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भारत सरकार  
आवासन और शहरी कार्य मंत्रालय  
मुद्रण निदेशालय, 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/2026/ 294

Date: 19/05/2026

OFFICE MEMORANDUM

Sub: - Proactive disclosure under RTI Act 2005.

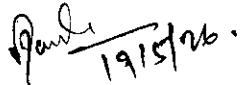
Ref: - H.Q. Email dated 28<sup>th</sup> April, 2026.

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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 <sup>st</sup> April, 2025 to 31 <sup>st</sup> March, 2026, 27 RTI via online through RTI-MIS Portal and 08 RTI through offline have been received by this office.
2.	The details of Question Received in DoP under RTI Act 2005.	35 RTI (27 RTI Online & 08 RTI Offline) received in GIP, Temple Street Kolkata-72 under RTI act, 2005 during the year 2025-2026.
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 <sup>st</sup> April, 2025 to 31 <sup>st</sup> March, 2026 (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.	

Encl. : As stated.

  
( V. Gouda )  
Asstt. Manager (Admn.)

To  
The Assistant Director (CDN)  
Directorate of Printing,  
'B' Wing, 4<sup>th</sup> Floor, GIP Bldg.,  
D.D.U.Marg,  
New Delhi-110002

### Calculation of Area for Govt. Press and Form Stores based on Field Data

-New Building Front:-	$1/4 \times (41.17+44.25+48.00+55.33) \times 1/3(121.92+19.17+5.75)$	= 2039.75 sq ft ✓
New Building Area(Part):-	$208 \times (121.92+19.17+5.75)$	= 30505.28 sq ft ✓
Building with Canteen:-	$50 \times (208-80)$	= 6400.00 sq ft
Canteen (Back side) :-	$(5.75+106.42+20) \times 30.00$	= 3965.10 sq ft
Managers Building :-	$(5.75+106.42) \times (158.58+10.13)-30.00$	= 18924.20 sq ft
Form Store Building(Front) :-	$1/2 \times (76.50+66.17) \times 93.17$	= 6646.28 sq ft
	$1/3 \times (52.00+44.00+37.50) \times 125.00$	= 5562.50 sq ft
	$(43.00) \times 37.00$	= 1591.00 sq ft
Form Store building(Back side):-	$(43.00+125.00+93.17) \times 3.00$	= 216.17 sq ft
Form Store Building :-	$226.75 \times 100.04$	= 22684.07 sq ft
	$43.00 \times 100.25$	= 4310.75 sq ft
		<hr/> 1,02,845.30 sq ft

$$\frac{1,02,845.30}{720.00} = 142.84 \text{ Cotah (approx.)}$$

$$\frac{142.84}{20.00} = 7.14 \text{ Bigha (approx.)}$$

*Handwritten signature and date: 11/12/06*

*Handwritten signature and date: 19/5/06*  
 Asstt. Manager (Admn.)  
 Govt. of India Press  
 1, Temple St., Kolkata-72

'X'

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

PENSIONERS RECORD w.e.f. 01/04/2025 to 31/03/2026 ARE FURNISHED BELOW.

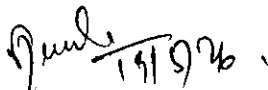
Sl. No.	Name of employee	Designation	Date of Retirement	Remarks
1.	Dharani Dhar Sahu	Asstt. Binder	30/04/2025	
2.	Bidhu Bhushan Purkait	Binder	31/05/2025	
3.	Kalipada Sarkar	Canteen Attendant	30/06/2025	
4.	Padamohan Bharatia	Wash Boy (Canteen)	30/06/2025	
5.	Mahananda Mondal	Offset Machine Man	31/07/2025	
6.	Atulya Sarkar	Binder	31/07/2025	
7.	Rabi Makal	Technical Officer	31/08/2025	
8.	Late Debasish Das	Binder	31/12/2026	<b>Died-in-harness on 16/08/2025</b>
9.	Debashis Mullick	Head Clerk	30/09/2025	
10.	Abhiram Pallai	Binder	30/09/2025	
11.	Akhil Bandhu Das	Head Reader	31/10/2025	
12.	Netai Chandra Mondal	Section Holder (Bdg.)	30/11/2025	
13.	Krishna Ram	Binder	30/11/2025	
14.	Sambhu Balmiki	MTS (Non-Ind.)	31/01/2026	
15.	Jayanta Chakraborty	Upper Division Clerk	31/01/2026	
16.	Sunil Dirghangi	Canteen Attendant	31/01/2026	
17.	Jayanta Naskar (SC)	Offset Machine Man	28/02/2026	
18.	Late Goutam Boral	UDC	31/07/2027	<b>Died-in-harness on 08/03/2026</b>
19.	Subhasish Das	Section Holder (Bdg.)	31/03/2026	

*Handwritten signature*  
Asstt. Manager (Admin.)  
Govt. of India Press  
1, Temple St., Kolkata-72

## 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. 01 to 07).
2.	Allocation of work among all section of GIP Temple Street.	As per guideline of Press Hand Book. (Page No. A & B)
3.	Organization chart of GIPTS.	Not available at this moment.
4.	Directory of its officers and employees.	Enclosure is attached herewith [Page no. (i) to (x)].
5.	Recruitment rule for group C including MTS (industrial and non-industrial).	Related to HQ Office, New Delhi
6.	Monthly remuneration received by each officers and employees as on date.	Enclosure is attached herewith (Page no. (a) to (d).
7.	Budget grant for financial year 2026-27.	Enclosure is attached herewith.

  
(V. Gouda)  
Asstt. Manager (Admn.)

