

GOVERNMENT OF INDIA PRESS

GANGTOK

**INFORMATION AS PER CLAUSE(b) OF
SUB-SECTION I OF SECTION 4 OF RIGHT
TO INFORMATION ACT,2005.**

4(1)(B)(I) The particulars of Government of India Press Gangtok, Jawahar Nagar, Sikkim functions and duties.

In the Himalayan and sub-Himalayan regions of India and the neighboring countries, Nepal, Sikkim (now merged in the India and become 22nd state from 16th May 1975) and Bhutan, there reside large number of inhabitants speaking principally Nepali and Tibetan languages. It was not possible to meet the requirements of this region from other Government of India Presses in the plains firstly because the Presses in the plains were already over-worked and short of accommodation and secondly a very specialized type of job as required to be done in this Press as it would have to cater to the local requirements of different kinds of Hilly regions having their own peculiarities and languages, a vast majority of whom use primarily the Tibetan script. In Gangtok, land belonging to the Government India was readily available, hence the site at Gangtok was selected. This Press was established in the beginning of the year 1960 which the Second Five Year Plan and it is equipped with the Composing, Printing and Block-Making machines for handling all sorts of letterpress Printing independently. This Press is in charge of an Office-in-Charge of the rank of Asstt. Manager (Tech.). Merger of Sikkim in the Republic of India in 1975 resulted in increase in work, specially for the different organizations located in Sikkim. The Press was partially modernized by adding letterpress technology.

GOVERNMENT OF INDIA PRESS: GANGTOK

The category-wise details of staff in Govt. of India Press, Gangtok are given below:-

Sl. No	Name of the post	Pay Scale (In Rs.)	Sanctioned Strength	Men own Rolls as On 31.8.05
1.	Press Medical Officer (Part Time M.O)	Rs.1000/p.m.fixed (Remuneration)	1	1
2.	Officer-in-Charge	Rs.65-10,600/-	1	1
3.	Accountant	Rs.4500-7000/-	1	1
4.	General Store Keeper	Rs.5000-8000/-	1	1
5.	Pharmacist	Rs.4500-7000/-	1	1
6.	U.D.C.	Rs.4000-6000/-	5	3
7.	L.D.C.	Rs.3050-4590/-	9	3
8.	Driver	Rs.3050-4950/-	1	1
9.	Forman (M/C)	Rs.5000-8000/-	1	Nil
10	Section Holder(com.)	Rs.4500-7000/-	1	1
11	Time Checker(M/C)	Rs.4500-7000/-	2	Nil
12	Section Holder(Binding)	Rs.4500-700/-	1	Nil
13	Time Checker(Binding)	Rs.4500-7000/-	1	Nil
14	Head Mechanic(Ptg.&Bdy)	Rs.4500-7000/-	1	Nil
15	Mechanic(Ptg.&Bdy.)	Rs.4000-6000/-	1	Nil
16	Reader	Rs.4000-6000/-	1	Nil
17	Reviser	Rs.4000-6000/-	1	Nil
18	Copy Holder	Rs.3050-4590/-	2	Nil
19	Compositor Gr.I	Rs.4000-6000/-	3	2
20	Compositor Gr.II	Rs.3050-4590/-	8	Nil
21	Mono Caster Operator	Rs.3050-4590/-	2	1
22	Carpenter	Rs.3050-4590/-	1	Nil
23	Binder	Rs.4000-6000/-	2	1
24	Asstt.Binder	Rs.3050-4590/-	15	7
25	Machineman	Rs.4000-6000/-	6	1
26	Daftry	Rs.2610-3540/-	1	1
27	Peon	Rs.2550-3200/-	2	1
28	Choukider	Rs.2500-3200/-	4	Nil
29	Mali	Rs.2550-3200/-	1	Nil
30	Safaiwala	Rs.2550-3200/-	3	2
31	Machine Attendent	Rs.2650-4000/-	4	2
32	Proof Pressman Gr.II	Rs.2650-4000/-	1	1
33	Labourer	Rs.2500-3200/-	11	Nil
34	Asstt.Halwai/Cook	Rs.3050-4590/-	1	1
35	Tea Maker	Rs.2610-3540/-	1	1
			Total 100	34

Govt. of India Press, Gangtok is presently functioning with above 34 staff strength as against 100 sanctioned strength. In course of executing the printing jobs of its indentors, the expenditure is realized by raising ptg cost bills.

