

**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 Ministeries, 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 23.04.2026 total 141 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	(level-11)	1	1	0
2	Medical Officer	(level-10)	1	1	0
3	A.L. W.C.	(level-10)	1	-	1
4	Asstt. Director (OL)	(level-10)	1	0	1
5	Dy. Manager	(Level-07)	6	6	-
6	A. M. (A)	(Level-07)	2	-	2
7	Technical Officer	(Level-07)	9	4	5
8	Inspector Controller	(level-6)	1	0	1
9	Asstt. Inspector Controller	(level-5)	1	0	1
10	Nurse	(Level-07)	1	2	1 excess
11	Pharmacist	(level-5)	2	-	2
12	Head Clerk	(level-06)	5	3	2

13	Store Supervisor Gr.I	(level-6)	1	0	1
14	Accountant	(level-06)	2	2	-
15	Stenographer-II	(level-4)	1	2	1 excess
16	U.D.C.	(level-4)	15	31	16 Excess
17	L.D.C.	(level-2)	20	14	06
18	Asstt. Care Taker	(level-2)	1	0	1
19	Head Reader	(level-06)	1	1	-
20	Reader	(level-4)	4	0	4
21	Copy Holder	(level-2)	4	0	4
22	DTP Operator	(level-06)	10	1	9
23	Offset M/c. Man	(level-06)	18	11	7
24	Offset M/c. Asstt.	(level-4)	20	1	19
25	Offset M/c. Attdt.	(level-2)	20	3	17
26	Foreman (Binding)	(level-06)	3	3	-
27	Section Holder (Binding)	(level-5)	8	5	3
28	Binder	(level-4)	32	8	24
29	Asstt. Binder	(level-2)	64	19	45
30	Head Mechanic (Ptg. &Bdg.)	(level-5)	1	0	1
31	Mechanic (Ptg. &Bdg.)	(level-4)	3	0	3
32	Asstt. Mechanic (Ptg. & Bdg.)	(level-2)	4	0	4
33	Electrician	(level-4)	2	1	1
34	Wire Man	(level-2)	2	0	2
35	Ctp Machine Operator	(Level-6)	3	0	3
36	Asstt. Ctp M/c. Operator	(level-5)	3	0	3
37	Digital Press Operator	(level-6)	4	0	4
38	Asstt. Digital Press Operator	(level-5)	4	0	4
	Total		281	119	Vacant 180 Excess-18

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	Cameraman	Level 6	0	4	-	4
2	Junior Artist	Level 6	0	2	-	2
3	Asstt. Artist Retoucher	Level 6	0	1	-	1
4	Dark Room Asstt.	Level 4	0	1	-	1
5	Risograph Operator	Level 4	0	1	-	1
6	Bhisti	Level 1	0	1	-	1
Total			0	10	-	10

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	8	20	-
2	Labourer	35	1	34	-
Canteen Staff					
3	Halwai Cum Cook	2	0	2	-
4	Assitant Halwai Cook	3	0	3	-
5	Canteen Clerk	2	1	1	-
6	Canteen Attendant	3	2	1	-
Total		73	12	61	-

Total On Roll Position as on 01.04.2026 (119 +10+12) = 141

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 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 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)**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.

(5)**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.

(6)**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.

(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) Inspector Controller

(9) Asstt. Inspector Controller

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

(11)**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.

(12)**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 / service books and record/ files maintained in safe custody.

(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.

(13)**Store Supervisor Gr.I** :—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.

(14) Accountant: The Accountant holds supervisory charge of the accounts and Establishment Section and in doing so, he is assisted by the Head clerk of the section concerned. He is responsible for the general administration and efficiency of the clerical establishment of the sections and seeing that the prescribed routine regarding accounts question is strictly observed. He will ensure that all accounts and establishment matters are disposed of strictly in accordance with the standing orders. He will maintain a complete set of all the forms authorised for use in the various branches and see that no alteration or addition is made to them except under order of the Manager, who will obtain the approval of Directorate of Printing, if necessary.

(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)**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.

(17) 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.

(18) 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.

(19) 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.

(20) 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.

(21) 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.

(22) 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.

(23) 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.

