

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 31-03-2025

II. DETAILS OF ORGANISATIONAL, STRUCTURE AND DEPARTMENTALIZATION

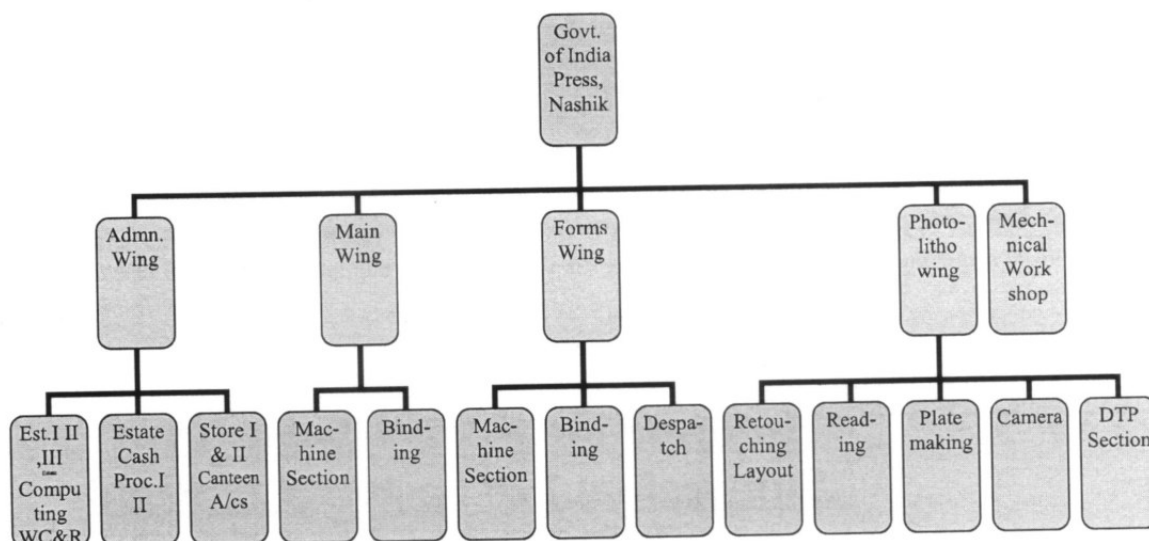
The Govt. of India Press, Nashik is having 109 Acres of land. The Press Building is constructed in 28 Acres of land and Quarters in the 65 acres. Remaining 16 acre land was kept for sewage purpose.

PRESS BUILDING

The Peripheral area used for construction of Press Premises is 28 Acres. The Press Building consists of:-

- | | | | |
|----|---------------------|----|-----------------------|
| a) | Administration Wing | f) | Mechanical Work Shop |
| b) | Main Wing | g) | Employees Canteen |
| c) | Forms Wing | h) | Despatched Section |
| d) | Photo-Litho Wing | i) | Time Keeping Section. |
| e) | Store I & II | | |

THE DETAILS OF ORGANISATIONAL FUNCTION IS AS FOLLOWS



The chart enclosed will show the functional setup

The Press is having an Estate in 74 acres of land with following infra structure.

General Manager Bungalow – 1 Shopping complex – 35 Nos

Type V- 04

Type IV – 28

Type III – 80

Type II – 464

Type I – 376

Total - 952 quarters

Total - 35 Nos

Besides Press Dispensary is also constructed in the Press colony for the treatment of the Press employees and their family

4(1)(b)(I) The Particulars of Govt. Of India Press, Nashik functions and duties

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. equipments. 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

The category-wise details of staff in Govt. of India Press, Nashik are given as under:-
Information relating to no. of Sanctioned posts, Staff on Roll and vacant posts in this GIP on
31.03.2025

