

By Email

GOVERNMENT OF INDIA
Ministry of Housing and Urban Affairs
GOVERNMENT OF INDIA PRESS, NASHIK
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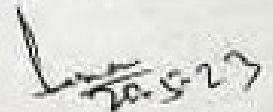
Date:-20.05.2023

OFFICE MEMORANDUM

Subject:- Information on Proactive disclosure under RTI Act 2005

Please refer to the CDN Section, Directorate of Printing, New Delhi's E-mail dated 28/04/2023. The requisite information on Proactive disclosure under RTI Act 2005 in respect of this Press is enclosed herewith for information and further necessary action.

Encl: As above.



(B. K. Sahana)
Officer-In-Charge

To
The Assistant Director(CDN)
Directorate of Printing, New Delhi.

GOVERNMENT OF INDIA PRESS
GANDHINAGAR NASHIK-6

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

As on 01.05.2023

BRIEF OF THE PRESS

With the advent of Independence and Democratic set-up of the Government, the volume of printing work increased considerably, thus difficulties and delays were felt by the Government of India in publishing and printing their Administrative Reports, laws, Acts, Department Codes and Manuals, Gazettes, Staff lists and other miscellaneous jobs which were necessary to keep the public and the world informed of the Government of India activities. To find a solution to these difficulties the Government constituted a Committee of Experts in the printing trade. They toured throughout India and went into the details from all angles. Their report was out in the middle of 1948. Besides other recommendations made by them, they considered that as there was no major press of the Government of India in the western region a full-fledged major press should be established fully equipped with Letterpress, Photo Litho and Rotaries. They considered that the location should be somewhere near Bombay where there are many Central Government Offices and which is the main industrial and commercial capital city of India. Their recommendations were accepted by the Government and in view of its proximity to Bombay, temperature, climate and atmospheric humidity, choice fell on Nashik. The Standing Finance Committee approved the scheme by the end of 1948. Plant and Machinery were immediately ordered which started arriving in 1949, and which were stored in temporary hired sheds near Nashik Road Railway Station. The Central Public Works Department took up the construction of buildings for which they acquired land on the main Nashik-Poona Road, by the end of 1953. About 100 quarters for the staff were made available. In the meantime a nucleus Press was started on 22nd February, 1951 with a small staff of about 100 workers. The staff was mostly brought from other presses. The strength was augmented further, on getting H.T. line in 1953. The staff strength then rose to about 300 workers.

The main press building was ready in the beginning of 1955 when machinery was shifted to the new site and erected. The press was formally opened on the 31st October, 1955. The nucleus Press was closed and the hired sheds vacated in November, 1955. About 200 more staff quarters were also ready by this time and were allotted to workers. The start was made with the letter Press Wing only, as neither full equipment for the other wings was available nor was there

enough space. By April, 1959, 744 quarters were allotted to the workers. The capital outlay up to the end of March, 1959, on all buildings including the residential colony and plant and machinery etc. was, well over two and a half crores of rupees. The building for the Forms Press Wing and the air conditioning work for the Photo Litho Wing was completed. The work in the Forms Press Wing was started with a staff of 132 men in June, 1958. The construction of building for the Press (letter Press and Photo Litho Wings) and the residential colony was a programme of the First Five Year Plan. From, the point of view of location, layout, working conditions, as well as the Planning of the Factory and Office Buildings and residential colony in one self-contained campus this press has set a pattern worthy, of emulation. The press has been modernized by providing offset printing machines and. D.T.P. equipment's. The Press has celebrated its Golden Jubilee celebration. Shri Ajay Makan, Hon'ble State Minister of Urban Development was kind enough to be present at concluding ceremony of the celebration. The office has been fully computerized

4(1)(b)(I)

The category-wise details of staff in Govt. of India Press, Nashik are given as under :-

**Shri Hari M. P., Deputy Director has been given additional charge as Manager in G.I.P.Nashik vide order No. A-12034/4/2021-Admn.II Prtg-UD dated 14.10.2022.

Sl. No.	Name of the Post	Pay Scale (In Rs.)	Sanctioned Strength	Men on Roll as on 01-05-2023	Vacant
01	02	03	04	05	06
Group 'A' Gazetted					
1	Senior Administrative Grade(SAG) (In lieu of Medical Officer)	L-10 (56100-177500)	02	01	01
2	Asstt. Labour Welfare Commissioner	L-10(56100-177500)	01	-	01
3	Manager	L-11 (67700-208700)	01	-	01
Group 'B'Gazetted					
4	Deputy Manager/A.M(T)	L-7 (44900-142400)	03	03	-
5	Asstt. Manager (Admn)	L-7 (44900-142400)	02	-	02
Group 'B' (Non-Gazetted), Non Industrial					
6	Technical Officer	L-7 (44900-142400)	12	4	8
7	Accountant	L-6 (35400 – 112400)	3	1	2
8	Head Clerk(Sr.)	L-6 (35400 – 112400)	1	-	1
9	Head Clerk(Jr.)	L-6 (35400 – 112400)	9	7	2
10	Head Computer	L-6 (35400 – 112400)	2	1	1
11	General Store Keeper	L-6 (35400 – 112400)	2	1	1
12	Stenographer Grade II	L-6 (35400 – 112400)	1	1	-
13	Female Nurse	L-6 (35400 – 112400)	1	-	1

01	02	03	04	05	06
Group 'B' (Non-Gazetted), Industrial					
14	Head Reader	L-6 (35400 – 112400)	1	-	1
15	Foreman(Bdg.)	L-6 (35400 – 112400)	6	5	1
16	Sr. Artist	L-6 (35400 – 112400)	1	1	-
17	Junior Artist	L-6 (35400 – 112400)	2	-	2
18	Artist Retoucher	L-6 (35400 – 112400)	1	-	1
19	Asstt. Artist Retoucher	L-6 (35400 – 112400)	4	3	1
20	Offset Machine Man	L-6 (35400 – 112400)	31	13	18
21	D.T.P. Opr.	L-6 (35400 – 112400)	7	2	5
22	Camera Man	L-6 (35400 – 112400)	3	2	1
Group 'C' Non-Industrial					
23	Upper Division Clerk	L-4 (25500-81100)	30	11	19
24	Stenographer Grade II	L-4 (25500-81100)	3	-	3
25	Lower Division Clerk	L-2 (19900 -63200)	29	3	26
26	Pharmacist/Compounder	L-5 (29200-92300)	2	3	-
27	Cook	L-2 (19900 -63200)	2	-	2
28	Coupon/Counter/Canteen Clerk	L-2 (19900 -63200)	2	1	1
29	Bearer(Canteen Boy)	L-1 (18000-56900)	2	-	2
30	M.T.S	L-1 (18000-56900)	12	2	10
Group 'C' Industrial					
31	Head Mechanic(Prtg./Bdg)	L-5 (29200-92300)	1	-	1
32	Section Holder(Bdg)	L-5 (29200-92300)	17	12	5
33	Reader	L-4 (25500-81100)	7	4	3
34	Copy Holder	L-2 (19900 -63200)	3	1	2
35	Binder	L-4 (25500-81100)	79	10	69
36	Asstt. Binder	L-2 (19900 -63200)	38	-	38
37	Machine Asstt Offset	L-4 (25500-81100)	14	9	5
38	Machine Atndt Offset	L-2 (19900 -63200)	11	5	6
39	Offset Plate Maker	L-4 (25500-81100)	6	5	1
40	Asstt. Plate Maker	L-2 (19900 -63200)	3	2	1
41	Mechanic(Prtg./Bdg)	L-4 (25500-81100)	3	1	2
42	Electrician	L-4 (25500-81100)	2	1	1
43	Carpenter	L-2 (19900 -63200)	1	1	-
44	Driver(LV)	L-2 (19900 -63200)	1	1	-
45	Cleaner Driver	L-1 (18000-56900)	1	-	1
46	Labourer	L-1 (18000-56900)	1	-	1

Govt. of India Press, Gandhinagar, Nashik is presently functioning with **117** staff strength as against 366 sanctioned strength.

** Sanctioned Strength as per Directorate of Printing Order No.20/3/2018-A.IIIId dated 08th July 219

Cost of Printing

The cost of printing of the jobs of indentor(s) are realized by raising printing cost bills, on the basis of existing costing system approved by the Directorate of Printing, New Delhi. The existing costing system is based on proforma accounts of this Press. Cost of Printing is being worked out on the basis of approved common hourly rates for each cost centre of this Press. This costing system is under review and will be replaced with commercial accounting system in all Government of India Presses. At present the printing cost is being realized from indentor(s) on no loss - no profit basis.

4(1)(b)(II): The power's and duties of officers and employees of Govt. of India Press, Nashik

Non-Industrial Employees

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

- (1) He is in-charge 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 in the Press.
- (4) He is the Chairman of the D.P.C. , D.S.C. and Recruitment board for group 'C' and 'D' posts and makes appointments and promotions in consultations with the committee
- (5) He passes orders on regular leave application of supervisory staff both on clerical and Industrial sides of the Press
- (6) He is responsible for general security of the Press and ensures safe guards 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) **Works Manager:-** The Works Manager will assist the General Manager in his day to day administration and shall take his orders on all important matters. The duties and powers of the Works Manager will be as follows :-

- (1) He is responsible for production in all wings of the Press.
- (2) He is responsible for ensuring economical and expeditious production.
- (3) He is responsible for seeing that security measures as per instructions are adhered to by the Asstt. Manager (Tech.) in charge of the Top Secret section.

(4) He is responsible for initiating action ensuring the security of Government property.

(5) He sanctions all leave to technical Supervisory staff up to the rank of Foreman.

(6) He sanctions increment to the industrial staff up to the rank of Foreman.

(7) He is authorized to effect internal transfer of workers in the interest of work and efficiency provided the transfer does not entail a reduction in rank, grade or earnings; and all work men under pain of dismissal from service shall obey his orders in this respect.

(8) He corresponds directly with indentors in technical matters.

(9) He supervises working details of all branches.

(10) He scrutinizes and sign bonus statements of all operators.

(11) He acquaints himself with relevant portions of all Acts affecting the press and its workers.

(12) He sees that the machinery and fittings are maintained in a state of highest efficiency.

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

(14) When the General Manager proceeds on leave/tours etc., he will enjoy the Financial and Administrative powers of General Manager as per the instruction of Directorate of Printing Office Order No. 21/1/94-A-II dated 29.11.1994.

(3) **Chief Medical Officer (NFSG)** :- He/She is a Group 'A' Officer. His/her 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/she is assisted by Para-Medical staff, viz., Nurse, Pharmacist, Orderly, etc. The medicines required for Press Dispensaries 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.

(4) **Asstt. Labour Welfare Commissioner**:- His services are required in the Press as per the provisions of section 49 of Factories Act, 1948. 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.

(5) **Asstt. Director (O.L.)**:- He is responsible for implementing the Hindi Scheme under Official Languages Act. He is responsible for conducting Annual/Bimonthly/quarterly/monthly Hindi meetings. He is responsible for getting the work done in Hindi as required. He is responsible for translation work in time.

(6) **Deputy Manager/Assistant Manager (Tech)** :-Their duties are shown below -

(1) They are responsible for economical and expeditious production in the Press.

(2) They are responsible for ensuring of security in production branches.

(3) They sanction all leave to industrial staff up to 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) Senior most Deputy Manager is a of DPC/DSC as approved by the Competent Authority.

(9) They are authorized to effect inter branch transfer of labourers in the interest of work and efficiency.

(7) **Assistant Manager (Administration)**:- He assists the General 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 Assistant Estate Manager 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 Health Officer, Press Medical Officer, CPWD and does all other correspondences of office side.

(7) The above powers are subject to the condition that he will be working directly under the General Manager and will take his orders on all important questions that may arise, in day-to-day 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.

(8) **Technical Officer**:- He is responsible for quality and quantity of the work of the press. He will ensure that the Jobs are executed as economical as possible. He will distribute the crews on the M/cs. He will see that all men received 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 machines are idle and the lights in branch when not required are put off.

He will maintain production records of each machine in a register. He will maintain history sheets of machines and same will be put up to the Deputy Manager for checking etc. He is also responsible for quality and quantity of work and will carry out checking of outturns of the operations and ensure that overtime work is kept at the minimum.

