

भारत सरकार मुद्रणालय
राष्ट्रपति भवन, नई दिल्ली-110004
GOVERNMENT OF INDIA PRESS
RASHTRAPATI BHAVAN
NEW DELHI - 110004



आवासन और शहरी कार्य मंत्रालय
MINISTRY OF HOUSING AND URBAN AFFAIRS
मुद्रण निवेशालय, नई दिल्ली
Directorate of Printing, New Delhi
Website : www.dop.nic.in

दूरभाष/Phone : 011-23013629

011-23015321, Ext.-4330

फैक्स/Fax : 011-23013629

ईमेल/email : rb-gippr@nic.in

RTI/146/RBP/23-24/ 362

Dated: 19/08/2025

OFFICE MEMORANDUM

Subject:- Forwarding of updated information as on 01.01.2025 for proactive disclosure.

Please refer to Directorate of Printing, Minto Road, New Delhi e-mail dated 28.08.2025 on the above cited subject. Please find enclosed herewith the requisite information as required for further necessary action at your end.


(Lazar Sagaya Raj)
Manager

To,

AD (CDN)
Directorate of Printing,
B-Wing, Minto Road,
New Delhi.

E-2978220 CR
19/8/2025

**GOVERNMENT OF INDIA PRESS
RASHTRAPATI BHAVAN
NEW DELHI-110004**

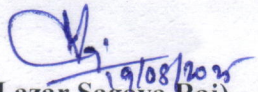
Information as per Clause (b) of
Sub-section 1 of Section 4 of
Right to Information
Act, 2005.

Annexure-III

Details of Addresses/Telephone Nos. Of Staff of Govt. Of India Press, Rashtrapati Bhawan, New Delhi-110004

S. No	Name of the officer S/Shri/Ms./Smt	Designation	Office Address	Telephone No. Mobile Number
1	Lazar Sagaya Raj	Manager	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
2	Balaji .M	Technical Officer	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
3	Sandeep Bhatnagar	Accountant	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
4	Sunder Lal	Hindi Translator (Deputation)	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
5	Amit	UDC	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
6	Chandan Kumar	LDC	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
7	Arati Kumari	LDC	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
8	Swati kumari	LDC	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
9	Rabindra Kumar Raman	LDC	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
10	Basnti Lal Meena	LDC	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
11	Sanjay Kumar Jain	DTP operator	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
12	Vikram Singh	DTP operator	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
13	Sunil Kumar Mishra	Artist Ret.	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
14	Ram Prasad Meena	Machine Man	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629

15	Sh. Ramesh chander	Section Holder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
16	Sh. Babu Ram	Binder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
17	Sh. Sher Singh	Binder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
18	Sh. Arjun Singh	Binder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
19	Sh. Ranvir Singh	Asstt. Binder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
20	Sh. Krishan Kumar	Asstt. Binder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629
21	Sh. Suniti Pal	Asstt. Binder	Govt. of India Press, Rashtrapati Bhawan, New Delhi.	011-23013629


 (Lazar Sagaya Raj)
 Manager

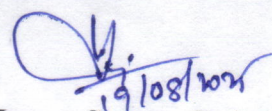
GOVERNMENT OF INDIA PRESS, RASHTRAPATI BHAVAN, NEW DELHI

Name, Designation, Pay Scale, Gross pay and work allocated to themNon-Industrial Employees

S.No	Name of the Official S/Shri/Smt.	Designation	Pay Scale	Gross pay	Work allocated
1	Lazar Sagaya Raj लाजर सगाया राज	Manager प्रबंधक	Level-11 (67700-208700)	172788/-	Supervision of Industrial and Non- Industrial Staff and DDO
2	Sandeep Bhatnagar संदीप भटनागर	Accountant लेखाकार	Level-7 (44900-142400)	112746/-	Supervision of Administration I & II
3	Sunder Lal सुन्दर लाल	Hindi Translator हिन्दी अनुवादक	Level-7 (35400-112400)	100448/-	All Hindi work.
4	Amit अमित	UDC अवर श्रेणी लिपिक	Level-4 (25500-81100)	58029/-	Monthly, Quarterly, Half yearly and Yearly Report, RTI, Process of Pension cases, Parliament questions.
5	Chandan Kumar चन्दन कुमार	LDC निम्न श्रेणी लिपिक	Level-2 (19900-63200)	42993/-	Preparing the Printing charges Bills, Printing material dispatch. Time Keeping section. Common Hourly rates calculation.
6	Arati Kumari आरती कुमारी	LDC निम्न श्रेणी लिपिक	Level-2 (19900-63200)	42993/-	Preparing the salary bills and contingents Bills.
7	Swati kumari स्वाती कुमारी	LDC निम्न श्रेणी लिपिक	Level-2 (19900-63200)	50343/-	Preparation of Proforma Accounts, Audit of Proforma Accounts, Draft Reply of Audit, Monthly Expenditure Statement.
8	Rabindra Kumar Raman रविन्द्र कुमार रमन	LDC निम्न श्रेणी लिपिक	Level-2 (19900-63200)	38480/-	All procurement work.
9	Basnti Lal Meena बसन्ती लाल मीना	LDC निम्न श्रेणी लिपिक	Level-2 (19900-63200)	42993/-	Diary and Dispatch, Leave Account.