Sl.No	Description of Posts	Number			Pay Level	Remarks/ Excess Staff
		Sanctioned distribution				
		Revised Sanction Strength as per Dte. of Ptg, Of O.O No. 20/2/2019- A.III dated 10 th Sept. 2024	On roll	Vacant		
01	02	03	04	05	06	07
Group A (Gazetted)						
1	Manager	1	1	0	L-11 (67700-208700)	
2	Medical Officer	1	1	0	L-10 (56100-177500)	
3	Asstt. Labour Welfare Commissioner	1	0	1	L-10 (56100-177500)	
4	Assistant Director (Official Languages)	1	0	1	L-10 (56100-177500)	
	Total	4	2	2		
Group B (Gazetted)						
5	Deputy Manager	4	1	3	L-7 (44900-142400)	
6	Asstt. Manager (Admn.)	2	0	2	L-7 (44900-142400)	
	Total	6	1	5		
Group B (Non-Gazetted), Non Industrial						
7	Technical Officer	6	4	2	L-7 (44900-142400)	
8	Accountant	2	1	1	L-6 (35400-112400)	
9	Head Clerk	4	9*	0	L-6 (35400-112400)	*5 Excess
10	Store Supervisor Grade - I	1	0	1	L-6 (35400-112400)	
11	Nurse	1	1	0	L-6 (35400-112400)	
12	#Stenographer Grade – I	0	0	0	L-6 (35400-112400)	# (ON DEPUTATION) Smt. N.M. Shirsath has been Transfer On Deputation w.e.f 16.08.2024(A.N)
	Total	14	15	4		

01	02	03	04	05	06	07
Group B (Non Gazetted), Industrial						
13	Head Reader	1	0	1	L-6 (35400-112400)	
14	Foreman (Bdg.)	2	3*	0	L-6 (35400-112400)	*1 Excess
15	Offset M/c Man	16	11	5	L-6 (35400-112400)	
16	D.T.P. Opr.	4	0	4	L-6 (35400-112400)	
17	CtP Machine Operator	2	0	2	L-6 (35400-112400)	New Created Post
18	Digital Press Operator	3	0	3	L-6 (35400-112400)	New Created Post
	Total	28	14	15		
Group C(Non-Industrial)						
19	Pharmacist	2	4*	0	L-5 (29200 -92300)	*2 Excess
20	Stenographer Gr. II	1	0	1	L-4 (25500-81100)	
21	Upper Division. Clerk	12	12	0	L-4 (25500-81100)	
22	Lower Division Clerk	18	5	13	L-2 (19900-63200)	
23	Assistant Caretaker	1	0	1	L-2 (19900-63200)	
	Total	34	21	15		
GROUP C (INDUSTRIAL)						
24	Assistant CtP Machine Operator	2	0	2	L-5 (29200 -92300)	New Created Post
25	Assistant Digital Press Operator	3	0	3	L-5 (29200 -92300)	New Created Post
26	Head Mechanic (Ptg./Bdg)	1	0	1	L-5 (29200 -92300)	
27	Section Holder (Bdg.)	6	12*	0	L-5 (29200 -92300)	*6 Excess
28	Reader	2	4*	0	L-4 (25500-81100)	*2 Excess
29	Offset M/c Asstt.	18	9	9	L-4 (25500-81100)	
30	Binder	28	7	21	L-4 (25500-81100)	
31	Electrician	2	1	1	L-4 (25500-81100)	
32	Mechanic (Ptg. & Bdg.)	3	1	2	L-4 (25500-81100)	
33	Assistant Mechanic (Ptg. & Bdg.)	4	0	4	L-2 (19900-63200)	
34	Asstt. Binder	56	2	54	L-2 (19900-63200)	
35	Copy Holder	2	1	1	L-2 (19900-63200)	
36	M/c Attendant (Offset)	18	3	15	L-2 (19900-63200)	
37	Wireman	2	0	2	L-2 (19900-63200)	
	TOTAL	147	40	115		

The following posts are discontinued vide Dte. of Ptg., New Delhi Office Order dated 10th September-2024 and Post of MTS is decided to be outsourced. However as on date the on roll strength in these posts are as follows:-

