

Government of India Text Book Press
Mysore – 570 011

Information as per Clause (B) of Sub – section 1 of section 4 of right to
Information Act, 2005

4(1) (B) (I):**THE PARTICULARS OF GOVT. OF INDIA TEXT BOOK PRESS: MYSORE: FUNCTIONS AND DUTIES.**

Govt. of India Text Book Press, Mysore was established in the year 1976. The gifted Machinery by the Federal Republic of Germany was installed in the Press for catering to the printing needs of Text Books of the State Government and to provide at cheaper rates to the school going children. The 100 acres of land was provided by the Karnataka State Government on lease basis for 99 years. This press was upgraded by adding more numbers of high speed web offset printing machineries against the augmentation of forms printing, to take care of the increased demands of forms and other jobs of the different departments / organization of the Govt. of India.

THE CATEGORY WISE DETAILS OF STAFF IN G.I.T.B PRESS, MYSORE ARE GIVEN AS UNDER:

Sl. No	Name of the post	Pay Scale in `	Sanctioned Strength	Strength Roll as on 1.4.2016
1.	Manager	15600-39100/GP-6600	1	Addl. Charge by Manager, GIP, Coimbatore
2.	Press Medical Officer (Part Time)	` 6000/= P.M. fixed	1	1
3	Deputy Manager / O.I.C	Pay. ` 9300-34800(PB-2) GP-` 4600/=	1	1
4	Asstt. Manager (Admn)	-do-	1	Addl. Charge by A.M(A)GIP, Coimbatore
5	Technical officer	Pay. ` 9300-34800(PB-2) GP-` 4600/=	1	1
6	Staff Nurse	Pay. ` 9300-34800(PB-2) GP-` 4600/=	1	1
7	Pharmacist	Pay. ` 5200-20200(PB-1) GP. ` 2800/=	1	1
8	UDC Including UDC(Cash)	Pay. ` 5200-20200(PB-1) GP. ` 2400/= ` 225/=P.M for cash handling allowance	3	3
9	Lower Division Clerk	Pay. ` 5200-20200(PB-1) GP. ` 1900/=	3	1
10	Offset Machine man	Pay. ` 9300-34800(PB-2) GP-` 4200/=	1	1
11.	Offset Machine Attendant	Pay. ` 5200-20200(PB-1) GP. ` 1900/=	2	2
12.	Section Holder (Bdy)	Pay. ` 5200-20200(PB-1) GP. ` 2800/=	1	1
13	Binder	Pay. ` 5200-20200(PB-1) GP. ` 2400/=	1	1
14	Asst. Binder	Pay. ` 5200-20200(PB-1) GP. ` 1900/=	14	13
15	Driver (H. Vehicle)	-do-	1	1

16	Labourers	Pay. `5200-20200(PB-1) GP. `1800/=	5	NIL
17	Daftry	-do-	1	NIL
18	Farash	-do-	2	2
19	Chowkidar	-do-	4	2
20	Safaiwala	-do-	1	1
21	Mali	-do-	1	1
	Total=	--	47	34

Govt. of India Text Book Press, Mysore is presently functioning with above 34 staff strength as against 114 sanctioned strength. In course of executing the printing jobs of its indentor (s), the expenditure is realized by raising printing 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 Dte. 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 / Text Book Presses. To implement that 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 TEXT BOOK PRESS,
MYSORE:**

Non Industrial Employees:-

1. 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, vis., Staff Nurse and compunder. The medicines required for Press dispensaries are being indented by him annually and on the basis of that the medicines are being drawn from Govt. Medical Store Depot at Chennai and those medicines which are essentially required but not available with the depot are obtained through other sources.

2. Deputy Manager / Officer – In – Charge:- His duties are shown below:-

1. He is responsible for economical and expeditious production in the Press.
 2. He is responsible for ensuring of Security in production branches.
 3. He sanctions all leave to Industrial Staff up to the workers level.
 4. He corresponds directly with indentors on technical matters.
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5. He acquaints himself with relevant portions of all acts affecting the Press and its workers.
 6. He sees that machinery and fittings are maintained in a state of highest efficiency.
 7. He is responsible for seeing that adequate stocks are maintained of all printing and Stationery stores and are timely replenished.
 8. He is the Members of DPC / DSC
 9. He is authorized to effect inter branch transfer of Labourers in the interest of work and efficiency.
 10. The D.M. also acts as the **O-I-C** in this Press./DDO.

3. **Asstt. Manager (Admin) : - / Officer-in-Charge**

He assists the Manager in day – to-day disposal of administrative / accounts matters. He is the branch officer for all the admin. and accounts sections. His other functions are as under:

- a) He is responsible for all aspects in respect of pay allowances etc by virtue of being **'Head of Office'**.
 - b) He gets accounts reconciled with Pay and accounts office and makes all correspondence with them. He looks after estate matters and acts as the Asstt. Estate Manager for allotment of Press Pool accommodation and other related matters.
 - c) He sanctions leave of office Staff.
 - d) All service book leave accounts are kept under his custody.
 - e) He also functions as store officer and DDO
 - f) He makes correspondence with health officer press medical officer ,CPWD & does all other correspondence of office side .
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- g) The above powers are subject to the condition that he will be working directly under the manger and will take his order on all important questions that may arise in day –to –day administration he function as a member of DPC / DSC and recruitment board of the Press. He conducts frequent

surprise inspections of stores and cash Branches in his charge and record the result in an inspection book kept for the purpose.