Technical Officer detailed in Process Section will look after the work in the Sections such as Camera, Re-touching, Lay-out, Plate Making. He will plan the job economically and will Supervise its processing and will continuously feed the Machine Section with jobs according due priority.

Technical Officer (Binding) will Supervise the Staff under him and will see that Binding work is executed maintaining quality and sticking to the time schedule.

Technical Officers will frequently interact with the higher officers to solve the problems arising during Production will examine Stock Position, requirement etc. of various items and will co-ordinate with Store, Procurement etc for its Procurement etc.

(9) **Superintendent** :-The Superintendent is Group "B" Non Gazetted Officer who will be assisting Asstt. Manager (Admn) in day to day work in Administration as well as Accounts matters. So all the files to be submitted to the Asstt. Manager (A) should be routed through Superintendent.

(10) **Accountant** :- He holds the Supervisory Charge of accounts and establishment sections and in doing so, he is assisted by the Head clerk (Jr.) of the section concerned. He is responsible for the general administration and efficiency of the clerical establishment and will see that the prescribed routine regarding the Accounts/

Establishment/ Estate/ WC&R/ Computing etc. is strictly observed. He will ensure that all Accounts and Establishment matters are disposed off strictly in accordance to the 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 General Manager, who obtains the approval of the Directorate of Printing, New Delhi if necessary.

(11) **Head Clerk (Senior./Junior.):**- Head clerk is responsible for the general supervision of clerical branches and sections under his charge. The Head clerk should see

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

The Head Clerk in the Govt. of India Press is responsible for seeing that the work involved in the work docket system detailed is properly carried out.

(12) **Head Computer:**- He is responsible to prepare Managerial Control Return 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 from various Productive Sections. He has to maintain various Registers/ Records for the Preparation of Proforma Accounts on the activities of the Productive hands.

13) **Hindi Translator:**- Translates written or printed material from one language English, Hindi or more than other languages. Scrutinizes reports, publications, journals, court judgments, rules and other documents written or printed in one language and translates them into Hindi or Regional Languages.

(14) **Upper Division Clerk:**- U.D.C. is a Non-Industrial Group 'C' Post. He prepares notes, drafts, reference, rules etc. draws out reports statements and attends to correspondences Assists Accountant/Head clerk in disposal of complicated of important cases. Makes entries in registers regarding nature and numbers of papers received by him

for disposal. Studies letters and correspondences and links connected papers on subject. Prepares brief notes, reports or drafts replies quoting precedent, rules, regulations and existing orders and put up for further consideration. Keeps watch over movement of files. Sometimes he supervises work of subordinate and assists them in disposal of cases correctly and expeditiously. He maintains prescribed registers. He may do his own typing. He maintains accounts of Bill raised and recovery made.

(15) **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 the Presses. He is also custodian of all valuables of the Press. He is responsible for :-

1. Custody of all money/Cheques/Drafts received in the Press.
2. Disbursement of Cash/Cheques to the Press employees/proper person.
3. To remit cash/Cheques in Bank/Treasury/Pay and Accounts Office etc.
4. He sends third party cheques/drafts by post.
5. He maintains cash book, subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances security deposit Register etc.
6. He attends Banks personally on every occasion when money has to be withdrawn or deposited.
7. He maintains Imprest accounts and recoups as soon as the voucher is rendered by the concerned Official/Officer.
8. He keeps savings Bank Pass Books, Security Deposits, Original Contract Agreements, Bonds in his safe custody.
9. 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.
10. He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts Office for payment.
11. He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and payments Rules and Hand Book of GIPs.
12. He counts Cash and examines Currency Notes, Coins to detect counterfeit ones.

(16) **Stenographer Grade II & III** :- Takes dictations in shorthand and reproduces in paper using Typewriter/Computer and after comparing the matter submits that to Superior. He/She also performs various clerical duties to assist superior. Receives and

opens mail and submits it to Superior. Maintains diary to note time, date and place of meetings and other engagements for superior and remind him. Attends routine enquires in person, writing or over phone. Receives visitors and arranges their interviews with superior, keeps important and Confidential records.

(17) **Lower Division Clerk :-** He/ She is Group “C” Non-Industrial Employee of the Press. Clerk, generally performs variety of clerical duties such as maintenance of records, receipts and dispatch of dak, routine correspondences, tabulating data, preparing production schedules, wage bills and insurance and provident fund accounts, keeping record of issue and receipts, maintaining records of incoming and outgoing consignments, booking and delivering of goods, maintaining auction sale accounts, calculating and releasing octroi/taxes, attending to clerical duties of court, copying and comparison work, etc.

(18) **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's. Watch & Ward staff, sanitary staff and Farash works 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.

(19) **Female Nurse :-** Gives beside care in cases of illness, assists Press Medical Officer in examination and operation of patient and performs other nursing tasks. Maintain records of patients treatment, temperature, respiration, pulse rate, nourishment, progress, etc. Administers medicines and injections, as prescribed, dresses wounds and renders first aid.

(20) **Pharmacists :-** He works in Press Dispensary directly under the control of Senior 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 Sr. M.O.

(21) **General Store Keeper :-** The General Store Keeper receives stores and issues various types of goods, tools equipment, raw materials, etc. and maintains records of each item. Checks incoming supplies against orders bills or vouchers, identifies, weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper

storing and preservation of goods, Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superior periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice or superiors. Supervises working of subordinates engaged in lifting/stacking/placing goods.

(22) **Chowkidar**:- Guards buildings, premises, industrial plants, warehouses/godowns against fire, theft, illegal entry and other such contingencies. Receives instructions about his duty, patrols around buildings and premises frequently, examining doors, windows and gates and ensures that they are properly secured and have not been tampered with. Watches for fire hazards broken water pipes, presence of unauthorized persons. Reports irregularities or anything, found tampered to authorities. Informs police, fire brigades in emergency. May use tell-tale watches to record inspection rounds at specified time. May attend to telephone calls, cleaning of floors, furniture and switching off lights and fans when not in use. He checks entrance and exit of unauthorized persons and goods to and from the Press Complex/premises.

(23) **Daftary** :- Attends supplies stationery articles to officials, prepares envelopes, weighs and affixes postage stamps on outgoing dak, binds registers, loose files, books, etc. and performs other miscellaneous work. Sort out files according to number or other distinguished marks. Helps Record Clerk in stitching papers or tiding bundles and marking them. Arranges files in racks or other special receptacles in prescribed order or as instructed by record Clerk. Takes inventory of stationery items received from central store and helps Record Clerk in getting them entered in registers. Collects indent from Record Clerk and supplies stationery articles or files to indenting section against acknowledgement. Weighs covers of outgoing dak, affixes correct stamps on them and fastens them for posting. May prepare new envelopes from rough paper and paste economy slips. May operate duplicating/franking machine when require. May supervise work of Peon and attend to any other duties allotted.

(24) **Farash** :- He will report to the Office 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 Officers/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.

(25) **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.

(26) **Sanitary Jamadar** :- he is to supervise the work of Safaiwalas and to personally ensure that the lavatories, toilets etc are properly cleaned everyday. He reports to the Caretaker. He also gets engaged himself in cleaning work at times of necessity and needs.

(27) **Safaiwala** :- Safaiwala cleans, sweeps and scrubs buildings, streets, parks, etc. and removes garbage. He/she cleans and washes dispensary, bathrooms, lavatories, drains etc. Scrubs floors with cloth, wet in phenyl and water to remove fine dust. May clean carpets and rugs with brush and dust furniture and fixture. May prepare his own broom. May dump waste paper bundles in godown and garbage in dumping ground.

(28) **Counter/Coupon Clerk** :- They are responsible for issuing coupons for eatables prepared in canteen etc. They will keep the account and also the account for the stored items.

(29) **Cook** :- Cook plans meals and supervises and co-ordinates works of cooks and other kitchen helpers in Press Canteen. Plans daily menu, taking into account of probable attendance, popularity of various dishes and assigns prices to items. Supervises preparation and cooking of food and instructs assistant cooks as required. Concocts special dishes and invests recipes. He is responsible for cooking of eatables and tea in good taste and economically. Supervises dish washing and preparing of vegetables and other food.

(30) **Asstt. Cook** :- To assist the Head cooks to plan, organize prepare and cook foods stuffs and serve the food. He assist cook in cutting, sorting things and maintains kitchen.

(31) **Canteen Boy** :- He is responsible for working and keeping the canteen tidy and clean.

(32) **Ward Boy** :- He has to maintain the Dispensary clean and tidy. He also helps in registering the cases.

(33) **Orderly to P.M.O** :- He will assist P.M.O in dressing the wounds of patients.

Duties of Industrial Employees:-

1) **Artist Retoucher/Asstt. Artist Retoucher** :- This is Group “C” Industrial category post. He is responsible to improve the quality of halftone negatives by retouching work. He is also responsible to improve the quality of the colour separation negative/positive besides opaquing of negatives, format / lay-out making and colour positive pasting in proper format after he receives negatives/positives from camera section. He marks the format denoting the cut mark, Register marks, center pins etc. He is to report to Technical Officer/ A.M.(T)/Deputy Manager etc.

2) **Senior Artist/Junior Artist** :- This is Group “C” Industrial category post. Senior Artist/Junior 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 of periodicals, lay out etc. He indicates the colour scheme on the final art work and prepares the cut drawings. He also prepares formats of the jobs from the negatives/positives. He is to report to Technical Officer/ A.M.(T)/Deputy Manager etc.

3) **Cameraman** :- He is responsible for operating the Camera/Contact printer and other accessories for the reproduction of line, halftone, colour separation work etc. from 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. The lens of the Camera will be cleaned daily. The Camera Operator 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 bottles and the dishes are cleaned. He will ensure economic use of materials and safe custody 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/ A.M.(T)/Deputy Manager. He will develop the exposed film in the absence of the Dark Room Asstt.. Likewise, Asstt. Camera Operator/ Dark Room Asstt. will assist the Camera Operator in production work and will operate the camera whenever the Camera Operator is absent.

- 4) **Dark Room Assistant :-** The duties of dark Room Assistant is to assist the Cameraman in the Dark Room in the development/exposure of film.
- 5) **Offset Plate Maker/Asstt. 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 of the Section. He will also maintain the history of such break downs and repairs. 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 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 printing section.
- 6) **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. He also reads proof when time permits. He is also responsible for the general good conduct of the Section and sees that the proofs containing too many correction and subsequent proofs carrying same mistakes are immediately reported to Dy. Manager and Works Manager for disciplinary action against the operator concerned.
- 7) **Reader** :- Proof Reading is the duty 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 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 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 confusion the operator. He should cultivate a quick perception and retentive memory. Readers should check the folios, signature and margins.

8) **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.

9) **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 error free composing. He has to submit daily docket to Technical 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/AM(T)/Dy. Manager regarding out turn and defects, if any. Further he does make up of the pages and paginate them inside system or if required outside the system also.

10) **Offset Machine Man** :-Each machine operator will be required to work on a single colour, double colour /perfecting or Multi Colour Machine irrespective of the size of the machine. He will set the feed Board, inking units, damping unit, Cylinder pressure, Delivery etc. He will ensure that the machines are kept 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. He will take the list of the jobs and show the clean sheet to the Technical Officer before printing. He will ensure quality Printing in single or multi-colour with proper registration, colour density, pagination/imposition etc. He is also responsible for daily productions as per Norms.

11) **Offset Machine Assistant** :-The following duties will be performed by the Assistant Machine Operator :-

1. He will set the Feeder.
2. He will set the feeding table with printing paper;
3. He will set the delivery board;
4. He will check the attendants working on the machine clean the machine and ensure its proper upkeep.
5. He will ensure that the proper damping solution is put in the unit. 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 new blankets 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 ensuring quality and quantity.

12) **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 scrumming etc. is there. He will also ensure that excess water is not falling on the printed sheet. Such excess water 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 a proper place with proper identify of the job. He will oil and grease the machine every day.

13) **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/Asstt. Manager (Tech), and will undertake repairs to machinery etc. in the various branches 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 machineries 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 as per proforma appearing under Para 197 of Hand Bok of Govt. of India Presses- 7th Edition.

