

# **GOVERNMENT OF INDIA PRESS**

**KINFRA PARK P.O., KORATTY - KERALA**

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**INFORMATION AS PER CLAUSE (b)  
OF SUB-SECTION 1 OF SECTION 4 OF  
RIGHT TO INFORMATION ACT, 2005**

**UPDATING OF WEBSITE AS ON 01.04.2016**

**As on 01.04.2016**

**4(1)(b)(i) The Particulars of Govt. Of India Press, Koratty functions and duties**

With the advent of Independence in India and Democratic set-up in the country, there had been increase in the volume of printing work in the country. Difficulties and delays were felt by the Govt. of India in publishing and printing their Administrative reports, Laws, Acts, Departmental Codes, Manuals, Gazettes, Forms, Staff lists and other various miscellaneous jobs which were necessary to keep the public and the world informed by the Govt. of India. To find out a fully considered solution to overcome these difficulties, the Govt. of India constituted a Committee of Experts in the Printing Trade, during the year 1948. Besides other recommendations made by them, they considered that as there was not enough Govt. of India Presses to execute the printing needs of the Govt. of India, enough Presses should be established fully equipped for Letter Press, Photolitho and Rotaries. Their recommendations were accepted by the Government, and the Govt. of India started to establish new presses in various parts of the country. Accordingly, during 1957-58, some 105 acres of land were acquired by the Govt. of India in Koratty to establish a major Press. But the work relating to the functioning of the Press delayed up to 1964. During the year 1964, the Govt. of India gave final clearance to the Project and the work regarding the construction of Press Buildings, Quarters for its employees etc. started and the Machinery etc. were installed in the year 1966.

This Press has been planned as a Forms Press to meet the printing requirement of various Central Govt. Departments. It went into partial production in October, 1966 and started full production in 1967. Initially this Press was started with single shift and later 2nd shift was introduced in 1971 with a total working strength of more than 400 employees on roll. The Press executes the printing jobs mainly of Postal Department, Income Tax Department and Census Department etc. The Press which was started as a Letter Press Unit initially was modernized by replacing the Letter Press Machines with Offset Printing Machines in 1989. Now there are 8 Four Colour Web Offset Printing Machines and 3 Single Colour Sheetfed Machines in the Press. While switching over to Offset Technology, a No. of employees of the erstwhile Letter Press side had become surplus but all such persons were accommodated within the Press after giving them necessary training in the new technology, wherever possible. At present the Press has a working strength of 102 employees on roll.

The Press is under the charge of a Manager who is assisted by one Assistant Manager (Admn). The Press has got a housing colony of 202 Quarters for its employees. Besides, it has a Dispensary for the treatment of its employees and their family members. The Press has got an Auditorium furnished with seating arrangements and a good Library for the Welfare and recreation activities of its employees and their family members.

The Press has got different sections such as DTP, Process, Plate Making, Reading, Printing, Mechanical, Binding, Despatch etc. Each section is headed by Foreman/Section Holders etc. The Administrative and Account matters of the employees and printing/proc.,

Work etc. are looked after by the Accounts/Administrative staff under the Asstt. Manager (Admin) and Accountants / Head Clerk etc.

The employees of the Press have been showing active interest in boosting up the production in the Press. To motivate the Press employees as well as Press management to achieve maximum production by the best utilization of existing infrastructure, the Govt. of India has introduced Annual Award to Govt. of India Presses and its best operatives. The Best Press Award has been bagged by the Govt. of India Press, Koratty twice, first during the year 1978-79 and then in the year 1999-2000. During the year 2012-2013, the Press has been bagged the runner-up award for best performance. Some of the Employees of the Press have also got the 'Best Operative' award on various years. The Press is situated on the side of N.H. – 47 in the Koratty Panchayat Area in Thrissur District of Kerala State.

