

Duties of Officers in the Headquarters of Directorate of Printing

1. **Director (Printing)** – He is the Head of the Department and all final decision in all crucial/important matters are decided with his approval. He is the Chairman of the DPC and also appointing authority for all Group B, and some Group C category posts in the GIPs. He is the disciplinary authority for the above group of officers in the Presses.
2. **Additional Director (Admn.)** - He is the administrative head in the Directorate of Printing who is incharge of all matters relating to smooth sailing of activities on the administrative side. He is the coordinator in all matters between the Directorate of Printing and the Ministry of Urban Development for decision making.
3. **Joint Director (Tech.)/General Manager (HQ)** – He is the technical head in the Dte. of Printing who has overall responsibility for execution of printing jobs in the GIPs and maintenance of machinery items for the Presses. He is the Chairman of the Purchase Committee in the Dte. of Printing for purchase of machinery and paper items required for the GIPs. He monitors work-load/shortfall of production, requirement of Presses in respect of machinery, paper, man-power etc. He advises administration wing while transferring the officers/staff of one Press to another Press for the smooth functioning.
4. **Dy. Secretaries** - They are the supervisory officers to scrutinize and for the disposal of work in respect of Sections/divisions/Dy.Directors under them. After their concurrence, the files/proposals are submitted to the Head of the Deptt. and/or to the Ministry of UD for final disposal. While one of the Dy. Secretaries functions as Vigilance Officer for this Directorate, the other officer functions as Public Relations/Grievances Officer as well as Welfare Officer.
5. **Dy. Director (Admn.)** - They are the Branch Officers to the sections/divisions attached to them. They have overall responsibility relating to scrutinize/speedy disposal of work allotted to the sections under their charge. They are answerable to their immediate superior officers and Head of the Department with regard to each and every case.
6. **Dy. Director (Tech.)** - They are the Branch Officers to the sections/divisions attached to them. They have overall responsibility relating to scrutinize/speedy disposal of work allotted to the sections under their charge. They are responsible for the allotment of printing jobs received from other Ministries and Departments to the Government of India Presses and they are suppose to monitor/liaison with the Heads of concerned Press for the speedy disposal of the printing jobs. They are supposed to keep records in respect of paper requirements and production figures in respect of each Press. They are the Members of the Purchase Committee in the Directorate of Printing and they have active roles to play with

regard to purchase of machineries and paper requirements for each Government of India Press. They are answerable to their immediate superior officers and Head of the Department with regard to each and every case.

7. **Dy. Director (Procurement)** - He is the Branch Officer to the sections/divisions attached to him. He has overall responsibility relating to scrutiny/speedy disposal of work allotted to the sections under his charge. He is one of the Members of the Purchase Committee in the Directorate of Printing and he has an active role to play with regard to purchase of machineries and paper requirements for each Government of India Press.
8. **Financial Officer** - He is the head of the Finance Wing (B&A) of Directorate of Printing. He is responsible for formulation of RE&BE in respect of demands relating to Stationery and Printing. He is also responsible for settlement of CAG paras relating to stationery and printing departments. He also monitors pendency and recovery of printing charges of GIPs. He also controls budget for Directorate of Printing proper and all the Government of India Presses. He also renders advice on financial matters.