S.No.	Abolished/Discontinued Posts	Revised Sanction Strength as per Dte. of Ptg. Office Order dated 10 th Sept. 2024	Present On Roll	Excess Due to Abolished/Discontinued	Pay Level	Remarks
1	Sr. Artist	0	1	1	L-6 (35400-112400)	
2	Asstt. Artist Retoucher	0	2	2	L-6 (35400-112400)	
3	Camera Man	0	2	2	L-6 (35400-112400)	
4	Offset Plate Maker	0	4	4	L-4 (25500-81100)	
5	Asstt. Plate Maker	0	2	2	L-2 (19900-63200)	
6	Carpenter	0	1	1	L-2 (19900-63200)	
7	Driver (L.V.)	0	2	2	L-2 (19900-63200)	
8	M.T.S	0	4	4	L-1 (18000-56900)	
	TOTAL	0	18	18		

ABSTRACT (as on 31.03.2025)

Sr. No.	Category	Revised Sanction Strength as per Dte. of Ptg. Of O.O No. 20/2/2019-A.III dated 10 th Sept. 2024	On Roll	Vacancy arise due to Revised Sanction Strength	Remarks
01	Group 'A' Gazetted	4	2	2	
02	Group 'B' Gazetted	6	1	5	
03	Group 'B' Non-Gazetted (Non-Industrial)	14	15*	4	*5 EXCESS
04	Group 'B' Non-Gazetted (Industrial)	28	14*	15	*1 EXCESS
05	Group 'C' (Non-Industrial)	34	21*	15	*2 EXCESS
06	Group 'C' (Industrial)	147	40*	115	*8 EXCESS
	TOTAL	233	93-16*=77	155	*16 Excess against revised sanction strength and 18 Excess against discontinued/abolished Posts
	Grand Total(Actual Position)	233	(77+34)=111	122	(16+18)=34 Excess

As per Dte. of Ptg. New Delhi O.M. dtd 15.10.2024 the Stenographer Grade II position is classified at **Grade Pay of 2400 (Level 4)**. However current incumbent in GIP, Nashik drawing a **Grade pay of 4200 (Level 6)**. Hence she is treated as **Stenographer Grade- I**.

Govt. of India Press, Gandhinagar, Nashik is presently functioning with 111 staff strength as against 233 sanctioned strength.

Cost of Printing

The cost of printing of the jobs of indenter(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 indenter(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) **Manager:-** The 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 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 affect 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.
- (2) **Press Medical Officer**: - He is a Group 'A' Officer. His services are required as per provisions of Factories Act 1948. He is the head of Press Dispensary and is responsible to extend proper medical treatment to the Press employees and their family members. He is assisted by Para-Medical staff, viz., Nurse, Pharmacist, Orderly, etc. The medicines required for Press 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.
- (3) **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.
- (4) **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.

(5) **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.

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

(7) **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.

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

- a) That all letters and indents received are duly 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.

(9) **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 or 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.

(10) **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, and 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.

(11) **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 overphone. Receives visitors and arranges their interviews with superior, keeps important and Confidential records.

- (12) **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 receipt, 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.
- (13) **Assistant Caretaker :-** He deals with all questions pertaining to the upkeep of Press Building including Repairs, Sanitation, Fire protection etc. He is responsible for opening and closing of the Press premises in all shifts, besides proper care and cleanliness of the Shop Floor and Office and furniture'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.
- (14) **Female Nurse :-** Gives bedside care in cases of illness, assists Press Medical Officer in examination and operation of patient and performs other nursing tasks. Maintain records of patient's treatment, temperature, respiration, pulse rate, nourishment, progress, etc. Administers medicines and injections, as prescribed, dresses wounds and renders first aid.
- (15) **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.
- (16) **Store Supervisor Grade - I :-** The Store Supervisor 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.

Duties of Industrial Employees:-

- 1) **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.
- 2) **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.
- 3) **DTP Operator** :-He is responsible for operating Key Board for English and Devnagri/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/A.M.(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.
- 4) **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.