14) **Mechanic/Asstt. Mechanic(Ptg & Bdg)** :-The mechanics and assistant mechanics erect and repair the printing machines both Letter Press & Offset and also binding machinery, and other auxiliary machinery etc; test the weighing machines, sharpen cutting machine knives, oil shafting, 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 (T). Each mechanic will submit daily 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.

15) **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 T.O. 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.

16) **Section Holder (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. All correspondence with departments and replies to reminders should be carefully dealt with by him in consultation with the Bindery Foreman. He should maintain log Books for the different groups entrusted with the jobs. He is personally held responsible for the general supervision over the work of the different section such as Envelope, Counting, and 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 also prepare the binding order of the Envelope and D.O. note papers according to Department's instructions. In case of absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

17) **Binders** :- Binders undertake all kinds of binding work, e.g. leather and board. He is also required to operate guillotine 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 machines and for it proper oiling & cleaning. The number of copies in each bundle are to be written outside. The Dispatcher will count the copies on receipt and bring to notice at once any shortage or excess. After initialing 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.

18) **Asstt. 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 on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Bindery Forman's instructions. The Bindery Assistant should be able to handle all simple machines used in the bindery eg. Cutting, stitching, perforating, eyeleting, punching, numbering machines etc.

19) **Attendant (Offset)** :- The attendant is in the machine section will clean the Chases, Machines etc. He will bring the paper from the paper cutting machine. He will put the paper for printing on the feed board. He will stand on the delivery board and see that the printed sheets are not mis-registered. He will put the printed sheet on proper places with identify of the job. He will oil and grease the machine every day.

20) **Driver (L/V)** :- The Driver is required to drive the Jeep/Van/Lorry etc. whenever he is asked to do so on the written order of the competent authority for official work. He is to ensure that all the vehicle in his charge is cleaned daily and kept ready each day. He is to maintain log book for 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 condition.

21) **Cleaner Driver**:- He will clean the vehicle(s) daily, oil the necessary parts and make it ready for use each day. He will be responsible for upkeep of the vehicle and will assist the Driver in all possible ways.

27) **Labourer**:- He is a Group "D" industrial employees at lowest level in shop floor. He does supply paper, other material to the branches, does packing, loading and unloading of printed materials, cleaning of machines and all other manual labour required in connection with production and upkeep of all the Industrial branches of the Press..

22) **Electrician**:- He attends all sorts of repair/maintenance work and installation of all electrical equipments installed in the press. He work under Head Mechanic and report to him the defects, progress of repairs etc. The daily docket will be dispatched by the Head Mechanic to the GSK to note thereon the cost of materials issued and then to Accounts section for the purpose of debiting the cost against the Branch concerned.

23) **Wireman**:- He assist the Electrician in all repairs and installation works.

24) **Carpenter**:- He carries out repairs of office furniture's and attend packing work. He does carpentering job on getting the requisition signed by AM(T)/Deputy Manager etc.

4(1)(b)(III):- The procedure followed in decision making process, including channels of Supervision and accountability :-

The entire system is bifurcated in two wings, i.e. Industrial Wing and Non-Industrial Wing. In other words, it can be stated-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. These Supervisors are responsible for distribution and timely disposal of work. They work under the control of Asstt. Manager (Admn.) who is the 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 orders/approval of the General Manager are obtained invariably.

4(1)(b)(IV) :- The norms set by Press, Gandhinagar, Nashik-6 for the discharge of its functions :-

The exclusive function of Govt. of India Press, Gandhinagar, Nashik under the administrative control of the Directorate of Printing, New Delhi is to print the Indents placed by Postal Store Nashik Road, Income Tax, Publications, RGI jobs, Ministry of Defence jobs, CRPF jobs, Ministry of Law & Justice & other forms etc . of various Central Government Departments and dispatch the same to the Indentor as per time schedule fixed. 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. This Press also accepts the Indents directly from the Postal Stores Depot., Nashik Road. 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 hands, working in pre-printing, printing and post-printing branches, such outputs always do not help to complete the jobs in hand as per the delivery schedule fixed due to various unforeseen administrative 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 unit and thus the targets are fulfilled.

4(1)(b)(V) :- The rules, regulations, manuals and records held by Govt. of India Press, Gandhinagar, Nashik under its control ,used by its employees for discharging its function.

Government of India Press, Gandhinagar, Nashik is a Central Government Organisation and governed by a set of Rules/Regulations/Instructions contained in the Press manual named "Hand Book of Govt. of India Presses" and the rules framed by Govt. of India regarding service matters of Employees, viz., Fundamental Rules, Supplementary Rules, GFR, CTR, Receipt & Payment Rules, Leave Rules besides Factories Act, Payment of Wages Act Workmen Compensation Act etc.

4(1)(b)(VI) :- A statement of categories of documents that are held by Govt. of India Press, Gandhinagar, Nashik under its control.

The following documents (unclassified) are held by Govt. of India Press, Gandhinagar, Nashik.

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 & Realizations 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. GPF ledger for Group 'D' employees
16. Overtime register
17. LTC/TA register
18. Court attachment details register
19. HBA broad sheet ledger
20. Medical reimbursement register
21. Vacancy register
- 22, Special representation rosters
23. Seniority list of staff
24. Apprentice register
25. Bill register of Printing costs
26. Liability register
27. Expenditure control register
- 28 Receipt and Issue register
29. Tender registers
30. File Index register
31. Increment register
32. Service Books and Leave accounts of individual employees
33. Rotation register of vacancies
34. Depreciation register
35. Day Book of Procurement
36. Inward and Outward consignment register.

4(1)(b)(VII) :- Particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof :-

Being a subordinate formation of Ministry of Urban Development, Govt. of India no such arrangement exists.

4(1)(b)(VIII):- A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as Govt. of India Press, Gandhinagar, Nashik's part for the purpose of its advice and as to whether meeting 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, Gandhinagar, Nashik under provisions of Industrial Dispute Act and minutes of the meeting of this committee can be accessible for the public. Some sub/committee 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(1)(b)(XI) :- The Budget allocation to Govt. of India Press, Gandhinagar, Nashik indicating the particulars of all plans, proposed expenditures and reports on disbursement made :

Statement of Budget Grant for the year 2023-2024 in respect of Govt. of India Press, Gandhinagar, Nashik is furnished as under :-

Head	Budget Grant 2023-24
12.01.01- Salary	6,60,00,000
12.01.05- Rewards	1,00,000
12.01.06- Medical	30,00,000
12.01.07- Allowances	4,19,60,000
12.01.08 – Leave Travel Concession	10,00,000
12.01.11- Travel Expenses	10,00,000
12.01.13- Office Expsenses	2,10,80,000
12.01.14- Rent Rate & Taxes	50,000
12.01.16- Printing & Publications	1,50,000
12.01.21- Material & Supplies	1,13,00,000
12.01.24- Fuel & Lubricants	2,00,000
12.01.26- Advertisement & Publication	85,000
12.01.28 – Professional Services	1,50,000
12.01.29 – Repair & Maintenance	5,00,000
01.00.63- Inter A/c transfer	14,00,000
03.00.34- Trade Apprentice	21,24,000

4(1)(b)(XII) :- The manner of execution of subsidy programmes including the amounts and the details of beneficiaries of such programmes :

No subsidy programme exists in Govt. of India Press, Gandhinagar, Nashik. This Press is running a Canteen on No Loss & Profit basis with an Executive Body of Elected and nominated member of the employees/ officers of the Press. The Press is providing free space, fuels, Electricity and water for the same. The Grant in Aid is also provided for the Labour Welfare fund.

4(1)(b)(XIII) :- Particulars of recipients of concession, permits or authorization granted by Govt. of India Press, Gandhinagar, Nashik.

There is no system of allowing concessions to any agencies including Indentors by the Govt. of India Press, Gandhinagar, Nashik. No permits or authorizations are also granted to any agencies by this Press.

4(1)(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, Gandhinagar, Nashik reduced in an electronic forms has not been prepared. But the same will be prepared and put in website as soon as possible and the Press Website is launched.

4(1)(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, Gandhinagar, Nashik does not have any library or reading room to be used by the public. However, the Timekeeper 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(1)(b)(XVI) :- The names, designation and other particulars of the public information officers :-

The names and other particulars of Public Information Officers are furnished as under :-

Sl.No	Name of the Press	Public Information Officer	Assistant Public Information Officer
1.	Govt. of India Press, Gandhinagar, Nashik-6.	Shri Hari M P Deputy Director/Manager Ph.No.(O) 011-23235416	Shri B. K. Sahana, Deputy Manager/Officer-In- Charge Ph.No.(O) 2412742

4(1)(b)(XVII):- Such other information as may be prescribed :

ANNUAL RETURN FORM

Name of the Section/Press: **GOVERNMENT OF INDIA PRESS, NASHIK-422006**

Year 2023

New return	Progress in 2023				
	Opening balance as on 01.01.23	Received during the year (including cases transferred to other Public Authority	No. of cases transferred to other Public Authorities	Decisions where requests/appeals rejected	Decision where requests/appeals accepted
Requests/Appeals	NIL	15	-	-	15

No. cases where disciplinary action taken against any officer	
NIL	-

No. of CAPIO's designated	No. of CPIO's designated	No. AAs designated
Nil	01	01

No. of times various provisions were invoked while rejecting requests Relevant Sections of RTI Act 2005.

Section 8(1)										Sections			
a	b	c	d	e	f	g	h	i	j	9	11	24	other
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Amount of charge Collected (In Rs.)

Registration Fee amount	Additional fee & any Any other charges	Penalties Amount
Rs.50	Rs.200	Nil

*CAPIO: Central Asstt. Public Information Officer, CPIO: Central Public Information Officer, AA Appellate

4(1)(b)(IX) :- A directory of officers and employees of Govt. of India Press, Gandhinagar, Nashik.

The directory is furnished as under :-

**Shri Hari M P, Deputy Director(A.I), Dte. of Prtg, New Delhi has been given additional charge as Manager in G.I.P.Nashik vide order No.17/02/2010-All(pt.) dated 30.06.2011

Sl. No.	Name S/Shri	Designation	Residential Address	Telephone No. (Residence)
1	Hari M. P	Deputy Director		
2	Dr.Mrs Kirti Bacchav	Chief Medical Officer (NFSG)	'Anuttara' Manbohar Garder Jaibhawanbi Road, Nashik Rd.	9421609140
3	B. K. Sahana	Deputy Manager	Qtr No. E 10, Govt. of India Press Colony, Gandhinagar, Nashik	
4	N. K. Paria	Deputy Manager		
5	Arvind Choudha	Deputy Manager	Qtr No. E 15, Govt. of India Press Colony, Gandhinagar, Nashik	9423079401
6	L.P.Patre	Technical Officer	Qtr No. G- 229, Govt. of India Press Colony, Gandhinagar, Nashik	7709209312
7	Thankachan Thomas	Technical Officer	Qtr No. E-05 , Govt. of India Press Colony, Gandhinagar, Nashik	9946856711
8	Ashok Kumar A	Technical Officer	Qtr No. E-6, Govt. of India Press Colony, Gandhinagar, Nashik	
9	Premangshu Patra	Technical Officer	Qtr No. E-14, Govt. of India Press Colony, Gandhinagar, Nashik	
11	Deepu M	Accountant	Qtr No.E- , Govt. of India Press Colony, Gandhinagar, Nashik	9447801414
12	K.S. Venkatesh	Head Clerk (Jr)	Qtr No. G- 163, Govt. of India Press Colony, Gandhinagar, Nashik	9823694001
13	Jose M. M	Head Clerk (Jr)	Qtr No. G- 2, Govt. of India Press Colony, Gandhinagar, Nashik	
14	S. D. SOntakke	Head Clerk (Jr)	Qtr No. G-5 , Govt. of India Press Colony, Gandhinagar, Nashik	9850129664
15	R. G. Awarkar	Head Clerk (Jr)	Qtr No. G-118 , Govt. of India Press Colony, Gandhinagar, Nashik	9890083003
16	Smt. G. S. Korde	Head Clerk (Jr)	Qtr No. G- 221, Govt. of India Press Colony, Gandhinagar, Nashik	9226006660
17	B. B. Bhogale	Head Clerk (Jr)	Vidhya Vihar, Sahayog Colony, Ramdassswami Nagar, Takali Road, Nashik	9561197737
18	Smt. S. P. Jadhav	Head Clerk (Jr)	Flat No.2, Suyash Terrace, Rath Chakra Chowk, Aatma Vishwas Society, Indira Nagar, Nashik	9423966432
19	B. V. Davange	Head Clerk(Jr)	Qtr No. G-236 , Govt. of India Press Colony, Gandhinagar, Nashik	9890021368
20	P. V. Pawar	Head Computer	Qtr No. E- 8, Govt. of India Press Colony, Gandhinagar, Nashik	7798689534
21	Smt. N. M. Shirsath	Steno Gr.II	Qtr No. G-152 , Govt. of India Press Colony, Gandhinagar, Nashik	9762725636
22	Smt. F. M. Shaikh	Upper Division Clerk	Qtr No. G- 245, Govt. of India Press Colony, Gandhinagar, Nashik	9404573284
23	Pritam Kumar Sinha	Upper Division Clerk	Qtr No. G- 158, Govt. of India Press Colony, Gandhinagar, Nashik	8055860914
24	Manish Kumar	Upper Division Clerk	Qtr No. G- 100, Govt. of India Press Colony, Gandhinagar, Nashik	8412025302
25	Sujeet Kumar	Upper Division Clerk	Qtr No. G-156 , Govt. of India Press Colony, Gandhinagar, Nashik	8275507513
26	Irfan Ahmad	Upper Division Clerk	Qtr No. G-18 , Govt. of India Press Colony, Gandhinagar, Nashik	9762256941