(24) 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.

(25)**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.

(26)**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.

(27)**Section Holder (Bindery):**—The duty of the Section Holder (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.

(28)**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.

(29)**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.

(30)**Head Mechanic (Ptg. & Bdg.):**—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.

(31)**Mechanic (Ptg. & Bdg.):**- 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.

(32)**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.

(33)**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.

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

(35) **Ctp Machine operator** :

(36)**Asstt. Ctp Machine Operator**:

(37) **Digital Press Operator**:

(38) **Asstt. Digital Press Operator**:

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(I)(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(I)(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(D)(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(D)(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 2026-27 in respect of Govt. of India Press, Ring Road, Mayapuri, New Delhi is furnished as under :-

(A) Salaries:-	=Rs.8,23,50,000/
(B) Others:	
Rewards.	=Rs.7,00,000/-
Medical	= Rs.55,00,000/-
Allowances	=Rs.7,30,00,000/-
LTC	=Rs.12,00,000
Domestic Travel Expenses	=Rs.25,00,000/-
Office Expenses	= Rs.1,60,00,000/-
Printing & Publications	= Rs.50,000/-
Material &Supplies	= Rs.1,00,00,000/-
Prof. Spl Services	=Rs.7,00,000/-
Repair & Maintenance	= Rs.14,50,000/-
Inter A/c Transfer	=Rs.7,00,000/-
Trade Apprentice	=Rs.9,00,000/-
Digital Equipment	=Rs.2,00,000/-
Tools & Lubricants	=Rs.1,25,000/-
Advertisement and Public	=Rs.50,000/-
Rent, rates and Taxes	=Rs13,00,000/-
Other Revenue Expenses	=Rs. 1,00,000/-
Total	=Rs.19,68,25,000/-

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.J. Anantha Kumar 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	96,600	1,64,004
2	Sh Romil Lotta	Medical Officer	10	65,000	1,55,804
3	Sh.Anantha Kumar	A.M.(Admn.)	8	91,400	1,50,100
4	Sh. Vinod Kumar	Dy. Manager	8	74,300	1,23,082
5	Sh. Bhabajit Deka	Dy. Manager	8	74,300	1,23,082
6	Sh. Harindra Kumar	Dy. Manager	8	66,000	1,09,968
7	Sh. Manoj Kumar	Dy. Manager	7	72,100	1,41,236
8	Sh. Subir Narayan Garai	Du. Manager	7	72,100	1,41,236
9	Sh. Kumer Chand Meena	Technical Officer	8	90,300	1,54,050
10	Sh.Ravinder Kumar	Technical Officer	8	93,000	1,58,316
11	Sh. Sarvesh Kumar Srivastava	Technical Officer	8	66000	1,09,968
12	Sh. Mahadasam Surender	Technical Officer	7	60,400	1,01,120
13	Smt. Asha Rani	Staff Nurse	10	95,500	1,71,266

