

Government of India Press, Nilokheri - 132117 (Karnal)

Email

No. A 34011/1/2014-Estt./10418

Dated: 23/11/2016.

Office Memorandum

Sub: - Development of New Website of Directorate of Printing and Verification of contents of new website of DOP - reg..

Ref.: - Directorate of Printing O.M. No. J-14/1/13-CDN dated 07-09-2016 and Directorate of Printing email dated 11-11-2016.

With reference to the above subject, this office has gone through the website and the contents uploaded in the website in respect of this Press are very old and the position is for the year 2014-15. Further, Organisation Chart has also not been uploaded in the tab of Govt. of India Presses.

Accordingly, the updated material (latest position) has been once again prepared bilingual (Hindi/English) and attached herewith. The updated materials are as follows: -

1. Press Details in RTI tab (Hindi/English)
2. Organisation Chart
3. Directory of the Press employees

The contents are available in soft & hard copy both. You are therefore, requested to upload the same in the new website of DOP as per the latest position.

Encl: - As above.

s/d
(A. R. Barua)
P. Manager

To

The Assistant Director (CDN),
Directorate of Printing,
B-Wing, Nirman Bhawan,
New Delhi.

**GOVERNMENT OF INDIA PRESS
NILOKHERI--132117
DISTT. KARNAL
(HARYANA)**

**Information as per clause (b) of
Sub-section 1 of Section 4 of Right
To Information Act, 2005.**

Updated up to 31.10.2016

4(1)(b)(i) The particulars of Govt. of India Press, Nilokheri Functions and duties :

This Press was established in the Rehabilitation Colony, Nilokheri, which owes its inception to the visit of the Prime Minister to the Refugee Camp at Kurukshetra in April, 1948. The Ministry of Rehabilitation organized this Press alongwith other institutions and cottage and small scale industries towards the end of 1948 for giving training to the displaced persons, so as to enable them to earn their livelihood by taking to the printing trade when fully trained. Under the organization scheme, this training business was attached to the Government of India Polytechnic, Nilokheri, as an additional trade and this Press was connected with a commercial concern for undertaking private work with the object of running it for the benefit of displaced persons. Later on, the charge of the Press was transferred to the Community Projects Administration, Planning Commission in the year 1951. Due to various administrative and technical reasons it was subsequently proposed to hand over this Press to the Printing and Stationery Department. Accordingly, the charge of the Press was taken over on the 24th February, 1954 by the Controller of Printing and Stationery (India), New Delhi from Community Projects Administration, New Delhi and the Press was expanded with the aid received under the Indo-U.S. Technical Cooperation Programme for Community Development activity. The Press has been partially modernized.

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

Sanction strength as on 01.11.2016 as per sanction strength dated 18.05.2007					
Sr. No	Designation of the Post	Pay Band & Grade Pay	Sanctioned strength	No of employees on Roll	Number of Vacant Posts
	Group –A				
1	Manager	15600-39100+6600	1	1	0
2	A.L.W.C ©	15600-39100+5400	1	---	1
3	G.D.O. Gr.II(Jr. Group	-do-	1	1	0
	Sub-Total		3	2	1
	Group -B				
4	Deputy Manager	9300-34800+4600	2	1	1
5	Astt. Manager (Adm.)	-do-	1	1	0
6	Techniacal Officer	-do-	5	4	1
7	Superintendent	-do-	1	0	1
	Sub-Total		9	6	3
	Group-C(Non-Ind.)				
8	Accountant	9300-34800+4200	2	1	1
9	Head Clerk (Sr.)	-do-	2	1	1
10	Head Clerk (Jr.)	-do-	1	à	1
11	Head Computer	-do-	1	0	1

12	General Store Keeper	-do-	1	0	1
13	Hindi Translator	-do-	1	0	1
14	Nurse	9300-34800+4600	1	1	0
15	Upper Division Clerk	5200-20200+2400	15	10	5
16	Stenographer Gr. III	-do-	1	1	0
17	Pharmacist	5200-20200+2800	1	0	1
18	Lower Division Clerk	5200-20200+1900	28	7	21
19	Assistant Care Taker	-do-	1	1	0
20	Asstt. Halwai	-do-	1	0	1
21	Salesman	-do-	1	0	1
22	Cook	-do-	1	1	0
23	Daftry	5200-20200 + 1800	4	1	3
24	Sanitary jamadar	-do-	1	1	0
25	Peon	-do-	5	4	1
26	chowkidar	-do-	8	1	7
27	Sweeper (Safaiwala)	-do-	8	6	2
28	Farrash	-do-	1	1	0
29	Mali	-do-	1		1
30	Orderly	-do-	1	1	0
31	Wash Boy	-do-	1	0	1
32	Bearer	-do-	1	0	1
33	Asstt. Cook	-do-	1	0	1
	Sub-Total		90	38	52
	Group-C(Ind.)				
34	Foreman (Bdg)	9300-34800 + 4200	3	3	0
35	Section Holder/Time Checker (Bdg)	5200-20200+2800	8	8	0
36	Reader	5200-20200 + 2400	5	3	2
37	Copy Holder	5200-20200+1900	5	0	5
38	Head Mechanic (Ptg & Bdg)	5200-20200+2800	1	0	1
39	Mechanic (Ptg & Bdg)	5200-20200+2400	3	0	3
40	Asstt. Mechanic(Ptg.& Bdg)	5200-20200+1900	5	0	5
41	Offset M/c Man	9300-34800+4200	17	7	10
42	Offset Plate Maker	5200-20200 + 2400	4	0	4
43	Binder	-do-	40	26	14
44	Asstt. Binder	5200-20200 + 1900	146	22	124
45	Carpenter	-do-	1	0	1
46	Wireman	-do-	1	0	1
47	Electrician	5200-20200 +2400	2	1	1
48	Driver	5200-20200 + 1900	1	0	1
49	Offset Machine Assistant	5200-20200 +2400	17	0	17
50	Machine Attendant(Offset)	5200-202000 + 1900	22	16	6
51	Senior Artist	9300-34800 + 4200	1	0	1
52	Junior Artist	-do-	1	0	1
53	Artist Retoucher	-do-	2	0	2
54	Asstt. Artist Retoucher	-do-	2	0	2
55	Dark Room Asstt.	5200-20200 + 2400	2	0	2

56	Asstt. Plate Maker	5200- 20200 + 1900	2	0	2
57	D.T.P.Operator	5200-20200 + 2800	4	0	4
58	Camera- Man	-do-	2	0	2
59	Labourer	5200-20200 + 1800	31	0	31
60	Electrician Khalasi	-do-	1	0	1
	Sub-Total		329	86	243
	Group-A		3	2	1
	Group-B		9	6	3
	Group-C(Non-Ind.)		90	38	52
	Group-C(Ind.)		329	86	243
	Grand Total		431	132	299

Govt. of India Press, Nilokheri is presently functioning with above 132 staffs strength as against 431 sanction strength. In course of executing the Printing Jobs of its indentors, the expenditure is realized by raising printing cost bills.

