

Government of India Press, Nashik - 06

**4(1)(b)(ii): The power's and duties of officers and employees of Govt. of India Press,
Nashik**

Non-Industrial Employees

(1) **General Manager:-** The duties and powers of the General Manager are given below :-

- (1) He is in-charge 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 in the Press.
- (4) He is the Chairman of the D.P.C. , D.S.C. and Recruitment Board for Group 'C' and 'D' posts and makes appointments and promotions in consultations with the committee
- (5) He passes orders on regular leave application of supervisory staff both on clerical and Industrial sides of the Press
- (6) He is responsible for general security of the Press and ensures safe guards 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) **Works Manager**:- The Works Manager will assist the General Manager in his day to day administration and shall take his orders on all important matters. The duties and powers of the Works Manager will be as follows :-

- (1) He is responsible for production in all wings of the Press.
- (2) He is responsible for ensuring economical and expeditious production.
- (3) He is responsible for seeing that security measures as per instructions are adhered to by the Asstt. Manager (Tech.) in charge of the Top Secret section.
- (4) He is responsible for initiating action ensuring the security of Government property.
- (5) He sanctions all leave to technical Supervisory staff up to the rank of Foreman.
- (6) He sanctions increment to the industrial staff up to the rank of Foreman.
- (7) He is authorized to effect internal transfer of workers in the interest of work and efficiency provided the transfer does not entail a reduction in rank, grade or earnings; and all work men under pain of dismissal from service shall obey his orders in this respect.
- (8) He corresponds directly with indentors in technical matters.
- (9) He supervises working details of all branches.
- (10) He scrutinizes and sign bonus statements of all operators.
- (11) He acquaints himself with relevant portions of all Acts affecting the press and its workers.
- (12) He sees that the machinery and fittings are maintained in a state of highest efficiency.
- (13) He is responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
- (14) When the General Manager proceeds on leave/tours etc., he will enjoy the Financial and Administrative powers of General Manager as per the instruction of Directorate of Printing Office Order No. 21/1/94-A-II dated 29.11.1994.

(3) **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 Dispensaries are being indented by him annually and on the basis of that the medicines are being drawn from Govt. medical store depot at New Delhi and medicines essentially required but not available with the depot are obtained through other sources.

(4) **Asstt. Labour Welfare Commissioner**:- His services are required in the Press as per the provisions of section 49 of Factories Act, 1948. 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.

(5) **Deputy Manager/Assistant Manager (Tech)** :-The duties and responsibilities of Deputy Manager/Assistant Manager (Tech.) are given below :-

- (1) He is responsible for economical and expeditious production in the Press.
- (2) He is responsible for ensuring of security in production branches.
- (3) He sanctions all leave to industrial staff up to the workers level.
- (4) He corresponds directly with indentors on technical matters.
- (5) He acquaints themselves with relevant portions of all Acts affecting the Press and its workers.
- (6) He looks that machinery and fittings are maintained in a state of highest efficiency.
- (7) He is responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
- (8) Senior most Deputy Manager is a of DPC/DSC as approved by the Competent authority.
- (9) He is authorized to effect inter branch transfer of labourers in the interest of work and efficiency.

(6) **Hindi Officer** :- He is responsible for implementing the Hindi Scheme under Official Languages Act. He is responsible for conducting Annual/Bimonthly/quarterly/monthly Hindi meetings. He is responsible for getting the work done in Hindi as required. He is responsible for translation work in time.

(7) **Assistant Manager (Administration)**:- He assists the General 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 Assistant Estate Manager 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 Health Officer, Press Medical Officer, CPWD and does all other correspondences of office side.
- (7) The above powers are subject to the condition that he will be working directly under the General Manager and will take his orders on all important questions that may arise, in day-to-day 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.

(8) **Technical Officer**:- He is responsible for quality and quantity of the work of the press. He will ensure that the Jobs are executed as economical as possible. He will distribute the crews on the M/cs. He will see that all men received 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 machines are idle and the lights in branch when not required are put off.

He will maintain production records of each machine in a register. He will maintain history sheets of machines and same will be put up to the Deputy Manager for checking etc. He is also responsible for quality and quantity of work and will carry out checking of outturns of the operations and ensure that overtime work is kept at the minimum.