14	Smt. Mary H. James	Staff Nurse	9	85,100	1,54,834
15	Sh. Kundan Singh Rawat	Head Clerk	7	60,400	1,01,120
16	Sh. Chandra S. Chatterjee	Head Clerk	6	58,600	98,276
17	Sh. Krishna Kumar Verma	Head Clerk	7	55,200	98,592
18	Sh. Kumar Gunjan	Accountant	7	49,000	83,108
19	Sh. Kamaljeet Tubid	Accountant	7	50,500	85,478
20	Smt. Anita Rani	U.D.C.	6	56,900	95,590
21	Sh. Dharmendra Pal Singh	U.D.C.	6	56,900	95,590
22	Sh. Avinash Chander	U.D.C.	6	55,200	1,09,464
23	Sh. Ashok Kumar Bhutani	U.D.C.	6	55,200	92,904
24	Sh. Biswanath Bangabash	U.D.C.	6	53,600	90,376
25	Sh. Murari Lal	U.D.C.	6	53,600	90,376
26	Sh. Ram Prasad Meena	U.D.C.	5	46,800	79,632
27	Sh. Tilak Raj	U.D.C.	5	46,800	79,632
28	Sh. Jai Pal	U.D.C.	4	46,100	78,526
29	Sh. Ritu Raj	U.D.C.	4	35,900	62,410
30	Sh. Ashok Kumar	U.D.C.	5	38,100	65,886
31	Sh. Rajeev Ranjan	U.D.C.	4	35,900	62,410
32	Sh. Rajeev Ranjan	U.D.C.	4	35,900	62,410
33	Sh. Ajay Kumar	U.D.C.	4	37,000	64,148
34	Sh. Birendra Kumar Mishra	U.D.C.	4	37,000	64,148
35	Sh. Dalip Kumar	U.D.C.	4	34,300	59,882
36	Sh. Balesh Kumar Sinha	U.D.C.	4	33,300	58,302
37	Sh. Avinash Kumar Pal	U.D.C.	4	33,300	58,302
38	Sh. Satish Kumar	U.D.C.	4	34,300	59,882
39	Sh. Ravi Ranjan Kumar	U.D.C.	4	33,300	58,302
40	Sh. Gopal Singh	U.D.C.	4	33,300	58,302
41	Sh. Manan Mehto	U.D.C.	4	33,300	58,302
42	Sh. Niraj Kumar Sinha	U.D.C.	4	33,300	58,302
43	Sh. Puroshottom Lal Meena	U.D.C.	4	33,300	58,302
44	Sh. Rajeev Kumar	U.D.C.	4	32,300	56,722
45	Sh. Sandeep Kumar	U.D.C.	4	33,300	58,302
46	Sh. Vivek Kumar	U.D.C.	4	32,300	66,412
47	Sh. Vivek Srivastava	U.D.C.	4	33,300	58,560
48	Sh. Rajnish Kumar	U.D.C.	4	30,500	48,190

49	Sh. Arjun Lal Meena	U.D.C.	4	31,400	55,300
50	Smt. Sunita Negi	U.D.C	6	56,900	98,436
51	Sh. Sanjay Yadav	Asstt. Artist Retoucher	8	86,100	1,67,556
52	Sh Shubhash Thool	Junior.Artist	9	90,300	181,140
53	Miss Shubh Kiran Kaur	Junior Artist	7	76,500	1,22,870
54	Sh. Sat Prakash	Cameraman	8	78,800	1,30,192
55	Sh.Naresh Kumar	Cameraman	7	76,500	1,49,508
56	Sh.Jitender Kumar	Cameraman	7	76,500	1,49,508
57	Sh.Manoj Kumar	Cameraman	7	68,000	1,33,528
58	Sh. Jagdish Singh	Dark Room Asstt.	7	68,000	1,13,128
59	Sh.Vinay Kapoor	Reader	6	55,200	92,904
60	Sh.Ramesh Chand	Electrician	6	50,500	85,478
61	Sh.Sureshanand	Risographer operator	5	43,400	77,420
62	Sh. Ram Niwas Prasad	Foreman(Bdg.)	6	58,600	1,03,964
63	Sh.Premnath	Section Holder(Bdg.)	6	55,200	92,904
64	Sh. Vijay Sharma	Foreman (Bdg.)	6	47,600	80,896
65	Sh.Sanjay Kumar	Section Holder(Bdg.)	5	42,800	73,312
66	Sh. Manoj Tyagi	Binder	6	58,600	1,03,964
67	Sh. Rampal	Section Holder(Bdg)	6	52,000	87,848
68	Sh. Rakesh Kumar	Binder	4	44,800	76,472
69	Sh. Randhir Singh	Binder	4	42,200	72,364
70	Sh. Ram Pravesh Mahto	Binder	4	41,000	70,468
71	Sh.Sanjay Kumar	. Section Holder (Bdg.	5	44,100	75,366
72	Smt. Shashi Sharma	Binder	4	43,500	74,418
73	Sh. Raghur Singh	Asstt. Bindeer	4	44,800	76,472
74	Sh. Narender Pal Singh	Binder	5	44,100	75,366
75	Sh. Shamshad Ali	Binder	5	44,100	75,366
76	Sh. Ram Bharose	Binder	4	43,500	74,418
77	Sh.Raj Kumar	Binder	5	44,100	75,366
78	Sh. Shiv Chand	Asstt. Binder	4	44,800	77,342
79	Sh. Bharat Singh	Asstt. Binder	4	44,800	76,472
80	Sh. Ram Badan	Asstt. Binder	4	43,500	74,418
81	Sh. Subhash Chand	Asstt. Binder	4	44,800	76,472
82	Sh.Sanjay Kumar	Asstt. Binder	5	42,800	73,312
83	Sh. Sukan Mahto	Asstt. Binder	4	43,500	74,418

