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आज़ादी का
अमृत महोत्सव

भारत सरकार
GOVERNMENT OF INDIA
आवासन और शहरी कार्य मंत्रालय
MINISTRY OF HOUSING & URBAN AFFAIRS
मुद्रण निदेशालय
DIRECTORATE OF PRINTING



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



Phone: 011-23013629
011-23015321, Ext - 4330

e-mail : rb-gippr@nic.in

RTI/146/RBP/20-21/ 152

Dated: 17/05/2023

OFFICE MEMORANDUM

Subject:- Productive disclosure under RTI Act 2005.

Please refer to Directorate of Printing, Nirman Bhavan, New Delhi e-mail dated 01.05.2023 on the above cited subject. Please find enclosed herewith the requisite information as required for further necessary action at your end.

(Signature)
17/05/2023

(Lazar Sagaya Raj)
Officer-In-Charge

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

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

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

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

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

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

The Press was placed under independent charge of Assistant Manager (Technical) With effect from 20th September, 1960 Later on Assistant Manager (Technical) has been redesignated as Officer In Charge.

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

Cost of Printing

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

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

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

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

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

A. Industrial Wing.

The industrial wing is distributed into various industrial sections. Each industrial section is headed by a Section Holder. 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 Officer who in turn takes appropriate decision to ensure proper and time bound execution of printing work. The Officer-In-Charge remains overall responsible for smooth and error-free execution of printing work.

B. Non-Industrial Wing.

The Non-Industrial wing is distributed into various Administration/ Accounts sections. Each Non-Industrial section is supervised by a Head Clerk & Accountant. These Supervisors are responsible for distribution and timely disposal of work. They work under the control of Officer-In-Charge who is responsible for ensuring proper and smooth disposal of work relating to administration and accounts within the prescribed rules and regulations. In all matters of importance, order/approval of the Directorate of Printing are obtained invariably.

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

The exclusive function of Govt. of India Press, Rashtrapati Bhavan, New Delhi under the administrative control of the Directorate of Printing, New Delhi is to print the jobs received from highest dignitaries of the nation i.e. President, Vice President & Prime Minister. The other jobs are also received for execution from other ministries/ Departments through Directorate of Printing with the due consideration to the nature of jobs to be printed, size of machines and other infrastructural supports available with the Press. The general policy in the matter of discharging the functions is the disposal of work/jobs as per delivery schedule desired by the Indenter.

To achieve this target, the jobs are prioritized and processed. Although individual outputs are fixed for the operative hand, working in pre-printing, printing and post-printing branches, such outputs always do not held to complete the jobs in hand as per the delivery schedule fixed due to various unforeseen administrative reasons. Therefore, maximum output is obtained from every operative hand at all stages of execution of the work through motivation and with better inter-personal relation maintained in the units, and thus the target are fulfilled. Besides for the disposal of public grievance cases a period of 7 days is taken.

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

Govt. of India Press, Rashtrapati Bhavan, New Delhi is a pure Central Government Organisation and governed by a set of Rules/ Regulations/Instructions contained in the Press manual named "The Hand Book of Govt. of India Presses", compendium of administrative and financial powers of officers of Directorate of Printing & Presses and the rules framed by Govt. of India regarding service matters of employees, viz. Fundamental Rules, Supplementary Rules, GFR, CTR, Receipts & Payments Rules, Leave Rules besides Factories Act, Payment of Wages Act, Compensation Act, Recruitment Rules of All the industrial and Non-Industrial categories of posts etc. etc. The Hand Book of Govt. of India Presses is available on the website of Directorate of Printing and at present, a hard copy of the same is available with the Press. The hard copies of all other rules books as mentioned above are available in the form of Books with the Press.

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

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

- 1 Stock and Issue Ledger of Stores.
- 2 Production Register.
- 3 Cash Book.
- 4 Remittance Register.
- 5 Security Deposit Register.
- 6 Receipts Books of cash/cheques.
- 7 Contingent Bill Register.
- 8 Pay Bill Register.
- 9 Muster Rolls.
- 10 Representation Rosters.
- 11 Seniority list of staff.
- 12 Bill Register for printing cost.
- 13 Expenditure Register.
- 14 Diary and Issue Register.
- 15 Tender Register.
- 16 Service Book & Leave account of Individual employees.

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

Not applicable.