Industrial Employees

S.No	Name of the Official S/Shri/Smt.	Designation	Pay Scale	Gross pay	Work allocated
1	Balaji .M बालाजी एम.	Technical Officer तकनीकी अधिकारी	Level-7 (44900-142400)	97920/-	Supervision of all Industrial Staff
2	Sanjay Kumar Jain संजय कुमार जैन	DTP Operator डीटीपी आपरेटर	Level-9 (53100-167800)	145197/-	Page layout, Composing.
3	Sh. Vikram Singh विक्रम सिंह	DTP operator डीटीपी आपरेटर	Level-9 (47600-151100)	123718/-	Page layout, Composing
4	Sunil Kumar Mishra सुनिल कुमार मिश्रा	Artist Retoucher आर्टिस्ट रिटेचर	Level-8 (47600-151100)	154104/-	Job planning pasting, page layout and Plate Making.
5	Ram Prasad Meena राम प्रसाद मीणा	Machine Man ऑफसेट मशीन मैन	Level-6 (35400-112400)	85296/-	Offset printing plate setting and make ready.
6	Ramesh chander रमेश चंदर	Section Holder सैक्सन होल्डर	Level-5 (29200-92300)	72981/-	Supervision of Binding Staff
7	Babu Ram बाबु राम	Binder बंधक	Level-4 (25500-81100)	66402/-	Binding, Spiral Binding, Cutting, Stitching and all other Binding work.
8	Sher Singh शेर सिंह	Binder बंधक	Level-4 (25500-81100)	66402/-	Binding, Spiral Binding, Cutting, Stitching and all other Binding work.
9	Arjun Singh अर्जुन सिंह	Binder बंधक	Level-4 (25500-81100)	72063/-	Binding, Spiral Binding, Cutting, Stitching and all other Binding work.
10	Ranvir Singh रनवीर सिंह	Asstt. Binder सहायक बंधक	Level-2 (19900-63200)	55998/-	Binding, Spiral Binding, Cutting, Stitching and all other Binding work.
11	Krishan Kumar कृष्ण कुमार	Asstt. Binder सहायक बंधक	Level-3 (21700-69100)	77610/-	Binding, Spiral Binding, Cutting, Stitching and all other Binding work.
12	Suniti Pal सुनिती पाल	Asstt. Binder सहायक बंधक	Level-4 (21700-69100)	70074/-	Binding, Spiral Binding, Cutting, Stitching and all other Binding work.


 (Lazar Sagaya Raj)
 Manager

Annexure-IV

**भारत सरकार मुद्रणालय, राष्ट्रपति भवन, नई दिल्ली के वर्ष 2022-23 के बजट आवंटन हेतु प्रस्तावित
खर्च 2023-24 के संवितरण विवरण**

**STATEMENT SHOWING THE BUDGET ALLOCATION OF GOVT. OF INDIA PRESS
RASHTRAPTI BHAVAN, NEW DELHI FOR 2022-2023 PROPOSED EXPENDITURE FOR
2023-2024 AND DISBURSEMENT MADE**

(Fig. in Rs.)

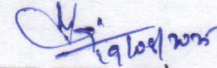
1	2	3	4	5
संवितरण संबंधी वेतन, यात्रा व्यय, कार्यालय खर्च इत्यादि	7 महीनों का बजट विनिर्धान 2023-24	प्रथम 5 महीनों वास्तविक व्यय 2024-25	प्रत्याशित अनुमान शेष महीनों का 2024-25	प्रस्तावित अनुमान 2025-26

Disbursement made during

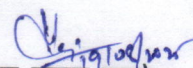
Object of Expenditure like Salaries Travel Expenses office Expenses etc.	Budget Allocated for 7 months 2023-24	Actual for first 5 months during 2024-25	Anticipated Estimates for the remaining 2024-25	Proposed Expenditure for 2025-26
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02.07.01 -वेतन-Salaries 02.07.01

i)	अधिकारी का वेतन Pay of Officer	5962835	5859000	5778700	12072200
ii)	Reward (12.01.05)	0	0	100000	115000
iii)	अन्य भत्ता Other Allowance	3583316	4677076	5548924	11770000
	कुल Total	9546151	10536076	11427624	23957200


