

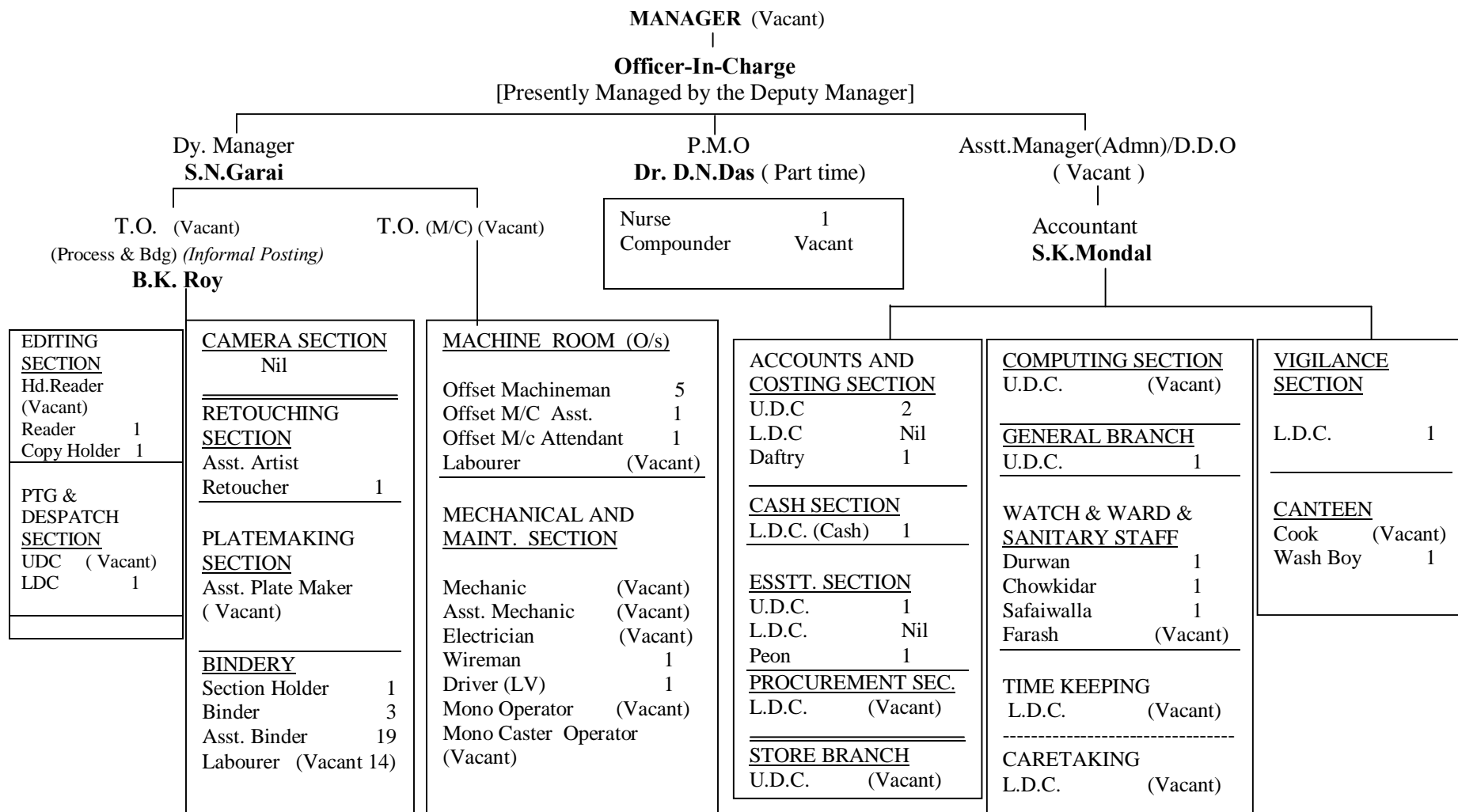
GOVERNMENT OF INDIA TEXT BOOKS PRESS
BHUBANESWAR

Information as per Clause (b) of

Sub-Section 1 of Section 4 of

Right To Information Act, 2005

GOVERNMENT OF INDIA TEXT BOOKS PRESS, BHUBANESWAR – 751017
ORGANISATION CHART as on 01. 03. 2016



ABSTRACT				
	Sanctioned	On Roll.	Vacant	
1. Group A (Gazetted)	02	01*	01	
2. Group B (Gazetted)	02	01	01	
3. Group B (Non-Gazetted)	02	NIL	02	
4. Group C	130	51	79	
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PMO is on part time basis	136	53	83	

4(1)(b)(i) The particulars of Govt. of India Text Books Press, Bhubaneswar; Functions and duties:-

The UNESCO Conference held in Paris in 1968 passed inter alia a resolution for the promotion of literacy and pursuit of education in the sub-continent. In pursuance of that, the West German Government offered a gift of printing press to India. As a result of a Techno Economic Survey conducted in this regard, it was decided to have three Indo-German Text Books Printing Presses at Chandigarh, Bhubaneswar and Mysore. Besides, the complete plant and equipment for each of the three proposed Presses, the West German government offered to loan the services of two of their Technical Experts for each of the three projects for a period of two years. In addition, the donor Government offered to train Indian personnel for specialized training in West Germany.