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

Sl. No.	Name of the Post	Pay Scale & Gr. Pay	Sanctioned Strength	On Roll as on 01.04.2016
1	Manager	15600-39100 + 6600	1	0
2	Medical Officer	15600-39100 + 6600	1	1
3	Asst. Labour Wel. Com.	15600-39100 + 6600	1	0
4	Asstt.Mgr.(Admn)	9300-34800 + 4600	1	0
5	Dy.Manager	9300-34800 + 4600	3	1
6	Technical Officer	9300-34800 + 4600	4	1
8	General Store Keeper	9300-34800 + 4200	1	0
9	Accountant	9300-34800 + 4200	2	1
10	Head Clerk(Sr)	9300-34800 + 4200	2	0
11	Head Computer	9300-34800 + 4200	1	0
12	Head Clerk(Jr.)	9300-34800 + 4200	3	3
13	U.D.C.	5200-20200 + 2400	16	4
14	Stenographer.Gr.III	5200-20200 + 2400	2	1
15	L.D.C.	5200-20200 + 1900	33	2
16	Care Taker	5200-20200 + 1900	1	0
17	Hindi Translator	9300-34800 + 4200	1	0
18	Pharmacist	5200-20200 + 2800	1	0
19	Nurse	9300-34800 + 4600	1	0
20	Compounder	5200-20200 + 2800	1	0
21	Cook (Halwai cum cook)	5200-20200 + 1900	1	0
22	Forman (Planning)	9300-34800 + 4200	1	0
23	Cameraman	5200-20200 + 2800	2	1
24	Artist Re-Toucher	9300-34800 + 4200	1	0
25	Asstt. Artist Re-toucher	9300-34800 + 4200	1	0
26	Senior Artist	9300-34800 + 4200	1	0
27	Junior Artist	9300-34800 + 4200	1	0
28	Dark Room Asstt.	5200-20200 + 2400	2	0

29	Plate Maker(offset)	5200-20200 + 2400	3	0
30	Asstt. Plate Maker	5200-20200 + 1900	1	0
31	Head Reader	9300-34800 + 4200	0	0
32	Reader	5200-20200 + 2400	4	1
33	Copy Holder	5200-20200 + 1900	4	0
34	D.T.P Operator	9300-34800 + 4200	4	2
35	Resorgraph Operator	5200-20200 + 2400	2	0
36	Spl. Grade M.c Man O/S	9300-34800 + 4200	1	0
37	M/C.Man(Offset)	9300-34800 + 4200	50	7
38	M/C.Asstt.(Offset)	5200-20200 + 2400	50	1
39	M/C.Attendant(Offset)	5200-20200 + 1900	40	0
40	Attendant Offset	5200-20200 + 1900	5	0
41	Foreman(Bindery)	9300-34800 + 4200	3	1
42	Section Holder(Bdg.)	5200-20200 + 2800	7	5
43	Binder	5200-20200 + 2400	30	8
44	Asstt.Binder	5200-20200 + 1900	70	2
45	Head Mechanic(Ptg./Bdg)	5200-20200 + 2800	1	1
46	Mechanic(Ptg./Bdg)	5200-20200 + 2400	5	0
47	Asstt.Mechanic(Ptg./Bdg)	5200-20200 + 1900	5	0
48	Driver(LV)	5200-20200 + 1900	1	0
49	Electrician	5200-20200 + 2400	2	0
50	Wireman	5200-20200 + 1900	2	0
51	Welder	5200-20200 + 1900	1	0
52	Carpenter	5200-20200 + 1900	1	0
53	Coupen Clerk/Counter	5200-20200 + 1900	2	0
54	Salesman	5200-20200 + 1900	2	0
55	Cleaner Driver (MTS)	5200-20200 + 1800	1	0
56	Ward Boy (MTS)	5200-20200 + 1800	1	0
57	Daftary (MTS)	5200-20200 + 1800	2	1
58	Peon (MTS)	5200-20200 + 1800	6	0
59	Farash (MTS)	5200-20200 + 1800	4	0
60	Chowkidar (MTS)	5200-20200 + 1800	9	0
61	Safaiwala (MTS)	5200-20200 + 1800	8	0
62	Mali (MTS)	5200-20200 + 1800	1	0
63	Asstt. Cook	5200-20200 + 1800	1	0
64	Asstt. Halwai	5200-20200 + 1900	1	0
65	Bearer	5200-20200 + 1800	1	0
66	Tea Maker	5200-20200 + 1800	1	0
67	Wash Boy	5200-20200 + 1800	1	0
68	Labourer	5200-20200 + 1800	22	0
	<b>GRAND TOTAL</b>		<b>441</b>	<b>44</b>

