

भारत सरकार पाठ्य पुस्तक मुद्रणालय
औद्योगिक क्षेत्र, फेज़- I, चण्डीगढ़-160002.

दूरभाष : 0172-2650075

फैक्स : 0172-2650476

सं० : एफ-11012/1/08-ई-1/

दि० :

कार्यालय ज्ञापन

विषय : सूचना का अधिकार अधिनियम, 2005 के अंतर्गत तैयार किए गए मैनुअल ।

सूचना का अधिकार अधिनियम, 2005 की धारा 4(1)(बी) के अंतर्गत दि० : 31.8.2012 की स्थिति के अनुसार इस मुद्रणालय के संबंध में तैयार किए गए मैनुअलों की प्रतिलिपि सभी के सूचनार्थ परिचालित की जाती है ।

संलग्न :- यथोपरि ।

(बिशम्बर धर)
प्रभारी अधिकारी

सूचना पट्ट ।

प्रतिलिपि :-

1. सहायक निदेशक (समन्वय), मुद्रण निदेशालय, 'बी' खंड, निर्माण भवन, नई दिल्ली - 110011.
2. तकनीकी अधिकारी
3. लेखाकार
4. अनुभागधारी (जिल्दसाजी)
5. प्रधान संगणक

प्रभारी अधिकारी

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

**GOVERNMENT OF INDIA TEXT-BOOKS PRESS,
INDUSTRIAL AREA, PHASE – I,
CHANDIGARH-160 002.**

4(1)(b)(i)-The particulars of Govt. of India Text-Books Press, Chandigarh, functions and duties :

As a part of drive to remove illiteracy launched by UNESCO, it was decided to set up first Text-Books Press at Chandigarh to provide Text-Books to school going children at cheaper rates. The machinery for it was gifted by Federal Republic of Germany. The land with building was donated by the State Government. This Press started functioning in 1971. Initially there were only four sheetfed printing machines. Later on four indigenous web offset machines were added to print the forms/publications of various Central /State Govt. Departments. One out of four nos. gifted sheet fed machines has been disposed of after declaring unserviceable. Now this Press is printing the forms/publications of various Central/State Government Departments, since the State Governments are printing text-books on their own. At present this Press is working in two shifts.

4(1)(b)(ii)-The powers of Officers and employees of Govt. of India Text Books Press, Chandigarh :

The powers and duties of Officers and employees of Govt. of India Text-Books Press, Chandigarh are as per Organisational Chart which is annexed herewith as per Annexure 'A' enclosed.

The powers and duties are also available in Hand Book of Govt. of India Presses. The Hand Book of Govt. of India Presses is available on the web site of Directorate of Printing, New Delhi, i.e. <http://dop.nic.in>

4(1)(b)(iii)- The procedure followed in decision making process, including channels of Supervision and accountability :

The procedure followed in decision making process, including channels of Supervision and accountability is as per organizational

chart annexed. 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/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. Deputy Manager who in turn take appropriate decision to ensure proper and timebound execution of printing work. The Officer-in-Charge remains overall responsible for smooth and error free execution of printing work. The Non-Industrial wing is similarly, distributed into various administration/Accounts Section. Each Non-Industrial Section is supervised by a Head Clerk (Sr.)/Accountant/Head Clerk(Jr.) /Head Computer as the case may be. These Supervisors are responsible for distribution and timely disposal of work. They work under the control of Officer-in-Charge in absence of Asstt. Manager(Admn.), who is responsible for ensuring proper and smooth disposal of work related to Administration within the prescribed rules and regulations. In all matters relating to statutory powers and disciplinary cases, approvals are obtained from the Manager, Govt. of India Press, Nilokheri who is having the statutory power and is disciplinary authority of this Press.

4(1)(b)(iv)- The norms set by Govt. of India Text-Books Press, Chandigarh for the discharge of its functions :

The function of Govt. of India Text-Books Press, Chandigarh under the administration control of Directorate of Printing, New Delhi is to print Govt. publications/forms and dispatch of the same to the Indentors 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 function is the disposal of work/jobs as per delivery schedule desired by the Indentors. To achieve this target, the jobs are prioritized and processed accordingly. The individual's out puts are fixed by the DOP New Delhi for the operatives, working in pre-printing, printing and post-printing branches. Maximum output is obtained from every operatives at all stages of execution of the work through motivations and with better inter-personal relations maintained in the units and thus the targets are fulfilled.

4(1)(b)(v)-The rules, regulations, instructions, manuals and records, held by Govt. of India Text-Books Press, Chandigarh or under its control or used by its employees for discharging its functions :

The Hand Book of Govt. of India Presses is available on the website of Directorate of Printing, New Delhi, i.e. <http://dop.nic.in> and a copy of Hand Book and other rules books are available with the Press in book form.

4(1)(b)(vi)-A statement of categories of documents that are held by Govt. of India Text-Books Press, Chandigarh or under its control :

The following documents (unclassified) are held by Govt. of India Text-Books Press, Chandigarh :

1. Production Register.
2. Log Books of Press Vehicles.
3. Cash Book.
4. Register of allotment of Quarters.
5. Remittance Register.
6. Security Deposit Register.
7. Assessment & Realizations register.
8. Receipt Books of cash/cheques.
9. Bill register
10. Pay Bill registers
11. Muster Rolls.
12. Vehicles movement Register for incoming and outgoing vehicles.
13. Visitors Register.
14. GPF ledger for Group 'D' employees.
15. Overtime Register.
16. LTC/TA Register.
17. Court attachment details register.
18. HBA broadsheet ledger.
19. Medical reimbursement Register.
20. Special representations rosters.
21. Seniority list of staff.
22. Apprentices register.
23. Bill register of Printing costs.
24. Liability Register.
25. Expenditure control Register.
26. Report and Issue register.
27. Tender registers.
28. File Index registers.
29. Increment registers.
30. Service Books & Leave accounts of individual employees.
31. Rotations register of vacancies.
32. Depreciations register.
33. Day Book of Procurement.
34. Inward and Outward consignment register.