Cost of Printing.

The cost of printing of the jobs of indentors are realized by raising printing cost bills, on the basis of existing costing system approved by Directorate of Printing, New Delhi. The Existing costing system is based upon Performa account of this press. That is being worked out on the basis of common hourly rates for each cost center of this Press. At present the printing cost is being realized from indentors on no loss on profit basis.

4(1)(b)(ii): The powers and duties of officers and employees of Govt. of India Press, Gangtok, Sikkim.

1. Officer-in-Charge

- (i) To perform the duties of Head of the office which includes Financial/Administrative power as well as Industrial/technical affairs of entire press.
- (ii) To make the policy, co-ordination and planning of all related subjects to run the whole organizations smoothly as per rules regulations and related instructions.
- (iii) Management with qualitative and quantitative production of the Press as per norms.
- (iv) Safety and security of the Press Quarters.
- (v) To perform the duties of drawing and disbursing Officer and Estate Manager.
- (vi) Member of the Departmental Promotion Committee of Govt. of India Press, Gangtok in respect of Group 'C' and 'D' employees.

Accountant

The Accountant holds supervisory charge of the accounts and Establishment sections and doing so, he assisted by the concerned clerks and General Store Keeper. He is responsible for the general administration and efficiency of the clerical establishment of sections and seeing that the prescribed routine regarding accounts question is strictly observed. He will ensure that all accounts and establishment matters are disposed off strictly in accordance with the standing order.

General Store Keeper

General Store Keeper is over all in charge of Store Branch who is responsible for Indenting all basis materials required for office, Printing Section, Case Room, Dispensary, Binding Section & Canteen and maintaining Store Bin Card & Stock ledger of different stores and Printing Papers.

4(1)(b) (ii)- **The powers and duties of its officers and employees**

U.D.C.(4)

(i) Who is deputed to Establishment Branch is entrusted for works related to Establishment Section and vigilance etc. (ii) U.D.C.(case) looks after the work of transaction of cash and works related to cash (iii) U.D.C. deputed to costing section looks after the works raising of Printing Bills and for settlement of out-standing dues of printing charges bills along-with preparation of Provisional & supplementary bills and other works related to costing section.

L.D.C.(3)

(i) Working in Bill/Fund Section is entrusted the works of preparing Salary Bill, TA/LTC Bills, G.P.F. Bills and other work related to Bill and fund section and also working for correspondence resting with Govt. accommodation and Hindi works including Caretaker.
(ii) Working in Printing Section is entrusted for opening of Printing work Dockets, correspondences and dispatch of finished printed goods.
(iii) Working as paper issuer in Store Branch is entrusted for all correspondences resting with and related to Store Branch, performing the duty of T.K. Section also.

Peon-1

Peon is entrusted for the works of Received and Issue Section in addition to his day to day normal work.

Daftry-is working as Peon and Record Section for maintaining records along with other office works.

Pharmacist- is look after the work of dispensary and responsible for entire works for the supply of medicines etc. to the employees of the Press and their families and attending the emergency case when takes place.

Section Holder(Case)-is supervisor of Case Room and look after the work of Composing Section and Mono Section for efficient work of compositor and M.C.O. regarding composing and pre-printing works.

Compositor Gr.I(2) are dealing with composing works of different indentors as per work docket distributed to them by Section Holder(Case).

Mono Caster Operator is responsible for entire works of Mono Casting Section for casting of types as per requisition of Case Room.

M/C,Man- is responsible for printing works of various indentors and quality printing works received in Printing Section time to time.

M/C.Attendant is responsible for the work to keep Printing Machines in running condition and help M/C. man for supply of printing papers for feeding the printing machines.

Binder- is responsible for paper cutting works and the works related to Binding Section.