Technical Officer detailed in Process Section will look after the work in the Sections such as Camera, Re-touching, Lay-out, Plate Making. He will plan the job economically and will Supervise its processing and will continuously feed the Machine Section with jobs according due priority.

Technical Officer (Binding) will Supervise the Staff under him and will see that Binding work is executed maintaining quality and sticking to the time schedule.

Technical Officers will frequently interact with the higher officers to solve the problems arising during Production will examine Stock Position, requirement etc.of various items and will co-ordinate with Store, Procurement etc for its Procurement etc.

(9) **Accountant** :- He holds the 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 and will see that the prescribed routine regarding the Accounts/ Establishment/ Estate/ WC&R/ Computing etc. is strictly observed. He will ensure that all Accounts and Establishment matters are disposed off strictly in accordance to 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 General Manager, who obtains the approval of the Directorate of Printing, New Delhi if necessary.

(10) **Head Clerk (Senior./Junior.):**- Head clerk is responsible for the general supervision of clerical branches and sections under his charge. The Head clerk should see –

- a) That all letters and indents received are duly diarised and passed on to the branches or sections concerned, and when finally dealt with the same be properly recorded.
- b) That all work ready for dispatch is properly packed and duly sent out by the prescribed mode and all vouchers are duly received and submitted when required.
- c) That file copies of all such work are carefully maintained.
- d) That all instructions received from the several branches and section for the issue of replies or reminders are carefully followed; and
- e) That all letters issued are intelligently and briefly diarised, and office copies preserved.

The Head Clerk in the Govt. of India Press is responsible for seeing that the work involved in the work docket system detailed is properly carried out.

(11) **Head Computer:-** He is responsible to prepare Managerial Control Return 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 this he has to compile time sheets of operative hands expeditiously from various Productive Sections. He has to maintain various Registers/ Records for the Preparation of Proforma Accounts on the activities of the Productive hands.

12) **Hindi Translator:-** Translates written or printed material from one language English, Hindi or more than other languages. Scrutinizes reports, publications, journals, court judgements, rules and other documents written or printed in one language and translates them into Hindi or Regional Languages.

(13) **Upper Division Clerk:-** U.D.C. is a Non-Industrial Group 'C' Post. He prepares notes, drafts, reference, rules etc. draws out reports statements and attends to correspondences Assists Accountant/Head clerk in disposal of complicated of important cases. Makes entries in registers regarding nature and numbers of papers received by him for disposal. Studies letters and correspondences and links connected papers on subject. Prepares brief notes, reports or drafts replies quoting precedent, rules, regulations and existing orders and put up for further consideration. Keeps watch over movement of files. Sometimes he supervises work of subordinate and assists them in disposal of cases correctly and expeditiously. He maintains prescribed registers. He may do his own typing. He maintains accounts of Bill raised and recovery made.

(14) **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 the Presses. He is also custodian of all valuables of the Press. He is responsible for :-

1. Custody of all money/Cheques/Drafts received in the Press.
2. Disbursement of Cash/Cheques to the Press employees/proper person.
3. To remit cash/Cheques in Bank/Treasury/Pay and Accounts Office etc.
4. He sends third party cheques/drafts by post.
5. He maintains cash book, subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances security deposit Register etc.
6. He attends Banks personally on every occasion when money has to be withdrawn or deposited.
7. He maintains Imprest accounts and recoups as soon as the voucher is rendered by the concerned Official/Officer.
8. He keeps savings Bank Pass Books, Security Deposits, Original Contract Agreements, Bonds in his safe custody.
9. 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.
10. He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts Office for payment.
11. He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and payments Rules and Hand Book of GIPs.
12. He counts Cash and examines Currency Notes, Coins to detect counterfeit ones.

(15) **Stenographer Grade II & III** :- Takes dictations in shorthand and reproduces in paper using Typewriter/Computer and after comparing the matter submits that to Superior. He/She also performs various clerical duties to assist superior. Receives and opens mail and submits it to Superior. Maintains diary to note time, date and place of meetings and other engagements for superior and remind him. Attends routine enquires in person, writing or overphone. Receives visitors and arranges their interviews with superior, keeps important and Confidential records.