35. Stock and issue ledgers of stores.

4(1)(b)(vii)-The Particular of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof :

Being a subordinate office of Directorate of Printing, Min. of Urban Development, Govt. of India, New Delhi, 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 Text-Books Press, Chandigarh's part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public :

-Not applicable-

4(1)(b)(ix)-A directory of Officers and employees of Govt. of India Text-Books Press, Chandigarh :

As per Annexure-B enclosed.

4(1)(b)(x)-The monthly remuneration received by each of Officers and employees of Govt. of India Text-Books Press, Chandigarh, including the system of compensation as provided in its regulations :

As per Annexure- C enclosed.

4(1)(b)(xi)-The budget allocated to Govt. of India Text-Books Press, Chandigarh, indicating the particulars of all plans, proposed expenditures and reports on disbursements made :

As per Annexure- D enclosed.

4(1)(b)(xii)-The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

-Not applicable -

4(1)(b)(xiii)-Particulars of recipients of concessions, permits or authorizations granted by Govt. of India Text-Books Press, Chandigarh :

- Not applicable -

4(1)(b)(xiv)-Details in respect of the information, available to or held by Govt. of India Text-Books Press, Chandigarh, reduced in an electronic form :

Due to non-availability of computers, details in respect of the information available to or held by Govt. of India Text-Books Press, Chandigarh have not been reduced in an electronic form. The same will be done after the computers are made available to this Press.

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 Text-Books Press, Chandigarh does not have any library or reading room to be used by the public. No post of Receptionist or other post for providing informations to citizens has been sanctioned for this Press and no one from existing staff has been engaged for this purpose due to acute shortage of staff. However submission of the proposal to get the said staff sanctioned for this Press is under consideration.

4(1)(b)(xvi)-The names, designations and other particulars of the Central Public Information Officers :

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

S. No.	NAME OF THE PRESS	CENTRAL PUBLIC INFORMATION OFFICER	CENTRAL ASSISTANT PUBLIC INFORMATION OFFICER
1	2	3	4
1	Govt.of India Text Books Press, Industrial Area, Phase - I, CHANDIGARH – 160 002.	SHRI T.RAVINDRAN OFFICER-IN-CHARGE	-

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

- 7 -

-NIL-

Annexure A-I

Govt. of India Text Books Press, Chandigarh.		
Sr. No.	Name	Designation
1	Shri Krishan Lal	Hindi Translator
2	Shri Prem Kumar	UDC(Cash)
3	Shri Nakshatra Pal Kalda	UDC
4	Smt. Shashi Bala	UDC
5	Smt. Saroj Bala Sharma	UDC
6	Prakash Chandra Joshi	LDC
7	Smt. Sunita Rani	LDC
8	Rakesh Kumar	LDC
9	Smt. Shreshta Devi	LDC
10	Smt. Anita Rani	LDC
11	Smt. Shashi Kaushal	LDC
12	Avinash Chander	LDC
13	Sh. Inderjeet	Chowkidar
14	Sh. Bishan Dass	-do-
15	Sh. Sohan Lal Sharma	Daftry
16	Smt. Devki Devi	-do-
17	Sh. Rajappan T.M.	Peon
18	Sh. Balbir	Farash
19	Sh.Ganesh Bahadur	-do-
20	Sh. Ram Avtar	Mali
21	Smt. Anarkali	Sanitary Jamadar
22	Suba Ram	Safaiwala
23	Pala Ram	-do-
24	Prem Chand	-do-
25	Brij Lal	-do-
26	Bal Krishan	-do-
27	Rajesh	-do-
28	Babu Ram	-do-
29	Sh. Rai Singh-II	Coffee/Tea Maker
30	Sh. Waziru Ram	-do-
31	Sh. Soban Singh	-do-

Annexure A - II

Govt. of India Text Books Press, Chandigarh.		
Sl.No.	NAME	Designation
1	Shri. SHUBH KIRAN KAUR	Jr. Artist
2	Shri. KAMAL SINGH	Dark Room Asstt.
3	Shri. BHUPINDER SINGH	O/s Platemaker
4	Shri. PRIT PAL KAUR	Reader
5	Shri. SURJEET SINGH 2nd	Copy Holder
6	Shri. GURNAM SINGH	Mechanic
7	Shri. VED PARKASH	Mechanic
8	Shri. RAMESHWAR DAS	Asstt. Mechanic
9	Shri. AVTAR SINGH	Asstt. Mechanic
10	Shri. SATISH KUMAR 1	Cleaner - Driver
11	Shri Umasankar Gangopadhyay	O/s Machine Man
12	Shri Rajesh Kumar	O/s Machine Man
13	Shri Gurbachan Singh	O/s Machine Man
14	Shri Dilbag Singh	O/s Machine Man
15	Shri. DIGAMBAR LAL	O/s Machine Asstt.
16	Shri. VISHNU BHAGWAN SHARMA	O/s Machine Asstt.
17	Shri. JAWALA PRASAD	O/s Machine Asstt.
18	Shri. RAM RATTAN	O/s Machine Asstt.
19	Shri. BRIJ BHUSHAN DOGRA	O/s Machine Asstt.
20	Shri. SOM NATH	O/s Machine Asstt.
21	Shri. DAKSH NARAIN	O/s M/c Attendant
22	Shri. MEHAR SINGH 1	O/s M/c Attendant
23	Shri. HARBHAJAN SINGH	O/s M/c Attendant
24	Shri. SURINDER SINGH RAWAT	O/s M/c Attendant
25	Shri. KRISHAN SINGH	O/s M/c Attendant
26	Shri. KAMALJIT SINGH	O/s M/c Attendant
27	Shri. LAXMAN PRASAD MEENA	Section Holder (Bdy.)
28	Shri. CHANDER MOHAN	Binder
29	Shri Bhagwant Kishore	Asstt. Binder
30	Shri Sher Singh	Asstt. Binder
31	Shri Bihari Lal	Asstt. Binder
32	Shri Harinder Pal Singh	Asstt. Binder
33	Shri Hira Lal	Asstt. Binder
34	Shri Ugam Singh	Asstt. Binder
35	Shri Surjit Singh II	Asstt. Binder
36	Shri Kesar Singh	Asstt. Binder
37	Shri Yatendra Pal Sharma	Asstt. Binder

