

S. No.	Name of the Section	Subject matter dealt
1.	Establishment Section	<ol style="list-style-type: none"> 1. All service and establishment matters relating to Group A,B,C & D employees working in the Directorate of Printing (Head office). 2. Matters relating to TA,DA,LTC, Pension, HBA, tuition fees, conveyance, computer advance, festival advance, GPF withdrawal/advance in respect of officers/officials working in the Directorate of Printing (H.Q) 3. Uniforms of Group 'D' Employees in the Directorate of Printing(HQ) 4. Matters relating to C.R. of Officers/ staff working in Directorate of Printing. 5. Purchase of stationery items, computer. Photocopiers etc.in respect of Headquarter only. 6. Repairs and maintenance of office furniture/equipments. 7. Reimbursement of medical bills in respect of ministerial staff working in the Directorate of Printing. 8. Matters relating to staff car in the Headquarter. 9. Reimbursement of newspapers bills in the Headquarter. 10. Matters relating to central diary/dispatch and upkeep of office premises.
2	Vigilance Section	<ol style="list-style-type: none"> 1. Complaints, Disciplinary proceedings, examination of appeals, revision petition, court cases pertaining to GIPs. 2. Monthly summary for cabinet and Monthly and quarterly return of Anti-corruption and monthly return on disposal of Disciplinary/vigilance cases 3. Status of disciplinary/vigilance cases 4. Matters relating to conduct rules regarding acquisition / disposal of property. 5. Review of Punishment orders and Suspension orders of all GIPs. 6. Circulation of AV series circulars among GIPs. 7. Furnishing Vigilance clearance in respect of employees of GIPs/Directorate of Printing.
3.	Admn-1 Section	<ol style="list-style-type: none"> 1. Service Matters pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India Presses except Kolkata Complex and Accountant. 2. A.C.P. cases pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India Presses except Kolkata Complex and Accountant. 3. Framing and Amendment of Recruitment Rules for Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India Presses.

		<ol style="list-style-type: none"> 4. Honorarium to press employees. 5. Cash handling allowance to press employees. 6. Parliament Questions. 7. Maintenance of organizational chart, Hindi report etc. for GIPs. 8. Court cases related to Group 'C' and 'D' employees of all the Presses. 9. Inter Press transfers. 10. Pension and Public Grievance cases pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India presses except Kilkata Complex and Accountant. 11. Review Cases pertaining to Group 'C' and 'D' employees (industrial and Non-Industrial) of all the Government of India Presses except Kolkata complex and Accountant. 12. Special Casual Leave pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) for all the Government of India Presses except Kolkata Complex and Accountant.
<p>4.</p>	<p>Admn-II Section</p>	<ol style="list-style-type: none"> 1. All cadre matters related to Group 'A' & 'B' officers in Government of India Presses. 2. Filling up of the Post of Director (Printing) and Joint Director (Technical). 3. Recruitment Rules of Group 'A' and Group 'B' posts in the Government of India Presses. 4. All matters relating to Press Medical Officers. 5. Issue of sanctions towards medical indents for purchase of medicines and medical appliance by the Presses for use of the Press dispensary 6. Issue of sanctions for purchase of LPG/Fuel/Coal/Firewood etc. to the Presses for use of the Press Canteens 7. Issue of sanctions for Grants in Aid for the Welfare activities in the Presses 8. Settlement of all medical claims of all the employees of Government of India Presses which comes under the powers of Directorate of Printing. 9. Grant of compensation amount to the press employees for any mishap/ injury while on duty. 10. All other connected miscellaneous work like Parliament Questions, VIP references, Court cases and P.G. Cases etc. 11. All matters relating to appointment, promotion, transfer deputation, delegations, confirmation etc., representations relating to Group 'A' & 'B' Officers of Presses/Branches and Forms Store including O.P. Branch, Calcutta.

