



भारत सरकार,
GOVERNMENT OF INDIA
आवासन और शहरी कार्य मंत्रालय
MINISTRY OF HOUSING & URBAN AFFAIRS
मुद्रण निदेशालय
DIRECTORATE OF PRINTING
भारत सरकार मुद्रणालय,
GOVERNMENT OF INDIA PRESS
रिंग रोड, मायापुरी, नई दिल्ली-110064
RING ROAD, MAYAPURI, NEW DELHI-110064



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P.M.O. : 011-28117302
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No. A-43013/RTI/Misc./2023/Estt.I/11

Dated : 23.05.2023

OFFICE MEMORANDUM

Subject:- Proactive Disclosure under Section 4(1)(b) of RTI Act, 2005.

Reference:- Directorate of Printing mail dated 01.05.2023 on the subject matter.

With reference to above cited subject, the information related to Proactive Disclosure under Section 4(1)(b) of RTI Act, 2005 in r/o this Press is furnished herewith.

Encl.:- As above

To

The Assistant Director(CDN),
Directorate of Printing,
"B"-Wing, Nirman Bhawan,
New Delhi.

Yours faithfully,


(H. C. KHULBE)

Assistant Manager (Admn.)

**GOVERNMENT OF INDIA
PRESS
RING ROAD, MAYAPURI,
NEW DELHI**

**Information as per Clause (b) of Sub-section (1) of
Section 4 of Right to Information Act, 2005**

**Directorate of Printing
Ministry of Housing & Urban Affairs**

4(1)(b)(i)**The Particulars of Government of India Press, Ring Road, Mayapuri, New Delhi :
Function and Duties :**

Prior to 1964, Minto Road, New Delhi was functioning to meet the printing requirements of Government Jobs. The need for another press in Delhi complex was felt to meet the increasing demands of Printing Government Forms and books etc. and to serve as a central printing unit to work in Hindi and English. The foundation stone of this Press (Ring Road) was laid down by Dr. Zakir Husain, by the then Vice President of India on 13th December, 1964 and Press started functioning in 1969. The Press was equipped with latest and high technology machinery of Letter Press at that time and started production in the year 1970.

The Press started functioning in its full swing in 1972. The Press prints Gazette of India, Exim Policy, Union Budget work, Railway Budget, Demands for Grants of each Ministry, A.I.R., C.B.I. Bulletin, Forms of G.I.F.S., Income Tax, Delhi Police, ITBP, CRPF, Army, Air Force and other Ministeries, Deptt. including Lok Sabha, Rajya Sabha, Manuals, Annual Reports, Periodicals, Election jobs (Ballot papers) etc..

In 1972, Top Secret Wing in the press also started functioning and secret jobs of various Ministries and Government Offices started printing in this press.

Letter Press Technology has become old and production was also going down. As such Directorate of Printing decided to change over to new technology in phase manner. Since printing technology has changed, as such it was felt to modernize the press. In 1995, First phase of modernization was started and completed in 1996-1997.

The new following Sections were started functioning in the press :—

- 1.D.T.P. Section with 25 Terminals.
- 2.Offset Machine Section—15 Machines were installed.
- 3.Process Unit comprising of Camera Section, Plate making, Retouching Section and Design layout unit.

The Press is under charge of Manager, assisted by Deputy Managers and 1 Asstt. Manager(Admn.). Now after merger of GIP Nilokheri, GIP Aligarh and GITBP Chandigarh into this Press, at present the provisional sanctioned strength of this Press is 1109. At present as on 01.05.2023 total 198 employees are on roll in this press. The Press is functioning in two blocks, Administrative side & Industrial side. The press has land area of.16.11 Acre & Press Colony has area of about 21.05 Acre.

The category-wise details of staff in Govt. of India Press, Ring Road after merger of GIP Aligarh, GIP, Nilokheri and GITBP, Chandigarh into GIP, Ring Road, New Delhi is given as under :

Sl. No.	Name of Post	Pay Scale as per 7 th CPC	Sanctioned Strength	On roll	Vacant
1	Manager	67700-208700 (level-11)	4	0	4
2	A.L. W.C.	56100-177500 (level-10)	1	1	0
3	Medical Officer	56100-177500 (level-10)	4	1	3
4	Asstt. Director	56100-177500 (level-	1	0	1

	(OL)	10)			
5	Dy. Manager	44900-142400 (Level-07)	7	3	4
6	A. M. (A)	44900-142400 (Level-07)	4	1	3
7	Technologist**	44900-142400 (Level-07)	0	1	0
8	Accountant	35400-112400(level-06)	6	3	3
9	Hindi Translator	35400-112400(level-06)	1	0	1
10	Head Clerk (Sr.)	35400-112400(level-06)	6	1	5
11	Head Clerk (Jr.)	35400-112400(level-06)	8	4	4
12	Nurse	44900-142400 (Level-07)	3	2	1
13	Head Computer	35400-112400(level-06)	2	1	1
14	Technical Officer	44900-142400 (Level-07)	14	8	6
15	Overseer	44900-142400 (Level-07)	1	0	1
16	Head Reader	35400-112400(level-06)	2	0	2
17	Foreman (Binding)	35400-112400(level-06)	11	2	9
18	Junior Artist	35400-112400(level-06)	3	2	1
19	Artist Retoucher	35400-112400(level-06)	1	0	1
20	Asstt. Artist Retoucher	35400-112400(level-06)	4	3	1
21	DTP Operator	35400-112400(level-06)	15	3	12
22	Offset M/c. Man	35400-112400(level-06)	61	5	56
23	Camera Man	35400-112400(level-06)	4	4	0
24	Pharmacist	29200-92300(level-5)	3	1	2
25	Compounder	29200-92300(level-5)	2	0	2
26	U.D.C.	25500-81100(level-4)	61	36	25
27	Stenographer-III	25500-81100(level-4)	3	1	2
28	L.D.C. (TK/Computing/Store)	19900-63200(level-2)	66	14	52
29	Asstt. Care Taker	19900-63200(level-2)	2	0	2
30	Daftry, MTS	18000-56900(level-1)	9	1	8
31	Peon, MTS	18000-56900(level-1)	13	6	7
32	Chowkidar, MTS	18000-56900(level-1)	28	3	25
33	Mali, MTS	18000-56900(level-1)	2	0	2
34	Farash, MTS	18000-56900(level-1)	6	1	5
35	Sanitary Zamadar, MTS	18000-56900(level-1)	1	0	1

36	Safaiwala, MTS	18000-56900(level-1)	28	4	24
37	Canteen Clerk	19900-63200(level-2)	9	2	7
38	Halwai Cum Cook	21700-69100(level-3)	1	0	1
39	Asstt. Halwai Cum Cook	19900-63200(level-2)	2	0	2
40	Canteen Attendant	18000-56900(level-1)	7	3	4
41	Section Holder (Binding)	29200-92300(level-5)	23	8	15
42	Head Mechanic (Ptg. &Bdg.)	29200-92300(level-5)	2	0	2
43	Reader	25500-81100(level-4)	23	2	21
44	Mechanic (Ptg. &Bdg.)	25500-81100(level-4)	8	1	7
45	Electrician	25500-81100(level-4)	4	1	3
46	Binder	25500-81100(level-4)	112	25	87
47	Asstt. Binder	19900-63200(level-2)	291	25	266
48	Carpenter	19900-63200(level-2)	2	0	2
49	Wire Man	19900-63200(level-2)	3	0	3
50	Copy Holder	19900-63200(level-2)	28	0	28
51	Driver (HV)	19900-63200(level-2)	0	0	0
52	Driver (LV)	19900-63200(level-2)	1	0	1
53	Cleaner Driver	18000-56900(level-1)	1	0	1
54	Welder	19900-63200(level-2)	1	0	1
55	Labourer	18000-56900(level-1)	57	2	55
56	Offset M/c. Asstt.	25500-81100(level-4)	46	2	44
57	Offset M/c. Attdt.	19900-63200(level-2)	79	12	67
58	Offset Attendant	19900-63200(level-2)	1	0	1
59	Offset Plate Maker	25500-81100(level-4)	7	0	7
60	Offset Asstt. Plate Maker	19900-63200(level-2)	5	0	5
61	Dark Room Asstt.	25500-81100(level-4)	3	1	2
62	Silk Screen Operator	25500-81100(level-4)	1	0	1
63	Risograph Operator	25500-81100(level-4)	5	2	3
			1109	198	912

NOTE-- ** The post of Technologist is not in Sanctioned Strength of GIP, Ring Road as such the same vacant position.

Cost of Printing:-

The cost of printing of the jobs of indentors is realized by raising printing cost bills, on the basis of existing costing system approved by Directorate of Printing, New Delhi. The existing costing system is based upon proforma account of this Press. That is being worked out on the basis of common hourly rates for each cost centre of this Press. This costing system is under review and will be replaced with commercial accounting system for which necessary computer software is being specifically designed and

developed for all Govt. of India Presses. To implement the new costing system this Press is going to be equipped with computers very soon. At present the printing cost is being realized from indentors on no loss no profit basis.

4(1)(b)(ii) : The powers and duties of officers and employees of Govt. of India Press, Ring Road, Mayapuri, New Delhi.

Non-Industrial Employees

(1)**Manager** : The duties and the powers of the Manager are given below :

(i)He is in- charge of the entire Press.

(ii)He exercises all financial and administrative powers subject to limitations as laid down in the rules.

(iii)He is responsible for policy, coordination and planning.

(iv)He is the Chairman of the D.P.C., D.S.C. and Recruitment Board for Group 'C' and 'D' industrial posts and makes appointment and promotion as per recommendation of DPC/DSC.

(v)He passes orders on regular leave applications for supervisory staff both on clerical and industrial sides of the Press.

(vi)He is responsible for general security of the Press and ensure the provisions of adequate safeguard against losses, theft, fraud, misappropriation and other irregularities. Any loopholes/ defects existing therein are being taken up by him with the local authorities for necessary remedial action. He draws up necessary amendments to the security instructions from time to time in consultation with Security Officer.

(2)**Press Medical Officer** :—His services are required as per provisions of Factories Act, 1948. He is responsible to extend proper medical treatment to the Press employees He is assisted by para-medical staff, viz., Pharmacist and Nurse 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 New Delhi and medicines essentially required but not available with the depot are obtained through other sources.

(3)Asstt. Labour Welfare Commissioner (Central) :—His services are required in the Press as per the provisions 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 Manager (Tech.) :—His duties are given below :

(i)He is responsible for economical and expeditious production in the Press.

(ii)He is responsible for ensuring of security in production branches.

(iii)He sanctions all leave to industrial staff upto the workers level.

(iv) He corresponds directly with indentors on technical matters.

(v) He acquaint himself with relevant portions of all Acts affecting the Press and its workers.

(vi) He observes that machinery and fittings are maintained in a state of highest efficiency.