(16) **Lower Division Clerk :-** He/She is Group "C" Non-Industrial Employee of the Press. Clerk, generally performs variety of clerical duties such as maintenance of records, receipts and dispatch of dak, routine correspondences, tabulating data, preparing production schedules, wage bills and insurance and provident fund accounts, keeping record of issue and receipt, maintaining records of incoming and outgoing consignments, booking and delivering of goods, maintaining auction sale accounts, calculating and releasing octroi/taxes, attending to clerical duties of court, copying and comparison work, etc.

(17) **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's. Watch & Ward staff, sanitary staff and Farash works 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.

(18) **Female Nurse** :- Gives bedside care in cases of illness, assists Press Medical Officer in examination and operation of patient and performs other nursing tasks. Maintain records of patients treatment, temperature, respiration, pulse rate, nourishment, progress, etc. Administers medicines and injections, as prescribed, dresses wounds and renders first aid.

(19) **Pharmacists** :- He works in Press Dispensary directly under the control of Senior 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 Sr. M.O.

(20) **General Store Keeper** :- The General Store Keeper receives stores and issues various types of goods, tools equipment, raw materials, etc. and maintains records of each item. Checks incoming supplies against orders bills or vouchers, identifies, weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservation of goods, Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superior periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice or superiors. Supervises working of subordinates engaged in lifting/stacking/placing goods.

(21) **Chowkidar** :- Guards buildings, premises, industrial plants, ware-houses/godowns against fire, theft, illegal entry and other such contingencies. Receives instructions about his duty, patrols around buildings and premises frequently, examining doors, windows and gates and ensures that they are properly secured and have not been tampered with. Watches for fire hazards broken water pipes, presence of unauthorized persons. Reports irregularities or anything, found tampered to authorities. Informs police, fire brigades in emergency. May use tell-tale watches to record inspection rounds at specified time. May attend to telephone calls, cleaning of floors, furniture and switching off lights and fans when not in use. He checks entrance and exit of unauthorised persons and goods to and from the Press Complex/premises.

(22) **Daftary** :- Attends supplies stationery articles to officials, prepares envelopes, weighs and affixes postage stamps on outgoing dak, binds registers, loose files, books, etc. and performs other miscellaneous work. Sort out files according to number or other distinguished marks. Helps Record Clerk in stitching papers or tiding bundles and marking them. Arranges files in racks or other special receptacles in prescribed order or as instructed by record Clerk. Takes inventory of stationery items received from central store and helps Record Clerk in getting them entered in registers. Collects indent from Record Clerk and supplies stationery articles or files to indenting section against acknowledgement. Weighs covers of outgoing dak, affixes correct stamps on them and fastens them for posting. May prepare new envelopes from rough paper and paste economy slips. May operate duplicating/franking machine when require. May supervise work of Peon and attend to any other duties allotted.

(23) **Farash** :- He will report to the Office 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 Officers/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.

(24) **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 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.

(25) **Sanitary Jamadar** :- he is to supervise the work of Safaiwalas and to personally ensure that the lavatories, toilets etc are properly cleaned everyday. He reports to the Caretaker. He also gets engaged himself in cleaning work at times of necessity and needs.

(26) **Safaiwala** :- Safaiwala cleans, sweeps and scrubs buildings, streets, parks, etc. and removes garbage. He/she cleans and washes dispensary, bathrooms, lavatories, drains etc. Scrubs floors with cloth, wet in phenyl and water to remove fine dust. May clean carpets and rugs with brush and dust furniture and fixture. May prepare his own broom. May dump waste paper bundles in godown and garbage in dumping ground.

(27) **Counter/Coupon Clerk** :- They are responsible for issuing coupons for eatables prepared in canteen etc. They will keep the account and also the account for the stored items.

(28) **Cook** :- Cook plans meals and supervises and co-ordinates works of cooks and other kitchen helpers in Press Canteen. Plans daily menu, taking into account of probable attendance, popularity of various dishes and assigns prices to items. Supervises preparation and cooking of food and instructs assistant cooks as required. Concocts special dishes and invests recipes. He is responsible for cooking of eatables and tea in good taste and economically. Supervises dish washing and preparing of vegetables and other food.

(29) **Asstt. Cook** :- To assist the Head cooks to plan, organize prepare and cook foods stuffs and serve the food. He assist cook in cutting, sorting things and maintaing kitchen.