38	Shri Deep Ram	Asstt. Binder
39	Shri Subhash Chand Sharma	Asstt. Binder
40	Shri Rai Singh	Asstt. Binder
41	Shri Vidya Sagar Prasad Singh	Asstt. Binder
42	Shri Harnek Singh	Asstt. Binder
43	Shri Yugal Kishore	Asstt. Binder
44	Shri Mohinder Kumar I	Asstt. Binder
45	Shri Gurmel Singh	Asstt. Binder
46	Shri Subhash Chand Gupta	Asstt. Binder
47	Shri Ashok Kumar II	Asstt. Binder
48	Shri Kanchan Singh	Asstt. Binder
49	Shri Rulda Ram	Asstt. Binder
50	Shri Lal Bahadur	Asstt. Binder
51	Shri Kirpal Singh	Asstt. Binder
52	Shri Jaib Singh	Asstt. Binder
53	Smt Om Vati	Asstt. Binder
54	Shri Amrik Singh-I	Asstt. Binder
55	Shri Chandi Parshad	Asstt. Binder
56	Shri Doodh Nath	Asstt. Binder
57	Shri Sohan Singh	Asstt. Binder
58	Shri Ram Janam Parshad	Asstt. Binder
59	Shri Charan Singh	Asstt. Binder
60	Shri Maya Dass	Asstt. Binder
61	Shri Amrik Singh-II	Asstt. Binder
62	Smt. Daya Devi	Asstt. Binder
63	Shri Sardara Singh	Asstt. Binder
64	Shri Shyam Lal	Asstt. Binder
65	Shri Ashok Kumar III	Asstt. Binder
66	Shri Bhawani Parshad	Asstt. Binder
67	Shri Durga Singh	Asstt. Binder
68	Shri Ram Niwaz	Asstt. Binder
69	Smt. Urmila Rani	Asstt. Binder
70	Shri Gurdyal Singh	Asstt. Binder
71	Shri Damodar Parshad	Asstt. Binder
72	Shri Ram Partap	Asstt. Binder
73	Shri Tulsi Ram	Asstt. Binder
74	Shri Braham Dutt	Asstt. Binder
75	Shri Sukhnandan Singh	Asstt. Binder
76	Shri Subhash Chand-IV	Asstt. Binder
77	Shri Ram Nihore	Asstt. Binder

78	Shri Ram Pal	Asstt. Binder
79	Shri Jaswinder Singh	Asstt. Binder
80	Shri Brahma Nand	Asstt. Binder
81	Shri Vishwa Nath Rai	Asstt. Binder
82	Shri Ram Badan	Asstt. Binder
83	Shri Bhag Singh	Asstt. Binder
84	Shri Bharat Singh	Asstt. Binder
85	Shri. SUBHASH CHANDER- V	Asstt. Binder
86	Shri. SHAMSHER SINGH	Asstt. Binder
87	Shri. PARVEEN SINGH	Labourer
88	Shri. SURINDER SINGH 3	Labourer
89	Shri. SWAMI NATH PRASAD	Labourer
90	Shri. SURINDER SINGH 2	Labourer
91	Shri. SITA RAM	Labourer
92	Shri. JAGDISH SINGH	Labourer
93	Shri. MAHI PAL	Labourer
94	Shri. BHOPAL SINGH	Labourer
95	Shri. SUNITI PAL	Labourer
96	Shri. SATISH KUMAR 2	Labourer

Annexure A-III

Govt. of India Text Books Press, Chandigarh.		
Sr. No.	Name	Designation
1	Smt. Sukhpal Kaur	Compounder

Govt. of India Text Books Press, Chandigarh.				
Details of Addresses/Telephone Nos. of Staff				
SI No.	NAME	Designation	Office address & Telephone No.	Residential address & Telephone No.
1	T RAVINDRAN	Dy. Manager	Govt. of India Text Books Press, Industrial Area, Phase-I, Chandigarh-160002. Tel. No. : 0172-2650075	H.No. 2315, Sec.-29 C , CHD
2	BISHAMBER DHAR	Asstt. Manager(Admn.)	-do-	H.No. 2256, Sec-29C, CHD
3	SAVITA GULATI	Medical Officer (Part time)	-do-	H.No. 215., Sec-21A, CHD
4	SANDEEP BHATNAGAR	Accountant	-do-	H.No. 3141, Sec. 44-D, CHD
5	KULDEEP SINGH	Head Computor	-do-	H.No.2263 , Sec-29C ,CHD
6	KRISHAN LAL 2	Hindi Translator	-do-	H.No.,2291, Sec-29C,CHD
7	PREM KUMAR	U.D.C.(Cash)	-do-	H.No. 58, Jarnail Enclave, Zirakpur
8	NAKSHATRAPAL KALDA	U.D.C.	-do-	H.No. 2255, Sec-29C, CHD
9	SHASHI BALA	U.D.C.	-do-	H.No. 28, Jarnail Enclave, Zirakpur, Distt. Patiala (Pb)
10	SAROJ BALA SHARMA	UDC	-do-	H.No.2628, Sec-19C, CHD
11	PARKASH CHANDRA JOSHI	L.D.C.	-do-	H.No. 2292-A, Sec-29C, CHD
12	SUNITA RANI	L.D.C.	-do-	H No. 161/2, Sec-45A, CHD
13	RAKESH KUMAR	L.D.C.	-do-	H.no. 2289-A, Sec-29C, CHD
14	SHRESHTA DEVI	L.D.C.	-do-	H.No. 2230 A, Sec-29C, CHD
15	ANITA RANI	-do-	-do-	H.No. 773, Sec-41 A, CHD
16	SHASHI KAUSHAL	L.D.C.	-do-	H.No. 683, Milk Colony, Dhanas, CHD
17	AVINASH CHANDER	L.D.C.	-do-	H.No. 2285-A, Sec-29C,

