Munsli	Upper Division Clerk	4	31400	
78	Tanmoy Neogi	Lower Division Clerk	2	22400	
79	Samir Kumar Manna	Lower Division Clerk	2	29300	
80	Sanjay Hela	Multi Tasking Staff	4	39800	
81	Ajoy Hazra	Multi Tasking Staff	4	39800	
82	Judhistrira Gochhayat	Multi Tasking Staff	3	38300	
83	Sikha Das	Multi Tasking Staff	4	44800	
84	Bablu Hazra	Multi Tasking Staff	3	37200	
85	Bimal Saren	Multi Tasking Staff	3	37200	
86	Sambhu Balniki	Multi Tasking Staff	3	37200	
87	Bandhu Rawat	Multi Tasking Staff	3	37200	
88	Sukanta Ghosh	Multi Tasking Staff	3	35000	
89	Alpana Chowdhury	Multi Tasking Staff	3	38300	
90	Prosanta Mondal	Multi Tasking Staff	4	41000	
91	Tapas Kr. Das	Multi Tasking Staff	3	37200	
92	Naba Kr. Das	Multi Tasking Staff	3	37200	
93	Sankar Roy	Multi Tasking Staff	4	43500	
94	Padma Roy	Multi Tasking Staff	4	43500	
95	Amiya Kumar Biswas	Multi Tasking Staff	3	36100	
96	Gunjan Kr. Paswan	Multi Tasking Staff	1	23500	
97	Ankana Saha	Multi Tasking Staff	1	23500	
98	Sabuj Kr. Tikader	Multi Tasking Staff	1	23500	
99	Prabhat Kr. Ranjan	Multi Tasking Staff	1	23500	
100	Budhadev Dey	Wash Boy/Cant. Attendant	4	43500	
101	Kalpida Sarkar	Wash Boy/Cant. Attendant	4	43500	
102	Padamohan Bhartia	Wash Boy/Cant. Attendant	4	43500	
103	Sunil Dirhangli	Wash Boy/Cant. Attendant	4	42200	
104	Swapan Kr. Ghosh	Wash Boy/Cant. Attendant	4	42200	
105	Ashis Paria	Asstt. Plate Maker	2	26800	
106	Akhil Bandhu Das	Head Reader	6	55200	
107	Mrinal Kanti Majhi	Head Reader	6	55200	
108	Dilip Hansda	Reader	6	53600	
109	Sajal Chakraborty	Reader	6	53600	
110	Amit Kumar Dey	Reader	6	53600	
111	Pabitra Kumar Sahoo	Copy Holder	4	42200	
112	Kamsala Ramakrishna	Asst. Artist Retoucher	8	76500	
113	Bijoy Kumar Das	D.T.P. Operator	7	64100	
114	Bhuskar Halder	D.T.P. Operator	7	64100	
115	Partha S. Chakraborty	D.T.P. Operator	7	64100	

116	Mahananda Mondal	M/c Man Offset	7	58600	
117	Jayanta Naskar	M/c Man Offset	7	58600	
118	Kalyan Talukdar	M/c Man Offset	6	55200	
119	Bivas Ghosh	M/c Man Offset	6	42300	
120	Rishi Kanta Sardar	M/c Man Offset	6	38700	
121	Monjoy Kumar Das	M/c Man Offset	6	38700	
122	Joseph Kujur	M/c Man Offset	6	43600	
123	Biraj Kumar Mondal	M/c Man Offset	6	38700	
124	Avijit Das	M/c Asstt. Offset	5	45400	
125	Ahindra Nath Naskar	M/c Asstt. Offset	4	38600	
126	Janardan Kanji	M/c Asstt. Offset	4	38600	
127	Sujit Kumar Paul	M/c Asstt. Offset	4	38600	
128	Biswanath Maj	M/c Attendant Offset	3	36100	
129	Gour Dutta	M/c Attendant Offset	3	36100	
130	Lakshman Adhikary	M/c Attendant Offset	3	36100	
131	Jayanta Kr. Naskar	M/c Attendant Offset	6	49000	
132	Subhas Ch. Ghosh	M/c Attendant Offset	3	34000	
133	Tshering Namgyal Sherpa	M/c Attendant Offset	4	41000	
134	Subir Kr. Das	M/c Attendant Offset	3	37200	
135	Pijush Ganguly	M/c Attendant Offset	3	36100	
136	Ram Chandra Biswas	M/c Attendant Offset	3	35000	
137	Arumoy Kanrar	Attendant Offset	7	60400	
138	Sandhya Dey	Foreman (Blinding)	6	52000	
139	Sukumar Das II.	Section Holder	6	50500	
140	Tarak Nath Marick	(Blinding)	6	52000	
141	Samiran Maity	(Blinding)	6	50500	
142	Subhasish Das	(Blinding)	6	50500	
143	Netai Ch. Mondal	(Blinding)	6	50500	
144	Shibani Sen	(Blinding)	6	49000	
145	Somnath Sardar	(Blinding)	6	49000	
146	Subhankar Ghosh	(Blinding)	6	49000	
147	Dipak Ghosh	(Blinding)	6	50500	
148	Prosenjit Dutta	(Blinding)	6	50500	
149	Susanta Debnath	(Blinding)	6	50500	
150	Tapas Barua	(Blinding)	6	50500	
151	Kaushik Samadder	(Blinding)	6	50500	
152	Tapan Kundu	(Blinding)	6	50500	
153	Ashoke Kumar Halder	(Blinding)	6	50500	
154	Sanat Kumar Biswas	(Blinding)	6	50500	
155	Asit Kumar Nandy	(Blinding)	6	50500	
156	Pratap Kr. Acharjee	(Blinding)	6	50500	

