



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



सत्यमेव जयते

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भारत 2023 INDIA
सत्यमेव जयते
ONE EARTH - ONE FAMILY - ONE FUTURE

No.A-43013/RTI/Mis./2025/Estt-I/249

Date: 21 /08/2025

Office Memorandum

Subject: Updating of Proactive Disclosure information.

Ref: Directorate of Printing e mail dated 18/08/2025

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

Encl: As above.

(H.C. Khulbe)
Asstt. Manager (Admin)

To

✓ The Assistant Director (CDN),
Directorate of Printing,
B, Wing, Govt. of India Press Complex,
4th Floor, Minto Road,
New Delhi

E-2984495 CR
26/8/2025

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

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

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

4(1)(b)(i)

**The Particulars of Government of India Press, Ring Road, Mayapuri, New Delhi :
Function and Duties :**

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

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

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

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

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

- 1.D.T.P. Section with 16 Terminals.
- 2.Offset Machine Section—15 Machines were installed.
- 3.Process Unit comprising of Camera Section, Plate making, Retouching Section and Design layout unit.

The Press is under charge of Manager, assisted by Deputy Managers and 1 Asstt. Manager(Admn.). Now after merger of GIP Nilokheri, GIP Aligarh , GITBP Chandigarh and GIP Shimla into this Press, at present the sanctioned strength of this Press is 281. At present as on 01.08.2025 total 160 employees are on roll in this press. The Press is functioning in two blocks, Administrative side & Industrial side. The press has land area of 16.11 Acre & Press Colony has area of about 21.05 Acre.

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

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

	(OL)	10)			
5	Dy. Manager	44900-142400 (Level-07)	6	2	4
6	A. M. (A)	44900-142400 (Level-07)	2	1	1
7	Accountant	35400-112400(level-06)	2	3	1 excess
8	Head Clerk	35400-112400(level-06)	5	3	2
9	Nurse	44900-142400 (Level-07)	1	2	1 excess
10	Technical Officer	44900-142400 (Level-07)	9	6	3
11	Head Reader	35400-112400(level-06)	1	0	1
12	Foreman (Binding)	35400-112400(level-06)	3	1	2
13	DTP Operator	35400-112400(level-06)	10	1	9
14	Offset M/c. Man	35400-112400(level-06)	18	4	14
15	Pharmacist	29200-92300(level-5)	2	1	1
16	U.D.C.	25500-81100(level-4)	15	31	16 Excess
17	Stenographer-II	25500-81100(level-4)	1	2	1 excess
18	L.D.C.	19900-63200(level-2)	20	14	06
19	Asstt. Care Taker	19900-63200(level-2)	1	0	1
20	Section Holder (Binding)	29200-92300(level-5)	8	6	2
21	Head Mechanic (Ptg. &Bdg.)	29200-92300(level-5)	1	0	1
22	Reader	25500-81100(level-4)	4	1	3
23	Mechanic (Ptg. &Bdg.)	25500-81100(level-4)	3	0	3
24	Electrician	25500-81100(level-4)	2	1	1
25	Binder	25500-81100(level-4)	32	14	18
26	Asstt. Binder	19900-63200(level-2)	64	20	44
27	Wire Man	19900-63200(level-2)	2	0	2
28	Copy Holder	19900-63200(level-2)	4	0	4
29	Offset M/c. Asstt.	25500-81100(level-4)	20	2	18
30	Offset M/c. Attdt.	19900-63200(level-2)	20	7	13
31	Inspector Controller	35400-112400(level-6)	1	0	1
32	Ctp Machine Operator	35400-112400(Level-6)	3	0	3
33	Asstt. Inspector Controller	29200-92300 (level-5)	1	0	1
34	Digital Press Operator	35400-112400(level-6)	4	0	4
35	Asstt. Ctp M/c. Operator	29200-92300(level-5)	3	0	3
36	Asstt. Digital Press Operator	29200-92300 (level-5)	4	0	4
37	Asstt. Mechanic	19900-63200 (level-2)	4	0	4

	(Ptg. & Bdg.)				
38	Store Supervisor Gr.I	35400-112400 (level-6)	1	0	1
	Total		281	125	Vacant 175 Excess-19

As per Directorate of Printing O.M.No.20/2/2019A.III dated 10th Sep. 2024 these posts have been discontinued due to technological development. As and When the posts falls vacant it shall stand abolished.

Sl. No.	Name of the Posts	Pay Level	Sanctioned Strength Order dated 10.09.2024	Existing Strength / ON Roll	Vacant	Excess
1	2	3	4	5	6	7
1	Risograph Operator	Level 4	0	2	-	2
2	Cameraman	Level 6	0	4	-	4
3	Dark Room Asstt.	Level 4	0	1	-	1
4	Junior Artist	Level 6	0	2	-	2
5	Asstt. Artist Retoucher	Level 6	0	2	-	2
6	Bhisti	Level 1	0	1	-	1
Total			0	12	-	12

Outsourcing of posts of Multi-Tasking Staff, Labourer and Canteen Staff

Sl. No.	Name of the Posts	Sanctioned Strength Order dated 10.09.2024	Existing Strength / On Roll	Vacant	Excess
1	2	3	4	5	6
1	Multi-Tasking Staff	28	13	15	-
2	Labourer	35	4	31	-
Canteen Staff					
3	Halwai Cum Cook	2	0	2	-
4	Assistant Halwai Cook	3	0	3	-
5	Canteen Clerk	2	3	-	1
6	Canteen Attendant	3	3	0	-
Total		73	23	51	1

Total On Roll Position as on 01.08.2025 (125 +12+23) = 160

Cost of Printing:-

The cost of printing of the jobs of indentors is realized by raising printing cost bills, on the basis of existing costing system approved by Directorate of Printing, New Delhi. The existing costing system is based upon proforma account of this Press. That is being worked out on the basis of common hourly rates for each cost center of this Press. This

costing system is under review and will be replaced with commercial accounting system for which necessary computer software is being specifically designed and developed for all Govt. of India Presses. To implement the new costing system this Press is going to be equipped with computers very soon. At present the printing cost is being realized from indentors on no loss no profit basis.