84	Sh. Mahesh	Asstt. Binder	4	43,500	74,418
85	Sh. Prakash	Asstt. Binder	4	43,500	74,418
86	Sh. Puroshottam Kumar	Asstt. Binder	4	43,500	74,418
87	Sh. Chader Shekhar	Asstt. Binder	4	43,500	74,418
88	Sh. Ashok Kumar	Asstt. Binder	4	43,500	74,418
89	Sh. Inderpal Sahu	Asstt. Binder	4	43,500	74,418
90	Sh. Manveer Singh	Asstt. Binder	4	44,800	76,472
91	Sh. Udaiveer Singh	Asstt. Binder	3	37,200	64,464
92	Sh. Ram Singh	Asstt. Binder	5	49,600	81,212
93	Sh. Satish Kumar	Binder	6	53,600	90,376
94	Sh. Davinder Singh Bisht	Asstt. Binder	6	53,600	90,376
95	Sh. Sanjay Kumar	Asstt. Binder	4	43,500	74,418
96	Sh. Hari Kishan	Canteen clerk	5	54,200	91,324
97	Sh. Ragender Singh	Canteen Attendant	4	47,500	80,738
98	Sh. Data Ram	Canteen Attendant	4	47,500	80,738
99	Sh. Ganga Ram	M.T.S	4	44,800	76,472
100	Sh. Jai Kishan	M.T.S	4	44,800	76,472
101	Sh. Harvinder	M.T.S	4	44,800	73,628
102	Sh. Rajesh Kumar	M.T.S.	4	44,800	76,472
103	Sh. Raj Kumar	Asstt. Binder	4	44,800	76,472
104	Sh. Paras	M.T.S.	2	27,600	49,296
105	Sh. Rohit	M.T.S.	2	27,600	49,296
106	Sh. Mukesh Kumar	M.T.S	4	43,500	74,418
107	Sh. Rajesh Sidhu	M.T.S	4	44,800	76,472
108	Sh. Varinder	M.T.S	1	22,100	37,051
109	Sh. Rajender Prasad	Offset Machine Attendant	4	43,500	74,418
110	Sh. Naresh Kumar	Labourer	1	30,600	54,036
111	Sh. Harish Chand	Offset Machine Attendant	4	44,800	76,472
112	Sh. Pawan Kumar	Offset Machine Attendant	4	44,800	76,472
113	Sh. Prabod Kumar	D.T.P Operator	7	66,000	1,29,768
114	Sh. Gurbachan Singh	Offset Machine Man	9	85,100	1,71,364
115	Sh. Rajesh Kumar	Offset Machine Man	8	76,500	1,49,508
116	Sh. Brij Bushan Dogra	Offset Machine Man	8	72,100	1,41,236
117	Sh. Ashok Kumar	Offset Machine Man	6	43,600	74,576
118	Sh. Satish Kumar	Offset Machine Assistant	4	44,800	76,472
119	Sh. Sudershan Kumar	Offset Machine Man	6	43,500	74,418
120	Sh. Mohan Lal	Offset Machine Man	6	44,900	78,630