(30) **Canteen Boy** :- He is responsible for working and keeping the canteen tidy and clean.

(31) **Ward Boy** :- He has to maintain the Dispensary clean and tidy. He also helps in registering the cases.

(32) **Orderly to P.M.O** :- He will assist P.M.O in dressing the wounds of patients.

Duties of Industrial Employees:-

1) **Artist Retoucher/Asstt. Artist Retoucher** :- This is Group “C” Industrial category post. He is responsible to improve the quality of halftone negatives by retouching work. He is also responsible to improve the quality of the colour separation negative/positive besides opaquing of negatives, format / lay-out making and colour positive pasting in proper format after he receives negatives/positives from camera section. He marks the format denoting the cut mark, Register marks, center pins etc. He is to report to Technical Officer/ A.M.(T)/Deputy Manager etc.

2) **Senior Artist/Junior Artist** :- This is Group “C” Industrial category post. Senior Artist/Junior 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 of periodicals, lay out 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/positives. He is to report to Technical Officer/ A.M.(T)/Deputy Manager etc.

3) **Cameraman** :- He is responsible for operating the Camera/Contact printer and other accessories for the reproduction of line, halftone, 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. 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 bottles and the dishes are cleaned. He will ensure economic use of materials and safe custody 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/ A.M.(T)/Deputy Manager. He will develop the exposed film in the absence of the Dark Room Asstt.. Likewise, Asstt. Camera Operator/ Darl Room Asstt. will assist the Camera Operator in production work and will operate the camera whenever the Camera Operator is absent.

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/Asstt. 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 break downs and repairs. 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 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 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 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 outturn sheets of Readers and Revisers and watch that proofs are not delayed but returned to section expeditiously. He also reads proof when time permits. He is also responsible for the general good conduct of the Section and sees that the proofs containing too many correction and subsequent proofs carrying same mistakes are immediately reported to Dy. Manager and Works Manager for disciplinary action against the operator concerned.

7) **Reader** :- Proof Reading is the duty 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 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 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 confusion the operator. He should cultivate a quick perception and retentive memory. Readers should check the folios, signature and margins.

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) **DTP Operator** :-He is responsible for operating Key Board for English and Devnagri/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 also operates system console, line printer and laser printer. He requires to report to Technical Officer/AM(T)/Dy. Manager 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.

10) **Offset Machine Man** :-Each machine operator will be required to work on a single colour, double colour /perfecting or Multi Colour Machine irrespective of the size of the machine. He will set the feed Board, inking units, damping unit, Cylinder pressure, Delivery etc. He will ensure that the machines are kept 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. He will take the list of the jobs and show the clean sheet to the Technical Officer before printing. He will ensure quality Printing in single or multi-colour with proper registration, colour density, pagination/imposition etc. He is also responsible for daily productions as per Norms.

11) **Offset Machine Assistant** :-The following duties will be performed by the Assistant Machine Operator :-

1. He will set the Feeder.
2. He will set the feeding table with printing paper;
3. He will set the delivery board;
4. He will check the attendants working on the machine, clean the machine and ensure its proper upkeep.
5. He will ensure that the proper damping solution is put in the unit. 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 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 ensuring quality and quantity.

12) **Offset Machine Attendant** :-The Attendant 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 the 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 scumming etc. is there. He will also ensure that excess water is not falling on the printed sheet. Such excess water 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 a proper place with proper identify of the job. He will oil and grease the machine every day.

13) **Head Mechanic** :-The Head mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the Dy. Manager/Asstt. Manager (Tech),and will undertake repairs to machinery etc. in the various branches on a requisition signed by the Dy. Manager/Assistant Manager (T). He will report immediately to the latter 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 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 Bok of Govt. of India Presses- 7th Edition.

14) **Mechanic/Asstt. Mechanic(Ptg & Bdg)** :-The mechanics and assistant mechanics erect and repair the printing machines both Letter Press & Offset and also binding machinery, and other auxiliary machinery etc; test the weighing machines, sharpen cutting machine knives, oil shafting, bearings and do any other mechanical work. They dismantle machine also. No order for mechanical work or repair may be undertaken without a requisition duly signed by the Dy. Manager/Assistant Manager (T). Each mechanic will submit daily 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.