5.	Admn-III Section	<ol style="list-style-type: none"> 1. All liveries matters of GIPs. 2. All matters pertaining to the Compassionate Appointment of all GIPs under Directorate of Printing 3. All matter relating to the post of Accountant /Superintendent. 4. Creation/abolition/revival of posts in GIPs. 5. Continuation of temporary post. 6. Spl. VRS. & VRS. cases in GIPs. 7. All establishment matter of Group 'C' and 'D' posts of GIPs located at Kolkata Complex. 8. All court cases pertaining to Compassionate appointments in Government of India Presses. 9. All court cases pertaining to group 'C' and 'D' staff of Kolkata Complex. 10. Reports and returns (VIP/Court cases, Hindi Monthly report, Public Grievance Monthly report).
6.	Admn-IV Section	<ol style="list-style-type: none"> 1. Unions/Associations in various Government of India Presses- <ol style="list-style-type: none"> (i) Recognition, (ii) demand/representation of the Unions /Associations, (iii) deputation/meetings of the representatives of the recognized Unions/ Associations on their request (iv) Issuing notices for the meetings/preparing brief for the meetings. (v) Constitution/Re-constitution of Works Committee 2. Items relating to JCM matters- nomination of representatives etc. 3. Limited Departmental UDC/ Readership Examinations etc. (Nomination of Paper Setter and Evaluator of Answer Sheets etc. for the said examinations and Sanction of honorarium to the Officers). 4. Sanction of Special Casual leave to Office Bearers of Unions for participation in Union/Activities. 5. Grant of NOC to employees of GIPs for issuing Passports. 6. Policy decision with regard to Leave in terms of Factories Act and other various issues like inclusion of HRA/CCA in Leave encashment, Special pay etc. 7. Fifth Central Pay Commission matters covering various issues like fixation of pay, stepping up of pay of Group C and D employees of all GIPs., upgradation of pay scales of Officers of all categories of Non-Industrial and Industrial employees of Government of India Presses. 8. Implementation of Court cases arising out of pay fixation as well as upgradation of pay scales relating to Vth Pay Commission. 9. Processing of matters/cases for referring to 6th CPC. 10. Policy decision on All Estates related matters such as-

		<ul style="list-style-type: none"> (i) allotment of Press Pool Quarters; (ii) change of allotment on medical grounds; (iv) out of turn allotments; (v) overstayed/unauthorized occupation, (vi) subletting cases. (vii) Policy guidelines on allotment of shops in Presses. (viii) Reports/returns on estates matters including subletting, retention of Government quarters after death/retirement etc. (ix) Disputes regarding cases of HRA claims and Licence fee. <p>11.Processing of Court cases of various Presses arising out of</p> <ul style="list-style-type: none"> (i) Allotment of Press accommodation, (ii) Regularization of Government Quarters/damage charges, (iii) Unions matters etc. <p>12. Fortnightly returns in respect of Court cases, VIPs references, dealt in this Section.</p>
7.	Budget & Account Section	<ol style="list-style-type: none"> 1. Assessment of Fund requirement for H.B.A 2. Sending of Quarterly Utilization Report of House Building Advance. 3. Scrutiny of House Building Advance application received from GIPs and sanction 4. Processing of Sale Tax cases pending in Courts relating to disposal of waste paper and related correspondence. 5. Surprise verification of cash reports. 6. Monitoring of printing charges, Bill raising, recovery of printing charges and <ul style="list-style-type: none"> (i) pendency on the basis of quarterly returns received from the GIPs. (ii). Review of pendency of printing charges outstanding against various Indenting Departments and follow up action. (iii) Collection of Press-wise/Deptt.-wise outstanding printing charges details and issue of D.O. letters to various Indenting Departments. (iv).Working out ways and means to improve the recovery of printing charges from Indenting Departments. (v) Collection of information from GIPs. for FR&BM reviewed by Ministry and its compilation. 7. Preparation of RE & BE in respect of Demand No.102-Stationery and Printing Presses/Units. 8. Preparation of material for Parliamentary Standing

		<p>Committee.</p> <ol style="list-style-type: none"> 9. Review/Monitoring of monthly expenditure 10. Preparation of Appropriation Account. 11. Preparation of material for Performance Budget. 12. Allocation/Re-allocation of fund to GIPs. Preparation of Final Demand. 13. Implementation of Commercial Accounts of GIPs. 14. Preparation of quarterly report for Fiscal Responsibility and Budget Management. 15. Miscellaneous matter relating to Budget. 16. Monitoring of internal audit, Statutory Audit & CAG report on the accounts of GIPs and other units. 17. Preparation of ATN & Settlement of CAG para. 18. Vetting of audit replies to statutory audit paras relating to GIPs & other related matter. 19. Review of Internal audit para and submission. 20. Settlement of Draft para report & follow up action with GIPs. 21. Monitoring & scrutiny of Proforma Accounts received from the GIPs and other related matter. 22. Preparation of quarterly report on actual expenditure on Pay & Allowances of regular employees. 23. Depreciation Reserve Fund Balance review & follow up action. 24. L.T.C./T.A. bills of Managers of GIPs. 25. Advice on T.A./L.T.C. relating matters to the presses. 26. Investigation of arrear claims. 27. Material for summarized result of P.S.U.S. 28. depreciation of Reserve Fund with P & AO's figures. 29. R.E. & B.E. preparation for loans and advances. 30. Allocation of fund under loans & advances for short term advances. 31. Sanction of Motor Car, Scooter advance and Computer advance to Officials of Government of India Presses/Branches. 32. Scrutiny of GPF advance/withdrawal cases of heads of the Presses/Units.
8.	Budget & Account-II / Norms Cell	<ol style="list-style-type: none"> 1. Analysis of Managerial Control Returns received from Government of India Presses. 2. Data entry of managerial control returns relating to Sheet Impression and idling time received from Government of India Presses. 3. Annual Assessment & Fixation of capacity utilization of each Government of India Presses.

