

No. 20/2/2019-A.III
Government of India
Ministry of Housing and Urban Affairs
(Directorate of Printing)

4th Floor, B wing, GIP Building, Minto Road, New Delhi.

Dated: 10th September, 2024

OFFICE ORDER

In accordance with the Cabinet's decision dated 20.09.2017 regarding the rationalization, merger and modernization of Government of India Presses (GIPs) and supersession of order no. 11013/3/2012-Ptg. dated 05.04.2013, the sanctioned strength of the five retained GIPs (GIP, Minto Road, GIP, Mayapuri, GIP, Rashtrapati Bhawan, GIP, Nashik & GIP, Temple Street, Kolkata) post-merger is hereby revised as under:

(i) The total sanctioned strength is set at 1165 (detailed at **Annexure-I**) which includes creation of 64 posts (50 New Posts + 14 existing additional posts) and revival of 202 posts.

(ii) 20 posts, enlisted at note (iii) of Annexure-I, have been discontinued due to technological developments.

(iii) The post of Multi-Tasking Staff, Labourer and Canteen Staff have been approved for outsourcing in the revised sanctioned strength of GIPs. A separate communication shall be issued in this regard.

(iv) A total of 2179 vacant posts as enlisted at **Annexure-II** are hereby abolished as a result of restructuring.

2. As per Cabinet's decision, there will be no retrenchment of existing/in-position regular staff in the retained GIPs. Excess regular incumbents against sanctioned posts, discontinued posts and existing regular incumbents on outsourced posts, will continue to serve in GIPs till their retirement, promotion, or redeployment to equivalent posts in sister presses as required. However, the employees exceeding the revised sanctioned strength will continue to draw their pay and allowances from their respective GIPs until further order. To facilitate smooth and efficient re-deployment or adjustment of excess staff, a committee shall be constituted. This committee will devise measures to ensure the timely and appropriate reallocation of excess staff against regular/ discontinued posts. The structure and terms of reference of the committee will be determined by the competent authority in due course.

3. In the meantime, all the GIPs shall collate information with regard to post wise staff position including vacancies arising as per revised sanctioned strength and furnish the same to the Directorate at the earliest.

4. The revival and creation of posts has approval of the Department of Expenditure, Ministry of Finance, as per their ID Nos. 3043260/E.Coord.I/2023 dated 23.02.2023, 3043260/E.Coord.I/2023 dated 30.08.2023, and 2997513/2023/E.Coord.I dated 14.02.2024.

5. This issues with the approval of competent authority.

Encl: As above.

Prans:
10/09/2024

(Parameswar Mardi)
Deputy Director (A-I)

Copy to:

1. PS to Hon'ble Minister, MoHUA
2. PS to Hon'ble MoS, Ministry of Housing and Urban Affairs
3. PSO to Secretary, Ministry of Housing and Urban Affairs
4. PPS to Additional Secretary (A, V, H & PSP), Ministry of Housing and Urban Affairs
5. PS to JS & FA(IFD), Ministry of Housing and Urban Affairs
6. PS to Director, Directorate of Printing, Nirman Bhawan, New Delhi
7. The Under Secretary (PSP), Ministry of Housing and Urban Affairs
8. The Under Secretary, E.Coord.I Branch, Department of Expenditure, Ministry of Finance.
9. The Manager, Government of India Press (Minto Road, Mayapuri, Rashtrapati Bhawan, Nashik and Temple Street, Kolkata)
10. The Pay and Accounts Officer, Ministry of Housing and Urban Affairs, New Delhi
11. The Pay and Accounts Officers, Government of India Presses through their respective presses.
12. B&A Section, Directorate of Printing.
13. Office order folder
14. P&P Section with the request to upload on DoP website.
15. Hindi Version to follow.

Sanctioned Strength of 5 retained Government of India Presses(GIPs)