				CHD
18	SUKHPAL KAUR	Compounder	-do-	H.No. 493, Phase-11, Mohali (Pb)
19	INDERJEET	Chowkidar	-do-	H.No. 4821-B, Sec-29A, CHD
20	BISHANDASS	Chowkidar	-do-	H.No. 2287-A, Sec.29-C, CHD
21	SOHAN LAL SHARMA	Daftry	-do-	H.No. 2257-A, Sec-29C, CHD
22	DEVKI DEVI	Daftry	-do-	H.No. 2257, Sec-29C, CHD
23	RAJAPPAN T M	Peon	-do-	H.No., 2197 A, Sec-29C, CHD
24	BALBIR	Farash	-do-	H.No., 2224, Sec-29C, CHD
25	GANESH BAHADUR	Farash	-do-	H.No. 2254-A, Sec-29C, CHD
26	RAM AVTAR	Mali	-do-	H.No. 2255-A, Sec-29C, CHD
27	ANAR KALI	Sanitary Jamadar	-do-	H.No. 827, Ram Darbar, Indl. Area Phase II, CHD
28	SUBA RAM	Safaiwala	-do-	H No. 1248/2, Rajiv Colony, Sec-17, PUNCHKULA, Haryana
29	PALA RAM	Safaiwala	-do-	H.No. 2256-A, Sec.29-C, CHD
30	PREM CHAND	Safaiwala	-do-	H.No.37, Block No. 213, Sec-32C, CHD
31	BRIJ LAL	Safaiwala	-do-	H.No. 2217, Sec-29C, CHD
32	BAL KISHAN	Safaiwala	-do-	H.No. 2211-A, Sec.29-C, CHD
33	RAJESH	Safaiwala	-do-	H.No. 2219, Sec. 29-C, CHD
34	BABU RAM	Safaiwala	-do-	H.No. 2227, Sec-29-C, CHD
35	RAI SINGH 2	Coffee/Tea Maker	-do-	H.No. 2231-A, Sec-29C, CHD
36	WAZIRU RAM	Coffee/Tea Maker	-do-	H.No.2286, Sec-29C, CHD
37	SOBAN SINGH	Coffee/Tea Maker	-do-	H.NO. 2252, Sec-29C, CHD
38	SHUBH KIRAN KAUR	Jr. Artist	-do-	H.No. 347, Sec-44 A, CHD
39	KAMAL SINGH	Dark Room Asstt.	-do-	H.No. 2254, Sec-29C, CHD
40	BHUPINDER SINGH	O/s Platemaker	-do-	H.No. .1273, Progressive Society, Sec-50-B, CHD

41	PRIT PAL KAUR	Reader	-do-	H.No. 583,Phase-11,Mohali (Pb)
42	SURJEET SINGH 2nd	Reader	-do-	H.No. 1412/13,Phase-9, Mohali (Pb)
43	GURNAM SINGH	Mechanic	-do-	H.No. 2231,Sec-29C,CHD
44	VED PARKASH	Mechanic	-do-	H.NO. 554,Phase II ,Mohali (Pb)
45	RAMESHWAR DAS	Asstt. Mechanic	-do-	Vill-MauliVadwan,Distt.-Ropar (Pb)
46	AVTAR SINGH	Asstt. Mechanic	-do-	H.No. 2223, Sec-29C,CHD
47	SATISH KUMAR 1	Cleaner Driver	-do-	H.No. 2260,Sec-29C,CHD
48	UMA SANKAR GANGOPADHYAY	O/s Machine Man	-do-	H.No. 2290, Sec-29C,CHD
49	RAJESH KUMAR	O/s Machine Man	-do-	H.No. 56/B, Shyam Nagar, Baltana,CHD
50	GURBACHAN SINGH	O/s Machine Man	-do-	H.No. 108, Sec-46-A,CHD
51	DILBAGH SINGH	O/s Machine Man	-do-	H.No. 2290A, Sec-29C,CHD
52	DIGAMBAR LAL	O/s Machine Asstt.	-do-	H.No. 2253 A, Sec-29C,CHD
53	VISHNU BHAGWAN SHARMA	O/s Machine Asstt.	-do-	H.No. 2262 A,Sec-29C,CHD
54	JAWALA PRASAD	O/s Machine Asstt.	-do-	H.No. 2234-A, Sec-29C,CHD
55	RAM RATTAN	O/s Machine Asstt.	-do-	H.No. 337, Indl. Area ,Phase I, CHD
56	BRIJ BHUSHAN DOGRA	O/s Machine Asstt.	-do-	H.No. 2261, Sec-29C,CHD
57	SOM NATH	O/s Machine Asstt.	-do-	H.No. 1244 ,Saini Vihar, Phase III, Baltana, Zirakpur, Distt. Patiala, (Pb)
58	DAKSH NARAIN	O/s M/c Attendant	-do-	H.No. 2221, Sec. 29-C, CHD
59	MEHAR SINGH 1	O/s M/c Attendant	-do-	H.No. 2251, Sec-29C,CHD
60	HARBHAJAN SINGH	O/s M/c Attendant	-do-	H.No. 33,Vill-Kishangarh, P.O. Manimajra, CHD
61	SURINDER SINGH RAWAT	O/s M/c Attendant	-do-	H.No. 2259,Sec-29C, CHD
62	KRISHAN SINGH	O/s M/c Attendant	-do-	H.No. 2194 A, Sec-29C,CHD
63	KAMALJIT SINGH	O/s M/c Attendant	-do-	H.No. 186,Karsan Colony, Ramdarbar, Phase I, CHD