Asstt.Binder- (7) are responsible for the works related to Binding Section such as for counting, folding and Binding of ledger/register and other works.

Galley Proof Pressman- He is responsible for upkeep of Hand Press and Galley Press. He shall see neat execution of Printing ,proofing works done by Compositors and pulling of proofs or printing of copies required.

Safaiwala- He does the cleaning/sweeping and of the Office/Press premises,

toilets and lawns as per instructions of the Caretaker to ensure proper cleanliness of the Factory/Office and its premises. During the shortage of choukidar, they also depute to security duties.

Asst.Halwai:- He is responsible for preparation of meals etc for serving the employees of the Press.

Tea Maker:- He is responsible for preparation of tea and serving the tea to the employees and to collect back the empty utensils, crocheries etc. in the Press Canteen.

4(1)(b) (iii) The procedure followed in the decision making process including channels of Supervision and accountability.

Being Officer-in-Charge Head of Press all the decision is made with the support of subordinate staff and accounts .

Account under the supervision for the discharge if its function.

All the Industrial Sections are run as per the norms prescribed by Directorate of Printing, New Delhi time to time keep men and machine engaged and to run the Press properly.

4(1)(b)(v) The rules, regulations, manuals and records are maintained by the employees of Govt. of India Press, Gangtok or under its control or used by its employees for discharging its function:

The rules, regulations and instructions, manuals and records are maintained by The employees for discharging its duties as prescribed by the Hand Book of the Govt. of India Press as the Central Govt. and under the Supervisions of Officer -in-Charge and Accountant.

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

The following documents(unclassified are held by Govt.of India Press, Gangtok,Sikkim.

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 & Realisations register.
9. Receipt Books of Cash/cheques.
10. Bill register.
11. Pay Bill register.
12. Vehicles movement register for incoming and out going vehicles.
13. Visitors Register.
14. GPF ledger for Group 'C' & 'D' employees.
15. Overtime Register.
16. TA/LTC Register.
17. Vacancy register/Roster.
18. Seniority list of staff.
19. Bill Register of Printing Costs.
20. Liability Register.
21. Expenditure Central Register.
22. Report and Issue Register.
23. Tender Register.
24. File Index Register.
25. Increment Register.
26. Service Book & Leave accounts of individual employees.
27. Depreciation Register.
28. Day Book of Procurement.
29. Inward and Outward consignments register.
30. Complaint Register(TK Section)

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

All the policy matter for better running of Press is solved under the guidance of Directorate of Printing, New Delhi and implements accordingly.

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

A technical committee has been formed as per instructions of directorate of Printing, New Delhi for disposal of Plant & machineries consisting of Officer -in-Charge, Chairman outside member from Sikkim Govt. Accountant, Foreman (M/C) Senior most staff to finalized and fixed the cost of unserviceable plant & Machines and other stores.

- 4(1)(b)(ix) A directory of officers and employees of **Govt.of India Press, Gangtok, Sikkim.**

The directory is furnished as under:- (Alphabetically)