| S. No. | Name of the post (Pay Level) | Government of India Presses | | | | | Total |
|--------|--|-----------------------------|--------------------|----------|--------|------------------------|-------|
| | | Minto Road | Rashtrapati Bhawan | Mayapuri | Nashik | Temple Street, Kolkata | |
| 1 | General Manager Level 12 | 1 | 0 | 0 | 0 | 0 | 1 |
| 2 | Manager Level 11 | 1 | 1 | 1 | 1 | 1 | 5 |
| 3 | Medical Officer Level 10 | 1 | 0 | 1 | 1 | 1 | 4 |
| 4 | Assistant Labour Welfare Commissioner Level 10 | 1 | 0 | 1 | 1 | 1 | 4 |
| 5 | Assistant Director (Official Languages) Level 10 | 1 | 0 | 1 | 1 | 0 | 3 |
| 6 | Deputy Manager Level 7 | 6 | 1 | 6 | 4 | 4 | 21 |
| 7 | Technologist(Printing & Binding) Level 7 | 1 | 0 | 0 | 0 | 0 | 1 |
| 8 | Assistant Manager (Admn.) Level 7 | 2 | 1 | 2 | 2 | 2 | 9 |
| 9 | Technical Officer Level 7 | 10 | 1 | 9 | 6 | 6 | 32 |
| 10 | Inspector Control Level 6 | 0 | 0 | 1 | 0 | 0 | 1 |
| 11 | Assistant Inspector Control Level 5 | 0 | 0 | 1 | 0 | 0 | 1 |
| 12 | Hindi Translator Level 6 | 1 | 1 | 0 | 0 | 1 | 3 |
| 13 | Nurse Level 6 | 1 | 0 | 1 | 1 | 1 | 4 |
| 14 | Pharmacist Level 5 | 2 | 0 | 2 | 2 | 2 | 8 |
| 15 | Head Clerk Level 6 | 5 | 0 | 5 | 4 | 4 | 18 |
| 16 | Store Supervisor Grade-I Level 6 | 1 | 0 | 1 | 1 | 1 | 4 |
| 17 | Accountant Level 6 | 3 | 1 | 2 | 2 | 2 | 10 |
| 18 | Stenographer Grade-I Level 6 | 1 | 0 | 0 | 0 | 0 | 1 |

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| S. No. | Name of the post (Pay Level) | Government of India Presses | | | | | Total |
|--------|---|-----------------------------|--------------------|----------|--------|------------------------|-------|
| | | Minto Road | Rashtrapati Bhawan | Mayapuri | Nashik | Temple Street, Kolkata | |
| 19 | Stenographer Grade-II Level 4 | 1 | 1 | 1 | 1 | 1 | 5 |
| 20 | Upper Division Clerk Level 4 | 16 | 2 | 15 | 12 | 12 | 57 |
| 21 | Lower Division Clerk Level 2 | 22 | 5 | 20 | 18 | 18 | 83 |
| 22 | Assistant Caretaker Level 2 | 1 | 0 | 1 | 1 | 1 | 4 |
| 23 | Head Reader Level 6 | 2 | 0 | 1 | 1 | 1 | 5 |
| 24 | Reader Level 4 | 20 | 1 | 4 | 2 | 2 | 29 |
| 25 | Copy Holder Level 2 | 20 | 1 | 4 | 2 | 2 | 29 |
| 26 | D.T.P. Operator Level 6 | 56 | 2 | 10 | 4 | 4 | 76 |
| 27 | Offset Machine Man Level 6 | 16 | 2 | 18 | 16 | 12 | 64 |
| 28 | Offset Machine Assistant Level 4 | 20 | 2 | 20 | 18 | 12 | 72 |
| 29 | Machine Attendant (Offset) Level 2 | 20 | 2 | 20 | 18 | 16 | 76 |
| 30 | Foreman (Bindery) Level 6 | 3 | 0 | 3 | 2 | 2 | 10 |
| 31 | Section Holder (Binding) Level 5 | 8 | 1 | 8 | 6 | 6 | 29 |
| 32 | Binder Level 4 | 40 | 3 | 32 | 28 | 27 | 130 |
| 33 | Assistant Binder Level 2 | 80 | 9 | 64 | 56 | 53 | 262 |
| 34 | Head Mechanic (Printing & Binding) Level 5 | 1 | 0 | 1 | 1 | 1 | 4 |
| 35 | Mechanic (Printing & Binding) Level 4 | 3 | 1 | 3 | 3 | 2 | 12 |
| 36 | Assistant Mechanic (Printing & Binding) Level 2 | 5 | 1 | 4 | 4 | 4 | 18 |
| 37 | Electrician Level 4 | 2 | 0 | 2 | 2 | 1 | 7 |
| 38 | Wireman Level 2 | 2 | 0 | 2 | 2 | 2 | 8 |

Ans:

| S. No. | Name of the post (Pay Level) | Government of India Presses | | | | | |
|--------|--|-----------------------------|--------------------|------------|------------|------------------------|-------------|
| | | Minto Road | Rashtrapati Bhawan | Mayapuri | Nashik | Temple Street, Kolkata | Total |
| 39 | Welder Level 2 | 1 | 0 | 0 | 0 | 0 | 1 |
| 40 | Silk Screen Operator Level 4 | 1 | 1 | 0 | 0 | 0 | 2 |
| 41 | Assistant Screen Operator Level 2 | 1 | 1 | 0 | 0 | 0 | 2 |
| | <u>New Creation</u> | | | | | | |
| 42 | CtP Machine Operator Level 6 | 3 | 1 | 3 | 2 | 2 | 11 |
| 43 | Assistant CtP Machine Operator Level 5 | 3 | 1 | 3 | 2 | 2 | 11 |
| 44 | Digital Press Operator Level 6 | 3 | 2 | 4 | 3 | 2 | 14 |
| 45 | Assistant Digital Press Operator Level 5 | 3 | 2 | 4 | 3 | 2 | 14 |
| | Total | 391 | 47 | 281 | 233 | 213 | 1165 |