121	Sh. Sohan Lal	Offset Machine Man	6	43,600	74,576
122	Sh. Mahavir Singh	Offset Machine Mant	6	43,600	74,576
123	Sh. Satpal	Offset Machine Man	6	43,600	74,576
124	Sh. Sher Singh	Offset Machine Man	6	43,600	87,656
125	Sh. Satya Prakash	Offset Machine Man	6	38,700	66,834
126	Sh. Jaya Narayan	Stenographer	5	39,200	67,624
127	Sh. Kalyan Chand	Stenographer	6	58,600	1,01,292
128	Sh.Ajeet Kumar Khandelwal	L.D.C.	3	33,000	63,516
129	Sh. Dinesh kumar	L.D.C.	3	32,000	56,248
130	Sh. Manish Bhardwaj	L.D.C.	3	32,000	65,848
131	Sh. Disha Pathak	L.D.C.	3	31,100	64,156
132	Sh. Suraj Kumar	L.D.C.	3	31,100	54,826
133	Sh. Sanjay Saini	L.D.C.	3	31,100	54,826
134	Sh.Hardeep Sharma	L.D.C.	3	31,100	54,826
135	Sh. Parveen	L.D.C.	3	31,100	54,826
136	Sh. Chandan Kumar	L.D.C.	2	25,200	45,504
137	Sh. Saket Kumar	L.D.C.	3	31,100	54,826
138	Sh. Chandan Kumar sinha	L.D.C.	3	29,300	51,982
139	Sh. Nirdesh Panwar	L.D.C.	3	29,300	51,982
140	Sh. Ashish Kumar	L.D.C.	3	29,300	51,982
141	Smt. Swati Kumari	L.D.C.	2	24,500	51,748

Establishment Section I (Estate /Vig.)

Estt. I is headed by a 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 . There are 1 Head Clerk, 4 U.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., 2 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 Accountant of Account I section. The branch has 2 U.D.Cs., 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 2 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 con- tract 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

At present the post of Store Supervisor Grade-I is vacant. 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

At present the post of A.L.W.C is vacant There is one L.D.C. in the section. The A.L.W.C. section issue C.G.H.S. cards to employees. A.L.W.C. Section 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

At present the post of Assistant Director (OL) is vacant. This section deals Hindi matters and looks after the progress of dealing of letters in Hindi. This section 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 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

EMPLOYEES 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. Vinod Kumar	Deputy Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
3	Sh. J.Anatha Kumar	Deputy Manager	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.Harinder Kumar	Dy. Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
6	Sh. Bhabajit Deka	Dy. Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
7	Sh. B.N.Grai	Dy. Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
8	Sh. Manoj Kumar	Dy. Manager	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
9	Sh. Ravinder Kumar	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
10	Sh. K.C. Meena	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
11	Sh. Mahadasam Surender	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
12	Sh. Sarvesh Kumar Sivastava	Technical Officer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
13	Sh.Kamaljeet Tubid	Accountant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
14	Sh. Gunjan Kumar	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. Sanjay Kumar	Section Holder (Binding)	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
22	Sh. Randhir Singh	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
23	Sh. Ram Pravesh Mehto	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
24	Sh Rakesh Kumar	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
25	Sh Sanjay Kumar	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

26	Smt. Shashi Sharma	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
27	Sh. Raghuvir singh	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
28	Sh. Narender Pal Singh	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
29	Sh Shamshad Ali	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
30	Sh. Ram Bharose	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
31	Sh. Manoj Kumar Tyagi PH	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
32	Sh Raj kumar	Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
33	Sh. Dharam Vir	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
34	Sh. Sukan Mahto	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
35	Sh. Mahesh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
36	Sh. Purshottam Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
37	Sh. Chander Shekhar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
38	Inder Prakash Sahu	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
39	Sh. Sanjay Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
40	Sh. Prakash	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
41	Sh. Udaiveer Singh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
42	Sh Ram Badan	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
43	Sh. Bharat singh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
44	Sh. SubhashChander-V	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
45	Sh. Shiv Chand Saha	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
46	Sh. Manveer Singh (Chowkidar)	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
47	Sh. Davinder Singh Bisht	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
48	Sh. Satish Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
49	Sh. Ram Singh	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
50	Sh. Ashok Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
51	Sh. Jagdish Singh	Dark room Assistant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
52	Sh. Jitender Kumar	Camera Man	Govt. of India Press, Ring Road, Mayapuri,