Govt. of India Press, Koratty is presently functioning with above **44 staff strength against the sanctioned strength of 441**. 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 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. 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, Koratty**

#### ***Non-Industrial Employees:-***

##### **(1) Manager: (Vacant)**

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 limitation 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., DSC and Recruitment Board for Group 'C' & 'D' industrial posts and makes appointments and promotion in consultation with the committee.
- v. He passes orders on regular leave applications for supervisory staff both on clerical and industrial sides of the Press.
- vi. He is responsible for general security of the Press and ensures the provisions of adequate safeguard against losses, theft, fraud, misappropriation and other irregularities. Any loopholes/ defects existing therein are being 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 Officer.

**(2). Deputy Manager/Assistant Manager (Tech):-**

Their duties are shown below:

- i. They are responsible for economical and expeditious production in the Press.
- ii. They are responsible for ensuring of security in 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 its workers.
- vi. They see that machinery and fittings are maintained in a state of highest efficiency.
- vii. They are responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
- viii. They are members of DPC / DSC.
- ix. They are authorized to effect inter branch transfer of Labourers in the interest of work and efficiency.

**(3). Assistant Manager (Administration): (Vacant)**

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

- i. He is responsible for all aspects in respects 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 them. 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.
- iv. All service books, leave accounts are kept under his custody.
- v. He also functions as Store Officer and D.D.O.
- vi. He makes correspondence with Health Officer, Press Medical Officer, and 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 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). Technical Officer:**

He is responsible for quality and quantity of the work of the Press. He will ensure that the forms are 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 in his 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 same will be put up 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.

**(5). Pharmacist:- (Vacant)**

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) Head Clerk (Senior)(Vacant):**

Head Clerk is responsible for the general supervision of clerical branches and sections under his charge. The Head Clerk should see:

- i. 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.
- ii. that all work ready for dispatch is properly packed and duly sent out by the prescribed mode and all work vouchers are duly receipted and returned for production when required.
- iii. that file copies of all such work are carefully mentioned.
- iv. that all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out;
- v. that all letters issued are intelligently and briefly registered, and office copies preserved.

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

**(7) General Store Keeper: - (Vacant) –**

The General Store Keeper is 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 and

follow 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 wastepaper salvage & reel core following the provisions made in the Hand Book.

**(8) Accountant:-**

He holds supervisory charge of accounts and establishment sections and in doing so, he is assisted by the head 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 establishment matters are disposed off strictly in accordance with the standing orders. He will maintain a complete set of all the forms authorised 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 obtain the approval of the Directorate of Printing, New Delhi, if necessary.

**(9) Head Clerk (Jr.)**

He extends necessary assistance to the Accountants and Head Clerk (Sr.) for the general Administration and efficiency of the clerical establishment of the section and seeing that the prescribed routine regarding **Accounts/Establishment Sections** are strictly observed. He will ensure that all the matters under his section is disposed of strictly in accordance with the standing orders/ rules.

**(10) Head Computer:- (Vacant)**

She 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 she has to compile time sheets of operative hands expeditiously in this Press.

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**(11) 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 prepare case & puts up 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 issues of letters, telegrams and faxes etc. He maintains all records and he overhaul the record section every year to destroy older register/records under the order of the Manager to make rooms for new records.

**(12) 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 persons;
- iii. To 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 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, and Bonds in his safe custody.
- ix) He reports all developments to the Assistant 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 & 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.

**(13) Stenographer Grade II: -**

The main duties and responsibilities of stenographer is to take dictation from the officers. She maintains records pertaining to personnel section. She keeps confidential reports and confidential papers of all employees of the Press in her custody and does the correspondence relating to thereto. She assists concerned officer in recording the proceeding of any meeting/enquiry, maintaining utmost secrecy the work demands.

**(14) 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 LDCs are also posted in the factory side where the services of clerks 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 Clerk and Accountants and is responsible for proper maintenance of records, accurate typing and other clerical jobs, the section in which he works demand and adhered to all rules and regulation in order to ensure proper and timely disposal of work in the Administrative side.

**(15) Caretaker - (UDC) –(Vacant)**

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.