**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:** Head Clerk is responsible for the general supervision of clerical branches and Sections under his charge. The Head Clerk 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.

**(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.

**(12) Stenographer Grade II:** 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 administrating 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) Store Supervisor Gr. I:** Store Supervisor Gr. I 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 Despatcher 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 Forman'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.

**(15) Head Mechanic:** The Head Mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the 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, 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

*Paul*  
19/5/20

Asstt. Manager (Admn.)  
Govt. of India Press  
1, Temple St., Kolkata-72

SECTION	NAME	DESIGNATION	FUNCTION
E-I		HEAD CLARK	This 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 Offices / Presses on administrative matters, preparation of roster and maintain of Service Books of all employees.
		UDC	
		UDC	
		UDC	
		UDC	
		STENOGRAPHER GR-II	

E-II		HEAD CLARK	This Section passes leave application, maintain leave account and prepare leave encashment of all employees.
		UDC	
		UDC	
		UDC	

E-III		HEAD CLARK	Pension cases are dealt in this Section. Final Payment of Gratuity, Commutation, G.P.F., CGEGIS are finalized in this Section.
		UDC	
		UDC	
		UDC	

PROCUREMENT		HEAD CLARK	This 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 whenever required, disposal of waste paper, maintenance of Stationery and Paper Ledger and also deals weighty scale contract and carrying contract of transportation.
		UDC	
		UDC	
		UDC	

GB		HEAD CLARK	This Section deals with General Diary, Despatch of Letters, Telephone Bills, Issue of Identity Cards to Employees.
		STENO-I	
		UDC	
		UDC	

SUPPLY		HEAD CLARK	This Section deals with despatch of Printed materials to Other Departments.
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DEBIT RAISING		HEAD CLARK	This Section raised cost of printing bills and realised the amount from the Indentors.
		UDC	
		UDC	

CASH		UDC	Maintain the Cash Book and forward the Hard Copy of various bill to the Pay & Accounts Office, Kolkata.
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AC-I		HEAD CLARK	This Section prepares Salary Bills, Bonus Bills, Overtime Bills of all employees, D.A. Arrear, Gratuity Bills, Commutation Bills and Leave Encashment Bills etc.
		UDC	
		UDC	
		UDC	
		UDC	
		UDC	

<b>AC-II</b>		ACCOUNTANT	This Section prepares Medical Bills, L.T.C. Cases, Preparation of Proforma Accounts, Budget and deals with Internal/External Audit.
		UDC	
		UDC	
		UDC	
		UDC	
		UDC	

<b>LEGAL</b>		HEAD CLARK	Deals with various Court Cases, P.G. Cases and Reply against RTI matters.
		UDC	
		UDC	

<b>DESPATCH</b>		UDC	This Section deals with despatch of Printed materials to Other Departments.
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<b>STORE</b>		UDC	This Section recived and issues Papers and Other Materials and Chemicals used by this Press. It maintains the records of all items/materials. It also maintains Stock Registers.
		LDC	

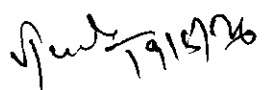
<b>TK-I</b>		UDC	Maintain attendance of all the employees of this Office.
		UDC	

<b>TK-II</b>		UDC	Maintain attendance of all the employees of this Office.
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<b>PLANNING</b>		UDC	This Section prepares various Work Dockets.
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<b>DISPENSARY</b>		PHARMACIST	To issue Medicines as prescribed by the Press Medical Officer and take care of patient.
		PHARMACIST	
		PHARMACIST	
		NURSE	

<b>CARETAKER</b>		UDC	It controls and distributes duties to watch and ward staffs, Safaiwala for cleanliness of the Press and also maintains the Press Building.
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 Asstt. Manager (Admn.)  
 Govt. of India Press  
 1, Temple St., K~~o~~l~~o~~n~~o~~l~~o~~n~~o~~l~~o~~n-72

**Directory of Officers & Employees (Industrial & Non-Industrial)**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Office Phone No.</b>
1	Dr. Satyabrata Konar	CMO (SAG)	(033)22154260
2	Anil Kumar Singh Biswas	Assistant Manager(Tech.)	DO
3	Rakesh Sukul	Deputy Manager	DO
4	Vivekananda Gouda	Deputy Manager	DO
5	Asit Halder	Deputy Manager	DO
6	Sudip Munda	Deputy Manager	DO
7	Sankalita Dasgupta	Technical Officer	DO
8	Satyajit Adak	Technical Officer	DO
9	Braj Bhushan Jha	Accountant	DO
10	Khelaram Hansda	Head Clerk	DO
11	Prosanta Mondal	Head Clerk	DO
12	Kalidas Hembram	Head Clerk	DO
13	Sunil Kumar	Head Clerk	DO
14	Chandra Karmakar	Head Clerk	DO
15	Bibhash Bhaumick	Head Clerk	DO
16	Swarup Kr. Das	Head Clerk	DO
17	Pue Mukherjee	Head Clerk	DO
18	Badal Chandra Mondal	Head Clerk	DO

(ii)

19	Samaresh Das	Stenographer-Gr.I	DO
20	Debashis Mukherjee	Stenographer-Gr.II	DO
21	Dipankar Maiti	Pharmacist	DO
22	Soubir Pradhan	Pharmacist	DO
23	Vijay Kr. Vishwakarma	Pharmacist	DO
24	Soma Chatterjee	Nurse	DO
25	Swapna Sarkar	U.D.C.	DO
26	Aloke Baul	U.D.C.	DO
27	Sujit Kr. Barman	U.D.C.	DO
28	Dipa Das Chakraborty	U.D.C.	DO
29	Sanjib Halder	U.D.C.	DO
30	Sankar Biswas	U.D.C.	DO
31	Pradip Kr. Mondal	U.D.C.	DO
32	Somnath Mitra	U.D.C.	DO
33	Dilip Naskar	U.D.C.	DO
34	Narayan Chandra Jana	U.D.C.	DO
35	Pinaki Chattopadhyay	U.D.C.	DO