4(1)(b)(viii):

A statement of boards, councils, committees and other bodies consisting of two or more persons constitutes as Govt. of India Press, Rashtrapati Bhavan, New Delhi's Part of for the purpose of its advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public or minutes of such meetings as accessible for public:

Not applicable.

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

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

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

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

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

As per enclosed Annexure IV.

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

Not applicable.

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

Not applicable.

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

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

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

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


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

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

| S. No. | Name of the Press | Central Public information Officers | Central Assistant Public Information. |
|--------|--|--|---------------------------------------|
| 1 | Govt. of India Press, Rashtrapati Bhavan, New Delhi-110004 | Sh. Lazar Sagaya Raj (Additional Charge) | Nil |

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

Nil


17/05/2023
(Lazar Sagaya Raj)
Officer-In-Charge

ANNEXURE-II


GOVERNMENT OF INDIA PRESS, RASHTRAPATI BHAVAN, NEW DELHI

Name, Designation, Pay Scale, Gross pay and work allocated to them

| S.No | Name of the Official S/Shri/Smt. | Designation | Pay Scale | Gross pay | Work allocated |
|------|---|---|---------------------------|--------------|--|
| 1 | Lazar Sagaya Raj लाजर सगाया राज | Officer-In-Charge (Additional Charge) प्रभारी अधिकारी | Level-8 (47600-151100) | 138948/- | Supervision of Industrial and Non- Industrial Staff DDO and CPIO |
| 2 | Sandeep Bhatnagar संदीप भटनागर | Accountant लेखाकार | Level-7 (44900-142400) | 98400/- | Supervision of Administration I & II |
| 3 | Sunder Lal सुन्दर लाल | Hindi Translator हिन्दी अनुवादक | Level-6 (35400-112400) | 85500/- | All Hindi work. |
| 4 | Amit अमित | UDC अवर श्रेणी लिपिक | Level-4 (25500-81100) | 40896/- | Monthly, Quarterly, Half yearly and Yearly Report, RTI, Maintenance of Pension cases. |
| 5 | Chandan Kumar चन्दन कुमार | LDC निम्न श्रेणी लिपिक | Level-2 (19900-63200) | 34719/- | Preparing the Printing charges Bills, Printing material dispatch. Time Keeping section. Common Hourly rates calculation. |
| 6 | Arati Kumari आरती कुमारी | LDC निम्न श्रेणी लिपिक | Level-2 (19900-63200) | 34719/- | Preparing the salary bills and contingents Bills. |
| 7 | Swati kumari स्वाती कुमारी | LDC निम्न श्रेणी लिपिक | Level-2 (19900-63200) | 40956/- | Preparation of Proforma Accounts, Audit of Proforma Accounts, Draft Reply of Audit, Monthly Expenditure Statement. |
| 8 | Rabindra Kumar Raman रविन्द्र कुमार रमन | LDC निम्न श्रेणी लिपिक | Level-2 (19900-63200) | 33725/- | All procurement work. |
| 9 | Basnti Lal Meena बसन्ती लाल मीना | LDC निम्न श्रेणी लिपिक | Level-2 (19900-63200) | 33725/- | Diary and Dispatch, Leave Account. |

Industrial Employees

| S.No | Name of the Official S/Shri/Smt. | Designation | Pay Scale | Gross pay | Work allocated |
|------|--|--|---------------------------|--------------|---|
| 1 | Balaji .M बालाजी एम. | Technical Officer तकनीकी अधिकारी | Level-7 (44900-142400) | 85910/- | Supervision of all Industrial Staff |
| 2 | Sanjay Kumar Jain संजय कुमार जैन | DTP Operator डीटीपी ऑपरेटर | Level-9 (53100-167800) | 127516/- | Page layout, Composing. |
| 3 | Smt. Santosh श्री मति सनतोस | DTP operator डीटीपी ऑपरेटर | Level-8 (47600-151100) | 98832/- | Page layout, Composing |
| 4 | Sunil Kumar Mishra सुनिल कुमार मिश्रा | Artist Retoucher आर्टिस्ट रिटेचर | Level-8 (47600-151100) | 134397/- | Job planning pasting, page layout and imposing. |
| 5 | Ram Prasad Meena राम प्रासद | Machine Man ऑफसेट मशीन मैन | Level-6 (35400-112400) | 73388/- | Offset printing plate setting and make ready. |
| 6 | Ramesh chander रमेश चंदर | Section Holder सैक्सन होल्डर | Level-5 (29200-92300) | 64184/- | Supervision of Binding Staff |
| 7 | Babu Ram बाबु राम | Binder बंधक | Level-4 (25500-81100) | 58362/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |
| 8 | Sher Singh शेर सिंह | Binder बंधक | Level-4 (25500-81100) | 58362/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |
| 9 | Arjun Singh अर्जुन सिंह | Binder बंधक | Level-4 (25500-81100) | 63332/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |
| 10 | Ranvir Singh रनवीर सिंह | Asstt. Binder सहायक बंधक | Level-2 (19900-63200) | 49274/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |
| 11 | Raj Kumar राज कुमार | Asstt. Binder सहायक बंधक | Level-4 (25500-81100) | 66882/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |
| 12 | Krishan Kumar कृष्ण कुमार | Asstt. Binder सहायक बंधक | Level-3 (21700-69100) | 57936/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |
| 13 | Suniti Pal सुनिती पाल | Asstt. Binder सहायक बंधक | Level-3 (21700-69100) | 57936/- | Binding, Spiral Binding, Cutting, Stitching and all other Binding work. |