4. Staff Nurse:-

She works in Press dispensary directly under the control of Press Medical Officer. She maintains relevant records pertaining to patients, Medicines and medical equipment / apparatus available at the disposal of the Dispensary. She gives medicines to the patients as per prescription of Press Medical Officer.

5. Pharmacist:-

He works in Press dispensary directly under the control of Press Medical Officer. He maintains relevant records pertaining to patients, Medicines and medical equipment / apparatus available at the disposal of the dispensary. He gives medicines to the patients as per prescription of Press Medical Officer.

6. General Storekeeper:-

This is a Deputation Vacant Post and already abolished by Directorate of Printing. The General Store Keeper is custodian of stores and personally responsible for the case 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 pass 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 record / account of Stores and follow the prescribed rules of GFR, CTR, and 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 a 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.

7. Upper Division Clerk:

U.D.C. is Non Industrial Group 'C' Post U.D.C. generally deals with letters telegrams and other correspondences. On receipt of such correspondences he prepares case and puts up the relevant files with notes and drafts to section In charge and gets it approval from competent authority. He obtains instruction from Asst. Manager (Admn). He puts up Drafts relating to technical aspects to the officers

of Tech. side. He is responsible for prompt issue of letters, telegrams, faxes etc., He maintains all records and he overhaul the record section every year to destroy older register / records under order of the Manager to make rooms for new records.

8. Upper Division Clerk (Cash):-

UDC (Cash) in Govt. Of India Text Book 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) To remittance of Cash / Cheques to Bank / Treasury / Pay and Accounts. Office.
- iv) He sends third party Cheque / 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 personally on every occasion when money has to be withdrawn or deposited.
- 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 Asst. Manager (Admn.). He gets the Cash book, Subsidiary Cash Books. Remittance Register and other Registers pertaining to the Cash Disbursement and remittance checked and signed.
- x) He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay and 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.

9. Lower Division Clerk:-

He is Group 'C' Non industrial employee of the Press. His 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 service 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. He works under Head Clerks and Accountants and is responsible for proper maintenance of records. Accurate Typing and other clerical jobs, the section in which he works demand and adhere all rules and Regulation in order to ensure proper and timely disposal of work in the Administrative side.

10. Caretaker:-

It is a deputation post from among the LDCs. He deals with all questions pertaining to the upkeep of Press building including repairs, sanitation, fire protection etc. He is responsible for opening and closing of 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 the safe custody of material issued to the

sanitation section. Since his service 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.

11. Time keeper:-

The Keeper is responsible for correct recording of the attendance of all employees of the Press as per the fixed norms prescribed in the Hand Book of Govt. of India Text Book Presses. He brings to the notice of Head of the Press, the names of irregular, latecomer, absentees without leave. He is also responsible for preventing the ingress of outsiders to the Press premises, except an official business. He does not allow any Industrial employees to go out during duty period without valid Pass out. He prevents anyone leaving Press premises carrying anything unauthorized. He keeps the attendance registers of all employees. From those attendance registers he prepare Master roll 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 Factories 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 pertaining to Factories Act are properly maintained. He maintains Holiday – book.

12. Chowkidar: -

He should be alert all the time so as to protect the press from any kind of theft. Their duties are as under: -

1. To man the gate or the post.
2. To keep sharp lookout for any unauthorized activities of any persons at gate or near parameter work. He will challenge such situations.
3. To check all personnel seeking admission to the Press and demand the Identity cards.
4. Not to allow any stores to pass out through the gate without proper authentication, besides not to allow any

employees of the Press to go out of the Press without valid pass out.

5. To carry out searches of vehicles and personnel when ordered for the search.
6. To see that no prohibited articles are brought inside the Press and no Govt. servant takes any Govt. property outside unauthorizedly.
7. To take round of the Press premises during night and on holidays to ensure security of the Press.
8. To comply all regiment and bonafide orders instructions issued by the T.K. Head Computer

13. Daftry:-

He maintains all records of the office. He is required to enter all the important files / records etc. in a register and produce the same whenever required on the instruction of his section in charge.

14. 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 wherever 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 offices after properly putting off the switches of fans and lights and other appliances / gadgets. During office hours he attends the officers / Sections on the order of his supervisor and does the jobs that are assigned to him by the officers / Sections, for the smooth functioning of the office / establishment.

15. Safaiwala:-

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

16. Mali:-

To maintain the flower garden and planting the new plants and other related works are being performed by the Mali. Now a day she has been assigned as peon in additional duties of her regular duties

Duties of Industrial Employees: -

1. Offset Machine Man:-

Each machine operator will be required to work on a single colour, Multicolour colour jobs / pertaining machine irrespective size of the machine and papers. His duty is to checkup the feeder Board, inking units and also pressure of the ink and damper rollers. He will also ensure that the paper kept in the pile board are properly arranged to run the machine without any problems and he should be capable to

do the make ready work within the prescribed time. He also should have a responsible to guide and keep engage with his subordinate operatives to give the better production. In the absence or shortage of crew, he will take care to avoid idling of machines. Whenever the fresh jobs comes his duty to get the approval of make ready sheets from Technical officer/ Deputy Manager before printing.