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

Non-Industrial Employees

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

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

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

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

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

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

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

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

(3)**Asstt. Labour Welfare Commissioner (Central)** :—His services are required in the Press as per the provisions of Section 49 of Factories Act, 1948. Here, he is responsible for looking after the welfare of the workers and negotiate with the Press management to settle any dispute and thereby ensures cordial and harmonious relations between the workers and the management.

(4)**Deputy Manager/Assistant Manager (Tech.)** :—His duties are given below :

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

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

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

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

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

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

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

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

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

(5) Assistant Manager (Administration) :—He assists the Manager in day-to-day disposal of administrative/accounts matters. He is the branch officer for all the administrative and accounts sections. His other functions are as under:-

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

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

(iii) He sanctions leave of office staff.

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

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

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

(vii) The above powers are subject to the condition that he will be working directly under the Manager and will take his orders on all important matters that may arise, in day-to-day administration. He functions as a member secretary of DPC/DSC and Recruitment Board of the Press. He conducts frequent surprise inspections of stores and cash Branches in his charge and record the result in an inspection book kept for the purpose.

(6) Assistant Director (OL) :—

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

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

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

(7) Technical Officer:—He is responsible for quality and quantity of the work of the Press. He will ensure that the forms are turn out the work as economical as possible. He will see that all men receive a fair share of long run and other advantageous work. He will continuously perambulate the machine room and examine the work while under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machine are idle and that the lights in his Branch when not required are put off.

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

(8) 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 registered and passed on to the branches or sections concerned, and when finally dealt with are properly recorded;
- (b) that all work ready for dispatch is properly packed and duly sent out by the prescribed mode and all work vouchers are duly receipted and returned for production when required;
- (c) that file copies of all such work are carefully mentioned;
- (d) that all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out; and
- (e) that all letters issued are intelligently and briefly registered, and office copies preserved.
- (f) that he is responsible to prepare Managerial Control Return Form every month in time to show the percentage of production achieved against the assessed capacity of machines, loss of production on account of various factors both controllable and uncontrollable. For this he has to compile time sheets of operative hands expeditiously in this Press.

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

(13) Upper Division Clerk (Cash):—Upper Division Clerk (Cash) in Govt. of India Press, generally performs the duties of Cashier. He is personally responsible for all cash transaction in Press. He is also custodian of all valuable of the Press. He is particularly responsible for:—

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

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

(14) **Upper Division Clerk:**—Upper Division Clerk is Non-Industrial Group 'C' Post. Upper Division Clerk generally deals with letters, telegrams and other correspondence. On receipt of such correspondence he prepares case and puts up the relevant files with notes and drafts to Section In-charge and gets it approved from competent authority. He obtains instructions from Assistant Manager (Admn.). He puts up Drafts relating to technical aspects to the officers of Technical side. He is responsible for prompt issue of letters, telegrams faxes, etc. He maintains all records and he overhaul the record section every year to destroy older register/records under order of the Manager and arrange rooms for new records.

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

(16) **Lower Division Clerk:**—He is Group 'C' Non-Industrial employee of the Press. His primary duty is to maintain registers and records and to do the duties in administrative section of the Press. Some LDC are also posted in the factory side where the services of clerk are required. Besides he does the type writing work. But, presently due to shortage of staff, experienced LDCs have started dealing with file work and submission of drafts for approval. He works under Head Clerks and Accountants and is responsible for proper maintenance of records, accurate typing and other clerical jobs, the section in which he works demand and adhere to all rules and regulation in order to ensure proper and timely disposal of work in the Administrative side.

(17) **Asstt. Caretaker:**—He deals with all questions pertaining to the upkeep of Press building including repairs, sanitation, fire protection etc. He is responsible for opening and closing of Press premises in all shifts, besides proper care and cleanliness of the shop floor and Offices and furniture. Watch and Ward Staff, sanitary staff and farashes work under the control and supervision of Caretaker. He is also responsible for the safe custody of material issued to the sanitation section. Since his service are essentially required in the Press round the clock in the interest of safety and security, he makes himself available to take care of the situations that want his presence in the Press.

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

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

(20) **Daftry:**—He maintains all records of the Office. He is required to enter all the important files/records etc. in a register and produce the same whenever required on the instruction of his Section In charge.

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

attends all other jobs as are assigned to him by the section-in-charge or the officers as the case may be for the smooth functioning of the office/establishment.

(22)**Farash:**—He will report to the office some time earlier than the normal opening time of the office and open the office, industrial wing and do the dusting wherever required to ensure neatness and tidiness in the office. Likewise at the close of the Office he does the closing of all the rooms and windows in the office after properly putting off the switches of fans and lights and other appliances/gadgets. During office hours he attends the officers/sections on the order of his supervisor and does the jobs that are assigned to him by the officers/sections, for the smooth functioning of the office/establishment.

