

GOVERNMENT OF INDIA
OFFICE OF THE
ASSTT.DIRECTOR,PRINTING,
(O.P.BRANCH)
1, COUNCIL HOUSE STREET,
KOLKATA-700001

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 Office Of the Asstt. Director,ptg., (Outside Printing Branch), Kolkata functions and duties.

The outside Printing Branch, Calcutta came into being in the year 1947 when it was decided by the Government that the printing work in excess of the capacity of the private printers through this organisation in so far as Calcutta Region is concerned, Since then, this office has been functioning for farming out such jobs to the contractors. The original set-up of this organization was as an attached office under super intendance and control of the then controller of printing and stationery. The setup was subsequently changed in 55/56 and it was then kept under the functional control of the Hanger, Govt. of India Press, Temple Street, kolkata till 11.6.1982. Subsequently, this organization has been declared as an independent Unit under the direct control of the Dtc. of printing, New Delhi.

This organization was fed by the then central paper Store, Calcutta or supply of paper to the contractor which was under the administrative control of Manager, Govt. of India Forms Store, Calcutta.

The main function of this office is to farm out jobs to private printers wick cannot be undertaken by the Govt. of India presses, being in excess of their procuctive capacities and also such jobs which involve intricate nature of technical operations like numbering, nvelop making, board-binding etc.

Through triennial Rate Contract this organization mainly caters to the needs of Post and telegraph Department for maintaining regular flow of supply of the essential and important forms, book and registers and also job involving intricate technical operation which constiture about 80% of the total number of jobs handled by this organization. Besides the jobs cowered under the above triennial Rate Contract, ad-hoc contract for other post and Telegraph jobs are also awarded. The balance 20% of jobs, cover the requirements of other Departments such as Office of the Director General, Commercial Intelligence and

And Millitary Department. For Forms, other than postl and Telegraph, indents are received from the Manager, G. I Forms Stores, kolkata for forming out the jobs of private Printrs. Rescntly functioning of this office is under review of a high power Ministenial Committee.

The Categeory-wise details of staff of Office of the Asstt.Director, Printing,(O.P.Br.), kolkata are given as under:-

Sl No.	Name of Post	Pay Scale	Sanctioned strength.	On roll strength as on 31.8.05.
1.	A.D.(O.P.)	6500-10500	1	Nil.
2.	Accountant	4500-7000	1	1
3.	Head Clerk	5000-8000	2	Nil.
4.	H.C.(Jr.)	4500-7000	3	3
5.	U.D.Clerk	4000-6000	10	9
6.	L.D.Clerk	3050-4590	2	2
7.	Paper Counter	2610-4000	2	2
8.	Duftry	2610-4000	1	1
9.	Peon	2550-3200	2	2
10.	Safaiwala	2550-3200	1	1
	Total:-		25	21

Cost of Printing

The cost of Printing of the jobs of indenters are realised by raising printing Cost bills on this basis of existing system approved by the Dtc.of Ptg., N/Delhi.

4(1)(b)(ii):The powers and duties of Officers and employees of the office of the A.D.(O.P.). kolkata.

(A) Asstt. Director, printing (O.P.Br.). kolkata.:- He is incharge of the entries office and exercise all financial and administrative powers subjects to limitations as laid down in the rules. He passes orders on regular leave application received from the staffs of this office.

Since this office is housed in a building maintained by C.P.W.D. ADOP takes the matter relating to any loopholes/ defects etc. with the C.P.W.D.

(B: Accountant:- He holds Supervisory Charge of accountant and establishment Section including the general administration. He will ensure that all accounts and establishment matters are disposed of strictly in accordance with the standing orders. He also looks after all matter relating to Count and Vigilance Cases.

(C): Head Clerk(S):- H.C. (Sr.)/H.C. (Jr.) is responsible for the general supervision of the section under him control. He will ensure:-
Head Clerk (J):-
(i) that all letters and indents received are duly registered and passed on to the braches or section concerned, and when finally dealt with are properly recorded;
(ii) that all work ready for dispatch is properly packed and duly sent out by the prescribed mode and all work vouchers are duly received and returned for production when required.
(iii) that file ecpies of all such work are carefully mentioned;
(iv) that all instructions received from the several branches and section for the issue of replies or reminders are carefully followed out; and
(v) that all letters issued are interlligently and briefly registered, and copies preserved. The Head Clerk in the Govt. of India Outside Printing Branch, that the routine work involved in the work docket system detailed below is properly carried out.

(D) :U.D.Clerk :- U.D.Clerk is Group-‘C’ post. U.D.C.s generally deals with letters and other correspondences. On receipt of such correspondences he prepares case and puts up the relevant files with notes and drafts to section Incharge and gets it approval from A.D.O.P., Kolkata.