<b>36</b>	Somnath Chowdhury	U.D.C.	DO
<b>37</b>	Subrata Sarkar	U.D.C.	DO
<b>38</b>	Indira Sur	U.D.C.	DO
<b>39</b>	Manasi Sinha	U.D.C.	DO
<b>40</b>	Sanjit Samanta	U.D.C.	DO
<b>41</b>	Raj Guha	U.D.C.	DO
<b>42</b>	Subol Podder	U.D.C.	DO
<b>43</b>	Ajoy Choudhury	U.D.C.	DO
<b>44</b>	Prasanta Ray	U.D.C.	DO
<b>45</b>	Debabrata Bag	U.D.C.	DO
<b>46</b>	Tapas Dutta	U.D.C.	DO
<b>47</b>	Md. Asif	U.D.C.	DO
<b>48</b>	Biswanath Bose	U.D.C.	DO
<b>49</b>	Shiva Prasad Swain	U.D.C.	DO
<b>50</b>	Krishnendu Mondal	U.D.C.	DO
<b>51</b>	Anirban Sarkar	U.D.C.	DO
<b>52</b>	Miss Ramiya Kumari	U.D.C.	DO

53	Kadey Ram Mardi	U.D.C.	DO
54	Soumik Biswas	U.D.C.	DO
55	Devanand Singh	U.D.C.	DO
56	Sushanta Saha	U.D.C.	DO
57	Subrata Kr. Das	U.D.C.	DO
58	Sumit Bhattacharyya	U.D.C.	DO
59	Sayantana Mukherjee	U.D.C.	DO
60	Birendra Kumar	U.D.C.	DO
61	Pankaj Kumar	U.D.C.	DO
62	Monoj Munshi	U.D.C.	DO
63	Tanmoy Neogi	L.D.C.	DO
64	Samir Kumar Manna	L.D.C.	DO
65	Sanjay Hela	M.T.S.	DO
66	Judhistira Gochhayat	M.T.S.	DO
67	Bablu Hazra	M.T.S.	DO
68	Bimal Saren	M.T.S.	DO
69	Bandhu Rawat	M.T.S.	DO

(1)

<b>70</b>	Sukanta Ghosh	M.T.S.	DO
<b>71</b>	Alpana Chowdhury	M.T.S.	DO
<b>72</b>	Tapas Kr. Das	M.T.S.	DO
<b>73</b>	Naba Kr. Das	M.T.S.	DO
<b>74</b>	Padma Roy	M.T.S.	DO
<b>75</b>	Gunjan Kr. Paswan	M.T.S.	DO
<b>76</b>	Ankana Saha	M.T.S.	DO
<b>77</b>	Sabuj Kr. Tikader	M.T.S.	DO
<b>78</b>	Prabhat Kr. Ranjan	M.T.S.	DO
<b>79</b>	Swapn Kr. Ghosh	Wash Boy/Canteen Attendant	DO
<b>80</b>	Ashis Paria	Assistant Plate Maker	DO
<b>81</b>	Mrinal Kanti Majhi	Head Reader	DO
<b>82</b>	Dilip Hansda	Reader	DO
<b>83</b>	Sajal Chakraborty	Reader	DO
<b>84</b>	Amit Kumar Dey	Reader	DO
<b>85</b>	Pabitra Kumar Sahoo	Copy Holder	DO
<b>86</b>	Kamasala Ramakrishna	Assistant Artist Retoucher	DO
<b>87</b>	Bijoy Kumar Das	D.T.P. Operator	DO

(VI)

88	Bhaskar Halder	D.T.P. Operator	DO
89	Partha S. Chakraborty	D.T.P. Operator	DO
90	Kalyan Talukdar	Machine Man (Offset)	DO
91	Bivas Ghosh	Machine Man (Offset)	DO
92	Rishi Kanta Sardar	Machine Man (Offset)	DO
93	Monjoy Kumar Das	Machine Man (Offset)	DO
94	Joseph Kujur	Machine Man (Offset)	DO
95	Ahindra Nath Naskar	Machine Man (Offset)	DO
96	Janardan Kanji	Machine Man (Offset)[Ad-hoc]	DO
97	Avijit Das	Machine Assistant (Offset)	DO
98	Sujit Kumar Paul	Machine Assistant (Offset)	DO
99	Biswanath Mal	Machine Assistant (Offset)	DO
100	Gour Dutta	Machine Assistant (Offset)	DO
101	Lakshman Adhikary	Machine Assistant (Offset)	DO
102	Jayanta Kr. Naskar	Machine Assistant (Offset)	DO
103	Subhas Ch. Ghosh	Machine Attendant (Offset)	DO
104	Tshering Namgyal Sherpa	Machine Attendant (Offset)	DO
105	Subir Kr. Das	Machine Attendant (Offset)	DO
106	Pijush Ganguly	Machine Attendant (Offset)	DO