**(16) Time Keeper (LDC): -**

The Time 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 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 an official business. He does not allow any Industrial employee to go out during duty period without valid Passout. He prevents anyone leaving Press premises carrying anything unauthorised. He keeps the attendance register 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 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 apertaining to Factories Act are properly maintained. He maintains Holiday-book.

**(17) Chowkidar (MTS):- (Vacant)**

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

- i. To man the gate or the post.

- ii. To keep sharp look out for any unauthorized activities of any persons at gate or near parameter 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 allow any employee of the Press to go out of the Press without valid passout.
- 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/AIC/Head Clerk.

**(18) Daftary: -**

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 Incharge.

**(19) Farash:- (Vacant)**

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 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 supervisor and does the jobs that are assigned to him by the officers/sections, for the smooth functioning of the office/establishment.

**(20) Peon:- (Vacant)**

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

**(21) Safaiwala:- (Vacant)**

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.

**(22) Assistant Cook:- (Vacant)**

He is responsible for serving the tea, coffee and eatable to the employees and to collect back the empty utensils, crockery etc. in the Press canteen.

**(23) Cook:- (Vacant)**

He is responsible for preparation of tea, snacks and meals etc. for serving to the employees of the Press. He is responsible for maintaining good quality of food and hygiene condition in the Canteen.

**(24) Hindi Translator:- (Vacant)**

He is responsible for translating the documents/letters etc. from Hindi to English and vice-versa. He ensures the submission of periodical returns in respect of Official Language implementation and initiate follow-up action as decided in the Official Language Implementation Committee meetings as well as on the basis of the instructions received from the Directorate of Printing, New Delhi.

**Duties of Industrial Employees:-**

**(1) Cameraman:**

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 tone, 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/equipments. 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 and 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. He will also ensure that the chemicals are neatly kept in the bottle and put in the levels the dishes are cleaned. He will ensure economic use of materials and 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/AMT/Dy. Manager, whosoever will be the Incharge of the Section. He will develop the exposed film in the absence of the Developers/Asstt. Camera Operators. Likewise, Asstt. Camera Operator will assist the Camera Operator in production work and will operate the camera whenever the Camera Operator is absent.

**(2) Dark-Room Assistant:- (Vacant)**

The duties of Dark-Room Assistant is to assist the camera man in the Dark Room in the Development/exposure of Film.

**(3) Offset Plate Maker/ Assistant Plate Maker:- (Vacant)**

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

**(4) Reader:-**

Proof reading is the duty allotted in the press to 'readers' to detect all errors, to mark them on proofs by certain long established symbols, and to query all doubtful passages or words. To read proofs efficiently the reader must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations (English, Latin and French). He should also have a thorough knowledge of the signs and marks used in proof correcting (see method of marking proofs below paragraph 180) and should make his correctness clearly and neatly to avoid confusing the operator/compositions. He should cultivate a quick perception and retentive memory. In imposed Press reading proofs the senior readers should check the folios, signature and margins.

**(5) Copy Holder:- (Vacant)**

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.

**(6) DTP Operator:-**

He is responsible for operating Key Board for English and Devanagari/Regional Language, as the case may be. He is responsible for operating the Key Board for errors free composing. He has to submit daily docket to Technical Officer for composing work. He is responsible to produce a minimum out turn of 8000 ems in English and 7,500 ems in Hindi per hour. He also operates system console, Line printer and Laser Printer. He requires to report to Technical Officer/AM(T)/Dy. Manager, Whosoever is the In-charge, regarding out turn and defects, if any. Further he does make up of the pages and paginate them inside system or it requires outside the system also.

**(7) Offset Machine Man:-**

Each machine operator will be required to work on a 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 breakdown. He will guide his staff properly and in the absence of machine attendant. He will take the list of the jobs and show the clean sheet to the Technical Officer before printing.

**(8) Offset Machine Assistant:-**

The following duties will be performed by the Assistant Machine Operator.

- 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 the machines, clean the machine and ensure its proper upkeep.
- v. He will ensure that the proper damping solutions are 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.

**(9) Offset Machine Attendant:- (Vacant)**

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 printed 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 is not falling on the printed sheet. Such excess water sucking etc. should be immediately brought to the notice of Assistant Machine Operator/Machine Operator. The attendant will be required to clean the printed plates and store them properly. He will put the printed sheet on the plates to identify the job. He will oil and grease the machines every day.