The said Scheme was sponsored by the Ministry of Education and the projects were accordingly included in the Fourth Five Year Plan of the Ministry. The total outlay of the scheme being Rs. 375 lakhs at the rate of Rs. 125 lakhs for each of the three presses. The provision, as above. includes construction of factory and residential buildings for all the three presses, besides, providing indigenous equipment, raw materials and technical personnel for the projects. The GITB Press, Bhubaneswar was set up in the year 1975.

The land was provided by the State Govt. at free of cost The text books press was needed exclusively for printing text books of various State Governments and to make available text books to school going children at cheaper rates. The press was provided with staff quarters for the employees.

In the year 1985 the press was upgraded by adding more numbers of high speed web offset machines against the augmentation of the forms printing to cater the increasing demand of the forms and other jobs of the different departments/organizations of the Govt. of India.

In the year 2002 there was a Gazette Notification published in the Gazette of India - Extraordinary, Part II, Section-3 , Sub Section (ii) dt.30.09.2002 in which Govt. of India Text Books Press, Bhubaneswar along with other Text Books presses was to be transferred to the State Govts and if the State Govt do not accept the transfer of the above presses those would closed by the end of April 2003. Further there was a Gazette Notification published in the Gazette of India, Extraordinary, Part II, Section-3, Sub Section (i) dt.24.07.2006 for privatization of this Press along with other two Text Books Presses.

GOVERNMENT OF INDIA TEXT BOOKS PRESS, BHUBANESWAR

STATEMENT SHOWING DETAILS OF ESTABLISHMENT AS IT STOOD ON 01.03.2016

Sl. No.	Name of the Post & Pay Scale	Sanctioned Strength	On roll	Vacant
GROUP - A (GAZETTED)				
1	Manager 15600-39100 + 6600 GP	1	NIL*	1
2	Press Medical Officer ** (Part time, Rs- 6000 fixed)	1	1**	NIL
GROUP - B (GAZETTED)				
3	Dy. Manager/ O.I.C. 9300-34800 + 4600 GP	1	1	NIL
4	Asstt. Manager (Admn.) 9300-34800 + 4600 GP	1	NIL***	1
GROUP - B (NON-GAZETTED)				
5	Technical Officer 9300-34800 + 4600 GP	2	NIL¥	2
GROUP - C (NON-INDUSTRIAL)				
6	Accountant 9300-34800 + 4200 GP	1	1	NIL
7	Hindi Translator 9300-34800 + 4200 GP	1	NIL	1
8	General Store Keeper 9300-34800 + 4200 GP	1	NIL	1
9	Nurse 9300-34800 + 4600 GP	1	1	NIL
10	Pharmacist 5200-20200 + 2800 GP	1	NIL	1
11	U.D.C. 5200-20200 + 2400 GP	6	5	1
12	L.D.C. 5200-20200 + 1900 GP	14	3	11
13	Care Taker 5200-20200 + 1900 GP	NIL	NIL#	NIL
14	Daftry 5200-20200 + 1800 GP	1	1	NIL
15	Peon 5200-20200 + 1800 GP	2	1	1
16	Cook 5200-20200 + 1900 GP	1	NIL	1
17	Asst. Cook 5200-20200 + 1800 GP	1	NIL	1

18	Wash Boy 5200-20200 + 1800 GP	1	1	NIL
19	Farash 5200-20200 + 1800 GP	1	NIL	1
20	Chowkidar 5200-20200 + 1800GP	3	1	2
21	Durwan 5200-20200 + 1800 GP	2	1	1
22	Safaiwala 5200-20200 + 1800 GP	5	1	4
GROUP - C (INDUSTRIAL)				
23	Head Reader 9300-34800 + 4200 GP	1	NIL	1
24	Reader 5200-20200 + 2800 GP	1	1	NIL
25	Copy Holder 5200-20200 + 1900 GP	1	1	NIL
26	Asstt. Artist Retoucher 9300-34800 + 4200 GP	1	1	NIL
27	Asstt. Plate Maker 5200-20200 + 1900 GP	NIL	NIL##	NIL
28	Offset Machine Man 9300-34800 + 4200 GP	5	5	NIL
29	Offset Machine Asstt. 5200-20200 + 2800 GP	5	1	4
30	Offset Machine Attdt. 5200-20200 + 1900 GP	5	1	4
31	Section Holder (Binding) 5200-20200 + 2800 GP	1	1	NIL
32	Binder 5200-20200 + 2400 GP	3	3	NIL
33	Asstt. Binder 5200-20200 + 1900 GP	43	19	24
34	Labour 5200-20200 + 1800 GP	15	NIL	15
35	Mechanic (Ptg & Bdg) 5200-20200 + 2800 GP	1	NIL	1
36	Asstt. Mechanic (Ptg & Bdg) 5200-20200 + 1900 GP	1	NIL###	1
37	Electrician 5200-20200 + 2400 GP	1	NIL	1
38	Wireman 5200-20200 + 1900 GP	1	1	NIL
39	Driver (L/V) 5200-20200 + 1900 GP	1	1	NIL
40	Mono Operator Rs 4000-100-6000 (5th CPC)	1	NIL	1