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

- (1) To man the gate or the post.
- (2) To keep sharp look-out for any unauthorized activities of any person at gate or near parameter work. He will challenge such situations.
- (3) To check all personnel seeking admission to the Press and demand the I Card.
- (4) Not to allow any stores to pass out through the gate without proper authentication, besides not to allow any employee of the Press to go out of the Press without valid passout.
- (5) To carry out searches of Vehicles and personnel when ordered for the search.
- (6) To see that no prohibited articles are brought inside the Press and no Government servant takes any Government property outside unauthorisedly.
- (7) To take round of the Press premises during night and on holidays to ensure security of the Press.
- (8) To comply with all legitimate and bona fide orders/instructions issued by the Timekeeper/AIC/ Head Clerk.

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

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

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

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

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

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

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

Dispensary Staff:-

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

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

Duties of Industrial Employees :

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

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

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

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

(5)**Cameraman:**—Each process will be operated by the Camera Man. He is responsible for operating the Camera/contact printer and other accessories for the reproduction of line, half-tone, colour separation work, etc, for the originals, negatives, positives, etc, given to him. Besides this, he will also be responsible for the general cleanliness and upkeep of the machines/equipments. Upkeep of the Camera will be preserved and kept separately to avoid damages. The lens of the Camera will be cleaned daily. The Camera Man will expose the film for all the jobs allotted to him and ensure correct exposure developing and finishing work. He will also ensure that the colour separation negatives are reproduced correctly. He will maintain records of the consumption of the film. He will also ensure that the chemicals are neatly kept in the bottle and put in the levels the dishes are cleaned. He will ensure economic use of materials and safe keep of the cyanides and other chemicals. At the end of the shift, he will be required to submit the daily work docket of the work done during the day to the Technical Officer/AMT/DY. Manager, whosoever will be the In charge of the Section. He will develop the exposed film in the absence of Dark Room Asstt.

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

(7)**Offset Plate Maker:**—Plate maker will be responsible for the plate making work. He will immediately report the defects noticed in the equipment to the Tech. Officer of the Section. He will also maintain the history of such breakdowns and repairs. A separate register will be maintained for the consumption of the plates. He will also maintain the daily outturn in a register for the job of the plates prepared. He will ensure that the plates prepared are of good standard. He will also fill up the Log Book which will give the instructions for the preparation of the plates to the second shift Operator. The second shift plate maker will also fill up the log book of the work done during the shift. At the end of the shift, the plate maker will submit the work done during the day in the form of work docket to the Technical Officer of the Section. He will also ensure that the plates are sent to the Machine Section whenever required. He ensures that plates prepared are of good standard and under no circumstances defective plates are sent to the Ptg. Section.

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

(9)**Head Reader:**—The Head Reader is In charge of, and exercises general supervision over the Reading Section. He attends to copy editing also. He is responsible for the efficiency of the section and sees that the readers and revisers are given work in proportion to their pay as far as possible. He should attend to clean sheets, solve queries, sign all outturn sheets of readers

and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the Section concerned. He also reads proofs when time permits. He is also responsible for the general good conduct of the section and sees that proofs containing too many corrections and subsequent proofs carrying same mistakes are immediately reported to Assistant Manager Technical and Manager for disciplinary action against the operator or compositor concerned.

(10)**Reader:**—Proof reading is the duty allotted in the press to 'Readers' to detect all errors, to mark them on proofs by certain long established symbols, and to query all doubtful passages or words. To read proofs efficiently the reader must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations (English, Latin and French). He should also have a thorough knowledge of the signs and marks used in proof correcting (see method of marking proofs below paragraph 180) and should make his corrections clearly and neatly to avoid confusing the operator/compositors. He should cultivate a quick perception and retentive memory. In imposed Press reading proofs the senior readers should check the folios, signature and margins.

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

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

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

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

(i) He will set the Feeder,

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

(iii) He will set the delivery board;

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

(v) He will ensure that the proper damping solution are put in the machine. During the machine run, he will stand on the side of the feeder. He will also ensure that the machines are maintained properly. He will fix the new blanks in the machine. He will also periodically check that the ink and water are properly fed in the machines. In the absence of the machine operator, he will be required to operate the machine independently.

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

(16)**Head Mechanic:**—The Head Mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the Dy. Manager/Assistant Manager (T), and will undertake repairs to machinery, etc. in the various branches only on a requisition signed by the Dy. Manager/Assistant Manager (T). He will report immediately to the latter any case in which, in his opinion, a machine has been put out of order by the negligence of the operative. He will personally inspect all the machinery throughout the press at least once a week, and submit to the Manager written report of the result of his inspection, reporting at the same time instances of neglect on the part of the operatives concerned. The whole cost of the branch has to be charged over the productive branches of the press, so that it is essential that the time of the mechanics and the materials consumed should be carefully noted against the branches requiring their services.

The Head Mechanic will maintain a Register of orders giving details of work, cost of labour and materials.

He will keep an up-to-date account of roller stocks and also submit a weekly report of the Machines of various sections to the Manager showing the condition of each machine, period of stoppage etc. He will also undertake the Inspection of spares/material repair work related with machines etc.

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

(18)**Foreman (Bindery):**—The Bindery Foreman is responsible for making all practical arrangements for economical and expeditious binding of all work sent to him. He shall distribute work to the operatives equitably. He is responsible for the proper maintenance of all registers of Bindery Section.

On receipt of work from the Overseer/Technical Officer, the Foreman shall make every practical arrangement to get the work executed in the shortest time possible. The work shall first be entered by him in the Bindery Register. The entries in the Bindery Register shall show the date of receipt, binding order No. from where received, description of work, nature of binding, size, number of pages in each, number of books or/and copies, date wanted, etc.