**(10) 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/Assistant Manager(T). He will report immediately to the later 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 in 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 operatives concerned. The whole cost of the branch has to be charged over the productive branches of the Press, so that it is essential that the time of the machines and the materials consumed should be carefully noted against the branches requiring their services. The Head Mechanic will maintain 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.

**(11) Mechanic:- (Vacant)**

The Mechanics and Asstt. Mechanics erect and repair the printing machines both Letter press & Offset and also binding machinery, and other auxiliary machinery shafting, etc. test the weighing machines, sharpen cutting machine knives, oil shafting, bearing 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/Asstt. Manager (Technical). Each mechanic will submit daily a docket in the form below showing how his time has been occupied during the day. The daily docket will be despatched by the Head Mechanic to the General Store Keeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

**(12) Foreman (Bindery):-**

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 Technical Officer the Foreman shall make every practical arrangement to get the work executed in the shortest time possible. The work shall first be entered by him in the Bindery Register. The entries 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.

**(13) Section Holder (Bdg), Time Checker (Bdg):-**

The duty of the Section Holder/Time Checker (Bdg) is to generally assist the Bindery Foreman in every respect. He should keep a 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 the jobs. He is personally held responsible for the general supervision over the work of the different sections like 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 should be carefully prepared by him. All cases of Binding 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 casual absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

**(14) 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 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. The number of copies in each bundles are to be written outside. The Despatcher will count the copies on receipt and bring to notice at once any shortage or excess. After initiating the vouchers, the despatcher will be responsible for any discrepancy. The Work Docket must be sent to the despatcher with the first batch of copies, this is most important.

**(15) Assistant Binder:-**

He should be 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 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.

**(16) Assistant Mechanic:- (Vacant)**

The Assistant mechanics erect and repair the printing machines of Offset and also binding machinery, and other auxiliary machinery shafting, 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 is undertaken without a requisition duly signed by the Dy. Manager/Assistant Manager (T). Each mechanic will submit daily a docket to show how his time has been occupied during the day. The daily

docket will be despatched by the Head Mechanic to the General Store Keeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

**(17) Driver (L/V) (Vacant):-**

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 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.

**(18) Labourers:- (Vacant)**

He is a Group 'D' Industrial employee 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 machines.

**(19) Electrician; (Vacant):-**

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

**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 of Industrial section is headed by a Section Holder/Foreman/Technical Officer as the case may be. 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 in 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 Head Clerk(Sr)/Accountant. 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 Assistant 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 important orders/approval of the Manager is obtained invariably.

**4(I)(b)(IV): The norms set by G.I.P, Koratty for the discharge of its functions:-**

The exclusive function of Govt. of India Press, Koratty under the administrative control of the Directorate of Printing, New Delhi is to print the proceedings of both the houses of Parliament and other publications/forms etc. and despatch 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 to the nature of jobs to be printed, size of machines and other infrastructural 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 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, Koratty or under its control or used by its employees for discharging its functions:**

Govt. of India Press, Koratty is a pure Central Government Organisation 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, GFR, CTR, Receipts & Payments Rules besides Factories Act, Payment of Wages Act, Compensation Act etc. etc.

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

**The following documents (unclassified) are held by Govt. of India Press, Koratty.**

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 Registers
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 Register
18. Court attachment details register.
19. HBA Broadsheet Register
20. Medical Reimbursement Register
21. Vacancy Register
22. Special Representations Registers
23. Seniority list of staff
24. Apprentices Register
25. Bill Register for 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 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 by the member of the public in relation to the formulation of its policy or implementation thereof:-**

Being 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 constitutes as Govt. of India Press, Koratty part of for the purpose of its advice, 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 employee's side and nominated members from employer's side is constituted in Govt. of India Press, Koratty under provisions of Industrial Dispute Act and minutes of the meeting of this committee can be accessible for the Public. Some sub-committees under the said Works Committee viz. 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 these committees can also be accessible to public. Canteen Committee has also been constituted in the Press as contained in the Press hand book.

