

GOVERNMENT OF INDIA PRESS  
COIMBATORE 641 019

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

**4(b) (i) : The particulars of Govt. of India Press, Coimbatore -19.**

Functions and Duties

With the advent of Independence and Democratic set-up of the Government , the volume of printing work increased subsequently, thus difficulties and delays were felt by the Government of India in publishing and printing their Administrative Reports, Laws, Acts, Department Codes and Manuals, Gazettes, Staff Lists and other miscellaneous jobs which were necessary to keep the public and the world informed of the Government of India activities. The Press commenced production from June ,1964. It functions under a Manager, Deputy Manager, Assistant Manager. It prints books, publications and reports besides a certain number of forms. This Press has a residential colony of 463 Quarters attached to it. The Press has been partially modernized by providing Offset Machines and Computer Systems (DTP)

The category-wise details of staff in Govt. of India Press, Coimbatore – 19 are given as under:

Sl. No.	Name of the Post	Pay Scale (In Rs.)	Sanctioned Strength	Men on Roll as on 01.06.2016
1	Manager	15600-39100/GP 6600	1	--
2	Medical officer	15600-39100/GP 5400	1	--
3	Asstt. Labour Welfare commissioner (C)	15600-39100/GP 5400	1	1
4	Deputy Manager/Asst. Manager (Tech.)	9300-34800/GP 4600	3	1
5	Assistant Manager (Admn.)	9300-34800/GP 4600	1	1
6	Technical Officer	9300-34800/GP 4600	5	4
7	Assistant Technical Officer	9300-34800/GP 4200	1	--
8	Hindi Translator	9300-34800/GP 4200	1	--
9	Nurse	9300-34800/GP 4200	1	--
10	Pharmacist	5200-20200/GP 2800	1	--
11	Head Clerk (Senior)	9300-34800/GP 4200	2	1
12	Compounder	5200-20200/GP 2800	1	--
13	General Store keeper	9300-34800/GP 4200	1	--
14	Accountant	9300-34800/GP 4200	3	--
15	Head Computer	9300-34800/GP 4200	1	1
16	Head Clerk (Junior)	9300-34800/GP 4200	4	1
17	Upper Division Clerk	5200-20200/GP 2400	17	9
18	Stenographer Gr. III	5200-20200/GP 2400	2	1
19	Lower Division Clerk (Including CT)	5200-20200/GP 1900	35	4
20	Artist Retoucher	9300-34800/GP 4200	2	--
21	Assistant Artist Retoucher	9300-34800/GP 4200	2	--
22	Senior Artist	9300-34800/GP 4200	1	--
23	Junior Artist	9300-34800/GP 4200	1	1
24	Cameraman	5200-20200/GP 2800	2	1
25	Dark Room Assistant	5200-20200/GP 2400	2	--
26	Plate Maker (Offset)	5200-20200/GP 2400	3	--
27	Assistant Plate Maker	5200-20200/GP 1900	1	--
28	Head Reader	9300-34800/GP 4200	1	--
29	Reader	5200-20200/GP 2400	15	--
30	Copy Holder	5200-20200/GP 1900	15	--
31	D. T. P. Operator	9300-34800/GP 4200	8	1
32	Risograph Operator	5200-20200/GP 2400	2	--
33	Special Grade Machine Man (Offset)	9300-34800/GP 4200	1	--
34	Machine Man (Offset)	9300-34800/GP 4200	40	2
35	Machine Assistant (Offset)	5200-20200/GP 2800/2400	42	--
36	Machine Attendant (Offset)	5200-20200/GP 1900	30	6
37	Attendant Offset	5200-20200/GP 1900	5	1
38	Foreman (Bindery)	9300-34800/GP 4200	2	2
39	Section Holder (Binding)	5200-20200/GP 2800	5	5
40	Binder	5200-20200/GP 2400	27	8
41	Assistant Binder	5200-20200/GP 1900	62	19
42	Head Mechanic (Printing & Binding)	5200-20200/GP 2800	1	--
43	Mechanic (Printing & Binding)	5200-20200/GP 2800/2400	4	--
44	Assistant Mechanic (Printing & Binding)	5200-20200/GP 1900	4	--
45	Foreman (Planning)	9300-34800/GP 4200	1	--
46	Driver (Heavy Vehicle)	5200-20200/GP 1900	1	--
47	Driver (Light Vehicle)	5200-20200/GP 1900	1	1
48	Cleaner Driver/MTS	5200-20200/GP 1800	1	--
49	Labourer Industrial	5200-20200/GP 1800	40	2
50	Daftry	5200-20200/GP 1800	2	1
51	Peon	5200-20200/GP 1800	6	--
52	Farash	5200-20200/GP 1800	4	1
53	Chowkidar	5200-20200/GP 1800	9	--
54	Safaiwala	5200-20200/GP 1800	10	1
55	Canteen Clerk	5200-20200/GP 1900	4	--
56	Canteen Attendant	5200-20200/GP 1800	4	2
57	Halwai – cum Cook	5200-20200/GP 2000	1	--
58	Assistant Halwai – cum Cook	5200-20200/GP 1900	2	--
59	Ward Boy	5200-20200/GP 1800	1	1
60	Electrician	5200-20200/GP 2400	2	--
61	Wireman	5200-20200/GP 1900	2	1
62	Carpenter	5200-20200/GP 1900	1	--
63	Mali	5200-20200/GP 1800	1	1
64	Welder	5200-20200/GP 1900	1	--
	<b>Total</b>		<b>454</b>	<b>81</b>