27	Asim Kumar Sinha	Upper Division Clerk	Qtr No. F- 75, Govt. of India Press Colony, Gandhinagar, Nashik	8308465859
28	Ashok Kumar	Upper Division Clerk	Qtr No. G-28 , Govt. of India Press Colony, Gandhinagar, Nashik	8007005767
29	Niraj Kumar	Upper Division Clerk	Qtr No. G-120 , Govt. of India Press Colony, Gandhinagar, Nashik	9762256961
30	Satyendra Kumar Mishra	Upper Division Clerk	Qtr No. G-218 , Govt. of India Press Colony, Gandhinagar, Nashik	9403975180
31	Rahul Kumar	Upper Division Clerk	Qtr No. G-48 , Govt. of India Press Colony, Gandhinagar, Nashik	8484096735
32	Anubhaw Sagar	Upper Division Clerk	Qtr No. G-44 , Govt. of India Press Colony, Gandhinagar, Nashik	9403975262
33	S. R. Gaikwad	Lower Division Clerk	Qtr No. G- 161, Govt. of India Press Colony, Gandhinagar, Nashik	9423557514
34	Nikhil Panchal	Lower Division Clerk	Qtr No. G-244 , Govt. of India Press Colony, Gandhinagar, Nashik	8963864195
35	Deepak Kumar	Lower Division Clerk	Qtr No. G-238 , Govt. of India Press Colony, Gandhinagar, Nashik	7766886561
36	A..R. Bhalerao	Pharmacist	Qtr No. G-251 , Govt. of India Press Colony, Gandhinagar, Nashik	9226032898
37	P. S. Chaurasiya	Pharmacist	3, Pratibha Retreat Asher Estate, Upnagar Naka, Nashik-Poona Road, Nashik	9423482629
38	G. M. Borade	Pharmacist	Flat No.3, Vastu Samrudhi Co-Op.Hsg.Society, Shahu Nagar, Motwani Road, Nashik	9890196584
39	Ajay Kumar Meena	MTS	Qtr No. G-210 , Govt. of India Press Colony, Gandhinagar, Nashik	8426054363
40	Pancham Kumar Singh	MTS	Qtr No. G-246 , Govt. of India Press Colony, Gandhinagar, Nashik	9110938701
41	S. B. Rupwate	Canteen Clerk	Qtr No. G-243 , Govt. of India Press Colony, Gandhinagar, Nashik	9226042060
42	D. S. Gaikwad	Foreman	Qtr No. F-77 , Govt. of India Press Colony, Gandhinagar, Nashik	9049621454
43	L. B. Chikale	Foreman	Qtr No. G-139 , Govt. of India Press Colony, Gandhinagar, Nashik	9552651432
44	N. Viswambaran	Foreman	Qtr No. G-190 , Govt. of India Press Colony, Gandhinagar, Nashik	9497452279
45	T. P. Rugmini Amma	Foreman	Qtr No. G- 248, Govt. of India Press Colony, Gandhinagar, Nashik	
46	V. Babu	Foreman	Qtr No. G-222 , Govt. of India Press Colony, Gandhinagar, Nashik	9747511559
47	D. J. Pagare	Section Holder	Qtr No. G-181 , Govt. of India Press Colony, Gandhinagar, Nashik	8308465644
48	R. E. Shirole	Section Holder	Qtr No. G-88 , Govt. of India Press Colony, Gandhinagar, Nashik	9371528712
49	Smt. Sangita S. Kokate	Section Holder	Qtr No. G- 189, Govt. of India Press Colony, Gandhinagar, Nashik	9226039852
50	A.. D. Bendkule	Section Holder		9881182652
51	R. B. Chaudhari	Section Holder	Qtr No. G-209 , Govt. of India Press Colony, Gandhinagar, Nashik	9850169910
52	Smt. C C AnithaKumari	Section Holder	Qtr No. G-92 , Govt. of India Press Colony, Gandhinagar, Nashik	
53	A Murugan	Section Holder	Qtr No. G-198 , Govt. of India Press Colony, Gandhinagar, Nashik	8848884732
54	A K Sahadevan	Section Holder	Akkodappilly House, P.O-Erivad, Kodungallur, Thrissur Dist Kerala	9947061546
55	K P Ravindaran	Section Holder	Qtr No. G-98 , Govt. of India Press Colony, Gandhinagar, Nashik	9447549864

56	S V Gawali	Section Holder	Qtr No. G-109 , Govt. of India Press Colony, Gandhinagar, Nashik	9226035436
57	B D Parchure	Section Holder	Qtr No. G-26 , Govt. of India Press Colony, Gandhinagar, Nashik	9373922215
58	H L Pawar	Section Holder	Qtr No. G-31 , Govt. of India Press Colony, Gandhinagar, Nashik	9860177803
59	M. E. Nihumbh	Reader	Qtr No. G-25 , Govt. of India Press Colony, Gandhinagar, Nashik	9373412345
60	K. R. Aware	Reader	Qtr No. G-56 , Govt. of India Press Colony, Gandhinagar, Nashik	9420600501
61	S. M. Shaikh	Reader	Qtr No. F-73 , Govt. of India Press Colony, Gandhinagar, Nashik	9763189393
62	N. A. Shirsat	Reader	Qtr No. G-195 , Govt. of India Press Colony, Gandhinagar, Nashik	7304646752
63	S. V. Unawane	Copy Holder	Qtr No. G-157 , Govt. of India Press Colony, Gandhinagar, Nashik	9860963083
64	D. B. Shirke	Senior Artist	Qtr No. E-3 , Govt. of India Press Colony, Gandhinagar, Nashik	9420903639
65	S. M. Gangatirkar	Asstt. Artist Retoucher	4,Urmila CO.Op Society, Jail Road, Nashik	9922111753
66	J. V. Gaware	Asstt. Artist Retoucher	Qtr No. G- 215, Govt. of India Press Colony, Gandhinagar, Nashik	9890256460
67	S. B. Misal	Asstt. Artist Retoucher	Qtr No. G- 223, Govt. of India Press Colony, Gandhinagar, Nashik	9689754485
68	R. V. Muthal	Cameraman	Qtr No. G- 13, Govt. of India Press Colony, Gandhinagar, Nashik	9423009254
69	S. L. Panchbhai	Cameraman	Qtr No. G- 231, Govt. of India Press Colony, Gandhinagar, Nashik	9420828452
70	V. G. Padwal	Offset Plate Maker	Qtr No. G- 217, Govt. of India Press Colony, Gandhinagar, Nashik	9421634141
71	H. L. Pardeshi	Offset Plate Maker	Qtr No. G-197 , Govt. of India Press Colony, Gandhinagar, Nashik	9890357801
72	G. K. Rokade	Offset Plate Maker	Qtr No. G-214 , Govt. of India Press Colony, Gandhinagar, Nashik	9623816281
73	S. A. Joshi	Offset Plate Maker	Qtr No. G-174 , Govt. of India Press Colony, Gandhinagar, Nashik	9890924364
74	P. S. Pawar	Offset Plate Maker	Qtr No. G-91 , Govt. of India Press Colony, Gandhinagar, Nashik	7588302820
75	U. N. Borade	Asstt. Plate Maker	Qtr No. G-147 , Govt. of India Press Colony, Gandhinagar, Nashik	9372661946
76	A.. I Kadri	Asstt. Plate Maker	Qtr No. G-19 , Govt. of India Press Colony, Gandhinagar, Nashik	9370017552
77	Wales Joseph	D T P Operator		
78	Veer Pal Singh	D T P Operator	Qtr No. G- 249, Govt. of India Press Colony, Gandhinagar, Nashik	
79	A.D. Pardeshi	Offset Machine Man	Qtr No. G-9 , Govt. of India Press Colony, Gandhinagar, Nashik	9890595028
80	R. V. Sanap	Offset Machine Man	Qtr No. G-203 , Govt. of India Press Colony, Gandhinagar, Nashik	8600171324
81	S. B. Salunke	Offset Machine Man	Qtr No. G-219 , Govt. of India Press Colony, Gandhinagar, Nashik	8698624197
82	A..C. Gaikwad	Offset Machine Man	Qtr No. G- 185, Govt. of India Press Colony, Gandhinagar, Nashik	9850578950
83	P. J. Bharade	Offset Machine Man	Qtr No. G-202 , Govt. of India Press Colony, Gandhinagar, Nashik	9423968567
84	S. M. Pawar	Offset Machine Man	Qtr No. G-123 , Govt. of India Press Colony, Gandhinagar, Nashik	9823351005
85	P. S. Bhor	Offset Machine Man	Plot No.33, Sahakar Colony, Shivaji Nagar, Nashik	9763230452
86	N. F. Gambhire	Offset Machine Man	Qtr No. G-42 , Govt. of India Press Colony, Gandhinagar, Nashik	9763772505

