

**GOVERNMENT OF INDIA PRESS**  
**GANDHINAGAR**  
**NASHIK-6**

**Information as per Clause (b) of**  
**Sub-section 1 of Section 4 of Right**  
**to Information Act, 2005.**  
**As on 01-01-2020**

## II. DETAILS OF ORGANISATIONAL, STRUCTURE AND DEPARTMENTALIZATION

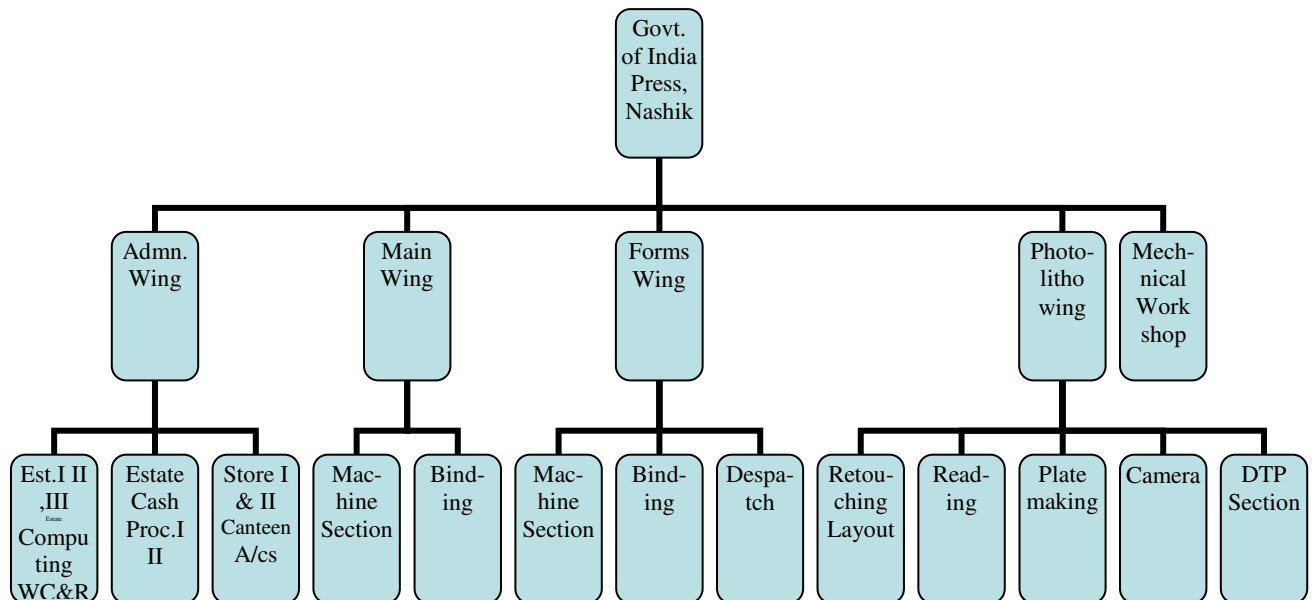
The Govt. of India Press, Nashik is having 108 Acres of land. The Press Building is constructed in 28 Acres of land and Quarters in the remaining land.

### PRESS BUILDING

The Peripheral area used for construction of Press Premises is 28 Acres. The Press Building consists of:-

- |                        |                          |
|------------------------|--------------------------|
| a) Administration Wing | f) Mechanical Work Shop  |
| b) Main Wing           | g) Employees Canteen     |
| c) Forms Wing          | h) Despatched Section    |
| d) Photo-Litho Wing    | i) Time Keeping Section. |
| e) Store I & II        |                          |

### THE DETAILS OF ORGANISATIONAL FUNCTION IS AS FOLLOWS



The chart enclosed will show the functional setup

The Press is having an Estate in 74 acres of land with following infra structure.

<b>General Manager Bungalow – 1</b>	<b>Shopping complex – 35 Nos</b>
<b>Type V – 3</b>	
<b>Type IV – 28</b>	
<b>Type III – 80</b>	
<b>Type II – 464</b>	
<b>Type I – 376</b>	
<b>Total - <u>952 quarters</u></b>	<b>Total - <u>35 Nos</u></b>

Besides Press Dispensary is also constructed in the Press colony for the treatment of the Press employees and their family

#### **4(1)(b)(I) The Particulars of Govt. Of India Press, Nashik functions and duties**

##### **BRIEF OF THE PRESS**

With the advent of Independence and Democratic set-up of the Government, the volume of printing work increased considerably, thus difficulties and delays were felt by the Government of India in publishing and printing their Administrative Reports, laws, Acts, Department Codes and Manuals, Gazettes, Staff lists and other miscellaneous jobs which were necessary to keep the public and the world informed of the Government of India activities. To find a solution to these difficulties the Government constituted a Committee of Experts in the printing trade. They toured throughout India and went into the details from all angles. Their report was out in the middle of 1948. Besides other recommendations made by them, they considered that as there was no major press of the Government of India in the western region a full-fledged major press-should be established fully equipped with Letterpress, Photo Litho and Rotaries. They considered that the location should be somewhere near Bombay where there are many Central Government Offices and which is the main industrial and commercial capital city of India. Their recommendations were accepted by the Government and in view of its proximity to Bombay, temperature, climate and atmospheric humidity, choice fell on Nashik. The Standing Finance Committee approved the scheme by the end of 1948. Plant and Machinery were immediately ordered which started arriving in 1949, and which were stored in temporary hired sheds near Nashik Road Railway Station. The Central Public Works Department took up the construction of buildings for which they acquired land on the main Nashik-Poona Road, by the end of 1953. About 100 quarters for the staff were made available. In the meantime a nucleus Press was started on 22<sup>nd</sup> February, 1951 with a small staff of about 100 workers. The staff was mostly brought from other presses. The strength was augmented further, on getting H.T. line in 1953. The staff strength then rose to about 300 workers.

The main press building was ready in the beginning of 1955 when machinery was shifted to the new site and erected. The press was formally opened on the 31<sup>st</sup> October, 1955. The nucleus Press was closed and the hired sheds vacated in November, 1955. About 200 more staff quarters were also ready by this time and were allotted to workers. The start was made with the letter Press Wing only, as neither full equipment for the other wings was available nor was there

enough space. By April, 1959, 744 quarters were allotted to the workers. The capital outlay up to the end of March, 1959, on all buildings including the residential colony and plant and machinery etc. was, well over two and a half crores of rupees. The building for the Forms Press Wing and the air conditioning work for the Photo Litho Wing was completed. The work in the Forms Press Wing was started with a staff of 132 men in June, 1958. The construction of building for the Press (letter Press and Photo Litho Wings) and the residential colony was a programme of the First Five Year Plan. From, the point of view of location, layout, working conditions, as well as the Planning of the Factory and Office Buildings and residential colony in one self-contained campus this press has set a pattern worthy, of emulation. The press has been modernized by providing offset printing machines and. D.T.P. equipments. The Press has celebrated its Golden Jubilee celebration. Shri Ajay Makan, Hon'ble State Minister of Urban Development was kind enough to be present at concluding ceremony of the celebration. The office has been fully Computerized

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

Information relating to no. of Sanctioned posts, Staff on Roll and vacant posts in this GIP  
on 01.01.2020

Sr.No	Description of Posts	Number			Revised scales w.e.f. 01.01.2016 (in rupees)	Remarks
		Sanctioned distribution				
		Sanctioned strength as per order no. 20/3/2018-A.III dated 08 <sup>th</sup> July 2019	On roll	vacant		
<b>Group A (Gazetted)</b>						
1	Chief Medical Officer** (In lieu of Medical Officer)	1	1	-	L-10 (56100-177500)	
2	Asstt. Labour Welfare Commissioner	1	-	1	L-10 (56100-177500)	
	<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>		
<b>Group B (Gazetted)</b>						
3	Deputy Manager/AM(T)	2	2	-	L-7 (44900-142400)	
4	Asstt. Manager (Admn.)	1	-	1	L-7 (44900-142400)	
	<b>Total</b>	<b>3</b>	<b>2</b>	<b>1</b>		
<b>Group B (Non-Gazetted), Non Industrial</b>						
5	Technical Officer	8	4	4	L-7 (44900-142400)	
6	Accountant	1	1	-	L-6 (35400-112400)	

7	Head Clerk (Sr.)	1	-	1	L-6 (35400-112400)	
8	Head Clerk (Jr.)	6	5	1	L-6 (35400-112400)	
9	Head Computer	1	1	-	L-6 (35400-112400)	
10	General Store Keeper	2	1	1	L-6 (35400-112400)	On Deputation
11	Stenographer Grade II	1	1	-	L-6 (35400-112400)	
12	Female Nurse	1	-	1	L-6 (35400-112400)	
	Total	21	13	8		

\*\*CMO (NFSG) with GP-8700/- (level -13) posted in this Press.