Cost of Printing:-

The cost of printing of the jobs of indentors is 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 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 Govt. 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 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 Press, Nilokheri.

Non-Industrial Employees

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

- (i) He is incharge 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., D.S.C. and Recruitment Board for group 'C' and 'D' industrial posts and makes appointments and promotions in consultation with the committees.

- (v) He passes orders on regular leave applications of supervisory staff both on clerical and industrial sides of the Press.
- (vi) He is responsible for general security of the Press and for provisions of adequate safeguard against losses, theft, fraud, misappropriation and other irregularities. Any loopholes/defects existing therein are 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 Incharge.

(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 indented by him annually and drawn from Govt. Medical Store Depot at Karnal and those medicines which are essentially required but not available with the Depot are obtained through other sources.

(3) 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 negotiates 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 Manager (Tech.):-

- (i) They are responsible for economical and expeditious production in the Press.
- (ii) They are responsible for ensuring the security in the Production Branches.
- (iii) They sanction all leave to industrial staff upto the workers level.
- (iv) They correspond directly with indentors on technical matters.
- (v) They acquaint themselves with relevant portions of all Acts affecting the Press and workers.
- (vi) They see that machinery and fittings are maintained in a state on highest efficiency.
- (vii) They are responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
- (viii) Either of them functions as member D.P.C./ D.S.C./ Rectt. Board, as desired by Manager.
- (ix) They are authorised to effect inter branch transfer of labourers in the interest of work and efficiency.

(5) Asstt. 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 section. His other functions are as under:-

- (i) He is responsible for all aspects in respect of pay, allowances etc. by virtue of being 'Head of Office'.
- (ii) He gets accounts reconciled with Pay & Accounts Office and makes all correspondence with it. 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, except Supervisors.
- (iv) He keeps all service book leave accounts 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 D.P.C./D.S.C. 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 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 machines are idle and that the lights, fans, A.Cs.in D.T.P 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 will put up the same 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 operations and ensure that overtime work is kept at the minimum and ensure that overtime work is kept at the minimum.

(7) Nurse:-

She works in the Press Dispensary directly under the control of Press Medical Officer. She takes care of the patients, injections, dressing and maintenance of medicines and medical equipment/apparatus available at the disposal of the Press Dispensary.

(8) Pharmacist:-

He works in the Press Dispensary directly under the control of Press Medical Officer. They give medicines to the patients as per prescription of Press Medical Officer and maintain the records and dispense off the drugs.

(9) Superintendent:-

He will supervisory the all administrative block, work etc. He assists the Asstt. Manager (Admn) in day-to-day disposal of administrative/accounts matters. He is the branch officer for all the administrative and accounts section.

(9) Head Clerk (Sr.)/ Head Clerk (Jr.):-

Head Clerk (Sr.)/ (Jr.) is responsible for the general supervision of work in clerical branches and sections under his charge. The Head Clerk ensures:-

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

The Head Clerk in the Government of India Presses is responsible for seeing that the routine work involved in the work docket system is properly carried out.

(10) 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 cards and passes 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 following 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 wastes held in the stock of the Press like waste paper, salvage paper and reel core following the provisions made in the Press Hand Book.

11. Accountant:-

He holds supervisory charge of accounts, Cash Section and Proforma Accounts and he is in charge 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 Proforma Accounts

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 Dte. of Ptg., New Delhi, if necessary.

12. Head Computer:-

He is responsible to prepare Managerial Control Return Form 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 compiles time sheets of operative hands expeditiously in this Press. He is assisted by Computers (Clerks) in his Section. He also raises bills on indentors towards the printing costs and keeps accounts thereof to watch the realisation. He also does all relevant correspondence with indentors and all others concerned.

13. Hindi Translator:-

He is responsible to translate the forms and letters etc in Hindi /English. He is maintaining the record of Hindi work of all section. He is Superwise the Hindi work. He is arranged the Quarterly meeting regarding Hindi. He is also attending the meeting of Hindi in District Level/State Level.

14. Upper Division Clerk:-

Upper Division Clerk is Non-Industrial Group 'C ' Post. Upper Division Clerk generally deals with letters, telegrams and other correspondences. On receipt of such correspondences he prepares case and puts up in the relevant files with notes and drafts to Section Incharge 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 and faxes etc. He maintains all records and he overhauls the record section every year to destroy older register/records under order of the Manager to make rooms for new records.

15. 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 the Press employees/proper person;
- (iii) 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 representatives personally on every occasion when money has to be withdrawn or deposited in IDBI Bank, Panipat.

- (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.) and gets the Cash Book, Subsidiary Cash Books, Remittance Register and other Registers pertaining to the Cash Disbursement and remittance checked and signed by A.M. (Admn.).
- (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.

16. Stenographer Grade-III:-

The main duty 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 under orders of Manager/A.M.(A) and does the correspondence relating thereto. He assists concerned officer in recording the proceeding of any meeting, enquiry, maintaining utmost secrecy the work demands.

17 Lower Division Clerks:-

They are Group 'C' Non- Industrial employees of the Press. Their 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 as per instructions of supervisors. They work under Head Clerks and Accountants and are responsible for proper maintenance of records, accurate typing, computer operations and other clerical jobs, the section in which he works demands and adhere to all rules and regulation in order to ensure proper and timely disposal of work in the Administration side.

18 Caretaker:-

A clerk is posted to work as Caretaker on payment of allowance. He deals with all questions pertaining to the upkeep of Press building including repairs, sanitation, fire protection etc. and works under Head Clerk (Sr.) attached to General Branch in the office. 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 safe custody of material issued to the sanitation section. Since his services are 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.

19. Time Keeper:-

The Time Keeper is responsible for correct recording of the attendance of all employees of the Press as per the norms fixed 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 does not allow any Industrial employee to go out during duty period without valid Pass out. He prevents anyone leaving Press premises carrying anything unauthorisedly. 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 men, whose hours of work during a week approaches the maximum allowed under the Factors 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. He is assisted in task by the watch and ward staff on duty.