Govt. of India Press, Coimbatore 19 is presently functioning with 81 Staff Strength on roll in all categories (as on 1-6-2016) as against 454 Sanctioned Strength in course of executing the Printing jobs of its indenter(s), the expenditure is realized by raising printing cost bills.

### **Cost of Printing**

The Cost of Printing of the jobs of the Indentors(s) are realized by raising printing cost bills, on the basis of existing costing system approved by the Directorate of Printing, New Delhi. The existing costing 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 Government of India Presses. To implement the new costing system, this press is going to be equipped with computers very soon. At present the printing cost is being realised from Indentors(s) on no loss no profit basis.

**4(1)(b)(ii): The powers and duties of Officers and Employees of Govt. of India Press, Coimbatore-19**

**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 (Senior)/(Junior):**

Head Clerk (Senior)/(Junior) is responsible for the general supervision of clerical branches and Sections under his charge. The Head Clerk (Senior)/(Junior) 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.

**(9) Head Computer:**

He is responsible to prepare Managerial Control Return for every month in time to show the percentage of production achieved against the assessed capacity of machines, loss of production on account of various factors both controllable and uncontrollable for levels which he has to compile time sheets of operative hands expeditiously in this Press.

**(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.

**(11) Upper Division Clerk (Cash):**

Upper Division Clerk (Cash) in Govt. of India Press generally performs the duties of Cashier. He is personally responsible for all Cash transactions in Press. He is also the custodian of all valuables of the Press. He is particularly responsible for -

- Custody of al money/Cheques/Drafts received in Office.
- Disbursement of Cash/Cheques to the Press employees/proper person.
- Remittance of Cash/Cheques in Bank/Treasury/Pay Accounts Office.
- He sends third party Cheques/Drafts by post.
- He maintains Cash Book, Subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances, Security Deposit Register etc.
- He attends Banks personally on every occasion when money has to be withdrawn or deposited.

- He maintains Imprest accounts and recoups as soon as the voucher is rendered by the concerned Official/Officer.
- He keeps Saving Bank Pass Book in his safe custody.
- He reports all developments to the Assistant Manager (Admn.). He gets the Cash Book, Subsidiary Cash Books, Remittance Register and other Registers pertaining to the Cash Disbursement and remittance checked and signed.
- He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts Office for payment.
- He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and Payments Rules and Hand Book of Govt. of India Presses.

**(12) Stenographer Grade III:**

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) 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) Female 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) Ward Boy** : He has to maintain the Dispensary clean and tidy. He helps in registering the cases.



**(18) General Store Keeper:**

The General Store Keeper 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.

**(19) Chowkidar:**

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.

**(20 ) Daftry :**

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.

**(21) Peon:**

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.

**(22) Farash:**

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.

**(23) Safaiwala:**

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.

**(24) Kitchen 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.

**(25) Bearers :** He is responsible for supplying eatables and keeping the canteen tidy.

**INDUSTRIAL EMPLOYEES:**

**(1) PTS Key Board Operator:**

He is responsible for operating Key Board in English and Devnagari/Regional Language, as the case may be. He is responsible for operating the Key Board for error free composing. He has to submit daily docket to Technical 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 operates system console, line printer and laser printer. He is required to report to Technical Officer/Assistant Manager (Tech), regarding out-turn and defects, if any. Further, he does make up of the pages and paginate them inside system or if required outside the system also.

**(2) 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.

**(3) Dark Room Assistant:**

The duties of Dark Room Assistant are to assist the Cameraman in the Dark Room in the development/exposure of film.

**(4) 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).

**(5) Junior Artist :**

This is Group 'C' Industrial category post. Senior Artist/Junior Artist are responsible to do work of design art work colour designs, charts and lay out work as per the job requirement. He is held responsible for preparation of any design given to him, viz. cover design, periodicals, lay out etc. and for getting selected visual camera ready copy etc. He indicates the colour scheme on the final art work and prepares the cut drawings. He also prepares formats of the jobs from the negatives or print jobs. He is answerable to Technical Officer/ Assistant Manager (Technical).