41	Mono Caster Operator 3050-75-3950-80-4590 (5th CPC)	1	NIL	1
TOTAL		136	53**	83

* DD(B&F), D.O.P.- New Delhi holding addl charge of Manager of this press.

** Medical officer at present on part time basis.

*** Asst. Mgr. (Admin) - GIP-Kolkata holding addl. charge of AM(A) of this press.

¥ One Technical Officer of GIP- Santragachi, Howrah, informally posted.

Caretaking is presently managed by UDC.

Plate making is presently managed by Copy Holder.

Mechanic work is presently managed by Driver (LV).

N.B. - The sanction strength as on 01.04.2002 has been considered after deducting the posts abolished after availing of Special VRS by the employees of the press during the year 2005-07.

Cost of Printing

The cost of printing of the jobs of indentors 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 Proforma Account of this Press. That is being worked out on the basis of common hourly rates for each cost center 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 indentors on no loss no profit basis.

4(1)(b)(ii): The powers and duties of officers and employees of Govt. Of India Text Book Press, Bhubaneswar.

Non-Industrial Employees

1. **Manager:** The duties and the powers of the Manager are given below:

- i. He is in charge of the entire Press.
- ii. He exercises all financial and administrative powers subject to limitations as laid down in the rules.
- iii. He is responsible for policy, coordination and planning.
- iv. He is the Chairman of the D.P.C, DSC and Recruitment Board for group -Cø and -Dø industrial posts and makes appointments and promotion in consultation with the committee.

v. He passes orders on regular leave applications for supervisory staff both on clerical and industrial sides of the Press

vi. He is responsible for general security of the press and ensure the provisions of adequate safeguard against losses, theft, fraud, misappropriation and other irregularities. Any loopholes/defects existing therein are being taken up by him with the local authorities for necessary remedial action. He draws up necessary amendments to the security instructions from time to time in consultation with Security Officer.

2. Press Medical Officer:- At present the P.M.O is working on part-time basis. His service is 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, Pharmacist, Nurse etc. The medicines required for Press Dispensaries are being indented by him annually and on the basis of that the medicines are being drawn from Govt. Medical Store Depot at Kolkata and medicines essentially required but not available with the depot are obtained through other sources.

3. Deputy Manager :-

The duties of Deputy Manager are given below:

i. He is responsible for economical and expeditious production in the Press.

ii. He is responsible for ensuring of security in production branches

iii. He will sanction all leave to industrial staff up to the workers level.

iv. He will correspond directly with indenters on technical matters.

v. He will acquaint themselves with relevant portions of all Acts affecting the Press and its workers.

vi. He will see that machinery and fittings are maintained in a state of highest efficiency.

vii. He will responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.

viii. He is a member of DPC/DSC

ix. He is authorized to effect inter branch transfer of Labourers in the interest of work and efficiency.

4. Assistant Manager (Administration):-He assists the Manager in day óto-day disposal of administrative/accounts matters. He will be responsible for the efficient disposal of work in the office wing of the press and will hold administrative charge of the entire clerical establishment.

His duties and powers are as under-

- i. He is responsible for all aspects in respect of pay, allowances etc. by virtue of being Head of Office for the purpose of GFR.
- ii. He gets accounts reconciled with Pay & Accounts office and makes all correspondence with them . He looks after estate matters and acts as the Assistant Estate Manager for allotment of Press Pool accommodation and other related matters.
- iii. He sanctions leave of office staff.
- iv. All service book leave accounts are kept under his custody.
- v. He also functions as store officer and DDO.
- vi. He makes correspondence with Health Officer, Press Medical Officer, CPWD and does all other correspondences of office side.
- vii. The above powers are subject to the condition that he will be working directly under the Manager and will take his orders on all important questions that may arise, in day-to-day administration. He functions as a member of DPC/DSC of the Press. All cases relating to Establishment and Administration will pass through him to the Manager. He conducts frequent surprise inspection of stores and cash Branches in his charge and record the result in an inspection book kept for the purpose.

5. Technical Officer:- He is responsible for quality and quantity of the work of the Press. He will ensure that the forms are distributed in such numbers and so arranged as 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 under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machine are idle and that the lights in his Branch when not required are put off. He will maintain production records of each machine in a register. He will maintain History sheets of machine and same will be put up to the Deputy Manager for checking etc. He is also responsible for quality and quantity of work in Photo-composing branch, and will carry & out checking of out turns of the operation s and ensure that overtime work is kept at the minimum.