**4(I)(b)(IX):- A directory of officers and employees of Govt. of India Press, Koratty:-**

The directory is furnished as under:-

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<b>SI. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Residential Address</b>	<b>Telephone No. (Reference)</b>
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**As per Annexure - III attached**

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

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

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<b>SI. No.</b>	<b>Name of the Employees</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>Gross Salary</b>	<b>Remarks</b>
1	2	3	4	5	6

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**As per Annexure – II attached)**

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

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

<b>(A) SALARIES:-</b>	
<b>Salaries</b>	<b>( In Rupees)</b>
Salaries of Officers	1,500,000
Salaries of Estt.	13,000,000
Dearness Allowance	21,600,000
Other Allowances	3,200,000
P.L.Bonus	300,000
Festival Advance	400,000
<b>Total</b>	<b>40,000,000</b>
<b>(B) OTHERS:</b>	
O.TA	75,000
Medical Treatment	300,000
T.E.	400,000
O.E.	3,600,000
Professional & Spl. Services	75,000
Publications	275,000
Grants-in-Aid	10,000
Minor Works	40,000
M & S	900,000
Inter A/C Transfer	600,000
Other Charges	150,000
<b>Grand Total</b>	<b>46,425,000</b>

(C) Trade Apprentices : Rs. 1,500,000

(D) CAPITAL OUTLAY

METP : -----

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**4(1)(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, Koratty.

**4(1)(b)(XIII):- Particulars of recipients of concession, permits or authorization granted by Govt. of India Press, Koratty.**

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

**4(1)(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, Koratty reduced in an electronic form has not been prepared due to non availability of computers. But the same will be prepared and put in website as soon as the computers are made available to the Press.

**4(1)(b)(XV):- The particulars of facilities to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.**

Govt. of India Press, Koratty does not have any library or reading room to be used by the public. However, the time keeper 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):- The names, designation and other particulars of the public information officers :-**

The name and other particulars of Public information Officer are furnished as under :

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Sl. No.	Name of the Press	Public Information Officer	Assistant Public Information Officer
1.	Govt. Of India Press, Kinfra Park P.O., Koratty, Thrissur Distt., Pin – 680309	Shri.D.K.Jain (Manager-in-Charge)	Shri. M.Dhinakaran (Dy.Manager )

**4(1)(b)(XVII):- Such other information as may be prescribed :**

- NIL

**DIRECTORATE OF PRINTING  
GOVERNMENT OF INDIA PRESS, KORATTY  
DETAILS OF MONTHLY REMUNERATION BY EACH OFFICERS/EMPLOYEE AS ON 01.04.2016**

Sl. No.	Name	Designation	Pay Scale	Grade Pay	Gross Salary	Remarks
1	DR. ANOOP.C.R	SMO	15600-39100	6600.00	83454.00	
2	M.DHINAKARAN	DM	9300-34800	5400.00	75616.00	
3	WALES JOSEPH	DTP O	9300-34800	4800.00	56758.00	
4	R.SARAS CHANDRAN	DTP O	9300-34800	4800.00	56758.00	
5	THANKACHAN THOMAS	T.O	9300-34800	4600.00	58417.00	
6	M.V.KARTHIAYANI	Head Clerk(Jr.)	9300-34800	4600.00	46453.00	
7	E.INDIRA DEVI	Reader	9300-34800	4600.00	43953.00	
8	K.P.PRASADAN	C.Man	9300-34800	4600.00	44917.00	
9	B.SREEDHARAN NAIR	M/C MAN	9300-34800	4600.00	49574.00	
10	P.S.ASOKAN	M/C MAN	9300-34800	4600.00	50493.00	
11	K.G.CHACKO	M/C MAN	9300-34800	4800.00	54730.00	
12	C.K.VIVEKANANDAN	M/C MAN	9300-34800	4600.00	47742.00	
13	JOSE.M. M	Head Clerk(Jr.)	9300-34800	4200.00	39586.00	
14	K.K.CHANDRASEKHARAN	Head Clerk(Jr.)	9300-34800	4200.00	42530.00	
15	V.V.SHAILAN	Head Mechanic	9300-34800	4200.00	39083.00	
16	T.K.RAVI	M/C MAN	9300-34800	4200.00	40274.00	
17	C.R KRISHNAN	M/C MAN	9300-34800	4200.00	36166.00	
18	P.K.AYYAPPAN	M/C MAN	9300-34800	4200.00	39342.00	
19	K.K.GOPI	S.H(Bdg.)	9300-34800	4200.00	42389.00	
20	C.V.RAMACHANDRAN	S.H(Bdg.)	9300-34800	4200.00	44155.00	
21	VIJI ALET	Steno	5200-20200	2800.00	34974.00	
22	K.MOHANDAS	U.D.C	5200-20200	2800.00	36188.00	
23	K.V.JOSEPH	M/C ASST	5200-20200	2800.00	29456.00	
24	T.V.VILASINI	S.H(Bdg.)	5200-20200	2800.00	36135.00	
25	N.VISWAMBHARAN	S.H(Bdg.)	5200-20200	2800.00	31076.00	