87	C. R. Krishnan	Offset Machine Man	Qtr No. E-11 , Govt. of India Press Colony, Gandhinagar, Nashik	
88	D. P. Gholap	Offset Machine Man	Qtr No. G-179 , Govt. of India Press Colony, Gandhinagar, Nashik	9987817465
89	D. T. Borade	Offset Machine Man	Qtr No. G-252 , Govt. of India Press Colony, Gandhinagar, Nashik	7276828476
90	C. S. Dani	Offset Machine Man	Qtr No. G-124 , Govt. of India Press Colony, Gandhinagar, Nashik	8805234345
91	P. D. Avhad	Offset Machine Man	Qtr No. G-242 , Govt. of India Press Colony, Gandhinagar, Nashik	9011190700
92	A..T. Waghadkar	Offset Machine Asstt	Qtr No. G-140 , Govt. of India Press Colony, Gandhinagar, Nashik	9421902744
93	S. J. Sonawane	Offset Machine Asstt	Qtr No. G-153 , Govt. of India Press Colony, Gandhinagar, Nashik	7709027200
94	S. G. Gaikwad	Offset Machine Asstt	Qtr No. G- 83, Govt. of India Press Colony, Gandhinagar, Nashik	8657888828
95	K. R. Ahire	Offset Machine Asstt	Qtr No. G-15 , Govt. of India Press Colony, Gandhinagar, Nashik	9119415629
96	D. B. Jadhav	Offset Machine Asstt	Qtr No. G-117 , Govt. of India Press Colony, Gandhinagar, Nashik	7028013525
97	R. P. Harak	Offset Machine Asstt	Qtr No. G-11 , Govt. of India Press Colony, Gandhinagar, Nashik	7774930385
98	Deepak Namdeo	Offset Machine Asstt	Qtr No. G-234 , Govt. of India Press Colony, Gandhinagar, Nashik	8888930889
99	K. P. Gaikwad	Offset Machine Asstt	Qtr No. G-165 , Govt. of India Press Colony, Gandhinagar, Nashik	9922001676
100	B. R. Patale	Offset Machine Asstt	Qtr No. G- 145, Govt. of India Press Colony, Gandhinagar, Nashik	9960336172
101	R. M. Nawale	Offset Machine Attndt	Qtr No. G-71 , Govt. of India Press Colony, Gandhinagar, Nashik	9579460009
102	N. M. Kulthe	Offset Machine Attndt	Qtr No. G-247 , Govt. of India Press Colony, Gandhinagar, Nashik	9850395352
103	S. M. Shankpal	Offset Machine Attndt	Qtr No. G-154 , Govt. of India Press Colony, Gandhinagar, Nashik	9923233493
104	R. N. Jadhav	Offset Machine Attndt	Qtr No. G- 105, Govt. of India Press Colony, Gandhinagar, Nashik	9226039885
105	A K. Sonar	Offset Machine Attndt	Qtr No. G-102 , Govt. of India Press Colony, Gandhinagar, Nashik	7875123450
106	Y. A. Wagh	Mechanic	Qtr No. G-212 , Govt. of India Press Colony, Gandhinagar, Nashik	7588038294
107	K. W. Tajanpure	Electrician	Qtr No. G-172 , Govt. of India Press Colony, Gandhinagar, Nashik	9028525335
108	Md. Meraj Khan	Carpenter	Qtr No. G-70 , Govt. of India Press Colony, Gandhinagar, Nashik	7775979518
109	Lalit Nirkhade	Driver	Qtr No. G-208 , Govt. of India Press Colony, Gandhinagar, Nashik	9561641311
110	K. J. Pagare	Binder	Qtr No. G-150 , Govt. of India Press Colony, Gandhinagar, Nashik	9271866809
111	S. S. Mehato	Binder	Qtr No. G-106 , Govt. of India Press Colony, Gandhinagar, Nashik	8379980673
112	N. A. Katala	Binder	Qtr No. G-201 , Govt. of India Press Colony, Gandhinagar, Nashik	9604547586
113	B. K. Bhangare	Binder	Qtr No. G-183 , Govt. of India Press Colony, Gandhinagar, Nashik	9604293886
114	S. S. Tajane	Binder	Qtr No. G-74 , Govt. of India Press Colony, Gandhinagar, Nashik	9881378950
115	N. B. Khandavi	Binder	Qtr No. G-72 , Govt. of India Press Colony, Gandhinagar, Nashik	9422371728
116	R. J. Zanzote	Binder	Qtr No. G- 10, Govt. of India Press Colony, Gandhinagar, Nashik	7030038642
117	V. G. Gangurde	Binder	Qtr No. G-45 , Govt. of India Press Colony, Gandhinagar, Nashik	9146760952
118	R. R. Makwana	Binder	Qtr No. G-73 , Govt. of India Press Colony, Gandhinagar, Nashik	9370672043
119	Saroj Kumar	Binder	Qtr No. G-94, Govt. of India Press Colony, Gandhinagar, Nashik	

4(1)(b)(X) :- The monthly remuneration received by each of Officers & employees of Govt. of India Press Gandhinagar, Nashik, including the compensation as provided in its regulation : As on 01.05.2023

The detailed information in respect of Govt. of India Press are furnished as under :-

** Shri Hari M. P., Deputy Director has been given additional charge as Manager in G.I.P.Nashik vide order No. A-12034/4/2021-Admn.II Prtg-UD dated 14.10.2022.

Sr.No	Name of Employees	Designation	Pay Level in Pay Martrix	Gross Rs.
1	Hari M. P	Manager		
2	Dr.Mrs Kirti Bacchav	Chief Medical Officer ((SAG)	Level 14	382988
3	B. K. Sahana	Deputy Manager	Level 8	124818
4	N. K. Paria	Deputy Manager	Level 9	145542
5	Arvind Choudha	Deputy Manager	Level 8	124818
6	L.P.Patre	Technical Officer	Level 8	124818
7	Thankachan Thomas	Technical Officer	Level 8	121268
8	Ashok Kumar A	Technical Officer	Level 7	83354
9	Premangshu Patra	Technical Officer	Level 7	83354
11	Deepu M	Accountant	Level 6	64468
12	K.S. Venkatesh	Head Clerk (Jr)	Level 7	83354
13	Jose M. M	Head Clerk (Jr)	Level 7	85768
14	S. D. SOntakke	Head Clerk (Jr)	Level 6	68160
15	R. G. Awarkar	Head Clerk (Jr)	Level 6	66314
16	Smt. G. S. Korde	Head Clerk (Jr)	Level 6	66314
17	B. B. Bhogale	Head Clerk (Jr)	Level 6	93596
18	Smt. S. P. Jadhav	Head Clerk (Jr)	Level 6	76476
19	B. V. Davange	Head Clerk(Jr)	Level 5	67024
20	P. V. Pawar	Head Computer	Level 7	80940
21	Smt. N. M. Shirsath	Steno Gr.II	Level 6	83354
22	Smt. F. M. Shaikh	Upper Division Clerk	Level 5	61628
23	Pritam Kumar Sinha	Upper Division Clerk	Level 4	48422
24	Manish Kumar	Upper Division Clerk	Level 4	48422
25	Sujeet Kumar	Upper Division Clerk	Level 4	48422
26	Irfan Ahmad	Upper Division Clerk	Level 4	48422
27	Asim Kumar Sinha	Upper Division Clerk	Level 4	48422
28	Ashok Kumar	Upper Division Clerk	Level 4	48422
29	Niraj Kumar	Upper Division Clerk	Level 4	50978
30	Satyendra Kumar Mishra	Upper Division Clerk	Level 4	44588
31	Rahul Kumar	Upper Division Clerk	Level 4	43310
32	Anubhaw Sagar	Upper Division Clerk	Level 4	43310
33	S. R. Gaikwad	Lower Division Clerk	Level 2	51972
34	Nikhil Panchal	Lower Division Clerk	Level 2	34080
35	Deepak Kumar	Lower Division Clerk	Level 2	33086
36	A..R. Bhalerao	Pharmacist	Level 8	114452
37	P. S. Chaurasiya	Pharmacist	Level 8	124956
38	G. M. Borade	Pharmacist	Level 7	114556

39	Ajay Kumar Meena	MTS	Level 1	30104
40	Pancham Kumar Singh	MTS	Level 1	30104
41	S. B. Rupwate	Canteen Clerk	Level 5	69012
42	D. S. Gaikwad	Foreman	Level 6	90880
43	L. B. Chikale	Foreman	Level 6	68160
44	N. Viswambaran	Foreman	Level 6	64468
45	T. P. Rugmini Amma	Foreman	Level 5	65888
46	V. Babu	Foreman	Level 6	63332
47	D. J. Pagare	Section Holder	Level 6	66314
48	R. E. Shirole	Section Holder	Level 5	63332
49	Smt. Sangita S. Kokate	Section Holder	Level 5	68160
50	A.. D. Bendkule	Section Holder	Level 5	61628
51	R. B. Chaudhari	Section Holder	Level 5	61628
52	Smt. C C AnithaKumari	Section Holder	Level 5	58220
53	A Murugan	Section Holder	Level 4	57368
54	A K Sahadevan	Section Holder	Level 5	57368
55	K P Ravindaran	Section Holder	Level 4	57368
56	S V Gawali	Section Holder	Level 5	65178
57	B D Parchure	Section Holder	Level 5	65178
58	H L Pawar	Section Holder	Level 5	59924
59	M. E. Nikhumbh	Reader	Level 5	73116
60	K. R. Aware	Reader	Level 5	67024
61	S. M. Shaikh	Reader	Level 5	67024
62	N. A. Shirsat	Reader	Level 5	65178
63	S. V. Unawane	Copy Holder	Level 5	67024
64	D. B. Shirke	Senior Artist	Level 8	117860
65	S. M. Gangatirkar	Asstt. Artist Retoucher	Level 9	137272
66	J. V. Gaware	Asstt. Artist Retoucher	Level 8	114452
67	S. B. Misal	Asstt. Artist Retoucher	Level 6	68160
68	R. V. Muthal	Cameraman	Level 7	85768
69	S. L. Panchbhai	Cameraman	Level 7	96276
70	V. G. Padwal	Offset Plate Maker	Level 8	121268
71	H. L. Pardeshi	Offset Plate Maker	Level 6	72136
72	G. K. Rokade	Offset Plate Maker	Level 5	53534
73	S. A. Joshi	Offset Plate Maker	Level 5	53534
74	P. S. Pawar	Offset Plate Maker	Level 5	53534
75	U. N. Borade	Asstt. Plate Maker	Level 2	40612
76	A.. I Kadri	Asstt. Plate Maker	Level 2	40612
77	Wales Joseph	D T P Operator	Level 9	129838
78	Veer Pal Singh	D T P Operator	Level 7	96276
79	A.D. Pardeshi	Offset Machine Man	Level 6	80940
80	R. V. Sanap	Offset Machine Man	Level 7	85768

81	S. B. Salunke	Offset Machine Man	Level 7	85768
82	A..C. Gaikwad	Offset Machine Man	Level 7	85768
83	P. J. Bharade	Offset Machine Man	Level 7	85768
84	S. M. Pawar	Offset Machine Man	Level 7	85768
85	P. S. Bhor	Offset Machine Man	Level 6	85756
86	N. F. Gambhire	Offset Machine Man	Level 6	74266
87	C. R. Krishnan	Offset Machine Man	Level 6	74266
88	D. P. Gholap	Offset Machine Man	Level 6	68160
89	D. T. Borade	Offset Machine Man	Level 6	57510
90	C. S. Dani	Offset Machine Man	Level 6	57510
91	P. D. Avhad	Offset Machine Man	Level 5	53534
92	A..T. Waghadkar	Offset Machine Asstt	Level 5	53534
93	S. J. Sonawane	Offset Machine Asstt	Level 5	53534
94	S. G. Gaikwad	Offset Machine Asstt	Level 5	53534
95	K. R. Ahire	Offset Machine Asstt	Level 5	53534
96	D. B. Jadhav	Offset Machine Asstt	Level 5	53534
97	R. P. Harak	Offset Machine Asstt	Level 5	53534
98	Deepak Namdeo	Offset Machine Asstt	Level 5	53534
99	K. P. Gaikwad	Offset Machine Asstt	Level 5	53534
100	B. R. Patale	Offset Machine Asstt	Level 4	55806
101	R. M. Nawale	Offset Machine Attndt	Level 3	55380
102	N. M. Kulthe	Offset Machine Attndt	Level 3	55380
103	S. M. Shankpal	Offset Machine Attndt	Level 3	55380
104	R. N. Jadhav	Offset Machine Attndt	Level 4	60776
105	A K. Sonar	Offset Machine Attndt	Level 3	50836
106	Y. A. Wagh	Mechanic	Level 5	53534
107	K. W. Tajanpure	Electrician	Level 5	53534
108	Md. Meraj Khan	Carpenter	Level 2	40612
109	Lalit Nirkhade	Driver	Level 2	38340
110	K. J. Pagare	Binder	Level 5	59924
111	S. S. Mehato	Binder	Level 5	58220
112	N. A. Katala	Binder	Level 5	61628
113	B. K. Bhangare	Binder	Level 5	61628
114	S. S. Tajane	Binder	Level 5	59924
115	N. B. Khandavi	Binder	Level 5	59924
116	R. J. Zanzote	Binder	Level 5	61628
117	V. G. Gangurde	Binder	Level 5	58220
118	R. R. Makwana	Binder	Level 5	58220
119	Saroj Kumar	Binder	Level 4	52682

GOVERNMENT OF INDIA PRESS NASHIK-6Group "A"