6. Pharmacists:- He works in Press Dispensary directly under the control of Press

Medical officer. He maintains relevant records pertaining to patients, medicines and medical equipment/apparatus available at the disposal of the Dispensary. He gives medicines to the patients as per prescription of Press Medical Officer.

7. 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 or all receipts and issues correctly. He is also responsible to place requirements of stores for procurement through Head Clerk. On receipt of stores he is to get the material inspected On completion of Inspection, he makes entries in Stock Book/Bin Cards and pass the bill for arrangement of payment. He is to maintain Bin Cards for every items held in the stock besides stock books. He is to ensure proper storage. He is to maintain proper records/accounts of stores and follow the prescribed rules of GFR,CTR, Press Hand Book. He is to supply figures to superior authority in regard to issue of stores on the basis of past actual and anticipated position. He arranges all stores items conveniently to get the store physically verified every year. He is also responsible for reconciliation of stores and prepare balance sheet of stores. He will remain responsible for any sort of excess or deficit in store. He is also responsible for the disposal of waste held in the stock of the Press like waste paper, salvage paper and real core following the provisions made in the Press Hand Book.

8. Accountant :- He holds supervisory charge of Accounts and Establishment Sections and in doing so, he is assisted by the Head Clerk (Jr) of the Section concerned. He is responsible for the general administration and efficiency of the clerical establishment of the sections and seeing that the prescribed routine regarding accounts question is strictly observed. He will ensure that all accounts and establishment matters are disposed of strictly in accordance with the standing orders. He will maintain a complete set of all the forms 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 Director of Printing, New Delhi, if necessary.

i) The Accounts Section under the orders of the Accountant is responsible for the preparation of Pay bills.

ii) Accountant will arrange to prepare bills for printing work done for the respective indenters.

iii) He is responsible for reconciliation of expenditure.

iv) He should see that all the information required for the compilation of Proforma Accounts is obtained from the quarters concerned to ensure submission of the accounts to the Audit in time.

v) He is responsible for preparation of Budget.

9. Upper Division Clerk :- Upper Division Clerk is Non-Industrial Group -CØ Post. Upper Division Clerk generally deals with letters, 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 Assistant Manager (Admn). He puts up drafts relating to technical aspects to the officers of technical side. He is responsible for prompt issue of letters, telegrams faxes etc. He maintains all records and he overhaul the record section every year to destroy older register/records under order of the Manager to make rooms for new records.

10. 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 transaction in Presses. He is also custodian of all valuable of the Press . He is particularly responsible for:-

- i. Custody of all money/cheques/Drafts received in office.
- ii. Disbursement of cash/cheques to Press employees/proper person.
- iii. To remittance of cash/cheques in Bank/Treasury/Pay Accounts Office.
- iv. He sends third party cheques/drafts by post.
- v. He maintains Cash Book, subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances security deposit Register etc.
- vi. He attends Banks personally on every occasion when money has to be withdrawn or deposited.
- vii. He maintains imprest accounts and recoups as soon as the voucher is rendered by the concerned official /officer.
- viii. He keeps saving Bank Pass Books, Security Deposits, Original Contract Agreements, Bonds in his safe custody.
- ix. 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.
- x. He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts office for payment
- xi. He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and payments Rules and Hand Book of GIPs.

11. **Stenographer Grade-III:-** The main duties and responsibilities of stenographer is to take dictation from the officers. He maintains records pertaining to personnel section. He keeps confidential reports and confidential papers of all employees of the press in his custody and does the correspondence relating thereto. He assists concerned officer in recording the proceeding of any meeting/enquiry, maintaining utmost secrecy the work demands.

12. **Lower Division Clerk:-**He is Group -C Non-Industrial employee of the Press. His primary duty is to maintain registers and records and to do the duties in administrative section of the Press. Some LDC are also posted in the factory side where the services of clerk are required. Besides he does the type writing work. But, presently due to shortage of staff, experienced LDCs have started dealing with file work and submission of drafts for approval. He works under Head Clerks and Accountants and is responsible for proper maintenance of records, accurate typing and other clerical jobs, the section in which he works. He adhere to all rules and regulation in order to ensure proper and timely disposal of work in the Administration side.

13. **Caretaker:-** He deals with all questions pertaining to the upkeep of Press building including repairs, sanitation, fire protection etc. He is responsible for opening and closing of press premises in all shifts, besides proper care and cleanliness of the shop floor and offices and furniture. Watch and ward staff, sanitary staff and farashes work under the control and supervision of Caretaker. He is also responsible for the safe custody of material issued to the sanitation section. Since his service 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. He will bring to the notice of the Manager / Asst. Manager (Admn.) any dereliction of duty on the part of the night Watchmen.