SI. No.	Name	Designation	Pay Scale	Grade Pay	Gross Salary	Remarks
26	N.A.KUNJUMOL	FOREMAN(Bdg.)	9300-34800	4200.00	39070.00	
27	V.BABU	Binder	5200-20200	2800.00	29456.00	
28	M.K.JOSHY	S.H(Bdg.)	5200-20200	2800.00	29500.00	
29	T.P.RUGMANI AMMA	Binder	5200-20200	2800.00	31085.00	
30	P.A.NABEESA	U.D.C	5200-20200	2800.00	32653.00	
31	P.P.USHA	MTS	5200-20200	2400.00	33223.00	
32	C.RAYARAPPAN	A/B	5200-20200	2400.00	31502.00	
33	K.VIJAYAN	Binder	5200-20200	2800.00	31120.00	
34	MANJU NARAYANAN	UDC	5200-20200	2400.00	24462.00	
35	M.P.PADMANABHAN	L.D.C	5200-20200	2000.00	26937.00	
36	P.VIJAYAN	BINDER	5200-20200	2400.00	30341.00	
37	A.MURUGAN	BINDER	5200-20200	2400.00	28164.00	
38	A.K.SAHADEVAN	BINDER	5200-20200	2400.00	28164.00	
39	C.C.ANITHA KUMARI	BINDER	5200-20200	2400.00	28164.00	
40	K.P.RAVINDRAN	BINDER	5200-20200	2400.00	28142.00	
41	SAROJ KUMAR	A/B	5200-20200	1900.00	24616.00	
42	DEEPU. M	ACCOUNTANT	9300-34800	4200.00	33525.00	
43	VIJAY KUMAR SINGH	LDC	5200-20200	1900.00	19677.00	
44	M.P.SAJIHTA	UDC	5200-20200	2400.00	28911.00	

(M.Dhinakaran)

'P' Manager

## ANNEXURE - III

DIRECTORATE OF PRINTINGGOVERNMENT OF INDIA PRESS, KORATTYDetails of Adresses/ Telephone Nos. Of Staff of Govt. of India Press, Koratty

Sl. No.	Name of Employees	Designation	Office Address & Telephone No.	Residential Address & Telephone No.
1	Dr.ANOOP C.R.	Senior Medical Officer	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Chirattayolickal House, Melampara PO, Kottayam (dist), Pin- 686594 9447798625
2	M.DHINAKARAN	Dy.Manager	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Sreeragam House J5 Ashins Apartments, Ward No.21, Near KSRTC Bus Stand, Chalakudy, Thrissur-680307 9048033145
3	WALES JOSEPH	DTP Operator	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Thangattu House, Muringoor P.O., Thrissur - 680309. Phone No. 9745824001, 9745843601
4	R. SARAS CHANDRAN	DTP Operator	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Indraneelam, Thekkeparampil (H) Thrickodithanam - P.O. Changacherry, Kottayam Distt. - 686105 Phone No. 8943810059
5	THANKACHAN THOMAS	T.O.	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Uppan House, Mokkannur P.O., Angamaly, Ernakulam Distt., Phone No. 9946856711
6	K.K.CHANDRASEKHARAN	Jr. Head Clerk	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Kannanchery House, Kathikudam P.O., Koratty, Thrissur - 680309 Phone No. 9446763381
7	M.V KARTHIAYANI	Jr. Head Clerk	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Amrutha Nivas, Vivekananda Nagar, Near Irrigation Qrs., Chalakudi - 680307 Phone No. 0480-2705876