(19)**Section Holder/Time Checker (Bindery):**—The duty of the Section Holder/Time Checker (Bdg.) is to generally assist the Bindery Foreman in every respect. He should keep a correct record of all jobs in the Bindery Branch and maintain their progress. He should maintain the Log Books for the different groups entrusted with the jobs. He is personally responsible for the general supervision over the work of the different sections etc. Counter, Die Stamping Section, Stitching Section, Folding Section and Numbering Section etc. All cases of Binding orders with

regard to the old books and registers should be carefully prepared by him. In case of the casual absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

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

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

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

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

(23)**Driver: —**The Driver is required to drive the vehicle whenever he is asked to do so on the written orders of the competent authority for official work. He is to ensure that the vehicle in his charge is cleaned daily and kept ready for work at the time required each day. He is to maintain Log Book for his vehicle properly. He is to ensure that no unauthorized person travel in it or are allowed to drive the vehicle. He will indent on mechanical section for all types of oil, grease etc. that are required to keep the vehicle in good working at work condition.

(24)**Labourers:—**He is Group 'D' Industrial employees at lowest level hand in shop floor. He does supply paper in machines, does packing, loading and unloading of printed materials, cleaning of machines and all other manual labour required in connection with production and upkeep of machines.

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

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

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

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

(29)**Welder:—**Welder assists Mechanics and Asstt. Mechanics as and when they erect and

repair the Printing machine both letter press and offset and also binding machinery and other auxiliary machines etc. for welding and repair work. He also repairs and welds furniture of both administrative and industrial blocks.

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

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

4(1)(b)(IV) : The norms set by the Government of India Press, Ring Road, Maya Puri, New Delhi for the discharge of its functions :

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

4(1)(b)(V) The rules regulations manuals and records held by Government of India Press, Ring Road, Mayapuri, New Delhi or under its control or used by its employees for discharging its function :

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

4(1)(b)(VI) : A statement of categories of documents that are held by Government of India Press, Ring Road, Mayapuri, New Delhi or under its control :

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

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

4(I)(b)(VII) : Particulars of any arrangement that exists for consultation with or representation by the members of the Public in relation to the formulation of its Policy or implementation thereof :
Being subordinate formation of Ministry of Housing and Urban Affairs, Govt. of India, New Delhi
no such arrangements exists.

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

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

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

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

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

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

Statement of Budget grant for the year 2025-26 in respect of Govt. of India Press, Ring Road, Mayapuri, New Delhi is furnished as under :-

(A) Salaries:-	=Rs.98000000/-
(B) Others:	
Rewards.	=Rs.700000/-
Medical	= Rs.4000000/-
Allowances	=Rs.80000000/-
LTC	=Rs.1500000/-
Domestic Travel Expenses	=Rs.2500000/-
Office Expenses	= Rs.17000000/-
Printing & Publications	= Rs.50000/-
Material &Supplies	= Rs.1800000/-
Prof. Spl Services	=Rs.700000/-
Repair & Maintenance	= Rs.1500000/-
Inter A/c Transfer	=Rs.700000/-
Trade Apprentice	=Rs.1500000/-
Digital Equipment	=Rs.100000/-
Tools & Lubricants	=Rs.100000/-
Advertisement and Public	=Rs.50000/-

Rent, rates and Taxes	=Rs1500000/-
Other Revenue Expenses	=Rs. 100000/-
Total	=Rs.211800000/-

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

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

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

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

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

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

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

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

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

Sl. No.	Name of the Press	Public Information officer	Assistant Public Information officer
1.	Govt. of India Press, Ring Road, Mayapuri, New Delhi.	Sh.Naresh Thakur - Manager	Sh. Harish Chandra Khulbe, Assistant Manager(Admn.)

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

-Nil-

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

ANNEXURE-A

Sl. NO	Name of the Employee	Designation	Pay Level	Basic Pay	Gross Pay
1	Sh. Naresh Thakur	Manager	11	96600	160890
2	Sh. Ashwani Mani Tripathi	A.I.W.C.(C)	10	65000	111910
3	Sh Romil Lotta	Medical Officer	10	63100	149144
4	Sh.Harish C. Khulbe	A.M.(Admn.)	8	86100	139035
5	Sh. Balram Narayan	Deputy Manager	8	72100	117335