01	02	03	04	05	06	07
<b>Group B (Non Gazetted), Industrial</b>						
13	Head Reader	1	-	1	L-6 (35400-112400)	
14	Foreman (Bdg.)	5	5	-	L-6 (35400-112400)	
15	Sr. Artist	1	1	-	L-6 (35400-112400)	
16	Junior Artist	2	1	1	L-6 (35400-112400)	
17	Artist Retoucher	1	-	1	L-6 (35400-112400)	
18	Asstt. Artist Retoucher	4	3	1	L-6 (35400-112400)	
19	Offset M/c Man	18	12	6	L-6 (35400-112400)	
20	D.T.P. Opr.	5	3	2	L-6 (35400-112400)	
21	Camera Man	2	2	-	L-6 (35400-112400)	
	Total	39	27	12		
<b>Group C(Non-Industrial)</b>						
22	Upper Division. Clerk	22	14	8	L-4 (25500-81100)	
23	Stenographer Grade III	2	1	1	L-4 (25500-81100)	
24	Lower Division Clerk	25	10	15	L-2 (19900-63200)	
25	Pharmacist/ Compounder *	2	3	-	L-5 (29200 -92300)	1 excess
26	Cook	2	-	2	L-2 (19900-63200)	
27	Coupon / Counter Clerk	2	2	-	L-2 (19900-63200)	
28	Bearer (Canteen Boy)	2	-	2	L-1 (18000-56900)	
29	M.T.S**	10	7	3	L-1 (18000-56900)	
	Total	67	37	31		

\*\*7 M.T.S = 04 Peon, 01 Safaiwala, 02 Chowkidar

01	02	03	04	05	06	07
Group C(Industrial)						
30	Section Holder (Bdg.)	10	9	1	L-5 (29200 -92300)	
31	Reader	6	5	1	L-4 (25500-81100)	
32	Copy Holder	3	1	2	L-2 (19900-63200)	
33	Binder	69	29	40	L-4 (25500-81100)	
34	Asstt. Binder	32	-	32	L-2 (19900-63200)	
35	M/c Asstt. (Offset)	13	10	3	L-4 (25500-81100)	
36	M/c Attendant (Offset)	11	8	3	L-2 (19900-63200)	
37	Offset Plate Maker	6	5	1	L-4 (25500-81100)	
38	Asstt. Plate Maker	3	3	-	L-2 (19900-63200)	
39	Mech. (Ptg. & Bdg.)	2	2	-	L-4 (25500-81100)	
40	Electrician	2	1	1	L-4 (25500-81100)	
41	Carpenter	1	1	-	L-2 (19900-63200)	
42	Driver (L.V.)	1	1	-	L-2 (19900-63200)	
43	Cleaner Driver(MTS)	1	-	1	L-1 (18000-56900)	
	Total	160	75	85		

**ABSTRACT (As on 01.01.2020)**

Sr. No	Category	Sanctioned As per as per order no. 20/3/2018-A.III dated 08 <sup>th</sup> July 2019	On roll	Vacant posts	To be abolished as & when vacated/ wasted
01	Group A Gazatted	02	01	01	
02	Group B Gazatted	03	02	01	
03	Group B Non-Gazatted (Non-Industrial)	21	13	8	
04	Group B Non-Gazatted (Industrial)	39	27	12	
05	Group C Non Industrial	67	37*	31	*01 excess
06	Group C Industrial	160	75	85	
	<b>Total</b>	<b>292</b>	<b>155</b>	<b>138</b>	

\*1) 01 Pharmacist excess

*Abolition of posts which are vacant for more than 5 years in GIP  
Govt. of India, M/O Housing & Urban Affairs, Directorate of Printing vide order no. 20/3/2018-A.III dated 08<sup>th</sup> July 2019*

\* 01 Pharmacist/Compounder is excess.

Govt. of India Press, Gandhinagar, Nashik is presently functioning with 155 staff strength as against 298 sanctioned strength.

### **Cost of Printing**

The cost of printing of the jobs of indentor(s) are realized by raising printing cost bills, on the basis of existing costing system approved by the Directorate of Printing, New Delhi. The existing costing system is based on proforma accounts of this Press. Cost of Printing is being worked out on the basis of approved common hourly rates for each cost centre of this Press. This costing system is under review and will be replaced with commercial accounting system in all Government of India Presses. At present the printing cost is being realized from indentor(s) on no loss - no profit basis.

### **4(1)(b)II: The power's and duties of officers and employees of Govt. of India Press, Nashik**

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

(1) **Manager**:- The Works Manager will assist the General Manager in his day to day administration and shall take his orders on all important matters. The duties and powers of the Works Manager will be as follows :-

- (1) He is responsible for production in all wings of the Press.
- (2) He is responsible for ensuring economical and expeditious production.
- (3) He is responsible for seeing that security measures as per instructions are adhered to by the Asstt.Manager (Tech.) in charge of the Top Secret section.
- (4) He is responsible for initiating action ensuring the security of Government property.
- (5) He sanctions all leave to technical Supervisory staff up to the rank of Foreman.
- (6) He sanctions increment to the industrial staff up to the rank of Foreman.
- (7) He is authorized to affect internal transfer of workers in the interest of work and efficiency provided the transfer does not entail a reduction in rank, grade or earnings; and all work men under pain of dismissal from service shall obey his orders in this respect.
- (8) He corresponds directly with indentors in technical matters.
- (9) He supervises working details of all branches.
- (10) He scrutinizes and sign bonus statements of all operators.
- (11) He acquaints himself with relevant portions of all Acts affecting the press and its workers.
- (12) He sees that the machinery and fittings are maintained in a state of highest efficiency.

- (13) He is responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
- (14) When the General Manager proceeds on leave/tours etc., he will enjoy the Financial and Administrative powers of General Manager as per the instruction of Directorate of Printing Office Order No. 21/1/94-A-II dated 29.11.1994.
- (2) **Press Medical Officer**:- He is a Group 'A' Officer. His services are required as per provisions of Factories Act 1948. He is the head of Press Dispensary and is responsible to extend proper medical treatment to the Press employees and their family members. He is assisted by Para-Medical staff, viz., Nurse, Pharmacist, Orderly, etc. The medicines required for Press Dispensaries are being indented by him annually and on the basis of that the medicines are being drawn from Govt. medical store depot at New Delhi and medicines essentially required but not available with the depot are obtained through other sources.
- (3) **Asstt. Labour Welfare Commissioner**:- His services are required in the Press as per the provisions of section 49 of Factories Act, 1948. He is responsible for looking after the welfare of the workers and negotiate with the Press management to settle any dispute and thereby ensures cordial and harmonious relations between the workers and the management.
- (4) **Deputy Manager/Assistant Manager (Tech)** :- Their duties are shown below -
- (1) They are responsible for economical and expeditious production in the Press.
  - (2) They are responsible for ensuring of security in production branches.
  - (3) They sanction all leave to industrial staff up to the workers level.
  - (4) They correspond directly with indentors on technical matters.
  - (5) They acquaint themselves with relevant portions of all Acts affecting the Press and its workers.
  - (6) They see that machinery and fittings are maintained in a state of highest efficiency.
  - (7) They are responsible for seeing that adequate stocks are maintained of all printing and stationery stores and are timely replenished.
  - (8) Senior most Deputy Manager is a of DPC/DSC as approved by the Competent Authority.
  - (9) They are authorized to effect inter branch transfer of labourers in the interest of work and efficiency.



(5) **Assistant Manager (Administration)**:- He assists the General 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:-

- (1) He is responsible for all aspects in respect of all administrative matters besides pay, allowances etc. by virtue of being 'Head of Office'
- (2) He gets accounts reconciled with Pay and 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.
- (3) He sanctions leave of office staff.
- (4) All service books and leave accounts are kept under his custody.
- (5) He also functions as Store officer and DDO
- (6) He makes correspondence with Health Officer, Press Medical Officer, CPWD and does all other correspondences of office side.
- (7) The above powers are subject to the condition that he will be working directly under the General Manager and will take his orders on all important questions that may arise, in day-to-day administration. He functions as 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.

(6) **Technical Officer**:- He is responsible for quality and quantity of the work of the press. He will ensure that the Jobs are executed as economical as possible. He will distribute the crews on the M/cs. He will see that all men received 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 the lights in branch when not required are put off.