20. Cowkidar:-

He remains alert all the time so as to protect the Press from any kind of theft. His duties are as under:-

- (i) To man the gate or the post.
- (ii) To keep sharp look-out for any unauthorised activities of any person at gate or near perimeter work. He will challenge such situations.
- (iii) To check all personnel seeking admission to the Press and demand the I. Card.
- (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 without 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 unauthorisedly.
- (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 bonafide orders/ instructions issued by the Time keeper/Caretaker/ Head Clerk.

21. Daftry:-

He maintains all records of the office. He gets all the important files/registers duly bound and kept in records with due index made in registers and he makes available these to the sections whenever demanded.

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 where ever 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 supervisors and does the jobs that are assigned to him by the officers/sections for the smooth functioning the office/establishment.

23. 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-incharge. He also attends all other jobs as are assigned to him by the section incharge or the officers as the case may be, for the smooth functioning of the office/establishment.

24. Orderly:-

He is to attend the instructions of the P.M.O. at the Dispensary and is responsible to maintain cleanliness of the premises.

25. Sanitary Jamadar:-

He is to supervise the work of Safaiwalas and to personally ensure that the lavatories, toilets etc. are properly cleaned every day. He reports to the Caretaker and gets himself engaged in cleaning work in times of necessity and need.

26. Safaiwala:-

He does the cleaning/sweeping of the office/Press premises, branches 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.

27. Cook and Assistant Halwai:-

He is responsible for preparation of tea, snacks, vegetables and meals etc. for serving to the employees of the Press as desired by the Canteen Managing Committee/Secretary. He is responsible for maintaining good quality of food and hygienic conditions in the canteen.

28. Asstt. Cook:-

To assist the Cook in all respect work done by him.

29. Sales Man:-

He is required to sell the coupons for tea, and eatables to the employees in exchange of money received by him. At the end of the day he will prepare statement of accounts and handover the same with the collections/money received to Canteen Secretary.

30. Bearer:-

He is responsible for serving the tea, coffee & eatables to the employees and to collect back the empty utensils/crockeries etc. in the Press Canteen.

31. Wash Boy:-

The duty of wash boy is to wash the cup, plates, pots, dishes etc. used by the employees to eat the food articles.

DUTIES OF INDUSTRIAL EMPLOYEES :

(1) Senior Artist:-

This is Group 'C' Industrial post. Senior Artist/Jr. Artist is responsible to do work of design, art work, colour designs, charts and lay out work as per the job requirement. He is hold 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 Managers.

(2) Junior Artist:-

To assist the Senior Artist in all respect work done by him.

(3) Artist Retoucher :-

This is a Group 'C' Industrial Category post. He is responsible to improve the quality of halftone of negatives on the positives by retouching work. He is also responsible to improve the quality of the colour separation negative/positive from besides doffing of negatives 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 centre pins etc. He is answerable to Technical Officer/Deputy Manager.

(4) Assistant Artist Retoucher :-

To assist the Artist Retoucher in all respect work done by him.

(5) Camera Man:-

Each process will be operated by the Camera Operator. He is responsible for operating the Camera/ contact printer and other accessories for the reproduction of line, half-ton, and 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/equipment's. 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 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. New packet of the film will be issued in the Camera Section after consumption of the packet of the film rolls given to the Technical Officer. He will also ensure that the chemicals are neatly kept in the bottle and put in the levels. He will ensure that the dishes are cleaned. He will ensure economic

use of materials and also for 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/Dy. Manager, whosoever will be the Incharge of the Section. He will develop the exposed film in the absence of the Dark-Room Assistant. Likewise Dark-Room Assistant will assist the Camera Operator in production work and will operate the Camera whenever the camera operator is absent.

(6) Dark-Room Assistant:-

The duty of Dark-Room Assistant is to assist the Cameraman in the Dark Room in the development/exposure of Film.

(2) Offset Plate Maker:-

Plate maker will be responsible for the plate making work. He will report the defects noticed in the equipment immediately to the Tech. Officer of the Section. He will also maintain the history of such breakdowns and repairs. A separate register is maintained to record 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 second shift operator. At the end of the shift, the plate maker submits the work done during the day in the form of work docket to the Technical Officer of the Section. He also ensures that the plates are sent to the Machine Section whenever required, and that the plates prepared are of good standard and under no circumstances defective plates are sent to the printing section.

(3) Readers:-

Proof reading is the duty allotted in the press to Readers to detect the all errors, to mark them on proofs by certain long established symbols, and to query all doubtful passages or words. To read proofs efficiently they possess a good general education and practical knowledge of the art of typography, and are able to check the correctness of ordinary quotations (English, Latin and French). They also have a thorough knowledge of the signs and marks used in proof correcting and corrections clearly and neatly to avoid confusion to the operator/compositor. They cultivate a quick perception and retentive memory. In imposed Press reading proofs the senior readers should check the folios, signature and margins.

(4) Copy Holder:-

Each reader is given an assistant known as copy holder, whose duty is to read the copy aloud to his reader. A copyholder must be able to decipher bad or defective manuscript easily.

(5) Offset Machine Man:-

Each machine operator will be required to work on 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 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 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 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 assistant shall run the machine with help of machine attendant. He will take the list of the jobs and show the clean sheet to the Technical Officer before printing.

(6) **Offset Machine Asstt.-**

The following duties are performed by the Machine Assistant:-

- (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 machine clean the machine and ensure its proper upkeep.
- (v) He will ensure that the 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 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.

(7) **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 printing 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 sucking etc. is immediately brought to the notice of Assistant Machine Operator/Machine Operator. The attendant will be required to clean the printing plates and store them properly. He will put the printing sheet on the plates to identify the job. He will clean/oil and grease the machine every day.

(8) **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/Assistant Manager (T), and will undertake repairs to machinery, etc., in the various branches only on a requisition signed by the Dy. Manager/Technical Officer. 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 machinery 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 operative concerned.

The Head Mechanic maintains 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.

(9) **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 shifting 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/AM (T)/T.O. Each mechanic will submit daily a docket showing how his time has been occupied during the day.

(10) **Foreman (Bindery):**-

The posts have been lying vacant more than one year, deemed abolished. The persons are not in position. 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 Overseer the Foreman shall make every practical arrangement to get the work executed in the shortest time possible. The work shall first be centred by him in the Bindery Register. The entry 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.

(11) **Section Holder (Bdg.), Time Checker (Bdg.):**-

The duty of the Section holder/Time Checker (Bdg.) is generally to assist Foreman (Bindery). He keeps a correct record of all jobs in the Bindery Branch and maintains their progress. All correspondence with departments and replies to reminders are carefully dealt with by him in consultation with the T.O. He maintains 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 i.e. 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 are carefully prepared by him. He should also prepare the binding orders of the Envelope and D.O. note papers according to department's instructions. In case of the casual absence of the Bindery Foreman, he is doing the duties of the Bindery Foreman.