6	Sh. Kumer Chand Meena	Technical Officer	8	87700	147095
7	Sh. Ravinder Kumar	Technical Officer	8	90300	178215
8	Sh. Amit Kumar Jaiswal	Technical Officer	8	72100	117335
9	Sh. Sarvesh Kumar Srivastava	Technical Officer	8	64100	104935
10	Sh. Mahadasam Surender	Technical Officer	7	60400	99200
11	Sh. Gorkha Nath Yadav	Technical Officer	8	72100	117335
12	Smt. Asha Rani	Staff Nurse	10	92700	170095
13	Smt. Mary H. James	Staff Nurse	9	85100	158315
14	Sh. Chandar Pal	Pharmacist	8	83600	165365
15	Sh. Kundan Singh Rawat	Head Clerk	7	58600	96410
16	Sh. Chandra S. Chatterjee	Head Clerk	6	56900	93775
17	Sh. Krishna Kumar Verma	Head Clerk	7	53600	94240
18	Sh. Kumar Gunjan	Accountant	6	47600	79360
19	Sh. Kamaljeet Tubid	Accountant	6	47600	79360
20	Sh. Murari Mohan Singh	Accountant	6	47600	79360
21	Smt. Anita Rani	U.D.C.	6	56900	93775
22	Sh. Dharmendra Pal Singh	U.D.C.	6	55200	91140
23	Sh. Avinash Chander	U.D.C.	6	53600	104740
24	Sh. Ashok Kumar Bhutani	U.D.C.	6	53600	88660
25	Sh. Biswanath Bangabash	U.D.C.	6	52000	86180
26	Sh. Murari Lal	U.D.C.	6	52000	86180
27	Sh. Ram Prasad Meena	U.D.C.	5	45400	75950
28	Sh. Tilak Raj	U.D.C.	5	45400	75950
29	Sh. Jai Pal	U.D.C.	4	44800	75020
30	Sh. Ritu Raj	U.D.C.	4	35300	60295
31	Sh. Ashok Kumar	U.D.C.	5	37000	62930
32	Sh. Rajeev Ranjan	U.D.C.	4	35300	60295
33	Sh. Rajeev Ranjan	U.D.C.	4	35300	60295
34	Sh. Ajay Kumar	U.D.C.	4	34300	58745
35	Sh. Birendra Kumar Mishra	U.D.C.	4	34300	58745
36	Sh. Dalip Kumar	U.D.C.	4	33300	57195

37	Sh. Balesh Kumar Sinha	U.D.C.	4	32300	55645
38	Sh. Avinash Kumar Pal	U.D.C.	4	32300	55645
39	Sh Satish Kumar	U.D.C.	4	33300	57195
40	Sh. Ravi Ranjan Kumar	U.D.C.	4	32300	55645
41	Sh. Gopal Singh	U.D.C.	4	32300	55645
42	Sh. Manan Mehto	U.D.C.	4	32300	55645
43	Sh. Niraj Kumar Sinha	U.D.C.	4	32300	55645
44	Sh. Puroshotom Lal Meena	U.D.C.	4	32300	55645
45	Sh. Rajeev Kumar	U.D.C.	4	31400	54250
46	Sh. Sandeep Kumar	U.D.C.	4	32300	55645
47	Sh. Vivek Kumar	U.D.C.	4	31400	63670
48	Sh. Vivek Srivastava	U.D.C.	4	32300	55645
49	Sh. Rajnish Kumar	U.D.C.	4	30500	52173
50	Sh. Arjun Lal Meena	U.D.C.	4	30500	52855
51	Smt. Sunita Negi	U.D.C	6	55200	107700
52	Sh.Sanjay Sharma	Asstt. Artist Retoucher	9	93000	183210
53	Sh. Sanjay Yadav	Asstt. Artist Retoucher	8	83600	160240
54	Sh Shubhash Thool	Junior.Artist	9	87700	173405
55	Miss Shubh Kiran Kaur	Junior Artist	7	76500	124155
56	Sh. Sat Prakash	Cameraman	8	76500	130405
57	Sh.Naresh Kumar	Cameraman	7	76500	153355
58	Sh.Jitender Kumar	Cameraman	7	76500	153355
59	Sh.Manoj Kumar	Cameraman	7	68000	137630
60	Sh. Jagdish Singh	Dark Room Asstt.	7	68000	117230
61	Sh.Vinay Kapoor	Reader	6	53600	88660
62	Sh.Ramesh Chand	Electrician	6	49000	87780
63	Sh. InderJeet	Risographer operator	4	42200	77240
64	Sh.Sureshanand	Risographer operator	5	44100	80185
65	Sh. Ram Niwas Prasad	Foreman(Bdg.)	6	56900	99355
66	Sh.Premnath	Section Holder(Bdg.)	6	55200	91140
67	Sh. Atam Prakash	Section Holder(Bdg.)	6	52000	86180
68	Sh. Vijay Sharma	Section Holder(Bdg.)	6	46200	77190

69	Sh. Ratan Chand	Section Holder(Bdg.)	5	46800	78120
70	Sh. Ravinder Singh	Section Holder(Bdg.)	5	44100	73935
71	Sh. Sanjay Kumar	Section Holder(Bdg.)	5	42800	71920
72	Sh. Manoj Tyagi	Binder	6	56900	105605
73	Sh. Rampal	Binder	6	50500	90105
74	Sh. Rakesh Kumar	Binder	4	44800	81270
75	Sh. Randhir Singh	Binder	4	42200	77240
76	Sh. Ram Pravesh Mahto	Binder	4	41000	75380
77	Sh. Sanjay Kumar	Binder	4	42200	77240
78	Smt. Shashi Sharma	Binder	4	42200	77240
79	Sh. Raghubir Singh	Binder	4	43500	79255
80	Sh. Narender Pal Singh	Binder	4	41000	75380
81	Sh. Shamshad Ali	Binder	4	41000	75380
82	Sh. Ram Bharose	Binder	4	42200	77240
83	Sh. Raj Kumar	Binder	4	41000	75380
84	Sh. Yad Ram	Binder	4	44800	81270
85	Sh. Shiv Chand	Asstt. Binder	4	43500	73875
86	Sh. Ram Pal	Asstt. Binder	3	42200	77240
87	Sh. Bharat Singh	Asstt. Binder	4	43500	79255
88	Sh. Ram Badan	Asstt. Binder	4	43500	79255
89	Sh. Subhash Chand	Asstt. Binder	4	43500	79255
90	Sh. Sanjay Kumar	Asstt. Binder	4	42200	77240
91	Sh. Satish Chand Saxena	Asstt. Binder	4	42200	77240
92	Sh. Sukan Mahto	Asstt. Binder	4	42200	77240
93	Sh. Mahesh	Asstt. Binder	4	42200	77240
94	Sh. Prakash	Asstt. Binder	4	42200	77240
95	Sh. Puroshottam Kumar	Asstt. Binder	4	42200	77240
96	Sh. Chader Shekhar	Asstt. Binder	4	42200	77240
97	Sh. Anil Kumar	Asstt. Binder	4	42200	89900
98	Sh. Ashok Kumar	Asstt. Binder	4	42200	77240
99	Sh. Inderpal Sahu	Asstt. Binder	4	42200	77240
100	Sh. Manveer Singh	Asstt. Binder	4	43500	79255
101	Sh. Udaiveer Singh	Asstt. Binder	3	36100	67785
102	Sh. Ram Singh	Asstt. Binder	5	49600	88710
103	Sh. Satish Kumar	Asstt. Binder	6	52000	92430