14. **Time Keeper:-** The Time Keeper is responsible for correct recording of the attendance of all employees of the Press as per the fixed norms prescribed in the Hand Book of Govt.of India Presses. He brings to the notice of Head of the Press, the names of irregular, late comers, absentees without leave. He is also responsible for preventing the ingress of outsiders to the Press premises, except on official business. He must not allow any of the employee to go out during duty period without valid pass-out. He prevents anyone leaving Press premises carrying anything unauthorized. He keeps the attendance registers of all employees. From those attendance registers, he prepares Muster Rolls after checking attendance, check sheets of different sections. He is responsible for bringing to the Manager's notice, the names of

employees, whose hours of work, during a week, approaches the maximum allowed under the Factories Act, so as to take immediate action to ensure that the Act is not violated. He is also responsible for seeking that the various returns are submitted and necessary forms and registers appertaining to Factories Act are properly maintained. He maintains Holiday-book.

15. **Chowkidar/Darwan:-**He should be alert all the time so as to protect the Press from any kind of theft. Their duties are as under-

- i. To man the gate or the post
- ii. To keep sharp look-out for any unauthorized activities of any persons at gate or near parameter work. He will challenge such situations.
- iii. To check all personnel seeking admission to the Press and demand the I. Cards.
- iv. 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 with out valid pass out.
- v. To carry out searches of Vehicles and personnel when ordered for the search.
- vi. To see that no prohibited articles are brought inside the Press and no Government servant takes any Government property outside unauthorized.
- vii. To take round of the Press premises during night and on holidays to ensure security of the Press.
- viii. To comply with all legitimate and bona fide orders/instructions issued by the Timekeeper/CT/AM(A).

16. **Daftary:-** 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.

17. **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 wherever, 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 officers/sections on the order of his supervisor and does the jobs that are assigned to him by the officers/sections for the smooth functioning of the office/establishment.

18. **Peon:-** His main duty is to carry the files and documents safely from one section to another and then to officers and vice-versa as per the instructions of the section in-charge. He also

attends all other jobs as one assigned to him by the section in charge or the officers as the case may be, for the smooth functioning of the office/establishment.

19. **Safaiwala:-** He does the cleaning/sweeping of the office/Press premises, toilets, lavatories and lawns as per instructions of the caretaker on a daily basis to ensure proper cleanliness of the factory/office and its premises.

Duties of Industrial Employees:

1. Artist Retoucher/Asstt. Artist Retoucher:- This is a Group -CØ Industrial category post. He is responsible to improve the quality of half tone of negatives and the positives by retouching work. He is also responsible to improve the quality of the colour separation negative/positive besides retouching of negatives/ positives, format making and colour positive pasting in proper format after he receives negatives/positive from camera section . He marks the formats denoting the cut mark as center pins etc. He is answerable to Technical Officer/Deputy Manager.

2. Senior Artist:-This is Group -CØ Industrial post. Senior Artist is 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. selected. He indicates the colour scheme on the final art work and prepares the cut drawings. He also prepares the formats of the jobs from the negatives or print jobs. He is answerable to technical officer/Deputy Manager.

3. Cameraman :- Each process will be operated by the Camera Operator. He is responsible for operating the Camera/contact printer and other accessories for the re production of line, half-tone, colour separation work, etc. from 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 ensure 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 bottle 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/AMT/Dy. Manager, whosoever will be the In charge of the Section. He will develop the exposed film in the absence of the Developers.

4. Dark-Room Assistant:- The duties of Dark-Room Assistant is to assist the cameraman in the Dark Room in the development/exposure of Film.

5. Offset Plate Maker/Assistant Plate Maker:- Plate maker will be responsible for the plate making work, He will immediately report the defects noticed in the equipment to the Technical Officer of the Section. He will also maintain the history of such breakdowns and repairs. A separate register will be maintained for the consumption of the plates. 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 second shift operator. The second 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 the printing section.

6. Head Reader:- The Head Reader is In charge of, and exercises general supervision over the reading section. He attends to copy editing also. He is responsible for the efficiency of the section and sees that the readers and revisers are given work in proportion to their pay as far as possible. He should attend to clean sheets, solve queries, sign all out-turn sheets of readers and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the Section concerned. He also reads proofs when time permits. He is also responsible for the general good conduct of the section and sees that proofs containing too many corrections and subsequent proofs carrying same mistakes are immediately reported to Manager for disciplinary action against the operator or compositor concerned.

7. Reader:-Proof reading is the duty allotted in the press to readers to detect all errors, to mark them on proofs by certain long established symbols, and to query all doubtful passages or words. To read proofs efficiently the reader must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations

(English, Latin and French). He should also have a through knowledge of the signs and marks used in proof correcting and should make his corrections clearly and neatly to avoid confusing the operator/compositors. He should cultivate a quick perception and retentive memory. In imposed Press reading proofs the senior readers should check the folios, signature and margins etc.