(12) **Binders:**-

They 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.

(13) **Assistant Binder:-**

He is 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 is also responsible for operations like knocking pasting, binding and bundling, numbering under the section holder instructions. The Asstt. Binder has to handle all simple machines used in the Bindery e.g. cutting, stitching, perforating eyeleting, punching, numbering etc.

(14) **Compositor G.I.**

There is only Compositor G.I., who is Surplus. Action is in process to re-deploy him.

(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 time required each day. He is to maintain log book for his 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.

(16) **Labourers:** - He has been put in Group 'C' after 6th Pay Commission report Industrial employee at the lowest level in shop floor. He does the supply of paper in machines, does packing, loading and unloading of printed material, cleaning of machines and all other manual labour required in connection with production and upkeep of machines.

(17) **Electrician:-**

He attends all sorts of repair/maintenance works and installation of electrical equipments installed in the Press. He works under head mechanic and reports to him the defects, progress of repairs etc.

(18) **Wireman:** He assists the Electrician in all repairs and installation works.

(19) **Electrical Khalasi:**—He assists/helps the Electrician.

(20) **Carpenter:**—He carries out repairs of office furniture and prepare printing wooden materials and attends packing work. He does carpentering job on getting the requisition signed by Dy. Manager.

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 as Factory side and Administration side. The factory side is

distributed into various industrial sections. Each of industrial section is headed by a Section Holder/Foreman/Tech. 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 Officers, viz., Asstt. Manager (Tech.)/Deputy Manager who is turn take 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 (Jr.)/Head Clerk (Sr.)/Head Computer Accountant/Cashier. 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 he obtains orders/approval of the Manager invariably.

4 (I) (b) (IV):- The norms set by press, for the discharge of its functions:-

The exclusive function of Govt. of India Press, Nilokheri under the administrative control of the Directorate of Printing, New Delhi is to print the publications/forms etc. and dispatch of same to the 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 of the nature of jobs to be printed, size of machines and other infrastructure 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 the work through motivation and with better inter-personal relations maintained in the units, and thus the targets are fulfilled.

4 (I) (B) (V) :- The rules, regulations manuals and records held by Govt. of India Press, Nilokheri or under its control or used by its employees for discharging its functions:-

Govt. of India Press, Nilokheri is a pure Central Government Organization 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 and Compensation Act etc.

4 (I) (B) (VI):- A Statement of categories of documents that are held by Govt. of India Press, Nilokheri or under its control:-

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

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 & Realization Register.
9. Receipt Books of Cash/Cheques.
10. Bill Register.
11. Pay Bill Register.
12. Muster Rolls.
13. Vehicles movement register for incoming and outgoing vehicles.
14. Visitors Register.
15. GPF ledger for Group 'D' employees.
16. Overtime register.
17. LTC/TA registers.
18. Court attachment details register.
19. HBA broadsheet ledger.
20. Medical reimbursement registers.
21. Vacancy registers.
22. Special representations rosters.
23. Seniority list of staff.
24. Apprentices register.
25. Bill register of printing costs.
26. Liability registers.
27. Expenditure control register.
28. Report and Issue register.
29. Tender register.
30. File Index register.
31. Increment register.
32. Service Book & Leave accounts of individual employees.
33. Rotations register of vacancies.
34. Depreciations register.

35. Day Book of Procurement.
36. Inward and Outward consignment register.

4 (I) (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, New Delhi no such arrangement exists.

4 (I) (b) (VIII):- A statement of boards, councils, committees and other bodies consisting of two or more persons constituted at Govt. of India Press, Nilokheri for the purpose of its advise, 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 consisting of elected members from employees side and nominated members from employer's side is constituted in Govt. of India Press, Nilokheri under provisions of Industrial Dispute Act and minutes of the meeting of this committee can be accessible for the public. Some sub-committees under said works committee viz., Canteen Committee, Production Committee, Labour Welfare fund Committee have also been prescribed as per provision of 'The Hand Book of Govt. of India Presses'. The minutes of those committees can also be accessible to public.

4 (I) (b) (IX):- A directory of Officers and employees of Govt. of India Press, Nilokheri:-

The directory prepared in the following format may be seen as Annexure æ I

Sl No.	Name	Designation	Residential Address	Telephone/Mob.

* Name of employees in each category given.

4 (I) (b) (X):- The monthly remuneration received by each of officers and employees of Govt. of India Press, Nilokheri including the system of compensation as provided in its regulations:-

The detailed information in respect of Govt. of India Press, Nilokheri furnished may be seen in Annexure æ II in the following format.

Sl No.	Name	Pay Scale	Monthly remuneration received as on 31.10.2016 (including OTA, other compensations admissible under rules)

4 (I) (b) (XI):- The Budget allocation to Govt. of India Press, Nilokheri indicated the particulars of expenditures and reports on disbursement made:-

Statement of Budget grant for the year 2016-2017 in respect of Govt. of India Press, Nilokheri is furnished as under :-

(A) Salaries:-	= Rs.75000000/-
(B) Others:	
O.T.A.	=Rs.300000/-
Medical Treatment	= Rs.700000/-
Traveling Expenses	=Rs.400000/-
Office Expenses	=Rs.3700000/-
Professional & Special Services	=Rs.50000/-
Publication	= Rs.400000/-
Grant-in-aid	= Nil
Minor Works	=Nil
Material & Supplies	=Rs.1200000/-
Inter A/cs Transfer	= Rs.900000/-
Total	=Rs.7650000/-
Grand Total (A+B)	=Rs.82650000/-

4 (I) (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, Nilokheri.

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

There is no system of allowing concessions to any agencies including Indenters by the Govt. of India Press, Nilokheri. No permits or authorizations are also granted to any agencies by this Press under the control of Directorate of Printing, New Delhi.

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

At this moment information available or held by Govt. of India Press, Nilokheri reduced in an electronic form not prepared due to non-availability of computers Software.