		<p>4. Common Hourly Rates approval.</p> <p>5. Productivity Linked Bonus - scrutiny & approval.</p> <p>6. Selection of Best Press Operatives scrutiny & processing.</p> <p>7. Implementation of the recommendations of the Norms Committee.</p>
9.	Procurement Section	<p>I. Paper Items Paper of different varieties and other material procured by Directorate of Printing in respect of GIPs.</p> <p>II. Machinery. Equipment and machinery procured by Directorate of Printing in respect of GIPs.</p> <p>III. Court Cases. Related to Paper/Machinery.</p>
10.	Technical & Planning (T&P) Section	<ol style="list-style-type: none"> 1) Procurement of Printing Machines, Allied Equipments etc. within the power of H.O.D. 2) Transfer of Printing machines and allied equipments 3) Procurement of Consumable Stores required by the Government of India Presses. 4) Procurement of Vehicles Viz. Jeep, ambulance and Trucks etc. required by the Government of India Press after obtaining approval of Ministry of U.D. and Finance. 5) Petrol, Oil and Lubricants required by the presses for running of Printing machines and Vehicles. 6) Annual maintenance contract in respect of computers, Electronic Machines and other Machines, 7) Declaration of machines, equipments, Metal Dross, Used Aluminum Plates and Vehicles as unserviceable and disposal thereof. 8) Constitution of Technical Committee separately for each press with the approval of Ministry of U.D. 9) Purchase of Office equipments for G.I.P.s such as Photocopiers and Fax. 10) Examining purchase proposal of Computer for Government of India Presses. 11) Purchase of Digital Duplicator machines for Government of India Presses. 12) Intercom System, EPABX proposals, Close Circuit Cameras (CCTVs) etc. for G.I.P.s 13) Inter-press transfer of spare parts of machines of G.I.P.s 14) Purchase and refilling of Fire Fighting equipments installed in G.I.P.s 15) Disposal of Waste paper of G.I.P.s 16) Award of Annual Carrying Contract of G.I.P.s 17) Court Cases / Arbitration Cases related with above subject. 18) Preparation of Annual Plan, Annual Action Plan, Annual Report, 5 year Plan

		19) Supply of Film rolls to G.I.P.s 20) Tax of land / payment lease amount.
11.	Bills & Forms (B&F) Section	<ol style="list-style-type: none"> 1. Scrutiny of requisitions/indent received from the various Ministries/Departments of the Government of India and their attached and subordinate offices before passing them on to a Government of India press for execution and supply of the form. 2. Allotment of form work jobs to various Govt. of India Presses for printing and monitoring the progress of printing works of various Govt. of India Presses of various Ministries. 3. Issue of sanction for supply of Air Exchange Voucher and High Official Requisition forms to the Ministries and Department, State Government and semi-Government bodies. 4. To liaison with the Ministries/Departments and Govt. of India Presses for smooth execution of jobs and to avoid delay in execution of important time bound jobs of various Ministries and Deptts. Including the forms of Income Tax, NSC, Nagpur, CRPF, CISF, Assam Rifles, Civil Aviation, Defence and work related to Government of NCT, Delhi. 5. Printing of Forms/Registers/Bills of Ministries/Departments of Agriculture; Energy; Environment & Forest; Human Resources Development; Personnel, Public Grievances and Pensions, Rural Areas and Employment; Steel & Mines; Urban Development; Housing & Urban Poverty Alleviation; Water Resources; Law & Justice and Company Affairs; Supreme Court, High Court District Court and Tribunal etc.; Parliamentary Affairs; Surface and Transport; Commerce, Textile and Supply; Health & Family Welfare and all Hospitals; Post & Telegraph, Communication; Election Commission; Comptroller and Auditor General of India; All Departments of Govt. of NCT of Delhi; Home Affairs (including UPSC, SSC, Delhi Police, CRPF, BSF, CISF, ITBP, IB etc.); Tourism; Food & Civil Supplies; Industry; Information & Broadcasting; Labour; Planning & Programme Implementation; Welfare, Atomic Energy; Defence; Electronics; Finance (Income Tax); Petroleum; Space and Ocean Development; Science & Technology (including Meteorology) 6. Monitoring the progress report of printing work of