104	Sh. Davinder Singh Bisht	Asstt. Binder	6	52000	92430
105	Sh. Sanjay Kumar	Asstt. Binder	4	42200	67745
106	Sh. Hari Kishan	Canteen clerk	5	54200	95840
107	Sh. Mahender Pal Singh	Canteen clerk	4	47500	85455
108	Sh. Rajender Singh	Canteen Attendant	4	47500	85455
109	Sh. Ragender Singh	Canteen Attendant	4	47500	85455
110	Sh. Bhagar Ram Thakur	Canteen Attendant	5	52600	109140
111	Sh. Data Ram	Canteen Attendant	4	47500	85455
112	Sh. Girish Chand	M.T.S	4	44800	81270
113	Sh. Ganga Ram	M.T.S	4	43500	79255
114	Sh. Jai Kishan	M.T.S	4	43500	79255
115	Sh. Harvinder	M.T.S	4	43500	79255
116	Sh. Sonpal	M.T.S	4	44800	81270
117	Sh. Bishan Dass	M.T.S	4	43500	79255
118	Sh. Munesh	M.T.S.	4	43500	79255
119	Sh. Rajesh Kumar	M.T.S.	4	43500	79255
120	Sh. Raj Kumar	M.T.S.	4	43500	79255
121	Sh. Paras	M.T.S.	2	26800	53370
122	Sh. Rohit	M.T.S.	2	26800	53370
123	Sh. Mukesh Kumar	M.T.S	4	42200	77240
124	Sh. Rajesh Sidhu	M.T.S	4	43500	79255
125	Sh. Varinder	M.T.S	1	22100	42598
126	Sh. Rajender Prasad	Labourer	3	40600	74760
127	Sh. Naresh Kumar	Labourer	1	30600	59260
128	Sh. Harish Chand	Labourer	4	43500	79255
129	Sh. Pawan Kumar	Labourer	4	43500	79255
130	Sh. Prabol Kumar	D.T.P Operator	7	64100	124165
131	Sh. Gurbachan Singh	Offset Machine Man	9	82600	170220
132	Sh. Rajesh Kumar	Offset Machine Man	8	76500	153355
133	Sh. Brij Bushan Dogra	Offset Machine Man	8	70000	141330
134	Sh. Ashok Kumar	Offset Machine Man	6	42300	77395
135	Sh. Satish Kumar	Offset Machine Assistant	4	47500	85455
136	Sh. Sudershan Kumar	Offset Machine Assistant	4	42200	77240
137	Sh. Mohan Lal	Offset Machine Attendant	4	43500	79255
138	Sh. Satish Kumar	Offset Machine Attendant	4	43500	79255

139	Sh. Sohan Lal	Offset Machine Attendant	4	42200	77240
140	Sh. Mahavir Singh	Offset Machine Attendant	4	42200	77240
141	Sh. Satpal	Offset Machine Attendant	4	42200	77240
142	Sh. Sher Singh	Offset Machine Attendant	4	42200	89900
143	Sh. Satya Prakash	Offset Machine Attendant	3	37200	69490
144	Sh. Jaya Narayan	Stenographer	5	38100	64635
145	Sh. Kalyan Chand	Stenographer	6	58600	113990
146	Sh. Ajeet Kumar Khandelwal	L.D.C.	3	32000	60760
147	Sh. Dinesh kumar	L.D.C.	3	31100	53785
148	Sh. Manish Bhardwaj	L.D.C.	3	31100	63115
149	Sh. Disha Pathak	L.D.C.	3	30200	61450
150	Sh. Suraj Kumar	L.D.C.	3	30200	52390
151	Sh. Sanjay Saini	L.D.C.	3	30200	52390
152	Sh. Hardeep Sharma	L.D.C.	3	30200	52390
153	Sh. Parveen	L.D.C.	3	30200	52390
154	Sh. Chandan Kumar	L.D.C.	2	24500	43555
155	Sh. Saket Kumar	L.D.C.	3	30200	52994
156	Sh. Chandan Kumar sinha	L.D.C.	3	28400	49600
157	Sh. Nirdesh Panwar	L.D.C.	3	28400	49600
158	Sh. Ashish Kumar	L.D.C.	3	28400	49600
159	Smt. Swati Kumari	L.D.C.	2	24500	43555

Establishment Section I (Estate /Vig.)