2. 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 and pile the paper for printing on the pile board. He will fix the plates on the machine and the duty to watch the delivery board and see that the printed sheets are in proper order. He will also see the water supply, inking and damping rollers function to avoid scrumming. The excess of water supply or any other problems if notice during the running of the machine, should be immediately brought to the notice of Machine operator / Assistant Machine operator. The attendant will be required to clean the printed plates and store them properly. He will keep the printed sheets on the plates to identify the job. He will oil and grease the machine every day

3. Section Holder (Bdg):-

The duty of the section holder (Bdg.) is generally assistant the Bindery Forman in every respect. He should keep correct record of all jobs in the Bindery Branch and maintain their progress. All Correspondence with departments and replies to reminders should be carefully dealt with by him in consultation with the Bindery Foreman. He should maintain the Log Books for the different groups entrusted with jobs. He is personally held responsible for the general supervision over the work of the different sections etc. Envelope, counter, Ruling section, Die stamping section, Stitching section, folding section and Numbering section etc., all cases of BDG. orders with regard to the old books and registers should be 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 should be able to carry on the duties of the Bindery Foreman

4. Binder:-

Binders undertake all kinds of binding work, e.g. leather and board. He is also required to operate guillotine cutting machines, cut papers to size as required and trim finished books in their respective size. He is personally responsible for the conditions of his machine and for its proper oiling and cleaning.

The number of copies in each bundle are to be written outside. The dispatcher will count the copies on receipt and bring to notice at

once any shortage or excess. After initiating the vouchers, the dispatcher will be responsible for any discrepancy. The work docket must be sent to the dispatcher with the first batch or copies, this is most important.

5. Assistant Binder:-

He should be acquainted with the process of all the 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 finished both manual and on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Bindery Foreman's instructions. The Bindery Assistant should be able to handle all simple machines used in the Bindery e.g. cutting, Stitching, perforating, eyeleting, punching, numbering machines, etc.,

6. Driver (H/V):-

The Driver is required to drive the vehicle whenever he is asked to do so on the written orders of the competent authorities for official work. He is to ensure that the vehicle in his charge is cleaned daily and kept ready for work at the time required each day. He is to maintain Log Book for his vehicle properly. He is to ensure that no unauthorized persons 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.

7. Labourers:-

He is a Group 'D' Industrial employee(Now Group-C) at lowest level hand in shop floor. He does supply paper in machines, does packing, loading and unloading of printed materials, cleaning of machines and all other manual labour required in connection with production and upkeep of machine

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 Factory side and Administration side. The factory side is distributed into various industrial sections. Each industrial section is headed by a section Holder / Foreman / Acting Tech. officer as the case may be all of them are responsible for distribution of work and its proper executions. In case of any default, they seek the advise / order instruction from their Branch Officers, viz., Deputy Manager who in turn takes appropriate decision to ensure proper and time bound execution of printing work. The Manager / Officer in charge remains overall responsible for smooth and error free execution of printing work

The Non – industrial wing is similarly, distributed into various administration / accounts section. Each Non – Industrial section is supervised by a Head computer. / Cashier. These supervisors are responsible for distribution and timely disposal of work. They work under the control of Asst . Manager (Admin) Who is their Branch officer. The Asst. Manager (Admin) is responsible for ensuring proper and smooth disposal relating to Administration and Accounts within the prescribed rules and regulations in all matters of importance orders / approval of the officer in charge is obtained invariably.

4 (1) (b) (iv):

THIS NORMS SET BY PRESS: MYSORE FOR THE DISCHARGE OF ITS FUNCTIONS:

The exclusive functions of Govt. Of India Text Book Press, Mysore under the administrative control of the Dte. of Ptg, New Delhi is to print the text Books and forms etc., and dispatch the 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 to the nature of jobs to be printed, size of machines and other infrastructural supports available with the press. The general policy 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 out puts are fixed for the operative hands, working in pre - printing, printing and post printing branches, such out puts always do not help to complete the join in hand as per the delivery schedule fixed due to various unforeseen administrative reasons. Therefore, maximum out put 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 (1) (b) (v):

THE RULES REGULATIONS, MANUALS AND RECORDS HELD BY GOVT. OF INDIA TEXT BOOKS PRESS, MYSORE OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION:-

Govt. Of India Text Book Press, Mysore is a pure central Govt.organisation and governed by a set 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. Vis, Fundamental Rules,

Supplementary Rules, GFR, CTR, Receipts and Payment Rules, Leave Rules besides Factories Act, Payment of wages Act, Compensation Act etc.

4 (1) (b) (VI):-

A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY GOVT. OF INDIA TEXT BOOK PRESS, MYSORE OR UNDER ITS CONTROL: -

The following documents (Unclassified are held by Govt. of India Text Book Press, Mysore.

1. Stock and issue ledgers or 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 and Realizations register
9. Receipt Books or Cash / Cheques
10. Bill Register
11. Pay Bill Registers
12. Muster Rolls
13. Vehicles movement register for incoming and outgoing
14. Visitors Register
15. GPF Ledger for Group 'D' Employees.
16. Overtime register
17. LTC / TA Register
18. Court attachment details register
19. HBA broadsheet ledger
20. Medical reimbursement register
21. Vacancy register
22. Special representations rosters
23. Seniority list of staff
24. Apprentices register
25. Bill register of Printing costs
26. Liability register
27. Expenditure control register
28. Report and Issue register
29. Tender registers

30. File Index Registers
31. Increment register
32. Service Books and leave A /Cs of Individual employees
33. Rotations register of vacancies.
34. Depreciations register
35. Day Book of Procurement
36. Inward and outward consignment registers.

4 (1) (b) (VII):

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATIONS WITH OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF: -

Being subordinate formation of Ministry of Urban Development. Government of India, New Delhi no such arrangements exist.