(vii)He is responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.

(viii)He can be a member of DPC/DSC./Recruitment Board of Group 'C' & 'D'

(ix) He is authorized to effect inter branch transfer of Industrial Employees in the interest of work and efficiency.

(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:-

(i) He is responsible for all aspects in respect of pay, allowances etc. by virtue of being 'Head of Office'.

(ii) He gets accounts reconciled with Pay & Accounts office and makes all correspondence with them. He looks after estate matters and acts as the Assistant Estate Manager for allotment of Press Pool accommodation and other related matters.

(iii) He sanctions leave of office staff.

(iv) All service book leave accounts are kept under his custody.

(v) He also functions as store officer and DDO.

(vi) He makes correspondence with Health Officer, Press Medical Officer, CPWD and does all other correspondence of office side.

(vii) 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 matters that may arise, in day-to-day administration. He functions as a member secretary 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) Assistant Director (OL) :—

(i) The translation work from English to Hindi and *vice-versa* and vetting thereof.

(ii) To acquaint the Officers and staff of the provisions of the Official Language Act. Government Rules & Orders relating to Official Language and Hindi training and to help them in implementing the same.

(iii) To mark as the Secretary of the Official Language Implementation Committee of their department/ office and to convene its meetings from time to time to prepare the agenda and minutes of the meetings and to co-ordinate the action taken on the decisions taken in the meetings.

(7) Technical Officer:—He is responsible for quality and quantity of the work of the Press. He will ensure that the forms are 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 under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machine are idle and that the lights in his Branch when not required are put off.

He will maintain production records of each machine in a register. He will maintain History sheets of machine and same will be put up to the Deputy Manager for checking etc. He is also responsible for quality and quantity of work in Photo-composing branch, and will carry out checking of out turns of the operators and ensure that overtime work is kept at the minimum.

(8) Overseer:—The Overseer is entirely responsible for the quality and quantity of the out turn of the composing branch. He shall see that sections under him are kept fully employed and in the event of there being insufficient work, he reports immediately to the Asstt. Manager(T)/Manager. He is responsible for the careful checking of all overtime requisitions and for keeping overtime down to minimum. He is responsible for seeing that an equal distribution of work to compositors is made by the Foreman. Where there is no Overseer in any Press duties enumerated above are performed by the Foreman.

(9)**Head Clerk (Senior):**—Head Clerk is responsible for the general supervision of clerical branches and sections under his charge. The Head Clerk should see:—

- (a) that all letters and indents received are duly registered and passed on to the branches or sections concerned, and when finally dealt with are properly recorded;
- (b) that all work ready for dispatch is properly packed and duly sent out by the prescribed mode and all work vouchers are duly receipted and returned for production when required;
- (c) that file copies of all such work are carefully mentioned;
- (d) that all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out; and
- (e) that all letters issued are intelligently and briefly registered, and office copies preserved.

(10)**Head Clerk (Junior):**— The duties of Head Clerk (Junior) is same as of Head Clerk (Senior).

(11)**Head Computer:**—He is responsible to prepare Managerial Control Return Form 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 this he has to compile time sheets of operative hands expeditiously in this Press.

(12)**General Store Keeper :**—The General Store Keeper is custodian of stores and personally responsible for the care of all general stores and stationery stores 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 cards and pass the bill for arrangement of payment. He is to maintain Bin cards for every items held in the stock besides stock book. He is to ensure broker storage. He is to maintain proper records/accounts of stores and follow the prescribed rules of GFR, CTR, Press Hand Book. He is to supply figures to superior authority in regard to issue of stores on the basis of past actual and anticipated position. He arranges all stores 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 wastes held in the stock of the Press like waste paper, salvage paper following the provisions made in the Press Hand Book.

(13)**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 transaction in Press. He is also custodian of all valuable of the Press. He is particularly responsible for:-

- (i) Custody of all Money/Cheques. Drafts received in office.
- (ii) Disbursement of Cash/Cheques to the Press employees/proper person.
- (iii) To remittance of Cash/Cheques in Bank/Treasury/Pay & Accounts Office.
- (iv) He sends third party Cheques/Drafts by post.
- (v) He maintains Cash Book, Subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances, security deposit Register, etc.
- (vi) He attends Banks personally on every occasion when money has to be withdrawn or deposited.
- (vii)He maintains imprest accounts and recoups as soon as the voucher is rendered by the concerned official/officer.
- (viii)He keeps Saving Bank Pass Books, Security Deposits, Original Contract Agreements, Bonds in his safe custody.
- (ix)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.

(x) He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts Office for payment.

(xi) He ensure proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and Payments Rules and Hand Book of GIPs.

(14) **Upper Division Clerk:**—Upper Division Clerk is Non-Industrial Group 'C' Post. Upper Division Clerk generally deals with letters, telegrams and other correspondence. On receipt of such correspondence he prepares case and puts up the relevant files with notes and drafts to Section In -charge and gets it approved from competent authority. He obtains instructions from Assistant 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 and arrange rooms for new records.

(15) **Stenographer Grade-III:**—The main duties and responsibilities of Stenographer is to take dictation from the Officers. He maintains records pertaining to personnel section. He keeps confidential reports and confidential papers of all employees of the Press in his custody and does the correspondence relating thereto. He assists concerned officer in recording the proceeding of any meeting/enquiry, maintaining utmost secrecy the work demands.

(16) **Lower Division Clerk:**—He is Group 'C' Non-Industrial employee of the Press. His primary duty is to maintain registers and records and to do the duties in administrative section of the Press. Some LDC are also posted in the factory side where the services of clerk are required. Besides he does the type writing work. But, presently due to shortage of staff, experienced LDCs have started 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 demand and adhere to all rules and regulation in order to ensure proper and timely disposal of work in the Administrative side.

(17) **Asstt. 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 Press premises in all shifts, besides proper care and cleanliness of the shop floor and Offices and furniture. Watch and Ward Staff, sanitary staff and farashes work under the control and supervision of Caretaker. He is also responsible for the safe custody of material issued to the sanitation section. Since his service are 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 want his presence in the Press.

(18) **Time Keeper:**—The Time Keeper is responsible for correct recording of the attendance of all employees of the Press as per the fixed norms prescribed in the Hand Book of Govt. of India Presses. He brings to the notice of Head of the Press, the names of irregular, late comers, absentees without leave. He is also responsible for preventing the entry of outsiders to the Press premises, except an official business. He does not allow any Industrial employee to go out during duty period without valid passout. He prevents anyone leaving Press premises carrying anything unauthorized. He keeps the attendance registers of all employees. From those attendance registers he prepare Master Rolls after checking attendance check sheets of different sections. He is responsible for bringing to the Manager's notice, the names of men, whose hours of work during a week approaches the maximum allowed under the Factories Act, so as to take immediate action to ensure that the Act is not violated. He is also responsible for seeking that the various returns are submitted and necessary forms and registers appertaining to Factories Act are properly maintained. He maintains Holiday-book.

(19) **Record Keeper:**—He keeps all files in record room duly arranged. He also maintains a Register to keep the details of files in Record Room. He is, as such responsible to maintain the secondary old files and make available such files to the Sections when required.

(20) **Daftry:**—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.

(21)**Peon:—**His main duty is to carry the files and documents safely from one section to another and then to officers and vice-versa as per the instructions 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.

(22)**Farash:—**He will report to the office some time earlier than the normal opening time of the office and open the office, industrial wing and do the dusting wherever 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 officers/sections on the order of his supervisor and does the jobs that are assigned to him by the officers/sections, for the smooth functioning of the office/establishment.

(23)**Chowkidar:—**He should be alert all the time so as to protect the Press from any kind of theft. Their duties are be as under:—

(1) To man the gate or the post.

(2) To keep sharp look-out for any unauthorized activities of any person at gate or near parameter work. He will challenge such situations.

(3) To check all personnel seeking admission to the Press and demand the I Card.

(4) 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 passout.

(5) To carry out searches of Vehicles and personnel when ordered for the search.

(6) To see that no prohibited articles are brought inside the Press and no Government servant takes any Government property outside unauthorisedly.

(7) To take round of the Press premises during night and on holidays to ensure security of the Press.

(8) To comply with all legitimate and bona fide orders/instructions issued by the Timekeeper/AIC/ Head Clerk.

(24)**Sanitary Jamadar:—**He is to supervise the work of Safaiwalas and to personally ensure that the toilets are properly cleaned every day. He reports to the Caretaker. He also gets engaged himself in cleaning work in times of necessity and need.

(25)**Safaiwala:—**He does the cleaning/sweeping of the Office/Press premises, toilets and lawns as per instructions of the caretaker on a daily basis to ensure proper cleanliness of the factory, canteen, office and its premises.

(26)**Assistant Halwai:—**He is responsible for preparation of tea, snacks and meals, etc. for serving to the employees of the Press. He is responsible for maintaining good quality of food and hygiene conditions in the Canteen.

(27)**Coupon Clerk:—**His duty is to sale the coupon to employee for purchasing of items from Canteen Counter.

(28)**Counter Clerk:—**He receives coupon from employees & gives items (i.e. Tea, Vegetable, Sweets etc.) to the employees.

(29)**Kitchen Clerk:—**To maintain Kitchen by supplying raw materials drawn from store to cook for preparation of items for sale. He also maintains store items record.

(30)**Cook:—**To prepare food in Kitchen (like Vegetable Sweets, Snacks etc.)

Dispensary Staff:-

(31)**Pharmacist:—**He works in Press Dispensary directly under the control of Press 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 Press Medical Officer.

(32)**Nurse:—**She assist the Press Medical Officer and Give first aid to employees as per

direction of Press Medical Officer

Duties of Industrial Employees :

(1)**Artist Retoucher:—**This is a Industrial Category post. He is responsible to improve the quality of halftone of negatives on the positives by retouching work. He is also responsible to improve the quality of the colour separation negative/positive from besides doffing of negatives, format making and colour positive pasting in proper format after he receives negatives/positive from camera section. He marks the formats denoting the cut mark as centre pins etc. He is answerable to Technical Officer/AM(T)/Deputy Manager.

(2)**Assistant Artist Retoucher:—**To assist the Artist Retoucher in all respect work done by him.

(3)**Senior Artist:—**This is Industrial post. Senior Artist/Jr. Artist is responsible to do work of design, art work, colour designs, charts and lay out work as per the job requirement. He is held responsible for preparation of any design given to him, viz, cover design, periodicals, lay out etc. and for getting selected visual camera ready copy etc. selected. He indicates the colour scheme on the final art work and prepares the cut drawings. He also prepares the formats of the jobs from the negatives or print jobs. He is answerable to Technical Officer/AM(T)/Deputy Managers.

(4)**Junior Artis :—**To assist the Senior Artist in all respect work done by him.