**(6) Offset 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.

**(7) 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.

**(8) 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.

**(9) 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

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.

**(10) 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.

**(11) 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.

**(12) 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.

**(13) Section Holder/Time Checker (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.

**(14) 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.

**(15) 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 Foreman's instructions. The Bindery Assistant should be able to handle all simple machines used in the bindery e.g. Cutting, stitching, perforating, eyeleting, punching, numbering machines etc.

**(16) 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<sup>th</sup> Edition.

**(17) 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.

**(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 6<sup>th</sup> CPC, all erst while Gr. 'D' employees have been upgraded to the level of Gr. 'C' w. e. f. 1.1.2006

**4(1)(b)(iii): The procedure followed in decision making process, including Channels of Supervision and accountability:**

The entire system is bifurcated in two wings, ie. Industrial Wing and Non-Industrial Wing. In other words, it can be stated – Factory side and Administration side. The Factory side is distributed into various industrial sections. Each of the Industrial Section is headed by a Section Holder/Foreman/Technical Officer as the case may be. All of them are responsible for distribution of work and its proper execution. In case of any default, they seek the advice/order/instruction from their Branch Officer, viz. Asstt. Manager (Tech.) who in turn takes appropriate decision to ensure proper and time bound execution of printing work. The Manager remains overall responsible for smooth and error-free execution of printing work. The Non-Industrial wing is similarly, distributed into various Administration/Accounts Sections. Each Non-Industrial Section is supervised by a Head Clerk (Junior)/Accountant. These Supervisors are responsible for distribution and timely disposal of work. They work under the control of Asstt. Manager (Admn.) who is their Branch Officer. The Asstt. Manager (Admn.) is responsible for ensuring proper and smooth disposal of work relating to Administration and accounts within the prescribed rules and regulations. In all matters of importance orders/approval of the Manager are obtained invariably.

**4(1)(b)(iv) : The norms set by Govt. of India Press, Coimbatore-19 for the discharge of its functions:**

The exclusive function of Govt. of India Press, Coimbatore-19 under the administrative control of the Directorate of Printing, New Delhi is to print the Postal Store jobs of Coimbatore and other districts under Tamil Nadu jurisdiction, Income Tax, Publication, RIG jobs, Ministry of Defence jobs, CRPF jobs, Ministry of Law & Justice and other forms etc. related to various Central Government Departments and dispatch of the same to Indentor as per time schedule fixed by them. The printing jobs are allocated to this Press by Directorate of Printing, New Delhi with due consideration to the nature of jobs to be printed, size of machines and other infrastructural supports available with the Press. The general policy in the matter of discharging the functions is the disposal of work/jobs, as per delivery schedule desired by the Indentor. To achieve this target, the jobs are prioritized and processed. Although individual outputs are fixed for the operative hands, working in pre-printing, printing and post-printing branches, such outputs always do not help 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 work through motivation and with better inter-personnel relations maintained in the units, and thus the targets are fulfilled.

**4(1)(b)(v) : The rules, regulations, manuals and records held by Govt. of India Press, Coimbatore-19 or under its control or used by its employees for discharging its function.**

Government of India Press, Coimbatore-19 is a purely Central Government Organisation and governed by a set of Rules/Regulations/Instructions contained in the Press Manual named ‘Hand Book of Govt. of India Presses’ and the rules framed by Govt. of India regarding service matters of Employees, viz., Fundamental Rules, Supplementary Rules, GFR, CTR, Receipt & Payment Rules, Leave Rules besides Factories Act, Payment of Wages Act, Workmen Compensation Act, etc.

**4(1)(b)(vi): A statement of categories of documents that are held by Govt. of India Press, Coimbatore-**

**19 or under its control.**

The following documents (unclassified) are held by Govt. of India Press, Coimbatore-19 :

- Stock and Issue ledgers of stores
- Production Register
- Log Books of Press Vehicles
- Cash Book
- Register of Allotment of Quarters.
- Security Deposit register
- Remittance register
- Assessment & Realizations register
- Receipt book of cash/cheques
- Bill register
- Pay Bill registers
- Muster Rol s
- Vehicles movement registers for incoming and outgoing vehicles
- Visitors register
- GPF ledger for Group 'D' employees
- Overtime register
- LTC/TA register
- Court Attachment details register
- HBA broad sheet ledger
- Medical Reimbursement register
- Vacancy register
- Special representations rosters
- Seniority List of staff
- Apprentice register
- Bill register of Printing costs
- Liability register
- Expenditure control register
- Report and Issue register
- Tender registers
- File Index register
- Increment register
- Service Book and Leave accounts of individual employees
- Rotation registers of vacancies
- Depreciation register
- Day Book of Procurement
- Inward and Outward consignment registers.