64	LAXMAN PRASAD MEENA	Section Holder (Bdy.)	-do-	H.No. 2264 A, Sec- 29C, CHD
65	CHANDER MOHAN	Binder	-do-	H.No. 2234, Sec-29C, CHD
66	BHAGWANT KISHORE	Asstt. Binder	-do-	H.No. 2289, Sec-29C, CHD
67	SHER SINGH	Asstt. Binder	-do-	H.No. 134, Saini Vihar, Baltana, Zirakpur, Distt. Patiala (Pb)
68	BIHARI LAL	Asstt. Binder	-do-	H.No. 2258, Sec-29C, CHD
69	HARINDERPAL SINGH	Asstt. Binder	-do-	H.No. 2230, Sec-29C, CHD
70	HIRALAL	Asstt. Binder	-do-	H.No. 2264, Sec-29C, CHD
71	UGAM SINGH	Asstt. Binder	-do-	H.No. 2195, Sec-29C, CHD
72	SURJIT SINGH	Asstt. Binder	-do-	H.No. 2233, Sec-29C, CHD
73	KESAR SINGH	Asstt. Binder	-do-	H.No. 366, Phase-4,, Mohali (Pb)
74	YATENDRA PAL SHARMA	Asstt. Binder	-do-	H.No. 2265, Sec-29C, CHD
75	DEEP RAM	Asstt. Binder	-do-	H.No. 2291-A, Sec- 29C, CHD
76	SUBHASH CHAND SHARMA	Asstt. Binder	-do-	H.NO. 1658, Saini Vihar Phase-III, Baltana (Pb)
77	RAI SINGH 1	Asstt. Binder	-do-	H.No. 638, Phase-II, Baltana (Pb)
78	VIDYA SAGAR PRASAD SINGH	Asstt. Binder	-do-	H.No. 2265 A, Sec- 29C, CHD
79	HARNEK SINGH	Asstt. Binder	-do-	H.No. 1487, Phase- 10, Mohali, (Pb)
80	YOUNGAL KISHORE	Asstt. Binder	-do-	H.No. 2288-A, Sec- 29C, CHD
81	MOHINDER KUMAR 1	Asstt. Binder	-do-	H.No. 2196, Sec-29C, CHD
82	GURMAIL SINGH	Asstt. Binder	-do-	H.No. 188, Dhanas Colony, CHD
83	SUBHASH CHAND GUPTA	Asstt. Binder	-do-	H.No. 2263, Sec-29-C, CHD
84	ASHOK KUMAR 2	Asstt. Binder	-do-	H.No. 2259 A, Sec- 29C, CHD
85	KANCHAN SINGH	Asstt. Binder	-do-	H.No. 2232, Sec-29C, CHD
86	RULDA RAM	Asstt. Binder	-do-	H.No. 2232-A, Sec- 29C, CHD
87	LAL BAHADUR	Asstt. Binder	-do-	H.No. 1231, Vikas Nagar, Mauli Jagran, CHD
88	KIRPAL SINGH	Asstt. Binder	-do-	H.No. 2266 A, Sec- 29C, CHD
89	JAIB RAM	Asstt. Binder	-do-	Vill-Jainti Majari, P.O. - Mullapur, Distt. Ropar (Pb)
90	OM VATI	Asstt. Binder	-do-	H.No. 2285, Sec-29C, CHD

91	AMRIK SINGH 1	Asstt. Binder	-do-	H.No. 2082/2, Sec-45C, CHD
92	CHANDI PRASAD JOSHI	Asstt. Binder	-do-	H.No. 2251-A, Sec-29C, CHD
93	DOODH NATH	Asstt. Binder	-do-	H.No. 59, Rajeev Colony, Sec-17, Punchkula, (Hr)
94	SOHAN SINGH 2	Asstt. Binder	-do-	H.No. 2193 A, Sec-29C, CHD
95	RAM JANAM PRASAD	Asstt. Binder	-do-	H.No. 1820, Vikash Nagar, Mauli Jagran, CHD
96	CHARAN SINGH	Asstt. Binder	-do-	H.No. 87, Maloya , CHD
97	MAYA DAS	Asstt. Binder	-do-	H.No. 2253, Sec-29C, CHD
98	AMRIK SINGH 2	Asstt. Binder	-do-	H.No. 100, Zirakpur, Distt. Patiala (Pb)
99	DAYA DEVI	Asstt. Binder	-do-	H.No. 2195 A, Sec-29C, CHD
100	SARDARA SINGH	Asstt. Binder	-do-	H.No. 3160, Sec-40D, CHD
101	SHYAM LAL	Asstt. Binder	-do-	H.No. 2196-A, Sec-29C, CHD
102	ASHOK KUMAR 3	Asstt. Binder	-do-	H.No. 2261-A, Sec-29C, CHD
103	BHAWANI PRASAD	Asstt. Binder	-do-	H.No. 187, Gobind Nagar, Nada Road, P.O.-Naya Gaon, Distt-Ropar, (Pb)
104	DURGA SINGH	Asstt. Binder	-do-	H.No. 2286 A, Sec-29C, CHD
105	RAM NIWAZ	Asstt. Binder	-do-	H.No. 2287, Sec-29C, CHD
106	URMILA RANI	Asstt. Binder	-do-	H.No. 180, Sec-30A, CHD
107	GURDIAL SINGH	Asstt. Binder	-do-	H.No. 102, Shashtri Nagar, Manimajra, CHD
108	DAMODAR PRASAD	Asstt. Binder	-do-	H.No. 2229, Sec-29-C, CHD
109	RAM PRATAP	Asstt. Binder	-do-	H.No. 1231, Mauli Jagran (Vikash Nagar) CHD
110	TULSI RAM	Asstt. Binder	-do-	H.No. 2262, Sec-29C, CHD
111	BRAHAMA DUTT	Asstt. Binder	-do-	H.No. 2258-A, Sec-29C, CHD
112	SUKHNANDAN SINGH	Asstt. Binder	-do-	H.No. 2051, Vikash Nagar, Mauli Jagran, CHD
113	SUBHASH CHAND IV	Asstt. Binder	-do-	H.No. 2266 , Sec-29C, CHD
114	RAM NIHOR	Asstt. Binder	-do-	H.No. 1455/28, Sec-29B, CHD
115	RAM PAL	Asstt. Binder	-do-	H.No. 2225, Sec -29C, CHD