(5)**Cameraman:—**Each process will be operated by the Camera Man. He is responsible for operating the Camera/contact printer and other accessories for the reproduction of line, half-tone, 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 Man will expose the film for all the jobs allotted to him and ensure 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 bottle 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/AMT/DY. Manager, whosoever will be the In charge of the Section. He will develop the exposed film in the absence of Dark Room Asstt.

(6)**Dark-Room Assistant:—**The duties of Dark-Room Assistant is to assist the Cameraman in the Dark Room in the development/exposure of Film.

(7)**Offset Plate Maker:—**Plate maker will be responsible for the plate making work. He will immediately report the defects noticed in the equipment to the Tech. Officer of the Section. He will also maintain the history of such breakdowns and repairs. A separate register will be maintained for the consumption of the plates. He will also maintain the daily outturn 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 second shift Operator. The second 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 the Ptg. Section.

(8)**Off-Set Attendant:—**Off-set attendant to assist the Plate Maker and Off-set Machine Man & Machine Assistant.

(9)**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.

(10)**Reader:—**Proof reading is the duty allotted in the 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 (English, Latin and French). He should also have a thorough knowledge of the signs and marks used in proof correcting (see method of marking proofs below paragraph 180) and should make his corrections clearly and neatly to avoid confusing the operator/compositors. He should cultivate a quick perception and retentive memory. In imposed Press reading proofs the senior readers should check the folios, signature and margins.

(11)**Copy holder:—**Each Reader is given an assistant known as Copyholder, whose duty is to read the 'copy' aloud to his reader. A copyholder must be able to decipher bad or defective manuscript easily.

(12)**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.

(13)**Offset Machine Man:—**Each machine Man will be required to work on a single colour, double colour or two 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 the plates mounted on the machine are properly fixed and make ready is done within time. He will also ensure that the paper-kept in the feed board are 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.

(14)**Offset Machine Assistant:—**The following duties will be performed by the Offset Machine Asstt. :

(i)He will set the Feeder,

(ii)He will set the feeding table with printing paper,

(iii)He will set the delivery board;

(iv) He will check the attendants working on the machine, clean the machine and ensure its proper upkeep.

(v) He will ensure that the proper damping solution are 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 blanks in the machine. He will also periodically check that the ink and water are properly fed in the machines. In the absence of the machine operator, he will be required to operate the machine independently.

(15)**Offset Machine Attendant:**—The attendant 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 the 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 of should be immediately brought to the notice of Asstt. Machine Man /Machine Asstt. 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 everyday.

(16)**Head Mechanic:**—The Head Mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the Dy. Manager/Assistant Manager (T), and will undertake repairs to machinery, etc. in the various branches only on a requisition signed by the Dy. Manager/Assistant Manager (T). He will report immediately to the latter 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 machinery throughout the press at least once a week, and submit to the Manager 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. He will also undertake the Inspection of spares/material repair work related with machines etc.

(17)**Mechanic:-** The mechanics and assistant mechanics erect and repair the printing machines both Letter Press and Off-set and also binding, machinery and other auxiliary machinery shafting, etc., test the weighing machines, sharpen cutting machine knives, oil shaftings, bearings and do any other mechanical work. They dismantle machine also. No order for mechanical work or repair may be undertaken without a requisition duly signed by the Dy. Manager/Assistant Manager (Technical). Each mechanic will submit daily a docket will be dispatched by the head mechanic to the general storekeeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

(18)**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.

On receipt of work from the Overseer/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 where received, description of work, nature of binding, size, number of pages in each, number of books or/and copies, date wanted, etc.

(19)**Section Holder/Time Checker (Bindery):**—The duty of the Section Holder/Time Checker (Bdg.) 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. He should maintain the

Log Books for the different groups entrusted with the jobs. He is personally responsible for the general supervision over the work of the different sections etc. Counter, 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. In case of the casual absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

(20)**Binder:-** Binders undertake all kinds of binding work e.g. leather and board. He is also required to operate cutting machines, cut papers to sizes as required and trim finished books in their respective sizes. He is personally responsible for the condition of his machine and for its proper oiling and cleaning.

The number of copies in each bundle are to be written outside. He also counts the copies on receipt and bring to notice at once any shortage or excess. After initiating the vouchers, the Despatcher will be responsible for any discrepancy. The work docket must be sent to the Despatcher with the first batch of copies, this is most important.

(21)**Assistant Binders:—**He should be acquainted with the process of all kinds of normal binding work and should be responsible for operations like counting, folding, gathering, stitching/sewing, numbering, covering and all other similar activities required for binding and finishing both manual and on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Bindery Foreman's instructions. The Bindery Assistant should be able to handle all simple machines used in the Bindery e.g. cutting, stitching, perforating, eyeleting, punching, numbering machines, etc.

(22)**Assistant Mechanic (Ptg. & Bdg.) :—**The Mechanics and Assistant Mechanics erect and repair the printing machines both letter press and Offset and also binding, machinery and other auxiliary machinery shafting etc. test the weighing machines sharpen cutting machine knives, oil shaftings, bearing and do any other mechanical work. They dismantle machine also. No order for mechanical work or repair is undertaken without a requisition duly signed by the Dy. Manager/Assistant Manager (Technical) each mechanic will submit daily a docket to show 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 accounts section for the purpose of debiting the cost against the branch concerned.

(23)**Driver: —**The Driver is required to drive the vehicle whenever he is asked to do so on the written orders 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 his vehicle properly. He is to ensure that no unauthorized person 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 at work condition.

(24)**Labourers:—**He is Group 'D' Industrial employees at lowest level hand in shop floor. He does supply paper in machines, 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.

(25)**Electrician:—**He attends all sorts of repair/maintenance works and installation of all electrical equipments installed in the press. He works under Head Mechanic and reports to him the defects progress of repairs etc.

(26)**Wireman:-**He assists the Electrician in all repairs and installation works.

(27)**Electrical Khalasi:—**He assists/helps the Electrician.

(28)**Carpenter:—**He carries out repairs of office furniture and prepare printing wooden materials and attends packing work. He does carpentering job on getting the requisition signed

by A.M(T.)/Dy. Manager.

(29)**Welder:—**Welder assists Mechanics and Asstt. Mechanics as and when they erect and repair the Printing machine both letter press and offset and also binding machinery and other auxiliary machines etc. for welding and repair work. He also repairs and welds furniture of both administrative and industrial blocks.

4(1)(b)(III) The procedure followed in decision making process including channels of supervision and accountability :—

The entire system is bifurcated in two wing i.e. Industrial wing and Non-industrial wing. In other words it can be stated as Factory side and Administration side. The Factory side is distributed into various Industrial Sections. Each of Industrial Section is headed by a Section Holder/Foreman/Overseer/Technical Officer as the case may be. All of them are responsible for distribution of work and its proper execution. In case of any default, they seek the advice/order instruction from their Branch Officers viz. Asstt. Manager (Tech.)/Deputy Manager who in turn take appropriate decision to ensure proper and time bound execution of printing work. The Manager/General Manager remains overall responsible for smooth and error-free execution of printing work. The Non-Industrial Wing is similarly, distributed into various Administration/Accounts Sections. Each Non- Industrial Section is supervised by a Head Clerk (Jr.)/Head Clerk (Sr.)/Accountant/Cashier. These supervisors are responsible for distribution and timely disposal of work. They work under the control of Asstt. Manager (Admn.) who is their Branch Officer. The Asstt. Manager (Admn.) is responsible for ensuring proper and smooth disposal of work relating to Administration and Accounts within the prescribed rules and regulations in all matters of importance order/approval of the Manager are obtained invariably.

4(I)(b)(IV) : The norms set by the Government of India Press, Ring Road, Maya Puri, New Delhi for the discharge of its functions :

The exclusive function of Government of India Press, Ring Road, Mayapuri, New Delhi under the administrative control of the Directorate of Printing, New Delhi is to print the Gazette Notifications and uploads the same on www.egazette.nic.in, This Press also prints publications/forms etc. and despatch the same to the Indentor as per time schedule fixed by them. The printing jobs are allocated to this press by Directorate of Printing, New Delhi with due consideration to the nature of jobs to be printed. Size of machines and other infrastructural supports available with the press. The general policy in the matter of discharging the functions is the disposal of work/jobs as per delivery schedule desired by the Indentor. To achieve this target, the jobs are prioritized and processed although individual outputs are fixed for the operative hand, working in pre- printing, printing and post printing branches, such outputs always do not held to complete the jobs in hand as per the delivery schedule fixed due to various unforeseen administrative/Technical reasons. Therefore, maximum output is obtained from every operative hand at all stages of execution of the work through motivation and with better inter personal relations maintained in the units and thus the targets are fulfilled well in time.

4(I)(b)(V) The rules regulations manuals and records held by Government of India Press, Ring Road, Mayapuri, New Delhi or under its control or used by its employees for discharging its function :

Government of India Press, Ring Road, Maya Puri, New Delhi is purely Central Government Organization and governed by a set of Rules/Regulations/Instructions contained in the Press Manual named "The Hand Book of Government of India Presses, 1992 edition" and the rules framed by Government of India regarding service matters of employees viz. Fundamental Rules, Supplementary Rules, GFR, CTR, Receipts and payments rules, leave rules besides Factories Act, Payment of Wages Act, Compensation Act etc. etc.

4(l)(b)(VI) : A statement of categories of documents that are held by Government of India Press, Ring Road, Mayapuri, New Delhi or under its control :

The following documents (unclassified) are held by Government of India Press, Ring Road, Maya Puri, New Delhi :

1. Stock and Issue Ledgers of Stores
2. Production Register
3. Log Books of Press Vehicles
4. Cash Book
5. Register of Allotment of Quarters
6. Remittance Register
7. Security Deposit Register
8. Assessment and Realisations Register
9. Receipt Books of Cash/Cheques.
10. Bill Register
11. Pay Bill Registers
12. Muster Rolls
13. Vehicles Movement Register for incoming and out going vehicles
14. Visitors Register
15. G.P.F. Ledger for Group 'D' Employees
16. Overtime Register
17. L.T.C./T.A. Register
18. Court Attachment Details Register
19. HBA BROADSHEET LEDGER
20. Medical Reimbursement Register
21. Vacancy Register
22. Special Representations Rosters
23. Seniority List of Staff
24. Apprentices Register
25. Bill Register of Printing Costs
26. Liability Register
27. Expenditure Control Register
28. Report and Issue Register
29. Tender Registers
30. File Index Registers
31. Increment Register
32. Service Books and Leave Accounts of Individual Employees
33. Roster Register
34. Depreciations Register
35. Day Book of Procurement
36. Inward and Outward Consignment Register.

4(l)(b)(VII) : Particulars of any arrangement that exists for consultation with or representation by the members of the Public in relation to the formulation of its Policy or implementation thereof :

Being subordinate formation of Ministry of Housing and Urban Affairs, Govt. of India, New Delhi no such arrangements exists.