			New Delhi64
53	Sh. Naresh Kumar	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
54	Sh. Sat Prakash	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
55	Sh. Manoj Kumar	Camera Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
56	Miss Shubhkiran Kaur	Junior Artist	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
57	Sh. Subhash Govind Rao Thool	Junior Artist	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
58	Sh. Ramesh Chand	Electrician	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
59	Sh. Prabol Kumar	DTP Operator	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
60	Sh. Rajendra Prasad	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
61	Sh. Naresh Kumar	Labourer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
62	Sh. Pawan Kumar	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
63	Sh. Harish Chander	Offset Machine Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
64	Sh. Sureshanand Dhyani	Risographer Operator	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
65	Sh. Sanjay Yadav	Assistant Artist Retoucher	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
66	Sh. Dharmendra Pal Singh	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
67	Sh. Bishwanath Bangabash	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
68	Sh. R.P Meena	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
69	Sh. Ashok Kumar Bhutani	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
70	Sh. Ashok Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
71	Sh. Tilak Raj	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
72	Sh. Birendra Kumar Mishra	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
73	Sh. Ajay Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
74	Sh. Murari Lal	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
75	Sh. Rajeev Ranjan-I	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
76	Sh. Ritu Raj	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
77	Sh. Rajeev Rajan-II	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
78	Sh. Jai Pal	UDC	Govt. of India Press, Ring Road, Mayapuri,

			New Delhi64
79	Sh. Satish Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
80	Sh. Sandeep Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
81	Sh. Vivek Srivastava	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
82	Smt. Anita Rani	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
83	Sh. Avinash Chander	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
84	Sh. Dalip Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
85	Sh. Gopal Singh	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
86	Sh. Niraj Kumar Sinha	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
87	Sh. Rajiv Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
88	Sh. Balesh Kumar Sinha	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
89	Sh. Manan Mahto	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
90	Sh. Purushotam Lal Meena	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
91	Sh. Vivek Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
92	Sh. Rajnish Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
93	Sh. Ravi Ranjan Kumar	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
94	Sh. Avinash Kumar Pal	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
95	Sh. Arjun Lal Meena	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
96	Smt. Sunita Negi	UDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
97	Sh. Manish Bhardwaj	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
98	Sh. Saket Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
99	Sh. Dinesh Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
100	Smt. Disha Pathak	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
101	Sh. Ashish Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
102	Sh. Nirdesh Panwar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
103	Sh. Hardeep Sharma	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
104	Sh. Parveen	LDC	Govt. of India Press, Ring Road, Mayapuri,

			New Delhi64
105	Sh. Chandan Kumar Sinha	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
106	Sh. Suraj Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
107	Sh. Sanjay Saini	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
108	Sh. Ajeet Kumar Khandelwal	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
109	Sh. Chandan Kumar	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
110	Smt. Swati Kumari	LDC	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
111	Sh. Jai Kishan(Farash)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
112	Sh. Munesh(Safaiwala)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
113	Sh. Ganga Ram, Peon	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
114	Sh. Rajesh(Safaiwala)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
115	Sh. Raj Kumar	Asstt. Binder	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
116	Sh. Mukesh Kumar(Peon)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
117	Sh. Rohit(MTS)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
118	Sh. Paras(MTS)	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
119	Sh. Virender	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
120	Sh.Rajesh Sidhu	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
121	Sh. Harvinder Singh	MTS	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
122	Smt. Asha Rani	Nurse	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
123	Smt Mary Halen James	Nurse	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
124	Sh. Hari Kishan	Canteen Clerk	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
125	Sh Ragendra Singh	Canteen Attndant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
126	Sh. Data Ram	Canteen Attendant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
127	Sh. Jaya Narayan	stenographer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
128	Sh.Kalyan Chand	Stenographer	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
129	Sh. Rajesh Kumar	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
130	Sh. Gurbachan Singh	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri,

			New Delhi64
131	Sh. Brij Bhushan Dogra	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
132	Sh. Ashok Kumar	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
133	Sh. Sudarshan Kumar	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
134	Sh. Sohan Lal	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
135	Sh. Sher Singh	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
136	Sh. Mahabir Singh	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
137	Sh. Satpal	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
138	Sh. Mohan Lal	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
139	Sh. Satya Prakash	Offset Machine Man	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
140	Sh. Satish Kumar	Offset Machine Assistant	Govt. of India Press, Ring Road, Mayapuri, New Delhi64
141	Sh. Vinay Kapoor	Head Reader	Govt. of India Press, Ring Road, Mayapuri, New Delhi64