4 (I) (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 Press, Nilokheri does not have any library or reading room to be used by public. However, the Time Keeper of this Press, whose office is situated at the main 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 name and other particulars of Public Information Officer are furnished as under-
be saw in Annexure æII

Sl. No.	Name of the Press	Public Information officer	Assistant Public Information officer
1.	Govt. of India Press, Nilokheri	Sh. S. R. Bodra, Manager	Sh. Ajayab Singh Pensia, Asstt. Manager

4 (I) (b) (XVII):- Such other information as may be prescribed:-

-Nil-

ANNEXURES TO ORGANISATIONAL CHART

1. **Shri S. R. Bodra , Manager**
2. **Shri A. R. Barua, Deputy Manager**
3. **Shri Ajayab Singh Pensia, Assistant Manager (Admn.)**
4. **Shri Lorance Horo, Techinal Officer**
5. **Shri Ravinder Kumar, Technical Officer**
6. **Shri Mahadasam Surender, Technical Officer**
7. **Sh. Rajkumar, Technical Officer**

Annexure-I Labour Welfare:-

Nil.

Annexure-II Dispensary:-

1. Sh. Hariom Saran- G.D.M.O
2. Smt. Asha Rani - Nurse
3. . Sh. Narain Ram - Orderly (MTS)

Annexure-III Establishment-I:-

1. Sh. Rajinder Singh Meena - Head Clerk (Sr.),
2. Sh. Jaya Narayan - Stenographer
3. Smt. Santosh Kumari æU.D.C.
4. Sh. Naresh Kumar Dahuja, UDC
5. Sh. Satish Kumar - L.D.C
6. Sh. Hardeep Sharma - L.D.C

7. Sh. Ram Rattan Singh - MTS

Disciplinary & Vigilance:-

1. Sh. Ajay Kumar, U.D.C.

Annexure-III

Store Keeping, Production Procurement & Store Accounting:-

1. Sh. Pardeep Kumar, U.D.C.
2. Smt. Veena Rani, UDC
3. Sh. Ashok Kumar æ UDC
4. Sh. Rajbir - LDC

Annexure-III

Accounts Personnel Budget & Proforma Accounts:-

1. Sh. Raj Kumar - Accountant
2. Sh. Sanjay Saini - LDC
3. Sh. Purusottam Kunal, LDC
4. Smt. Murti Devi æ Peon (MTS)

Cash Staff:-

1. Sh. Ravinder Kumar - U.D.C (Cash).

Salaries & Wages Funds & Advances:-

1. Smt. Jatinder Kaur - UDC
2. Sh. Birendra Kumar Mishra - UDC

Welfare:-

Nil

Annexure-III

Computing Section:-

1. Sh. Rajinder Kumar, Head Clerk (Senior)
2. Smt. Bimla Devi - U.D.C.
3. Sh. Purushottam Lal Meena, LDC

Security/General:-

1. Sh. Raj Kumar- Accountant
2. Sh. Jai Bhagwan æ L.D.C.
3. Sh. Dharam Chand- L.D.C (Caretaker)
4. Sh. Paras - MTS

Watch & Ward:-

1. Balkar Singh - Chowkidar
2. Sh. Mukesh Kumar - Peon (MTS)
3. Jai Kishan - Farash (MTS)
4. Sh. Rohit - MTS

Sanitary & Conservancy:-

1. Sh. Prem Chand - Santary Jamadar (MTS)
3. Sh. Satbir Singh - Safaiwala(MTS)
4. Sh. Pradeep Kumar - Safaiwala (MTS)
5. Sh. Jai Kumar - Safaiwala(MTS)
6. Sh. Ajay - Safaiwala(MTS)
7. Sh. Satpal æ Safaiwala(MTS)
8. Sh. Ashok Kumar æ Safaiwala (MTS)

Annexure-III**Production/Time Office:-**

1. Sh. Hari Ram - Reader

Forwarding & Clearing (General Store Keeper):-

Nil

ANNEXURE-IV

Nil

Canteen:-

1. Sh. Raj Kumar - Cook

Annexure-V**Composing & Mono:-**

1. Nil

Machine Sec:-

1. Sh. Anil Kumar M/Man
2. Sh. Sham Sunder Chaterjee M/Man
3. Sh. Sheesh Ram Meena M/Man
4. Varinder Kumar, M/Man
5. Sudershan Kumar Jetly, M/Man
6. Pal Singh, M/Man
7. Raj Kumar, M/Man
8. Sh. Ashok Kumar M/Attendant
9. Sh. Balvinder Kumar M/Attendant
10. Sh. Randheer Singh M/Attendant
11. Sh. Mohan Lal M/Attendant
12. Sh. Gagan Deep M/Attendant
13. Sh. Nisar Ahmad Khan M/Attendant
14. Sh. Ram Naresh M/Attendant
15. Sh. Nagender Prasad Singh Munda M/Attendant
16. Sh. Daulat Ram M/Attendant

17. Sh. Sunil Bhushan M/Attendant
18. Sh. Praveen Kumar M/Attendant
19. Sh. Sohan Lal (69) M/Attendant
20. Sh. Sher Singh M/Attendant
21. Sh. Sat Pal M/Attendant
22. Sh. Sohal Lal (94) M/Attendant
23. Sh. Mahabir Singh M/Attendant

Binding Section:-

1. Sh. Ramesh Chander (258) æ Section Holder/Time Checker(Bdg.)
2. Sh. Narender Kumar (304)-Section Holder/Time Checker(Bdg.)
3. Sh. Rajender Kumar(308) æ Section Holder/T.Checker(Bdg.)
4. Sh. Parmanand (309) æ Section Holder/T.Checker(Bdg.)
5. Sh. Lalit Kumar æ Section Holder/T.Checker(Bdg.)
6. Raj Pal (395) - Section Holder/T.Checker(Bdg.)
7. Sh. Laxman Dev æ Section Holder / T.Checker(Bdg.)
8. Sh. Suresh Kumar æ Section Holder (Bdg.)
9. Sh. Om Prakash(398) æ Binder
10. Sh. Ashok Kumar(249)-Binder
11. Sh. Narinder Kumar - Binder
12. Sh. Balkar Singh - Binder
13. Sh. Sham Lal- Binder
14. Sh. Anil Kumar- Binder
15. Sh. Rajinder Kumar -Binder
16. Sh. Madan Lal - Binder
17. Sh. Ramesh Kumar -Binder
18. Sh. Jai Prakash - Binder
19. Sh. Ramesh Chand(400), Binder
20. Sh. Rohtash Kumar -Binder
21. Sh. Parma Nand - Binder
22. Sh. Kamal Kishore - Binder
23. Sh. Raj Kumar - Binder
24. Sh. Mohan Lal - Binder
25. Sh. Rattam Chand, Binder
26. Sh. Ved Parkash - Binder
27. Sh. Naresh Kumar - Binder
28. Sh. Pawan Kumar - Binder
29. Sh. Babu Ram - Binder