Sl. No.	Name	Designation	Date of Birth	Pay Scale Rs.	Date of appointment	Place of appointment	Section where posted and since when		
1	2	3	4	5	6	7	8		
01	Hari M. P	Manager	Pertains to H.Q						
02	Dr.Mrs Kirti Bachhav	Chief Medical Officer (NFSG)	17.11.1961	Level 14	01.02.1993	I.S.P.Nashik	G.I.P.Nashik	18.04.2011	
<u>Group "B"(Gazetted)</u>									
03	B. K. Sahana	Deputy Manager	01.07.1963	Level 8	09.08.1990	GIP,	G.I.P.Nashik		
04	N. K. Paria	Deputy Manager	07.03.1965	Level 9	13.08.1990	GIP,	G.I.P.Nashik		
05	Arvind Choudha	Deputy Manager	06.10.1964	Level 8	10.06.1994	GIP, Nashik			
<u>Group "B" (Non Gazetted), Non Industrial</u>									
06	L. P. Patre	Technical Officer	18.10.1963	Level 8	10.06.1994	GIP, Nashik	Bindery Section, Photolitho(Machine)		
07	Thankachan Thomas	Technical Officer	01.03.1973	Level 8	25.04.1997	GIP,	Machine Section		
08	Ashok Kumar A	Technical Officer	10.08.1985	Level 7	20.05.2014	GIP,	Process & Planning, Photolitho(Process)		
09	Premangshu Patra	Technical Officer	02.02.1987	Level 7	25.06.2014	GIP,	Printwell Machine, Mechanical Section		
10	Deepu M	Accountant	31.05.1982	Level 6	20.10.2008	GIP, Koratty	Establishment		
11	K.S. Venkatesh	Head Clerk (Jr)	04.09.1971	Level 7	03.07.1995	GIP, Nashik	Procurement	08.06.2020	
12	Jose M. M	Head Clerk (Jr)	25.05.1964	Level 7	27.08.1987	GIP, Koratty	Pay Bill	08.11.2022	
13	S. D. SOntakke	Head Clerk (Jr)	14.06.1968	Level 6	21.06.1995	GIP, Nashik	Accounts	08.06.2020	
14	R. G. Awarkar	Head Clerk (Jr)	10.05.1975	Level 6	06.05.1998	GIP, Nashik	Establishment	09.03.2023	

15	Smt. G. S. Korde	Head Clerk (Jr)	10.03.1975	Level 6	03.12.1996	GIP, Nashik	WC&R	01.02.2020
16	B. B. Bhogale	Head Clerk (Jr)	06.02.1968	Level 6	03.11.1987	GIP, Nashik	Store	01.07.2016
17	Smt. S. P. Jadhav	Head Clerk (Jr)	31.03.1966	Level 6	21.06.1995	GIP, Nashik	Procurement	03.04.2023
18	B. V. Davange	Head Clerk(Jr)	01.06.1969	Level 5	21.06.1995	GIP, Nashik	Estate	04.08.2011
19	P. V. Pawar	Head Computer	29.07.1975	Level 7	26.04.1995	GIP, Nashik	G-Branch & Computing	01.02.2020
20	Smt. N. M. Shirsath	Steno Gr.II	26.07.1969	Level 6	21.06.1995	GIP, Nashik	Personal Section	01.11.2020
Group 'B'(Non-Gazetted), Industrial								
21	D. S. Gaikwad	Foreman	09.06.1963	Level 6	08.10.1984	GIP, Nashik	Bindery Section	
22	L. B. Chikale	Foreman	17.11.1964	Level 6	25.04.1988	GIP, Nashik	Bindery Section	
23	N. Viswambaran	Foreman	17.10.1968	Level 6	12.04.1989	GIP, Nashik	Bindery Section	
24	T. P. Rugmini Amma	Foreman	12.12.1964	Level 5	29.09.2000	GIP, Nashik	Bindery Section	
25	V. Babu	Foreman	01.06.1963	Level 6	25.03.1992	GIP, Nashik	Deputed at GIP Koratty	
26	D. B. Shirke	Senior Artist	18.04.1966	Level 8	12.10.1990	GIP, Nashik	Photo Litho(Process) Section	
27	S. M. Gangatirkar	Asstt. Artist Retoucher	25.06.1964	Level 9	15.01.1990	GIP, Nashik	Planning Section	01.09.2018
28	J. V. Gaware	Asstt. Artist Retoucher	13.01.1969	Level 8	12.03.1996	GIP, Ring Road	Photo Litho(Process) Section	
29	S. B. Misal	Asstt. Artist Retoucher	15.10.1972	Level 6	03.07.2013	GIP, Nashik	Photo Litho(Process) Section	
30	R. V. Muthal	Cameraman	13.10.1969	Level 7	10.06.1994	GIP, Nashik	Time Keeping Section	
31	S. L. Panchbhai	Cameraman	07.04.1967	Level 7	28.06.1993	GIP, Nashik	Bindery Section	
32	Wales Joseph	D T P Operator	05.07.1963	Level 9	28.07.1989	GIP, Koratty	Deputed at GIP Koratty	
33	Veer Pal Singh	D T P Operator	01.01.1965	Level 7	13.02.1984	GIP,	Photo Litho(Process) Section	

34	A.D. Pardeshi	Offset Machine Man	21.05.1963	Level 6	22.07.1981	GIP, Nashik	Photo Litho(Machine) Section	
35	R. V. Sanap	Offset Machine Man	01.06.1973	Level 7	10.06.1994	GIP, Nashik	Photo Litho(Machine) Section	
36	S. B. Salunke	Offset Machine Man	10.04.1970	Level 7	10.06.1994	GIP, Nashik	Printing Section	
37	A..C. Gaikwad	Offset Machine Man	05.04.1969	Level 7	10.06.1994	GIP, Nashik	Photo Litho(Machine) Section	
38	P. J. Bharade	Offset Machine Man	05.02.1969	Level 7	10.06.1994	GIP, Nashik	Printing Section	
39	S. M. Pawar	Offset Machine Man	29.02.1972	Level 7	20.07.1994	GIP, Nashik	Printing Section	
40	P. S. Bhor	Offset Machine Man	01.06.1965	Level 6	05.04.1984	GIP, Nashik	Printing Section	
41	N. F. Gambhire	Offset Machine Man	10.10.1964	Level 6	09.03.1987	GIP, Nashik	Printing Section	
42	C. R. Krishnan	Offset Machine Man	01.08.1968	Level 6	10.06.1994	GIP, Nashik	Photo Litho(Machine) Section	
43	D. P. Gholap	Offset Machine Man	14.10.1978	Level 6	05.07.2013	GIP, Nashik	Printing Section	
44	D. T. Borade	Offset Machine Man	18.11.1982	Level 6	04.07.2013	GIP, Nashik	Photo Litho(Machine) Section	
45	C. S. Dani	Offset Machine Man	15.09.1981	Level 6	16.07.2013	GIP, Nashik	Printing Section	
46	P. D. Avhad	Offset Machine Man	11.04.1980	Level 5	03.07.2013	GIP, Nashik	Printing Section	
Group 'C' Non-Industrial								
47	Smt. F. M. Shaikh	Upper Division Clerk	01.06.1964	Level 5	08.08.2000	GIP,	G-Branch	07.03.2012
48	Pritam Kumar Sinha	Upper Division Clerk	01.03.1980	Level 4	05.10.2009	GIP, Nashik	Establishment	01.02.2020
49	Manish Kumar	Upper Division Clerk	21.02.1982	Level 4	04.12.2009	GIP, Nashik	Procurement	03.04.2023
50	Sujeet Kumar	Upper Division Clerk	30.06.1985	Level 4	14.12.2009	GIP, Nashik	Store	03.04.2023
51	Irfan Ahmad	Upper Division Clerk	30.06.1981	Level 4	07.12.2009	GIP, Nashik	Accounts	02.06.2015
52	Asim Kumar Sinha	Upper Division Clerk	01.03.1982	Level 4	14.12.2009	GIP, Nashik	Costing & Audit	01.06.2017

53	Ashok Kumar	Upper Division Clerk	01.01.1980	Level 4	14.12.2009	GIP, Nashik	Pay Bill & Cash	01.07.2016
54	Niraj Kumar	Upper Division Clerk	01.03.1977	Level 4	07.12.2009	GIP, Nashik	Accounts	19.01.2011
55	Satyendra Kuma Mishra	Upper Division Clerk	10.03.1988	Level 4	26.09.2012	GIP, Nashik	Procurement	01.08.2022
56	Rahul Kumar	Upper Division Clerk	02.10.1991	Level 4	22.11.2013	GIP, Nashik	Establishment	01.08.2018
57	Anubhaw Sagar	Upper Division Clerk	04.01.1992	Level 4	26.12.2013	GIP, Nashik	Establishment	31.12.2013
58	S. R. Gaikwad	Lower Division Clerk	20.06.1966	Level 2	17.08.1995	GIP, Nashik	G-Branch	16.07.2009
59	Nikhil Panchal	Lower Division Clerk	18.01.1994	Level 2	24.05.2018	GIP, Nashik	Accounts	01.08.2022
60	Deepak Kumar	Lower Division Clerk	06.11.1995	Level 2	13.07.2018	GIP, Nashik	Estate	01.02.2020
61	A..R. Bhalerao	Pharmacist	17.01.1966	Level 8	13.11.1987	GIP, Nashik	Accounts	07.06.2010
62	P. S. Chaurasiya	Pharmacist	13.01.1966	Level 8	15.09.1989	GIP, Nashik	Establishment	27.09.2017
63	G. M. Borade	Pharmacist	01.06.1971	Level 7	23.01.1995	GIP, Nashik	Dispensary	23.01.1995
64	Ajay Kumar Meena	MTS	10.07.1993	Level 1	25.01.2019	GIP, Nashik	Procurement	01.08.2020
65	Pancham Kumar Singh	MTS	10.07.1993	Level 1	31.10.2018	GIP, Nashik	WC&R	01.08.2020
66	S. B. Rupwate	Canteen Clerk	06.06.1963	Level 5	29.08.1985	GIP, Nashik	Canteen	29.08.1985
Group 'C' Industrial								
67	D. J. Pagare	Section Holder	19.05.1978	Level 6	11.10.2000	GIP,	Bindery Section	
68	R. E. Shirole	Section Holder	28.05.1963	Level 5	10.08.1989	GIP, Nashik	Bindery Section	
69	Smt. Sangita S. Kokate	Section Holder	14.123.1972	Level 5	24.04.1998	GIP,	Bindery Section	
70	A.. D. Bendkule	Section Holder	01.06.1963	Level 5	20.03.1992	GIP, Nashik	Bindery Section	
71	R. B. Chaudhari	Section Holder	25.05.1963	Level 5	10.01.1992	GIP, Nashik	Bindery Section	

72	Smt. C C AnithaKumari	Section Holder	15.05.1967	Level 5	20.12.1994	GIP, Koratty	Bindery Section	
73	A Murugan	Section Holder	12.03.1965	Level 5	20.12.1994	GIP, Koratty	Bindery Section	
74	A K Sahadevan	Section Holder	20.05.1967	Level 5	20.12.1994	GIP, Koratty	Deputed at GIP Koratty	
75	K P Ravindaran	Section Holder	30.05.1966	Level 5	20.12.1994	GIP, Koratty	Photo Litho(Machine) Section	
76	S V Gawali	Section Holder	21.10.1971	Level 5	17.08.1995	GIP, Nashik	Bindery Section	
77	B D Parchure	Section Holder	08.11.1972	Level 5	17.08.1995	GIP, Nashik	Photo Litho(Machine) Section	
78	H L Pawar	Section Holder	08.09.1969	Level 5	27.04.1995	GIP, Nashik	Photo Litho(Machine) Section	
79	M. E. Nikhumbh	Reader	21.04.1975	Level 5	26.04.1995	GIP, Nashik	Watch & Ward(CT)	
80	K. R. Aware	Reader	22.12.1971	Level 5	26.04.1995	GIP, Nashik	Computing Section	01.01.2020
81	S. M. Shaikh	Reader	19.09.1970	Level 5	26.04.1995	GIP, Nashik	Apprentice Section	01.11.2017
82	N. A. Shirsat	Reader	03.04.1970	Level 5	17.08.1995	GIP, Nashik	Bindery Section	
83	S. V. Unawane	Copy Holder	29.06.1968	Level 5	26.04.1995	GIP, Nashik	Store	
84	K. J. Pagare	Binder	26.06.1965	Level 5	28.04.1995	GIP, Nashik	Bindery Section	
85	S. S. Mehato	Binder	31.01.1965	Level 5	17.01.1997	GIP, Nashik	Bindery Section	
86	N. A. Katala	Binder	14.05.1966	Level 5	16.11.1989	GIP, Nashik	Bindery Section	
87	B. K. Bhangare	Binder	11.06.1971	Level 5	09.03.1990	GIP, Nashik	Bindery Section	
88	S. S. Tajane	Binder	26.11.1967	Level 5	17.08.1995	GIP, Nashik	Pay Bill	
89	N. B. Khandavi	Binder	15.09.1965	Level 5	17.08.1995	GIP, Nashik	G-Branch	
90	R. J. Zanzote	Binder	04.07.1969	Level 5	05.03.1990	GIP, Nashik	Bindery Section	