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

Being subordinate formation of Ministry of Urban Development, Govt. of India, no such arrangement exists.

**4(1)(b)(viii): A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as Govt. of India Press, Coimbatore-19 part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

Works Committee consisting of elected members from employees side and nominated members from employees side is constituted in Govt. of India Press, Coimbatore-19 under provisions of Industrial Dispute Act and minutes of the meeting of this committee can be accessible for the public. Some sub-committees under the said Works Committee, viz. Canteen Committee, Production Committee, Labour Welfare Fund Committee have also been prescribed as per provisions of "The Hand Book of Govt. of India Presses" . The minutes of those committees can also be accessible to public.

4(1)(b)(ix) A directory of Officers and Employees of Government of India Press, Coimbatore-19 as on 1-6-2016

The Directory is furnished as under :

Sl. No.	Name	Designation	Office Address	Office Phone No.	Residential Address	Resi. Phone No.
1.	M.Thiruvél Murugan	Dy. Manager	Govt. of India Press, Coimbatore-19	2692256 2692275	D-2, Type IV <b>Press Colony, Coimbatore-641 019</b>	9013289987
2.	Manikandan.N.	Asstt. Labour Welfare Comr. (C)	Govt. of India Press, Coimbatore-19	2692256 2692275	D-1, Type IV <b>Press Colony, Coimbatore-641 019</b>	9486855475
3.	Shyamal Biswas	Asstt. Manager (Admn.)	Govt. of India Press, Coimbatore-19	2692256	D-4, Type IV, Press Colony, Coimbatore-641 019	9903538572
4	Rabi Makal	Technical Officer	Govt. of India Press, Coimbatore-19	2692275	2/4, Press Colony, Coimbatore-641 019	8754890215
5	N. GopaKumar	Technical Officer	Govt. of India Press, Coimbatore-19	2692275	D-3, Press Colony, Coimbatore-641 019	8148557834
6	A.Abul Kalam Asath	Technical Officer	Govt. of India Press, Coimbatore-19	2692275	15/1 J.J.Maanagar,Raju Nagar North, Jothipuram Coimbatore 641 047	9486019332
7	Balaji. M	Technical Officer	Govt. of India Press, Coimbatore-19	2692275	4/528 NMetaji Garden, PLalanigoundernputhur K.Vadamadurai PO Coimbatore 641 017	7373733336
8	C. Muthuthirumany	Head Clerk (Sr.)	Govt. of India Press, Coimbatore-19	2692256	C-331, Vellakinar Housing Unit, Vellakinar Post, Coimbatore-641029	9443231804
9	S. Rama	Head Clerk (Jr.)	Govt. of India Press, Coimbatore-19	2692256	19/13-A, Srinivasa Nagar Jothipuram Post, Coimbatore-641 047	9442189892
10	P.F. Rani	UDC	Govt. of India Press, Coimbatore-19	2692256	41-A, Thiruvalluvar Nagar, Press Colony Post Coimbatore-641 019	9442577788
11.	Babu Joseph	UDC	Govt. of India Press, Coimbatore-19	2692256	Maria Villa, W-77-A, Kovaipudur, Coimbatore-641 0425	9443726016
12	G. Thirugnanam	UDC	Govt. of India Press, Coimbatore-19	2692256	9/16, Press colony, Coimbatore-641 019	9442554474
13	D. Parvathy	UDC	Govt. of India Press, Coimbatore-19	2692256	C-2, Raj Narayana Garden,Behind Pricol, Perianaickenpalayam, Coimbatore-641020	8069976124
14	N. Balasubramanian	Head Computer	Govt. of India Press, Coimbatore-19	2692256	15-15/1 Church Lane No.3, Thiruvalluval Nagar Press Colony PO, Coimbatore 19	9442214745
15	V. Mani	UDC	Govt. of India Press, Coimbatore-19	2692256	11, J.P. Nagar, Press Colony Post, Coimbatore-641 019	9790257422
16	R. Sujatha	UDC	Govt. of India Press, Coimbatore-19	2692256	6, Arjuna Nagar,4 <sup>th</sup> Street, K. Vadamadurai Post, Coimbatore-641 017	7598445961
17	P. Vellingiri	UDC	Govt. of India Press, Coimbatore-19	2692256	39, Vasantha Nagar, Singanallur, Coimbatore-641 005	9363221616
18	K. Balamurali	UDC	Govt. of India Press, Coimbatore-19	2692256	1/1, J.P. Nagar Extn. Press Colony Post, Coimbatore-641 019	9943534363
19	M. Suriya Begum	UDC	Govt. of India Press, Coimbatore-19	2692256	29/1, J.P. Nagar, Press Colony Post, Coimbatore-641 019	9629573167
20	P. Jayaseelan	Stenographer	Govt. of India Press, Coimbatore-19	2692256	57/2, CSI Nagar, Press Colony, Coimbatore-641 019	9245898309
21	Kumar Gunjan	LDC	Govt. of India Press, Coimbatore-19	2692256	6/4, Press Colony, Coimbatore-641 019	9043183672