- 5) **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.
- 6) **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 scumming 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.
- 7) **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.

8) **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.

9) **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.

10) **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.

11) **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.

12) **CTP Machine Operator**

13) **Digital Press Operator**

14) **Assistant CTP Machine Operator**

15) **Assistant Digital Press Operator**

Sr. 12 to 15, these are the newly created posts by the Directorate of Printing, vide the latest sanction order dated 10.09.2024. The process and duties of these post are yet to be conveyed by the Directorate of Printing, New Delhi.

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 employee's side and nominated members from employee's 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)(IX) :- A directory of officers and employees of Govt. of India Press, Gandhinagar, Nashik.

The directory is furnished as under:-

Sl. No.	Name	Designation
	S/Shri	
1	Banshi Dhar Dubey	Manager, Govt. of India Press, Nashik, Ph. No. - 0253--2417862
2	Ravi Pratap Singh	Dy. Manager, Govt. of India Press, Nashik, Ph. No. - 0253--2972868
3	Dr. Sathyanaarayanan S	GDMO
4	Thankachan Thomas	Technical Officer
5	V. Arumugam	Technical Officer
6	Ashok Kumar A	Technical Officer
7	Premangshu Patra	Technical Officer
8	Deepu M.	Accountant
9	C Muthuthirumany	Head Clerk
10	K.S. Venkatesh	Head Clerk
11	P.V. Pawar	Head Clerk
12	R.G. Awarkar	Head clerk
13	Smt. G.S. Korde	Head clerk
14	S.D. Sontakke	Head clerk
15	B.B. Bhogale	Head Clerk
16	Smt. S.P. Jadhav	Head Clerk
17	B.V. Davange	Head Clerk
18	V Mani	U.D.Clerk
19	Pritam Kumar Sinha	U.D.Clerk
20	Manish Kumar	U.D.Clerk
21	Sujeet Kumar	U.D.Clerk
22	Irfan Ahmed	U.D.Clerk
23	Asim Kumar	U.D.Clerk
24	Ashok Kumar	U.D.Clerk
25	Meenakshi M	U.D.Clerk
26	Niraj Kumar	U.D.Clerk
27	Satyendra Kr. Mishra	U.D.Clerk
28	Rahul Kumar	U.D.Clerk
29	Anubhaw Sagar	U.D.Clerk
30	Vijendra Kumar Singh	L.D.Clerk

31	Ravi Raj	L.D.Clerk
32	S.R. Gaikwad	L.D.Clerk
33	Nikhil Panchal	L.D.Clerk
34	Deepak Kumar	L.D.Clerk
35	K. Premanand	Pharmacist
36	A.R. Bhalerao	Pharmacist
37	P.S. Chaurasiya	Pharmacist
38	G.M. Borade	Pharmacist
39	D.B. Shirke	Senior Artist
40	J.V. Gaware	Asstt. Artist Ret.
41	S. B. Misal	Asstt. Artist Ret.
42	R.V. Muthal	Cameraman
43	S.L. Panchbhai	Cameraman
44	H.L. Pardeshi	Offset Plate Maker
45	G.K. Rokade	Offset Plate Maker
46	S.A. Joshi	Offset Plate Maker
47	P.S. Pawar	Offset Plate Maker
48	U.N. Borade	Asstt. Plate Maker
49	Amjad Ismail Kadri	Asstt. Plate Maker
50	R.V. Sanap	Offset Machineman
51	S.B. Salunke	Offset Machineman
52	A.C. Gaikwad	Offset Machineman
53	P.J. Bharade	Offset Machineman
54	S.M. Pawar	Offset Machineman
55	C.R. Krishnan	Offset Machineman
56	D.P. Gholap	Offset Machineman
57	D.T. Borade	Offset Machineman
58	C.S. Dani	Offset Machineman
59	P.D. Avhad	Offset Machineman
60	A.T. Waghadkar	Offset Machineman
61	S.J. Sonawane	Offset m/c Asstt.
62	S.G. Gaikwad	Offset m/c Asstt.
63	K.R. Ahire	Offset m/c Asstt.
64	D.B. Jadhav	Offset m/c Asstt.
65	R.P. Harak	Offset m/c Asstt.
66	Deepak Namdeo	Offset m/c Asstt.
67	K.P. Gaikwad	Offset m/c Asstt.
68	B.R. Patale	Offset m/c Asstt.
69	N. Rahul	Offset m/c Asstt.