He will maintain production records of each machine in a register. He will maintain history sheets of machines and same will be put up to the Deputy Manager for checking etc. He is also responsible for quality and quantity of work and will carry out checking of outturns of the operations and ensure that overtime work is kept at the minimum.

Technical Officer detailed in Process Section will look after the work in the Sections such as Camera, Re-touching, Lay-out, Plate Making. He will plan the job economically and will Supervise its processing and will continuously feed the Machine Section with jobs according due priority. He will Supervise the Staff under him and will see that Binding work is executed maintaining quality and sticking to the time schedule. He will frequently interact with the higher officers to solve the problems arising during Production will examine Stock Position, requirement etc.of various items and will co-ordinate with Store, Procurement etc for its Procurement etc.

(7) **Accountant** :- He holds the Supervisory Charge of accounts and establishment sections and in doing so, he is assisted by the Head clerk (Jr.) of the section concerned. He is responsible for the general administration and efficiency of the clerical establishment and will see that the prescribed routine regarding the Accounts/ Establishment/ Estate/ WC&R/ Computing etc. is strictly observed. He will ensure that all Accounts and Establishment matters are disposed off strictly in accordance to the standing orders. He will maintain a complete set of all the forms authorized for use in the various branches and see that no alteration or addition is made to them except under the orders of the General Manager, who obtains the approval of the Directorate of Printing, New Delhi if necessary.

(8) **Head Clerk (Senior./Junior.)**:- Head clerk is responsible for the general supervision of clerical branches and sections under his charge. The Head clerk should see –

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

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

(9) **Head Computer**:- He is responsible to prepare Managerial Control Return every month in time to show the percentage of production achieved against the assessed capacity of machines, loss of production on account of various factors both controllable and uncontrollable. For this he has to compile time sheets of operative hands expeditiously from various Productive Sections. He has to maintain various Registers/ Records for the Preparation of Proforma Accounts on the activities of the Productive hands.

(10) **Upper Division Clerk**:- U.D.C. is a Non-Industrial Group 'C' Post. He prepares notes, drafts, reference, rules etc. draws out reports statements and attends to correspondences Assists Accountant/Head clerk in disposal of complicated of important cases. Makes entries in registers regarding nature and numbers of papers received by him for disposal. Studies letters and correspondences and links connected papers on subject. Prepares brief notes, reports or drafts replies quoting precedent, rules, regulations and existing orders and put up for further consideration. Keeps watch over movement of files. Sometimes he supervises work of subordinate and assists them in disposal of cases correctly and expeditiously. He maintains prescribed registers. He may do his own typing. He maintains accounts of Bill raised and recovery made.

(11) **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 transactions in the Presses. He is also custodian of all valuables of the Press. He is responsible for :-

1. Custody of all money/Cheques/Drafts received in the Press.
2. Disbursement of Cash/Cheques to the Press employees/proper person.
3. To remit cash/Cheques in Bank/Treasury/Pay and Accounts Office etc.
4. He sends third party cheques/drafts by post.
5. He maintains cash book, subsidiary Cash Book, Registers meant for remittance/undisbursed pay and allowances security deposit Register etc.
6. He attends Banks personally on every occasion when money has to be withdrawn or deposited.
7. He maintains Imprest accounts and recoups as soon as the voucher is rendered by the concerned Official/Officer.
8. He keeps savings Bank Pass Books, Security Deposits, Original Contract Agreements, Bonds in his safe custody.
9. 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.
10. He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay & Accounts Office for payment.
11. He ensures proper adherence of all relevant/related rules provided under GFR, CTR/Receipt and payments Rules and Hand Book of GIPs.
12. He counts Cash and examines Currency Notes, Coins to detect counterfeit ones.

(12) **Stenographer Grade II & III** :- Takes dictations in shorthand and reproduces in paper using Typewriter/Computer and after comparing the matter submits that to Superior. He/She also performs various clerical duties to assist superior. Receives and opens mail and submits it to Superior. Maintains diary to note time, date and place of meetings and other engagements for superior and remind him. Attends routine enquires in person, writing or overphone. Receives visitors and arranges their interviews with superior, keeps important and Confidential records.

(13) **Lower Division Clerk :-** He/She is Group “C” Non-Industrial Employee of the Press. Clerk, generally performs variety of clerical duties such as maintenance of records, receipts and dispatch of dak, routine correspondences, tabulating data, preparing production schedules, wage bills and insurance and provident fund accounts, keeping record of issue and receipt, maintaining records of incoming and outgoing consignments, booking and delivering of goods, maintaining auction sale accounts, calculating and releasing octroi/taxes, attending to clerical duties of court, copying and comparison work, etc.

(14) **Caretaker** :- 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 the Press premises in all shifts, besides proper care and cleanliness of the Shop Floor and Office and furniture's. Watch & Ward staff, sanitary staff and Farash works under the control and supervision of Caretaker. He is also responsible for the safe custody of materials issued to Sanitation Section. Since his service is 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.

(15) **Female Nurse** :- Gives bedside care in cases of illness, assists Press Medical Officer in examination and operation of patient and performs other nursing tasks. Maintain records of patients treatment, temperature, respiration, pulse rate, nourishment, progress, etc. Administers medicines and injections, as prescribed, dresses wounds and renders first aid.

(16) **Pharmacists** :- He works in Press Dispensary directly under the control of Senior 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 Sr. M.O.

(17) **General Store Keeper** :- The General Store Keeper receives stores and issues various types of goods, tools equipment, raw materials, etc. and maintains records of each item. Checks incoming supplies against orders bills or vouchers, identifies, weighs or measures and examines various items to ensure correct supply. Affixes or ties identity slips to items giving code numbers or marks. Enters details of goods received in stock registers. Maintains bin cards for each item indicating stock in hand. Ensures proper storing and preservation of goods, Issues stock on demand making necessary entries in registers and bin cards. Exercises physical check of stores periodically and tallies with stock registers. Renders to superior periodical statements and reports showing position and condition of stocks. Makes requisition for replacement and further supply under advice or superiors. Supervises working of subordinates engaged in lifting/stacking/placing goods.

(18) **MTS** :- Physical maintenance of records of section. General cleanliness & upkeep of the Section/Unit. Carrying of files & other papers within the building. Photocopying, sending of FAX etc. Other non-clerical work in the Sections/Unit. Assisting in routine office work like diary, dispatch etc. including on computer. Delivering of Dak (inside & outside the building) Watch & ward duties. Opening & closing of rooms. Cleaning of rooms. Dusting of furniture etc. Cleaning of building, fixture etc. Work related to his ITI qualification, if it exists. Driving of vehicles, if in possession of valid driving license. Upkeep of parks, lawns, potted plants etc. Any other work assigned by superior authority.

(19) **Counter/Coupon Clerk** :- They are responsible for issuing coupons for eatables prepared in canteen etc. They will keep the account and also the account for the stored items.

(20) **Halwai-cum-Cook** :- Cook plans meals and supervises and co-ordinates works of cooks and other kitchen helpers in Press Canteen. Plans daily menu, taking into account of probable attendance, popularity of various dishes and assigns prices to items. Supervises preparation and cooking of food and instructs assistant cooks as required. Concocts special dishes and invests recipes. He is responsible for cooking of eatables and tea in good taste and economically. Supervises dish washing and preparing of vegetables and other food.

(21) **Asstt. Halwai** :- To assist the Head cooks to plan, organize prepare and cook foods stuffs and serve the food. He assist cook in cutting, sorting things and maintaing kitchen.

(22) **Bearer** :- He is responsible for working and keeping the canteen tidy and clean.

#### **Duties of Industrial Employees:-**

1) **Artist Retoucher/Asstt. Artist Retoucher** :- This is Group "C" Industrial category post. He is responsible to improve the quality of halftone negatives by retouching work. He is also responsible to improve the quality of the colour separation negative/positive besides opaquing of negatives, format / lay-out making and colour positive pasting in proper format after he receives negatives/positives from camera section. He marks the format denoting the cut mark, Register marks, center pins etc. He is to report to Technical Officer/ A.M.(T)/Deputy Manager etc.

2) **Senior Artist/Junior Artist** :- This is Group "C" Industrial category post. Senior Artist/Junior Artist is responsible to do work of design, art work, colour designs, charts and lay out work as per the job requirement. He is held responsible for preparation of any design given to him, viz. cover design of periodicals, lay out etc. He indicates the colour scheme on the final art work and prepares the cut drawings. He also prepares formats of the jobs from the negatives/positives. He is to report to Technical Officer/ A.M.(T)/Deputy Manager etc.