4 (1) (b) (VIII):-

A STATEMENT OF BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTES AS GOVT. OF INDIA TEXT BOOK PRESS, MYSORE PART OF 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 MEETING AS ACCESSIBLE FOR PUBLIC: -

Works Committee consisting of elected members from employees side and nominated members from employees side is constituted in Govt. Of India text book Press, Mysore under provision 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 provisions of “The hand Book of Govt. Of India Presses” The minutes of those committees can also be accessible to public.

4 (1) (b) (IX):-

**A DIRECTORY OF OFFICERS AND EMPLOYEES OF GOVT. OF INDIA
TEXT BOOK PRESS, MYSORE- 11**

Annexure – III

The Directory is furnished as under

Sl. No.	Name S/Shri/Smt	Designation	Office address and Telephone No.	Residential Address and telephone No.
1.	J. Anantha Kumar	Dy Manager.	Govt. of India Text Book Press Mysore-11. Telephone No. 2472998.	Type-IV, 68.GITB press Colony Mysore Mob. 9483110330 (p)
2	V. Arumugam	Technical Officer	Govt of India Text Book Press Mysore11.	Type-IV, 67.GITB press Colony Mysore Mob.
3	C.Radhakrishna.	UDC	Govt of India Text Book Press Mysore-11.	No.4278,Chairayu , 4 th Main, 2ndCross, Vijayanagar, 4th stage, 2 nd Phase, Mysore-570 018, Mob.9741842877
4	H. Sridhara	LDC	-Do-	No. 97 San Marga.3 rd cross. Siddarth Nagar. Mysore-11. MobNo.984439949
5.	K.Premanand.	Pharmacist.	-- Do --	. Type-II/ 46 GITB press Colony Mysore11. Ph No.080-23538022 MobNo:9844525958.
6	A. Annapoorna	Nurse	-- Do --	Type-II/45. GITB press colony Mys-11 Mob.9341734523
7	C.Siddu.	Farash.	-- Do --	D.No.94.IInd cross. 4 th Main, Jayanagar Mysore-24. Mob.9904184398
8	H. Shankaraiah.	M/C Attendent,	-- Do --	Type –II/54 GITB press colony Mysore Mob.9341933160
9	S.Siddaiah	Assistant Binder	-- Do --	D.No.1689, 11 th cross Ashokapuram Mysore-8 Mob.9242365378
10.	R. Rangaswamy	Section Holder	-- Do --	D. No.467,EWS, 2 nd stage,Kuvempunagar,

		(Bindery)		Mysore-23 Mob.9900745554
11	Mahadevappa	Asstt. Binder	-- Do --	Type-II/49,GITBPress, Mysore-11. Mob.96111411030.
12.	M.Meenakshi.	L.D.C	-- Do --	Type-II/48 GITB press colony Mysore-11 Ph N 9945637576
13	G.D.Nagesh.	Asstt. Binder	-- Do --	Type-II/42 GITB press colony Mysore-11 PhN.5569963.
14	S.Rajendra	Labourer	-- Do --	Type.II/50,GITBP colony, Mysore-11
15	K.Gangadhara	Asstt. Binder	-- Do --	Type.II/43,GITBP colony,Mysore-11 Mob. 9900950240
16	M.Prakasha	Offset Machine man	-- Do --	D.no.1733/2,IIIRD crossK.N.Puram, Mysore-19 Mob.9916472098
17	K.V.Ramaprasad	Machine Attendant	Govt of India Text book Press Mysore-11.	Nethajinagar Lalithadripuram Post post.Mysore. Mob.9448127857
18	K.P. Vasudeva.	Assistant Binder	-- Do --	D.No.234, 6 th cross Raghavendranagar Mysore. Mob: 9900377369
19	C. Prasanna	Driver.	-- Do --	Type.II/51,GITBP colony,Mysore-11 Mob. 9449622239
20	Puttaraju	Chowkidar	-- Do --	Type/II/55,GITBP colony,Mysore-11 Mob.9945546503
21	H.V. Srinivasa	Assistant Binder.	-- Do --	No.94, 8 th main 9 th cross, Saraswatipuram, Mysore Mob.9448600177
22	Shankara P.D	Labourer	-- Do --	Type.I/05,GITBP, Colony,Mysore-12. Mob.9945101142
23	S.Shivamurthy	-- Do --	-- Do --	Type-I/03 GITB press colony. Mysore-11 Mob. 9880666865
24	Puttaiah.	Farah	-- Do -	Type-I/1 GITB press colony. Mysore-11 Mob. 8105369192
25	Dr.T.Dayananda Chouta	Press Medical officer	Govt. of India Text Book Press, Mysore-11	Dayasara, Ahimsa Marga,,Siddarthanagar Mysore-11 Mob. 9880165771
26	S.Nagaraja	Asstt.Binder.	-- Do --	Type.III/63,GITBP colony,Mysore-11 Mob.9164075885
27	R.Rajanna	Chowkidar	-- Do --	Type.II/41,GITBP colony,Mysore-11 Mob.9986219950

28	T.Nagaraju.	Assistant Binder	-- Do --	D.No2685,3 rd Cross, E Block, Dattagalli 3 rd Stage Kanakadasanagara, Mob.9243504908
29	S.Ramu	Assistant Binder	-- Do --	Dhanagalli Village & Post,Mysore – 8 Mob.9739155938.
30	Basavaraju	Safaiwala	-- Do --	Door No.2028, 2 nd Cross, Ashokapuram, Mysore-570008. Mob.9972127243
31	M.V. Ramesh	UDC	-- Do --	Type. I I/47 GITB press colonyMysore-11 Mob.9242429326
32	Smt. Gowramma	Mali	-- Do --	D. No 4633, J Block, Dattagalli 3 rd Stage, Mysore Mob.9480476868
33	T.R.Ramakrishna	Asstt. Binder	-- Do --	Type. I/07, GITB Pres, Mysore-11 Mob.9663632720
34	Abdul Khadar	Asstt. Binder.	-- Do --	Type-II/57 GITB Press Colony Mysore-11