(लाजर सगया राज)
प्रबंधक

12.01.08	LTC	18968	82209	147791	200000
12.01.06-	चिकित्सा भत्ता. Medical Treatment	286192	83226	316774	500000
12.01.11	यात्रा व्यय. Travel Expenses	287864	0	150000	150000
12.01.13	कार्यालय खर्चा. Office Expenses	636484	393167	806833	1400000
02.07.28	पी पी एण्ड एस एस. P.P. & S.S	53800	0	100000	100000
12.01.16	प्रकाशन Publication	4410	0	20000	20000
02.07.31	ग्रांट इन ऐड. Grant-in-Aid	0	0	0	0
12.01.29	मौलिक कार्य Repair & Maintenance	250908	120478	229522	400000
12.01.21	समग्री और पूर्ति Material & Supply	1102155	235671	2064329	2500000
01.00.63	आन्तरिक लेखा अंतरण Inter Transfer Accounts	140525	0	210000	230000
12.01.19 Digital Equipment		0	3800	246200	250000
Grant Total		2781306	918551	4291449	5750000
03-	ट्रेड प्रशिक्षु Trade Apperntice प्रमुख हेड Major Head-4058	-	-	-	-
	पूजीगत परिव्यय नान प्लान) Capital Outlay (Non-Plan)	-	-	-	-
10	Renewal & Replacement of	0	0	825000	825000


 (लाजर संगया राज)
 प्रबंधक

4(1)(b)(i): The particulars of Govt. of India Press, Rashtrapati Bhavan, 'New Delhi, functions and duties.

The Press of the Private Secretary to the Viceroy was established in the year 1872. It was primarily meant for the printing of the private and personal correspondence of His Excellency the Viceroy, with His Majesty the king, the Secretary of State for India, the Governors of provinces, etc. In the interest and urgency of the work, this press was required to be self-contained and accordingly, apart from Printing, the work of Binding, Cutting, Gold lettering, Ruling, Perforating, Embossing etc. was also executed. Certain other special work of excellence also used to be executed for the Visceral Household.

This Press came under the administrative control of the Ministry of Works, Mines and Power on 23rd August, 1947. The Manager, Government of India Press, Minto Road, New Delhi was in addition to his duties as Manager of this Press.

In September, 1951, a separate section was added to the Press for the Hindi Printing of the President's Speeches and other miscellaneous work received from the various offices of the President's Secretariat and the Prime Minister's Office.

The Press was placed under independent charge of Assistant Manager (Technical) with effect from 20th September, 1960 Later on Assistant Manager (Technical)/Deputy Manager has been redesignated as Officer In Charge. From 1.11.2023 this Press is placed under the independent charge of Manager.

The Govt. of India Press, Rashtrapati Bhavan is presently functioning with 21 staff strength against 33 sanctioned strength. The category wise detail of staff is given in the enclosed Annexure-III. In course of executing the printing jobs of its indenters (s), the expenditure is realized by raising printing cost bills.

Cost of Printing

The cost of printing of the jobs of indenters' are 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 Performa account of this Press. That is being worked out on the basis of common hourly rates for each cost centre of this Press. This costing system is under review and will be replaced with commercial accounting system for which necessary computer software is being specifically designed and developed for all Govt. of India Presses. To implement that new costing system this Press is going to be equipped with computers very soon. At present the printing cost is being realized from indenters on no loss no Profit basis. President's Secretariat is non-paying hence their printing charges bills are not raised.

4(1)(b)(ii): The powers and duties of officers & employees of Govt. of India Press, Rashtrapati Bhavan, New Delhi.

The powers and duties of officers and employees of Govt. of India Press, Rashtrapati Bhavan, New Delhi are as per enclosed Annexure-III. Further, the powers and duties of officers and employees are also mentioned in details in the Hand Book of Govt. of India Presses. The Hand Book of Govt. of India Presses is available on the website of Directorate of Printing.

4(1)(b)(iii): The Procedure followed in decision making process, Including channels of Supervision and accountability

The Procedure followed in decision making process, including channels of Supervision and accountability is as per Organizational Chart (Annexure-I).

A. Industrial Wing.

The industrial wing is distributed into various sections. Each industrial section is headed by a Technical Officer. Technical Officer responsible for distribution of work and its proper execution. In case of any default, the seek the advice/order/instruction from their Officer who in turn takes appropriate decision to ensure proper and time bound execution of printing work. The Manager remains overall responsible for smooth and error-free execution of printing work.

