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भारत सरकार
 आवास और शहरी कार्य विभाग
 मुद्रण विभाग, नई दिल्ली,
 भारत सरकार मुद्रणालय
 1, टेम्पल स्ट्रीट, कोलकाता-700072

Government of India
 Ministry of Housing & Urban Affairs
 Directorate of Printing, New Delhi
 Government of India Press
 1, Temple Street, Kolkata-700072

No. Fc.265/RTI/Pro-Disc/2025/ 7477

Date: 25/08/2025

OFFICE MEMORANDUM

Sub: - Proactive disclosure under RTI Act 2005.

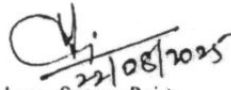
Ref: - H.Q. Email dated 11th August, 2025.

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

Sl.No	Request	Reply
1.	Right to information Act, 2005 pertain to Government of India press.	During the period from 1 st April, 2024 to 31 st March, 2025 17 RTI via online through RTI-MIS Portal and 05 RTI through offline have been received by this office.
2.	The details of Question Received in DoP under RTI Act 2005.	22 RTI (17 RTI Online & 05 RTI Offline) received in GIP, Temple Street Kolkata-72 under RTI act, 2005 during the year 2024-2025.
3.	Land available with the press.	Land available with the press is 7.14 Bigha (approx) as per CPWD Record.
4.	Pensioner's Record.	Pensioner Records w.e.f. 1 st April, 2024 to 31 st March, 2025 (copy enclosed Page no.'X')
5.	Material Pursuant to section 4(i) (b) of the RTI Act 2005.	Reply Annexed.
6.	Recruitment Rules Grade A Gazetted Non-Ministerial.	Related to H.Q. Office.
7.	Recruitment Rules Grade B Gazetted.	
8.	Reservation/ Roster, Register for the Post of MTS in DoP.	
9.	Order of Liaison Officer for SCs, STs and person with disabilities.	
10.	Gazette Notification.	

Encls. : As stated.


 (Lazar Sagaya Raj)
 Manager

To
 The Assistant Director (CDN)
 Directorate of Printing,
 'B' Wing, 4th Floor, GIP Bldg.,
 D.D.U.Marg,
 New Delhi-110011.

'X'

GOVT. OF INDIA PRESS, 1, TEMPLE STREET, KOLKATA - 700 072.

As desired by Legal/RTI Section & as per instruction of the Administration, the Pensioner Records for the period w.e.f. 01/04/2024 to 31/03/2025 are furnished below:-

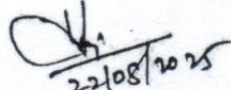
Sl. No.	Name of employee	Designation	Date of Retirement
1.	Narayan Behera	Binder	30/04/2024
2.	Sisir Kumar Samal	Asstt. Binder	31/07/2024
3.	Hari Gopal Goswami (Ex-SM)	Binder	31/07/2024
4.	Kanda Govardhan Rao	Binder	31/08/2024
5.	Ajoy Hazra	Safai Karmachari (MTS)	03/10/1964
6.	Asit Majumder	Asstt. Binder	31/10/2024
7.	Sailen Kumar Tal	UDC	30/11/2024
8.	Ms. Dolly Paul	UDC	31/12/2024
9.	Nishok Kumar Paria	Manager	31/03/2025
10.	Swapn Kumar Patra	U.D.C.	31/03/2025
11.	Biraj Kumar Mondal	O/s Machine Attendant	31/03/2025


22/08/2025
MANAGER

Annexure

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

1.	Brief description of task assigned to officials of Govt. of India Press, Temple Street, Kolkata.	Enclosure is attached herewith (Page no. 05 to 11).
2.	Allocation of work among all section of GIP Temple Street.	As per guideline of Press Hand Book.
3.	Organization chart/Sanctioned Strength of GIPTS.	Sanctioned Strength attached herewith (Annexure I-IV)
4.	Directory of its officers and employees.	Enclosure is attached herewith (Page no. 01 to 09).
5.	Recruitment rule for group C including MTS (industrial and non-industrial).	Website of Directorate of Printing, New Delhi may be referred to.
6.	Monthly Remuneration received by each officers and employees as on date.	Enclosure is attached herewith (Page no. (i) – (iv).
7.	Budget grant for financial year 2025-26.	Enclosure is attached herewith (Page no. 'A').


(Lazar Sagaya Raj)
Manager

The powers and duties of Officers and Employees of Govt. of India Press, 1, Temple Street, Kolkata-700072

OFFICERS

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

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

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

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

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

(6) Technical Officer: He is responsible for quality and quantity of the work of the press. He will ensure to turn out the work as economical as possible. He will see that all men receive a fair share of

long run and other advantageous work. He will continuously perambulate the machine room and examine the work while printing. He will frequently inspect the machine and see that they are in a clean and good condition. He will see that the motors are stopped when the machines are idling and lights and fans in the branch are put off when not required. He will maintain production records of each machine. He is also responsible for quality and quantity of work in Photo Litho Wing and will carry out checking of outturns of the operators.

NON-INDUSTRIAL STAFF

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

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

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

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

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

71

He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and Payments Rules and Hand Book of Govt. of India Presses.

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

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

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

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

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

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

(18) Chowkidar (M.T.S): He should be alert all the time so as to protect the Press from any kind of theft. His duties are as under :- To man the gate or the post. To keep a sharp look out for any unauthorized activities of any persons at gate or nearby areas. He will challenge such situations. To check all personnel seeking admission to the Press and demand the Identity Card. Not to allow any stores to pass out through the gate without proper authentication, besides not to allow any employee of the Press to go out of the Press without valid pass-out. To carry out search of vehicles and personnel when ordered for the search. To see that no prohibited articles are brought inside the Press and no Government servant takes any Govt. property outside unauthorisedly. To take round, of the Press

premises during Night and on holidays to ensure security of the Press. To comply with all legitimate and bonafide orders/ instruction issued by the Time Keeper/Head Clerk.

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

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

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

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

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

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

INDUSTRIAL EMPLOYEES:

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

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

(3) Artist Retoucher and Assistant Artist Retoucher: These are Group 'C' Industrial category posts. They are responsible to improve the quality of halftone of negative on positives by retouching work. They are also responsible to improve quality of the colour separation negative/positive besides format making and colour positive pasting in proper format after they receive negatives/positives from camera section. They mark the format denoting the cut mark as centre pins etc. They are answerable to Technical Officer/Assistant Manager (Technical).