4 (1) (b) (X):-

THE MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND EMPLOYEES OF GOVT. OF INDIA TEXT BOOK PRESS, MYSORE INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION: -

Annexure – II

The detailed information in respect of Govt. Of India Text Book Press Mysore are furnished as under:

SINo	Name of the Employee	Designation	Pay Band & Grade Pay	Gross emoluments	Remarks
1.	Dr.T.DayanandaChoutha	Part time Medical Officer	` 6000/-P.M. (Fixed)	6000/-	
2.	J. Anantha Kumar	Deputy Manager	Pay.`.9300-34800(PB-2) GP. `.4600/-	58073/-	
3.	V. Arumugam	Technical officer	Pay.`.9300-34800(PB-2) GP. `.4800/-	54923/-	
4	Annapoorna. A	Nurse	Pay.`.9300-34800(PB-2) GP. `.4800/-	59663/-	
5	K.Premanand	pharmacist	Pay.`.9300-34800(PB-2) GP. `.4200/-	49163/-	
6.	M.V.Ramesh	U. D. C.	Pay.`.9300-34800(PB-2) GP. `.4600/-	45158/-	
7.	H.Sridhara	LDC/CT	Pay.`.9300-34800(PB-2) GP. `.4600/-	50939/-	CTA @ `.1927/-
8	C.Radhakrishna	UDC	Pay.`.9300-	55210/-	

			34800(PB-2) GP. `4600/-		
9	M. Meenakshi	LDC	Pay. `5200- 20200(PB-1) GP. `2800/=	33548/-	
10	C. Prasanna	Driver	Pay. `5200- 20200(PB-1) GP. ` 2000/=	27653/-	
11	M.Prakash	M/c Attdt	Pay. `9300- 34800(PB-2) GP. `4200/-	37358/-	Rs.210/- FPA.
12	H.Shankaraiah	-do-	Pay. `5200- 20200(PB-1) GP. ` 4200/=	35040/-	Rs.210/- FPA.
13	R.Rangaswamy	Assistant Binder	Pay. `5200- 20200(PB-1) GP. ` 2800/=	45767/--	Rs.210/- FPA.
14	K.P.Vasudeva	-do-	Pay. `5200- 20200(PB-1) GP. ` 4200/=	42075/-	
15	Mahadevappa	-do-	Pay. `9300- 34800(PB-2) GP. `4200/-	43583/-	
16	S.Ramu	-do-	Pay. `9300- 34800(PB-2) GP. `4200/-	41828/-	
17	H.V.Srinivasa	-do-	Pay. `5200- 20200(PB-1) GP. ` 2800/=	45171/-	Rs.210/- FPA.
18	Abdul Khader	-do-	Pay. `5200- 20200(PB-1) GP. ` 2800/=	35198/-	Rs.210/- FPA.
19	S.Nagaraja	-do-	Pay. `5200- 20200(PB-1) GP. ` 2000/=	33128/-	Rs.210/- FPA.
21	R. Rajanna	Chowkidar	Pay. `5200- 20200(PB-1) GP. ` 2000/=	29528/-	` 210/- FPA)
22	Puttaraju	-do-	Pay. `5200- 20200(PB-1) GP. ` 2000/=	29055/-	` 210/- FPA)

23	Puttaiah	Farash	- Pay. `5200-20200(PB-1) GP. ` 2000/=	31928/-	
24	C.Siddu_	-do-	Pay. `5200-20200(PB-1) GP. ` 2000/=	34808/-	` 210/- FPA)
24	Gowramma	Mali	Pay. `5200-20200(PB-1) GP. ` 2000/=	31217/-	
26	Basavaraju	-do-	Pay. `5200-20200(PB-1) GP. ` 1900/=	27975/-	` 210/- FPA)
27	T.Nagaraju	Assistant Binder	Pay. `5200-20200(PB-1) GP. ` 2000/=	34391/-	` 210/- FPA)
28	K.V.Ramaprasad	Machine Attendant	Pay. `5200-20200(PB-1) GP. ` 2000/=	34965/-	
29	K.Gangadhara	Assistant Binder	Pay. `5200-20200(PB-1) GP. ` 1900/=	27653/-	
30	G.D.Nagesh	-do-	Pay. `5200-20200(PB-1) GP. ` 1900/=	27653/-	
31	P.D.Shankar	Laabourer	Pay. `5200-20200(PB-1) GP. ` 1900/=	27863/-	` 210/- FPA)
32	S.Rajendra	-do-	Pay. `5200-20200(PB-1) GP. ` 1900/=	27765/-	
33	S.Shivamurthy	-do-	Pay. `5200-20200(PB-1) GP. ` 1900/=	27810/-	
34	S.Siddappa	-do-	Pay. `5200-20200(PB-1) GP. ` 1900/=	227863/-	` 210/- FPA)
35	T.R.Ramakrishna	-do-	Pay. `5200-20200(PB-1) GP. ` 1900/=	28695/-	` 210/- FPA)

4 (1) (b) (XI):

THE BUDGET ALLOCATION TO GOVT. OF INDIA TEXT BOOK PRESS, MYSORE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:

**Statement of Budget Grant for the year 2016 –17 in respect of
Govt. Of India text Book Press, Mysore is furnished as under: -**

(A) Salaries :

Salaries (Officer)	= `	7,20,000/-
Salaries of Estt	= `	57,00,000/-
Dearness Allowance	= `	78,70,000/-
Other Allowance	= `	16,00,000/-
P.L.Bonus	= `	1,50,000/-
Festival Advance	= `	2,00,000/-
Total	= `	1,62,40,000/-

(B) Others: -

O.T.A	= `	56,000/-
Medical Treatment	= `	3,00,000/-
T.E.	= `	2,50,000/-
O.E.	= `	14,50,000/-
Professional And Special Services	= `	1,00,000/-
Publications	= `	3,40,000/-
Grant – In – Aid	= `	6,000/-
Minor Works	= `	25,000/-
M & S	= `	2,80,000/-
Inter A/cs Transfer	= `	2,60,000/-
Grand Total	= `	1,90,47,000/-

(C) Trade Apprentices = ` 2,00,000/-

(D) Capital Outlay

I.T	= `	1,00,000/-
METP	= `	-Nil-

4 (1) (b) (XII):

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

No Subsidy Programmes exist in Govt. of India Text Book Press Mysore.

4 (1) (b) (XIII) :

Particulars of recipients of concessions, permits or authorizations granted by Govt. Of India Text Book Press Mysore.

There is no system of allowing concessions to any agencies include Indentors by the Govt. Of India Text Book Press, Mysore no permits or authorizations are also granted to any agencies by this press under the control of Directorate of Printing, New Delhi.

4 (1) (b) (XIV): -

DETAILS IN RESPECTS 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 Text Press, Mysore reduced in an electronic form.

4 (1) (b) (XV):

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOMS. IF MAINTAINED FOR PUBLIC.

Govt. Of India Text Book Press Mysore does not have any library or reading room to be used by the public. However, the Timekeeper of this press, whose office is situated at the main factory 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(1) (b) (XVI):-

NAMES, DESIGNATION AND OTHER PARTICULARS OF P.I.O :

The names and other particulars of public information officer are furnished as under:

Sl.No.	Name of the Press	Public information Officer	Asst. Public Information Officer
1.	Govt. Of India Text Book Press Mysore-570 011.	J. AnanthaKumar Deputy Manager/ Officer – In Charge	-Nil-

4 (a) (b) (XVII): -

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:

- NIL-

GOVERNMENT OF INDIA TEXT BOOK PRESS: MYSORE

List of acknowledgement receipt of issue of Gazette copy of Right to information Act 2005 from employees.

Sl. No.	Name of the Employees/Staff S/Shri/Smt.	Signature of the employees & Date.
1.	Niranjan Naskar	Niranjan Naskar 8th. 15-09-05
2.	Annapoorna	Annapoorna. A 15/9/05
3.	K. Premananda	Premananda 15/9/05 on leave
4.	S. Chandrashekaran	S. Chandrashekaran 15/9/05
5.	M.V. Ramesh	M.V. Ramesh 15/9/05
6.	H. Sridhara	H. Sridhara 15/9/05
7.	S. Chinnaswamy	S. Chinnaswamy 15/9/05
8.	Nasiruddin Mahmood	Nasiruddin Mahmood 15/9/05
9.	C. Radha Krishna	C. Radha Krishna 15/9/05
10.	R. Chandrika	R. Chandrika
11.	Meenakshi. M	Meenakshi. M
12.	Mohd. Ilyas K	Mohd. Ilyas K
13.	C. Prasanna	15/9/05 of C. Prasanna
14.	S. Geetha	S. Geetha
15.	Raghabendra Roy	Raghabendra Roy
16.	V. Arumugan	on leave V. Arumugan
17.	S. Shivalinge Gowda	S. Shivalinge Gowda
18.	M. Prakash	M. Prakash
19.	H. Shankaraiah	H. Shankaraiah
20.	K. Gangadhara	K. Gangadhara
21.	R.K. Pillai ✓	R.K. Pillai
22.	K.P. Gopal	K.P. Gopal 15/9/05
23.	S. Siddaiah	S. Siddaiah
24.	S. J. Prakash	S. J. Prakash
25.	Ramachandra	Ramachandra
26.	R. Rangaswamy	R. Rangaswamy
27.	K. Mastachar	K. Mastachar
28.	K.P. Vasudeva	K.P. Vasudeva
29.	Mahadevappa	Mahadevappa
30.	K. Kempaiah	K. Kempaiah

31. S. Ramu
32. K. Puttalingaswamy

S. Ramu
K. Puttalingaswamy

Deputy Manager,
Date:- 1-9-2005.

As per note dated 1.9.2011 the details information has been furnished below.

<u>Section</u>	<u>Available crew</u>	
1) Process section	offset Machine Attendant	-NIL
2) Machine Section	Machine man	-1post
	Machine attendant	- 2 post

3) Binding section	Section Holder	-1 post
	Binder	-1 No.
	Asst. Binder	-13 posts

Laborers –NIL Posts

Due to grant of VRS only one machine of RO-62 could be run with available crews Machine Section. The following operation could be done in binding section with Available crews.