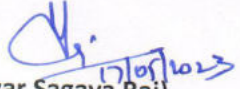

(Lazar Sagaya Raj)
Officer-In-Charge

Annexure-III

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

| S. No | Name of the officer S/Shri/Ms./Smt | Designation | Residential Address | Telephone No. Mobile Number |
|-------|------------------------------------|-------------------|---|-----------------------------|
| 1 | Lazar Sagaya Raj | Officer-In-Charge | Flat No. 603, God Gift Society, Sector-02, Faridabad 121004 | 8588814444 |
| 2 | Balaji .M | Technical Officer | No. 16, Type-III, Krishna Apartment President Estate, Rashtrapati Bhavan. | 7373733336 |
| 3 | Sandeep Bhatnagar | Accountant | Flat No. 1402/C2, SRS Residency Sec-88, Faridabad, Haryana | 9811619631 |
| 4 | Sunder Lal | Hindi Translator | 104/2, Gali No.-14 B, Wazirabad, North Distt. New Delhi-84 | 8375097777 |
| 5 | Amit | UDC | Type-2/162, Press colony Mayapuri, New Delhi-64 | 9812883097 |
| 6 | Chandan Kumar | LDC | 88/426, Sec-01, D.I.Z. area, Type-2, Gole Market, New Delhi | 9431081277 6204962920 |
| 7 | Arati Kumari | LDC | C-417 Albert Square Gole Market New Delhi | 9771965948 |
| 8 | Swati kumari | LDC | R-93, Chanakya Place, Part-II, 40 feet Road, Uttam Nagar, New Delhi-110059 | 9354634754 |
| 9 | Rabindra Kumar Raman | LDC | Type-2/140, Press colony Mayapuri, New Delhi-64 | 9113746477 |
| 10 | Basnti Lal Meena | LDC | Type-2/150, Press colony Mayapuri, New Delhi-64 | 8003529268 |
| 11 | Sanjay Kumar Jain | DTP operator | Flat No. 01, Type-3, Narmada, Schedule-B President Estate, New Delhi-04 | 9968269572 |
| 12 | Smt. Santosh | DTP operator | D-767, Type-3, Mandir Marg, New Delhi-110001 | 9968079544 |
| 13 | Sunil Kumar Mishra | Artist Ret. | Flat No.-901, The Pasupati CGHS Ltd. Plot No-GH04 Sector 48, N.I.T. Faridabad, Haryana 121001 | 9871809610 |
| 14 | Ram Prasad | Machine Man | House No. 2400/21, Jawahar Colony, N.I.T Faridabad, Haryana 121005 | 7827516082 |

| | | | | |
|----|--------------------|----------------|---|------------|
| 15 | Sh. Ramesh chander | Section Holder | Type-II/269, Press Colony Mayapuri New Delhi-110064 | 9813302586 |
| 16 | Sh. Babu Ram | Binder | Sector-04, R-86, Raja Bazar, Gole Market, New Delhi. | 8814955618 |
| 17 | Sh. Sher Singh | Binder | Type-II/B106, Lal Quarter, Minto Road, New Delhi. | 7838707105 |
| 18 | Sh. Arjun Singh | Binder | 23/2C, Sector-2, D.I.Z, Area, Type-2, Gole Market, New Delhi-110001 | 8383003179 |
| 19 | Sh. Ranvir Singh | Asstt. Binder | Type-II/218, Press Colony Mayapuri, New Delhi-110064 | 9711031477 |
| 20 | Sh. Raj Kumar | Asstt. Binder | 79/294, Gole Market D.I.Z. Area, Sector -01, New Delhi | 9811403212 |
| 21 | Sh. Krishan Kumar | Asstt. Binder | Type-II/73, Press Colony Mayapuri, New Delhi-110064 | 7988835831 |
| 22 | Sh. Suniti Pal | Asstt. Binder | Type-II/242, Press Colony Mayapuri, New Delhi-110064 | 9779387156 |