3) **Cameraman** :- He is responsible for operating the Camera/Contact printer and other accessories for the reproduction of line, halftone, colour separation work etc. from 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. 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 bottles and the dishes are cleaned. He will ensure economic use of materials and safe custody 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/ A.M.(T)/Deputy Manager. He will develop the exposed film in the absence of the Dark Room Asstt.. Likewise, Asstt. Camera Operator/ Dark Room Asstt. will assist the Camera Operator in production work and will operate the camera whenever the Camera Operator is absent.

4) **Offset Plate Maker/Asstt. Plate Maker** :- 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 break downs 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 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 printing section.

5) **Reader** :- Proof Reading is the duty allotted in this 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 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 of proofs below paragraph 180 in the Hand Book of Govt. of India Presses (Seventh Edition)] and should make his corrections clearly and neatly to avoid confusion the operator. He should cultivate a quick perception and retentive memory. Readers should check the folios, signature and margins.

6) **Copy Holder** :- Each Reader is given an assistant known as Copy Holder, whose duty is to read the “copy” aloud to his Reader. A copy holder must be able to decipher bad or defective manuscript easily.

7) **DTP Operator** :-He is responsible for operating Key Board for English and Devnagri/Regional Language, as the case may be. He is responsible for operating the Key Board for error 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 ens in English and 7500 ens 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 regarding out turn and defects, if any. Further he does make up of the pages and paginate them inside system or if required outside the system also.

8) **Offset Machine Man** :-Each machine operator will be required to work on a single colour, double colour /perfecting or Multi Colour Machine irrespective of the size of the machine. He will set the feed Board, inking units, damping unit, Cylinder pressure, Delivery etc. He will ensure that the machines are kept 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 are properly trimmed and the feeding tables are properly set. He will ensure efficient running of the machine to avoid break down. He will guide his staff properly. He will take the list of the jobs and show the clean sheet to the Technical Officer before printing. He will ensure quality Printing in single or multi-colour with proper registration, colour density, pagination/imposition etc. He is also responsible for daily productions as per Norms.

9) **Offset Machine Assistant** :-The following duties will be performed by the Assistant Machine Operator :-

1. He will set the Feeder.
2. He will set the feeding table with printing paper;
3. He will set the delivery board;
4. He will check the attendants working on the machine, clean the machine and ensure its proper upkeep.
5. He will ensure that the proper damping solution is put in the unit. 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 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 ensuring quality and quantity.

10) **Offset Machine Attendant** :-The Attendant in the machine section will clean the inking and damping rollers. He will bring the paper from the paper cutting machine. He will put the paper for printing on the feed board. He will fix the plates on the machine. He will stand on the delivery board and see that the printed sheets are not mis-registered. He will also see that inking and damping are proper and no scumming etc. is there. He will also ensure that excess water is not falling on the printed sheet. Such excess water 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 a proper place with proper identify of the job. He will oil and grease the machine every day.

11) **Mechanic/Asstt. Mechanic(Ptg & Bdg)** :-The mechanics and assistant mechanics erect and repair the printing machines both Letter Press & Offset and also binding machinery, and other auxiliary machinery etc; test the weighing machines, sharpen cutting machine knives, oil shafting, bearings and do any other mechanical work. They dismantle machine also. No order for mechanical work or repair may be undertaken without a requisition duly signed by the Dy. Manager/Assistant Manager (T). Each mechanic will submit daily docket showing how his time has been occupied during the day. The daily docket will be dispatched by the head mechanic to the general storekeeper to note thereon the cost of materials issued, and then to the account 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 T.O. 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 (Bindery)** :-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 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 section such as Envelope, Counting, 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.

He should also prepare the binding order of the Envelope and D.O. note papers according to Department's instructions. In case of absence of the Bindery Foreman, he should be able to carry on the duties of the Bindery Foreman.

14) **Binders** :- 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 machines and for it proper oiling & 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 initialing the vouchers, the Dispatcher will be responsible for any discrepancy. The Work docket must be sent to the Dispatcher with the first batch of copies.

15) **Asstt. Binder** :- He should be acquainted with the process of all kinds of normal binding work and should be responsible for operation 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 Forman's instructions. The Bindery Assistant should be able to handle all simple machines used in the bindery eg. Cutting, stitching, perforating, eyeleting, punching, numbering machines etc.

16) **Driver (L/V)** :- The Driver is required to drive the Jeep/Van/Lorry etc. whenever he is asked to do so on the written order of the competent authority for official work. He is to ensure that all the vehicle in his charge is cleaned daily and kept ready each day. He is to maintain log book for vehicle properly. He is to ensure that no unauthorized person travel in it or are allowed to drive the vehicle. He will indent on mechanical section for all types of oil, grease etc. that are required to keep the vehicle in good working condition.

17) **Cleaner Driver**:- He will clean the vehicle(s) daily, oil the necessary parts and make it ready for use each day. He will be responsible for upkeep of the vehicle and will assist the Driver in all possible ways.

18) **Electrician**:- He attends all sorts of repair/maintenance work and installation of all electrical equipments installed in the press. He work under Head Mechanic and report to him the defects, progress of repairs etc. The daily docket will be dispatched by the Head Mechanic to the GSK to note thereon the cost of materials issued and then to Accounts section for the purpose of debiting the cost against the Branch concerned.

19) **Carpenter**:- He carries out repairs of office furniture's and attend packing work. He does carpentering job on getting the requisition signed by AM(T)/Deputy Manager 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/Overseer/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/General Manager remains overall responsible for smooth and error free execution of printing work. The Non-Industrial wing is similarly, distributed into various administration/Accounts Sections. Each Non-Industrial Section is supervised by a Head Clerk (Jr.) /Head Clerk (Sr.)/Accountant. These Supervisors are responsible for distribution and timely disposal of work. They work under the control of Asstt. Manager (Admn.) who is the Branch Officer. The Asstt. Manager (Admn.) is responsible for ensuring proper and smooth disposal of work relating to Administration and accounts within the prescribed rules and regulations. In all matters of importance orders/approval of the General Manager are obtained invariably.

**4(1)(b)(IV) :- The norms set by Press, Gandhinagar, Nashik-6 for the discharge of its functions :-**

The exclusive function of Govt. of India Press, Gandhinagar, Nashik under the administrative control of the Directorate of Printing, New Delhi is to print the Indents placed by Postal Store Nashik Road, Income Tax, Publications, RGI jobs, Ministry of Defence jobs, CRPF jobs, Ministry of Law & Justice & other forms etc. of various Central Government Departments and dispatch the same to the Indentor as per time schedule fixed. 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. This Press also accepts the Indents directly from the Postal Stores Depot., Nashik Road. The general policy in the matter of discharging the functions is the disposal of work/jobs as per delivery schedule desired by the Indentor. To achieve this target, the jobs are prioritized and processed. Although individual outputs are fixed for the operative hands, working in pre-printing, printing and post-printing branches, such outputs always do not help to complete the jobs in hand as per the delivery schedule fixed due to various unforeseen administrative reasons. Therefore, maximum output is obtained from every operative hand at all stages of execution of the work through motivation and with better inter-personal relations maintained in the unit and thus the targets are fulfilled.

**4(1)(b)(V) :- The rules, regulations, manuals and records held by Govt. of India Press, Gandhinagar, Nashik under its control ,used by its employees for discharging its function.**

Government of India Press, Gandhinagar, Nashik is a Central Government Organisation and governed by a set of Rules/Regulations/Instructions contained in the Press manual named "Hand Book of Govt. of India Presses" and the rules framed by Govt. of India regarding service matters of Employees, viz., Fundamental Rules, Supplementary Rules, GFR, CTR, Receipt & Payment Rules, Leave Rules besides Factories Act, Payment of Wages Act Workmen Compensation Act etc.

**4(1)(b)(VI) :- A statement of categories of documents that are held by Govt. of India Press, Gandhinagar, Nashik under its control.**

The following documents (unclassified) are held by Govt. of India Press, Gandhinagar, Nashik.

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 & Realizations register
- 9 Receipt Books of cash/cheques.
10. Bill register
11. Pay Bill registers
12. Muster Rolls
13. Vehicles movement register for incoming and out going 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 broad sheet ledger
20. Medical reimbursement register
21. Vacancy register
22. Special representation rosters
23. Seniority list of staff
24. Apprentice register
25. Bill register of Printing costs
26. Liability register
27. Expenditure control register
- 28 Receipt and Issue register
29. Tender registers
30. File Index register
31. Increment register
32. Service Books and Leave accounts of individual employees
33. Rotation register of vacancies
34. Depreciation register
35. Day Book of Procurement
36. Inward and Outward consignment register.