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

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

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

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

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

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

(10) Offset Machine Attendant: The Attendants in the machine section will clean the inking and damping rollers. He will bring the paper from the paper cutting machine. He will put the paper for

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

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

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

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

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

(15) Head Mechanic: The Head Mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the Asstt. Manager (Technical) and will undertake repairs to machinery etc. in the various branches only on a requisition signed by the Assistant Manager (Technical). He will report to him in any case, in which, in his opinion, a machine has been put out of order by the negligence of the operative. He will personally inspect all the machineries throughout the press at least once a week and submit to the Manager a written report of the result of his inspection, reporting at the same time instances of neglect on the part of the operatives concerned. The whole cost of the branch has to be charged over the productive branches of the press,

(11)

so that it is essential that the time of the mechanics and the materials consumed should be carefully noted against the branches requiring their services. The Head Mechanic will maintain a Register of Orders giving details of work, cost of labour and materials. He will keep an up-to-date account of roller stocks and also submit a weekly report of the Machines of various sections to the Manager showing the condition of each machine, period of stoppage etc as per proforma appearing under Para 197 of Hand Book of Govt. of India Presses -7 th Edition. 12 (17)

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

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


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

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

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

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

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


22/10/2025

ANNEXURE-I

GOVERNMENT OF INDIA PRESS

1, Temple Street, Kolkata-700 072

ON ROLL AS ON 01/07/2025

AGAINST SANCTIONED STRENGTH vide H.Q. O.M. No. 20/2/2019-A.III dated 10th September, 2024

Sl. No.	Name of the Post	Pay Level	Sanctioned Strength	On-Roll	Vacancy Position	Excess	Remarks
Group.A							
1	Manager	11	1	0	1	0	
2	Medical Officer	10	1	1	0	0	
3	Assistant Labour Welfare Commissioner	10	1	1	0	0	
Group.B Gazetted							
4	Deputy Manager	7	4	1	3	0	
5	Assistant Manager (Admn.)	7	2	0	2	0	
Group.B Non-Gazetted							
6	Technical Officer	7	6	8	0	2	
7	Hindi Translator	6	1	0	1	0	
8	Nurse	6	1	1	0	0	
9	Head Clerk	6	4	10	0	6	
10	Store Supervisor Grade-I	6	1	0	1	0	
11	Accountant	6	2	1	1	0	
12	Head Reader	6	1	2	0	1	
13	D.T.P. Operator	6	4	3	1	0	
14	Offset Machine Man	6	12	7	5	0	
15	Foreman (Bindery)	6	2	1	1	0	
16	CtP Machine Operator	6	2	0	2	0	
17	Digital Press Operator	6	2	0	2	0	
Group.C							
18	Pharmacist	5	2	3	0	1	
19	Stenographer Grade-II	4	1	1	0	0	
20	Upper Division Clerk	4	12	40	0	28	
21	Lower Division Clerk	2	18	2	16	0	
22	Assistant Caretaker	2	1	0	1	0	
23	Reader	4	2	3	0	1	
24	Copy Holder	2	2	1	1	0	
25	Offset Machine Assistant	4	12	4	8	0	
26	Machine Attendant (Offset)	2	16	9	7	0	
27	Section Holder (Binding)	5	6	7	0	1	
28	Binder	4	27	63	0	36	
29	Assistant Binder	2	53	6	47	0	
30	Head Mechanic (Printing & Binding)	5	1	0	1	0	
31	Mechanic (Printing & Binding)	4	2	0	2	0	
32	Assistant Mechanic (Printing & Binding)	2	4	0	4	0	
33	Electrician	4	1	0	1	0	
34	Wireman	2	2	0	2	0	
35	Assistant CtP Machine Operator	5	2	0	2	0	
36	Assistant Digital Press Operator	5	2	0	2	0	
TOTAL NOS. OF POST			213	175	114	76	

(S.N. GARAI)

[ASSTT. MANAGER (ADMN.)]

ANNEXURE-II**GOVERNMENT OF INDIA PRESS**1, Temple Street, Kolkata-700 072

**Details of Approved Posts to be Out-Sourced as on 01/07/2025
against SANCTIONED STRENGTH vide H.Q. O.M. No. 20/2/2019-A.III
dated 10th September, 2024**

Sl. No.	Name of the Post	Approved Post	On-Roll	To be Out-Sourced	Remarks
1	M.T.S.	21	15	6	
2	Labourer	30	0	30	
3	Halwai-cum-Cook	2	0	2	
4	Assistant Halwai-cum-Cook	2	0	2	
5	Clerk	2	0	2	
6	Canteen Attendant	4	2	2	
TOTAL NOS. OF POST		61	17	44	

* 08(Eight) Staffs are outsourced: [06 (six) Security Personnel & 02(two) Sanitation Staff]


(S.N.GARAI)

ASSTT.MANAGER (ADMN.)

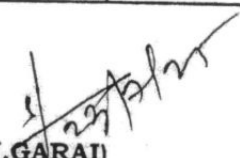
ANNEXURE-III

GOVERNMENT OF INDIA PRESS

1, Temple Street, Kolkata-700 072

**Details of Posts Discontinued / To be Abolished as on 01/07/2025
vide H.Q. O.M. No. 20/2/2019-A.III dated 10th September, 2024**

Sl. No.	Name of the Post	Pay Level	On-Roll	Excess	Remarks
1	Assistant Manager (Technical)	7	1	1	
2	Assistant Artist Retoucher	6	1	1	
3	Assisant Offset Plate Maker	2	1	1	
TOTAL NOS. OF POST			3	3	


(S.N. GARAI)
ASSTT. MANAGER (ADMN.)

ANNEXURE-IV

GOVERNMENT OF INDIA PRESS

1, Temple Street, Kolkata-700 072

**Details of Posts Not Sanctioned For This Office But Employee On-Roll as on
01/07/2025 vide H.Q. O.M. No. 20/2/2019-A.III dated 10th September,
2024**

Sl. No.	Name of the Post	Pay Level	On-Roll	Excess	Remarks
1	Stenographer Grade-I	6	1	1	
TOTAL NOS. OF POST			1	1	


(S.N.GARAI)

ASSTT.MANAGER (ADMN.)