Sl.No.	Name	Designation	Residential Address	Telephone No.
1.	Shri Ashok Chettri	Asstt.Binder	Quarter No. Type-II-A-10	-
2.	Shri Bhandhu Rawat	Safaiwala	Type-II-A-4	-
3.	Shri Babul Barua	M/C Attendant	Type-II-A-15	-
4.	Shri Baudeo	Asstt.Binder	Type-II-A-6	-
5.	Dr.D.S.Hamal.PMO	Part Time M.O.	-	-
6.	Shri Daud Lepcha	Caretaker	Type-II-A-15	-
7.	Shri Dorjee Sherpa	Asstt.Malwai	Type-II-A-9	-
8.	Smt.Geeta Pradhan	U.D.C.	Type-II-B-6	
9.	Shri H.N.Sharma	L.D.C.	Type-II-B-4	204022
10.	Shri I.K.Pradhan	U.D.C.	Type-II-B-6	-
11.	Shri J.k.giri	M/C Man	Type-II-B-12	221145
12.	Shri J.K.Roy	Pharmacist	Type-II-A-17	227744
13.	Shri Kumar Ghosh	Officer-in-Charge	Type-III-I	202953
14.	Shri K.B.Pradhan	Section Holder(Case)	Type-II-B-5	-
15.	Shri K.B.Biswarkarm	Mono Caster Op.	Type-II-B-5	-
16.	Shri Laxman Baghwar	Tea Maker	Type-II-B-3	220816
17.	Shri M.R.Ghosh	Accountant	Type-III-2	202833
18.	Shri Manash Tamang	Driver	Type-II-A-13	-
19.	Shri N.T.Bhutia	Asstt.Binder	Type-I-5	-
20.	Shri Nima Wangdi Bhutia	Asstt.Binder	Type-II-a-16	-
21.	Shri Nathunilall	Safaiwal	Type-II-A-18	203804
22.	Shri Pema Sherpa	L.D.C.	Type-II-A-7	206155
23.	Shri Puran Rai	Compositor Gr.I	Type-II-B-14	-
24.	Shri P.S.Subba	Asstt.Binder	Type-II-A-13	-
25.	Shri Passang Tamang	Asstt.Binder	Type-II-B-1	206953
26.	Shri R.K.Ramtial	G.S.K.	Type-II-B-3	229575
27.	Shri Rameshwar Thakur	Asstt.Binder	Type-II-B-10	203771
28.	Shri Ramesh Darnal	Peon	Type-II-A-5	227040
29.	Shri S.D.Singh	Compositor Gr.I	Type-B-7	205269
30.	Shri Santosh Tamang	Daftly	Type-B-7	220383
31.	Shri Sreemat Baski	M/C Arrs.	Type-I-13	-
32.	Smt.Tshering Lama	U.D.C.	Type-II-B-2	226860
33.	Shri Tshering Namgyal Sherp	Proofman	Type-II-B-8	-
34.	Smt.Junu Poudyaly	Binder	Type-II-B-13	206794

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

The detailed information in respect of Govt of India Press are furnished as under:-

Sl.No.	Name & Designation	Scale of Pay	Monthly remuneration Reviewed as on 31.8.05 (including OTA, other compensation as admissible under rules
1.	Shri Kumar Ghosh Officer-in-Charge	Rs.6500-200-10500/-	Plus sple pay.300/-p.
2.	Shri M.R.Ghosh Accountant	Rs.4500-123/7000/-	
3.	Dr.D.S.Hamal, P.M.O.	Rs.8000-275/13500/-	Remuneration 1000/- p.m.fixed
4.	Smt.Tshering Lama,UDC	Rs.4000-100-6000/-	Rs.4500-125-7000/- (ACR)
5.	Shri I.K.Pradhan,UDC	--do--	--do--
6.	Shri R.K.Ramtial,GSK	Rs.5000-15-8000/-	On deputation
7.	Smt.Geeta Pradhan,UDC	Rs.4000-100-600/-	Rs.4500-125-7000/- (ACP)
8.	Shri Daud Lepcha, C/T	Rs.3050-75-3950-80-4590/-	Rs.4000-100-6000/- (ACP)+DDA-200/- Rs.80/- Hindi Incentive.
9.	Shri H.N.Sharma,LDC	Rs. ---do----	Rs.4000-100-6000/- (ACP)
10	Shri Pema Sherpa, LDC	Rs. ---do---	---do--
11	Shri J.K.Rody,Pharmacist	Rs.4500-125-7000/-	Rs.5000-150-800/-(ACP)
12	Shri Manash Tamang Driver	Rs.3050-75-3950-8004590/-	-
13	Shri Santosh Tamang Daftry	Rs.2610-60-3150-65-3540/-	-
14	Shri Ramesh Darnal Peon	Rs.2550-55-2660-60-3200/-	RS.2160-60-3150-3540/- (ACP)
15	Shri K.b.Pradhan,Section Holder (case)	Rs.4500-125-7000/-	-
16	Shri S.D.Singh,Comp.I	Rs.4000-100-6000/-	Rs.4500-125-7000/- (ACP)
17	Shri Puran Rai,Comp.I	-do--	---do---
18	Shri J.K.Giri,Machinman	Rs.4000-100-6000/-	
19	Smt.Junu Paudyaly, Binder	Rs.4000-100-6000/-	
20	Shri N.T.Bhutia, Asstt.Binder	Rs.3050-75-3950-80-4590/-	Rs.4000-100-6000/- (ACP)
21	Shri Nima Wangdi, Asstt.Binder	---do---	---do---
22	Shri Basudeo, Asstt.Binder	---do---	---do---
23	Shri Passang Tamang, Asstt.Binder	---do---	---do---
24	Shri P.S. Subba, Asstt.Binder	---do---	---do--
25	Shri Rameshwar Thakur	---do--	---do--
26	Shri Ashok Chettri, Asstt.Binder	---do---	---do--