4(I)(b)(VIII) : A statement of boards, councils, committees and other bodies consisting of two or more persons constitutes as Govt. of India Press, Ring Road, New Delhi's part of forth purpose of its advice, and as to whether meetings of these boards, councils committees and other bodies are open to the public or minutes of such meetings as accessible for Public :

Works committee consisting of elected members from employees side and nominated members from employees side is constituted in Govt. of India Press, Ring Road, New Delhi under provisions of Industrial Dispute Act and minutes of the meeting of the committee can be accessible for the public. Some sub-Committees under said works committee viz Canteen Committee, Production Committee, Labour Welfare Fund Committee have also been prescribed as per provisions of "The Hand Book of Govt. of India Presses" The minutes of those committees can also be accessible to public.

4(I)(b)(IX) : A directory of officers and employees of Govt. of India Press, Ring Road, New Delhi is at Annex. B.

4(I)(b)(X) : The monthly remuneration received by each of officers and employees of Govt. of India Press, Ring Road, New Delhi including the system of compensation as provided in its regulation :

The detailed information in respect of Govt. of India Press is furnished at Annexure 'A'.

4 (I) (b) (XI):- The Budget allocation to Govt. of India Press, Ring Road, New Delhi indicating the particulars of all plans, proposed expenditure and reports on disbursement made:-

Statement of Budget grant for the year 2023-24 in respect of Govt. of India Press, Ring Road, Mayapuri, New Delhi is furnished as under :-

(A) Salaries:-	=Rs.116805000/-
(B) Others:	
Rewards.	=Rs.50000/-
Medical	= Rs.3400000/-
Allowances	=Rs.76935000/-
LTC	=Rs.1200000/-
Domestic Travel Expenses	=Rs.1500000/-
Office Expenses	= Rs.20000000/-
Printing & Publications	= Rs.50000/-
Material &Supplies	= Rs.3500000/-
Prof. Spl Services	=Rs.750000/-
Repair & Maintenance	= Rs.1500000/-
Inter A/c Transfer	=Rs.2000000/-
Trade Apprentice	=Rs.1300000/-
Total	=Rs.228990000/-

4(I)(b)(XII) : The manner of execution of subsidy programs including the amounts and the

details of beneficiaries of such programs :

No subsidy program exists in Govt. of India Press Ring Road, N. Delhi.

4(I)(b)(XIII) : Particulars of recipients of concession permits or authorization granted by Govt. of India Press, Ring Road, New Delhi.

There is no system of allowing concessions to any agencies including indentors by the Govt. of India Press, Ring Road, New Delhi. No permits or authorizations are also granted to any agencies by this press under the control of Directorate of Printing, New Delhi.

4(I)(b)(XIV) : Details in respect of the information available to or held by it reduced in an electronic form :

At this moment information available or held by Govt. of India Press, Ring Road, New Delhi reduced in an electronic form has not been prepared due to non availability of computers. But the same will be prepared and put in website as soon as the computers are made available to the press.

4(I)(b)(XV) : The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room. If maintained for public use :

Govt. of India Press, Ring Road, New Delhi does not have any library or reading room to be used by the public. However the time keeper of this press, whose office is situated at the main factory gate and who also functions as Reception Officer of this press is available to the citizen for obtaining information that are accessible to public during working hours.

4(I)(b)(XVI) : The names and other particulars of Central Public information officer is furnished as under :-

Sl. No.	Name of the Press	Public Information officer	Assistant Public Information officer
1.	Govt. of India Press, Ring Road, Mayapuri, New Delhi.	Sh.Lazar Sagaya Raj, Tehnologist /Officer-in-charge	Sh. Harish Chandra Khulbe, Assistant Manager(Admn.)

4 (I) (b) (XVII):- Such other information as may be prescribed:-

-Nil-

Detail of pay of employees of this Press is furnished below:-

ANNEXURE-A					
Sl. NO	Name of the Employee	Designation	Pay Level	Basic Pay	Gross Pay
1	Sh. Lazar S. Raj	Technologist	8	81200	142340
2	Sh. Om Prakash Sain	A.I.W.C.(C)	10	61300	97270
3	Sh Romil Lotta	Medical Officer	10	57800	121259
4	Sh.Harish C. Khulbe	A.M.(Admn.)	8	81200	120416
5	Sh. Balram Narayan	Deputy Manager	8	68000	98808
6	Sh. Rajender Singh	Deputy Manager	7	66000	96048
7	Sh. M.T. Murugan	Deputy Manager	7	78800	138284
8	Sh. Manoj Kumar Verma	Technical Officer	9	85100	131066
9	Sh. Kumer Chand Meena	Technical Officer	8	76500	133742

10	Sh.Ravinder Kumar	Technical Officer	8	76500	134397
11	Sh. Lorence Horo	Technical Officer	7	74300	130697
12	Sh. Amit Kumar Jaiswal	Technical Officer	8	68000	98808
13	Sh. Sarvesh Kumar Srivastava	Technical Officer	7	56900	83490
14	Sh. Alok Kumar	Technical Officer	7	56900	83490
15	Sh. Mahadasam Surender	Technical Officer	7	55200	81144
16	Smt. Asha Rani	Staff Nurse	9	80200	131308
17	Smt. Mary H. James	Staff Nurse	9	77900	128042
18	Sh.Chandar Pal	Pharmacist	8	78800	138284
19	Sh. Surinder Paul	H.C.(junior)	7	64100	96134
20	Smt. Santosh Kumari	Head Computer	7	60400	90880
21	Sh. Kundan Singh Rawat	H.C.(Senior)	7	55200	83496
22	Sh. Rajesh Kumar	H.C.(Junior)	6	52000	92992
23	Sh. Chandra S. Chatterjee	H.C.(Junior)	6	52000	78952
24	Sh. Krishna Kumar Verma	H.C. (junior)	6	49000	79804
25	SH. Girja B. Karki	Accountant	7	55200	83496
26	Sh. Kumar Gunjan	Accountant	6	43600	65136
27	Sh. Kamaljeet Tubid	Accountant		43600	65136
28	Sh. Pardeep Kumar	U.D.C.	7	62200	110230
29	Smt. Anita Rani	U.D.C.	6	52000	78952
30	Sh. Bishan Singh	U.D.C.	6	52000	78952
31	Sh. Dharmendra Pal Singh	U.D.C.	6	52000	78952
32	Smt. Nirmala Devi	U.D.C.	6	52000	92992
33	Sh. Avinash Chander	U.D.C.	6	50500	90457
34	Sh. Ashok Kumar Bhutani	U.D.C.	6	50500	76822
35	Sh. Biswanath Bangabash	U.D.C.	5	45400	69580
36	Sh. Ganga Ram	U.D.C.	5	45400	69580
37	Sh.Murari Lal	U.D.C.	5	45400	69580
38	Sh. Ram Prasad Meena	U.D.C.	5	42800	65888
39	Sh.Tilak Raj	U.D.C.	5	42800	66588
40	Sh. Jai Pal	U.D.C.	4	41000	63332
41	Sh. Jai Bhagwan	U.D.C.	4	38600	59924

42	Sh. Ritu Raj	U.D.C.	4	32300	49542
43	Sh. Ashok Kumar	U.D.C.	4	32300	49542
44	Sh.Rajeev Ranjan	U.D.C.	4	32300	49542
45	Sh. Rajeev Ranjan	U.D.C.	4	32300	49542
46	Sh Ajay Kumar	U.D.C.	4	31400	48300
47	Sh. Birendra Kumar Mishra	U.D.C.	4	31400	48300
48	Sh. Dalip Kumar	U.D.C.	4	31400	48300
49	Sh. Balesh Kumar Sinha	U.D.C.	4	30500	47058
50	Sh. Avinash Kumar Pal	U.D.C.	4	30500	47058
51	Sh Satish Kumar	U.D.C.	4	30500	47058
52	Sh. Ravi Ranjan Kumar	U.D.C.	4	30500	47058
53	Sh. Gopal Singh	U.D.C.	4	30500	47058
54	Sh. Manan Mehto	U.D.C.	4	30500	47058
55	Sh. Niraj Kumar Sinha	U.D.C.	4	30500	47058
56	Sh. Puroshotom Lal Meena	U.D.C.	4	30500	47058
57	Sh. Raju Kumar	U.D.C.	4	30500	47058
58	Sh. Rajeev Kumar	U.D.C.	4	29600	45816
59	Sh. Sandeep Kumar	U.D.C.	4	29600	45816
60	Sh. Vivek Kumar	U.D.C.	4	29600	53808
61	Sh. Vivek Srivastava	U.D.C.	4	29600	45816
62	Sh. Rajnish Kumar	U.D.C.	4	28700	44574
63	Sh. Arjun Lal Meena	U.D.C.	4	26800	41952
64	Sh.Sanjay Sharma	Asstt. Artist Retoucher	9	87700	158437
65	Sh. Vishwambehari Dayal	Asstt. Artist Retoucher	9	87700	134758
66	Sh. Sanjay Yadav	Asstt. Artist Retoucher	8	78800	138284
67	Sh Shubhash Thool	Junior.Artist	8	76500	134397
68	Miss Shubh Kiran Kaur	Junior Artist	7	70000	123412
69	Sh. Sat Prakash	Cameraman	8	70000	104512
70	Sh.Naresh Kumar	Cameraman	8	70000	123412
71	Sh.Jitender Kumar	Cameraman	7	70000	123412
72	Sh.Manoj Kumar	Cameraman	7	62200	110230
73	Sh. Jagdish Singh	Dark Room Asstt.	7	62200	93436