GOVERNMENT OF INDIA PRESS;1, TEMPLE STREET, KOLKATA-700072

**Directory of Officers & Employees (Industrial & Non-Industrial)
As on 01.08.2025**

Sl. No.	Name	Designation	Office Address	Office telephone Number
1	Dr. Satyabrata Konar	CMO (HAG)	Government of India Press, 1, Temple Street, Kolkata-700072	(033) 2237-2559
2	Anil Kumar Singh Biswas	Assistant Manager(Tech.)	-Do-	-Do-
3	Subir Narayan Garai	Deputy Manager	-Do-	-Do-
4	Pravin Prakash Palaskar	Technical Officer	-Do-	-Do-
5	Rakesh Sukul	Technical Officer	-Do-	-Do-
6	Vivekananda Gouda	Technical Officer	-Do-	-Do-
7	Rabi Makal	Technical Officer	-Do-	-Do-
8	Asit Halder	Technical Officer	-Do-	-Do-
9	Sankalita Dasgupta	Technical Officer	-Do-	-Do-
10	Satyajit Adak	Technical Officer	-Do-	-Do-
11	Sudip Munda	Technical Officer	-Do-	-Do-
12	Braj Bhushan Jha	Accountant	-Do-	-Do-
13	Khelaram Hansda	Head Clerk	-Do-	-Do-
14	Debashis Mullick	Head Clerk	-Do-	-Do-
15	Prosanta Mondal	Head Clerk	-Do-	-Do-
16	Sunil Kumar	Head Clerk	-Do-	-Do-
17	Chandra Karmakar	Head Clerk	-Do-	-Do-
18	Bibhash Bhaumick	Head Clerk	-Do-	-Do-
19	Swarup Kr. Das	Head Clerk	-Do-	-Do-
20	Pue Mukherjee	Head Clerk	-Do-	-Do-
21	Kalidas Hembram	Head Clerk	-Do-	-Do-
22	Badal Chandra Mondal	Head Clerk	-Do-	-Do-
23	Samaresh Das	Stenographer-Gr.I	-Do-	-Do-
24	Debashis Mukherjee	Stenographer-Gr.II	-Do-	-Do-
25	Dipankar Maiti	Pharmacist	-Do-	-Do-
26	Soubir Pradhan	Pharmacist	-Do-	-Do-
27	Vijay Kr. Vishwakarma	Pharmacist	-Do-	-Do-
28	Soma Chatterjee	Nurse	-Do-	-Do-
29	Swapna Sarkar	U.D.C.	-Do-	-Do-
30	Goutam Boral	U.D.C.	-Do-	-Do-
31	Aloke Baul	U.D.C.	-Do-	-Do-
32	Sujit Kr. Barman	U.D.C.	-Do-	-Do-
33	Dipa Das Chakraborty	U.D.C.	-Do-	-Do-
34	Sanjib Halder	U.D.C.	-Do-	-Do-
35	Sankar Biswas	U.D.C.	-Do-	-Do-
36	Pradip Kr. Mondal	U.D.C.	-Do-	-Do-
37	Somnath Mitra	U.D.C.	-Do-	-Do-
38	Dilip Naskar	U.D.C.	-Do-	-Do-

39	Narayan Chandra Jana	U.D.C.	-Do-	-Do-
40	Pinaki Chattopadhyay	U.D.C.	-Do-	-Do-
41	Somnath Chowdhury	U.D.C.	-Do-	-Do-
42	Subrata Sarkar	U.D.C.	-Do-	-Do-
43	Indira Sur	U.D.C.	-Do-	-Do-
44	Manasi Sinha	U.D.C.	-Do-	-Do-
45	Sanjit Samanta	U.D.C.	-Do-	-Do-
46	Raj Guha	U.D.C.	-Do-	-Do-
47	Subol Podder	U.D.C.	-Do-	-Do-
48	Ajoy Choudhury	U.D.C.	-Do-	-Do-
49	Prasanta Ray	U.D.C.	-Do-	-Do-
50	Debabrata Bag	U.D.C.	-Do-	-Do-
51	Jayanta Chakraborty	U.D.C.	-Do-	-Do-
52	Tapas Dutta	U.D.C.	-Do-	-Do-
53	Md. Asif	U.D.C.	-Do-	-Do-
54	Biswanath Bose	U.D.C.	-Do-	-Do-
55	Shiva Prasad Swain	U.D.C.	-Do-	-Do-
56	Krishnendu Mondal	U.D.C.	-Do-	-Do-
57	Anirban Sarkar	U.D.C.	-Do-	-Do-
58	Miss Ramiya Kumari	U.D.C.	-Do-	-Do-
59	Kadey Ram Mardi	U.D.C.	-Do-	-Do-
60	Soumik Biswas	U.D.C.	-Do-	-Do-
61	Devanand Singh	U.D.C.	-Do-	-Do-
62	Sushanta Saha	U.D.C.	-Do-	-Do-
63	Subrata Kr. Das	U.D.C.	-Do-	-Do-
64	Sumit Bhattacharyya	U.D.C.	-Do-	-Do-
65	Sayantan Mukherjee	U.D.C.	-Do-	-Do-
66	Birendra Kumar	U.D.C.	-Do-	-Do-
67	Pankaj Kumar	U.D.C.	-Do-	-Do-
68	Monoj Munshi	U.D.C.	-Do-	-Do-
69	Tanmoy Neogi	L.D.C.	-Do-	-Do-
70	Samir Kumar Manna	L.D.C.	-Do-	-Do-
71	Sanjay Hela	M.T.S.	-Do-	-Do-
72	Judhistira Gochhayat	M.T.S.	-Do-	-Do-
73	Bablu Hazra	M.T.S.	-Do-	-Do-
74	Bimal Saren	M.T.S.	-Do-	-Do-
75	Sambhu Balmiki	M.T.S.	-Do-	-Do-
76	Bandhu Rawat	M.T.S.	-Do-	-Do-
77	Sukanta Ghosh	M.T.S.	-Do-	-Do-
78	Alpana Chowdhury	M.T.S.	-Do-	-Do-
79	Tapas Kr. Das	M.T.S.	-Do-	-Do-
80	Naba Kr. Das	M.T.S.	-Do-	-Do-
81	Padma Roy	M.T.S.	-Do-	-Do-
82	Gunjan Kr. Paswan	M.T.S.	-Do-	-Do-
83	Ankana Saha	M.T.S.	-Do-	-Do-
84	Sabuj Kr. Tikader	M.T.S.	-Do-	-Do-
85	Prabhat Kr. Ranjan	M.T.S.	-Do-	-Do-