116	JASWINDER SINGH	Asstt. Binder	-do-	H.No.2209/1,Pipliwala Town,Manimajra,CHD
117	BRAHMA NAND	Asstt. Binder	-do-	H.No. 2233-A,SEC-29C,CHD
118	VISHWA NATH RAI	Asstt. Binder	-do-	H.No. 2260, Sec.29-C,CHD
119	RAM BADAN	Asstt. Binder	-do-	H.No. 2198,Sec-29C,CHD
120	BHAG SINGH 2	Asstt. Binder	-do-	H.No. 1454/9,Sec-29 B,CHD
121	BHARAT SINGH	Asstt. Binder	-do-	H.No. 2197, Sec-29C,CHD
122	SUBHASH CHANDER-V	Asstt. Binder	-do-	H.No.638, Vill-Hallomajra,CHD
123	SHAMSHER SINGH	Asstt. Binder	-do-	Vill&P.O. Chhat,Distt. Patiala (Pb)
124	PARVEEN SINGH	Labourer	-do-	H.No. 2226,Sec-29C,CHD
125	SURINDER SINGH 3	Labourer	-do-	H.No. 108, Milk Colony,Dhanas,CHD
126	SWAMI NATH PRASAD	Labourer	-do-	H.No. 2222, Sec.29-C,CHD
127	SURINDER SINGH 2	Labourer	-do-	Vill&P.O. Pabhat, Tch. Derabassi, Distt. Patiala (Pb)
128	SITA RAM	Labourer	-do-	H.No. 1445/19, Sec-29B,CHD
129	JAGDISH SINGH	Labourer	-do-	H.No. 568, Preet Cololy,Zeerakpur,Distt. Patiala (Pb)
130	MAHI PAL	Labourer	-do-	H.No. 2/D, Sec-30C,CHD
131	BHOPAL SINGH	Labourer	-do-	H No. 2229, Sec-29C,CHD
132	SUNITI PAL	Labourer	-do-	H.No. 2288,Sec-29C,CHD
133	SATISH KUMAR 2	Labourer	-do-	H.No. 2198 A, Sec-29C,CHD

GOVT. OF INDIA TEXT BOOKS PRESS, CHANDIGARH							
Monthly remuneration being received by the employees as on 31-8-2012.							
Figures in Rupees							
S.No.	Name	Designation	Pay Scale	Pay	G.P.	Gross	Remarks (Wherever some Spl. Pay/allowa nces are given to a particular employee it should be indicted in the Col.
1	T.RAVINDRAN	DEPUTY MANAGER	15600-39100	28080	6600	62402	
2	BISHAMBER DHAR	ASSTT. MANAGER (ADMN.)	9300-34800	12540	4600	30857	
3	SAVITA GULATI	MEDICAL OFFICER(Part- time)	Fixed	6000	0	6000	
4	SANDEEP BHATNAGAR	ACCOUNTANT	5200-20200	10590	2800	27085	
5	KULDIP SINGH	HEAD COMPUTOR	9300-34800	14440	4600	34335	
6	KRISHANLAL 2	HINDI TRANSLATOR	9300-34800	15790	4600	36447	
7	PREM KUMAR	CASHIER U.D.C	9300-34800	14760	4600	38547	
8	NAKSHTRA PAL KALDA	U.D.C	9300-34800	12200	4200	31224	1640
9	SHASHI BALA	U.D.C	9300-34800	14470	4600	37990	
10	SAROJ BALA SHARMA	U.D.C	9300-34800	14470	4600	34176	
11	PARKASH CHANDRA JOSHI	L.D.C	9300-34802	13550	4600	32594	
12	SUNITA RANI	L.D.C	9300-34800	13550	4600	36224	
13	RAKESH KUMAR	L.D.C	9300-34800	13080	4600	31786	
14	SURESHTA DEVI	L.D.C	5200-20200	11810	2800	26505	
15	ANITA RANI	L.D.C	5200-20200	11560	2800	28947	
16	SHASHI KAUSHAL	L.D.C	9300-34800	13250	4600	35648	