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

Being a subordinate formation of Ministry of Urban Development, Govt. of India no such arrangement exists.

**4(1)(b)(VIII):- A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as Govt. of India Press, Gandhinagar, Nashik's part for the purpose of its advice and as to whether meeting of these boards, councils, committees and other bodies are open to the public or minutes of such meetings as accessible for public :**

Works Committee consisting of elected members from employees side and nominated members from employees side is constituted in Govt. of India Press, Gandhinagar, Nashik under provisions of Industrial Dispute Act and minutes of the meeting of this committee can be accessible for the public. Some sub/committee 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 Press, Gandhinagar, Nashik.**

The directory is furnished as under :-

Sl. No.	Name S/Shri	Designation	Residential Address	Telephone No. (Residence)
1	Ram Dayal	Officer-In-Charge	E-05, Gandhinagar, Nk-6	9818275694
2	A. K. Saxena	Dy. Manager	E-14, Gandhinagar, Nk-6	9654086969
3	Smt. K. K. Bachhav	CMO	Anutara 7, Manohar Garden, Jai Bhawani Road, Nk-02	0253-2414863/ 9421609140
4	L. P. Patre	Technical Officer	F-51, Gandhinagar, Nk-6	7709209312
5	Arvind Choudha	Technical Officer	E-15, Gandhinagar, Nk-6	9423079401
6	G.D. Verma	Technical Officer	E-01, Gandhinagar, Nk-6	7350033417
7	P. P. Plaskar	Technical Officer	E-04, Gandhinagar, Nk-6	8975294757
8	Mrs. Sindhu Pillai	Accountant	"Gayatri", P.No. 15, Pakhal Rd. Wadala Shivar, Nashik-6	9420297653
9	S.R. Dongare	Head Clerk (Jr)	B-2, Tulsi Angan Society, Jagtap Mala, K.J. Mehata Rd. Nashik Road	9890638950
10	K.S. Venkatesh	Head Clerk (Jr)	G-164, Gandhinagar, Nk-6	9823694001
11	P.V. Pawar	Head Computer	E-05, Gandhinagar, Nk-6	9326880247
12	Smt. M.G. Godse	Stenographer Gr.II	400, Lane Road (Sansari), Devlali Camp- 422001	9890638950
13	Miss. Neeta Shirsat	Stenographer Gr.III	G-130, Gandhinagar, Nk-6	9762725636
14	R.G. Awarkar	Head clerk(jr.)	G-118, Gandhinagar, Nk-6	9890083003
15	Smt. G.S. Korde	Head clerk(jr.)	G-104, Gandhinagar, Nk-6	9226006660
16	S.B. Ghuge	Head clerk(jr.)	G-191, Gandhinagar, Nk-6	9822173432
17	S.D. Sontakke	Head clerk(jr.)	G-173, Gandhinagar, Nk-6	9850129664
18	B.B. Bhogale	U.D.Clerk	Vidhya Vihar, Sahyog Colony, Takali Rd. Ramdas Swami Nagar, Nashik-6	9561197737
19	Mrs. Uma Subramanian	U.D.Clerk	No.4, Radha Krishna Aptt. Ayodhya Nagar, Upnagar, Nashik-6	9011496122
20	Smt. S.P. Jadhav	U.D.Clerk	Suyash Teracess, Flat no.2, Rath Chakra Chowk, Aatma Vishwas Society, Indra Nagar, Nashik	9423966432
21	B.V. Davange	U.D.Clerk	G-236, Gandhinagar, Nk-6	9890021368
22	Smt. F.M. Shaikh	U.D.Clerk	G-217, Gandhinagar, Nk-6	7757031935
23	S.D. Pagare	U.D.Clerk	G-188, Gandhinagar, Nk-6	9922340106
24	B.D. Bhadarka	U.D.Clerk	G-103, Gandhinagar, Nk-6	9975914845
25	Pritam Kumar Sinha	U.D.Clerk	G-160, Gandhinagar, Nk-6	8055860914
26	Manish Kumar	U.D.Clerk	G-98, Gandhinagar, Nk-6	8412025302
27	Sujeet Kumar	U.D.Clerk	G-156, Gandhinagar, Nk-6	8668607642
28	Irfan Ahmed	U.D.Clerk	G-18, Gandhinagar, Nk-6	9762256941
29	Asim Kumar	U.D.Clerk	G-219, Gandhinagar, Nk-6	8308465859
30	Ashok Kumar	U.D.Clerk	G-28, Gandhinagar, Nk-6	8007005767

31	Niraj Kumar	U.D.Clerk	G-120, Gandhinagar, Nk-6	9762256961
32	Satyendra Kr. Mishra	L.D.Clerk	G-218, Gandhinagar, Nk-6	9975847435
33	Rahul Kumar	L.D.Clerk	G-48, Gandhinagar, Nk-6	8484096735
34	Anubhaw Sagar	L.D.Clerk	G-44, Gandhinagar, Nk-6	9403975262
35	A.R. Bhalerao	Pharmacist	G-251, Gandhinagar, Nk-6	9156244579
36	P.S. Chaurasiya	Pharmacist	F-3, Partibha Retreat, Asher Estate, Nashik Poone Road, Nashik-1	9850882036
37	G.M. Borade	Pharmacist	Flat No.-3, Vastusamruddhi Co. H.Society, Shahunagar, Near Tararani, Nashik-1	9890196584
38	S.B. Gade	L.D.Clerk	At Post Chite Gaon, Tal Niphad, dist. Nashik	8605304004
39	S.R. Gaikwad	L.D.Clerk	G-108, Gandhinagar, Nk-6	9423557514
40	G.D. More	Peon	G-19, Gandhinagar, Nashik-6.	7798955162
41	V.B. Zagade	Chowkidar	G-195, Gandhinagar, Nk-6	9657029760
42	R.S. Gangurde	Safaiwala	G-229, Gandhinagar, Nk-6	9689190233
43	S.B. Rupwate	Canteen Clerk	F-79, Gandhinagar, Nk-6	9226042060
44	D.S. Bari	Canteen Clerk	G-95, Gandhinagar, Nk-6	9421508654
45	K.G.Jadhav	Junior Artist	Plot No. 39+42C, Sai Bunglow, Vidhate Nagar, Wadal shivar, Nashik-6	9420610069
46	D.B.Shirke	Junior Artist	E-03, Gandhinagar, Nasik-6	9420906639
47	S.M.Gangatirkar	Asstt. Artist Ret.	4, Urmila Co. op. Society, Jail Rd, Nashik Rd. Nk-6	9922111753
48	J.V.Gaware	Asstt. Artist Ret.	F-65, Gandhinagar, Nasik-6	9890256460
49	S. B. Misal	Asstt. Artist Ret.	G-223, Gandhinagar, Nk-6	9860489966
50	R.V.Muthal	Cameraman	G-13, Gandhinagar, Nasik-6	9423540087
51	S.L.Panchbhai	Cameraman	G-157, Gandhinagar, Nk-6	9420828452
52	V.G. Padwal	Offset Plate Maker	F-50, Gandhinagar, Nasik-6	9421634141
53	H.L.Pardeshi	Offset Plate Maker	G-197, Gandhinagar, Nk-6	9890357801
54	G.K. Rokade	Offset Plate Maker	G-206, Gandhinagar, Nk-6	9623816281
55	S.A. Joshi	Offset Plate Maker	G-174, Gandhinagar, Nk-6	9890924364
56	P.S. Pawar	Offset Plate Maker	G-91, Gandhinagar, Nk-6	7588302820
57	U.N. Borade	Asstt. Plate Maker	G-147, Gandhinagar, Nk-6	9372661946
58	Amjad Ismail Kadri	Asstt. Plate Maker	G-41, Gandhinagar, Nk-6	9370017552
59	Ashis Paria	Asstt. Plate Maker	G-210, Gandhinagar, Nk-6	8177840238
60	R.G.Mahale	D.T.P. Operator	G-78, Gandhinagar, Nk-6	9422284591
61	A.P. Gajabhe	D.T.P. Operator	G-65, Gandhinagar, Nk-6	7588302107
62	Veer Pal Singh	D.T.P. Operator	G-200, Gandhinagar, Nk-6	
63	A.D. Pardeshi	Offset Machineman	G-9, Gandhinagar, Nk-6	9890595028
64	R.V. Sanap	Offset Machineman	G-61, Gandhinagar, Nk-6	8600171324
65	S.B. Salunke	Offset Machineman	G-219, Gandhinagar, Nk-6	8698624197
66	A.C. Gaikwad	Offset Machineman	G-202 Gandhinagar, Nk-6	9850578950
67	P.J. Bharade	Offset Machineman	G-123, Gandhinagar, Nk-6	9423968567
68	S.M. Pawar	Offset Machineman	G-202, Gandhinagar, Nk-6	9823351005
69	P.S. Bhor	Offset Machineman	Plot No.-33, Sahkar Colony, Shivaji Nagar, Nashik-6	9763230452
70	N.F. Gambhire	Offset Machineman	G-42, Gandhinagar, Nk-6	9763772505