70	H. Shankaraiah	Offset M/c Attd
71	S.M. Shankpal	Offset M/c Attd
72	A.K. Sonar	Offset M/c Attd
73	Y.A. Wagh	Mechanic
74	K.W. Tajanpure	Electrician
75	M.D.Meraj Khan	Carpenter
76	S. Ravichandran	Driver
77	Lalit Nirkhade	Driver
78	N. Viswambaran	Foreman (Bdg)
79	D.J. Pagare	Foreman (Bdg)
80	Smt. Sangita S. Kokate	Foreman (Bdg)
81	M.E.Nikhumbha	Reader
82	K.R.Aware	Reader
83	Samad Munaf Shaikh	Reader
84	N.A.Shirsat	Reader
85	S.V.Unawane	Copy Holder
86	I. Mani	Sec.Holder(Bdg.)
87	C.C. Anithakumari	Sec.Holder(Bdg.)
88	A. K. Sahadevan	Sec.Holder(Bdg.)
89	K.P. Ravindran	Sec.Holder(Bdg.)
90	S.V. Gawali	Sec.Holder(Bdg.)
91	B.D. Parchure	Sec.Holder(Bdg.)
92	H.L. Pawar,	Sec.Holder(Bdg.)
93	K.J. Pagare	Sec.Holder(Bdg.)
94	Shiv Shankar Mehato	Sec.Holder(Bdg.)
95	N.A. Katala	Sec.Holder(Bdg.)
96	R.J. Zanzote	Sec.Holder(Bdg.)
97	B.K. Bhangare	Sec.Holder(Bdg.)
98	S.S.Tajane	Binder
99	N.B.Khandvi	Binder
100	V.G.Gangurde	Binder
101	R.R.Makwana	Binder
102	V. Paramasivam	Binder
103	G. Sakthivel	Binder
104	Saroj Kumar	Binder
105	G. Ravibabu	MTS
106	Basavaraju	MTS
107	Ajay Kumar Meena	MTS
108	Pancham Kr. Singh	MTS
109	Annapoorna A	Nurse
110	V. Prabhakaran	Asstt. Binder
111	S. Rajendra	Asstt. Binder

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 :