17	AVINASH CHANDER	L.D.C	5200-20200	10580	2800	24390	
18	SUKHPAL KAUR	COMPOUNDER	9300-34800	17250	4600	43328	
19	INDERJEET	CHOWKIDER	5200-20200	9490	2000	21424	
20	BISHAN DASS	CHOWKIDER	5200-20200	8950	2000	20285	
21	SOHAN LAL SHARMA	DAFTARY	5200-20200	9990	2400	24138	
22	DEVKI DEVI	PEON	5200-20200	9980	2400	22745	
23	T;M..RAJAPPAN	PEON	5200-20200	9490	2000	21214	
24	BALBIR	FARASH	5200-20200	10630	2400	24073	
25	GANESH BAHADUR	FARASH	5200-20200	9490	2000	21424	
26	RAM AVTAR	MALI	5200-20200	9490	2000	21424	
27	ANAR KALI	SANITARY JAMADAR	5200-20200	10420	2400	26065	
28	SUBA RAM	SAFAIWALA	5200-20200	10600	2400	26411	
29	PALA RAM	SAFAIWALA	5200-20200	9630	2000	21455	
30	PREM CHAND	SAFAIWALA	5200-20200	9490	2000	23512	
31	BRIJ LAL	SAFAIWALA	5200-20200	8800	2000	20027	
32	BAL KISHAN	SAFAIWALA	5200-20200	6780	1515	15718	
33	RAJESH	SAFAIWALA	5200-20200	8950	2000	20285	
34	BABU RAM	SAFAIWALA	5200-20200	8950	2000	20285	
35	RAI SINGH 2	TEA MAKER	5200-20200	9340	2000	21166	
36	WAZIRU RAM	TEA MAKER	5200-20200	9340	2000	20956	
37	SOBAN SINGH	TEA MAKER	5200-20200	9340	2000	21166	
38	SHUBH KIRAN KAUR	JR ARTIST	9300-34800	14630	4200	37530	
39	KAMAL SINGH	DARK ROOM ASSTT.	5200-20200	11100	2800	25359	
40	BHOPINDER SINGH	OFFSET PLATE MAKER	9300-34800	15130	4600	39333	
41	PRIT PAL KAUR	READER	9300-34800	15470	4600	39910	
42	SURJEET SINGH 2nd	COPY HOLDER	9300-34800	12520	4200	33478	
43	GURNAM SINGH	MECHNIC	9300-34800	14150	4200	33013	
44	VED PARKASH	MECHNIC	5200-20200	10890	2400	27178	
45	RAMESHWAR DASS	ASSTT.MECHANI C	5200-20200	12740	2800	30354	
46	AVTAR SINGH	ASSTT.MECHANI C	5200-20200	8630	2000	18359	
47	SATISH KUMAR 1	CLEANER DRIVER	5200-20200	9400	2400	21747	
48	UMA SANKAR GANGOPADHYAY	OFFSE MACHINE MAN	9300-34800	15060	4600	35266	
49	RAJESH KUMAR	OFFSE MACHINE MAN	9300-34800	14770	4600	38641	

50	GURBACHAN SINGH	OFFSE MACHINE MAN	9300-34800	15080	4600	39237	
51	DILBAG SINGH	OFFSE MACHINE MAN	9300-34800	13580	4200	32033	
52	DIGAMBAR LAL	OFFSET MACHINE ASSTT.	9300-34800	14470	4600	34251	
53	VISHNU BHAGWAN SHARMA	OFFSET MACHINE ASSTT.	9300-34800	13830	4600	33361	
54	JAWALA PRASAD	OFFSET MACHINE ASSTT.	9300-34800	13020	4200	31069	
55	RAM RATTAN	OFFSET MACHINE ASSTT.	9300-34800	12980	4200	34437	
56	BRIJ BHUSHAN DOGRA	OFFSET MACHINE ASSTT.	9300-34800	12810	4200	30918	
57	SOM NATH	OFFSET MACHINE ASSTT.	5200-20200	11810	2800	29712	
58	DAKSH NARAYAN YADAV	OFFSET MACHINE ATTENDENT	5200-20200	10310	2400	23312	
59	MEHAR SINGH 1	OFFSET MACHINE ATTENDENT	5200-20200	11100	2800	25569	
60	HARBHAJAN SINGH	OFFSET MACHINE ATTENDENT	5200-20200	10130	2400	25719	
61	SURINDER SINGH RAWAT	OFFSET MACHINE ATTENDENT	5200-20200	10310	2800	24210	
62	KRISHAN SINGH	OFFSET MACHINE ATTENDENT	5200-20200	10310	2800	24210	
63	KAMALJIT SINGH	OFFSET MACHINE ATTENDENT	5200-20200	8946	2160	23021	
64	LAXMAN PRASAD MEENA	SECTION HOLDER	9300-34800	15100	4200	34782	
65	CHANDER MOHAN	BINDER	9300-34800	10860	3080	25428	
66	BHAGWANT KISHORE	ASSTT.BINDER	9300-34800	14210	4200	33116	
67	SHER SINGH	ASSTT.BINDER	9300-34800	14210	4200	37008	
68	BIHARI LAL	ASSTT.BINDER	5200-20200	12520	2800	27801	
69	HARINDER PAUL SINGH	ASSTT.BINDER	9300-34800	13320	4200	31585	
70	HIRA LAL	ASSTT.BINDER	5200-20200	11810	2800	26580	
71	UGAM SINGH	ASSTT.BINDER	5200-20200	12030	2800	27169	
72	SURJEET SINGH	ASSTT.BINDER	9300-34800	12750	4200	30605	