107	Ram Chandra Biswas	Machine Attendant (Offset)	DO
108	Sandhya Dey	Foreman (Binding)	DO
109	Sukummar Das II	Foreman (Binding)	DO
110	Tarak Nath Marick	Section Holder (Binding)	DO
111	Samiran Maity	Section Holder (Binding)	DO
112	Subhasish Das	Section Holder (Binding)	DO
113	Shibani Sen	Section Holder (Binding)	DO
114	Somnath Sardar	Section Holder (Binding)	DO
115	Subhankar Ghosh	Section Holder (Binding)	DO
116	Dipak Ghosh	Binder	DO
117	Prosenjit Dutta	Binder	DO
118	Susanta Debnath	Binder	DO
119	Tapas Barua	Binder	DO
120	Kaushik Samadder	Binder	DO
121	Tapan Kundu	Binder	DO
122	Ashoke Kumar Halder	Binder	DO
123	Sanat Kumar Biswas	Binder	DO
124	Asit Kumar Nandy	Binder	DO
125	Pratap Kumar Acharjee	Binder	DO
126	Pradip Dutta	Binder	DO

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127	Tapas Kumar Bera	Binder	DO
128	Samar Maitra	Binder	DO
129	Tapan Kumar Golui	Binder	DO
130	Swarup Ghosh	Binder	DO
131	Lalit Mohan Bacher	Binder	DO
132	Ranajit Kumar Ghosh	Binder	DO
133	Alip Majumder	Binder	DO
134	Madhusudan Pal	Binder	DO
135	Swapan Kumar Laha	Binder	DO
136	Samarendra Nath Naskar	Binder	DO
137	Soumitra Dey	Binder	DO
138	Santanu Das	Binder	DO
139	Goutam Das	Binder	DO
140	Dipankar Sen	Binder	DO
141	Prabir Kumar Das	Binder	DO
142	Nanda Dulal Das	Binder	DO
143	Aradhana Saha	Binder	DO
144	Dipak Chandra Seal	Binder	DO
145	Km. Bandana Paul	Binder	DO
146	Manas Kr. Bhattacharya	Binder	DO

147	Kaushik Mondal	Binder	DO
148	Jhantu Kumar Roy	Binder	DO
149	Balak Hansda	Binder	DO
150	Elemola Papa	Binder	DO
151	Panchu Gopal Sengupta	Binder	DO
152	Chanchal Hati	Binder	DO
153	Prosenjit Kundu	Binder	DO
154	Uma Sankar Gond	Binder	DO
155	Sukanta Roy	Binder	DO
156	Tarak Nath Sarkar	Binder	DO
157	Dilip Kr. Sanpui	Binder	DO
158	Abhoy Kr. Mondal	Binder	DO
159	Kishor Kr. Mahata	Binder	DO
160	Dhananjay Mahata	Binder	DO
161	Md. Aslam	Binder	DO
162	Priyabrata Kolley	Binder	DO
163	Bablu Saha	Binder	DO
164	Avijit Mondal	Binder	DO
165	Pankaj Kr. Seal	Binder	DO
166	Tapas Kr. Hazra	Binder	DO
167	Basudev Roy	Binder	DO

(4)

168	Pratap Chandra Bangal	Binder	DO
169	Subhas Nag	Binder	DO
170	Subrata Das	Binder	DO
171	Bikash Sana	Binder	DO
172	Manab Chandra Pal	Binder	DO
173	Bimal Sarkar	Binder	DO
174	Ranu Sinha	Binder	DO
175	Somen Paul	Assistant Binder	DO
176	Dipak Kr. Bose	Assistant Binder	DO
177	Rajendra Hela	Assistant Binder	DO
178	Sanjay Majumder	Assistant Binder	DO
179	Panch Kari Das	Assistant Binder	DO

*Paul* 19/5/26  
Asstt. Manager  
Govt. of India Press  
1, Temple St., Kolkata-72

**Monthly Remuneration Report for the month April - 2026**  
**GOVT.OF INDIA PRESS,CALCUTTA.**

(a)