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

As on 31.03.2025

Sl. No.	Name S/Shri	Designation	Pay Scale	Gross Salary
1	Banshi Dhar Dubey	Manager	L-11 (67700-208700)	132957/-
2	Ravi Pratap Singh	Dy. Manager	L-8 (47600-151100)	113067/-
3	Dr. Sathyanarayanan S	GDMO	L-10 (56100-177500)	113317/-
4	Thankachan Thomas	Technical Officer	L-8 (47600-151100)	138465/-
5	V. Arumugam	Technical Officer	L-9 (53100-167800)	139689/-
6	Ashok Kumar A	Technical Officer	L-7 (44900-142400)	95166/-
7	Premangshu Patra	Technical Officer	L-7 (44900-142400)	95166/-
8	Deepu M.	Accountant	L-6 (35400-112400)	73440/-
9	C Muthuthirumany	Head Clerk	L-7 (44900-142400)	95166/-
10	K.S. Venkatesh	Head Clerk	L-7 (44900-142400)	92412/-
11	P.V. Pawar	Head Clerk	L-7 (44900-142400)	75582/-
12	R.G. Awarkar	Head clerk	L-6 (35400-112400)	75582/-
13	Smt. G.S. Korde	Head clerk	L-6 (35400-112400)	77724/-
14	S.D. Sontakke	Head clerk	L-6 (35400-112400)	101191/-
15	B.B. Bhogale	Head Clerk	L-6 (35400-112400)	87524/-
16	Smt. S.P. Jadhav	Head Clerk	L-6 (35400-112400)	80019/-
17	B.V. Davange	Head Clerk	L-6 (35400-112400)	84762/-
18	V Mani	U.D.Clerk	L-6 (35400-112400)	55233/-
19	Pritam Kumar Sinha	U.D.Clerk	L-4 (25500-81100)	55233/-
20	Manish Kumar	U.D.Clerk	L-4 (25500-81100)	55919/-
21	Sujeet Kumar	U.D.Clerk	L-4 (25500-81100)	55233/-
22	Irfan Ahmed	U.D.Clerk	L-4 (25500-81100)	55233/-
23	Asim Kumar	U.D.Clerk	L-4 (25500-81100)	55233/-
24	Ashok Kumar	U.D.Clerk	L-4 (25500-81100)	55233/-
25	Meenakshi M	U.D.Clerk	L-5 (29200 -92300)	76500/-
26	Niraj Kumar	U.D.Clerk	L-4 (25500-81100)	57987/-
27	Satyendra Kr. Mishra	U.D.Clerk	L-4 (25500-81100)	50796/-
28	Rahul Kumar	U.D.Clerk	L-4 (25500-81100)	50796/-
29	Anubhaw Sagar	U.D.Clerk	L-4 (25500-81100)	49419/-

30	Vijendra Kumar Singh	L.D.Clerk	L-3 (21700 -69100)	51714/-
31	Ravi Raj	L.D.Clerk	L-3 (21700 -69100)	50337/-
32	S.R. Gaikwad	L.D.Clerk	L-2 (19900-63200)	59058/-
33	Nikhil Panchal	L.D.Clerk	L-2 (19900-63200)	40239/-
34	Deepak Kumar	L.D.Clerk	L-2 (19900-63200)	37791/-
35	K. Premanand	Pharmacist	L-7 (44900-142400)	114979/-
36	A.R. Bhalerao	Pharmacist	L-8 (47600-151100)	135787/-
37	P.S. Chaurasiya	Pharmacist	L-8 (47600-151100)	148355/-
38	G.M. Borade	Pharmacist	L-7 (44900-142400)	136418/-
39	D.B.Shirke	Senior Artist	L-8 (47600-151100)	134487/-
40	J.V.Gaware	Asstt. Artist Ret.	L-8 (47600-151100)	130662/-
41	S. B. Misal	Asstt. Artist Ret.	L-7 (44900-142400)	80019/-
42	R.V.Muthal	Cameraman	L-7 (44900-142400)	97920/-
43	S.L.Panchbhai	Cameraman	L-8 (47600-151100)	116433/-
44	H.L.Pardeshi	Offset Plate Maker	L-6 (35400-112400)	82314/-
45	G.K. Rokade	Offset Plate Maker	L-6 (35400-112400)	65637/-
46	S.A. Joshi	Offset Plate Maker	L-6 (35400-112400)	61965/-
47	P.S. Pawar	Offset Plate Maker	L-5 (29200 -92300)	61047/-
48	U.N. Borade	Asstt. Plate Maker	L-3 (21700 -69100)	47583/-
49	Amjad Ismail Kadri	Asstt. Plate Maker	L-3 (21700 -69100)	48960/-
50	R.V. Sanap	Offset Machineman	L-7 (44900-142400)	97920/-
51	S.B. Salunke	Offset Machineman	L-7 (44900-142400)	97920/-
52	A.C. Gaikwad	Offset Machineman	L-7 (44900-142400)	97920/-
53	P.J. Bharade	Offset Machineman	L-7 (44900-142400)	97920/-
54	S.M. Pawar	Offset Machineman	L-7 (44900-142400)	97920/-
55	C.R. Krishnan	Offset Machineman	L-6 (35400-112400)	84762/-
56	D.P. Gholap	Offset Machineman	L-7 (44900-142400)	80019/-
57	D.T. Borade	Offset Machineman	L-6 (35400-112400)	65637/-
58	C.S. Dani	Offset Machineman	L-6 (35400-112400)	65637/-
59	P.D. Avhad	Offset Machineman	L-6 (35400-112400)	63801/-
60	A.T. Waghadkar	Offset Machineman	L-6 (35400-112400)	63801/-
61	S.J. Sonawane	Offset m/c Asstt.	L-5 (29200 -92300)	61047/-
62	S.G. Gaikwad	Offset m/c Asstt.	L-5 (29200 -92300)	61047/-
63	K.R. Ahire	Offset m/c Asstt.	L-5 (29200 -92300)	61047/-
64	D.B. Jadhav	Offset m/c Asstt.	L-6 (35400-112400)	61965/-
65	R.P. Harak	Offset m/c Asstt.	L-5 (29200 -92300)	61047/-
66	Deepak Namdeo	Offset m/c Asstt.	L-5 (29200 -92300)	61047/-
67	K.P. Gaikwad	Offset m/c Asstt.	L-5 (29200 -92300)	61047/-
68	B.R. Patale	Offset m/c Asstt.	L-4 (25500-81100)	63648/-
69	N.Rahul	Offset m/c Asstt.	L-5 (29200 -92300)	81801/-