(R) : U.D.Clerk (cash):- He performs the duties relating to Cash and personally responsible for all cash transaction following are the responsibilities of cashier:-

(D) :U.D.Clerk :- U.D.Clerk is Group-‘C’ post. U.D.C.s generally deals with letters and other correspondences. On receipt of such correspondences he prepares case and puts up the relevant files with notes and drafts to section Incharge and gets it approval from A.D.O.P., Kolkata.

(R) : U.D.Clerk (cash):- He performs the duties relating to Cash and personally responsible for all cash transaction following are the responsibilities of cashier:-

- i) Custody of all money/Cheques/Drafts received in this office .
- ii) Disbursement of Cash and Cheque to the proper employees
- iii) Remittance of cash /Cheque/In Bank/Treasury/PayAccounts office.
- iv) He sends third party Cheques/Drafts etc.
- v) he maintains cash book, Subsidiary Cash Book, Registers meantfor remittance/undisbursed pay and allowances security deposit Register,etc
- vi) He attends Banks personally on every occasion when money has to be withdrawn or deposited.
- vii) He maintains imprest accounts and recoups as soon as the voucher is rendered by the concerned official/pfficer.
- viii) He keeps saving Bank Pass Books, Secqrity Deposits, Original CContract Bonds Agreements in his safe custody.
- ix) Hereports all developments to the Asstt. Director,Ptg.,(O.P.Br) Kolkata. He gets the Cash Book. Subsidiary Cash Books, Remittance Register and other Registers pertaining to the Cash Disbursement and remittance chaired and signed.

- x) He maintains a Bill Register in which he keeps record of all bill prepared and presented to Play and Accounts office for payment.
- xi) He ensures proper adherence of all relevant /related rules provided under GFR, CTR Receipt and payments Rules and Hand Books of A.D.O.P., Kolkata.
- xii) The prepares contingent/Printers Bills and Reconciliation of Accounts of this office with P.& A.O. Kolkata.

(F): L. D. Clerk:- He is Group-‘C’ employec of the office of the Asstt. Director, Printing, (O. P. Br.), Kolkata. His primary duty is to maintain registers and reconfds and to do the duties in administrative section of the office. But presently due to shortage of staff, experienced LDCs have started dealing with file work and submission of drafts for approval. He works under Head Clerks Head Clerk (J) and Accountants and is responsible for proper maintenance of records, accurate typing and other clerical jobs, the section in which he works demand and adhere to all rules and regulation in orderto ensure proper and timelydisposal of work in the Administration side.

(G) : Paper Counter:- He counts the papers/materials supplied to the Printers at the time of checking the papers stock of the Printers. Presently they are doing general works meant for Gr. ‘D’ staffs.

(II) : Duftry:- Hemaintains all records of the office. He is required to enter all the important files/records etc in a register and prodice the same whenever required on the instruction of his Section Incharge.

(I) : Peon:- His/Her main duty is to carry the files and documents safely from one section to another and then to officers and vice-versa as per the instruction of the section-in-charge. He also attends all other jobs as are assigned to him by the section-in-charge or the office/establishment.

(J) : Safaiwala:- He does the cleaning/sweeping of the office/Presses premises, to ensure proper cleanliness of the office and its premises.

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

Entire office is distributed into various sections. Each section is superviaes by a Head Clerk (Sr.)/Sead Clerk (Jr.)/ Acett.

These supervisors are responsible for disteibution and timely disposal of work. They work under the control of A. D. (O. P.). In all matters of important orders approval/of the A. D. (O. P.) are obtained invirable.

4(f)(b)(iv):- The norms set by the Asstt .Director, Ptg., (O.P.Br.)
Kolkata for the discharge of its function :-

The main function of the office of the Assistant Director, Printing, (O.P.Br), Kolkata under the control of the Dte, of Printing, N/Delhi was to farm out jobs to private printer which cannot be under taken by the Govt, of India Presses, being in excess of their productive capacities and also jobs which involve intricate nature of technical operation like numbering, envelope making board-binding etc. At present the work of this office is in a stand-still position since the Dte. of Printing N/Delhi decided not to execute such printing works through private printers and declared closure of the Asstt. Director, printing (O.P.Br), Kolkata. Which is under review of the high power Ministerial committee formed by the Government of India

4(1)(b)(v):- The rules, regulation, manuals, manuals and records held by Govt. of India Outside Printing Branch, Kolkata or under its control or used by its employees for discharging its function

Govt of India office of the Asstt. Director, Ptg., (O.P.Br), Kolkata is a Central Govt, organization and Governed by a set of rules/Regulation/Instruction contained in the Presses manual named "the Hand Book of Govt. of India Presses" and the rules framed by Govt of India regarding services matter of employees, i.e. Fundamental Rules Supplementary Rules, GFR, CTR, receipts and payment rules Leave etc.