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
1	AKM030M71008	AKM030M71008	Abhoy Kumar Mondal	Binder	5	14	42800	86152
2	ANN030M66001	ANN030M66001	Ahindra Nath Naskar	Machine Man	6	8	43600	87656
3	A*C030M68004	B7	Ajoy Choudhury	Upper Division Clerk	5	19	49600	98936
4	A*M030M68001	A*M030M68001	Alip Majumder	Binder	6	15	53600	106456
5	A*B030M68003	A*B030M68003	Aloke Baul	Upper Division Clerk	6	15	53600	106456
6	A*C030F66001	A*C030F66001	Alpana Chowdhury	Multi Tasking Staff ( Non Ind )	3	23	41800	84272
7	AKD030M72001	AKD030M72001	Amit Kumar Dey	Reader	6	18	58600	115856
8	AKS030M67009	AKS030M67009	Anil Kumar Singh Biswas	Assistant Manager (technical)	8	24	94100	182596
9	A*S030M83002	A*S030M83002	Anirban Sarkar	Upper Division Clerk	4	12	35300	72052
10	A*S030F89002	A*S030F89002	Ankana Das	Multi Tasking Staff	2	11	26800	56072
11	A*S030F71002	A*S030F71002	Aradhana Saha	Binder	6	15	53600	106456
12	A*P030M80001	A*P030M80001	Ashis Paria	Assistant Plate Maker	3	13	31100	54826
13	AKH030M66001	AKH030M66001	Ashòke Kumar Halder	Binder	6	16	55200	109464
14	A*H030M82001	A*H030M82001	Asit Halder	Deputy Manager	8	12	66000	129768
15	AKN030M68002	AKN030M68002	Asit Kumar Nandy	Binder	6	16	55200	109464
16	A*D030M77001	A*D030M77001	Avijit Das	Offset Machine Assistant	5	19	49600	98936
17	A*M030M69002	A*M030M69002	Avijit Mondal	Binder	5	14	42800	86152
18	B*H030M69002	B*H030M69002	Bablu Hazra	Multi Tasking Staff	4	19	43500	87468
19	B*S030M70005	B*S030M70005	Bablu Saha	Binder	5	14	42800	86152
20	BCM030M73001	BCM030M73001	Badal Chandra Mondal	Head Clerk	7	7	53600	106456
21	B*H030M69003	B*H030M69003	Balak Hansda	Binder	5	15	44100	88596
22	B*P030F66001	B*P030F66001	Bandana Paul	Binder	6	11	47600	95176
23	B*R030M76001	B*R030M76001	Bandhu Rawat	Multi Tasking Staff ( Non Ind )	3	22	40600	69836
24	B*R030M69004	B*R030M69004	Basudev Roy	Binder	5	14	42800	86152
25	B*H030M68001	B*H030M68001	Bhaskar Halder	D T P Operator	7	16	70000	137288
26	B*B030M68003	B*B030M68003	Bibhash Bhaumick	Head Clerk	7	7	53600	106456
27	BKD030M69002	BKD030M69002	Bijoy Kumar Das	D T P Operator	7	16	70000	137288
28	B*S030M70006	B*S030M70006	Bikash Sana	Binder	5	14	42800	86152
29	B*S030M66014	B*S030M66014	Bimal Saren	Multi Tasking Staff ( Non Ind )	4	19	43500	87468
30	B*S030M68016	B*S030M68016	Bimal Sarkar	Binder	4	17	41000	82768
31	B*K030M83001	B*K030M83001	Birendra Kumar	Upper Division Clerk	4	9	32300	56722
32	B*B030M69002	B*B030M69002	Biswanath Bose	Upper Division Clerk	4	25	51900	103280
33	B*M030M70003	B*M030M70003	Biswanath Mal	Offset Machine Assistant	4	18	42200	72364
34	B*G030M69001	B*G030M69001	Bivas Ghosh	Offset Machine Man	6	8	43600	87656
35	BBJ030M69001	BBJ030M69001	Braj Bhushan Jha	Accountant	6	10	46200	78684
36	C*H030M71001	C*H030M71001	Chanchal Hati	Binder	5	14	42800	86152
37	C*K030F69001	C*K030F69001	Chandra Karmakar	Head Clerk	7	7	53600	106456
38	D*B030M71002	D*B030M71002	Debabrata Bag	Upper Division Clerk	5	19	49600	98936
39	D*M030M68002	D*M030M68002	Debashis Mukherjee	Stenographer (grade C)	6	19	60400	119240
40	D*S030M76004	D*S030M76004	Devanand Singh	Upper Division Clerk	5	9	37000	69836
41	D*M030M71003	D*M030M71003	Dhananjoy Mahata	Binder	5	14	42800	86152
42	D*H030M74001	D*H030M74001	Dilip Hansda	Reader	6	18	58600	115856
43	D*N030M69002	D*N030M69002	Dilip Naskar	Upper Division Clerk	5	19	49600	98936
44	DKS030M72001	DKS030M72001	Dilip Kumar Sanpui	Binder	5	15	44100	88596
45	D*D030F71001	D*D030F71001	Dipa Das Chakraborty	Upper Division Clerk	5	19	49600	98936
46	D*G030M68001	D*G030M68001	Dipak Ghosh	Binder	6	16	55200	109464
47	DCS030M78001	DCS030M78001	Dipak Chandra Seal	Binder	6	11	47600	95176
48	DKB030M66001	DKB030M66001	Dipak Kumar Bose	Assistant Binder	4	19	43500	87468
49	D*M030M71002	D*M030M71002	Dipankar Maili	Pharmacist	8	19	81200	163469
50	D*S030M69006	D*S030M69006	Dipankar Sen	Binder	6	15	53600	106456

\*\*\* Shri Pijush Ganguly (offset machine attendance) is not appear in this list due to irregular leave A/c herein

**Monthly Remuneration Report for the month April - 2026**  
**GOVT.OF INDIA PRESS,CALCUTTA.**

(b)