70	H. Shankaraiah	Offset M/c Attd	L-6 (35400-112400)	84762/-
71	S.M. Shankpal	Offset M/c Attd	L-3 (21700 -69100)	63036/-
72	A.K. Sonar	Offset M/c Attd	L-3 (21700 -69100)	57987/-
73	Y.A. Wagh	Mechanic	L-5 (29200 -92300)	61047/-
74	K.W. Tajanpure	Electrician	L-4 (25500-81100)	nil
75	M.D.Meraj Khan	Carpenter	L-3 (21700 -69100)	47583/-
76	S. Ravichandran	Driver	L-5 (29200 -92300)	76500/-
77	Lalit Nirkhade	Driver	L-2 (19900-63200)	43758/-
78	N. Viswambaran	Foreman (Bdg)	L-6 (35400-112400)	77724/-
79	D.J. Pagare	Foreman (Bdg)	L-6 (35400-112400)	75582/-
80	Smt. Sangita S. Kokate	Foreman (Bdg)	L-6 (35400-112400)	77724/-
81	M.E.Nikhumbha	Reader	L-6 (35400-112400)	83354/-
82	K.R.Aware	Reader	L-6 (35400-112400)	82314/-
83	Samad Munaf Shaikh	Reader	L-6 (35400-112400)	82314/-
84	N.A.Shirsat	Reader	L-5 (29200 -92300)	74358/-
85	S.V.Unawane	Copy Holder	L-5 (29200 -92300)	76500/-
86	I. Mani	Sec.Holder(Bdg.)	L-6 (35400-112400)	77724/-
87	C.C. Anithakumari	Sec.Holder(Bdg.)	L-5 (29200 -92300)	70227/-
88	A. K. Sahadevan	Sec.Holder(Bdg.)	L-5 (29200 -92300)	70227/-
89	K.P. Ravindran	Sec.Holder(Bdg.)	L-5 (29200 -92300)	70227/-
90	S.V. Gawali	Sec.Holder(Bdg.)	L-5 (29200 -92300)	74358/-
91	B.D. Parchure	Sec.Holder(Bdg.)	L-5 (29200 -92300)	74358/-
92	H.L. Pawar,	Sec.Holder(Bdg.)	L-5 (29200 -92300)	68238/-
93	K.J. Pagare	Sec.Holder(Bdg.)	L-5 (29200 -92300)	68238/-
94	A Murugan	Sec.Holder(Bdg.)	L-5 (29200 -92300)	70227/-
95	N.A. Katale	Sec.Holder(Bdg.)	L-5 (29200 -92300)	68238/-
96	R.J. Zanzote	Sec.Holder(Bdg.)	L-5 (29200 -92300)	68238/-
97	B.K. Bhangare	Sec.Holder(Bdg.)	L-5 (29200 -92300)	68238/-
98	S.S.Tajane	Binder	L-5 (29200 -92300)	66402/-
99	N.B.Khandvi	Binder	L-5 (29200 -92300)	66402/-
100	V.G.Gangurde	Binder	L-5 (29200 -92300)	66402/-
101	R.R.Makwana	Binder	L-5 (29200 -92300)	64566/-
102	V. Paramasivam	Binder	L-5 (29200 -92300)	66402/-
103	G. Sakthivel	Binder	L-6 (35400-112400)	89811/-
104	Saroj Kumar	Binder	L-4 (25500-81100)	60129/-
105	G. Ravibabu	MTS	L-4 (25500-81100)	61812/-
106	Basavaraju	MTS	L-3 (21700 -69100)	63036/-
107	Ajay Kumar Meena	MTS	L-1 (18000 -56900)	34272/-
108	Pancham Kr. Singh	MTS	L-1 (18000 -56900)	34272/-
109	Annapoorna A	Nurse	L-9 (53100 -167800)	143136/-
110	V. Prabhakaran	Asstt. Binder	L-4 (25500-81100)	67302/-
111	S. Rajendra	Asstt. Binder	L-3 (21700 -69100)	nil