74	Sh. Mukesh Kumar	Reader	6	52000	93472
75	Sh.Vinay Kapoor	Reader	6	50500	76822
76	Sh.Ramesh Chand	Electrician	5	42800	65888
77	Sh. Avtar Singh	Mechanic	5	41600	64184
78	Sh. InderJeet	Risographer operator	4	39800	61628
79	Sh.Sureshanand	Risographer operator	4	38600	59924
80	Sh. Ram Niwas Prasad	Foreman(Bdg.)	6	53600	86336
81	Sh.Sanjay Dass	Foreman(Bdg.)	6	50500	76822
82	Sh.Premnath	Section Holder(Bdg.)	6	50500	76822
83	Sh. Atam Prakash	Section Holder(Bdg.)	5	45400	69580
84	Sh. Vijay Sharma	Section Holder(Bdg.)	5	40400	62480
85	Smt.. Urmila Rani	Section Holder(Bdg.)	6	52000	92992
86	Sh. Mohan Lal	Section Holder(Bdg.)	5	44100	67734
87	Sh. Ratan Chand	Section Holder(Bdg.)	5	44100	67734
88	Sh. Ravinder Singh	Section Holder(Bdg.)	5	41600	75416
89	Sh.Sanjay Kumar	Section Holder(Bdg.)	4	38600	59924
90	Sh. Manoj Tyagi	Binder	6	53600	86336
91	Sh. Ram Niwaz	Binder	5	46800	71568
92	Sh. Satya Prakash	Binder	5	46800	71568
93	Sh. Rampal	Binder	5	44100	67734
94	Sh. Hazari Prasad	Binder	5	40400	62480
95	Sh. Ashok Kumar	Binder	4	43500	78622
96	Sh. Dharmvir	Binder	4	43500	68822
97	Sh. Devendra Singh	Binder	4	43500	66882
98	Sh. Rakesh Kumar	Binder	4	41000	63332
99	Sh. Randhir Singh	Binder	4	38600	59924
100	Sh. Ram Pravesh Mahto	Binder	4	37500	58362
101	Sh.Sanjay Kumar	. Binder	3	37200	57936
102	Smt. Shashi sharma	Binder	3	37200	57936
103	Sh. Raghubir Singh	Binder	3	38300	59498
104	Sh. Jai Pal Singh	Binder	4	39800	61628
105	Sh. Girish Babu Kamal	Binder	3	38300	59498
106	Sh. Rajender Singh	Binder	3	38300	59498
107	Sh. Laxman Singh	Binder	3	38300	59498

108	Sh. Narender Pal Singh	Binder	3	37200	57936
109	Sh. Shamshad Ali	Binder	3	37200	57936
110	Sh. Ram Bharose	Binder	3	37200	57936
111	Sh. Ashok Kumar	Binder	3	37200	67980
112	Sh. Raj Kumar	Binder	4	39800	61628
113	Sh. Yad Ram	Binder	4	41000	63332
114	Sh. Rakesh Kumar	Binder	3	34000	62572
115	Sh. Dharmvir Singh	Asstt. Binder	5	46800	71568
116	Sh. Shiv Chand	Asstt. Binder	4	39800	63332
117	Sh. Rakesh Kumar Mishra	Asstt. Binder	4	39800	61628
118	Sh. Jagdish	Asstt. Binder	3	38300	59498
119	Sh. Bharat Singh	Asstt. Binder	3	38300	59498
120	Sh. Ram Badan	Asstt. Binder	3	38300	59498
121	Sh. Sita Ram	Asstt. Binder	3	38300	59498
122	Sh. Sham Sher Singh	Asstt. Binder	3	38300	59498
123	Sh. Subhash Chand	Asstt. Binder	3	38300	59498
124	Sh. Sanjay Kumar	Asstt. Binder	3	37200	57936
125	Sh. Satish Chand Saxena	Asstt. Binder	3	37200	57936
126	Sh. Sukan Mahto	Asstt. Binder	3	37200	57936
127	Sh. Daya Shankar	Asstt. Binder	3	37200	57936
128	Sh. Dharpal Singh	Asstt. Binder	3	37200	57936
129	Sh. Mahesh	Asstt. Binder	3	37200	57936
130	Sh. Bhopal Singh	Asstt. Binder	3		
131	Sh. Prakash	Asstt. Binder	3	37200	57936
132	Sh. Puroshottam Kumar	Asstt. Binder	3	37200	57936
133	Sh. Chnder Shekhar	Asstt. Binder	3	37200	57936
134	Sh. Anil Kumar	Asstt. Binder	3	37200	67980
135	Sh. Ashok Kumar	Asstt. Binder	3	37200	67980
136	Sh. Inderpal Sahu	Asstt. Binder	3	37200	57936
137	Sh. Mahavir Prasad	Asstt. Binder	4	43500	66822
138	Sh. Manveer Singh	Asstt. Binder	4	41000	63332
139	Sh. Udaiveer Singh	Asstt. Binder	2	32000	50522
140	Sh. Hari Kishan	Canteen clerk	5	49600	75544
141	Sh. Mahender Pal Singh	Canteen clerk	4	43500	66882
142	Sh. Rajender Singh	Canteen Attendant	4	43500	66822

143	Sh. Ragender Singh	Canteen Attendant	4	43500	66822
144	Sh. Rai Singh	Canteen Attendant	4	42200	65036
145	Sh. Rattan Singh	M.T.S	4	43500	66822
146	Sh. Girish Chand	M.T.S	4	42200	65036
147	Sh. Ganga Ram	M.T.S	4	41000	63332
148	Sh. Jai Kishan	M.T.S	4	41000	63332
149	Sh. Ram Niwas	M.T.S	4	41000	63332
150	Sh. Sonpal	M.T.S	4	41000	63332
151	Sh. Bishan Dass	M.T.S	4	41000	63332
152	Sh. Kehri Singh Baghel	M.T.S	4	41000	68444
153	Sh. Munesh	M.T.S.	4	41000	63332
154	Sh. Rajesh Kumar	M.T.S.	4	41000	63332
155	Sh. Raj Kumar	M.T.S.	4	38600	59924
156	Sh. Bal Kishan	M.T.S	4	41000	63332
157	Sh. Paras	M.T.S.	1	23500	34293
158	Sh.Rohit	M.T.S.	1	23500	34293
159	Sh. Mukesh Kumar	M.T.S	3	37200	57936
160	Sh. Rajender Prasad	Labourer	3	37200	57936
161	Sh. Naresh Kumar	Labourer	1	28000	43608
162	Sh. Hitander Kumar Saxena	D.T.P Operator	9	82600	149818
163	Sh. Prabol Kumar	D.T.P Operator	7	60400	107188
164	Sh. Umedi Lal Meena	D.T.P Operator	7	60400	90880
165	Sh. Gurbachan Singh	Offset Machine Man	8	72100	126961
166	Sh. Rajesh Kumar	Offset Machine Man	8	70000	123412
167	Sh. Brij Bushan Dogra	Offset Machine Man	7	62200	110230
168	Sh. Ashok Kumar	Offset Machine Man	4	39800	61628
169	Sh. Trilok Chand	Offset Machine Man	4	43500	66882
170	Sh. Satish Kumar	Offset Machine Assistant	4	43500	66882
171	Sh. Sudershan Kumar	Offset Machine Assistant	4	39800	61628
172	Sh. Praveen Singh	Offset Machine Attendant	4	41000	63332
173	Sh. Praveen Kumar	Offset Machine Attendant	4	39800	72374
174	Sh. Sunil Bhushan	Offset Machine Attendant	4	39800	61628
175	Sh. Mohan Lal	Offset Machine Attendant	3	38300	59498
176	Sh. Randhir Singh	Offset Machine Attendant	3	38300	69839

177	Sh. Satish Kumar	Offset Machine Attendant	3	38300	59498
178	Sh. Sohan Lal	Offset Machine Attendant	3	38300	69839
179	Sh. Mahavir Singh	Offset Machine Attendant	3	37200	57936
180	Sh. Sohan Lal	Offset Machine Attendant	3	37200	57936
181	Sh. Satpal	Offset Machine Attendant	3	37200	57936
182	Sh. Sher Singh	Offset Machine Attendant	3	37200	67980
183	Sh. Satya Prakash	Offset Machine Attendant	2	33000	51972
184	Sh. Jaya Narayan	Stenographer	4	33300	50922
185	Sh.Ajeet Kumar Khandelwal	L.D.C.	3	30200	51612
186	Sh. Dinesh kumar	L.D.C.	2	27600	43056
187	Sh. Manish Bhardwaj	L.D.C.	2	27600	50508
188	Sh. Disha Pathak	L.D.C.	2	26800	49188
189	Sh. Suraj Kumar	L.D.C.	2	26800	41952
190	Sh. Sanjay Saini	L.D.C.	2	26800	41952
191	Sh.Hardeep Sharma	L.D.C.	2	26800	42332
192	Sh. Parveen	L.D.C.	2	26800	41952
193	Sh. Rajbir	L.D.C.	2	26800	41952
194	Sh. Saket Kumar	L.D.C.	2	26800	41952
195	Sh. Chandan Kumar sinha	L.D.C.	2	25200	39744
196	Sh. Nirdesh Panwar	L.D.C.	2	25200	39744
197	Sh. Ashish Kumar	L.D.C.	2	25200	39744
198	Sh.Arun Kumar	L.D.C.	2	21700	31809

Establishment Section I (Estate /Vig.)

Estt. I is headed by an Accountant/Head Clerk(Sr.). There are 1 Head Clerk(Jr.), 7 U.D.Cs, 1 L.D.C. and 1 MTS in the section. The section deals with appointment, promotion, A.C.P. cases, N.O.C. to employees for higher studies, Confirmation cases, Probation cases, information sent to HQ Office/Presses on administrative matters, organization chart etc. RTI, Public Grievances, Vigilance cases and Court cases are also dealt in the section. Estate branch also functions under the Head Clerk of Establishment-I Section in this section. Matters relating to Allotment, cancellation of quarters and other matters of such as correspondence with C.P.W.D. for repair and maintenance of Press building, Press Colony are dealt in the Section. Estate Br. also passes Electricity bill and Water charges bill.

Establishment Section II

Estt. II is headed by Head Clerk (Junior)/Accountant. There are 1 Accountant, 4 U.D.C., 1 L.D.C, and 1 MTS in the section. Pension cases are dealt in this section. Final payment of Gratuity, Commutation, G.P.F., C.G.E.G.I.S. are finalized in this section The Section passes

leave application and maintain leave account and Service Books of all the employees.

Computing Branch

The branch is headed by Head Computer. The branch has 1 Head Computer, 2 U.D.Cs. The branch compiles records for production, outturn of D.T.P. Section, Machine Branch, Binding Branch etc. and prepare return or M.C.R., Monthly production figure. Calculation for Incentive bonus, work out the calculation for best operator award.

Accounts III and Printing Bill Section

The Section is headed by Head Clerk (Junior). The branch has 1 Head Clerk (Jr.), 4 U.D.Cs., 2 L.D.Cs. and 1 MTS. The branch does the job of costing, calculate the cost of printing of each job from Imposing stage, Plate Making, Typesetting at D.T.P. Section, Proof Reading, Printing in Machine Branch, Cutting, Binding (Manual & Operative hours), and prefers bills to indentors.

Accounts-I

The branch is headed by Head Clerk (Senior)/Accountant. The branch has 1 Accountant, 2 U.D.Cs., 3 L.D.Cs. and 1 MTS. The branch deals with cases like Budget of the Press (Monthly, Quarterly, Yearly etc.), Advances (Festival, Scooter, Car, Cycle, House Building advance etc.), Medical reimbursement bills, T.A./D.A., LTC cases, preparation of Proforma Account, G.P.F. advances/Withdrawal cases, Maintain the G.P.F. Account Ledger/Pass Books records of Class IV employees etc. Depreciation of Building, Material, Machinery and Equipment is assessed.