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157	Pradip Dutta	(Binding)	6	50500	
158	Tapas Kumar Bera	(Binding)	6	50500	
159	Samar Matra	(Binding)	6	50500	
160	Tapas Kumar Golui	(Binding)	6	50500	
161	Swarup Ghosh	(Binding)	6	50500	
162	Lalit Mohan Bachar	(Binding)	6	50500	
163	Ranjit Kumar Ghosh	(Binding)	6	50500	
164	Aliip Majumder	(Binding)	6	49000	
165	Madhusudan Pal	(Binding)	6	50500	
166	Swapan Kumar Laha	(Binding)	6	50500	
167	Samarendra N. Naskar	(Binding)	6	49000	
168	Soumitra Dey	(Binding)	6	49000	
169	Santanu Das	(Binding)	6	49000	
170	Goutam Das	(Binding)	6	49000	
171	Dipankar Sen	(Binding)	6	49000	
172	Prabir Kr. Das	(Binding)	6	49000	
173	Nanda Dulal Das	(Binding)	6	49000	
174	Aradhana Saha	(Binding)	6	49000	
175	Krishna Ram	(Binding)	5	44100	
176	Dipak Chandra Seal	(Binding)	5	40400	
177	Km. Bandana Paul.	(Binding)	5	40400	
178	Rameswar Thakur	(Binding)	6	47600	
179	Manas Kr. Bhattacharya	(Binding)	5	39200	
180	Kaushik Mondal	(Binding)	5	39200	
181	Jhantu Kumar Roy	(Binding)	5	38100	
182	Balak Hansda	(Binding)	5	40400	
183	Elemola Papa	(Binding)	5	40400	
184	Bikash Mondal	(Binding)	5	40400	
185	Atulya Sarkar	(Binding)	5	39200	
186	Panchu Gopal Sengupta	(Binding)	5	39200	
187	Hari Gopal Goswami	(Binding)	5	39200	
188	Chanchal Hati	(Binding)	5	39200	
189	Prosenjit Kundu	(Binding)	5	39200	
190	Uma Sankar Gond	(Binding)	4	37500	
191	Sukanta Roy	(Binding)	4	37500	
192	Tarak Nath Sarkar	(Binding)	6	52000	
193	Dillip Kr. Sanpui	(Binding)	4	37500	
194	Abhoy Kr. Mondal	(Binding)	5	39200	
195	Kishor Kr. Mahata	(Binding)	5	39200	
196	Dhananjay Mahata	(Binding)	5	39200	
197	Md. Aslam	(Binding)	5	39200	
198	Priyabrata Kolley	(Binding)	5	39200	

199	Bablu Saha	(Blinding)	5	39200	
200	Avjit Mondal	(Blinding)	5	39200	
201	Pankaj Kr. Seal	(Blinding)	4	36400	
202	Tapas Kr. Hazra	(Blinding)	4	36400	
203	Basudev Roy	(Blinding)	4	36400	
204	Pratap Chandra Bangal	(Blinding)	4	36400	
205	Subhas Nag	(Blinding)	4	36400	
206	Subrata Das	(Blinding)	4	36400	
207	Narayan Behera	(Blinding)	4	43500	
208	Kanda Govardhan Rao	(Blinding)	4	43500	
209	Abhiram Pallal	(Blinding)	4	41000	
210	Bikash Sana	(Blinding)	4	38600	
211	Manab Chandra Pal	(Blinding)	4	37500	
212	Bimal Sarkar	(Blinding)	4	37500	
213	Debasish Das	(Blinding)	4	37500	
214	Bidhu Bh. Purkait	(Blinding)	4	36400	
215	Ranu Sinha	(Blinding)	4	36400	
216	Raghu Nath Swain	(Blinding)	4	42200	
217	Somen Paul	Assistant Blinder	2	31100	
218	Prahallad Nayak	Assistant Blinder	3	37200	
219	Sisir Kumar Samal	Assistant Blinder	3	38300	
220	Dharanidhar Sahu	Assistant Blinder	3	38300	
221	Asit Majumder	Assistant Blinder	4	41000	
222	Dipak Kr. Bose	Assistant Blinder	4	39800	
223	Rajendra Hele	Assistant Blinder	3	37200	
224	Sanjay Majumder	Assistant Blinder	2	30200	
225	Panch Kari Das	Assistant Blinder	3	37200	