86	Sunil Dirghangi	Wash Boy/Canteen Attendant	-Do-	-Do-
87	Swapan Kr. Ghosh	Wash Boy/Canteen Attendant	-Do-	-Do-
88	Ashis Paria	Assistant Plate Maker	-Do-	-Do-
89	Akhil Bandhu Das	Head Reader	-Do-	-Do-
90	Mrinal Kanti Majhi	Head Reader	-Do-	-Do-
91	Dilip Hansda	Reader	-Do-	-Do-
92	Sajal Chakraborty	Reader	-Do-	-Do-
93	Amit Kumar Dey	Reader	-Do-	-Do-
94	Pabitra Kumar Sahoo	Copy Holder	-Do-	-Do-
95	Kamasala Ramakrishna	Assistant Artist Retoucher	-Do-	-Do-
96	Bijoy Kumar Das	D.T.P. Operator	-Do-	-Do-
97	Bhaskar Halder	D.T.P. Operator	-Do-	-Do-
98	Partha S. Chakraborty	D.T.P. Operator	-Do-	-Do-
99	Jayanta Naskar	Machine Man (Offset)	-Do-	-Do-
100	Kalyan Talukdar	Machine Man (Offset)	-Do-	-Do-
101	Bivas Ghosh	Machine Man (Offset)	-Do-	-Do-
102	Rishi Kanta Sardar	Machine Man (Offset)	-Do-	-Do-
103	Monjoy Kumar Das	Machine Man (Offset)	-Do-	-Do-
104	Joseph Kujur	Machine Man (Offset)	-Do-	-Do-
105	Avijit Das	Machine Assistant (Offset)	-Do-	-Do-
106	Ahindra Nath Naskar	Machine Assistant (Offset)	-Do-	-Do-
107	Janardan Kanji	Machine Assistant (Offset)	-Do-	-Do-
108	Sujit Kumar Paul	Machine Assistant (Offset)	-Do-	-Do-
109	Biswanath Mal	Machine Attendant (Offset)	-Do-	-Do-
110	Gour Dutta	Machine Attendant (Offset)	-Do-	-Do-
111	Lakshman Adhikary	Machine Attendant (Offset)	-Do-	-Do-
112	Jayanta Kr. Naskar	Machine Attendant (Offset)	-Do-	-Do-
113	Subhas Ch. Ghosh	Machine Attendant (Offset)	-Do-	-Do-
114	Tshering Namgyal Sherpa	Machine Attendant (Offset)	-Do-	-Do-
115	Subir Kr. Das	Machine Attendant (Offset)	-Do-	-Do-
116	Pijush Ganguly	Machine Attendant (Offset)	-Do-	-Do-
117	Ram Chandra Biswas	Machine Attendant (Offset)	-Do-	-Do-
118	Sandhya Dey	Foreman (Binding)	-Do-	-Do-
119	Sukumar Das	Section Holder (Binding)	-Do-	-Do-
120	Tarak Nath Marick	Section Holder (Binding)	-Do-	-Do-

121	Samiran Maity	Section Holder (Binding)	-Do-	-Do-
122	Subhasish Das	Section Holder (Binding)	-Do-	-Do-
123	Netai Chandra Mondal	Section Holder (Binding)	-Do-	-Do-
124	Shibani Sen	Section Holder (Binding)	-Do-	-Do-
125	Somnath Sardar	Section Holder (Binding)	-Do-	-Do-
126	Subhankar Ghosh	Binder	-Do-	-Do-
127	Dipak Ghosh	Binder	-Do-	-Do-
128	Prosenjit Dutta	Binder	-Do-	-Do-
129	Susanta Debnath	Binder	-Do-	-Do-
130	Tapas Barua	Binder	-Do-	-Do-
131	Kaushik Samadder	Binder	-Do-	-Do-
132	Tapan Kundu	Binder	-Do-	-Do-
133	Ashoke Kumar Halder	Binder	-Do-	-Do-
134	Sanat Kumar Biswas	Binder	-Do-	-Do-
135	Asit Kumar Nandy	Binder	-Do-	-Do-
136	Pratap Kumar Acharjee	Binder	-Do-	-Do-
137	Pradip Dutta	Binder	-Do-	-Do-
138	Tapas Kumar Bera	Binder	-Do-	-Do-
139	Samar Maitra	Binder	-Do-	-Do-
140	Tapan Kumar Golui	Binder	-Do-	-Do-
141	Swarup Ghosh	Binder	-Do-	-Do-
142	Lalit Mohan Bacher	Binder	-Do-	-Do-
143	Ranajit Kumar Ghosh	Binder	-Do-	-Do-
144	Alip Majumder	Binder	-Do-	-Do-
145	Madhusudan Pal	Binder	-Do-	-Do-
146	Swapan Kumar Laha	Binder	-Do-	-Do-
147	Samarendra Nath Naskar	Binder	-Do-	-Do-
148	Soumitra Dey	Binder	-Do-	-Do-
149	Santanu Das	Binder	-Do-	-Do-
150	Goutam Das	Binder	-Do-	-Do-
151	Dipankar Sen	Binder	-Do-	-Do-
152	Prabir Kumar Das	Binder	-Do-	-Do-
153	Nanda Dulal Das	Binder	-Do-	-Do-
154	Aradhana Saha	Binder	-Do-	-Do-
155	Krishna Ram	Binder	-Do-	-Do-
156	Dipak Chandra Seal	Binder	-Do-	-Do-
157	Km. Bandana Paul	Binder	-Do-	-Do-
158	Manas Kr. Bhattacharya	Binder	-Do-	-Do-
159	Kaushik Mondal	Binder	-Do-	-Do-
160	Jhantu Kumar Roy	Binder	-Do-	-Do-
161	Balak Hansda	Binder	-Do-	-Do-
162	Elemola Papa	Binder	-Do-	-Do-

163	Panchu Gopal Sengupta	Binder	-Do-	-Do-
164	Chanchal Hati	Binder	-Do-	-Do-
165	Prosenjit Kundu	Binder	-Do-	-Do-
166	Uma Sankar Gend	Binder	-Do-	-Do-
167	Sukanta Roy	Binder	-Do-	-Do-
168	Tarak Nath Sarkar	Binder	-Do-	-Do-
169	Dilip Kr. Sanpui	Binder	-Do-	-Do-
170	Abhoy Kr. Mondal	Binder	-Do-	-Do-
171	Kishor Kr. Mahata	Binder	-Do-	-Do-
172	Dhananjoy Mahata	Binder	-Do-	-Do-
173	Md. Aslam	Binder	-Do-	-Do-
174	Priyabrata Kolley	Binder	-Do-	-Do-
175	Bablu Saha	Binder	-Do-	-Do-
176	Avijit Mondal	Binder	-Do-	-Do-
177	Pankaj Kr. Seal	Binder	-Do-	-Do-
178	Tapas Kr. Hazra	Binder	-Do-	-Do-
179	Basudev Roy	Binder	-Do-	-Do-
180	Pratap Chandra Bangal	Binder	-Do-	-Do-
181	Subhas Nag	Binder	-Do-	-Do-
182	Subrata Das	Binder	-Do-	-Do-
183	Abhiram Pallai	Binder	-Do-	-Do-
184	Bikash Sana	Binder	-Do-	-Do-
185	Manab Chandra Pal	Binder	-Do-	-Do-
186	Bimal Sarkar	Binder	-Do-	-Do-
187	Debasish Das	Binder	-Do-	-Do-
188	Ranu Sinha	Binder	-Do-	-Do-
189	Somen Paul	Assistant Binder	-Do-	-Do-
190	Dipak Kr. Bose	Assistant Binder	-Do-	-Do-
191	Rajendra Hela	Assistant Binder	-Do-	-Do-
192	Sanjay Majumder	Assistant Binder	-Do-	-Do-
193	Panch Kari Das	Assistant Binder	-Do-	-Do-



LAZAR SAGAYA RAJ
MANAGER

Monthly Remuneration Report for the month July - 2025
GOVT.OF INDIA PRESS,CALCUTTA.