Pay Bill Section and General Branch

The branch is headed by Head Clerk (Senior)/Accountant. The branch has 1 Head Clerk (Senior) 4 U.D.Cs., 1 L.D.C. and 1 Peon. The branch prepares Salary bills and Overtime bills of all employees, Bonus bill, D.A. Arrears bills, Gratuity bills, Commutation bills, Leave encashment bill etc. The H.C. (Sr.) also supervises General Branch, who deals with Internal/External Audit and General Diary, Letters, dispatch of the press, Taxation work, Telephone bills, Issue of Identity cards to employees, deals with Audit work etc. General Branch also deals the Internal Telephone/ Cycle Stand Contract.

Procurement Section

Procurement Section is headed by Accountant/Head Clerk (Sr.)/(Jr.). There are 1 Head Clerk (Jr.), 3 U.D.Cs., 1 L.D.C. in the Section. The Section deals with purchase of raw material, spare parts of machinery, Papers, All Printing Materials, Machinery Equipments, Repair and maintenance of machinery, Purchase of Stationery items, calling of tenders wherever required, maintenance of Stationery and Paper Ledger and also deals weighty scale contract and carrying contract of transportation.

Cash Branch

Cash branch is headed by U.D.C. (Cash.). Cash branch distributes salary to employees, G.P.F. bills, T.A. bills, Festival bills payments of Advances, D.A. Bills, Overtime Bills etc. Cash book is written by UDC (Cash) and finally signed by Asstt. Manager(Admn)/DDO and also checked/signed by the Manager.

Time Keeping Section (D/S & N/S)

Time Keeping Section is looked after by Head Clerk (Sr.)/(Jr.). There are 1 U.D.C., 1 L.D.C. and 1 MTS in the T.K. (D.S.) and there are 1 U.D.C. in the T.K. (N.S.) Time Keeping

Section maintains Muster rolls of the press employees working in D.S./N.S. They also issue passes to visitors and make entry of vehicles, posting of overtime in the Muster Rolls. T.K. Section also verifies the Casual Leave of Industrial Employees and deduction of Late Attendance/Pass-outs of Industrial Employees and posted in the Muster Rolls and send a copy of recoveries to Pay Bill Section.

General Store Keeping Section

General Store Keeping Section is headed by General Store Keeper. The section has 2 U.D.Cs. The section issues paper and other material, machinery parts, Kerosene oil, Diesel oil, Mobile oil, and various other kinds of oils and chemicals used in this press. It maintains the records of all items/material/ printing items, printing and stationery items and issues it time to time on demands. It receives store and prepares their records on bin cards. It also maintains Stock Register.

Planning Section

Planning Section is headed by Foreman from Industry side. There are two L.D.Cs. in the section. Its duty is to issue Docket No. on the new arrival of jobs received from Ministries/Offices of Central/ State Government. It also informs the indentors of the printing position of their jobs. It also keeps co-ordination with other sections in the press where the job is sent for Imposing/Printing/Binding work/ Despatch section etc.

A.L.W.C. Section

The branch is headed by A.L.W.C. There is one L.D.C. in the section. The A.L.W.C. issues C.G.H.S. cards to employees. A.L.W.C. looks after the welfare of employees, do the job of Works Committee, Canteen Committee matters, Worker Education Schemes Work, renewal of Factory Licenses, to avail exemption when factory is to be run on 24 hours, Sundays/Holiday etc.

Asstt. Manager (Training) Section

Training Section is headed by Asstt. Manager(Tech.)/DM. There are one L.D.C. in the branch. The branch deals with recruitment of apprentices of different trades, and settlement of their dues, maintain of leave records, issue of certificates, conducting of examination from time to time (twice in a year).

Hindi Section

Hindi Section is headed by Hindi Officer/AD(OL).. The section deals Hindi matters and looks after the progress of dealing of letters in Hindi. Hindi Officer arranges the workshop of Hindi for better results in Hindi dealing letters. He sent return of letters of Hindi on Monthly/Quarterly basis/Yearly basis. Hindi fortnightly is also arranged by Hindi Officer and conducts competition on Typing, Dictation, Essays Writing, Letter Writing etc. Hindi Section deals with translation work from English to Hindi and vice versa. This section also distribute annual awards of conducting of examination on different subjects.

Care Taker Section

Care Taker section is headed by Asstt. Care Taker. It controls and distributes duties to Watch and Ward Staff, Safaiwala for cleanliness of the press and also maintains the press building.

Top Secret Section

Top Secret Section is headed by Deputy Manager. 1 LDC. is posted here for opening of Job Work Docket. The Clerk also prepares Printing Bills of Top Secret Section and other misc. works whenever allotted to him.

Dispensary Staff

Dispensary staff is headed by Press Medical Officer. At present 1 Pharmacist and 2 nurses are providing First Aid to the staff both Day and Night Shifts.

**ANNEXURE -B
(To Manual-
Right to
Information
Act, 2005)**

DIRECTORY OF OFFICERS

AND

EMPLOYEE

S OF

**GOVT. OF INDIA PRESS, RING ROAD,
MAYAPURI, NEW DELHI**

Sl. No.	Name of employee	Present post held (Name)	Address	Contact Number
1	Sh. Lazar Sagaya Raj,	Technologist	Flat No. 603, Godgift Society, Plot No. 25, Sector-2, Faridabad	8588814444
2	Sh. M. T.Murugen,	Deputy Manager	WZ-131, Second Floor, Gali No. 6 (Back Side) Virender Nagar, New Delhi-58	9013289987
3	Sh. Rajinder Singh	Deputy Manager	D-813 Type-III, Mander Marg, New Delhi	9990985151
4	Sh. Balram Narayan,	Deputy Manager	Type-III/03, Press Colony, Mayapuri, New Delhi-64	8148341398
5	Sh. H. C. Khulbe	Asstt. Manager (Admn.)	Type-IV/794, Laxmibai Nagar, New Delhi-23	9868540155
6	Sh. Romil Lotta	PMO	RZF, 173, Sadh Nagar, Palam Colony, New Delhi-45	7007634136
7	Sh.Om Prakash Sain	ALWC	G-194, Nanakpura, South Moti Bagh, New Delhi-21	9871259188
8	Sh. Amit Kumar Jaiswal	Technical Officer	Type-III/07, Press Colony, Mayapuri, New Delhi-64	9956504651
9	Sh. Lawrence Horo	Technical Officer	C-95, Upper Ground Floor Mohan Garden Uttam Nagar, New Delhi-59	9068402050
10	Sh. Ravinder Kumar	Technical Officer	SFS, Flat 84, Rajouri Apartment, opp. Govt Press Colony, Mayapuri, New Delhi-64	9315449243
11	Sh. Alok Kumar	Technical Officer	Type-III/11, Press Colony, Mayapuri, New Delhi-64	9899023653
12	Sh. K.C. Meena	Technical Officer	Type-III/05, Press Colony, Mayapuri, New Delhi-64	8630170215
13	Sh. Mahadasam Surender	Technical Officer	Type-III/16, Press Colony, Mayapuri, New Delhi-64	9885283414
14	Sh. Sarvesh Kumar Sivastava	Technical Officer	Type-III/14, Press Colony, Mayapuri, New Delhi-64	8888638359
15	Sh. Manoj Kumar Verma	Technical Officer	Type-IV/2, Press Colony, Mayapuri, New Delhi-64	9711276312
16	Sh.Kamaljeet Tubid	Accountant	Type-III/1, Press Colony, Mayapuri, New Delhi-64	7488313352

17	Sh. G. B. Karki	Accountant	Type-IV/361, Sector-IV, R.K. Puram, New Delhi	9958215222
18	Sh. Gunjan Kumar	Accountant	Type-III/02, Press Colony, Mayapuri, New Delhi-64	7904385472
19	Sh. Kundan Singh Rawat	Head Clerk (Sr)	Type-II/330, Press Colony, Mayapuri, New Delhi-64	9410061980
20	Sh. Rajesh Kumar	Head Clerk (JR.)	H. N. 3/140, Begpur, Manderwali Gali, post-marris road, Aligarh	9997433550
21	Sh. Chandra Shekhar Chaterjee	Head Clerk (JR.)	Type-II/322, Press Colony, Mayapuri, New Delhi-64	9997043442
22	Sh. Krishan Kumar Verma , PH	Head Clerk (JR.)	Type-III/09, Press Colony, Mayapuri, New Delhi-64	9897613441
23	Sh. Surinder Paul	Head Clerk (JR.)	Type-III/10, Press Colony, Mayapuri, New Delhi-64	9868087428
24	Smt. Santosh Kumari	Head Computer	B-97, 98 Part-1, Sita Puri, New Delhi	8708066835
25	Sh. Ram Niwas Prasad	Foreman(Bdg)	Type-II/65, Press Colony, Mayapuri, New Delhi-64	9868883887
26	Sh. Sanjay Kr. Dass	Foreman(Bdg.)	Type-II/308, Press Colony, Mayapuri, New Delhi-64	9818982148
27	Sh. Prem Nath	Section Holder (Binding)	Type-II/9, Press Colony, Mayapuri, New Delhi-64	9911116496
28	Sh. Vijay Sharma	Section Holder (Binding)	W.Z. A1/67, Hastal Road Uttam Nagar, New Delhi-64	7042709922
29	Sh. Atam Prakash	Section Holder (Binding)	21/252, Jagdamba Vihar, Gali No. 5 West Sagarpur, New Delhi-46	9717439093
30	Sh Mohan lal	Section Holder (Binding)	Type-II/173, Press Colony, Mayapuri, New Delhi-64	9255410294
31	Sh Rattan Chand	Section Holder (Binding)	Type-II/259, Press Colony, Mayapuri, New Delhi-64	9896792484
32	Smt. Urmila Rani	Section Holder (Binding)	H.N. 2003 Tower No. 7, Sector No.2 Greater Noida, UP	9530666102
33	Sh. Ravinder Singh	Section Holder (Binding)	V+P- Kherinarv, Distt-Karnal, HR	9050823280
34	Sh. Sanjay Kumar	Section Holder (Binding)	Type-II/217, Press Colony, Mayapuri, New Delhi-64	9253126384
35	Sh. Hazari Prasad	Binder	Type-II/306, Press Colony, Mayapuri, New	9560569773