71	D.P. Gholap	Offset Machineman	G-177, Gandhinagar, Nk-6	9819868751
72	D.S. Nadge	Offset Machineman	G-113, Gandhinagar, Nk-6	9689408634
73	D.T. Borade	Offset Machineman	G-250, Gandhinagar, Nk-6	7276828476
74	C.S. Dani	Offset Machineman	G-172, Gandhinagar, Nk-6	8805234345
75	P.D. Avhad	Offset m/c Asstt.	G-23, Gandhinagar, Nk-6	9011190700
76	A.T. Waghadkar	Offset m/c Asstt.	G-140, Gandhinagar, Nk-6	7588562388
77	S.J. Sonawane	Offset m/c Asstt.	G-213, Gandhinagar, Nk-6	7720006247
78	S.G. Gaikwad	Offset m/c Asstt.	G-171, Gandhinagar, Nk-6	8657888828
79	K.R. Ahire	Offset m/c Asstt.	G-38, Gandhinagar, Nk-6	7040994607
80	D.B. Jadhav	Offset m/c Asstt.	G-107, Gandhinagar, Nk-6	7028013525
81	R.P. Harak	Offset m/c Asstt.	G-11, Gandhinagar, Nk-6	7774930385
82	Deepak Namdeo	Offset m/c Asstt.	G-182, Gandhinagar, Nk-6	8888930889
83	K.P. Gaikwad	Offset m/c Asstt.	G-165, Gandhinagar, Nk-6	9922001676
84	B.R. Patale	Offset M/c Attd	G-105, Gandhinagar, Nk-6	9960336172
85	N.M. Kulthe	Offset M/c Attd	G-241, Gandhinagar, Nk-6	9850395352
86	R.M. Nawale	Offset M/c Attd	G-228, Gandhinagar, Nk-6	9579460009
87	S.M. Shankpal	Offset M/c Attd	G-154, Gandhinagar, Nk-6	9923233493
88	A.N.Gaikhe	Offset M/c Attd	G-215, Gandhinagar, Nk-6	8149057759
89	B.N. Ashtekar	Offset M/c Attd	G-115, Gandhinagar, Nk-6	9657160761
90	R.N. Jadhav	Offset M/c Attd	G-127, Gandhinagar, Nk-6	9226039885
91	R.T. Kshatriya	Offset M/c Attd	G-186, Gandhinagar, Nk-6	7588738131
92	A.K. Sonar	Offset M/c Attd	G-102, Gandhinagar, Nk-6	9371101063
93	Y.A. Wagh	Mechanic (Ptg &Bdg)	G-212, Gandhinagar, Nk-6	7588038294
94	S.K.Karanjekar	Asstt. Mechanic (Ptg &Bdg)	G-98, Gandhinagar, Nasik-6	9325140403
95	K.W. Tajanpure	Electrician	G-43, Gandhinagar, Nk-6	9028525335
96	M.D.Meraj Khan	Carpenter	G-70, Gandhinagar, Nk-6	7775979518
97	Lalit Nirkhade	Cleaner Driver	G-208, Gandhinagar, Nk-6	9561641311
98	D.S.Gaikwad	Foreman (Bdg)	F-97, Gandhinagar, Nk-6	9049621454
99	R.D. Pagare	Foreman (Bdg)	G-131, Gandhinagar, Nasik-6	7875213986
100	S.B. Rao	Sec.Holder(Bdg.)	G-181, Gandhinagar, Nasik-6	9226042067
101	M.W. Borade	Foreman (Bdg)	G-209, Gandhinagar, Nk-6	9921749116
102	B.D. Dhongade	Foreman (Bdg)	G-19, Gandhinagar, Nk-6	9689922087
103	A.R.Sagare	Reader	G-155, Gandhinagar, Nk-6	9657465584
104	M.E.Nikhumbha	Reader	G-25 Gandhinagar, Nk-6	9373412345
105	K.R.Aware	Reader	G-139, Gandhinagar, Nk-6	9420600501
106	Samad Munaf Shaikh	Reader	F-73, Gandhinagar, Nk-6	9763189393
107	N.A.Shirsat	Reader	G-417, Gandhinagar, Nk-6	7304646752
108	S.V.Unawane	Copy Holder	G-184, Gandhinagar, Nk-6	9860963083
109	K.R.Pardeshi	Sec.Holder(Bdg.)	G-249, Gandhinagar, Nk-6	7385377567
110	P.L.Bendkule	Sec.Holder(Bdg.)	G-239, Gandhinagar, Nk-6	9657463528
111	S.L.Dive	Sec.Holder(Bdg.)	G-159, Gandhinagar, Nk-6	8805544702
112	P.V.Wagh	Sec.Holder(Bdg.)	G-114, Gandhinagar, Nk-6	9271871852
113	Y.B.Bhaigade	Sec.Holder(Bdg.)	G-14, Gandhinagar, Nk-6	9970762165
114	T.L.Popire	Binder	G-201, Gandhinagar, Nk-6	9527722490
115	L.B.Chikale	Binder	G-69, Gandhinagar, Nk-6	9552651432
116	L.R.Adhav	Binder	G-33, Gandhinagar, Nk-6	8605831627
117	A.H.Patil	Binder	G-15, Gandhinagar, Nk-6	9890953939



118	R.E.Shirole	Binder	G-67, Gandhinagar, Nk-6	9371528712
119	D.J.Pagare	Binder	G-169, Gandhinagar, Nk-6	8308465644
120	Smt.Sangita S. Kokate	Binder	G-189, Gandhinagar, Nk-6	9226039852
121	I.B.Kadri	Binder	G-02, Gandhinagar, Nk-6	9604829637
122	S.S.Lasure	Binder	G-162, Gandhinagar, Nk-6	7083807527
123	P.V.Bhalekar	Binder	G-75, Gandhinagar, Nk-6	8956110824
124	A.D.Bendkule	Binder	G-205, Gandhinagar, Nk-6	9881182652
125	A.A.Shaikh	Binder	G-88, Gandhinagar, Nk-6	9970114278
126	D.D.Jadhav	Binder	G-247, Gandhinagar, Nk-6	9226037685
127	B.G.Jadhav	Binder	G-133, Gandhinagar, Nk-6	8605831647
128	R.B.Chaudhari	Binder	G-170, Gandhinagar, Nk-6	9850169910
129	R.K.Bodke	Binder	G-54, Gandhinagar, Nk-6	9881238159
130	P.G.Khatale	Binder	G-63, Gandhinagar, Nk-6	9226079908
131	S.S.Jadhav	Binder	G-05, Gandhinagar, Nk-6	9226039895
132	P.D.Jagtap	Binder	G-93, Gandhinagar, Nk-6	9011745753
133	R.P.Bhavsar	Binder	21, "Chandraprabha", Chaitanya Nagar, Lokhande Mala, Nashik-422101	9890487453
134	S.V.Gawali	Binder	G-109, Gandhinagar, Nk-6	8624934559
135	B.D.Parchure	Binder	G-26, Gandhinagar, Nk-6	9373922215
136	H.L.Pawar	Binder	G-31, Gandhinagar, Nk-6	9860177803
137	K.J.Pagare	Binder	G-150, Gandhinagar, Nk-6	9271866809
138	S.V.Gaikwad	Binder	G-167, Gandhinagar, Nk-6	9767598730
139	Shiv Shankar Mehato	Binder	G-106, Gandhinagar, Nk-6	8379980673
140	N.A.Katale	Binder	G-129, Gandhinagar, Nk-6	9604547586
141	B.K.Bhangare	Binder	G-59, Gandhinagar, Nk-6	9604293886
142	S.S.Tajane	Binder	G-35, Gandhinagar, Nk-6	9881378950
143	N.B.Khandvi	Binder	G-72, Gandhinagar, Nk-6	9422371728
144	R.J.Zanzote	Binder	G-10, Gandhinagar, Nk-6	8378947874
145	V.G.Gangurde	Binder	G-45, Gandhinagar, Nk-6	9271427971
146	R.R.Makwana	Binder	G-73, Gandhinagar, Nk-6	9370672043
147	Vijay Pal	LDC	G-72, Gandhinagar, Nk-6	9828229064
148	Nikhil Panchal	LDC	G-244, Gandhinagar, Nk-6	8963864195
149	Deepak Kumar	LDC	G-238, Gandhinagar, Nk-6	7766886561
150	Vishal Sharma	LDC	G-06, Gandhinagar, Nk-6	7800578892
151	Mukesh Pal	LDC	G-242, Gandhinagar, Nk-6	8507004785
152	Ajay Kumar Meena	MTS	G-232, Gandhinagar, Nk-6	8426054363
153	Pancham Kr. Singh	MTS	G-246, Gandhinagar, Nk-6	9110938701
154	Md. Shahid	MTS	G-248, Gandhinagar, Nk-6	9661386045
155	Amrendra Kumar	MTS	G-214, Gandhinagar, Nk-6	9006983863