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
1	A*P030M65005	76	Abhiram Pallai	Binder	4	19	43500	89180
2	AKM030M71008	AKM030M71008	Abhoy Kumar Mondal	Binder	5	13	41600	88790
3	ANN030M68001	ANN030M68001	Ahindra Nath Naskar	Offset Machine Assistant	5	13	41600	88790
4	A*C030M68004	87	Ajoy Choudhury	Upper Division Clerk	5	19	49600	97340
5	ABD030M65001	ABD030M65001	Akhil Bandhu Das	Head Reader	6	19	60400	117320
6	A*M030M68001	A*M030M68001	Alip Majumder	Binder	6	15	53033	219878
7	A*B030M68003	A*B030M68003	Aloke Baul	Upper Division Clerk	5	19	49600	97340
8	A*C030F66001	A*C030F66001	Alpena Chowdhury	Multi Tasking Staff (Non Ind)	3	22	40600	86940
9	AKD030M72001	AKD030M72001	Amit Kumar Dey	Reader	6	18	58600	113990
10	AKS030M67009	AKS030M67009	Anil Kumar Singh Biswas	Assistant Manager (technical)	8	24	94100	179665
11	A*S030M83002	A*S030M83002	Anirban Sarkar	Upper Division Clerk	4	12	35300	70885
12	A*S030F89002	A*S030F89002	Ankana Saha	Multi Tasking Staff	2	11	26800	61410
13	A*S030F71002	A*S030F71002	Aradhana Saha	Binder	6	14	52000	108030
14	A*P030M65001	A*P030M65001	Ashis Paria	Assistant Plate Maker	3	12	30200	58640
15	AKH030M66001	AKH030M66001	Ashoke Kumar Halder	Binder	6	16	55200	113950
16	A*H030M82001	A*H030M82001	Asit Halder	Technical Officer	8	11	64100	124165
17	AKN030M68002	AKN030M68002	Asit Kumar Nandy	Binder	6	16	55200	113950
18	A*S030M65007	A*S030M65007	Atulya Sarkar	Binder	5	13	41600	85665
19	A*D030M77001	A*D030M77001	Avijit Das	Offset Machine Assistant	5	19	49600	103590
20	A*M030M69002	A*M030M69002	Avijit Mondal	Binder	5	13	41600	88790
21	B*H030M69002	B*H030M69002	Bablu Hazra	Multi Tasking Staff	4	18	42200	89900
22	B*S030M70005	B*S030M70005	Bablu Saha	Binder	5	13	41600	88790
23	BCM030M73001	BCM030M73001	Badal Chandra Mondal	Head Clerk	6	13	50500	99005
24	B*H030M69003	B*H030M69003	Balak Hansda	Binder	5	15	44100	93415
25	B*P030F66001	B*P030F66001	Bandana Paul	Binder	5	15	44100	93415
26	B*R030M76001	B*R030M76001	Bandhu Rawat	Multi Tasking Staff (Non Ind)	3	22	40600	74760
27	B*R030M69004	B*R030M69004	Basudev Roy	Binder	4	16	39800	85460
28	B*H030M68001	B*H030M68001	Bhaskar Halder	D T P Operator	7	16	70000	135080
29	B*B030M68003	B*B030M68003	Bibhash Bhattachick	Head Clerk	6	13	50500	99005
30	BKD030M69002	BKD030M69002	Bijoy Kumar Das	D T P Operator	7	16	70000	135080
31	B*S030M70006	B*S030M70006	Bikash Sana	Binder	4	16	39800	85460
32	B*S030M66014	B*S030M66014	Bimal Saren	Multi Tasking Staff (Non Ind)	4	18	42200	89900
33	B*S030M68016	B*S030M68016	Bimal Sarkar	Binder	4	16	39800	85460
34	B*K030M83001	B*K030M83001	Birendra Kumar	Upper Division Clerk	4	8	31400	54250
35	B*B030M69002	B*B030M69002	Biswanath Bose	Upper Division Clerk	4	25	51852	203012
36	B*M030M70003	B*M030M70003	Biswanath Mal	Offset Machine Attendant	4	17	41000	75380
37	B*G030M69001	B*G030M69001	Bivas Ghosh	Offset Machine Man	6	8	43600	92490
38	BBJ030M69001	BBJ030M69001	Braj Bhushan Jha	Accountant	6	10	46200	77190
39	C*H030M71001	C*H030M71001	Chanchal Hati	Binder	5	13	41600	88790
40	C*K030F69001	C*K030F69001	Chandra Karmakar	Head Clerk	7	6	52000	101780
41	D*B030M71002	D*B030M71002	Debabrata Bag	Upper Division Clerk	5	19	49600	97340
42	D*M030M68002	D*M030M68002	Debashis Mukherjee	Stenographer (grade C)	6	18	58600	113990
43	D*D030M66004	D*D030M66004	Debasish Das	Binder	4	16	39800	85460
44	D*M030M65003	D*M030M65003	Debasish Mullick	Head Clerk	6	19	60400	117320
45	D*S030M76004	D*S030M76004	Devanand Singh	Upper Division Clerk	5	8	35900	66805
46	D*M030M71003	D*M030M71003	Dhananjoy Mahata	Binder	5	13	41600	88790
47	D*H030M74001	D*H030M74001	Dilip Hansda	Reader	6	18	58600	113990
48	D*N030M69002	D*N030M69002	Dilip Naskar	Upper Division Clerk	5	19	49600	97340
49	DKS030M72001	DKS030M72001	Dilip Kumar Sanpui	Binder	4	17	41000	87680
50	D*D030F71001	D*D030F71001	Dipa Das Chakraborty	Upper Division Clerk	5	19	49600	97340

Monthly Remuneration Report for the month July - 2025
GOVT.OF INDIA PRESS,CALCUTTA.