			Delhi-64	
36	Sh Dharamveer Singh	Binder	Type-II/315, Press Colony, Mayapuri, New Delhi-64	7534823169
37	Sh. Ram Pal	Binder	Type-II/68, Press Colony, Mayapuri, New Delhi-64	9416724575
38	Sh. Randhir Singh	Binder	Type-II/114, Press Colony, Mayapuri, New Delhi-64	9466650913
39	Sh. Ram Pravesh Mehto	Binder	Type-II/203, Press Colony, Mayapuri, New Delhi-64	7827253087
40	Sh Ram Niwas	Binder	Type-I/54, Press Colony, Mayapuri, New Delhi-64	9780755784
41	Sh Satya Prakash	Binder	Type-II/13, Press Colony, Mayapuri, New Delhi-64	7500230187
42	Sh Ram pal	Binder	Type-II/290, Press Colony, Mayapuri, New Delhi-64	9915943822
43	Sh Rakesh Kumar	Binder	Type-II/130, Press Colony, Mayapuri, New Delhi-64	9027997608
44	Sh Sanjay Kumar	Binder	Type-II/233, Press Colony, Mayapuri, New Delhi-64	9759333236
45	Smt. Shashi Sharma	Binder	Type-II/223, Press Colony, Mayapuri, New Delhi-64	9319985021
46	Sh Yad Ram	Binder	Type-II/19, Press Colony, Mayapuri, New Delhi-64	9897268796
47	Sh. Devendra Singh	Binder	Type-II/194, Press Colony, Mayapuri, New Delhi-64	9012999439
48	Sh. Rakesh Kumar	Binder	Type-II/37, Press Colony, Mayapuri, New Delhi-64	9267326691
49	Sh. Raghuvir singh	Binder	Type-II/273, Press Colony, Mayapuri, New Delhi-64	9675726183
50	Sh. Jai Pal Singh	Binder	Type-I/221, Press Colony, Mayapuri, New Delhi-64	7428456994
51	Sh Girish Babu Kamal	Binder	Type-II/305, Press Colony, Mayapuri, New Delhi-64	8860567638
52	Sh Rajender singh	Binder	Type-II/91, Press Colony, Mayapuri, New Delhi-64	9627906686
53	Sh LaxmanSingh	Binder	Type-II/60, Press Colony, Mayapuri, New	8006829214

			Delhi-64	
54	Sh. Narender Pal Singh	Binder	Type-II/59, Press Colony, Mayapuri, New Delhi-64	7017445298
55	Sh Shamshad Ali	Binder	Type-II/41, Press Colony, Mayapuri, New Delhi-64	9258172425
56	Sh. Ram Bharose	Binder	Type-II/34, Press Colony, Mayapuri, New Delhi-64	9818830591
57	Sh. Manoj Kumar Tyagi PH	Binder	Type-II/102, Press Colony, Mayapuri, New Delhi-64	9855297094
58	Sh. Ashok Kumar	Binder	H.N. 17, Basant Village, P.O. Basant Vihar, New Delhi-57	8146819758
59	Sh Raj kumar	Binder	Type-II/25, Press Colony, Mayapuri, New Delhi-64	9997792406
60	Sh. Dharam Vir	Asstt. Binder	1088, Bakhtawar pur Garhi Panna, Delhi-36	9868820997
61	Sh. S. C. Saxena	Asstt. Binder	Type-II/26, Press Colony, Mayapuri, New Delhi-64	9958547577
62	Sh. Anil Kumar	Asstt. Binder	Flat No. 39, Pocket-E, Forth Floor, Sector -18, Rohini, New Delhi-85	9868382408
63	Sh. Ashok Kumar	Asstt. Binder	122, Basant Gaon, Prajapati Mohalla Po. Vasant Vihar New.Delhi.-57	9717180721
64	Sh. Dharam Pal Singh	Asstt. Binder	H. N. 493, Vill-Bakhare Holi Chawk, Delhi	9810630795
65	Sh. Sukan Mahto	Asstt. Binder	Type-II/97, Press Colony, Mayapuri, New Delhi-64	9990224081
66	Sh. Mahesh	Asstt. Binder	Type-II/75, Press Colony, Mayapuri, New Delhi-64	9971193926
67	Sh. Purshottam Kumar	Asstt. Binder	Type-II/05, Press Colony, Mayapuri, New Delhi-64	7011112454
68	Sh. Chander Shekhar	Asstt. Binder	Type-I/13, Press Colony, Mayapuri, New Delhi-64	9212231817
69	Inder Prakash Sahu	Asstt. Binder	Type-II/102, Press Colony, Mayapuri, New Delhi-64	9999924016
70	Sh. Sanjay Kumar	Asstt. Binder	Type-II/02, Press Colony, Mayapuri, New Delhi-64	7835835888
71	Sh. Prakash	Asstt. Binder	Type-I/03, Press Colony, Mayapuri, New Delhi-64	9818125568

72	Sh. Udaiveer Singh	Asstt. Binder	Type-II/234, Press Colony, Mayapuri, New Delhi-64	9456466649
73	Sh Ram Badan	Asstt. Binder	Type-II/187, Press Colony, Mayapuri, New Delhi-64	9888893208
74	Sh. Bharat singh	Asstt. Binder	Type-II/310, Press Colony, Mayapuri, New Delhi-64	9319282083
75	Sh Daya Shankar	Asstt. Binder	Type-II/57, Press Colony, Mayapuri, New Delhi-64	9868640709
76	Sh. SubhashChander-V	Asstt. Binder	Type-I/20, Press Colony, Mayapuri, New Delhi-64	9780230028
77	Sh Shamsheer Singh	Asstt. Binder	Type-II/102, Press Colony, Mayapuri, New Delhi-64	9855297094
78	Sh. Sita Ram	Asstt. Binder	Type-II/171, Press Colony, Mayapuri, New Delhi-64	7559680605
79	Sh Bhopal Singh	Asstt. Binder	Type-II/252, Press Colony, Mayapuri, New Delhi-64	9501994673
80	Sh. Shiv Chand Saha	Asstt. Binder	Type-II/74, Press Colony, Mayapuri, New Delhi-64	8287361629
81	Sh. Jagdish	Asstt. Binder	2A, Bhogal Lane, Jungpura, New Delhi-14	9312339461
82	Sh Rakesh	Asstt. Binder	D-1551, Jahangirpuri, Delhi-110033	8700584550
83	Sh. Mahaveer Prasad(Safaiwala)	Asstt. Binder	Type-II/211, Press Colony, Mayapuri, New Delhi-64	9720744166
84	Sh. Manveer Singh (Chowkidar)	Asstt. Binder	Type-II/11, Press Colony, Mayapuri, New Delhi-64	8800562530
85	Sh. Jagdish Singh	Dark room Assistant	Type-II/10, Press Colony, Mayapuri, New Delhi-64	9868821243
86	Sh. Jitender Kumar	Camera Man	H.N. 592/7 Govind Puri, Kalkaji, New Delhi	8700657053
87	Sh. Naresh Kumar	Camera Man	H.N. 122C, Queen House King Place Master Ram Parsad Gali, Sultanpur, New Delhi	9716702823
88	Sh. Sat Prakash	Camera Man	Type-III/06, Press Colony, Mayapuri, New Delhi-64	9911255058
89	Sh. Manoj Kumar	Camera Man	V+P- Dabodha, Kalaiv, Disstt- Jhajjar, (Haryana)-1245007	9953574549

90	Miss Shubhkiran Kaur	Junior Artist	Type-II/5, Press Colony, Mayapuri, New Delhi-64	9779559817
91	Sh. Subhash Govind Rao Thool	Junior Artist	UG-1,4/323, Vaishali Sector-4, Ghaziabad 201010	8273130696
92	Sh. Ramesh Chand	Electrician	Type-II/86, Press Colony, Mayapuri, New Delhi-64	9911120408
93	Sh. H. K. Saxena	DTP Operator	3/36-A, F.I, H/G Sector-2, Ghaziabad	9968065575
94	Sh. Umedi Lal Meena	DTP Operator	Type-III/08, Press Colony, Mayapuri, New Delhi-64	9013203275
95	Sh. Prabol Kumar	DTP Operator	Plat No. 135, Flat No. SF 9, Vaishali, Sector-5, Ghaziabad, UP-201010	9911102468
96	Sh. Rajendra Prasad	Labourer	Type-I/28, Press Colony, Mayapuri, New Delhi-64	8171395921
97	Sh.Naresh Kumar	Labourer	Type-I/26, Press Colony, Mayapuri, New Delhi-64	9958159111
98	Sh. Sureshanand Dhyani	Risographer Operator	Type-II/81, Press Colony, Mayapuri, New Delhi-64	9650144690
99	Sh. Inderjeet	Risographer Operator	Type-II/329, Press Colony, Mayapuri, New Delhi-64	9827384814
100	Sh. Sanjay Yadav	Assistant Artist Retoucher	68/A-18, Laxmi Garden, Near Saty Jyoti School, Gurugram, HR-122001	9650054960
101	Sh. Sanjay Sharma	Assistant Artist Retoucher	Type-III/07, Press Colony, Mayapuri, New Delhi-64	9871159444
102	Sh. Vishamber Dayal	Assistant Artist Retoucher	Type-III/15, Press Colony, Mayapuri, New Delhi-64	9868337819
103	Avtar Singh	Mechanic (Printing & Bdg)	Type-II/289, Press Colony, Mayapuri, New Delhi-64	7973571900
104	Sh. Dharmendra Pal Singh	UDC	Type-II/42, Press Colony, Mayapuri, New Delhi-64	9997773449
105	Sh. Ganga Ram	UDC	Type-II/36, Press Colony, Mayapuri, New Delhi-64	9720363161
106	Sh. Bishwanath Bangabash	UDC	Type-II/236, Press Colony, Mayapuri, New Delhi-64	9410210231
107	Sh. Pradeeep Kumar	UDC	B-50, Ram Butt Enclave, Uttam Nagar, New Delhi	8295077600

108	Sh. Bishan Singh	UDC	Type-B/138, Press Colony, Minto Road, New Delhi-64	9013128387
109	Smt. Nirmla Devi	UDC	RZ-H 18 Dharam Pura, Najafgarh New Delhi-43	9013339878
110	Sh. R.P Meena	UDC	Type-II/145, Press Colony, Mayapuri, New Delhi-64	9267989248
111	Sh. Ashok Kumar Bhutani	UDC	Type-II/181, Press Colony, Mayapuri, New Delhi-64	9996852307
112	Sh. Ashok Kumar	UDC	Type-II/185, Press Colony, Mayapuri, New Delhi-64	9953111363
113	Sh. Tilak Raj	UDC	Type-II/307, Press Colony, Mayapuri, New Delhi-64	9645103496
114	Sh. Birendra Kumar Mishra	UDC	Type-II/107, Press Colony, Mayapuri, New Delhi-64	9468011639
115	Sh. Ajay Kumar	UDC	Type-II/58, Press Colony, Mayapuri, New Delhi-64	9355808893
116	Sh. Murari Lal	UDC	Type-II/122, Press Colony, Mayapuri, New Delhi-64	9210733399
117	Sh. Rajeev Ranjan-I	UDC	Type-II/193, Press Colony, Mayapuri, New Delhi-64	9953747910
118	Sh. Ritu Raj	UDC	Type-II/161, Press Colony, Mayapuri, New Delhi-64	8700558312
119	Sh. Rajeev Rajan-II	UDC	Type-II/154, Press Colony, Mayapuri, New Delhi-64	9555176799
120	Sh. Jai Bhagwan	UDC	Type-II/321, Press Colony, Mayapuri, New Delhi-64	9996465679
121	Sh. Jai Pal	UDC	Type-II/133, Press Colony, Mayapuri, New Delhi-64	9759997278
122	Sh. Satish Kumar	UDC	Type-II/153, Press Colony, Mayapuri, New Delhi-64	9896987681
123	Sh. Sandeep Kumar	UDC	Type-II/341, Press Colony, Mayapuri, New Delhi-64	9149130426
124	Sh.Vivek Srivastava	UDC	Type-II/337, Press Colony, Mayapuri, New Delhi-64	9012320179
125	Smt. Anita Rani	UDC	Type-II/241, Press Colony, Mayapuri, New Delhi-64	9914299773
126	Sh. Avinash Chander	UDC	RZB-61A, Gurdwara	9417430610