- (1) Paper cutting machine could be run 2 Nos, with available crews of two Assistant Binders in each machine.
- (2) Wire stitching machine could be run 2 nos ,with available crew of 2 Asst. Binders in each machine.
- (3) Gather sticher Machine could be run one Binder and 6 Asst. Binders.
- (4) Manual operation -4 Nos Asst. Binders

The process action has been stopped for want of crews, at present one Offset machine attendant has been deputed to Camera,Layout and plate making section to prepare the plates for managing the work of plate maker for running of Printing Machines, Binding Store and Mechanical branch. Five labourers have been deputed to various sections. i.e. Machine, Binding , Store and Mechanical branch according to available of work.

We may run 4 Nos. of Printing machine in future the following Technical crew are required in this Press.

Kuba Compacta Web offset Printing Machine

Machineman Spl. Grade	-	2 Nos.
Machine Man	-	2 Nos
Machine Asstt.	-	2 Nos
Machine Attendant	-	2 Nos

R0 – 62 Web Offset printing Machine:

Machine Man	-	2 Nos
Machine Asstt.	-	1 Nos
Machine Attendant	-	1 Nos

Sheetfed Roland Parva Offset Printing Machine

Machine Man	-	1 No
Machine Asstt.	-	1 No
Machine Attendant	-	1 No

The requirement of process section

Camera Man	-	1 No
Dark Room Assistant	-	1 No
Artist Retoucher.	-	1 No
Plate Maker	-	1 No
Reader	-	1 No
Copy Holder	-	1 No
D.T.P Operator	-	1 No

The Requirement of Binding section

Foreman (Bdy)	-	1 No
Section Holder (Bdy)	-	1 No
Binder	-	4 Nos
Asst. Binder	-	50 Nos

The requirement of Mechanical Branch

Mechanic	-	1 No
Assistant Mechanic	-	1 No
Electrician	-	1 No

The requirement of Labourers

For various section	08.Nos.
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Officer-in-Charge

Report

In accordance with the note of the O.I.C. Vide dated 01. 09.2011 and modified by time to time the of available non – industrial staff along with the duties entrusted to them after acceptance of VRS on 5.08.2005.

A. U.D.C – 3 post :

1. Shri. C. Radhakrishna:

1. Printing & Dispatch
2. Estt – I
3. RTI Act
4. Computing
5. Correspondence of apprenticeship
6. Typing
7. All returns of steno branch
8. Cash Branch

2.Shri M.V. Ramesh :

1. Pay Bills.
2. LTC.
3. TA
4. Income Tax
5. OTA
6. Tuition Fee
7. Estate Branch(Allotment only)
8. Water Charges.
9. Telephone
10. Electricity
11. News paper
12. Service Postage stamp.
13. Reconciliation
14. Estates matters (excluding allotment of Quarters)
15. Factories Act.

3.Shri. Sridhara H.

1. Care taking duties
2. Proc Section.
3. Local Purchase
4. Contingent bills
5. GPF section
6. All advances
7. Medical claims (Admit Cases)

B. L.D.C. – 1 post.

4.Smt. M.Meenakshi.

1. General Stores.

2. Steno Work
3. Service Book
4. Leave Matters.
(E.L. Commuted leave and increment)
5. Confidential Files & Correspondence.
6. Court cases (to assist O.I.C.)

5. Nurse - 1post:

Smt. Annapoorna.A

8. Paying Branch.
2. Dairy And Dispatch.(HQ office)(when required in g. Branch))
3. Hindi Correspondence.
4. Stores Accounts

6. Pharmacist- 1 Post

Shri. Premanand .K.

1. Medical Reimbursement
2. Entries of CL & RH
3. Medical Indent.
4. To assist UDC (Cash).
5. Dairy and Dispatch

7. T.K.Section

**Shri. H.V. Srinivasa,
Assistant Binder**

- 1. Maintaining Muster Rural**
- 2. in & out Register for vehicle
Movement.**

The existing administrative staff strength of the Press at present.

1. U.D.C. – 3 post
3. L.D.C - 1 Posts
4. Farash: 2 Post
1 (one) Shri. Puttaiah has been deputed to the duty of Chowkidar due to the shortage of Chowkidar)
5. Chowkidar : 2 post
6. Safaiwala : 1 post
7. Mali : 1 post

Proposal for filling up the post, the detail of which is as below:

1. Accountant – 2 post

	Proposal	Existing	To be filled up
2.	Total UDC – 6 nos (Esstt – I, Estate – I, A-II-I paying – 2 Cash – 1)	03	03
3.	Total LDC – 6 nos (Store A/c – 1, TK - 1, CT – 1, Poc – 1, B & A –1, Bill-1)	1	4
4.	GSK – 1 nos (Deputation post from among the UDC's / LDC's	NIL	01
5	Hindi translator (on deputation)-1 No.	NIL	01
6.	Daftry one	NIL	01
7.	Peon -2 Nos.	NIL	02
8.	Chowkidar –5 nos	2	05
9.	Safiawala- 3 Nos.	01	03
10.	Mali –1 No.	01	-

So the administrative staff to be filled up are :-

1. Accountant –2 Nos
2. UDC - 3 Nos
3. LDC - 4 Nos
4. Hindi Translator - 1 nos (Deputation)
5. GSK – 1 Nos (Deputation)
6. Daftry 1 No
7. Peon - 2 Nos
8. Safaiwala - 3 nos
9. Chowkidar 5 Nos

Total : 22 Nos. (Excluding the existing staff strength)

So the proposal may be sent to the HQrs Office for filling up the above post urgently.