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 Machine Man:- Each machine operator will be required to work on a single colour, double colour or two colour/perfecting machine irrespective of the size of the machine . He will check up the set of the Board, inking units and he will check up the pressure between the rollers. He will ensure that the machines are neat and clean. He will also ensure that the inking rollers are cleaned at the end of the shift. He will see that the plates mounted on the machine are properly fixed and make ready is done within time .He will also ensure that the paper kept in the feed board are properly trimmed and the feeding tables are properly set. He will ensure efficient running of the machine to avoid break down. He will guide his staff properly and in the absence of Machine Assistant, shall run the machine with the help of Machine Attendant. He will make the list of the jobs and show the clean sheet to the Technical Officer before printing

10. Offset Machine Asst:- The following duties will be performed by the Assistant machine Operator.

- i. He will set the Feeder;
- ii. He will set the feeding table with printing paper;
- iii. He will set the delivery board;
- iv. He will check the attendants working on the machine, clean the machine and ensure its proper upkeep.
- v. He will ensure that the proper damping solution are put in the machine. During the machine run, he will stand on the side of the feeder. He will also ensure that the machines are maintained properly. He will fix the new blankets 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 attendant in the machine will clean the inking and damping rollers. He will bring the paper from the paper cutting machine. He will put the paper for printing on the feed board. He will fix the plates on the machine. He will stand at 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 sucum 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. Section Holder (Bdg.)- Section holder Bdg. is to supervise the binding branch. 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 the Log Books for the different groups entrusted with the jobs. He is personally held responsible for the general supervision over the work of the different sections etc. Envelope, Counter, Ruling section, 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 also prepare the binding orders of the Envelope and D.O note papers according to Department's instructions.

13. Binder:-Binder undertake all kinds of binding work, e.g. leather and board. He is also required to operate guillotine cutting machines, cut papers to sizes as required and trim finished books in their respective sizes. He is personally responsible for the condition of his machine and for its proper oiling and cleaning. The number of copies in each bundle are to be written outside. The Dispatcher will count the copies on receipt and bring to notice at once any shortage or excess. After initialing the vouchers, the Dispatcher will be responsible for any discrepancy. The work docket must be sent to the Dispatcher with the first batch of copies, this is most important.

14. Assistant Binder- He should be acquainted with the process of all kinds of normal binding work and should be responsible for operations like counting, folding, gathering, stitching/sewing, numbering, covering and all other similar activities required for binding and finishing both manual and on machine .He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Section Holder's instructions. The Bindery Assistant

should be able to handle all simple machines used in the Bindery e.g cutting, stitching, perforating, eyeleting, punching, numbering machines, etc.

15. Driver (L/V): - The Driver is required to drive the vehicle whenever he is asked to do so on the written orders 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 his 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.

16. Labourers:- He is a Group -DØ Industrial employee at lowest level hand in shop floor. He does supply paper in machines, 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.

17. Mono Caster Operator: Mono Caster Operator is responsible to cast the matter and keeps watch whether a matrice is found to be dirty or blocked up with metal . In that event he stops the machine and clean . He is responsible for the condition of his machines & carelessness, wrongful use or failure to carryout instructions which may damage his machine. While starting his work, he should examine his machine carefully and see parts are properly cleaned and oiled. When work is over, he must remove the thermometer, turn off gas and water supply, take off bridge and mould cross block and clean mould and jet blade, making assure that no metal shavings remain on the face of the mould block. In this regard he should ensure all guidelines provided to him by supervisor. In the event of any damage/breakage, he must report the same to the Overseer.

18. Mechanic/Asst. Mechanic (Mechanical Branch):- The Mechanics and Assistant mechanics erect and repair the printing machines both Letter Press & Off-set and also binding, machinery, and other auxiliary machinery shifting, bearings and do any other mechanical work. They dismantle machine also. No order for mechanical work or repair is undertaken without a requisition duly signed by the Dy. Manager/ Assistant Manager (Technical). Each mechanic will submit daily a docket to show how his time has been occupied during the day. The daily docket will be dispatched by the head mechanic to the General Storekeeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

19. Wireman: - He assists the Electrician in all repairs and installation works.

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, i.e. 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 Industrial Section is headed by a Section Holder/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 the Deputy Manager who in turn take appropriate decision to ensure proper and time bound execution of printing work. Each Non-Industrial wing is similarly, distributed into various administration/Accounts Sections. Each Non-Industrial Section is supervised by Accountant responsible for distribution and timely disposal of work. The Asstt. Manager (Admn.) who is their Branch Officer 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. The Manager being the head of the Press remains over all in-charge of the Press.

4(1)(b)(iv):- Norms set by the Govt. of India Text Book Press, Bhubaneswar for the discharge of its functions:-

Initially the Govt. of India Text Books Press, Bhubaneswar was designed to cater the needs of printing and supplying of text books to school going children at a cheaper rate. But on augmentation of forms printing text books printing has been dispensed with since 1985 because no state Govt. is coming with their indents for printing of text books. The Govt. of India upgraded this press by adding more numbers of high speed web-offset machines on augmentation of form printing to cater the increasing demand of forms and other jobs of different department of Govt.of India. i.e Income Tax, Defense , Home etc. Now Govt. Of India Text Book press is executing the works of such department in accordance to their demands.