22	Vijendra Kumar Singh	LDC	Govt. of India Press, Coimbatore-19	2692256	5/13, Press Colony, Coimbatore-641 019	9363221616
23	Ravi raj	LDC	Govt. of India Press, Coimbatore-19	2692256	5/6, Press Colony, Coimbatore-641 019	8903537106
24	Tong Min Luin Guite	LDC	Govt. of India Press, Coimbatore-19	2692256	5/10, Press Colony, Coimbatore-641 019	9436607034
25	K. Jayaraman	Daftry	Govt. of India Press, Coimbatore-19	2692256	6/15, Press Colony, Coimbatore-641 019	
26	G. Ravibabu	Farash	Govt. of India Press, Coimbatore-19	2692256	12/3, Press Colony, Coimbatore-641 019	9976525984
27	V. Savithiri	Ward Maid	Govt. of India Press, Coimbatore-19	2692256	73/4, Sakthi Nagar, Press Colony Post, Coimbatore-641 019	2698217
28	K. Krishnan	Safaiwala	Govt. of India Press, Coimbatore-19	2692256	21/5, Press Colony, Coimbatore-641 019	9750355964
29	Susan Elizabeth	Mali	Govt. of India Press, Coimbatore-19	2692256	Elizabeth Villa, 21-A, Kaveri Amman Nagar, Veerakeralam, Coimbatore-641 007	9487792707
30	K. Rajapandian	Cameraman	Govt. of India Press, Coimbatore-19	2692256	248/3, Perumal Kovil Street, Thirumalainicken Palyam, Jothipuram (Post) Coimbatore – 641 019.	9486773127
31	A. Krishnamoorthy	Assistant Binder	Govt. of India Press, Coimbatore-19	2692256	7/1, Press Colony Coimbatore – 641 019.	7418170346
32	S.Shanmugnathan	Jr. Artist	Govt. of India Press, Coimbatore-19	2692275	39/2, R.P Nagar, Naickanur, No.- 4 Virapandi Pudur, Coimbatore- 641019	9442919943
33	M.Mahendran	D.T.P Operator	Govt. of India Press, Coimbatore-19	2692275	21/13-A Pechimuthu Lane, Vetrilakkare Street, Kunimuthur Post, Coimbatore -641008	9659491544
34	R. J. John Bosco	Offset Machineman	Govt. of India Press, Coimbatore-19	2692275	277, Balaji Garden, Press Colony Post, Coimbatore-641 019	9360415033
35	R. Nagaraj	Offset Machineman	Govt. of India Press, Coimbatore-19	2692275	25/48, Chinna Ellaiah Lane, CBE-641 001	9944486423
36	A. Chandran	Wireman	Govt. of India Press, Coimbatore-19	2692275	3 (1), Kathiravan Nagar, Podanur, Coimbatore-23	9952442337
37	S. Ravichandran	Driver	Govt. of India Press, Coimbatore-19	2692275	21/1, Press Colony, Coimbatore-641 019	8122714056
38	C. Chandramohan	Foreman	Govt. of India Press, Coimbatore-19	2692275	5/12, Press Colony, Coimbatore-641 019	9842027366
39	B. Arasu	Foreman	Govt. of India Press, Coimbatore-19	2692275	1/ 2, Press Colony, Coimbatore-641 019	9842931975
40	Y. B. Jothiramalingam	S. H. Binding	Govt. of India Press, Coimbatore-19	2692275	144, Appleby Road, Coonoor.	9442524030
41	M. Pandurangan	S. H. Binding	Govt. of India Press, Coimbatore-19	2692275	5/16, Press Colony, Coimbatore-641 019	9597600025
42	T. Thangavelu	S. H. Binding	Govt. of India Press, Coimbatore-19	2692275	120/1, CSI Nagar, Press Colony Post, Coimbatore-641 019	9940718589
43	S. Murugesan	S. H. Binding	Govt. of India Press, Coimbatore-19	2692275	1/ 4, Press Colony, Coimbatore-641 019	9943442473
44	T.P. Unnikrishnan	Binder	Govt. of India Press, Coimbatore-19	2692275	Lakshmi Nivas, 12-A, T.V.Nagar, Press Colony Post, Coimbatore – 641019.	9443889373
45	I. Mani	S. H. Binding	Govt. of India Press, Coimbatore-19	2692275	10/13, Press Colony, Coimbatore – 641019.	9842164227
46	P.Selvaraj	Binder	Govt. of India Press, Coimbatore-19	2692275	52/29, Karunanidhi Nagar, 6, Sowripalayam Post, Coimbatore-641028.	8973646092
47	S. Rangaswamy	Binder	Govt. of India Press, Coimbatore-19	2692275	11/1, Karuppanan St. Sockampudur, Telungupalayam (Post), Coimbatore-641 039	9842029217
48	K. Jeganathan	Binder	Govt. of India Press, Coimbatore-19	2692275	5/9 Press Colony Coimbatore 641 019	9588115066
49	C. Soundararajan	Binder	Govt. of India Press, Coimbatore-19	2692275	9/33(A 3), N.G.R. Puram, Irugur, Coimbatore-103	9345728259