4(1)(b)(vi) A statement of categories of document that are held by the office of the Asstt, Director, ptg (O.P.branch). Kolkata.

The following documents are held by the o/o the (O.P.Br). Asstt. Director Printing Kolkata :-

1. Production Register
2. Cash Book
3. Remittance Register
4. Security Register.
5. Receipts Books of Cash/Cheque.

4(1)(b)(viii):- A statement of board councils committees and other bodies consisting of two or more persons constitutes as Govt. of India Outside Printing, (O.P.br.), Kolkata part of for the purpose of its advice, and as to whether meetings of these boards, Councils, Committees and other bodies are open to the public or minute of such meetings as accessible for public:-

This office has no Canteen or this office is not an Industrial one. Hence necessity of constitution of such Board/ Committee/ Council was not felt.

4(1)(b)(IX):- A directory of and employees of the office of the Asstt. Director, Printing, (O.P.Br.), Kolkata

Name of Office :- Office of the Assistant Director, Printing, (O. P. Br.),
1, Council House Street, Kolkata-700 001. Ph.: 22484926

Sl. No.	Name of employees	Designation	Pay Sealle	Gross	Remarks
*1.	Vacant	ADOP	6500-10500	NIL	
2.	Sri Ashis Mukhepadhyay	Acctt.	4500-125-7000	Rs.12,253/-	
3.	Sri Avijit Saha,	H. C. (J)	-DO-	Rs.12,528/-	
4.	Sri Dipankar Roy,	H. C. (J)	-DO-	Rs. 13,630/-	
5.	Smt.Anjali Gayen,	H. C. (J)	-DO-	Rs. 13,630/-	
6.	Sri Santanu Indra,	U. D. C.	4000-100-6000	Rs. 11,646/-	
7.	Sri Anup Kr sarkar	U. D. C.	-DO-	Rs.11,646/-	
8.	Sri Shyamal Guhathakurta,	U. D. C.	-DO-	Rs. 11,646/-	
9.	Sri Tapas Kanti Kanungo,	U. D. C.	-DO-	Rs.11,646/-	
10.	Sri Prabir Chaudhuri,	U. D. C.	-DO-	Rs. 11,796/-	
11.	Sri Suwendu Mondal,	U. D. C.	-DO-	Rs. 11,205/-	
12.	Sri Sanat Hembrom,	U. D. C.	-DO-	Rs., 11,205/-	
13.	Sri Debasish Mulliok,	U. D. C.	-DO-	Rs. 10,984/-	
14.	Sri Biman Chandra Dey,	U. D. C.	-DO-	Rs. 9,882/-	
15.	Sri Goutam Boral,	L. D. C.	3050-75-3950- 80-4590	Rs. 8,679/- Rs. 8,759/-	
16.	Sri Somnath Mitra,	L. D. C.	-DO-	Rs. 8,759/-	
17.	Sri Amiya Kumar Das	Paper Counter	2610-60-2910- 65-3370-4000/-	Rs. 8,349/-	
18.	Sri Ajit Mondol,	-DO-	-DO-	Rs. 7,577/-	
19.	Sri Santi Ranjan Das,	Duftry	2750-70-3800- 75-4400/-	Rs. 8,875/-	
20.	Smt. Lila Rani Dhar,	Peon	2610-60-2910- 65-3370-4000.	Rs. 8,349/-	
21.	Sri Bimal Saren,	Peon	2550-55-2660- 60-3200/-	Rs. 7,284/-	
22.	Sri Naba Kumar Das,	Safaiwala	-DO-	Rs. 7,121/-	

* Sri S. M. Dabey, Hindi Officer,G. I. Press, Temple St. Kolkata is looking after the work of A. D. O. P. in addition to his own duty.

4(1)(b)(xi):- The budget allocation to Govt.of India Outside Printing Branch, Kolkata including the particulars of all pplans, proposed expenditures and reports on disbursement made:

Statement of Budget Grant for the year 2005-06 in respect of the office of the Asstt.Diector,Printing, (O.P.Br.), Kolkata is furnished as per below:-

A) Salaries:-

Salaries of officers	=	Rs. 1,00,000
Salaries of Best	=	Rs. 21,00,000(with D.P)
Dearness Allowance	=	Rs. 3,64,000

ANNEXURE – III

Details of Addresses / Telephone Nos. of Staff of Directorate of Ptg.,
 Name of Office:- Govt. of India, Office of the Asstt. Director, Ptg.,
 (Outside Printing Branch), 1, Council House Street,
Kolkata- 700 001., Phone No :- (033) 2248-4926.