Officer-in-charge

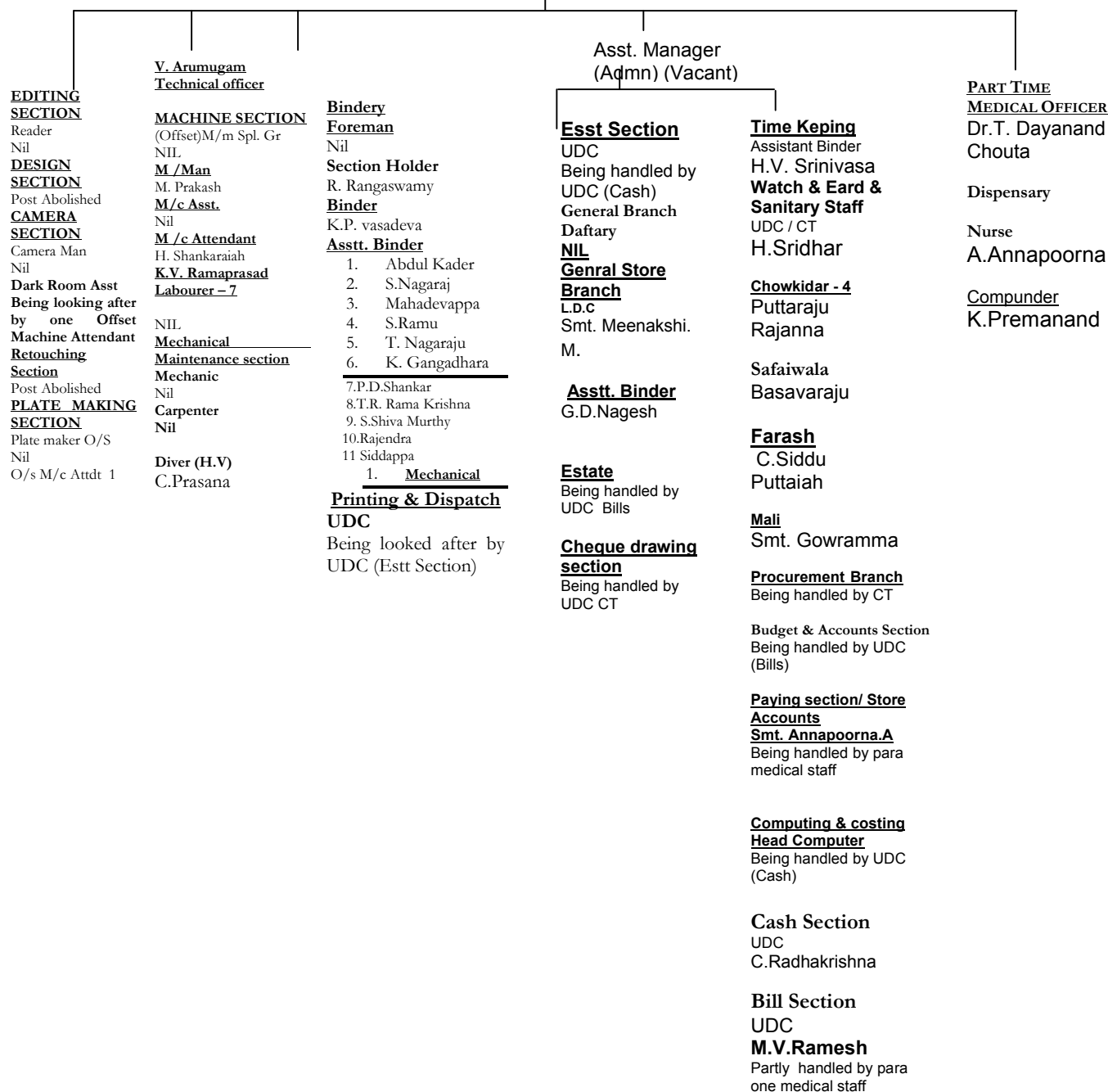
Government OF India Text Book Press, Mysore – 570 011

Non – Industrial: -

Abstract

Sl.No	Group	Existing (As on 1st March 2014)	On Roll (as On 01.04.2016)	Vacant	Proposal For filling up
1.	Group – ‘A’ – Press Medical Officer (Part time)	01	01	Nil	Nil
2.	Group – ‘B’ Deputy Manager / Officer – in Charge (Gazetted)	01	01	Nil	NIL
3.	Group – ‘B’ Technical officer (Non- Gazetted)	01	01	NIL	NIL
4.	Group – ‘C’ – Details in the enclosure)	07	06	02	11
5.	Groups ‘D’ – (=====do=====)(Now Gr.’C’)	08	08	02	11
	Industrial				
1.	Group-‘C’	17	17	01	81
2.	Group-‘C” (Now Group-‘C’)	05	NIL	07	08
	Total	40	34	12	111

Officer-in-charge

Organization Chart of Government Of India Text Book Press, Mysore – 11**OFFICER-IN-CHARGE****J. ANANTHA KUMAR**

Estt/323/2016-17/

OFFICE MEMORANDUM

Subject: - Guidelines of Department of personnel & Training on Suomoto disclosure under Section 4 of the RTI Act, 2005.

Reference: - HQ Office O.M. No. 1-14/2/2014-CDN dated. 21.05.2015

With reference to the above the requisite information of the RTI Act, 2005 as on 1.4.2016 in respect of this Press has been prepared and sent herewith for up loading the same in the Web site of the Directorate of printing, New Delhi and also the requisite information to be sent by E-mail for further action.

Encl:- As above

Officer-in-charge

To.
The Deputy Director (Admn-II)
Directorate of Printing,
'B'wing, Nirman Bhawan,
New Delhi-110 011.