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
51	E*P030F73001	E*P030F73001	Elemola Papa	Binder	5	15	44100	88596
52	G*D030M71003	G*D030M71003	Gour Dutta	Offset Machine Assistant	4	18	42200	85024
53	G*D030M67003	G*D030M67003	Goutam Das	Binder ( Grade - I )	6	15	53600	106456
54	GKP030M91001	GKP030M91001	Gunjan Kumar Paswan	Multi Tasking Staff	2	12	27600	49296
55	I*S030F70001	I*S030F70001	Indira Sur	Upper Division Clerk	5	19	49600	98936
56	J*K030M68007	J*K030M68007	Janardan Kanji	Machine Man	6	8	43600	87656
57	JKN030M68001	JKN030M68001	Jayanta Kumar Naskar	Offset Machine Assistant	6	15	53600	106456
58	JKR030M71001	JKR030M71001	Jhantu Kumar Roy	Binder	5	13	41600	83896
59	J*K030M71003	J*K030M71003	Joseph Kujur	Offset Machine Man	6	9	44900	90100
60	J*G030M67001	25	Judhistira Gochhayat	Safaiwala	4	20	44800	89912
61	KRM030M83002	KRM030M83002	Kadey Ram Mardi	Upper Division Clerk	4	12	35300	77740
62	K*H030M67001	K*H030M67001	Kalidas Hembram	Head Clerk	7	9	56900	118717
63	K*T030M68001	K*T030M68001	Kalyan Talukdar	Offset Machine Man	6	19	60400	101120
64	K*R030M66004	30	Kamsala Ramakrishna	Assistant Artist Retoucher	9	19	90300	181140
65	K*M030M75001	K*M030M75001	Kaushik Mondal	Binder	5	14	42800	86152
66	K*H030M68001	K*H030M68001	Khelaram Hansda	Head Clerk	7	10	58600	115856
67	KKM030M73003	KKM030M73003	Kishor Kumar Mahata	Binder	5	14	42800	86152
68	K*S030M68006	K*S030M68006	Koushik Samaddar	Binder	6	16	55200	109464
69	K*M030M78002	K*M030M78002	Krishnendu Mandal	Upper Division Clerk	4	12	35300	72052
70	L*A030M70001	L*A030M70001	Lakshman Adhikari	Offset Machine Assistant	4	18	42200	85024
71	LMB030M70001	LMB030M70001	Lalit Mohan Bachar	Binder	6	16	55200	109464
72	MSP030M69001	MSP030M69001	Madhu Sudan Pal	Binder	6	16	55200	109464
73	MCP030M67001	MCP030M67001	Manab Chandra Pal	Binder	4	17	41000	82768
74	MKB030M73001	MKB030M73001	Manas Kumar Bhattacharjee	Binder	5	14	42800	86152
75	M*S030F72001	M*S030F72001	Manasi Sinha	Upper Division Clerk	5	16	45400	91040
76	M*A030M78001	M*A030M78001	Md Asif	Upper Division Clerk	4	12	35300	72052
77	M*A030M72003	M*A030M72003	Md Aslam	Binder	5	14	42800	86152
78	MKD030M70001	MKD030M70001	Monjoy Kumar Das	Offset Machine Man	7	2	46200	92544
79	M*M030M81001	M*M030M81001	Monoj Munshi	Upper Division Clerk	4	11	34300	70172
80	MKM030M70002	MKM030M70002	Mrinal Kanti Majhi	Head Reader	6	19	60400	119240
81	NKD030M68003	NKD030M68003	Naba Kumar Das	Multi Tasking Staff ( Non Ind )	4	19	43500	87468
82	NDD030M69001	NDD030M69001	Nanda Dulal Das	Binder	6	15	53600	106456
83	NCJ030M67001	NCJ030M67001	Narayan Chandra Jana	Upper Division Clerk	6	15	53600	106456
84	PKS030M74001	29	Pabitra Kumar Sahoo	Copy Holder	4	21	46100	78526
85	P*R030F66002	P*R030F66002	Padma Roy	Daftly	4	22	47500	94988
86	PKD030M66002	PKD030M66002	Panch Kari Das	Assistant Binder	4	19	43500	87468
87	PGS030M70001	PGS030M70001	Panchu Gopal Sengupta	Binder	5	14	42800	86152
88	P*K030M83008	P*K030M83008	Pankaj Kumar	Upper Division Clerk	4	9	32300	57368
89	PKS030M71002	PKS030M71002	Pankaj Kumar Seal	Binder	5	14	42800	86152
90	PSC030M68001	7481	Partha Sarathi Chakraborty	D T P Operator	7	16	70000	137288
91	P*C030M71001	P*C030M71001	Pinaki Chattopadhyay	Upper Division Clerk	5	19	49600	98936
92	PKR030M86001	PKR030M86001	Prabhat Kumar Ranjan	Multi Tasking Staff	2	12	27600	49296
93	PKD030M71001	PKD030M71001	Prabir Kumar Das	Binder ( Grade - I )	6	15	53600	106456
94	P*D030M68004	P*D030M68004	Pradip Dutta	Binder	6	16	55200	109464
95	PKM030M74001	PKM030M74001	Pradip Kumar Mondal	Upper Division Clerk	6	15	53600	106456
96	P*M030M67006	P*M030M67006	Prasanta Mondal	Head Clerk	7	7	53600	106456
97	P*R030M70002	P*R030M70002	Prasanta Ray	Upper Division Clerk	5	19	49600	98936
98	PCB030M70001	PCB030M70001	Pratap Chandra Bangal	Binder	5	14	42800	86152
99	PKA030M68001	PKA030M68001	Pratap Kumar Acharjee	Binder	6	16	55200	109464
100	P*K030M71003	P*K030M71003	Priyabrata Kolley	Binder	5	14	42800	86152

**Monthly Remuneration Report for the month April - 2026**  
**GOVT.OF INDIA PRESS,CALCUTTA.**

(C)