			Road, Mahavir, Enclave, N.D-110045	
127	Sh. Raju Kumar	UDC	Type-II/206, Press Colony, Mayapuri, New Delhi-64	7827481269
128	Sh. Dalip Kumar	UDC	Type-II/177, Press Colony, Mayapuri, New Delhi-64	9999481559
129	Sh. Gopal Singh	UDC	Type-II/147, Press Colony, Mayapuri, New Delhi-64	9927525453
130	Sh. Niraj Kumar Sinha	UDC	Type-II/146, Press Colony, Mayapuri, New Delhi-64	9555232391
131	Sh. Rajiv Kumar	UDC	Type-II/188, Press Colony, Mayapuri, New Delhi-64	9012894657
132	Sh. Balesh Kumar Sinha	UDC	Type-II/138, Press Colony, Mayapuri, New Delhi-64	9555509208
133	Sh. Manan Mahto	UDC	Type-II/124, Press Colony, Mayapuri, New Delhi-64	8368699962
134	Sh. Purushotam Lal Meena	UDC	Type-II/108, Press Colony, Mayapuri, New Delhi-64	9414789299
135	Sh. Vivek Kumar	UDC	H. N. 385, V&P- Jaunti Delhi-81	8826765567
136	Sh. Rajnish Kumar	UDC	Type-II/121, Press Colony, Mayapuri, New Delhi-64	8287732665
137	Sh. Ravi Ranjan Kumar	UDC	Type-II/118, Press Colony, Mayapuri, New Delhi-64	7827814749
138	Sh. Avinash Kumar Pal	UDC	Type-II/186, Press Colony, Mayapuri, New Delhi-64	8299480804
139	Sh. Arjun Lal Meena	UDC	Type-II/149, Press Colony, Mayapuri, New Delhi-64	9015578349
140	Sh. Manish Bhardwaj	LDC	H.N. 496 VPO Nangal Thakran Delhi-110039	9278065562
141	Sh. Saket Kumar	LDC	Type-II/140, Press Colony, Mayapuri, New Delhi-64	9711132350
142	Sh. Dinesh Kumar	LDC	Type-II/50, Press Colony, Mayapuri, New Delhi-64	9873655297
143	Smt. Disha Pathak	LDC	Flat No. 507, Arjun apartments C-wing, Sect-07, Plot 8c, Dwarka-75	999634933
144	Sh. Ashish Kumar	LDC	Type-II/243, Press Colony, Mayapuri, New	9911951899

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145	Sh. Nirdesh Panwar	LDC	Type-II/116, Press Colony, Mayapuri, New Delhi-64	8447202756
146	Sh. Hardeep Sharma	LDC	Type-II/109, Press Colony, Mayapuri, New Delhi-64	9992079466
147	Sh. Parveen	LDC	Type-II/331, Press Colony, Mayapuri, New Delhi-64	9899720341
148	Sh. Chandan Kumar Sinha	LDC	Type-II/117, Press Colony, Mayapuri, New Delhi-64	9599548525
149	Sh. Suraj Kumar	LDC	Type-II/201, Press Colony, Mayapuri, New Delhi-64	7531973488
150	Sh. Sanjay Saini	LDC	Type-II/110, Press Colony, Mayapuri, New Delhi-64	9992717796
151	Sh. Rajbir	LDC	Type-II/101, Press Colony, Mayapuri, New Delhi-64	9991602175
152	Sh. Ajeet Kumar Khandelwal	LDC	Type-II/292, Press Colony, Mayapuri, New Delhi-64	9645103496
153	Sh. Arun Kumar	LDC	Type-II/340, Press Colony, Mayapuri, New Delhi-64	9315233139
154	Sh. Ratan Singh(Chowkidar)	MTS	Type-II/35, Press Colony, Mayapuri, New Delhi-64	9868763185
155	Sh. Son Pal(Peon)	MTS	Type-II/22, Press Colony, Mayapuri, New Delhi-64	9119737404
156	Sh. Jai Kishan(Farash)	MTS	Type-II/66, Press Colony, Mayapuri, New Delhi-64	9802469658
157	Sh. Munesh(Safaiwala)	MTS	Type-II/262, Press Colony, Mayapuri, New Delhi-64	9761564169
158	Sh Ram Niwas Chowkidar	MTS	Type-II/100, Press Colony, Mayapuri, New Delhi-64	9818818613
159	Sh. Bal Kishan, Safaiwala	MTS	Type-I/39, Press Colony, Mayapuri, New Delhi-64	9355206624
160	Sh. Ganga Ram, Peon	MTS	3/185, 92 Shyam Nagar, Aligarh	9808628085
161	Sh. Kehari Singh Baghel(P.H.Blind), Peon	MTS	Type-II/76, Press Colony, Mayapuri, New Delhi-64	9878945309
162	Sh. Rajesh(Safaiwala)	MTS	Type-II/282, Press Colony, Mayapuri, New Delhi-64	8146097793

163	Sh. Bishan Das(Chowkidar)	MTS	Type-II/281, Press Colony, Mayapuri, New Delhi-64	987848073
164	Sh. Raj Kumar(Safaiwala)	MTS	Type-II/129, Press Colony, Mayapuri, New Delhi-64	9582056343
165	Sh. Girish Chand(Daftari)	MTS	Type-I/125, Press Colony, Mayapuri, New Delhi-64	9068053321
166	Sh. Mukesh Kumar(Peon)	MTS	Type-II/298, Press Colony, Mayapuri, New Delhi-64	9034889513
167	Sh. Rohit(MTS)	MTS	Type-II/84, Press Colony, Mayapuri, New Delhi-64	9802365165
168	Sh. Paras(MTS)	MTS	Type-II/98, Press Colony, Mayapuri, New Delhi-64	99920663178
169	Smt. Asha Rani	Nurse	Type-IV/1, Press Colony, Mayapuri, New Delhi-64	9050958924
170	Smt Mary Halen James	Nurse	Type-IV/04, Press Colony, Mayapuri, New Delhi-64	8194059523
171	Sh. Chandra Pal	Pharmacist	340, Dr. Ambedkar Colony Quarsi, Aligarh	9457390808
172	Sh. Mahendra Pal Singh	Canteen Clerk	Type-II/30, Press Colony, Mayapuri, New Delhi-64	9627688546
173	Sh. Hari Kishan	Canteen Clerk	Type-II/206, Press Colony, Mayapuri, New Delhi-64	7836859258
174	Sh Ragendra Singh	Canteen Attndant	Type-II/62, Press Colony, Mayapuri, New Delhi-64	9897426811
175	Sh. Rajendra Singh	Canteen Attndant	Type-II/21, Press Colony, Mayapuri, New Delhi-64	9582592356
176	Sh. Rai Singh	Canteen Attndant	Type-II/268, Press Colony, Mayapuri, New Delhi-64	9915624391
177	Sh. Jaya Narayan	stenographer	Type-II/313, Press Colony, Mayapuri, New Delhi-64	9729952628
178	Sh. Rajesh Kumar	Offset Machine Man	C-6/444, Yamuna Vihar, New Delhi-53	988842753
179	Sh. Gurbachan Singh	Offset Machine Man	H.N. 108, Sector-46A, Chandigarh	9855183322
180	Sh. Brij Bhushan Dogra	Offset Machine Man	RZF-268A, Gali No. 20, Sadh Nagar-II, Palam Colony South West Delhi-45	7986090919
181	Sh.Trilok chand	Offset Machine Man	Type-II/54, Press Colony, Mayapuri, New	962733654

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182	Sh. Ashok Kumar	Offset Machine Man	Type-II/29, Press Colony, Mayapuri, New Delhi-64	9045424127
183	Sh. Satish Kumar	Offset Machine Assistant	Type-II/164, Press Colony, Mayapuri, New Delhi-64	9614596486
184	Sh. Sudarshan Kumar	Offset Machine Assistant	Type-II/173, Press Colony, Mayapuri, New Delhi-64	9255410294
185	Sh. Randhir Singh	Offset Machine Attendant	H. N. 34. R.K. Enclave, Palam Vihar Ext. Gurugram (HR)-122017	9812481886
186	Sh. Sohan Lal	Offset Machine Attendant	Type-II/92, Press Colony, Mayapuri, New Delhi-64	8708611951
187	Sh. Sunil Bhushan	Offset Machine Attendant	Type-II/61, Press Colony, Mayapuri, New Delhi-64	9466814234
188	Sh. Parveen Kumar	Offset Machine Attendant	Type G-5/176, Ground floor, Rohini, Delhi	9417249446
189	Sh. Sohan Lal	Offset Machine Attendant	K-46, First Floor, Part-2, Chanakyapuri-59	9996822479
190	Sh. Sher Singh	Offset Machine Attendant	H. No. 24, Sagarpur, (West) New Delhi-46	9729954976
191	Sh. Mahabir Singh	Offset Machine Attendant	Type-II/70, Press Colony, Mayapuri, New Delhi-64	9050368977
192	Sh. Satpal	Offset Machine Attendant	Type-II/257, Press Colony, Mayapuri, New Delhi-64	9518282712
193	Sh. Mohan Lal	Offset Machine Attendant	H.N. 267, Vill- Kakkrola, New Delhi	9896717645
194	Sh. Satya Prakash	Offset Machine Attendant	Type-II/83, Press Colony, Mayapuri, New Delhi-64	9213299921
195	Sh. Parveen Singh	Offset Machine Attendant	Type-II/253, Press Colony, Mayapuri, New Delhi-64	9416367090
196	Sh. Satish Kumar	Offset Machine Attendant	Type-II/27, Press Colony, Mayapuri, New Delhi-64	9582723817
197	Sh. Vinay Kapoor	Reader	Type-II/226, Press Colony, Mayapuri, New Delhi-64	9896931066
198	Sh. Mukesh Kumar	Reader	Flat No. 28, Sector PKT. Dwarka, New Delhi- 57	9958664567