4(1)(b)(v):- The rules, regulations, manuals and records held by Govt. of India Text Books Press, Bhubaneswar under its control or used by its employees for discharging duties:-

Govt. of India Text Book Press, Bhubaneswar is purely a 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" 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 etc.

(4)(1)(b)(vi):- A statement of categories of documents that are held by Govt. of India Text Book Press, Bhubaneswar under its control:-

1. Stock and Issue Ledgers of Stores
2. Production Register
3. Log Books of Press Vehicles
4. Cash Book
5. Register of allotment of quarters
6. Remittance register
7. Security Deposit registers.
8. Assessment & Realisations register
9. Receipt Books of Cash/Cheques.
10. Bill register
11. Pay Bill registers
12. Muster Rolls
13. Vehicles
14. Vehicles movement register for incoming and out going vehicles
15. Visitors Register
16. Overtime register
17. LTC/TA register
18. Court attachment details register
19. HBA broadsheet ledger.
20. Medical reimbursement register
21. Vacancy register

22. Special representations rosters
23. Seniority list of staff
24. RTI register
25. Bill register of Printing costs
26. Liability register
27. Expenditure control register
28. Report and issue register
29. Tender registers
30. File Index Register
31. Increment register
32. Service Books & Leave accounts of individual employees
33. Rotations register of Vacancies
34. Depreciations register
35. Day Book of Procurement.
36. In ward and Outward consignment register

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:- Being subordinate formation of Ministry of Urban Development, Govt. of India, New Delhi no such arrangements exists.

4(1)(b)(viii):- A statement of boards, councils, committees and other bodies consisting of two or more persons constitutes as Govt. of India Text Book Press, Bhubaneswar part of 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:-

Works Committee and its sub committees consisting of elected and nominated members of employees are constituted in Government of India Text Books Press, Bhubaneswar.

4(1)(b)(ix):- A directory of officers and employees of Govt. of India Text Book Press, Bhubaneswar is furnished as under:

4(1)(b)(x):- The monthly remunerations received by each of officers and employees of Govt. of India Text Books Press , Bhubaneswar including the system of compensation as provided in its regulation.

The detailed information in respect of Govt. of India Text Books Press is furnished as under-

Sl. No	Name	Designation	Scale of Pay & GP	Monthly remuneration in Rupees as on 1.4.16
1	Dr.D.N. Das	PMO (Doctor) Part time	Consolidated	6000
2	S.N.Garai	Dy.Mgr. /OIC	PB-2, Rs- 9300-34800 , GP -4600	45311
3	S.K.Mondal	Accountant	PB-2, Rs- 9300-34800 , GP-4800	56677
4	Krishna.Ch.. Maharana	U.D.C.	PB-2, Rs- 9300-34800 , GP-4600	44085
5	Niranjan Mahapatra	U.D.C	PB-2, Rs- 9300-34800 , GP-4200	45881
6	Nabaghan. Biswal	L.D.C	PB-2, Rs- 9300-34800 , GP-4200	40865
7	A.Bose	U.D.C	PB-2, Rs- 9300-34800 , GP-4600	48405
8	J. Behera	U.D.C	PB-2, Rs- 9300-34800 , GP-4600	46613
9	DVUK T.ayaru	U.D.C	PB-2, Rs- 9300-34800 , GP-4600	42705
10	M R Mohanty	LDC	PB-2, Rs- 9300-34800 , GP-4200	40865
11	B.Sahoo	Nurse	PB-2, Rs- 9300-34800 , GP-5400	69006
12	A.C. Jena	Daftry	PB-1, Rs- 5200-20200, GP- 2400	31276
13	P.M. Nayak	Peon	PB-1, Rs- 5200-20200, GP- 2400	35254
14	K.C. Jena	Chowkidar	PB-1, Rs- 5200-20200, GP- 2400	33050
15	B.K. Samal	Durwan	PB-1, Rs- 5200-20200, GP- 2400	32984
16	J. Gochayat	Safaiwala	PB-1, Rs- 5200-20200, GP- 2000	28056
17	P.M. Bhartia	Wash boy	PB-1, Rs- 5200-20200, GP- 2400	30378
18	U.N. Sahoo	Reader	PB-2, Rs- 9300-34800 , GP-4600	45718
19	P.K. Sahoo	Copy Holder	PB-1, Rs- 5200-20200, GP- 2000	28470
20	K.R. Krishna	AA Retoucher	PB-2, Rs- 9300-34800 , GP-4800	59112
21	M. Pradhan	Wireman	PB-1, Rs- 5200-20200, GP- 2800	37191
22	P. Khuntia	Driver(LV)	PB-1, Rs- 5200-20200, GP- 2400	33610
23	R.S. Mohanty	O/S M/c Man	PB-2, Rs- 9300-34800 , GP-4600	47504