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
51	D*G030M68001	D*G030M68001	Dipak Ghosh	Binder	6	16	55200	113950
52	DCS030M78001	DCS030M78001	Dipak Chandra Seal	Binder	5	15	44100	93415
53	DKB030M66001	DKB030M66001	Dipak Kumar Bose	Assistant Binder	4	19	43500	92305
54	D*M030M71002	D*M030M71002	Dipankar Maiti	Pharmacist	8	18	78800	156485
55	D*S030M69006	D*S030M69006	Dipankar Sen	Binder	6	14	52000	108030
56	E*P030F73001	E*P030F73001	Elernola Papa	Binder	5	15	44100	93415
57	G*D030M71003	G*D030M71003	Gour Dutta	Offset Machine Attendant	4	17	41000	87680
58	G*B030M67001	G*B030M67001	Goutam Boral	Upper Division Clerk	6	14	52000	101780
59	G*D030M67003	G*D030M67003	Goutam Das	Binder (Grade - I)	6	14	52000	108030
60	GKP030M91001	GKP030M91001	Gunjan Kumar Paswan	Multi Tasking Staff	2	11	26800	53370
61	I*S030F70001	I*S030F70001	Indira Sur	Upper Division Clerk	5	19	49600	97340
62	J*K030M68007	J*K030M68007	Janardan Kanji	Offset Machine Assistant	5	13	41600	88790
63	J*C030M66003	J*C030M66003	Jayanta Chakraborty	Upper Division Clerk	5	16	45400	89570
64	J*N030M66001	J*N030M66001	Jayanta Naskar	Offset Machine Man	7	13	64100	130415
65	JKN030M68001	JKN030M68001	Jayanta Kumar Naskar	Offset Machine Attendant	6	15	53600	110990
66	JKR030M71001	JKR030M71001	Jhantu Kumar Roy	Binder	5	13	41600	88790
67	J*K030M71003	J*K030M71003	Joseph Kujur	Offset Machine Man	6	9	44900	94895
68	J*G030M67001	25	Judhistira Gochhayat	Safaiwala	4	19	43500	92305
69	KRM030M83002	KRM030M83002	Kadey Ram Mardi	Upper Division Clerk	4	12	35300	76465
70	K*H030M67001	K*H030M67001	Kalidas Hembram	Head Clerk	6	15	53600	88680
71	K*T030M68001	K*T030M68001	Kalyan Talukdar	Offset Machine Man	6	19	60400	105450
72	K*R030M66004	30	Kamsala Ramakrishna	Assistant Artist Retoucher	9		83600	160240
73	K*M030M75001	K*M030M75001	Kaushik Mondal	Binder	5	14	42800	91010
74	K*H030M68001	K*H030M68001	Khelaram Hansda	Head Clerk	7	8	55200	107700
75	KKM030M73003	KKM030M73003	Kishor Kumar Mahata	Binder	5	13	41600	88790
76	K*S030M68006	K*S030M68006	Koushik Samaddar	Binder	6	16	55200	113950
77	K*R030M65003	K*R030M65003	Krishna Ram	Binder	5	17	46800	95285
78	K*M030M78002	K*M030M78002	Krishnendu Mandal	Upper Division Clerk	4	12	35300	70885
79	L*A030M70001	L*A030M70001	Lakshman Adhikari	Offset Machine Attendant	4	17	41000	87680
80	LMB030M70001	LMB030M70001	Lalit Mohan Bachar	Binder	6	16	55200	113950
81	MSP030M69001	MSP030M69001	Madhu Sudan Pal	Binder	6	16	55200	113950
82	M*M030M65001	M*M030M65001	Mahananda Mondal	Offset Machine Man	7	13	64100	127290
83	MCP030M67001	MCP030M67001	Manab Chandra Pal	Binder	4	16	39800	85460
84	MKB030M73001	MKB030M73001	Manas Kumar Bhattacharjee	Binder	5	14	42800	91010
85	M*S030F72001	M*S030F72001	Manasi Sinha	Upper Division Clerk	5	15	44100	87165
86	M*A030M78001	M*A030M78001	Md Asif	Upper Division Clerk	4	12	35300	70885
87	M*A030M72003	M*A030M72003	Md Aslam	Binder	5	13	41600	88790
88	MKD030M70001	MKD030M70001	Monjoy Kumar Das	Offset Machine Man	6	5	39900	85645
89	M*M030M81001	M*M030M81001	Monoj Munshi	Upper Division Clerk	4	10	33300	67185
90	MKM030M70002	MKM030M70002	Mrinal Kanti Majhi	Head Reader	6	19	60167	233780
91	NKD030M68003	NKD030M68003	Naba Kumar Das	Multi Tasking Staff (Non Ind)	4	18	42200	89900
92	NDD030M69001	NDD030M69001	Nanda Dulal Das	Binder	6	14	52000	108030
93	NCJ030M67001	NCJ030M67001	Narayan Chandra Jana	Upper Division Clerk	6	14	52000	101780
94	NCM030M65001	NCM030M65001	Netai Chandra Mondal	Section Holder	6	15	53600	104740
95	PKS030M74001	29	Pabitra Kumar Sahoo	Copy Holder	4	20	44800	75020
96	P*R030F66002	P*R030F66002	Padma Roy	Daftary	4	21	46100	97115
97	PKD030M66002	PKD030M66002	Panch Kari Das	Assistant Binder	4		40600	86940
98	PGS030M70001	PGS030M70001	Panchu Gopal Sengupta	Binder	5	13	41600	88790
99	P*K030M83008	P*K030M83008	Pankaj Kumar	Upper Division Clerk	4	8	31400	60500
100	PKS030M71002	PKS030M71002	Pankaj Kumar Seal	Binder	4	16	39800	85460

Monthly Remuneration Report for the month July - 2025
GOVT.OF INDIA PRESS,CALCUTTA.