D.S.M.

Officer-in-Charge
 সিনিয়র অফিসার
 Government of India Press
 সিনিয়র অফিসার
 1, Temple Street, Kolkata-700072
 1, ভূপতি রোড, কলকাতা-700072

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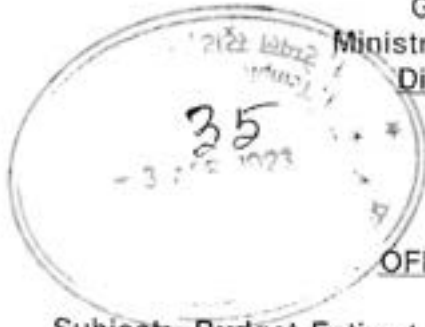
28.4.23

Accountant

Sh. Pradip Mondal

BY SPEED POST/E.Mail
MOST IMMEDIATE
BUDGET

No.G-20015/2/2022-B&A (Part-1)
Government of India
Ministry of Housing and Urban Affairs
Directorate of Printing



"B" Wing, Nirman Bhawan, New Delhi,
Dated: 28.03.2023.

OFFICE MEMORANDUM

Subject:- Budget Estimates for the year 2023-24 allocated to Directorate of Printing and Govt. of India Presses under Demand No. 60-Ministry of Housing and Urban Affairs, Major Heads-2058- Stationery and Printing, 2202-General Education (Revenue Section-Non-Plan) and 4058-Machinery & Equipment (Capital Section-Non Plan).

The undersigned is directed to forward herewith a statement showing unit-wise allocation of the Budget Estimates for the year 2023-24 in respect of Directorate of Printing including Govt. of India Presses under Demand No.60-Ministry of Housing and Urban Affairs as included in the Demands for Grants of the Ministry of Housing and Urban Affairs for 2023-24. The statement is based on the Detailed Demands for Grants of MoHUA for the year 2023-24 (copy enclosed) and subject to the approval of Appropriation of Accounts by the Ministry of Finance.

2. All the Govt. of India Presses are requested to intimate directly to their Accounts Officers the distribution of provisions under "Allowances" for exchequer control. They are also requested to prepare action plan for effective utilization of funds provided to them to avoid surrender of funds. It is specifically advised that no room should be given for rush of expenditure during the last quarter/March of the financial year.
3. No expenditure should be incurred beyond the grant placed at the disposal of the individual units without prior written consent of this Directorate. Economy instructions issued by the Govt. from time to time must be kept in view while incurring the expenditure.
4. It may also be noted that no OTA should be sanctioned to the staff without availability of fund. The monthly/progressive statement of expenditure duly reconciled with the concerned Pay & Accounts Office (Printing) should be submitted to this Directorate by the 10th of following month regularly.
5. All the Govt. of India Presses are also requested to incur their expenditure on pro-rata basis every quarter for proper utilization of funds. During the financial year 2022-23, it has been noticed that in spite of repeated instructions/guidelines, most of the Presses/Units have not maintained their pro-rata expenditure under various heads. Non-utilization of funds on pro-rata basis causes rush of

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expenditure at the last quarter of the financial year. This type of situation should be avoided.

6. This issues with the approval of Director(Ptg).

H. M. P.
28/3/23

(H. M. P.)

Deputy Director(A-I)

Encl: As above.