**4(1)(b)(X) :- The monthly remuneration received by each of Officers & employees of Govt. of India Press Gandhinagar, Nashik, including the compensation as provided in its regulation :**

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

**As on 01.01.2020**

<b>Sl. No.</b>	<b>Name S/Shri</b>	<b>Designation</b>	<b>Pay Scale</b>	<b>Gross Salary (₹)</b>
1	Ram Dayal	Officer-In-Charge	L-7 (44900-142400)	119691/-
2	A. K. Saxena	Dy. Manager	L-7 (44900-142400)	109863/-
3	Smt. K. K. Bachhav	CMO	L-10 (56100-177500)	316973/-
4	L. P. Patre	Technical Officer	L-7 (44900-142400)	94302/-
5	Arvind Choudha	Technical Officer	L-7 (44900-142400)	94302/-
6	G.D. Verma	Technical Officer	L-7 (44900-142400)	91611/-
7	P. P. Plaskar	Technical Officer	L-7 (44900-142400)	68679/-
8	Mrs. Sindhu Pillai	Accountant	L-6 (35400-112400)	65414/-
9	S.R. Dongare	Head Clerk (Jr)	L-6 (35400-112400)	77783/-
10	K.S. Venkatesh	Head Clerk (Jr)	L-6 (35400-112400)	59436/-
11	P.V. Pawar	Head Computer	L-6 (35400-112400)	57798/-
12	Smt. M.G. Godse	Stenographer Gr.II	L-6 (35400-112400)	97999/-
13	Miss. Neeta Shirsat	Stenographer Gr.III	L-4 (25500-81100)	61191/-
14	R.G. Awarkar	Head Clerk (Jr)	L-6 (35400-112400)	48789/-
15	Smt. G.S. Korde	Head Clerk (Jr)	L-6 (35400-112400)	48789/-
16	S.B. Ghuge	Head Clerk (Jr)	L-7 (44900-142400)	68679/-
17	S.D. Sontakke	Head Clerk (Jr)	L-6 (35400-112400)	51597/-
18	B.B. Bhogale	U.D.Clerk	L-4 (25500-81100)	71266/-
19	Mrs. Uma Subramanian	U.D.Clerk	L-6 (35400-112400)	65414/-
20	Smt. S.P. Jadhav	U.D.Clerk	L-5 (29200 -92300)	57434/-
21	B.V. Davange	U.D.Clerk	L-5 (29200 -92300)	50778/-
22	Smt. F.M. Shaikh	U.D.Clerk	L-4 (25500-81100)	43407/-
23	S.D. Pagare	U.D.Clerk	L-4 (25500-81100)	44694/-
24	B.D. Bhadarka	U.D.Clerk	L-4 (25500-81100)	50076/-
25	Pritam Kumar Sinha	U.D.Clerk	L-4 (25500-81100)	35685/-
26	Manish Kumar	U.D.Clerk	L-4 (25500-81100)	35685/-
27	Sujeet Kumar	U.D.Clerk	L-4 (25500-81100)	35685/-
28	Irfan Ahmed	U.D.Clerk	L-4 (25500-81100)	35685/-
29	Asim Kumar	U.D.Clerk	L-4 (25500-81100)	35685/-
30	Ashok Kumar	U.D.Clerk	L-4 (25500-81100)	35685/-
31	Niraj Kumar	U.D.Clerk	L-4 (25500-81100)	37791/-
32	Satyendra Kr. Mishra	L.D.Clerk	L-2 (19900-63200)	31590/-
33	Rahul Kumar	L.D.Clerk	L-2 (19900-63200)	30771/-
34	Anubhaw Sagar	L.D.Clerk	L-2 (19900-63200)	30771/-
35	A.R. Bhalerao	Pharmacist	L-7 (44900-142400)	84006/-
36	P.S. Chaurasiya	Pharmacist	L-7 (44900-142400)	92546/-
37	G.M. Borade	Pharmacist	L-7 (44900-142400)	87359/-
38	S.B. Gade	L.D.Clerk	L-2 (19900-63200)	49432/-
39	S.R. Gaikwad	L.D.Clerk	L-2 (19900-63200)	39546/-

40	G.D. More	Peon	L-1 (18000-56900)	44343/-
41	V.B. Zagade	Chowkidar	L-1 (18000-56900)	48672/-
42	R.S. Gangurde	Safaiwala	L-1 (18000-56900)	43056/-
43	S.B. Rupwate	Canteen Clerk	L-2 (19900-63200)	52182/-
44	D.S. Bari	Canteen Clerk	L-2 (19900-63200)	52182/-
45	K.G.Jadhav	Senior Artist	L-6 (35400-112400)	100925/-
46	D.B.Shirke	Junior Artist	L-6 (35400-112400)	89037/-
47	S.M.Gangatirkar	Asstt. Artist Ret.	L-6 (35400-112400)	95206/-
48	J.V.Gaware	Asstt. Artist Ret.	L-6 (35400-112400)	84006
49	S. B. Misal	Asstt. Artist Ret.	L-6 (35400-112400)	51597/-
50	R.V.Muthal	Cameraman	L-6 (35400-112400)	62946/-
51	S.L.Panchbhai	Cameraman	L-6 (35400-112400)	72774/-
52	V.G. Padwal	Offset Plate Maker	L-4 (25500-81100)	91611/-
53	H.L.Pardeshi	Offset Plate Maker	L-4 (25500-81100)	50778/-
54	G.K. Rokade	Offset Plate Maker	L-4 (25500-81100)	40599/-
55	S.A. Joshi	Offset Plate Maker	L-4 (25500-81100)	40599/-
56	P.S. Pawar	Offset Plate Maker	L-4 (25500-81100)	40599/-
57	U.N. Borade	Asstt. Plate Maker	L-2 (19900-63200)	30771/-
58	Amjad Ismail Kadri	Asstt. Plate Maker	L-2 (19900-63200)	30771/-
59	Ashis Paria	Asstt. Plate Maker	L-2 (19900-63200)	30771/-
60	R.G.Mahale	D.T.P. Operator	L-6 (35400-112400)	74880/-
61	A.P. Gajabhe	D.T.P. Operator	L-6 (35400-112400)	70668/-
62	Veer Pal Singh	D.T.P. Operator	L-6 (35400-112400)	70668/-
63	A.D. Pardeshi	Offset Machineman	L-6 (35400-112400)	61191/-
64	R.V. Sanap	Offset Machineman	L-6 (35400-112400)	62946/-
65	S.B. Salunke	Offset Machineman	L-6 (35400-112400)	62946/-
66	A.C. Gaikwad	Offset Machineman	L-6 (35400-112400)	62946/-
67	P.J. Bharade	Offset Machineman	L-6 (35400-112400)	62946/-
68	S.M. Pawar	Offset Machineman	L-6 (35400-112400)	62946/-
69	P.S. Bhor	Offset Machineman	L-6 (35400-112400)	65414/-
70	N.F. Gambhire	Offset Machineman	L-6 (35400-112400)	56160/-
71	D.P. Gholap	Offset Machineman	L-6 (35400-112400)	51597/-
72	D.S. Nadge	Offset Machineman	L-6 (35400-112400)	51597/-