Estt. I is headed by an Accountant/Head Clerk. There are 1 Head Clerk, 5 U.D.Cs, 1 L.D.C. and 1 MTS in the section. The section deals with appointment, promotion, A.C.P. cases, N.O.C. to employees for higher studies, Confirmation cases, Probation cases, information sent to HQ Office/Presses on administrative matters, organization chart etc. RTI, Public Grievances, Vigilance cases and Court cases are also dealt in the section. Estate branch also functions under the Head Clerk of Establishment-I Section in this section. Matters relating to Allotment, cancellation of quarters and other matters of such as correspondence with C.P.W.D. for repair and maintenance of Press building, Press Colony are dealt in the Section. Estate Br. also passes Electricity bill and Water charges bill.

Establishment Section II

Estt. II is headed by Head Clerk /Accountant. There are 1 Head Clerk, 3 U.D.C., 1 L.D.C, and 1 MTS in the section. Pension cases are dealt in this section. Final payment of Gratuity, Commutation, G.P.F., C.G.E.G.I.S. are finalized in this section The Section passes leave application and maintain leave account and Service Books of all the employees.

Computing Branch

The branch is looked after by Head Clerk of E-II section. There is 1 U.D.Cs. in this section. The branch compiles records for production, outturn of D.T.P. Section, Machine Branch, Binding Branch etc. and prepare return or M.C.R., Monthly production figure. Calculation for Incentive bonus, work out the calculation for best operator award.

Accounts III and Printing Bill Section

The Section is headed by Head Clerk. The branch has 1 Head Clerk, 3 U.D.Cs., 3 L.D.Cs. and 1 MTS. The branch does the job of costing, calculate the cost of printing of each job from Imposing stage, Plate Making, Typesetting at D.T.P. Section, Proof Reading, Printing in Machine Branch, Cutting, Binding (Manual & Operative hours), and prefers bills to indentors.

Accounts-I

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

Pay Bill Section and General Branch

The branch is headed by Head Clerk /Accountant of Account I section. The branch has 2 U.D.Cs., 1 L.D.C. and 1 Peon. The branch prepares Salary bills and Overtime bills of all employees, Bonus bill, D.A. Arrears bills, Gratuity bills, Commutation bills, Leave encashment bill etc. The H.C. (Sr.) also supervises General Branch, who deals with Internal/External Audit and General Diary, Letters, dispatch of the press, Taxation work, Telephone bills, Issue of Identity cards to employees, deals with Audit work etc. General Branch also deals the Internal Telephone/ Cycle Stand Contract.

Procurement Section

Procurement Section is headed by Head Clerk of Account -III section. There are 3 U.D.Cs., in the Section. The Section deals with purchase of raw material, spare parts of machinery, Papers, All Printing Materials, Machinery Equipments, Repair and maintenance of machinery, Purchase of Stationery items, calling of tenders wherever required, maintenance of Stationery and Paper Ledger and also deals weighty scale contract and carrying contract of transportation.

Cash Branch

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

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

Time Keeping Section is looked after by Head Clerk. There os, 1L.D.C. and 1 MTS in the T.K. (D.S.) and there are 1 L.D.C in the T.K. (N.S.) Time Keeping Section maintains Muster rolls of the press employees working in D.S./N.S. They also issue passes to visitors and make entry of vehicles, posting of overtime in the Muster Rolls. T.K. Section also verifies the Casual Leave of Industrial Employees and deduction of Late Attendance/Pass-outs of Industrial Employees and posted in the Muster Rolls and send a copy of recoveries to Pay Bill Section.

General Store Keeping Section

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

Planning Section

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

A.L.W.C. Section

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

Asstt. Manager (Training) Section

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

Hindi Section

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

Care Taker Section

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

Top Secret Section

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

Dispensary Staff

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

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

ADDRESS OF OFFICERS

AND

EMPLOYEE

S OF

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

Sl. No.	Name of employee	Present post held (Name)	Address
1	Sh. Naresh Thakur	Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
2	Sh. Balram Narayan,	Deputy Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
3	Sh. H. C. Khulbe	Asstt. Manager (Admn.)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
4	Sh. Romil Lotta	PMO	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
5	Sh.Ashwani Mani Tripathi	ALWC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
6	Sh. Amit Kumar Jaiswal	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
7	Sh. Ravinder Kumar	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
8	Sh. K.C. Meena	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
9	Sh. Mahadasam Surender	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
10	Sh. Sarvesh Kumar Sivastava	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
11	Sh. Gorakhnath Yadav	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
12	Sh.Kamaljeet Tubid	Accountant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
13	Sh. Gunjan Kumar	Accountant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
14	Sh. Murari Mohan Singh	Accountant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
15	Sh. Kundan Singh Rawat	Head Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
16	Sh. Chandra Shekhar Chaterjee	Head Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
17	Sh. Krishan Kumar Verma , PH	Head Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
18	Sh.Ram Niwas Prasad	Foreman(Bdg)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
19	Sh. Prem Nath	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
20	Sh. Vijay Sharma	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
21	Sh. Atam Prakash	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
22	Sh Rattan Chand	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
23	Sh. Ravinder Singh	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
24	Sh. Sanjay Kumar	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
25	Sh. Ram Pal	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

26	Sh. Randhir Singh	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
27	Sh. Ram Pravesh Mehto	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
28	Sh Ram pal	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
29	Sh Rakesh Kumar	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
30	Sh Sanjay Kumar	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
31	Smt. Shashi Sharma	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
32	Sh Yad Ram	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
33	Sh. Raghuvir singh	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
34	Sh. Narender Pal Singh	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
35	Sh Shamshad Ali	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
36	Sh. Ram Bharose	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
37	Sh. Manoj Kumar Tyagi PH	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
38	Sh Raj kumar	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
39	Sh. Dharam Vir	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
40	Sh. S. C. Saxena	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
41	Sh. Anil Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
42	Sh. Sukan Mahto	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
43	Sh. Mahesh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
44	Sh. Purshottam Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
45	Sh. Chander Shekhar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
46	Inder Prakash Sahu	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
47	Sh. Sanjay Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
48	Sh. Prakash	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
49	Sh. Udaiveer Singh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
50	Sh Ram Badan	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
51	Sh. Bharat singh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