50	R. Arumugam	. Binder	Govt. of India Press, Coimbatore-19	2692275	73/6, Om Sakthi Nagar, Press Colony Post Coimbatore-641 019	2693643
51	K. Mani	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	11/11, Press Colony, Coimbatore-641 019	9789542892
52	R. Krishnaswamy	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	106, S.K.G. Street, Rathinpuri, Coimbatore-641027	9344899211
53	G. Sekar	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	22/4, Press Colony, Coimbatore-641 019	9791310028
54	P. Rangaraju	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	990.Rayappa Puram, Thadagam Road, R.S. Puram, Coimbatore-641002.	9345482015
55	A.Balasubramanian	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	113,Devangapet Street, Coimbatore-641001.	9994714477
56	K.Palani II	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	83, Vattaparai Pudur, Thurumalainackanpalayam Coimbatore-641047.	9360074621
57	C. Kanagaraj	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	29/8 D-2, Kashthuripalayam Road, Viveganandhapuram, Periyanaickanpalayam, Coimbatore-641020.	9790333299
58	P. Mariadoss	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	No.41/A.T.v. Nagar, Press Colony Post, Coimbatore-641019.	9944200255
59	V.Prabakaran	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	12/1, Kaviya shri Illam, J. P, Nagar, Press Colony Post, Coimbatore-641019.	0422-2696240
60	P. Unnikrishnan	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	8/15, Press Colony, Coimbatore-641019.	9487360981
61	M. Mathiazhagan	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	21/5, Pechimuthu lane, Vetrilaikkara Street, Kuniyamuthur, Coimbatore-641008.	8870371838
62	P. Loganathan	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	22/2, Press Colony, Coimbatore-641019.	8940336862
63	V. Paramasivam	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	6/6, Press Colony, Coimbatore-641019.	8870990459
64	K. Indira	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	8/2, Press Colony, Coimbatore-641019.	2693709
65	P. Thangaiah	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	6/8, Press Colony, Coimbatore-641019.	9943720657
66	G.Chandrasekaran	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	D,No. 4 Sriram Gardan, No.4 Veerapandi pudur, Press Colony Post, Coimbatore-641019.	9487222573
67	P. Mohanan	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	Lakshmi puram, Press Colony Post, Coimbatore-641019.	6572347
68	C.Ramar	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	10/1, Press Colony, Coimbatore-641019.	2693785
69	G. Sakthivel	Binder	Govt. of India Press, Coimbatore-19	2692275	14, J.P. Nagar, Press Colony, Coimbatore-641019.	9626906568
70	P. Gandhiraj	Asstt. Binder	Govt. of India Press, Coimbatore-19	2692275	4/2, Press Colony, Ciombatore-641019.	9443682552
71	R. Karuppiah	Attendant O/S	Govt. of India Press, Coimbatore-19	2692275	73/7, Om Sakthi Nagar, Press Colony Post, Coimbatore-641 019	9486837574
72	M. Subramanian II	O/S Machine Attendant	Govt. of India Press, Coimbatore-19	2692275	26/6, Press colony, Coimbatore-641 019	8056991710
73	G. Rajendran	O/S Machine Attendant	Govt. of India Press, Coimbatore-19	2692275	5/5, Press Colony, Coimbatore-641 019	8870356671
74	P. A. Jacob	O/S Machine Attendant	Govt. of India Press, Coimbatore-19	2692275	22/10, Press colony, Coimbatore-641 019	9095258046
75	M. Rajan II	O/S Machine Attendant	Govt. of India Press, Coimbatore-19	2692275	21/6, Press Colony, Coimbatore-641 019	9942052753
76	N. Rahul	O/S Machine Attendant	Govt. of India Press, Coimbatore-19	2692275	13/2, J. J. Maanagar, Jothipuram Post Coimbatore-641047	9789364544