		<p>various Govt. of India Presses.</p> <p>7. Indents from GIFS, Kolkata relating to Defence Jobs; Government of India Calendar & Diaries; House jobs of GIP's.</p> <p>8.All sanctions of declaration of direct demanding office to Govt. Of India Forms store Kolkata;</p> <p>9.Surplus/Slow moving material return from GIP's, fortnightly paper returns from GIPs.</p> <p>10.Monthly returns from GIPs regarding (i) work load; (ii) pending Jobs; (iii) Execution Jobs and suggest suitable action for clearance of pending jobs.</p> <p>11. Indents from GIFS, Kolkata relating to Defence Jobs; Government of India Calendar & Diaries; House jobs of GIP's.</p> <p>12.Despatch of printed material fortnightly/monthly return from GIPs in respect of Income Tax Forms, Air Force Forms and Army Forms; Audit Para and Performance Budget; Parliament Questions.</p> <p>13.Issue of NOC to Ministries/ Departments for printing of such jobs which are not found printable in Govt. of India Presses for certain reasons i.e. non-availability of specific paper and specialized printing operations like computer stationery and multi colour printing on card / paper.</p>
12.	Publication Section	<ol style="list-style-type: none"> 1. Printing of Publications of various Ministries / Deptts. besides Weekly Gazettes, Extraordinary Gazettes of Government of India as well as the Government of NCT, Delhi. 2. Printing of different kinds of materials like Codes, Manuals, Reports, Publicity materials, Scientific Publications. 3. Printing of Question Papers of various Departmental Examinations under tight security. 4. Printing of Economic Survey of Ministry of Finance. 5. Printing of Publications connected with Adult Education. 6. Printing of Reports of Comptroller & Auditor General of India. 7. Printing work relating to Independence Day, Republic Day and other official Ceremonies. 8. Printing of Daily Parliamentary Papers for overnight printing for circulation amongst the Members of Parliament. 9. Printing of Periodicals, Reports, Journals of different

		<p>Departments and Textbooks of State Governments.</p> <ol style="list-style-type: none"> 10. Printing of Import and Export Policy. 11. Printing of Annual Reports, Performance Budgets, Outcome Budgets and Detailed Demands for Grants of all the Ministries/Depts. of the Govt. of India. 12. Printing of Railway Budget. 13. Printing of Various Publications and Debates of the Lok Sabha and Rajya Sabha. 14. Printing of Rashtriya Panchangs of India Meteorological Department in various languages. 15. Printing of Various Publications of Income-Tax Department. 16. Printing of Publications of Registrar General of India. 17. Printing of Publications of Ministry of Law & Justice. 18. Printing of Teaching material & Question Papers of Central Hindi Directorate. 19. Printing of Various Publications of Govt. of NCT, Delhi. 20. Printing of Ballot Papers and other material in connection with Election of NCT of Delhi and other State Governments etc. 21. Printing of Posters and other Publications of National Museum. 22. Printing of Debates of Lok Sabha, Rajya Sabha and Rajya Sabha's 'Who is Who'. 23. Dealing with the paper requirements of all the Presses and raising of Indents for its procurement after drawing the specifications etc. 24. Enlistment of the Private Printing Presses. 25. Upgradation of the Private Printing Presses. 26. Preparation of the Annual Rate Contract in respect of Letter Heads, Envelopes, Hand made Folders etc. for the official use of UDM, MOS, high dignitaries of the Ministry of Urban Development. 27. Forwarding of the Bills to the Ministry of Urban Development duly passed. 28. The work relating to Assistant Director (OP) Kolkata.
13	Coordination (CDN) Section	<ol style="list-style-type: none"> 1 Monthly report regarding P.G. Cases appearing in the 2 Quarterly report regarding P.G. Cases appearing in the 3 Monthly Report in respect of Status of P. G. Cases. 4 Annual report regarding representation of SCs, STs 5 Annual report regarding representation of Person