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
101	P*D030M68003	P*D030M68003	Prosenjit Dutta	Binder	6	16	55200	109464
102	P*K030M72009	P*K030M72009	Prosenjit Kundu	Binder	5	14	42800	86152
103	P*M030F71001	P*M030F71001	Pue Mukherjee	Head Clerk	7	7	53600	106456
104	R*G030M69002	R*G030M69002	Raj Guha	Upper Division Clerk	5	18	48200	96304
105	R*H030M67001	R*H030M67001	Rajendra Hela	Assistant Binder	4	19	43500	87468
106	R*S030M80002	R*S030M80002	Rakesh Sukul	Deputy Manager	8	16	74300	145372
107	RCB030M75001	RCB030M75001	Ram Chandra Biswas	Machine Attendant Offset	3	20	38300	77692
108	R*K030F76001	R*K030F76001	Ramiya Kumari	Upper Division Clerk	4	12	35300	61462
109	RKG030M70001	RKG030M70001	Ranjit Kumar Ghosh	Binder	6	16	55200	109464
110	R*S030F69001	R*S030F69001	Ranu Sinha	Binder	4	16	39800	80512
111	RKS030M67009	RKS030M67009	Rishi Kanta Sardar	Offset Machine Man	6	7	42300	85212
112	SKT030M83002	SKT030M83002	Sabuj Kumar Tikader	Multi Tasking Staff	2	12	27600	57576
113	S*C030M70007	S*C030M70007	Sajal Chakraborty	Reader	6	18	58600	115856
114	S*M030M69007	600	Samar Moitra	Binder	6	16	55200	109464
115	SNN030M69001	SNN030M69001	Samarendra Nath Naskar	Binder	6	15	53600	106456
116	S*D030M67004	S*D030M67004	Samaresh Das	Stenographer Grade II	8	15	72100	141236
117	SKM030M82002	SKM030M82002	Samir Kumar Manna	Lower Division Clerk	2	14	29300	52588
118	S*M030M70006	S*M030M70006	Samiran Maity	Section Holder	6	16	55200	92904
119	SKB030M67002	SKB030M67002	Sanat Kumar Biswas	Binder	6	16	55200	109464
120	S*D030F73001	S*D030F73001	Sandhya Dey	Foreman	6	17	56900	112660
121	S*H030M68001	S*H030M68001	Sanjay Hela	Safaiwala	4	19	43500	87468
122	S*M030M66004	S*M030M66004	Sanjay Majumdar	Assistant Binder	2	18	33000	67728
123	S*H030M71003	S*H030M71003	Sanjib Halder	Upper Division Clerk	6	15	53600	106456
124	S*S030M69014	S*S030M69014	Sanjit Samanta	Upper Division Clerk	5	19	49600	98936
125	S*D030F83001	S*D030F83001	Sankalita Dasgupta	Technical Officer	8	12	66000	129768
126	S*B030M68011	S*B030M68011	Sankar Biswas	Upper Division Clerk	6	15	53600	106456
127	S*D030M70001	S*D030M70001	Santanu Das	Binder	6	15	53600	106456
128	S*K030M64019	S*K030M64019	Satyabrata Konar	C M O ( S A G )	15		218200	453774
129	S*A030M86001	S*A030M86001	Satyajit Adak	Technical Officer	8	12	66000	129768
130	S*M030M84001	S*M030M84001	Sayantana Mukherjee	Upper Division Clerk	4	9	32300	56722
131	S*S030F71002	S*S030F71002	Shibani Sen	Section Holder	6	15	53600	106456
132	SPS030M82001	93	Shiva Prasad Swain	Upper Division Clerk	4	12	35300	61462
133	S*C030F81001	S*C030F81001	Soma Chatterjee	Nursing Sister	8	18	78800	165082
134	S*P030M83003	S*P030M83003	Somen Paul	Assistant Binder	2	19	34000	69608
135	S*C030M68002	S*C030M68002	Somnath Chowdhury	Upper Division Clerk	5	19	49600	98936
136	S*M030M69005	S*M030M69005	Somnath Mitra	Upper Division Clerk	6	15	53600	106456
137	S*S030M67011	S*S030M67011	Somnath Sardar	Section Holder	6	15	53600	106456
138	S*P030M68001	S*P030M68001	Soubir Pradhan	Pharmacist	8	19	81200	139109
139	S*B030M82001	S*B030M82001	Soumik Biswas	Upper Division Clerk	4	11	34300	70172
140	S*D030M76001	S*D030M76001	Soumitra Dey	Binder	6	15	53600	106456
141	S*G030M72003	S*G030M72003	Subhankar Ghosh	Section Holder	6	15	53600	106456
142	S*N030M71002	S*N030M71002	Subhas Nag	Binder	5	14	42800	86152
143	SCG030M66001	SCG030M66001	Subhas Chandra Ghosh	Offset Machine Assistant	4	14	37500	76188
144	SKD030M67003	SKD030M67003	Subir Kumar Das	Offset Machine Attendant	4	19	43500	87468
145	S*P030M70006	S*P030M70006	Subol Podder	Upper Division Clerk	5	19	49600	98936
146	S*D030M71004	S*D030M71004	Subrata Das	Binder	5	14	42800	86152
147	S*S030M70012	S*S030M70012	Subrata Sarkar	Upper Division Clerk	5	19	49600	98936
148	SKD030M70002	SKD030M70002	Subrata Kumar Das	Upper Division Clerk	5	15	44100	88596
149	S*M030M83004	S*M030M83004	Sudip Munda	Deputy Manager	8	12	66000	109968
150	SKB030M70002	SKB030M70002	Sujit Kumar Barman	Upper Division Clerk	6	15	53600	106456

**Monthly Remuneration Report for the month April - 2026**  
**GOVT.OF INDIA PRESS,CALCUTTA.**

(d)