Note:

1. Post of Assistant Manager (Technical) will automatically get abolished after non-availability of existing incumbent (01) due to promotion/ retirement etc.
2. Post of Head Clerk(Senior), Head Clerk(Junior) and Head Computer has been merged and re-designated as Head Clerk.
3. Posts of Technologist(Process), Risograph Operator, Asstt. Tech Officer, Spl. Gr. Machine Man Offset, Overseer, Attendant (Offset), Artist Retoucher, Assistant Artist Retoucher, Senior Artist, Junior Artist, Cameraman, Foreman (Planning), Dark Room Asstt., Plate Maker (Offset), Assistant Plate Maker (Offset), Driver (HIV), Driver (LV), Carpenter, Distributor, Bhisti and Caner have been discontinued due to technological development. As & when the post falls vacant, it shall stand abolished.

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Annexure-II

| Posts abolished | | |
|-----------------|---------------------------------------|--------------|
| Sl. No. | Name of the Post | No. of posts |
| 1 | Manager | 4 |
| 2 | Medical Officer | 9 |
| 3 | Assistant Labour Welfare Commissioner | 2 |
| 4 | Assistant Manager (Tech) | 1 |
| 5 | Assistant Manager (Admn) | 2 |
| 6 | Technical Officer | 17 |
| 7 | Overseer | 6 |
| 8 | Nurse | 3 |
| 9 | Head Clerk (Senior) | 14 |
| 10 | General Store Keeper | 3 |
| 11 | Accountant | 11 |
| 12 | Head Computer | 5 |
| 13 | Head Clerk (Junior) | 26 |
| 14 | Artist Retoucher | 4 |
| 15 | Assistant Aritst Retoucher | 2 |
| 16 | Senior Artist | 1 |
| 17 | Junior Artist | 5 |
| 18 | Cameraman | 6 |
| 19 | Foreman (Planning) | 4 |
| 20 | Foreman (Bindery) | 19 |
| 21 | Head Reader | 7 |
| 22 | DTP Operator | 74 |
| 23 | Offset Machine Man | 165 |
| 24 | Special Grade Machine Man Offset | 3 |
| 25 | Reader | 72 |
| 26 | Dark Room Assistant | 10 |
| 27 | Plate Maker (Offset) | 28 |
| 28 | Assistant Plate Maker | 15 |
| 29 | Compounder | 4 |
| 30 | Reception Officer | 1 |
| 31 | Upper Division Clerk | 94 |
| 32 | Stenographer G.II | 9 |
| 33 | Lower Division Clerk | 135 |
| 34 | Assistant Caretaker | 1 |
| 35 | Copy Holder | 86 |
| 36 | Risograph Operator | 13 |
| 37 | Machine Assistant (Offset) | 125 |

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| | | |
|--------------|----------------------------------|-------------|
| 38 | Machine Attendant (Offset) | 126 |
| 39 | Attendant Offset | 20 |
| 40 | Section Holder (Binding) | 50 |
| 41 | Binder | 252 |
| 42 | Assistant Binder | 379 |
| 43 | Head Mechanic (Printing/Binding) | 3 |
| 44 | Mechanic (Printing/Binding) | 6 |
| 45 | Driver (HV) | 4 |
| 46 | Driver (LV) | 6 |
| 47 | Cleaner Driver (MTS) | 5 |
| 48 | Labourer (Industrial Attendant) | 99 |
| 49 | Daftary (MTS) | 24 |
| 50 | Darban (MTS) | 14 |
| 51 | Peon (MTS) | 15 |
| 52 | Farash (MTS) | 17 |
| 53 | Chowkidar (MTS) | 46 |
| 54 | Safaiwala (MTS) | 49 |
| 55 | Cook | 9 |
| 56 | Assistant Cook | 4 |
| 57 | Coupon Clerk/Counter | 13 |
| 58 | Bearer (Canteen Staff) | 8 |
| 59 | Tea Maker (Canteen Staff) | 8 |
| 60 | Sales Man | 8 |
| 61 | Assistant Halwai | 5 |
| 62 | Ward Boy (MTS) | 2 |
| 63 | Wash Boy (Canteen Staff) | 4 |
| 64 | Electrician | 1 |
| 65 | Wireman | 3 |
| 66 | Welder | 2 |
| 67 | Carpenter | 3 |
| 68 | Mali (MTS) | 5 |
| 69 | Silk Screen Operator | 1 |
| 70 | Assistant Tech Officer | 2 |
| Total | | 2179 |

Byans:

No. 20/2/2019-A.III
Government of India
Ministry of Housing and Urban Affairs
(Directorate of Printing)

4th Floor, B wing, GIP Building, Minto Road, New Delhi.