30. Sh. Deepak Gupta - Binder
31. Sh. Ramesh Chander - Binder
32. Sh. Sanjay Kumar - Binder
33. Sh. Randhir Singh - Binder
34. Sh. Ram Pal - Binder
35. Sh. Hardeep Grohi æ A/Binder
36. Sh. Swapan Pal æ A/Binder
37. Sh. Jitesh Kumar Sharma æ A/Binder
38. Sh. Deepak Poddar æ A/Binder
39. Sh. Surya Narain æ A/Binder
40. Sh. Sumit Arora æ A/Binder
41. Sh. Kailash Chander æ A/Binder
42. Sh. Dinesh Sharma æ A/Binder
43. Sh. Sandeep Kumar æ A/Binder
44. Sh. Ravi Kumar æ A/Binder
45. Sh. Narender Kumar æ A/Binder
46. Sh. Harish Sharma æ A/Binder
47. Sh. Sukhbir Singh æ A/Binder
48. Sh. Ram Prasad Meena æ A/Binder
49. Sh. Vinod Kumar æ A/Binder
50. Sh. Gulab Singh æ A/Binder
51. Sh. Satpal æ A/Binder
52. Sh. Kulbhushan æ A/Binder
53. Sh. Surinder Kumar æ A/Binder
54. Sh. Neel Madhav Jena æ A/Binder
55. Sh. Satey Pal æ A/Binder
56. Sh. Satta Ram - A/Binder

Offset Section:-

According to Machine section

Reading Section:-

1. Sh. Ravinder Kumar Sharma æ Reader
2. Sh. Hari Ram - Reader

3. Sh. Vinay Kapoor - Reader

Mechanical Section:-

1. Sh. Shri Ram - Foreman (Bdg.)
2. Sh. Ram Kumar - Foreman(Bdg.)
3. Sh. Paltu Shah æ Foreman (Bdg.)
4. Sh. Amar Nath -Electrician

Labourers:-

Nil.

**ANNEXURE -I
(To Manual-Right to
Information Act, 2005)**

DIRECTORY OF OFFICERS

AND

EMPLOYEES

OF

GOVT. OF INDIA PRESS, NILOKHERI-132117

(Karnal)

GOVT. OF INDIA PRESS, NILOKHERI

OFFICERS & EMPLOYEES

Sl.No.	Name and Designation	Office address and Tel. No.	Residential address and Tel. No.
1	2	3	4
1.	Sh. S. R. Bodra Manager	Govt. of India Press, Nilokheri-132117 Tel. 01745-246273	E-2, Old press colony Nilokheri.
2.	Sh. Hariom Saran GDMO	-do-	E-1, Old Press Colony Nilokheri. Mob.7376455883
3.	Sh. A. R. Barua Deputy Manager	-do-	Mob.
4.	Sh. Ajayab Singh Pesnia Asstt. Manager(Admn.)	-do-	F-1, Old Press Colony Mob.
5.	Sh. Laurance Horo Technical Officer	-do-	Qr. No. Type III/1 New Press, Colony, Nilokheri. Mob.9311302530
6.	Sh. Raj Kumar Tech. Officer	-do-	F-2, Old Press Colony Mob.
7.	Sh. Ravinder Kumar Technical Officer	-do-	Mob.
8.	Sh. Mahadasam Surender Technical Officer	-do-	Chandigarh Press
9.	Smt. Asha Rani, Nurse	-do-	F-6, Old Press Colony, Nilokheri Ph : 0184-2285960
10.	Sh. Rajinder Singh, H.C (Sr.)	-do-	Qr. No. F/4, Old Press Colony, Nilokheri Mob. 7206
11.	Sh. Raj Kumar, Accountant	-do-	G-1, Old Press Colony Nilokheri Mob.72068734 Mob.9255881340
12.	Sh. Pardeep Kumar, U.D.C	-do-	G-21, Old Press Colony, Nilokheri Mob. 8295077600

- | | | | |
|-----|----------------------------------|------|---|
| 13. | Sh. Ravinder Kumar, U.D.C | -do- | Type-II/90, new Press Colony, Nilokheri
Mob.9416291168 |
| 14. | Sh. Naresh Kumar Dahuja, U.D.C | -do- | Type-II/108, New Press Colony, Nilokheri
Mob. 8901523635 |
| 15. | Smt. Jatinder Kaur, U.D.C | -do- | G-16, Old Press colony Nilokheri
Mob.9466529811 |
| 16. | Smt. Santosh Kumari, U.D.C | -do- | G-32, Old Press Colony, Nilokheri
Mob.9416939830 |
| 17. | Smt. Veena Rani, U.D.C | -do- | G-20, Old Press Colony, Nilokheri
Mob.9254279302 |
| 18. | Sh. Ashok Kumar, U.D.C | -do- | G-25, Old Press Colony, Nilokheri
Mob.9253110283 |
| 19. | Smt. Bimla Devi, U.D.C | -do- | G-11, Old Press Colony, Nilokheri
Ph.: 246888 |
| 20. | Sh. Jai Bhawan, L.D.C | -do- | Type III/3, New Press Colony, Nilokheri
Mob.9896965679 |
| 21. | Sh. Birendra Kumar Mishra U.D.C. | -do- | Type II/94 New Press Colony, Nilokheri
Mob.9468011639 |
| 22. | Sh. Ajay Kumar, U.D.C. | -do- | Type II/82 New Press Colony, Nilokheri
Mob. 9355808893 |
| 23. | Sh. Jaya Narayan, Steno | -do- | Type II/ 78 New Press Colony, Nilokheri.
Mob. 97299526 |
| 24. | Sh. Satish Kumar, L.D.C. | -do- | Type II/68 New Press Colony, Nilokheri
Mob.9896987681 |
| 25. | Sh. Puroshottom Lal Meena, LDC | -do- | Type-II/84, NPC Nilokheri
Mob.9467899811 |
| 26. | Sh. Sanjay Saini, LDC | -do- | Type-II/79, NPC, Nilokheri
Mob.9992717796 |