73	D.T. Borade	Offset machineman	L-6 (35400-112400)	43524/-
74	C.S. Dani	Offset machineman	L-6 (35400-112400)	43524/-
75	P.D. Avhad	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
76	A.T. Waghadkar	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
77	S.J. Sonawane	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
78	S.G. Gaikwad	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
79	K.R. Ahire	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
80	D.B. Jadhav	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
81	R.P. Harak	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
82	Deepak Namdeo	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
83	K.P. Gaikwad	Offset m/c Asstt.	L-4 (25500-81100)	40599/-
84	B.R. Patale	Offset M/c Attd	L-2 (19900-63200)	42237/-
85	N.M. Kulthe	Offset M/c Attd	L-2 (19900-63200)	40716/-
86	R.M. Nawale	Offset M/c Attd	L-2 (19900-63200)	40716/-
87	S.M. Shankpal	Offset M/c Attd	L-2 (19900-63200)	40716/-
88	A.N.Gaikhe	Offset M/c Attd	L-2 (19900-63200)	
89	B.N. Ashtekar	Offset M/c Attdt	L-2 (19900-63200)	43407/-
90	R.N. Jadhav	Offset M/c Attdt	L-2 (19900-63200)	43056/-
91	R.T. Kshatriya	Offset M/c Attdt	L-2 (19900-63200)	43407/-
92	A.K. Sonar	Offset M/c Attdt	L-2 (19900-63200)	36387/-
93	Y.A. Wagh	Mechanic (Ptg &Bdg)	L-2 (19900-63200)	40599/-
94	S.K.Karanjekar	Asstt. Mechanic (Ptg &Bdg)	L-2 (19900-63200)	46683/-
95	K.W. Tajanpure	Electrician	L-4 (25500-81100)	40599/-
96	M.D.Meraj Khan	Carpenter	L-2 (19900-63200)	30771/-
97	Lalit Nirkhade	Cleaner Driver	L-2 (19900-63200)	27261/-
98	D.S.Gaikwad	Foreman (Bdg)	L-6 (35400-112400)	68796/-
99	R.D. Pagare	Foreman (Bdg)	L-6 (35400-112400)	54639/-
100	S.B. Rao	Foreman (Bdg)	L-6 (35400-112400)	62946/-
101	M.W. Borade	Foreman (Bdg)	L-6 (35400-112400)	52182/-
102	B.D. Dhongade	Foreman (Bdg)	L-6 (35400-112400)	54639/-
103	A.R.Sagare	Reader	L-4 (25500-81100)	50778/-
104	M.E.Nikhumbha	Reader	L-4 (25500-81100)	51610/-
105	K.R.Aware	Reader	L-4 (25500-81100)	50778/-
106	Samad Munaf Shaikh	Reader	L-4 (25500-81100)	50778/-
107	N.A.Shirsat	Reader	L-4 (25500-81100)	49374/-
108	S.V.Unawane	Copy Holder	L-2 (19900-63200)	50778/-
109	K.R.Pardeshi	Sec.Holder(Bdg.)	L-5 (29200 -92300)	49374/-
110	P.L.Bendkule	Sec.Holder(Bdg.)	L-5 (29200 -92300)	50778/-
111	S.L.Dive	Sec.Holder(Bdg.)	L-5 (29200 -92300)	49374/-
112	P.V.Wagh	Sec.Holder(Bdg.)	L-5 (29200 -92300)	50778/-
113	Y.B.Bhaigade	Sec.Holder(Bdg.)	L-5 (29200 -92300)	49374/-
114	T.L.Popire	Sec.Holder(Bdg.)	L-4 (25500-81100)	47970/-
115	L.B.Chikale	Sec.Holder(Bdg.)	L-4 (25500-81100)	47970/-
116	L.R.Adhav	Sec.Holder(Bdg.)	L-4 (25500-81100)	47970/-
117	A.H.Patil	Binder	L-4 (25500-81100)	47970/-

118	R.E.Shirole	Binder	L-4 (25500-81100)	47970/-
119	D.J.Pagare	Binder	L-4 (25500-81100)	46683/-
120	Smt.Sangita S. Kokate	Binder	L-4 (25500-81100)	47970/-
121	I.B.Kadri	Binder	L-4 (25500-81100)	47970/-
122	S.S.Lasure	Binder	L-4 (25500-81100)	46683/-
123	P.V.Bhalekar	Binder	L-4 (25500-81100)	42369/-
124	A.D.Bendkule	Binder	L-4 (25500-81100)	46683/-
125	A.A.Shaikh	Binder	L-4 (25500-81100)	46683/-
126	D.D.Jadhav	Binder	L-4 (25500-81100)	46683/-
127	B.G.Jadhav	Binder	L-4 (25500-81100)	46683/-
128	R.B.Chaudhari	Binder	L-4 (25500-81100)	46683/-
129	R.K.Bodke	Binder	L-4 (25500-81100)	46683/-
130	P.G.Khatale	Binder	L-4 (25500-81100)	46683/-
131	S.S.Jadhav	Binder	L-4 (25500-81100)	46683/-
132	P.D.Jagtap	Binder	L-4 (25500-81100)	46683/-
133	R.P.Bhavsar	Binder	L-4 (25500-81100)	82438/-
134	S.V.Gawali	Binder	L-4 (25500-81100)	49374/-
135	B.D.Parchure	Binder	L-4 (25500-81100)	49374/-
136	H.L.Pawar	Binder	L-4 (25500-81100)	45396/-
137	K.J.Pagare	Binder	L-4 (25500-81100)	45396/-
138	S.V.Gaikwad	Binder	L-4 (25500-81100)	46215/-
139	Shiv Shankar Mehato	Binder	L-4 (25500-81100)	44109/-
140	N.A.Katale	Binder	L-4 (25500-81100)	46683/-
141	B.K.Bhangare	Binder	L-4 (25500-81100)	46683/-
142	S.S.Tajane	Binder	L-4 (25500-81100)	45396/-
143	N.B.Khandvi	Binder	L-4 (25500-81100)	45396/-
144	R.J.Zanzote	Binder	L-4 (25500-81100)	46683/-
145	V.G.Gangurde	Binder	L-4 (25500-81100)	44109/-
146	R.R.Makwana	Binder	L-4 (25500-81100)	44109/-
147	Vijay Pal	LDC	L-2 (19900-63200)	25038/-
148	Nikhil Panchal	LDC	L-2 (19900-63200)	25038/-
149	Deepak Kumar	LDC	L-2 (19900-63200)	25038/-
150	Vishal Sharma	LDC	L-2 (19900-63200)	25038/-
151	Mukesh Pal	LDC	L-2 (19900-63200)	25038/-
152	Ajay Kumar Meena	MTS	L-1 (18000-56900)	22113/-
153	Pancham Kr. Singh	MTS	L-1 (18000-56900)	22698/-
154	Md. Shahid	MTS	L-1 (18000-56900)	22698/-
155	Amrendra Kumar	MTS	L-1 (18000-56900)	22698/-

**4(1)(b)(XI) :- The Budget allocation to Govt. of India Press, Gandhinagar, Nashik indicating the particulars of all plans, proposed expenditures and reports on disbursement made :**

Statement of Budget Grant for the year 2019-2020 in respect of Govt. of India Press, Gandhinagar, Nashik is furnished as under :-

**Major Head :- 2058 Stationery & Printing**

1. Salary	= Rs.11,50,00,000
2. Overtime allowance	= Rs. 30,00,000
3. Medical treatment	= Rs 30,00,000
4. Travel Expenses	= Rs. 5,00,000
5. Office Expenses	= Rs 1,12,00,000
6. Professional Services	= Rs. 1,25,000
7. Publication	= Rs. 1,50,000
8. Maintenance/Minor Work	= Rs. 7,00,000
9. Material & Supplies	= Rs. 40,00,000
10. Inter Account Transfer	= Rs. 27,10,000
11. Trade Apprentice	= Rs. 20,00,000
12. Information Technoloty	= Rs. 2,00,000

**MH-4058 Capital Outlay (Non Plan)**

Motor Vehicle	=	-Nil-
METP	=	-Nil-

**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, Gandhinagar, Nashik. This Press is running a Canteen on No Loss & Profit basis with an Executive Body of Elected and nominated member of the employees/ officers of the Press. The Press is providing free space, fuels, Electricity and water for the same. The Grant in Aid is also provided for the Labour Welfare fund.

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

There is no system of allowing concessions to any agencies including Indentors by the Govt. of India Press, Gandhinagar, Nashik. No permits or authorizations are also granted to any agencies by this Press.

**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, Gandhinagar, Nashik reduced in an electronic forms 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 and the Press Website is launched.

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

Govt. of India Press, Gandhinagar, Nashik 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) :- The names, designation and other particulars of the public information officers :-**

The names and other particulars of Public Information Officers are furnished as under :-

Sl.No.	Name of the Press	Public Information Officer	Assistant Public Information Officer
1.	Govt. of India Press, Gandhinagar, Nashik-6.	Shri Ram Dayal Officer-In-Charge Ph.No.(O) 2412868	Shri A. K. Saxena Dy. Manager Ph.No.(O) 2412742

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

---- NIL ---

sd/  
(Ram Dayal)  
Officer-In-Charge