Dated: 10th September, 2024

OFFICE MEMORANDUM

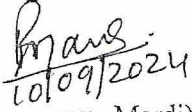
Subject: - Outsourcing of posts of Multi-Tasking Staff, Labourer and Canteen Staff in Government of India Presses(GIPs).

In pursuance of Cabinet's decision dated 20.09.2017, rationalization/merger and modernization of 17 GIPs/Units into 5 GIPs at: Rashtrapati Bhawan, New Delhi;Minto Road, New Delhi; Mayapuri, New Delhi; Nashik, Maharashtra and Temple Street, Kolkata, West Bengal, the staff strength requirement in GIPs has been reviewed. In this context, the undersigned is directed to convey the approval of Ministry of Housing and Urban Affairs for outsourcing the post of Multi-Tasking Staff, Labourer and Canteen Staff.

2. A total of 308 posts has been approved for outsourcing for Multi-Tasking Staff, Labourer and Canteen Staff. The detailed Press/post wise bifurcation of these are at **Annexure-I**. Existing regular incumbents against the outsourced posts, will continue to serve in GIPs till their retirement, promotion, or redeployment to equivalent posts in sister presses as required. Furthermore, existing incumbents on these posts will continue to draw their pay and allowances from their respective GIPs until further order.

3. The posts have to be outsourced as per extant Govt. rules/ GFR provisions and guidelines in this regard. Each proposal for outsourcing shall be submitted to this Directorate for approval of competent authority.

Encl: As above.


(Parameswar Mardi)
Deputy Director (A-I)

To:

1. PS to Hon'ble Minister, MoHUA
2. PS to Hon'ble MoS, Ministry of Housing and Urban Affairs
3. PSO to Secretary, Ministry of Housing and Urban Affairs
4. PPS to Additional Secretary (A, V, H & PSP), Ministry of Housing and Urban Affairs
5. PS to JS & FA(IFD), Ministry of Housing and Urban Affairs
6. PS to Director, Directorate of Printing, Nirman Bhawan, New Delhi

7. The Under Secretary (PSP), Ministry of Housing and Urban Affairs
8. The Manager, Government of India Press (Minto Road, Mayapuri, Rashtrapati Bhawan, Nashik and Temple Street, Kolkata)
9. The Pay and Accounts Officer, Ministry of Housing and Urban Affairs, New Delhi
10. The Pay and Accounts Officers, Government of India Presses through their respective presses.
11. B&A Section, Directorate of Printing.
12. Office order folder
13. P&P Section with the request to upload on DoP website.
14. Hindi Version to follow.

Posts to be Outsourced:

| S. No. | Name of the post | Government of India Press | | | | |
|--------|-----------------------|---------------------------|-----------|--------------------|-----------|------------------------|
| | | Minto Road | Mayapuri | Rashtrapati Bhawan | Nashik | Temple Street, Kolkata |
| 1 | Multi-Tasking Staff | 49 | 28 | 3 | 28 | 21 |
| 2 | Labourer | 36 | 35 | 3 | 30 | 30 |
| | <u>Canteen Staff</u> | | | | | |
| 3 | Halwai Cum Cook | 3 | 2 | 0 | 2 | 2 |
| 4 | Assistant Halwai Cook | 3 | 3 | 0 | 3 | 2 |
| 5 | Clerk | 3 | 2 | 0 | 2 | 2 |
| 6 | Canteen Attendant | 6 | 3 | 0 | 3 | 4 |
| | | | | | | |
| | Total | 100 | 73 | 6 | 68 | 61 |

Note:

1. Post of Multi-Tasking includes Daftary, Darban, Peon, Farash, Chowkidar, Safaiwala, Mali, Ward Boy etc.
2. Post of Canteen Attendant includes Bearer, Tea Maker & Wash Boy.
3. As & when any of these posts fall vacant by existing/in-position regular incumbents getting retired, promoted, or redeployed to equivalent posts in sister presses as required, these post(s) shall stand abolished.
4. Total staff on these posts should not exceed approved outsourced figures considering both on roll position and outsourced staff. Outsourcing shall be done as per extant guidelines of Govt. issued from time to time in this regard.

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