8	VIJI ALET	STENO	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Quarter No.23/6, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9446309998
9	K.MOHANDAS	U.D.C	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Quarter No.22/4, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9446347571
10	T.K.RAVI	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Thattashery House, Panaikulam P.O., Karipuzha - 683511 Ernakulam Phone No. 9946685334
11	C.K.VIVEKANANDAN	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Cheranghat (H), West Koratty, Mambra P.O - 680308 Thrissur Distt., Phone No. 9995040932
12	JOSE.M.M	Jr. Head Clerk	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Quarter No.22/8, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9447351050
13	P.A.NABEESA	UDC	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Quarter No.23/2, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No.
14	M.P.PADMANABHAN	L.D.C	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Quarter No.24/2, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9947139140
15	P.P.USHA	MTS	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 Fax No : 0480-2731908	Quarter No.24/7, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No.
16	E.INDIRA DEVI	Reader	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.16/9, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No.
17	V.V.SHAILAN	Hd.Mechanic	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Veliyath(H), Edayappuram Always Phone No. 9895289023

18	K.P.PRASADAN	C.Man	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.13/2, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9539180151, 9249970163
19	B.SREEDHARAN NAIR	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.10/4, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9895303575
20	P.S.ASOKAN	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.11/2, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 0480-2732770
21	C.R.KRISHNAN	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.22/6, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9447466343
22	K.G.CHACKO	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Kollamparambil House, Kottanallur P.O. Thrissur Distt Pin- 680 672 Phone No. 0480-2865996
23	K.V.JOSEPH	M/C ASST	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.22/7, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9400535870
24	P.K.AYYAPPAN	M/C MAN	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/1, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9048509048
25	C.RAYARAPPAN	MTS	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.23/4, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9605366236
26	T.V.VILASINI	S.H	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.15/3, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9539638794

27	K.K.GOPI	S.H	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/7, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 0480-2733318
28	C.V.RAMACHANDRAN	S.H	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Challiyil House, P.O.Madavana Kodungallur- 680 666 Thrissur Distt., Phone No. 9496751133
29	N.VISWAMBHARAN	S.H	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.23/3, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No.
30	N.A.KUNJUMOL	Foreman(Bdg.)	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/3, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9947764559
31	K.VIJAYAN	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/4, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 8593041556
32	V.BABU	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.22/1, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9747511559
33	M.K.JOSHY	Section Holder (Bdg.)	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.24/6, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9495055637, 8547016305
34	P.VIJAYAN	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.22/2, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9037224592
35	A.MURUGAN	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/5, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9605069391, 9947450388

36	C.C.ANITHA KUMARI	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/8, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9544885344
37	K.P.RAVINDRAN	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.24/3, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9544927021, 9746008864
38	SAROJ KUMAR	A/B	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.23/1, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9895010266
39	A.K.SAHADEVAN	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.25/6, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9947061546
40	T.P.RUGMANI AMMA	Binder	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.24/1, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 7736881154
41	DEEPU.M	Accountant	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Deepthy East Kadugalloor UC College Aluva-683102 Phone No. 9447801414
42	SMT MANJU NARAYANAN	UDC	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.22/5, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 9446908559
43	SMT.M.P.SAJITHA	UDC	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.23/5, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 8547639694
44	VIJAY KUMAR SINGH	LDC	Govt. of India Press, Kinfra Park P.O.,Koratty, Tele. Ph: 0480-2731948 0480-2731908	Quarter No.12/8, G.I Press Colony, Kinfra Park P.O.,Koratty Phone No. 8943370343



**GOVERNMENT OF INDIA PRESS; KORATTY , KERALA**

**Details of Pensioners who retired during the period from 01-04-2015 to 31-03-2016**

SI.No	Name of Pensioner with Designation	Date of Birth	Date of Retirement	PPO No& date	Average Emoluments	Last Pay drawn	Original Pension	Pension Commuted	Residuary Pension	Commuted value of pension	Amount of DCRG
1	2	3	4	5	6	7	8	9	10	11	12
1	C.I.Kochanthy, UDC	20-09-1955	30-09-2015	429721500202 dt 02.09.2015	20850	20850	10425	4170	6255	410028	753423

**(M.Dhinakaran)**

**'P' Manager**