77	M. Bojan	O/S Machine Attendant	Govt. of India Press, Coimbatore-19	2692275	19/7, Press colony, Coimbatore-641 019	9486774850
78	R. Jayakumar	Bearer	Govt. of India Press, Coimbatore-19	2692275	20/7, Press Colony, Coimbatore-641 019	
79	N. Baskaran	Bearer	Govt. of India Press, Coimbatore-19	2692275	103-A, Maranna Gounder Layout, Thirumalaicken palayam Road, Jothipuram post, Coimbatore-641 047	9442522138
80	P. Pathruswamy	Labourer	Govt. of India Press, Coimbatore-19	2692275	14, Kamarajapuram, R.S.Puram Post, Coimbatore-641002	9789731303
81	R.Paramasivam	Labourer	Govt. of India Press, Coimbatore-19	2692275	22/11, Press Colony, Coimbatore-641019.	887076302

4(1) (X): The monthly remuneration received by each of Officers and Employees of Government of India Press, Coimbatore – 19 including the compensation as provided in its regulations. The detailed information in respect of Government of India Press, Coimbatore is furnished as under as on 01.06.2016

Sl. No	Name	Designation	Scale of Pay	Gross	Remarks
1	M.T.Murugan	DM	9300-34800	60953	FPA @ 400
2	Shyamal Biswas	A.M(A)	9300-34800	59980	
3	N.Manikandan	ALWC	15600-39100	54450	
4	Rabi Makal	TO	9300-34800	60030	
5	N.Gopakumar	TO	9300-34800	68873	
6	A. Abul Kalam Asath	TO	9300-34800	66149	
7	M.Balaji	TO	9300-34800	46867	
8	C.Muthuthirumani	Head Clerk (Sr)	9300-34800	45054	
9	S.Rama	Head Clerk (Jr)	9300-34800	50812	
10	N.Balasubramanian	Head Computer	9300-34800	50542	
11	P.Jayaseelan	Steno	9300-34800	51253	
12	K. Balamurali	UDC	9300-34800	53267	FPA @ 250
13	P. Vellingiri	UDC	9300-34800	50983	
14	M. Suriya Begum	UDC	5200-20200	40791	
15	R. Sujatha	UDC	9300-34800	50091	FPA @ 210
16	K. Jayaraman	Daftry	5200-20200	35190	
17	G.Thirugnanam	UDC	9300-34800	47183	
18	P.F.Rani	UDC	9300-34800	53825	
19	D. Parvathi	UDC	9300-34800	50542	
20	Babu Joseph	UDC	9300-34800	53041	
21	V. Savithri	MTS	5200-20200	32649	
22	K. Krishnan	Safaiwala	5200-20200	33773	
23	G. Ravi Babu	Farash	5200-20200	29078	FPA @ 210
24	Susan Elizabeth	MTS	5200-20200	33017	
25	V. Mani	MTS	5200-20200	37238	
26	N. Bhaskaran	Canteen Attendant	5200-20200	33938	FPA @ 210
27	R. Jayakumar	Canteen Attendant	5200-20200	31140	
28	S. Shanmuganathan	Jr.Artist	9300-34800	66149	
29	M. Mahendran	DTP Opr.	9300-34800	63380	
30	K.Rajapandian	Camera man	9300-34800	62515	