15) **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 T.O. 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.

16) **Section Holder (Bindery)** :-The duty of the Section Holder/Time Checker (Bdg) 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 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 section such as Envelope, Counting, 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 also prepare the binding order of the Envelope and D.O. note papers according to Department's instructions. In case of absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

17) **Binders** :- Binders 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 machines and for it proper oiling & 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.

18) **Asstt. 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 on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Bindery Forman's instructions. The Bindery Assistant should be able to handle all simple machines used in the bindery eg. Cutting, stitching, perforating, eyeleting, punching, numbering machines etc.

19) **Attendant (Offset)** :- The attendant is in the machine section will clean the Chases, Machines etc. He will bring the paper from the paper cutting machine. He will put the paper for printing on the feed board. He will stand on the delivery board and see that the printed sheets are not mis-registered. He will put the printed sheet on proper places with identify of the job. He will oil and grease the machine every day.

20) **Driver (L/V)** :- The Driver is required to drive the Jeep/Van/Lorry etc. whenever he is asked to do so on the written order of the competent authority for official work. He is to ensure that all the vehicle in his charge is cleaned daily and kept ready each day. He is to maintain log book for vehicle properly. He is to ensure that no unauthorized person 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.

21) **Cleaner Driver**:- He will clean the vehicle(s) daily, oil the necessary parts and make it ready for use each day. He will be responsible for upkeep of the vehicle and will assist the Driver in all possible ways.

27) **Labourer**:- He is a Group “D” industrial employees at lowest level in shop floor. He does supply paper, other material to the branches, does packing, loading and unloading of printed materials, cleaning of machines and all other manual labour required in connection with production and upkeep of all the Industrial branches of the Press..

22) **Electrician**:- He attends all sorts of repair/maintenance work and installation of all electrical equipments installed in the press. He work under Head Mechanic and report to him the defects, progress of repairs etc. The daily docket will be dispatched by the Head Mechanic to the GSK to note thereon the cost of materials issued and then to Accounts section for the purpose of debiting the cost against the Branch concerned.

23) **Wireman**:- He assist the Electrician in all repairs and installation works.

24) **Carpenter**:- He carries out repairs of office furniture's and attend packing work. He does carpentering job on getting the requisition signed by AM(T)/Deputy Manager etc.

4(1)(b)(VI) :- A statement of categories of documents that are held by Govt. of India Press, Gandhinagar, Nashik under its control.

The following documents (unclassified) are held by Govt. of India Press, Gandhinagar, Nashik.

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 register
8. Assessment & Realizations register
- 9 Receipt Books of cash/cheques.
10. Bill register
11. Pay Bill registers
12. Muster Rolls
13. Vehicles movement register for incoming and out going vehicles.
14. Visitors Register
15. Overtime register
16. LTC/TA register
17. Court attachment details register
18. HBA broad sheet ledger
19. Medical reimbursement register
20. Vacancy register
- 21, Special representation rosters
22. Seniority list of staff
23. Apprentice register
24. Bill register of Printing costs
25. Liability register
26. Expenditure control register
27. Receipt and Issue register
28. Tender registers
29. File Index register
30. Increment register
31. Service Books and Leave accounts of individual employees
32. Rotation registers of vacancies
33. Depreciation register
34. Day Book of Procurement
35. Inward 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 a 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, Gandhinagar, Nashik's part for the purpose of its advice and as to whether meeting of these boards, councils, committees and other bodies are open to the public or minutes of such meetings as 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, Gandhinagar, Nashik under provisions of Industrial Dispute Act and minutes of the meeting of this committee can be accessible for the public. Some sub/committee under 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)(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 Press, Gandhinagar, Nashik. This Press is running a Canteen on No Loss & Profit basis with an Executive Body of Elected and nominated member of the employees/ officers of the Press. The Press is providing free space, fuels, Electricity and water for the same. The Grant in Aid is also provided for the Labour Welfare fund.

4(1)(b)(XIII) :- Particulars of recipients of concession, permits or authorization granted by Govt. of India Press, Gandhinagar, Nashik.

There is no system of allowing concessions to any agencies including Indentors by the Govt. of India Press, Gandhinagar, Nashik. No permits or authorizations are also granted to any agencies by this Press.

(A.K. Saxena)
P.Manager