27.	Sh. Hardeep Sharma, LDC	-do-	Type-II/67, NPC, Nilokheri Mob.9992079466
28.	Sh. Rajbir, LDC	-do-	Type-II/85, NPC, Nilokheri Mob.9991602175
29.	Sh. Purusottam Kunal , LDC	-do-	Type-II/50, NPC, Nilokheri Mob.9996376781
30.	Sh. Raj Kumar, Cook	-do-	G-33, Old Press Colony Nilokheri Ph.: 01745-247657
31.	Sh. Dharam Chand, LDC	-do-	G-24, Old Press Colony, Nilokheri Ph.:9991161517
32.	Sh. Mukesh Kumar, Peon(MTS)	-do-	Type G-9, Old Press Colony Nilokheri Ph.: 9034889513
33.	Sh. Ram Rattan Singh, Daftry (MTS)	-do-	V.P.O. Arjaheri (Karnal) Mob.9416747458.
34.	Sh. Rohit, MTS	-do-	Type-II/37, OPC, Nilokheri Mob.9802365165
35.	Sh. Paras, MTS	-do-	Type-II/41, OPC Nilokheri Mob.09992063178
36.	Smt. Murti Devi, Peon (MTS)	-do-	Type III/4, NPC, Nilokheri Mob. 9416633660
37.	Sh. Jai Kishan, Farash(MTS)	-do-	Type II-110, New Press Colony, Nilokheri Mob.9802469658
38.	Sh. Narain Ram, Orderly (MTS)	-do-	Type II-98, New Press Colony, Nilokheri Mob.9992885178
39.	Sh. Prem Chand, Sanitary Jamadar(MTS)	-do-	G-3, Old Press Colony Nilokheri Mob.9050358421
40.	Sh. Balkar Singh, Chowkidar(MTS)	-do-	H-17, Press Boundry Nilokheri Mob.9896174433

41.	Sh. Jai Kumar, Safaiwala (MTS)	-do-	Type I/18 New Press Colony Nilokheri, Mob.9050639651
42.	Sh Sat Pal Safaiwala (MTS)	-do-	Type I/31 Old Press Colony Nilokheri. Mob. 9996315364
43.	Sh. Ashok Kumar Safaiwala(MTS)	-do-	Type I/14 New Press Colony Nilokheri. Mob. 9254565823
44.	Sh. Satbir Singh, Safaiwala(MTS)	-do-	Type I/22 New Press Colony Nilokheri. Mob. 9034016894
45.	Sh. Pradeep Kumar, Safaiwala(MTS)-do-		Type I/6 New Press Colony Nilokheri, Mob. 9996200984
46.	Sh. Ajay, Safaiwala (MTS)	-do-	Type I/2 New Press Colony Nilokheri. Mob. 9034263432
47.	Sh. Ravinder Kumar Sharma, Reader	-do-	A-11, Neel Nagar, Nilokheri Mob.09896120501
48.	Sh. Hari Ram, Reader	-do-	Near Vikash club VPO-Kunjpura Distt.-Karnal Mob. 9416910172
49.	Sh. Vinay Kapoor, Reader	-do-	III-4, Old Press Colony, Nilokheri Ph.:
50.	Aman Nath, Electrician	-do-	House No. 435/6, Rajiv Colony, Nilokheri Mob. 9466651426.
51.	Sh.Shri Ram, Foreman (Bdg.)	-do-	Type-II/74, N.P.C Nilokheri Ph.:01745-245949
52.	Sh. Paltu Shah, Foreman (Bdg.)	-do-	H.No-18, Type-II N.P.C, Nilokheri. Mob. 09996736796
53.	Sh. Ram Kumar, Foreman (Bdg.)	-do-	F-3, Old Press Colony, Nilokheri. Mob.9996851895
54.	Sh. Narinder Kumar, Sec. Holder T.No. 304	-do-	H.No. 43, School Area Nilokheri Mob. 9896025503
55.	Sh. Rajinder Kumar, Binder	-do-	Type-II/83, New Press Colony, Nilokheri Ph.: 247338
56.	Sh. Parma Nand, , Sec. Holder	-do-	G-5, Old Press Colony, Nilokheri. Mob.9996356374

57.	Sh. Lalit Kumar, Sec. Holder	-do-	H.No. 16-A, Shanti Nagar, Nilokheri Mob.9466588144
58.	Sh. Ramesh Chander, Sec.Holdar	-do-	Type II-65, New Press Colony, Nilokheri Ph.: 246057
59.	Sh. Laxman Dev, Section Holder	-do-	
60.	Sh. Raj Pal, S. Holder (395)	-do-	Type II/13 New Press Colony, Nilokheri Ph.:01745-245970
61.	Sh. Suresh Kumar, Section Holder	-do-	
62.	Sh. Anil Kumar, Binder	-do-	G-23, OPC, Nilokheri
63.	Sh. Om Parkash, Binder	-do-	
64.	Sh. Ashok Kumar, Binder	-do-	Type II/2, NPC Nilokheri Mob.7404362060
65.	Sh. Parma Nand, (150) Binder	-do-	Type II/10, New Press Colony, Nilokheri Ph.: 245360
66.	Sh. Kamal Kishore, Binder	-do-	Type II/81, New Press Colony, Nilokheri. Mob.9801360664
67.	Sh. Raj Kumar, (454) , Binder	-do-	G-12, Karsa Road, Nilokheri Mob.9813524347
68.	Sh. Randhir Singh, Binder	-do-	G-29, Poultry Area, Nilokheri Ph.: 9354122524
69.	Sh. Pawan Kumar,Binder	-do-	Type II/98, New Press Colony Nilokheri Mob.
70.	Sh. Ravinder Singh, Binder	-do-	Type I/21 Old Press Colony Nilokheri Ph.:9896
71.	Sh. Babu Ram, Binder	-do-	Type I/37, Old Press Colony Nilokheri. Ph.:246080
72.	Sh. Deepak Gupta, Binder	-do-	R-I/397, Joria Kuan Karnal. Ph.: 2254275

73.	Sh. Ramesh Chand(400),Binder	-do-	Type-II/27, New Press Colony, Nilokheri Mob.9253168358
74.	Sh. Sanjay Kumar,Binder	-do-	89 G School Cum Canal Area Nilokheri. Mob.9253126384
75.	Sh. Hardeep Grohi,Asstt.Binder	-do-	G/17 Old Press Colony Nilokheri. Mob.97292530 Nilokheri. Mob.9996309631
76.	Sh. Swapan Pal, A/Binder	-do-	Type II/15 New Press Colony Nilokheri. Mob. 8295506949
77.	Sh. Jitesh Kumar Sharma A/Binder	-do-	Type II/14 New Press Colony Nilokheri. Mob.09996195459.
78.	Sh. Deepak Poddar, A/Binder	-do-	Type II/53 New Press Colony Nilokheri. Mob. 8295509936
79.	Sh. Surya Naraian A/Binder	-do-	Type II/46 New Press Colony Nilokheri. Mob.9728492344
80.	Sh. Sumit Arora A/Binder	-do-	Type II/73 New Press Colony Nilokheri. Mob.8059756062
81.	Sh. Kailash Chander, A/Binder	-do-	Type II/ 39, Old Press Colony Nilokheri.Mob. 9728374042
82.	Sh. Sandeep Kumar, A/Binder	-do-	G/ 28, Old Press Colony Nilokheri.
83.	Sh. Ravi Kumar A/Binder	-do-	Type II/101 New Press Colony Nilokheri. Mob.98137763633
84.	Sh. Narender Kumar A/Binder	-do-	G/34, OPC, Nilokheri Mob.9896825319
85.	Sh. Sukhbir Singh, A/Binder	-do-	Type II/70 New Press Colony Nilokheri. Mob.9467126326
86.	Sh. Ram Prasad Meena, A/Binder	-do-	G-6, OPC, Nilokheri Mob.9896299430
87.	Sh. Vinod Kumar A/Binder	-do-	G-27, Old Press Colony Nilokheri. Mob.9896067231
88.	Sh. Gulab Singh A/Binder	-do-	Type II/17, New Press Colony Nilokheri. Mob. 8053707456
89.	Sh. Satey Pal, A/Binder	-do-	G-19, Old Press Colony Nilokheri. Mob.9813802369