Sr. No.	Employee Code	Employer Code	Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gross Total
151	SKP030M70004	SKP030M70004	Sujit Kumar Paul	Offset Machine Assistant	5	14	42800	86152
152	S*G030M73001	S*G030M73001	Sukanta Ghosh	Peon	3	20	38300	83380
153	S*R030M71001	S*R030M71001	Sukanta Roy	Binder	5	15	44100	88596
154	S*D030M66014	S*D030M66014	Sukumar Das	Foreman	6	16	55200	109464
155	S*B030M86001	S*B030M86001	Sumit Bhattacharyya	Upper Division Clerk	4	9	32300	66412
156	S*K030M70014	S*K030M70014	Sunil Kumar	Head Clerk	6	16	55200	109464
157	S*D030M68002	S*D030M68002	Susanta Debnath	Binder	6	16	55200	109464
158	S*S030M66019	S*S030M66019	Sushanta Saha	Upper Division Clerk	4	21	46100	92356
159	SKG030M70002	SKG030M70002	Swapan Kumar Ghosh	Canteen Attendant	4	21	46100	92356
160	SKL030M68001	SKL030M68001	Swapan Kumar Laha	Binder	6	16	55200	109464
161	S*S030F68005	S*S030F68005	Swapna Sarkar	Upper Division Clerk	6	15	53600	106456
162	S*G030M70002	S*G030M70002	Swarup Ghosh	Binder	6	16	55200	109464
163	SKD030M69002	SKD030M69002	Swarup Kumar Das	Head Clerk	7	7	53600	106456
164	T*N030M83001	T*N030M83001	Tanmoy Neogi	Lower Division Clerk	2	8	24500	51748
165	T*K030M69001	T*K030M69001	Tapan Kundu	Binder	6	16	55200	109464
166	TKG030M69001	TKG030M69001	Tapan Kumar Golui	Binder	6	16	55200	109464
167	T*B030M69003	T*B030M69003	Tapas Barua	Binder	6	16	55200	109464
168	T*D030M70001	T*D030M70001	Tapas Dutta	Upper Division Clerk	5	18	48200	96304
169	TKB030M68002	TKB030M68002	Tapas Kumar Bera	Binder	6	16	55200	109464
170	TKD030M70001	TKD030M70001	Tapas Kumar Das	Multi Tasking Staff	4	19	43500	87468
171	TKH030M71001	TKH030M71001	Tapas Kumar Hazra	Binder	5	14	42800	86152
172	TNM030M68001	TNM030M68001	Tarak Nath Marick	Section Holder	6	17	56900	112660
173	TNS030M70001	TNS030M70001	Tarak Nath Sarkar	Binder	5	15	44100	88596
174	TNS030M72001	TNS030M72001	Tshring Namgyal Sherpa	Offset Machine Attendant	4	20	44800	76472
175	USG030M67001	USG030M67001	Uma Sankar Gond	Binder	5	15	44100	88596
176	VKV030M82001	VKV030M82001	Vijay Kumar Vishwakarma	Pharmacist	6	15	53600	111581
177	V*G030M84001	93	Vivekananda Gouda	Deputy Manager	8	16	74300	123082

*Paul 19/12/20*  
Asstt. Man.  
Govt. of India Press  
1, Temple St., Kolkata-70

**Budget Estimates for the year 2026-27 under MH- 2058, 12-Directorate of Printing & Printing Presses(Sub-head)**

S. No	Name of Govt. Press/Unit	(Figures in Thousands)																										
		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	12.01.23	12.01.24	12.01.26	12.01.27	12.01.28	12.01.29	12.01.49	Total	Transfer to Depreciation Reserve Fund (Inner A/c Transfer)	Total		
1	Minto Rd.IND	205050	1220	7500	175000	1600	1000	1000	1000	1000	3790	0	0	22000	0	0	700	500	0	700	500	0	504460	25150	800	530410	0	13,00,34
2	Ring Rd.IND	82350	700	5500	73000	1200	2500	2500	2500	1300	1300	50	0	10000	125	50	700	1450	100	700	1450	100	195225	700	900	196825	0	0
3	R.Bhawan	11600	115	500	12500	200	150	0	2600	0	2600	0	20	100	250	2000	0	0	0	100	450	100	30685	250	0	30935	0	0
4	T.S.Kolkata	115000	750	4500	119500	2500	1000	1000	1000	8000	0	300	50	5000	0	5000	0	300	700	100	300	700	257930	400	1550	259880	0	0
5	Naabik	56000	600	2000	45000	500	1000	1000	1000	26000	50	100	0	16000	75	100	200	250	500	100	250	500	148675	0	1300	149975	0	0
6	Directorate of Printing	500000	50	415	4500	37777	1100	800	1200	21370	0	510	900	1500	235700	0	250	4728	1300	1200	215	383975	0	0	383975	0	0	
<b>Total</b>		<b>5200000</b>	<b>50</b>	<b>3800</b>	<b>24500</b>	<b>46277</b>	<b>7100</b>	<b>800</b>	<b>6850</b>	<b>159970</b>	<b>5140</b>	<b>980</b>	<b>1050</b>	<b>290700</b>	<b>200</b>	<b>430</b>	<b>4928</b>	<b>3350</b>	<b>4800</b>	<b>615</b>	<b>1520950</b>	<b>26500</b>	<b>4550</b>	<b>1552000</b>				

**Budget Estimates for the year 2025-26 in respect of Capital Outlays-Machinery & Equipment(MH-4058)**

Name of the Press/Unit	(Figures in Thousand)	
	Machinery & Equipment-02.00.52	Information, Computer Telecommunication(CT) Equipment-12.00.71
Directorate of Printing	182700**	6000**
<b>Total</b>	<b>182700</b>	<b>188700</b>

#Note:  
 \* Out of BE (2026-27) of Rs. 29.07 crores under the head-Supplies and Materials an amount of Rs. 23.57crores has been placed at the disposal of DOP for procurement of paper and balance amount of Rs. 5.50 crores has been placed at the disposal of Govt. of India Presses for procurement of printing raw materials.  
 \*\*Rs. 18.27 Crore allocated under the head 4058-Machinery&Equipment (02.00.52) and Rs. 0.60 Crore under head Information, Computer Telecommunication Equipment (12.00.71) have been placed at the disposal of Directorate of Printing.

*Shantappa*  
02/10/28