24	Narendra Jena	O/s M/c. Man	PB-2, Rs- 9300-34800 , GP-4200	38481
25	S.K. Sahoo	O/s M/c. Astd	PB-2, Rs- 9300-34800 , GP-4200	42902
26	A.K. Nayak	O/s M/c. Astd	PB-2, Rs- 9300-34800 , GP-4200	33488
27	N.C. Ghadai	O/s M/c Astd.	PB-2, Rs- 9300-34800 , GP-4200	33904
28	K.C. Gochayat	O/s M/c. Asst	PB-1, Rs- 5200-20200, GP- 2400	28232
29	A.K. Hansda	O/s M/c. Atendt	PB-1, Rs- 5200-20200, GP- 2000	28748
30	P.K. Sathy	Section Holder (Bdg)	PB-2, Rs- 9300-34800 , GP-4200	48309
31	D.D.Sahu	Asst. Binder	PB-1, Rs- 5200-20200, GP- 2000	27728
32	K.C. Sahoo	Binder	PB-2, Rs- 9300-34800 , GP-4200	43145
33	P.Jani	do	PB-1, Rs- 5200-20200, GP- 2800	35130
34	H.B.Sahoo	do	PB-1, Rs- 5200-20200, GP- 2800	38380
35	B.K. Satapthy	Asst. Binder	PB-1, Rs- 5200-20200, GP- 2800	34517
36	S.K. Das	do	PB-1, Rs- 5200-20200, GP- 2800	33290
37	B.K. Mahakud	do	PB-1, Rs- 5200-20200, GP- 2000	29996
38	S.K. Jena	do	PB-1, Rs- 5200-20200, GP- 2000	29786
39	S.C. Mohanty	do	PB-1, Rs- 5200-20200, GP- 2000	29786
40	K.G. Rao	do	PB-1, Rs- 5200-20200, GP- 2000	29786
41	N. Behera	do	PB-1, Rs- 5200-20200, GP- 2000	29786
42	Arjuna Behera	do	PB-1, Rs- 5200-20200, GP- 2000	27728
43	A. Pallai	do	PB-1, Rs- 5200-20200, GP- 2000	27938
44	B.D. Nayak	do	PB-1, Rs- 5200-20200, GP- 2000	28078
45	J. K.Sahoo	do	PB-1, Rs- 5200-20200, GP- 2800	35699
46	R.N. Swain	do	PB-1, Rs- 5200-20200, GP- 2000	28538
47	P.N. Sathy	do	PB-1, Rs- 5200-20200, GP- 2000	27728
48	P.C. Nanda	do	PB-1, Rs- 5200-20200, GP- 2000	28056
49	P.L. Nayak	do	PB-1, Rs- 5200-20200, GP- 2000	27728
50	L.R. Dash	do	PB-1, Rs- 5200-20200, GP- 2000	27728
51	S.K. Samal	do	PB-1, Rs- 5200-20200, GP- 2000	27728

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

Statement of Budget Grant for the year 20016-17 in respect of Govt. of India Text Books Press, Bhubaneswar is furnished as under:-

(in thousands of rupees)

(A) Salaries:-Rs. 26,800

(B) Others

O.T.A.	68
Medical Treatment	300
T.E.	250
O.E.	3000
Professional & Special Services	50
Grant in Aid	5
Minor Work	100
M & S	330
Publication	10
InterA/c Transfer	120
Total(A + B)	31033
IT	100
TAS	0

(C) Trade Apprentices : NIL

(D) Capital Outlay : Related to H.Q. Office

Motor Vehicle : Nil

METP = : Related to H.Q. Office

4(1)(b)(xii):- The manner of execution of subsidy programmes including the amounts and the details of beneficiaries of such programmes:- No subsidy programme exists in Govt. Of India Text Book Press, Bhubaneswar

4(1)(b)(xiii):- Particulars of recipients of concession, permits or authorization granted by

Govt. of India Text Books Press, Bhubaneswar:- There is no system of allowing concessions to any agencies including indenters by the Govt. of India Text Book Press, Bhubaneswar. No permits or authorizations granted to any agencies by this Press under the control of Directorate of Printing, New Delhi.

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

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 :-

Govt. of India Text Book Press, Bhubaneswar does not have any Library or Reading Room to be used by the public. However, the Timekeeper of this press, whose office is situated at the main factory gate and who also functions as Reception Officer of this Press, is available to the citizen for obtaining information that are accessible to public during working hours.

4(I)(b)(xvi):- The names, designation and other particulars of the public information officers:-
The names and other particulars of public information officer are furnished as under.

Sl. No	Name of the press	Public Information Officer	Assistant Pubic Information officer
1	Govt. of India Text Books Press, Bhubaneswar	Sri S.N.Garai Dy. Manager / Officer-in-Charge	Asst. Manager (Admn)