52	Sh. SubhashChander-V	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
53	Sh. Shiv Chand Saha	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
54	Sh. Manveer Singh (Chowkidar)	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
55	Sh. Davinder Singh Bisht	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
56	Sh. Satish Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
57	Sh. Ram Singh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
58	Sh. Ashok Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
59	Sh. Jagdish Singh	Dark room Assistant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
60	Sh. Jitender Kumar	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
61	Sh. Naresh Kumar	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
62	Sh. Sat Prakash	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
63	Sh. Manoj Kumar	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
64	Miss Shubhkiran Kaur	Junior Artist	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
65	Sh. Subhash Govind Rao Thool	Junior Artist	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
66	Sh. Ramesh Chand	Electrician	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
67	Sh. Prabol Kumar	DTP Operator	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
68	Sh. Rajendra Prasad	Labourer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
69	Sh. Naresh Kumar	Labourer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
70	Sh. Pawan Kumar	Labourer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
71	Sh. Harish Chander	Labourer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
72	Sh. Sureshanand Dhyani	Risographer Operator	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
73	Sh. Inderjeet	Risographer Operator	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
74	Sh. Sanjay Yadav	Assistant Artist Retoucher	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
75	Sh. Sanjay Sharma	Assistant Artist Retoucher	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
76	Sh. Dharmendra Pal Singh	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
77	Sh. Bishwanath Bangabash	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

78	Sh. R.P Meena	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
79	Sh. Ashok Kumar Bhutani	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
80	Sh. Ashok Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
81	Sh. Tilak Raj	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
82	Sh. Birendra Kumar Mishra	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
83	Sh. Ajay Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
84	Sh. Murari Lal	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
85	Sh. Rajeev Ranjan-I	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
86	Sh. Ritu Raj	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
87	Sh. Rajeev Rajan-II	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
88	Sh. Jai Pal	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
89	Sh. Satish Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
90	Sh. Sandeep Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
91	Sh. Vivek Srivastava	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
92	Smt. Anita Rani	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
93	Sh. Avinash Chander	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
94	Sh. Dalip Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
95	Sh. Gopal Singh	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
96	Sh. Niraj Kumar Sinha	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
97	Sh. Rajiv Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
98	Sh. Balesh Kumar Sinha	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
99	Sh. Manan Mahto	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
100	Sh. Purushotam Lal Meena	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
101	Sh. Vivek Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
102	Sh. Rajnish Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
103	Sh. Ravi Ranjan Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

104	Sh. Avinash Kumar Pal	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
105	Sh. Arjun Lal Meena	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
106	Smt. Sunita Negi	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
107	Sh. Manish Bhardwaj	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
108	Sh. Saket Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
109	Sh. Dinesh Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
110	Smt. Disha Pathak	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
111	Sh. Ashish Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
112	Sh. Nirdesh Panwar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
113	Sh. Hardeep Sharma	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
114	Sh. Parveen	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
115	Sh. Chandan Kumar Sinha	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
116	Sh. Suraj Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
117	Sh. Sanjay Saini	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
118	Sh. Ajeet Kumar Khandelwal	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
119	Sh. Chandan Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
120	Smt. Swati Kumari	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
121	Sh. Son Pal(Peon)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
122	Sh. Jai Kishan(Farash)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
123	Sh. Munesh(Safaiwala)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
124	Sh. Ganga Ram, Peon	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
125	Sh. Rajesh(Safaiwala)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
126	Sh. Bishan Das(Chowkidar)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
127	Sh. Raj Kumar(Safaiwala)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
128	Sh. Girish Chand(Daftari)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
129	Sh. Mukesh Kumar(Peon)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

130	Sh. Rohit(MTS)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
131	Sh. Paras(MTS)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
132	Sh. Virender	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
133	Sh. Rajesh Sidhu	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
134	Sh. Harvinder Singh	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
135	Smt. Asha Rani	Nurse	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
136	Smt Mary Halen James	Nurse	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
137	Sh. Chandra Pal	Pharmacist	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
138	Sh. Mahendra Pal Singh	Canteen Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
139	Sh. Hari Kishan	Canteen Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
140	Sh. Bhagat Ram Thakur	Canteen Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
141	Sh Ragendra Singh	Canteen Attndant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
142	Sh. Data Ram	Canteen Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
143	Sh. Rajendra Singh	Canteen Attndant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
144	Sh. Jaya Narayan	stenographer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
145	Sh. Kalyan Chand	Stenographer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
146	Sh. Rajesh Kumar	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
147	Sh. Gurbachan Singh	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
148	Sh. Brij Bhushan Dogra	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
149	Sh. Ashok Kumar	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
150	Sh. Satish Kumar	Offset Machine Assistant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
151	Sh. Sudarshan Kumar	Offset Machine Assistant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
152	Sh. Sohan Lal	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
153	Sh. Sher Singh	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
154	Sh. Mahabir Singh	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
155	Sh. Satpal	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

156	Sh. Mohan Lal	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
157	Sh. Satya Prakash	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
158	Sh. Satish Kumar	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
159	Sh. Vinay Kapoor	Reader	Govt. of India Press, Ring Road, Mayapuri, New Delhi64