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
101	PSC030M68001	7481	Partha Sarathi Chakraborty	D T P Operator	7	16	70000	135080
102	P*C030M71001	P*C030M71001	Pinaki Chattopadhyay	Upper Division Clerk	5	19	49600	97340
103	PKR030M86001	PKR030M86001	Prabhat Kumar Ranjan	Multi Tasking Staff	2	11	26800	53370
104	PKD030M71001	PKD030M71001	Prabir Kumar Das	Binder (Grade - I)	6	14	52000	108030
105	P*D030M68004	P*D030M68004	Pradip Dutta	Binder	6	16	55200	113950
106	PKM030M74001	PKM030M74001	Pradip Kumar Mondal	Upper Division Clerk	5	19	49600	97340
107	P*M030M67006	P*M030M67006	Prasanta Mondal	Head Clerk	7	6	52000	101780
108	P*R030M70002	P*R030M70002	Prasanta Ray	Upper Division Clerk	5	19	49600	97340
109	PCB030M70001	PCB030M70001	Pratap Chandra Bangal	Binder	4	16	39800	85460
110	PKA030M68001	PKA030M68001	Pratap Kumar Acharjee	Binder	6	16	55200	113950
111	PPP030M78001	PPP030M78001	Pravin Prakash Palaskar	Technical Officer	8	14	70000	135080
112	P*K030M71003	P*K030M71003	Priyabrata Kolley	Binder	5	13	41600	88790
113	P*D030M68003	P*D030M68003	Prosenjit Dutta	Binder	6	16	55200	113950
114	P*K030M72009	P*K030M72009	Prosenjit Kundu	Binder	5	13	41600	88790
115	P*M030F71001	P*M030F71001	Pue Mukherjee	Head Clerk	6	13	50500	99005
116	R*M030M65003	R*M030M65003	Rabi Makal	Technical Officer	9	20	93000	183210
117	R*G030M69002	R*G030M69002	Raj Guha	Upper Division Clerk	5	18	48200	94750
118	R*H030M67001	R*H030M67001	Rajendra Hela	Assistant Binder	4	18	42200	89900
119	R*S030M80002	R*S030M80002	Rakesh Sukul	Technical Officer	8	15	72100	138965
120	RCB030M75001	RCB030M75001	Ram Chandra Biswas	Machine Attendant Offset	3	19	37200	80850
121	R*K030F76001	R*K030F76001	Ramiya Kumari	Upper Division Clerk	4	12	35300	60295
122	RKG030M70001	RKG030M70001	Ranajit Kumar Ghosh	Binder	6	16	55200	113950
123	R*S030F69001	R*S030F69001	Ranu Sinha	Binder	4	15	38600	83240
124	RSK035M84004	RSK035M84004	Ravi Shanker Kumar	Assistant Labour Welfare Commissioner	10	8	69000	138810
125	RKS030M67009	RKS030M67009	Rishi Kanta Sardar	Offset Machine Man	6	6	41100	87865
126	SKT030M83002	SKT030M83002	Sabuj Kumar Tikader	Multi Tasking Staff	2	11	26800	61410
127	S*C030M70007	S*C030M70007	Sajal Chakraborty	Reader	6	18	58800	113990
128	S*M030M69007	600	Samar Moitra	Binder	6	16	55200	113950
129	SNN030M69001	SNN030M69001	Samarendra Nath Naskar	Binder	6	14	52000	108030
130	S*D030M67004	S*D030M67004	Samaresh Das	Stenographer Grade II	8	13	68000	131380
131	S*B030M66005	S*B030M66005	Sambhu Balmiki	Multi Tasking Staff	4	18	42200	89900
132	SKM030M82002	SKM030M82002	Samir Kumar Manna	Lower Division Clerk	2	14	29300	51581
133	S*M030M70006	S*M030M70006	Samiran Maity	Section Holder	6	15	53600	88660
134	SKB030M67002	SKB030M67002	Sanat Kumar Biswas	Binder	6	16	55200	113950
135	S*D030F73001	S*D030F73001	Sandhya Dey	Foreman	6	16	55200	107700
136	S*H030M68001	S*H030M68001	Sanjay Hela	Safaiwala	4	18	42200	89900
137	S*M030M66004	S*M030M66004	Sanjay Majumdar	Assistant Binder	2	17	32000	71030
138	S*H030M71003	S*H030M71003	Sanjib Halder	Upper Division Clerk	5	19	49600	97340
139	S*S030M69014	S*S030M69014	Sanjit Samanta	Upper Division Clerk	5	19	49600	97340
140	S*D030F83001	S*D030F83001	Sankalita Dasgupta	Technical Officer	8	11	64100	124165
141	S*B030M68011	S*B030M68011	Sankar Biswas	Upper Division Clerk	5	19	49600	97340
142	S*D030M70001	S*D030M70001	Santanu Das	Binder	6	14	52000	108030
143	S*K030M64019	S*K030M64019	Satyabrata Konar	C M O (S A G)	14	15	218200	446433
144	S*A030M86001	S*A030M86001	Satyajit Adak	Technical Officer	8	11	64100	124165
145	S*M030M84001	S*M030M84001	Sayantan Mukherjee	Upper Division Clerk	4	8	31400	54250
146	S*S030F71002	S*S030F71002	Shibani Sen	Section Holder	6	14	52000	101780
147	SPS030M82001	93	Shiva Prasad Swain	Upper Division Clerk	4	12	35236	120390
148	S*C030F81001	S*C030F81001	Soma Chatterjee	Nursing Sister	8	17	76500	158355
149	S*P030M83003	S*P030M83003	Somen Paul	Assistant Binder	2	19	34000	74730
150	S*C030M68002	S*C030M68002	Somnath Chowdhury	Upper Division Clerk	5	19	49600	97340

Monthly Remuneration Report for the month July - 2025
GOVT. OF INDIA PRESS, CALCUTTA.