To

1. All the OIC's of the Presses.
2. Asstt. Director (Estt./Proc./T&P), DOP.

Copy forwarded for information and necessary action to:-

1. Pay and Accounts Officer, Pay and Accounts Office(Printing), M/o HUA, 13/3, Jamnagar House, New Delhi
2. Pay and Accounts Officer, Pay and Accounts Office(Printing), M/o HUA, Kolkata
3. Pay and Accounts Officer, Pay and Accounts Office(Printing), M/o HUA, Nashik
4. Pay and Accounts Officer, Pay and Accounts Office(Printing), M/o HUA, Chennai.
5. PPS to Director of Printing
6. Asstt. Director(A-I/A-II/A-III/A-IV), DOP

H. M. P.
28/3/23

Deputy Director(A-I)

Budget Estimates for the year 2023-24 in respect of Directorate of Printing and Printing Presses /Text Book Presses (excluding GISO & Department of Publication) under Demand No. 60 - Ministry of Housing and Urban Affairs

(Rs. In thousands)

ABSTRACT OF BUDGET ESTIMATES 2023-24		
S. No.	Major Head-2058-Stationery and Printing	Amount
	Revenue Section	
1.	00.103-Government Presses (Minor Head)	
	(ii) 03-Trade Apprentices Scheme in Government of India Presses (Subhead)	85,00
	(i) 12-Directorate of Printing and Printing Presses (Subhead)	1,81,30,00
2.	01.00.63-Transfer to Depreciation Reserve Fund (Subhead) Inter Account Transfer	1,50,00
	Total(2058)	1,83,65,00
3.	MH-2202-General Education	
	04-Government of India Text Book Presses	1,43,00
	Total(MH-2202)	1,43,00
4.	MH-4058-Capital Section	
	02.00.52-Machinery & Equipment	70,00,00
	12.00.71- Information, Computer, Telecommunication(ICT) equipment	3000
	Total(MH-4058)	70,30,00
	Grand Total	255,38,00

Handwritten Signature
28/3/23
Deputy Director(A-I)

Budget Estimates for 2023-24 under MH- 2058, 12-Directorate of Printing & Printing Presses(Sub-head)

Name of Govt. of India Presses	(Figures in thousand)																							
	12.01.01	12.01.02	12.01.05	12.01.06	12.01.07	12.01.08	12.01.09	12.01.11	12.01.12	12.01.13	12.01.14	12.01.16	12.01.18	12.01.19	12.01.21	12.01.24	12.01.26	12.01.27	12.01.28	12.01.29	Total	Transfer to Depreciation Reserve Fund (Inter A/cs Transfer)		
Minto Rd.,ND	235050	0	50	7200	173500	2500	0	1000	0	85000	17500	2000	400	0	13000	0	0	0	500	1500	22	23	24	01.00.63-
Ring Rd.,ND	116805	0	50	3500	76935	1200	0	1500	0	20000	0	50	0	0	3500	0	0	0	750	1500	0	539200	1000	
R.Bhawan	12134	0	50	500	9030	180	0	200	0	2200		20		100	2200	0	0	0	100	270	0	225790	2000	
Shimla	14009	0	0	500	8849	400	0	700	0	1132	0	20	0	0	0	0	0	0	150	0	0	25760	1100	
T.S.Kolkata	131317	0	0	3000	108267	2500	0	1500	0	4220	150	200	500	500	2000	100	0	0	400	700	0	253354	5000	
Coimbatore	18000	0	0	200	8800	200	0	1000	0	5500	0	0	0	0	0				100			33800	4000	
Nashik	66000	0	100	3000	41960	1000	0	1000	0	21080	50	150	0	0	11300	200	85		150	500	0	146575	1400	
Directorate of Printing	61968	50	225	2500	63902	800	600	1000	7000	8700	0	4560	0	950	400000	0	305	4977	2000	0	0	559537	0	
Total	655283	50	475	20400	491243	8780	600	7900	7000	147832	17700	7000	900	1550	432000	300	390	4977	4150	4470	0	1813000	15000	

Budget Estimates for 2023-24 in respect of MH-2202, Sub-Head-Govt.of India Text Book Presses

Name of the Text Book Presses	04.06.01											01.00.63-										
	04.06.01	04.06.06	04.06.07	04.06.08	04.06.11	04.06.13	04.06.16	04.06.21	04.06.27	04.06.28	Total	Transfer to Depreciation Reserve Fund (Inter A Transfer)										
2	3	4	5	6																		
Mysore	6762	400	3900	500	300	13	14	15	16	17	17	139										
Total	6762	400	3900	500	300	2249	0	0	0	0	14161	139										

of BE (2023-24) of Rs. 43.20 crores under the head-Supplies and Materials, an amount of Rs. 40.00 crores has been placed at the disposal of DOP for procurement of paper and photofit balance amount of Rs. 3.20 crores has been placed at the disposal of Govt. of India Presses for procurement of printing raw materials. 7.00 Crore allocated under the head 40.58-Machinery&Equipment (02.00.52) and Rs. 0.30 Crore under head Information, Computer, Telecommunication Equipment (12.00.71) have placed at the disposal of Directorate of Printing.

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