27	Shri K.B.Biswakarma	--do--	---do---
28	Shri Tshering Namgyal Sherpa, Proofman	Rs.2650-65-3300-70-4000/-	---
29	Shri Babul Barua, Machine Attendant	Rs. ---do---	Rs.3050-75-3950-80-4590/-(ACP)
30	Shri Mat Baski, Machine Attendant	---do---	
31	Shri Nathunilall, Safaiwala	Rs.2550-55-2660-60-3200/-	Rs.2750-70-3800-75-4400/-(ACP)
32	Shri Bandhu Rawat, Safaiwala	---do---	
33	Shri Dorjee Sherpa, Asstt. Halwai.	Rs.3050-75-3950-80-4590/-	
34	Shri laxman Bagwar, Tea maker	Rs2610-60-3150-65-3540/-	

4(I) (b)(XI) :- The Budget allocation to Govt. of India Press, Gangtok, Sikkim indicating the particulars of all Plans, proposed expenditures and reports on disbursement made:

Statement of Budget Grant for the year 2005-2006 in respect of Govt. of India Press, Gangtok, Sikkim is furnished as under:-

(A) Salaries:-

Salary of Officers	=	Rs. 1,45,000.00
Salary of Establishment	=	Rs.31,00,000.00
Dearness Allowance	=	Rs.6,00,000.00
Other Allowances	=	Rs.7,00,000.00
P.L.Bonus	=	Rs.1,00,000.00
Festival Advance	=	Rs.61,000.00
Total	=	Rs.47,06,000.00

(B) Others:-

O.T.A.	=	Rs.20,000.00
Medical treatment	=	Rs.3,00,000.00
Office Expenses	=	Rs.6,00,000.00
Pref. Services	=	Rs -
Publication	=	Rs.50,000.00
Materials & Supplies	=	Rs.80,000.00
Inter A/C Transfer	=	Rs.26,000.00
GRAND TOTAL	=	Rs.58,32,000.00

© Capital Outlay(Non-Plan)

Machinery & Equipment	=	Rs.50,000.00
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4(I)(b)(XII) The manner of execution of subsidy programmes including the amounts the details of beneficiaries of such programme:-

All the subsidy programme including amount of allocated Budget are made as per direction and instruction of Directorate of Printing, New Delhi.

4(I)(b)(Xiii) Particulars of recipients of concession, permits or **authorization granted by Govt. of India Press, Gangtok Sikkim.**

NIL

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

4(i)(b)(xv) The particular of facilities available to citizens for obtaining information including the working hours of **a library or reading room, if maintained for public use.**

The work of this Press is connected with only Central Govt. and State Govt. Organisations like Army, Air Force, CRPF and other Central Govt. Offices and not involved with general public or civilian and library or reading room.

4(1)(b)(xvi): The names and other particulars of Public Information **Officer are furnished as under:**

Sl.NO ₂	Name of the Press	Public Information officer	Assistant Public Information Office
1.	Government of India Press, Gangtok.	Shri Kumar Ghosh Officer-in-Charge	Shri Mr.Ghosh Accountant

4(1)(b)(xvii); Such other information as may be prescribed:

NIL

S/d-
(Kumar Ghosh)
Officer-in-Charge