Sr No	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
					6		49600	97340
151	S*W030M69005	S*W030M69005	Somnath Mitra	Upper Division Clerk	6	14	52000	101780
152	S*W030M67011	S*W030M67011	Somnath Sarda	Section Holder	8	18	78800	132845
153	S*W030M68001	S*W030M68001	Soubir Pradhan	Pharmacist	4	10	33300	67185
154	S*W030M682001	S*W030M682001	Sourik Biswas	Upper Division Clerk	6	14	52000	108030
155	S*W030M76001	S*W030M76001	Sourin Dey	Binder	6	14	52000	108030
156	S*W030M72003	S*W030M72003	Subhankar Ghosh	Binder	4	16	39800	85460
157	S*W030M71002	S*W030M71002	Subhas Nag	Binder	3	18	36100	78616
158	SCG030M66001	SCG030M66001	Subhas Chandra Ghosh	Offset Machine Attendant	6	15	53600	110320
159	S*W030M66012	S*W030M66012	Subhasish Das	Section Holder	4	18	42200	89900
160	SKD030M67003	SKD030M67003	Subir Kumar Das	Offset Machine Attendant	7	17	72100	138595
161	SKD030M77001	SKD030M77001	Subir Narayan Garai	Deputy Manager	5	19	49600	97340
162	S*W030M70006	S*W030M70006	Subol Podder	Upper Division Clerk	4	16	39800	85460
163	S*W030M71004	S*W030M71004	Subrata Das	Binder	5	19	49600	97340
164	S*W030M70012	S*W030M70012	Subrata Sarkar	Upper Division Clerk	5	14	42800	84760
165	SKD030M70002	SKD030M70002	Subrata Kumar Das	Upper Division Clerk	8	11	64100	104935
166	S*W030M83004	S*W030M83004	Sudip Munda	Technical Officer	5	19	49600	97340
167	SKB030M70002	SKB030M70002	Sujit Kumar Barman	Upper Division Clerk	5		39800	85460
168	SKP030M70004	SKP030M70004	Sujit Kumar Paul	Offset Machine Assistant	3	19	37200	88230
169	S*W030M73001	S*W030M73001	Sukanta Ghosh	Peon	4	17	41000	87880
170	S*W030M71001	S*W030M71001	Sukanta Roy	Binder	6	16	55200	107700
171	S*W030M68014	S*W030M68014	Sukumar Das	Section Holder	4	8	31400	63670
172	S*W030M68001	S*W030M68001	Sumit Bhattacharyya	Upper Division Clerk	4	22	47500	99705
173	S*W030M68013	S*W030M68013	Sunil Dirghangi	Canteen Attendant	6	15	53600	104740
174	S*W030M70014	S*W030M70014	Sunil Kumar	Head Clerk	6	16	55200	113950
175	S*W030M68002	S*W030M68002	Susanta Debnath	Binder	4	20	44800	88460
176	S*W030M68019	S*W030M68019	Sushanta Saha	Upper Division Clerk	4	20	44800	94710
177	SKG030M70002	SKG030M70002	Swapan Kumar Ghosh	Canteen Attendant	6	16	55200	113950
178	SKL030M68001	SKL030M68001	Swapan Kumar Lahiri	Binder	5	19	49600	97340
179	S*W030F68005	S*W030F68005	Swapna Sarkar	Upper Division Clerk	6	16	55200	113950
180	S*W030M70002	S*W030M70002	Swarnu Ghosh	Binder	6	13	50500	99005
181	SKD030M69002	SKD030M69002	Swarnu Kumar Das	Head Clerk	2	8	24500	50905
182	T*W030M83001	T*W030M83001	Tanmoy Neogi	Lower Division Clerk	6	16	55200	113950
183	T*W030M69001	T*W030M69001	Tapan Kundu	Binder	6	16	55200	113950
184	TKG030M69001	TKG030M69001	Tapan Kumar Goud	Binder	6	16	55200	113950
185	T*W030M69003	T*W030M69003	Tapes Barua	Binder	5	17	46800	92160
186	T*W030M70001	T*W030M70001	Tapes Datta	Upper Division Clerk	6	16	55200	113950
187	TKB030M68002	TKB030M68002	Tapes Kumar Bera	Binder	4	18	42200	89900
188	TKD030M70001	TKD030M70001	Tapes Kumar Das	Multi Tasking Staff	4	16	38800	85460
189	TKH030M71001	TKH030M71001	Tapes Kumar Hazra	Binder	6	16	55200	107700
190	TNM030M68001	TNM030M68001	Tarak Nath Marick	Section Holder	4	17	41000	87680
191	TNS030M70001	TNS030M70001	Tarak Nath Sarkar	Binder	4	19	43500	78255
192	TNS030M72001	TNS030M72001	Tahing Namgyal Sherpa	Offset Machine Attendant	5		41000	87680
193	USG030M67001	USG030M67001	Uma Sarkar Goud	Binder	6	14	52000	108030
194	VKV030M62001	VKV030M62001	Vijay Kumar Mahalakshmi	Pharmacist	8	15	72100	117335
195	V*W030M64001	93	Vivekananda Goud	Technical Officer				

(Signature)
 प्रमुख / प्रबंधक
 भारत सरकार, मुद्रणालय
 Government of India Press
 1, टेम्पल स्ट्रीट, कोलकाता-700072
 1, Temple Street, Kolkata-700072

1. Budget Estimates for the year 2025-26 under MH- 2058, 12-Directorate of Printing & Printing Presses(Sub-head)																										(Figures in Thousands)		
S. No.	Name of Govt. of India Presses	12.01.01	12.01.02	12.01.05	12.01.06	12.01.07	12.01.08	12.01.09	12.01.11	12.01.12	12.01.13	12.01.14	12.01.16	12.01.18	12.01.19	12.01.21	12.01.24	12.01.26	12.01.27	12.01.28	12.01.29	12.01.49	Total	Transfer to Depreciation Reserve Fund (Inter A/c's Transfer)	Trade Apprentice	Total		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
1	Minto Rd,ND	220000		1600	7500	190000	2000	0	1000	120	94000	4000	15	0	100	14000	0	0	0	500	2000	1000	537835	7000	1000	545835		
2	Ring Rd,ND	98000		700	3500	80000	1500	0	2500	0	17000	1500	50	0	100	1800	100	50	0	700	1500	100	209100	700	1500	211300		
3	R.Bhasvan	12100		120	500	10000	200	0	150	0	1400	0	20	0	100	2000	0	0	0	100	400	100	27190	300	0	27490		
4	T.S.Kolkata	120000		1000	4500	120000	2500	0	1500	0	10000	108	374	300	200	6000	50	30	0	400	800	400	268162	500	2400	271062		
5	Nashik	70000		600	2000	48000	1000	0	2000	0	27500	100	100	0	200	8000	250	100	200	250	500	200	161000	18000	2100	181100		
6	Directorate of Printing	72500	50	400	3500	68100	1100	800	1200	4880	15200	0	500	600	1750	238200	0	305	4728	2000	800	1200	417813	0	0	417813		
Total		592600	50	4420	21500	516100	8300	800	8350	5000	165100	5708	1059	900	2450	270000	400	485	4928	3950	6000	3000	1621100	26500	7000	1654600		
Budget Estimates for the year 2025-26 in respect of Capital Outlays-Machinery & Equipment(MH-4058)																												
Name of the Press/Unit		Machinery & Equipment-02.00.52										Information, Computer Telecommunication(ICT) Equipment-12.00.71										Total						
Directorate of Printing		650000**										5000**										655000						
#Note:																												

#Note:

* Out of BE (2025-26) of Rs. 27.00 crores under the head-Supplies and Materials, an amount of Rs. 23.82 crores has been placed at the disposal of DXP for procurement of paper and balance amount of Rs. 3.18 crores has been placed at the disposal of Govt. of India Presses for procurement of printing raw materials.

**Rs. 65.00 Crore allocated under the head 4058-Machinery&Equipment (02 00.52) and Rs. .50 Crore under head Information, Computer, Telecommunication Equipment (12 00.71) have been placed at the disposal of Directorate of Printing.

B&A
31-3-2025
Assistant Director(B&A-I)