



भारत सरकार  
आवासन और शहरी कार्य मंत्रालय  
(भारत सरकार मुद्रणालय)  
GOVERNMENT OF INDIA  
MINISTRY OF HOUSING AND URBAN AFFAIRS  
(GOVERNMENT OF INDIA PRESS)

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भारत सरकार मुद्रणालय, मिन्टो रोड, नई दिल्ली-110002  
GOVERNMENT OF INDIA PRESS, MINTO ROAD, NEW DELHI-110002

No. D-31/E-I/RTI/ 4119 /19

Dated: 18-2-2020

**OFFICE MEMORANDUM**

**Subject: Transparency audit with respect of compliance under Section 4 of RTI Act, 2005 -reg.**

With reference to Directorate of Printing's OM No.I-10/4/2018-CDN dated 16.12.2019 and consequent reminder dated 10.01.2020 & 11.02.2020, the requisite information is compiled and being sent herewith in hardcopy as well as softcopy by email.

Encls: As above

*(Signature)*  
(R.K. Saxena) 2-2020

Asstt. Manager (Admn.)

To,

The Asstt. Director (CDN)  
Directorate of Printing,  
'B' Wing, Nirman Bhawan,  
New Delhi -110 011

*CDN*

CR. No.
Dy. No.....
Date.....

GOVERNMENT OF INDIA PRESS  
MINTO ROAD  
NEW DELHI

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

**4(1)(b)(i)** The particulars of Govt. of India Press, Minto Road, New Delhi, functions and duties:

By the announcement at the historic Coronation Durbar held at Delhi in 1911, Delhi became the Capital of India and some of the Central Secretariat Departments were transferred from Calcutta to Delhi in 1912. A portion of the government of India press, at Calcutta was also moved to Delhi that year to deal with the urgent requirements for printing at the headquarters of Government. In 1923, on the general reorganization of the Government of India Presses, the Delhi Press was separated from its head office at Calcutta and made an entirely separate Press. The development of Government Departments in New Delhi resulted in greater demands for printing work being placed with the Delhi Press. In 1931 it was transferred to New Delhi, in a newly constructed building at Minto Road.

During World War II the Printing work in this Press went in on increasing. In order to cope with the increasing volume of Printing work of the General Headquarters, a number of temporary posts were created in September, 1942. Even then, the work could not be managed with the then existing single shift and therefore, a partial second shift was introduced in the machine room of the Press. In December, 1944 further expansion of the Second Shift was approved by Government. In October, 1946 the Double Shift arrangement was further expanded in connection with the printing of the Indian Army List, Volume II. In January, 1947, a Hindi/Urdu Section was set up in the Press. Due to the constitutional changes in the country and the setting up of a Constituent Assembly, the Printing work increased further and in July, 1947 a separate Section was started in this Press for the printing of Constituent Assembly and Legislative Assembly Debates in Hindi and Urdu. After the attainment of Independence the activities of various departments of the Government of India in various spheres increased beyond expectation. In September, 1951 a partial 3<sup>rd</sup> shift was started in the machine room of the Press for the printing of postal forms and other miscellaneous work. It was decided to expand the 3<sup>rd</sup> shift in January, 1952 and later on to open a separate Parliament Wing and a Top Secret Section and the necessary staff to run the two newly created units was sanctioned. The construction of the building for the erection of machinery and for accommodating the staff of the Parliament Wing was completed and production started. The 3<sup>rd</sup> shift was abolished after the separate Parliament Wing started functioning properly. Due to tremendous demand of printing work from

Lok Sabha and Rajya Sabha, it was, decided to expand the existing Parliament Wing of the Press. Accordingly additional posts were created to run a 3<sup>rd</sup> shift from June, 1955.

The Commerce Ministry Press was taken over by the Ministry of Works, Housing & Supply on 2<sup>nd</sup> January, 1952 and renamed as Government of India Photo Litho Press which merged with the Government of India Press, New Delhi with effect from 15<sup>th</sup> September, 1958 as an additional wing and functions under the overall administrative control of the General Manager, for printing books, pamphlets, posters and other material for the dissemination of educational and instructive literature in connection with development and welfare activities, the Photo Litho Wing after its merger has been expanded further partly with the aid under the Indo-U.S. Technical Cooperation Programme for Community Development. This Wing is also equipped with the latest type of composing machine known as Foto-Setter. The Press was bifurcated in 1987 into two Presses i.e. Letter Press and Photo Litho Units. The latter is completely modernized.

The category-wise details of staff in Govt. of India Press, Minto Road, New Delhi are given as under:-

Sl.No.	Name of the Post	Pay Scale (In Rs.)	Sanc-tioned Strength	Men on Roll as on 01-01-2020
1.	General Manager /Works Manager	Level -12	2	NIL
2.	Assistant Manager(Tech.)/OIC	Level -7	1	1
3.	Chief Medical Officer	Level -14 + NPA	2	1
4.	Assistant Labour Welfare Commissioner	Level -10	1	NIL
5.	Deputy Manager	Level -7	5	2
6.	Technologist	Level -7	-	1
7.	Assistant Manager (Admn.)	Level -7	2	1
8.	Hindi Officer	Level -7	2	NIL
9.	Technical Officer	Level -7	11	11
10.	Overseer	Level -6	3	NIL
11.	Pharmacist	Level -6	2	2
12.	Compounder	Level -6	1	NIL
13.	Nurse	Level -7	1	1