31	R.Karuppiah	Attdt O/S	5200-20200	33251	FPA @ 210
32	A. Chandran	Wireman	5200-20200	36885	FPA @ 210
33	S. Ravichandran	Driver	5200-20200	35438	
34	R. J. John Bosco	M/man	9300-34800	45869	FPA @ 210
35	R.Nagaraj	M/man	9300-34800	43590	FPA @ 210
36	M. Bhojan	M/cAttdt OS	5200-20200	30645	
37	G. Rajendran	M/cAttdt OS	5200-20200	30645	
38	M. Rajan II	M/cAttdt OS	5200-20200	28868	
39	P. A. Jacob	M/cAttdt OS	5200-20200	30645	
40	M. Subramaniam II	M/cAttdt OS	5200-20200	30645	
41	N.Rahul	M/cAttdt OS	5200-20200	33251	FPA @ 210
42	C. Chandramohan	F.M	9300-34800	45908	FPA @ 210
43	B. Arasu	F.M.	9300-34800	32967	
44	Y. B. Jothiramalingam	S.H	9300-34800	47298	FPA @ 210
45	I. Mani	S.H	5200-20200	35393	
46	M. Pandurangan	S.H	9300-34800	43515	
47	T. Thangavel	S.H	9300-34800	47273	FPA @ 210
48	S. Murugesan	S.H	9300-34800	43725	FPA @ 210
49	S. Rangaswamy	Binder	9300-34800	49775	
50	P. Selvaraj	Binder	9300-34800	50622	FPA @ 210
51	K. Jeganathan	Binder	5200-20200	30893	
52	T.P.Unnikrishnan	Binder	9300-34800	47388	FPA @ 210
53	R. Arumugam	Binder	9300-34800	49201	FPA @ 210
54	G. Sakthivel	Binder	9300-34800	38453	
55	V. Paramasivam	Binder	9300-34800	29078	FPA @ 210
56	C. Soundararajan	Binder	9300-34800	50842	FPA @ 210
57	P. Gandhiraj	A/Bdr.	9300-34800	46845	
58	P. Mohanan	A/Bdr.	5200-20200	36608	FPA @ 210
59	C. Ramar	A/Bdr.	5200-20200	33728	
60	G.Chandrasekharan	A/Bdr.	5200-20200	39600	FPA @ 210
61	A. K. Murthy	A/Bdr.	5200-20200	35438	
62	A.Balasubramanian	A/Bdr.	5200-20200	41359	FPA @ 210
63	K. Palani. II	A/Bdr.	5200-20200	34785	
64	P. Unnikrishnan	A/Bdr.	5200-20200	30645	
65	V. Prabhakaran	A/Bdr.	5200-20200	33041	

66	R. Krishnaswamy	A/Bdr.	5200-20200	37549	
67	P. Loganathan	A/Bdr.	5200-20200	30645	
68	P. Rangaraju	A/Bdr.	5200-20200	37759	FPA @ 210
69	K. Indira	A/Bdr.	5200-20200	27518	
70	M. Mathialagan	A/Bdr.	5200-20200	33041	
71	K. Mani	A/Bdr.	5200-20200	38948	
72	G. Sekar	A/Bdr.	5200-20200	38595	FPA @ 210
73	P. Mariadass	A/Bdr.	5200-20200	37733	
74	P. Thangiah	A/Bdr.	5200-20200	34245	
75	C. Kanakaraj	A/Bdr.	5200-20200	37759	FPA @ 210
76	R. Paramasivam	Labourer	5200-20200	27720	
77	P. Pathruswamy	Labourer	5200-20200	38649	FPA @ 210
78	Kumar Gunjan	LDC	5200-20200	22465	
79	Vijendra Kumar Singh	LDC	5200-20200	21240	
80	Tongminlun Guite	LDC	5200-20200	19283	
81	Raviraj	LDC	5200-20200	20645	



**4(1)(b)(xi): The Budget allocation to Govt.of India Press, Coimbatore-19 indicating the particulars of all plans, proposed expenditures and reports on disbursement made:**

Statement of Budget Grant for the year 2016-17 in respect of Govt. of India Press, Coimbatore is furnished as under :

**(A) Salaries: Rs.**

Salaries of Officers :	14,00,000
Salaries of Estt.	2,10,00,000
Dearness Allowance :	2,97,00,000
Other Allowance :	50,00,000
P.L.Bonus:	5,00,000
Festival Advance:	4,00,000

**(B)Others:**

O.T.A :	1,00,000
Medical Treatment:	10,00,000
T.E :	4,50,000
O.E:	44,00,000
Publications:	1,80,000
Grants-in-Aid :	10,000
Minor Works :	50,000
Payment for Prof.& Spl.Service:	30,000
M&S :	24,00,000
Inter/Acs.Transfer:	16,00,000
Grand Total:	<b>6,82,20,000</b>

**(C)**

Trade Apprentices:	20,00,000
I.T	1,50,000

4(1)(b) )xiv) : Details in respect of the information available to or held by it, reduced in an electronic form:

At this moment all information's available or held by Government of India Press, Coimbatore reduced in an electronic form and the same will be put in website of Directorate of Printing, New Delhi and made available for easy access.

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:

Government of India Press, Coimbatore does not have and Library or reading room to be used by the public. However, the time Keeper of this Press, whose office is situated at the main factory gate and who also functions as Reception Officer of thie Press, is available to the citizens for obtaining information that are accessible to public during working hours.

4(1)(b)(xvi): The names, designation and other particulars of the public information officers :

The names and other particulars of public information Officers are furnished as under:

SL. No	Name of the Press	Public Information Officer	Assistant Public Information Officer
	Government of India Press Coimbatore 641 019	Shri M.Thiruvél Murugan P.Manager	Shri Shyamal Biswas Asst.Manager (Admn)

4(1)(b)(xvii): Such Other information as may be prescribed : Nil

Shri M.Thiruvél Murugan  
P.MANAGER