 (Lazar Sagaya Raj)
 Officer-In-Charge

Annexure-IV

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

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

(Fig. in Rs.)

| 1 | 2 | 3 | 4 | 5 |
|---|---------------------------------------|--|---|------------------------------|
| संवितरण संबंधी वेतन, यात्रा व्यय, कार्यालय खर्च इत्यादि | 7 महीनों का बजट विनिधान 2021-22 | प्रथम 5 महीनों वास्तविक व्यय 2022-23 | प्रत्याशित अनुमान शेष महीनों का 2022-23 | प्रस्तावित अनुमान 2023-24 |

Disbursement made during


| Object of Expenditure like Salaries Travel Expenses office Expenses etc. | Budget Allocated for 7 months 2021-22 | Actual for first 5 months during 2022-23 | Anticipated Estimates for the remaining 2022-23 | Proposed Expenditure for 2023-24 |
|--|---|--|---|-------------------------------------|
|--|---|--|---|-------------------------------------|

02.07.01- वेतन-Salaries 02.07.01

| | | | | | |
|------|---|---------|---------|---------|----------|
| i) | अधिकारी का वेतन Pay of Officer | 441100 | 388400 | 396000 | 825000 |
| ii) | स्थापना का भुगतान Pay of Establishment | 5973100 | 5385800 | 5697000 | 11308700 |
| iii) | अग्रिम त्यौहार Festival Advance | 0 | 0 | 0 | 0 |
| iv) | महंगाई भता Dearness Allowance | 2121074 | 2021711 | 2315400 | 5300000 |
| v) | बोनस पी एल बी Bonus (PLB) | 81000 | 0 | 105000 | 105000 |
| vi) | अन्य भता Other Allowance | 969378 | 1312348 | 1113824 | 3730000 |
| | कुल Total | 9585652 | 9108259 | 9627224 | 21268700 |

Ch. 11/05/2023
(लाजर सगया राज)
प्रभारी अधिकार

| | | | | | |
|------------------------|--|----------------|----------------|----------------|--------------------------------|
| 12.01.08 | LTC | - | - | - | 180000 |
| 02.07.03- | समयोपरि भत्ता, O.T.A | 631758 | 486000 | 414000 | Merged with other Allowance |
| 02.07.06- | चिकित्सा भत्ता, Medical Treatment | 48000 | 62000 | 438000 | 500000 |
| 02.07.11 | यात्रा व्यय, Travel Expenses | 0 | 131000 | 269000 | 200000 |
| 02.07.13 | कार्यालय खर्चा, Office Expenses | 459698 | 362037 | 1637963 | 2200000 |
| 02.07.28 | पी पी एण्ड एस एस, P.P. & S.S | 32000 | 0 | 100000 | 100000 |
| 02.07.16 | प्रकाशन Publication | 0 | 4410 | 15590 | 20000 |
| 02.07.31 | ग्रांट इन ऐड, Grant-in-Aid | 0 | 0 | 0 | 0 |
| 02.07.27 | गौण कार्य Minor Work | 238000 | 82000 | 168000 | 270000 |
| 02.07.21 | समग्री और पूर्ति Material & Supply | 1396000 | 850000 | 1150000 | 2200000 |
| 02.07.63 | आन्तरिक लेखा अंतरण Inter Transfer Accounts | 291000 | 0 | 300000 | 500000 |
| 12.99.15 O.E. (I.T) | | 244000 | 0 | 250000 | 250000 |
| Grant Total | | 3340456 | 1977447 | 4742553 | 6420000 |
| 03- | ट्रेड प्रशिस्तु Trade Apperntice प्रमुख हेड Major Head-4058 | - | - | - | - |
| | पूजीगत परिव्यय नान प्लान) Capital Outlay (Non-Plan) | - | - | - | - |
| 10 | Renewal & Replacement of | 0 | 0 | 900000 | 900000 |


 (लाजर सगया राज)
 प्रभारी अधिकारी