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 2025-2026 in respect of Govt. of India Press, Gandhinagar, Nashik is furnished as under :-

Major Head :- 2058 Stationery & Printing

1. -	12.01.01 - Salary	= Rs. 7,00,00,000
2. -	12.01.02 - Wages	= Rs. 0
3. -	12.01.05 - Rewards	= Rs. 6,00,000
4. -	12.01.06 - Medical	= Rs. 20,00,000
5. -	12.01.07 - Allowances	= Rs. 4,80,00,000
6. -	12.01.08 - Leave Travel Concession	= Rs. 10,00,000
7. -	12.01.09 - Training Expenses	= Rs. 0
8. -	12.01.11 - Travel Expenses	= Rs. 20,00,000
9. -	12.01.12 - Foreign Travel Expenses	= Rs. 0
10. -	12.01.13 - Office Expenses	= Rs. 2,75,00,000
11. -	12.01.14 - Rent Rate & Taxes	= Rs. 1,00,000
12. -	12.01.16 - Printing & Publications	= Rs. 1,00,000
13. -	12.01.18 - Rent of Others	= Rs. 0
14. -	12.01.19 - Digital Equipment	= Rs. 2,00,000
15. -	12.01.21 - Material & Supply	= Rs. 80,00,000
16. -	12.01.24 - Fuel & Lubricants	= Rs. 2,50,000
17. -	12.01.26 - Advertisement & Plublicity	= Rs. 1,00,000
18. -	12.01.27 - Minor Civil & Electric Works	= Rs. 2,00,000
19. -	12.01.28 - Professional Services	= Rs. 2,50,000
20. -	12.01.29 - Repair & Maintenance	= Rs. 5,00,000
21. -	12.01.49 - Other Revenue Expenditure	= Rs. 2,00,000
22. -	01.00.63 - Inter A/c transfer	= Rs. 1,80,00,000
23. -	03.00.34 - Trade Apprentice	= Rs. 21,00,000

MH-4058 Capital Outlay (Non Plan)

Motor Vehicle	=	-Nil-
METP	=	-Nil-

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 due to non-availability of computers. But the same will be prepared and put in website as soon as the computers are made available to the Press 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	First Appellate Authority	Public Information Officer
1.	Govt. of India Press, Gandhinagar, Nashik-6.	Shri Banshi Dhar Dubey Manager Ph.No.(O) 2972868	Shri Ravi Pratap Singh Dy. Manager Ph.No.(O) 2412742

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

--- NIL ---

Sd/-
(Ravi Pratap Singh)
Dy.Manager/CPIO