		<p>with disabilities in Central Govt. Service.</p> <p>6 Annual Report/ Return to the Deptt. of Pension and pensioners welfare regarding grievances of pensioners .</p> <p>7. Nomination / Recommendation for Ashoka Chakra Series of Awards</p> <p>8 National Child award for exceptional achievement.</p> <p>9 Material for the Annual Report of the Central Public Information Commission (RTI ACT)</p> <p>10 Monthly report for the MPs/VIP references cases</p> <p>11 Monthly report in respect of Pending court Cases.</p> <p>12 Guidelines on Expenditure management- Review of Vacant Posts.</p> <p>13 Material for inclusion in the Annual Report of Office of the Chief Commissioner of Person with Disabilities and inclusion of the separate chapter in the Annual Report of the Ministries /Deptt. on Disability.</p> <p>14 Review of Guidelines for announcement of awards.</p> <p>15 Matters relating to Administrative Reforms Commission</p> <p>16 Information relating to Directorate of Printing furnished to Secretary (UD) , Ministry of UD.</p> <p>17 Minutes of the Review Meeting on Annual Action Plan by Secretary (UD).</p> <p>18 Report in respect of Rationalization of Strength of Officers in Ministries/ Deptt.</p> <p>19 Report in respect of Optimisation of Direct Recruitment to Civilian Posts.</p> <p>20 Report in respect of collection of information about Backlog Reserved Vacancies of other Backward Classes</p> <p>21 Special Recruitment Drive to fill up the Backlog Vacancies of Scs/STs/OBcs(Direct /Selection Quota/Promotion Quota)—furnishing of information.</p> <p>22 National Commission for SCs/ --Action taken report as per Notification of NCSC.</p> <p>23 Collection of information regarding number of civilian posts and scales of pay etc. in the Establishment of the Central Govt.</p> <p>24. Preparation the Annual Report of the Ministry of UD -- material in respect of Directorate of Printing .</p> <p>25 Information required by Press Information Bureau --article on any important topics or achievements of the Ministry.</p> <p>26 Circulars received from Ministry of UD/Other</p>
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		<p>Ministries./Deptt./ISTM. etc.</p> <p>27 Compliance Report to Central Information Commission .--RTI Act 2005.</p> <p>28 Information regarding updating the Website--contents of RTI Act etc.</p> <p>29 Prime Minister`s 15 Point Programme for the Welfare of Minorities...Half yearly Report.</p> <p>30 Other Miscellaneous reports as required by the Ministry of UD from time to time.</p>
14.	Official Language Section	<ol style="list-style-type: none"> 1. Organizing quarterly OLIC meetings. 2. Compilation of quarterly progress report of Hindi correspondence. 3. Organizing Hindi Fortnight, Hindi Day, World Hindi Day. 4. Implementation of Hindi noting/drafting encouragement scheme. 5. Circulation of annual programme of Official Language department. 6. Summoning, compiling and review of monthly reports of the sections of directorate. 7. Preparation of messages from director and other higher officers for magazines published by different presses. 8. Compliance action/submission of action taken reports on the minutes of Ministry's OLIC meetings. 9. Financial sanction for purchase of Hindi books in the Govt. of India presses. 10. Financial sanction for organizing Hindi Week/Hindi Fortnight in GIPs. 11. Compilation of annual assessment report. 12. Inspection of subordinate offices to ensure Implementation of Official Language policy. 13. Inspections by Parliamentary Committee on Official Language. 14. Assurances given to Parliamentary Committee on Official Language. 15. Hindi advisory committee. 16. Central Hindi committee. 17. Financial sanction for town implementation committees on Official Language to GIPs. 18. Nominating officers/employees under Hindi teaching scheme. 19. Nominating LDCs/stenographers under Hindi teaching scheme for Hindi typing and stenography. 20. Action regarding results received from Hindi teaching scheme.

		<p>21. Review/compilation of quarterly reports of all Govt. of India presses.</p> <p>22. Regional Official Language award.</p> <p>23. OLIC meetings and workshops of all GIPs.</p> <p>24. Organization of Hindi workshops.</p> <p>25. Maintenance of roaster of officers/employees of directorate.</p>
15.	Central Registry Section	<p>1. Distribution of Daks to all the Ministries and departments.</p> <p>2. Distribution of receipts within the Directorate of Printing.</p> <p>3. Cleanliness of all the rooms of the Directorate of Printing.</p> <p>4. Opening and closing of the rooms of the Directorate of Printing.</p>