91	V. G. Gangurde	Binder	22.05.1967	Level 5	05.03.1990	GIP, Nashik	Watch & Ward(CT)	
92	R. R. Makwana	Binder	19.02.1970	Level 5	01.01.1997	GIP, Nashik	Photo Litho(Machine) Section	
93	Saroj Kumar	Binder	07.01.1970	Level 4	17.08.2000	GIP, Koratty	Bindery Section	
94	A..T. Waghadkar	Offset Machine Asstt	02.08.1979	Level 5	03.07.2013	GIP, Nashik	Photo Litho(Machine) Section	
95	S. J. Sonawane	Offset Machine Asstt	23.07.1984	Level 5	05.07.2013	GIP, Nashik	Printing Section	
96	S. G. Gaikwad	Offset Machine Asstt	08.12.1982	Level 5	05.07.2013	GIP, Nashik	Printing Section	
97	K. R. Ahire	Offset Machine Asstt	07.08.1978	Level 5	09.07.2013	GIP, Nashik	Printing Section	
98	D. B. Jadhav	Offset Machine Asstt	25.01.1977	Level 5	03.07.2013	GIP, Nashik	Printing Section	
99	R. P. Harak	Offset Machine Asstt	24.05.1983	Level 5	04.07.2013	GIP, Nashik	Photo Litho(Machine) Section	
100	Deepak Namdeo	Offset Machine Asstt	19.06.1987	Level 5	25.07.2013	GIP, Nashik	Printing Section	
101	K. P. Gaikwad	Offset Machine Asstt	02.05.1981	Level 5	03.07.2013	GIP, Nashik	Printing Section	
102	B. R. Patale	Offset Machine Asstt	10.10.1965	Level 4	27.04.1995	GIP, Nashik	Printing Section	
103	R. M. Nawale	Offset Machine Attndt	01.06.1964	Level 3	08.10.1996	GIP, Nashik	Photo Litho(Machine) Section	
104	N. M. Kulthe	Offset Machine Attndt	23.10.1963	Level 3	08.10.1996	GIP, Nashik	Printing Section	
105	S. M. Shankpal	Offset Machine Attndt	31.05.1966	Level 3	09.10.1996	GIP, Nashik	Printing Section	
106	R. N. Jadhav	Offset Machine Attndt	01.06.1963	Level 4	14.01.1992	GIP, Nashik	Photo Litho(Machine) Section	
107	A K. Sonar	Offset Machine Attndt	28.03.1971	Level 3	11.07.2002	GIP, Nashik	Printing Section	
108	V. G. Padwal	Offset Plate Maker	23.01.1964	Level 8	21.03.1983	GIP, Nashik	Photo Litho(Process) Section	
109	H. L. Pardeshi	Offset Plate Maker	19.09.1968	Level 6	10.06.1994	GIP, Nashik	Photo Litho(Process) Section	
110	G. K. Rokade	Offset Plate Maker	19.04.1986	Level 5	01.07.2013	GIP, Nashik	Photo Litho(Process) Section	

111	S. A. Joshi	Offset Plate Maker	09.07.1978	Level 5	03.07.2013	GIP, Nashik	Photo Litho(Process) Section	
112	P. S. Pawar	Offset Plate Maker	23.08.1982	Level 5	09.07.2013	GIP, Nashik	Photo Litho(Process) Section	
113	U. N. Borade	Asstt. Plate Maker	11.05.1976	Level 2	03.07.2013	GIP, Nashik	Planing Section	
114	A. I Kadri	Asstt. Plate Maker	25.10.1980	Level 2	01.01.2014	GIP, Nashik	Photo Litho(Process) Section	
115	Y. A. Wagh	Mechanic	27.02.1981	Level 5	25.07.2013	GIP, Nashik	Mechanical Section	
116	K. W. Tajanpure	Electrician	09.10.1982	Level 5	04.07.2013	GIP, Nashik	Mechanical Section	
117	Md. Meraj Khan	Carpenter	26.02.1982	Level 2	12.09.2013	GIP, Nashik	Mechanical Section	
118	Lalit Nirkhade	Driver	27.06.1981	Level 2	29.07.2013	GIP, Nashik	Mechanical Section	

ANNEXURE-E

Sr.No.	Name	Designation	Function	Remarks
<u>Gazetted Gr. A & B Officers</u>				
1.	Shri Hari M. P	Manager	He exercises all Statutory powers. He is Chairman of D.P.C. All policies, co-ordination, planning, promotions, disciplinary actions, etc. exercised by him. Presently he is posted in New Delhi.	Shri Hari M. P., Deputy Director has been given additional charge as Manager in G.I.P.Nashik vide order No. A-12034/4/2021-Admn.II Prtg-UD dated 14.10.2022.
2.	Dr.Smt. Kirti Bachav	Press Medical Officer (NFSG)	To provide Medical treatment to Press employees and their family members.	
3.	B. K. Sahana	Officer-In-Charge/Deputy Manager	He looks after overall administration i.e. Establishment, Leave section, Vigilance section, Accounts ,Pay Bills, Estate section, Work Cost section, cash section, Store-I & II section. He is a member of DPC. He supervises Main Wing Section, Photolitho & Secret section , and Maintained Section. He ensures economical and efficient production, maintain Plant & Machinery properly and Security thereof. He is a member of Technical Committee. He is responsible to look after Apprentice Wings. He ensures economical and efficient production.	
4.	N K. Paria	Deputy Manager	Posted at GIP, Koratty for winding up activites of Press	
5.	Arvind Choudha	Deputy Manager/DDO	He assists the Officer-In-Charge in day-to-day disposal of administrative/accounts/Industrial matters..	
<u>Technical Officer</u>				
6	L. P. Patre	Technical Officer	He is Shop floor Supervisor of Bindery Section & Photolitho(Machine) and responsible for quality & quantity of work of Machine, Binding. He ensures proper distribution of work, cleanliness/ maintenance of machines. He maintains records relating to production/history sheets of machines and inform all aspects to Dy.Manager/A.M.(T).	
7	Thankachan Thomas	Technical Officer	He is Shop floor Supervisor of Machine Section and responsible for quality & quantity of work of Machine, He ensures proper distribution of work, cleanliness/ maintenance of machines. He maintains records relating to production/history sheets of machines and inform all aspects to Dy.Manager/A.M.(T).	

8	Ashok Kumar A	Technical Officer	He is shop floor supervisor of Planning, Process & Co-ordination sections. And plans proper distribution and o-ordinates the jobs He maintains records pertaining to production and reports to Deputy Manager/A.M(T).	
9	Premangshu Patra	Technical Officer	He is Shop floor Supervisor of Printwell Machine & Mechanical Section , Despatch & Mechanical Section and responsible for quality & quantity of work of Machine. He ensures proper distribution of work, cleanliness/ maintenance of machines. He maintains records relating to production/history sheets of machines and inform all aspects to Dy. Manager/A.M.(T).	
Personal Section				
10	Smt. N. M. Shirshat	Stenographer Gr.II	She looks after personal section and attached to Office of Officer-In-Charge	
Establishment Section-I				
11	Shri Deepu M	Accountant	He supervises the entire Establishment Branches, Vigilance Section and Estate. He ensures timely submission of all returns and expedite all correspondences. He supervises compilation of all papers pertaining to DPC/Screening Committee meeting etc.	
12	Shri Pritam Kumar Sinha	U.D.C	Prepare pension cases in r/o Group 'C' Industrial. DPC Proposal for promotion etc. Recruitment & other miscellaneous works Monthly, Quarterly H. Yearly & Yearly returns etc.	
13	Shri Rahul Kumar	U.D.C.	Prepare pension cases in r/o Group A & B Officers.. DPC proposal for promotion etc. Recruitment & other misc. works etc. Vigilances and disciplinary cases, 25 years verifications & other miscellaneous works Monthly, Quarterly H. Yearly & Yearly returns, Union correspondence etc	
14	Shri Anubhaw Sagar	L.D.C	Prepare pension cases in r/o Group 'C' Industrial .DPC Proposal for promotion etc. Recruitment and other misc. works. Maintaining Roster. Parliament question etc. R.T.I, CAT Case, Monthly, Quarterly H. Yearly & Yearly returns etc.	
Establishment Section-II				
15	Sh. R. G. Awarkar	Head Clerk(Jr.)	he supervises all of the works of Establishment-II section and ensures timely submission of Increments, leave encashment etc.	
16	Sh. P. S. Chaurasiaya	Pharmacist	Maintenance of Service Book and Leave Account, Increments of Officers, Office Staff and Compositors etc.	

Proc. I			
17	K.S.Venkatesh	H.C.(Jr.)	Supervising the work of Proc-I sees that the cases pertaining to those sections are being dealt timely. He ensure timely submission of returns and passing the bills expeditiously.
18	S. K. Mishra	L.D.C	Looking after the purchase matters of Material & Supplies & livery items. He works involves issuing of NIT, Opening of Tenders and correspondence with various firms and sending the bills to Accounts section.
19	Manish Kumar	L.D.C	Looking after the purchase matters of mechanical spare parts. He works involves issuing of NIT, Opening of Tenders and correspondence with various firms and sending the bills to Accounts section. Looking after the purchase matter of Dead Stock items, Machineries, Stationery items. Purchase of Medicines and new vehicles. Preparation of Revised Estimates and Budget Estimates and 10 months actual. Giving replies of queries received from various sections.
20	Ajay Kumar Meena	MTS	He is attached to Procurement Section as Peon.
Proc. II			
21	Smt. S.S.Kshatriya	H.C.(Jr.)	<p>To supervise correct entries of material in respective ledgers. To prepare paper and Binding material annual indent, related correspondence etc. Receiving ATs, supply orders of all types of paper and sending inspection notes to the firms after receipt of the paper. Looking after the work of Annual Contract prevailing to disposal of Waste paper , Reel core, Salvage paper, Use plastic. He deals the matter of disposal of all unserviceable machines, Metal dross, Virgin metal, Aluminum plates and 2 nos. of truck and ambulance. Issuing of Circular of surplus papers to Sister presses and many more other cases.</p> <p>She maintains store accounts of all items except paper and Binding materials. prepares 'F' proforma to work out statement no. II in WC&R section. She post the entries from vouchers in stock ledger</p> <p>Preparation of 'E' proforma To maintain Store Account of paper items and to for Flat paper, Reel paper, binding material, Freight charges to send to WC&R section for working out Statement II and preparing monthly reports</p>
General Branch & Computing Branch			
22	P. V. Pawar	Head Computer	He is to Supervise the Computing section & General Branch and to ensure that Managerial Control Return form is properly complied and submitted in time. Further he is to ensure expeditious compilation of hour from the Work cost docket received from all sections of this Press.. He looks after the Despatch of letters to various departments and offices (Outward) and keep record thereof.
23	N.B.Khandvi	Binder	He is deployed in G branch to receive the letters from various departments and keep record thereof and to send the same to the post office.
24	S.R.Gaikwad	LDC	He looks after the receiving and disbursement of circulars and maintaining Guard file in G. Branch
25	Smt. F. M. Shaikh	UDC	He looks after the receiving and disbursement of circulars and maintaining Guard file in G. Branch
26	K. R. Aware	Reader	He assist Head computer of this section to compile all the records, as per the requirement mentioned in the Hand book of Govt. of India Presses, and to submit MCR in time.