73	KESAR SINGH	ASSTT.BINDER	9300-34800	12750	4200	33995	
74	YATENDRA PAL SHARMA	ASSTT.BINDER	9300-34800	12750	4200	30815	
75	DEEP RAM	ASSTT.BINDER	9300-34800	12750	4200	30815	
76	SUBHASH CHAND SHARMA	ASSTT.BINDER	9300-34800	12750	4200	34205	
77	RAI SINGH 1	ASSTT.BINDER	9300-34800	12750	4200	33995	
78	VIDYA SAGAR PRASAD SINGH	ASSTT.BINDER	9300-34800	12750	4200	30815	
79	HARNEK SINGH	ASSTT.BINDER	5200-20200	12750	4200	33995	
80	YUGAL KISHORE	ASSTT.BINDER	9300-34800	12100	4200	29487	
81	MOHINDER KUMAR 1	ASSTT.BINDER	9300-34800	12750	4200	30605	
82	GURMAIL SINGH	ASSTT.BINDER	5200-20200	11340	2800	28600	
83	SUBHASH CHAND GUPTA	ASSTT.BINDER	9300-34800	12060	4200	29418	
84	ASHOK KUMAR 2	ASSTT.BINDER	9300-34800	12750	4200	30815	
85	KANCHAN SINGH	ASSTT.BINDER	9300-34800	12440	4200	30282	
86	RULDA RAM	ASSTT.BINDER	9300-34800	12440	4200	30282	
87	LAL BAHADUR	ASSTT.BINDER	5200-20200	11560	2800	29022	
88	KIRPAL SINGH	ASSTT.BINDER	5200-20200	11340	2800	25772	
89	JAIB RAM	ASSTT.BINDER	5200-20200	11340	2800	28600	
90	OM VATI	ASSTT.BINDER	5200-20200	11100	2800	25359	
91	AMRIK SINGH 1	ASSTT.BINDER	5200-20200	11100	2800	28139	
92	CHANDI PRASHAD JOSHI	ASSTT.BINDER	5200-20200	11100	2800	25359	
93	DOODH NATH	ASSTT.BINDER	5200-20200	11560	2800	29022	
94	SOHAN SINGH 2	ASSTT.BINDER	5200-20200	11560	2800	26360	
95	RAM JANAM PRASAD	ASSTT.BINDER	5200-20200	11100	2800	28139	
96	CHARAN SINGH	ASSTT.BINDER	5200-20200	10700	2800	27371	
97	MAYA DASS	ASSTT.BINDER	5200-20200	10700	2800	24881	
98	AMRIK SINGH 2	ASSTT.BINDER	5200-20200	10700	2800	27371	
99	DAYA DEVI	ASSTT.BINDER	5200-20200	11560	2800	26150	
100	SARDARA SINGH	ASSTT.BINDER	5200-20200	10300	2400	25835	
101	SHYAM LAL	ASSTT.BINDER	5200-20200	10300	2400	23295	
102	ASHOK KUMAR 3	ASSTT.BINDER	5200-20200	10300	2400	23295	
103	BHAWANI PRASAD	ASSTT.BINDER	5200-20200	12020	4200	32593	
104	DURGA SINGH	ASSTT.BINDER	5200-20200	10300	2400	23505	
105	RAM NIWAZ	ASSTT.BINDER	5200-20200	10300	2400	23295	
106	URMILA RANI	ASSTT.BINDER	5200-20200	11080	2800	28101	
107	GURDIAL SINGH	ASSTT.BINDER	5200-20200	10150	2400	25547	
108	DAMODAR PRASHAD	ASSTT.BINDER	5200-20200	10130	2400	23003	

109	RAM PRATAP	ASSTT.BINDER	5200-20200	10110	2400	25470	
110	TULSI RAM	ASSTT.BINDER	5200-20200	9750	2400	22559	
111	BRAHAM DUTT	ASSTT.BINDER	5200-20200	9750	2400	22349	
112	SUKHNANDAN SINGH	ASSTT.BINDER	5200-20200	9750	2400	24779	
113	SUBHASH CHAND-IV	ASSTT.BINDER	5200-20200	9750	2400	23935	
114	RAM NIHOR	ASSTT.BINDER	5200-20200	9680	2000	23877	
115	RAM PAL	ASSTT.BINDER	5200-20200	9570	2400	22249	
116	JASWINDER SINGH	ASSTT.BINDER	5200-20200	8950	2000	22475	
117	BRAHMA NAND	ASSTT.BINDER	5200-20200	8950	2000	20285	
118	VISHWA NATH RAI	ASSTT.BINDER	5200-20200	8950	2000	20285	
119	RAM BADAN	ASSTT.BINDER	5200-20200	8480	1900	19305	
120	BHAG SINGH-II	ASSTT.BINDER	5200-20200	8480	1900	21591	
121	BHARAT SINGH	ASSTT.BINDER	5200-20200	8800	2000	20027	
122	SUBHASH CHANDER 4	ASSTT.BINDER	5200-20200	8800	2000	22397	
123	SHAMSHER SINGH	ASSTT.BINDER	5200-20200	8800	2000	22187	
124	PARVEEN SINGH	LABOURER	5200-20200	8950	2000	20210	
125	SURINDER SINGH 3	LABOURER	5200-20200	8950	2000	22610	
126	SWAMI NATH PRASAD	LABOURER	5200-20200	8950	2000	20420	
127	SURINDER SINGH 2	LABOURER	5200-20200	9490	2000	23647	
128	SITA RAM	LABOURER	5200-20200	8800	2000	22028	
129	JAGDISH SINGH	LABOURER	5200-20200	8300	1900	20960	
130	MAHI PAL	LABOURER	5200-20200	7900	1900	20402	
131	BHOPAL SINGH	LABOURER	5200-20200	8200	1900	18748	
132	SUNITI PAL	LABOURER	5200-20200	8200	1900	18748	
133	SATISH KUMAR 2	LABOURER	5200-20200	8480	1900	19440	

GOVT. OF INDIA TEXT BOOKS PRESS, CHANDIGARH.		
Statement showing the budget grant for the year 2012-13		
Figures in Rupees		
Sr. No.	Sub-head	Budget Grant
1	04.06.01-Salaries	4,41,00,000
2	04.06.03-O.T.A.	55,000
3	04.06.06-Medical	9,91,000
4	04.06.11-Demostic T.E.	1,09,000
5	04,06.13-Office Expenses	2800000
6	04.06.16-Publications	80,000
7	04.06.21-Material & Supply	8,00,000
8	04.06.27-Minor Work	1,50,000
9	04.06.31-Grant-in-aid	0
10	04.06.63-Inter A/C Transfer	1,50,000
11	04.06.28-Profess.Services	40,000
	Grand Total	4,92,75,000
12	04.99.50-IT	200,000
13	03-Trade Apprentice	2,75,000