90.	Sh. Kul Bhushan, A/Binder	-do-	Type-II/45, Old Press Colony Nilokheri. Mob.9541546633
91.	Sh. Surender Kumar, A/Binder	-do-	G-8, Old Press Colony Nilokheri. Mob.9996373523
92.	Sh. Neel Madhav Jaina, A/Binder	-do-	Type II/ 12, New Press Colony Nilokheri. Mob.7206511065
93.	Sh. Rattan Chand, Binder	-do-	G-13, Old Press Colony Nilokheri. Mob.9996128039
94.	Sh. Ramesh Chander(124),Binder	-do-	Type I/30, Old Press Colony Nilokheri.
95.	Sh. Ram Pal, Binder	-do-	Type II/9 New Press Colony Nilokheri. Mob. 9416724575
96.	Narinder Kumar, Binder	-do-	G-10, O.P.C Nilokheri. Mob.9896825319
97.	Sh. Sham Lal (252), Binder	-do-	E-42, Hospital Area, Nilokheri Mob.
98.	Sh. Balkar Singh,Binder	-do-	Type II/69 New Press Colony Nilokheri Mob.9996893010
99.	Sh. Madan Lal, Binder	-do-	Type II/11, New Press Colony, Nilokheri Mob.9992490297
100.	Sh. Mohan Lal,Binder	-do-	Type-II/51, NPC, Nilokheri.
101.	Sh. Jai Parkash, Binder	-do-	Type II/16, New Press Colony, Nilokheri Mob.839
102.	Sh. Rohtash Kumar, Binder	-do-	Type II/23,New Press Colony Nilokheri. Mob.7404362055
103.	Sh. Dinesh Sharma, Asstt. Binder	-do-	G/15, Old Press Colony Nilokheri. Mob. 9729223581
104.	Sh. Sat Pal, Asstt. Binder	-do-	G-31, Old Press Colony Nilokheri. Ph.:01745-247126
105.	Sh. Ved Prakash, Binder	-do-	G-9 Poultry Area Nilokheri Ph.:246455. Mob.9896246455
106.	Sh. Satta Ram, Asstt. Binder	-do-	Type-II/48, Old Press Colony Nilokheri. Mob.8295418373

107.	Sh. Sheesh Ram Meena, M/Man (Offset)	-do-	Type-II/47, New Press Colony, Nilokheri Mob.
108.	Sh. S.S. Chatterjee, M/Man (offset)	-do-	Type II/22, New Press Colony, Nilokheri Ph.: 247364
109.	Sh. Anil Kumar, Offset M/Man	-do-	E-77, Poultry Area, Nilokheri Mob.9896147534.
110.	Sh. Varinder Kumar, offset Offset M/Man	-do-	Type II/28, New Press Colony, Nilokheri Ph.: 246255
111.	Sh. Sudershan Kumar Jetly, Off. M/Man	-do-	
112.	Sh. Pal Singh, Off. M/Man	-do-	G-12, Old Press Colony, Nilokheri Mob.
113.	Sh. Raj Kumar (415), Off. M/Man.	-do-	E-77, Poultry Area, Nilokheri Mob.9050116858
114.	Sh. Ashok Kumar, M/Attendent (413)	-do-	G-18, OPC, Nilokheri
115.	Sh. Daulat Ram, M/Attendent	-do-	E-19, Poultry Area, Nilokheri Mob.9896360652
116.	Sh. Balwinder Kumar, M/Attendent	-do-	Type G-14, OPC, Nilokheri Mob.9468332674
117.	Sh. Randhir Singh, M/Attendent	-do-	G-35, Poultry Area, Nilokheri Mob.9812481886
118.	Sh. Sohan Lal (69), M/Attendent	-do-	Type-II/49, NPC Ph.: 262321
119.	Sh. Sunil Bhushan, M/Attendant	-do-	Type-II/44, Old Press Colony, Nilokheri Ph.:9416218197
120.	Sh. Parveen Kumar, M/Attendant	-do-	Type-II/51, OPC Nilokheri Mob.9416367090
121.	Sh.Sohan Lal(94), M/Attendant	-do-	G-26, OPC, Nilokheri

			Ph.:
122.	Sh. Sher Singh, (76) M/Attendant	-do-	Type-II/52, OPC, Nilokheri Ph.:
123.	Sh. Mahabir Singh, M/Attendant	-do-	G-30, OPC, Nilokheri Ph.:
124.	Shri.Sat Pal, M/Attendant	-do-	G-29, Old Press Colony, Nilokheri Ph.:
125.	Sh. Gagandeep M/Attendant	-do-	Type II/89 New Press Colony Nilokheri, Mob. 9416841544
126.	Sh. Nisar Ahmed Kharn, M/Attendant	-do-	Type II/75, New Press Colony Nilokheri, Mob.9729252627
127.	Sh. Ram Naresh, M/Attendant	-do-	G-7, Old Press Colony Nilokheri, Mob.9467356066
128.	Sh. Nagender Prasad Singh Munda, M/Attendant	-do-	Type II/111,New Press Colony Nilokheri, Mob.9991571253
129.	Sh. Mohan Lal, M/Attendant	-do-	G-36, Old Press Colony Nilokheri, Mob.9255410294
130.	Sh. Rajinder Kumar, S/ Holder (Bdg)	-do-	Q. No. F-5, OPC Nilokheri
131.	Sh. Naresh Kumar Binder	-do-	
132.	Sh. Harish Sharma Asstt. Binder	-do-	

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s/d
(A. R. Barua)
Deputy Manager