Apprentice Section			
27	S. M. Shaikh	Reader	He maintains all relevant record pertaining to engagement of Apprentices, their registrations, their records during the training period, termination besides arrangement of Payment of Stipend. He works under Dy. Manager of this Press.
Planning			
28	Shri S. M. Ganagtirkar	Asstt. Artist Retoucher	Receiving requisition for printing of book work and form work. Preparing work docket and work cost docket and doing correspondence with indenting departments etc.
29	Shri U. N. Borade	Asstt. Plate Maker	Receiving requisition for printing of book work and form work. Preparing work docket and work cost docket and doing correspondence with indenting departments etc.
Store			
30	B. B. Bhogale	General Store Keeper	He is custodian of Store section where Flat paper of several types are stored besides stationery, Reel paper of all sorts are stored besides Raw Materials and Spare Parts and other items. He is responsible for proper storing of materials and issuing the store only on availability of issue vouchers. He is responsible to maintain Stock account and get his store physically verified once in a year and prepare balance sheet etc.
31	Sujeet Kumar	U.D.C	They are assisting GSK in receipt and issue of stores and other day to day work etc.
32	S. V. Unawane	Copy Holder	He is assisting UDC in receipt and issue of stores and other day to day work etc.
Accounts			
33	Sh. S. D. Sontakke	Accountant	He supervises Accounts Section, Pay Bill Section, Work, Cost & Realization Section. She ensures timely submission of Returns, Bills, Proforma Accounts. Etc. and expedite Reconciliation of expenditure & Income besides correspondence with Indentors.
34	Sh. Irfan Ahmad		Monthly Reconciliation of Receipt & Expenditure Accounts, Preparation of Budget (RE & BE), Returns (Monthly & Quarterly). Preparation of T.A., L.T.C Bills
35	Sh. Niraj Kumar		Work related with cheque drawing system, Preparation of GPF withdrawal bills(Part Final & Final Payment) G.P.F. final payment and maintenance of GPF Account. NPS related work, Preparation of Contingent Bills, Recoupment Bills. Preparation of ,H.B.A.
36	Sh. A. K. Sinha	UDC	Preparation of costing & Proforma Accounts. Preparation of C.E.A, & C.G.E.G.I.S Bills
37	Shri Nikhil Panchal	LDC	All Medial Bills & cases
38	Shri A. R. Bhalerao	Pharmacist	All Medial Bills & cases
Estate Section & Hindi Section			
39	Shri B. V. Davange	Head Clerk(Jr.)	He supervises estate matters. He looks into the matter of maintenance of Press Buildings and Court cases pertaining estate matters at High Court, Mumbai. He ensures timely submission of Returns. He is looking after the work of Hindi section in addition to his work. He assists Hindi officer in implementation of Rajyasabha karyakram. He translates english matters in Hindi and vice-versa
40	Shri Deepak Kumar	LDC	He deals with estate matter of shops, schools, post office. He deals with Electricity charges, water charges and court cases at Nashik. He ensures timely submission of returns etc. He looks after allotment of quarters and prepares seniority list for allotment. He prepares recovery schedules and keep touch with CPWD for maintenance of Press Quarters etc.

Pay Bills Section/Cash Branch			
41	Shri Jose M. M	Head Clerk(Jr.)	Supervision of the work of Pay bill section
42	Shri Ashok Kumar	U.D.C	Prepare DCRG, Commutation, Withheld DCRG, Leave Enchashment Bills and Monthly Salary Recovery Statement, Late & Pass out Recover statement & make entries in PBR & Master Rolls. Preparation of Pay Roll on Composite Pay Roll System and its allied works. Calculation of Income Tax and preparation of Form No.16, Monthly Returns, Form No.24, Income Certificates etc. Preparation of daily Cash book, unpaid register, subsidiary cash books, printing charges cash book and cash receipt etc.Disbursements of Cash.
43	Shri S.S.Tajane	Asstt. Binder	He is attached to cash section and performs duties of Peon
WC&R Section			
44	Smt. G. S. Korde	H.C.(Jr.)	To monitor timely compilation of hours of various cost centers for preparation of printing cost bills. Timely rising of printing cost bills of full supplies jobs, follow up for outstanding printing bills. To supervise the work of proformas, periodical returns etc.
45	Shri Pancham Kumar Singh	MTS	Preparation of Printing Cost Provisional Bills/Final Bills after compilation of job wise information from Dockets. Preparation of Statement No.2 of Proforma Account. To do correspondences with Indentors. To submit monthly, quarterly and half year returns.
Time Office			
46	Shri R. V. Muthal	Cameraman	Working as Time Keeper and looks after the whole T.K. Section. He ensures strict vigilance at Gate as per the provisions of the Hand Book of Govt. of India Presses. Marking of attendance leave applications and correctly recording in respective muster Roll of Industrial employees. Prepare late Pass out statement for industrial employees in each month wise. To assist T.K. and other misc. work.
Medical Staff			
47	Shri G.M. Borade	Pharmacist	Dispensing of drugs and record keeping of drugs and medicines. First Aid to patients in dispensary and Industry. Preparation of medical reimbursement Bills of employees, Issuing prescription as per orders of Medical Officer, counseling to patients for Intake of medicines in their proper doses andtime caretaking of Dispensary, maintenance of OPD register Receipts and Issues of Medicines, Dead Stock Registers, General Ledger of medicines .To assist Medical Office for inspection of medicines and for Medical Health checkup of Employees/Apprentice. Refilling of First Aid Boxes.

Despatch Section			
48	Shri S. L. Panchbhai	Cameraman	Arranging dispatches. He goes to Parcel Booking Office for book of consignments and clearance of MTR and to bring Railway Receipts etc.
<u>Canteen Staff</u>			
49	S.B.Rupwate	Coupon Clerk	He is responsible for issuing coupons for eatables prepared in Canteen etc. He will keep the account and also the account of the store in Canteen.
Watch & Ward section			
50	M. E. Nikumbah	Reader/ C.T	He is deployed in Care Taking Section as Care Taker (Day Shift). He ensures proper upkeep of Press buildings. He is responsible to open & close the Press in time & keep the Factory & Office clean. Watch & Ward Staff, Sanitary Staff directly work under his supervision. He works under Hd.Clerk(Jr.) General Br.
51	V. G. Gangurde	Binder	He is responsible to open & close the factory & office doors/windows in time & does dusting whenever required. During office hours he attends the Officers/ Sections on the order of his supervisor and does the job assigned to him
Industrial Wing			
52	D. S. Gaikwad	Foreman	The Bindery Foreman is responsible for making all practical arrangements for economical and expeditious binding of al 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.
53	L. B. Chikale	Foreman	
54	N. Viswambaran	Foreman	
55	T. P. Rugmini Amma	Foreman	
56	V. Babu	Foreman	
57	D. B. Shirke	Senior Artist	They are responsible to do the work of design, art work, coloured design, charts & layout work as per the requirements. They indicate the colour scheme on the final art work & prepare the cut drawings. They also prepare formats of jobs from the negatives of print jobs. They work under Technical Officer
58	J. V. Gaware	Asstt. Artist Retoucher	They are responsible to improve the quality of halftone of negatives on the positives by retouching work. They are also responsible to improve the quality of colours separation negative/positive besides doffing of negatives, format making & colour positive pasting in proper format after they receive negative/positive from camera section. They mark format denoting the cut mark as centre pin etc.
59	S. B. Misal	Asstt. Artist Retoucher	
60	Wales Joseph	D T P Operator	They are responsible of operating Key board in English and Devanagari and Regional language, as the case may be. They operate the key board for error free composing. They also operate System console, line printer and Laser printer. They work under Technical Officer of this Press.
61	Veer Pal Singh	D T P Operator	

62	A.D. Pardeshi	Offset Machine Man	They do print in single and multi coloured jobs in Web offset Machines machines. They ensure proper execution of quality printing and quantity thereof. They ensure proper upkeep of machines and avoid breakdown. They work under Technical Officer.	
63	R. V. Sanap	Offset Machine Man		
64	S. B. Salunke	Offset Machine Man		
65	A..C. Gaikwad	Offset Machine Man		
66	P. J. Bharade	Offset Machine Man		
67	S. M. Pawar	Offset Machine Man		
68	P. S. Bhor	Offset Machine Man		
69	N. F. Gambhire	Offset Machine Man		
70	C. R. Krishnan	Offset Machine Man		
71	D. P. Gholap	Offset Machine Man		
72	D. T. Borade	Offset Machine Man		
73	C. S. Dani	Offset Machine Man		
74	P. D. Avhad	Offset Machine Man		
75	D. J. Pagare	Section Holder		He supervises the Binding Section. He is responsible for quality of the product and quantity thereof. He reports any problem to Tehnial Officer, Asstt. Manager (Tech.) and takes order for further necessary action.
76	R. E. Shirole	Section Holder		
77	Smt. Sangita S. Kokate	Section Holder		
78	A.. D. Bendkule	Section Holder		
79	R. B. Chaudhari	Section Holder		
80	Smt. C C AnithaKumari	Section Holder		
81	A Murugan	Section Holder		
82	A K Sahadevan	Section Holder		
83	K P Ravindaran	Section Holder		
84	S V Gawali	Section Holder		
85	B D Parchure	Section Holder		
86	H L Pawar	Section Holder		

87	N. A. Shirsat	Reader	Proof Reading is the duty 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. He works as Report writer and keeps the relevant records in connection with the working hours of the operators and puts up to Technical Officers for signature.
88	K. J. Pagare	Binder	They undertake all kinds of binding work of Forms. They operate cutting/folding/stitching machines. They are responsible for operations like counting, folding, gathering, stitching/ sewing, numbering, covering and all other similar activities. as per the requirements He is personally responsible for proper counting, appropriate binding & for the condition of their machines and for its proper oiling & cleaning. They are also responsible for operations like knocking, pasting, binding, numbering under the supervisor’s instructions. They are also to handle all simple machines like cutting, stitching, perforating, eyeleting, punching and numbering machines etc.
89	S. S. Mehato	Binder	
90	N. A. Katala	Binder	
91	B. K. Bhangare	Binder	
92	R. J. Zanzote	Binder	
93	R. R. Makwana	Binder	
94	Saroj Kumar	Binder	
95	A..T. Waghadkar	Offset Machine Asstt	They clean the Printing Machine and bring papers for arrangement for Printing jobs and put the paper on feed board. They fix plates on the machines and take the printed materials from delivery board. They also see that inking and damping are proper and no succumbing is recorded. They put printed sheets on the plates to identify the job and oil & grease the machinery everyday
96	S. J. Sonawane	Offset Machine Asstt	
97	S. G. Gaikwad	Offset Machine Asstt	
98	K. R. Ahire	Offset Machine Asstt	
99	D. B. Jadhav	Offset Machine Asstt	
100	R. P. Harak	Offset Machine Asstt	
101	Deepak Namdeo	Offset Machine Asstt	
102	K. P. Gaikwad	Offset Machine Asstt	
103	B. R. Patale	Offset Machine Asstt	
104	R. M. Nawale	Offset Machine Attndt	
105	N. M. Kulthe	Offset Machine Attndt	
106	S. M. Shankpal	Offset Machine Attndt	
107	R. N. Jadhav	Offset Machine Attndt	
108	A K. Sonar	Offset Machine Attndt	They assist Machine Operator by setting feeder with paper & setting of delivery board. They ensure proper upkeep of Machines & avoid breakage. They ensures smooth production and maintain Quality & quantity

109	V. G. Padwal	Offset Plate Maker	They are responsible for making of Offset Plates and to send the plates to machine section expeditiously. They ensure the plates are processed properly so as to get quality print.	
110	H. L. Pardeshi	Offset Plate Maker		
111	G. K. Rokade	Offset Plate Maker		
112	S. A. Joshi	Offset Plate Maker		
113	P. S. Pawar	Offset Plate Maker		
114	A.. I Kadri	Asstt. Plate Maker		
115	Y. A. Wagh	Mechanic	He attains the repairing of all machines installed in the Press.	
116	K. W. Tajanpure	Electrician	He attains all electrical repairs and maintenance work. He works under Tehnical officer and reports to him the defects, progress of repairs etc.	
117	Md. Meraj Khan	Carpenter		
118	Lalit Nirkhade	Driver	They drive Office Jeep/Ambulance. They are responsible in maintenance and cleanliness of the vehicle and ensures readiness of the vehicle whenever requires for Official use. They ensure that no unauthorized person travels in it or is allowed to drive the vehicle.	