B. Non-Industrial Wing.

The Non-Industrial wing is distributed into various Administration/ Accounts sections. Non-Industrial sections are supervised by a Accountant. Accountant is responsible for distribution and timely distribution and timely disposal of work. He work under the control of Manager who 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 Directorate of Printing are obtained invariably.

4(1)(b)(iv): The norms set by Rashtrapati Bhavan Press for the discharge of its functions.

The exclusive function of Govt. of India Press, Rashtrapati Bhavan, New Delhi under the administrative control of the Directorate of Printing, New Delhi is to print the jobs received from highest dignitaries of the nation i.e. President, Vice President and Prime Minister. The other jobs are also received for execution from other Ministries/ Departments through Directorate of Printing with the 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 Indenter.

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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 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 relation maintained in the units, and thus the target are fulfilled. Besides for the disposal of public grievance cases a period of 7 days is taken.

4(1)(b)(v): The rules, regulations, manuals and records held by Govt. of India Press, Rashtrapati Bhavan, New Delhi or under its control used by its employees for discharging its function.

Govt. of India Press, Rashtrapati Bhavan, New Delhi is a pure Central Government Organisation and governed by a set of Rules/Regulations/Instructions contained in the Press manual named "The Hand Book of Govt. of India Presses", Compendium of administrative and financial powers of officers of Directorate of Printing & Presses and the rules framed by Govt. of India regarding service matters of employees, viz. Fundamental Rules, Supplementary Rules, GFR, CTR, Receipts & Payments Rules, Leave Rules besides Factories Act, Payment of Wages Act, Compensation Act, Recruitment Rules of All the industrial and Non-Industrial categories of posts etc.

4(1)(b)(vi): A statement of categories of documents that are held by Govt. of India Press, Rashtrapati Bhavan, New Delhi or under its control:

The following documents (unclassified) are held by Govt. of India Press, Rashtrapati Bhavan, New Delhi:

- 1 Stock and Issue Ledger of Stores.
- 2 Production Register.
- 3 Remittance Register.
- 4 Contingent Bill Register.
- 5 Pay Bill Register.
- 6 Muster Rolls.
- 7 Representation Rosters.
- 8 Seniority list of staff.
- 9 Bill Register for printing cost.
- 10 Expenditure Register.
- 11 Diary and Issue Register.
- 12 Service Book & Leave account of Individual employees.

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

Not applicable.

- 4(1)(b)(viii):**

A statement of boards, councils, committees and other bodies consisting of two or more persons constitutes as Govt. of India Press, Rashtrapati Bhavan, New Delhi's Part of for the 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:

Not applicable.

- 4(1)(b)(ix): A directory of officers and employees of Govt. of India Press, Rashtrapati Bhavan, New Delhi.**

A directory of Officers and employees of Govt. of India Press, Rashtrapati Bhavan is given in the enclosed Annexure III.

- 4(1)(b)(x): The monthly remuneration received by officer and employees of Govt. of India Press Rashtrapati Bhavan, New Delhi:**

The monthly remuneration received by officer and employees of Govt. of India Press, Rashtrapati Bhavan is given in the Annexure-II.

- 4(1)(b)(xi): The Budget allocation to Govt. of India Press, Rashtrapati Bhavan, New Delhi indicating the particulars of all plans, proposed expenditure and reports on disbursement made:**

As per enclosed Annexure IV.

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

Not applicable.

- 4(1)(b)(xiii): Particulars of recipients of concession, permits or authorization granted by Govt. of India Press, Rashtrapati Bhavan, New Delhi.**

Not applicable.

- 4(1)(b)(xiv): Details in respect of the information available to or held by Govt. of India Press, Rashtrapati Bhavan, New Delhi reduced in an electronic form:**

The e-mail ID of Govt. of India Press, Rashtrapati Bhavan, New Delhi is **rb-gippr@nic.in**

- 4(1)(b)(xv): The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use;**

The press is not Citizen Oriented Office and therefore does not deal with the public. The Press caters to the Printing needs of Govt. Departments and execute their printing work on receipt of material from the concerned Govt. Department. The Press may therefore not be able to provide any information pertaining to the printing of jobs to the public. The members of public may contact the concerned client Department for such information.

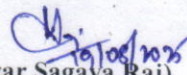
- 4(1)(b)(xvi): The Names, Designation and other particulars of the public information Officers:**

The name of Public information Officer in this Press is given below:-

S. No.	Name of the Press	Central Public information Officers	Central Assistant Public Information.
1	Govt. of India Press, Rashtrapati Bhawan, New Delhi-110004	Sh. J. Anantha Kumar Dy. Manager, GIP Minto Road, New Delhi	Nil

- 4(1)(b)(xvii): Such other information as may be prescribed.**

Nil


(Lazar Sagaya Raj)
Manager