Sl. No.	Name & Designation	Office address and Phone No.	Residential address & Phone No.
*1.	Vacant	0/0 A. D.(O.P.) Kolkata-700001 Ph. No. :2248-4926	
2.	Sri Ashis Mukhopadhyay, Actt.	-DO-	Sailo Jalal Chatterjee St., P. O. : Nimta, P. S. : Nimta, Kolkata- 49. Ph. No. :2539-1262
3.	Sri Avijit Saha, H. C. (J)	-DO-	Krishan Samabay Abasan, 101, R. S. Varma Road, Uttar Para, Flat No. ; -A-2 House No.:-2. Ph. No:-2664-8390
4.	Sri Dipankar Roy, H. C. (J)	-DO-	14/B, Halder Lane Kolkata-700 012. Ph. No:- NIL
5.	Smt. Anjali Gayen, H. C. (J)	-DO-	34/33,Andul 1 st Bye Lane, Howrah : 711 109.
6.	Sri Santanu Indra, U. D. C.	-DO-	Konnagar Housing Estate, Flat No:-E-8/11, 134/3/301, C.S. Mukherjee St. Konnagar, Hooghly. Ph. No:-2674-8077
7.	Sri Shyamal Guhathakurta, U. D. C.	-DO-	104, M. G. Road, P. O. :-Haridevpur, Kolkata-700 082, Ph. No:-9433171375
8.	Sri Shyamal Guhathakurta, U. D. C.	-DO-	C/9/1, Ramgarh, P. O. :Naktala, Kolkata-700 047
9.	Sri Tapas Kanti Kanungo, U. D. C.	-DO-	E-53, Ramgarh, P. O. : Naktala, Kolkata-700 047. Ph. No:-2430-7887

* Sri S. M. Dabey, Hindi Officer,G. I. Press, Temple St. Kolkata is looking after the work of A. D. O. P. in addition to his own duty.

Sl No.	Name and Designation		Office Address and Phone No.	Residential Address and Phone No.
10.	Sri Prabir Chaudhuri, D. C.	U.	0/0the ADOP, Kolkata-700001 Phone No: 2248-4926.	Prantik Appartment Block-A, 1 st .Floor, 38A, Attapara Lane, Kolkata-700050. Phone: 9831573188
11.	Sri Suwendu Mondal, D. C.	U.	-DO-	West Kodalia, New Barrackpore, Dist-24-Pgs.(N) Pin: 743276, Kolkata-700 131 Ph, No: NIL
12.	Sri Sanat Hembrom, D. C.	U.	-DO-	1, Halgachia Mother Teressa Colony, Kolkata-700 105.
13.	Sri Debashis Mullick, U. D. C.		-DO-	3, B.L.Dhol Lane, Baranagar, Kolkata-700 036
14.	Sri Biman Ch. Dey, U. D. C.		-DO-	R/C – 8/10, Raghunathpur Kolkata-700 059 Ph. No: NIL
15.	Sri Goutam Boral, U. D. C.		-DO-	Sabujayan Abasan, P. O. : R. C. Thakurani, Kolkata-700 104
16.	Sri Amiya Kr. Das, L. D. C.		-DO-	72/10, Dr. Nilmoni Sarkar St., (Green Park), Kolkata-90. Ph. No.: -NIL
17.	Sri Amiya Kr. Das, Paper Counter.		-DO-	C/o, Susil Ratan Das, 4, Dashbandhu Nagar, R. N. Thakur Road, P. O. :Sodepur, Kolkata-700 110.
18.	Sri Ajit Mondal, Paper Counter.		-DO-	Vill: Dhangadhighila, Kharbagan, P. O. : Bandipur, P. S. : Khardha, Dist: 24- Parganas (N)
19.	Sri Santi Ranjan Das, Peon.		-DO-	7/3, Sahid Nagar, Dhakuria, Kolkata-31. Ph. No:-NIL

Sl No.	Name and Designation		Office Address and Phone No.	Residential Address and Phone No.
20.	Smt. Lila Rani Dhar, Peon.		0/0 the A. D. O. P. Kolkata-700 001. Ph.No: 2248-4926	38/C, Arobinda Park, Purba Putiary, Kolkata-700 093. Ph.No:-NIL.
21.	Sri Bimal Soren, Peon.		-DO-	Vill: Kochmaly, P.O. : Bainchi, Dist: Hooghly.
22.	Sri Naba Kurmar Das, Safaiwala.		-DO-	2/H/17, Ghore Bibi Lane, Kolkata-700054 Phone. No:-NIL

ANNEXURE-IV

<u>Sectional</u>	<u>Sl.No.</u>	<u>Name</u>	<u>Designation</u>
<u>Establishment.</u>	1.	Sri A. Saha	H.O(Jr.)
	2.	Sri A.K Sarkar	U.D.C.
	3.	Sri T.K.Kanungo	U.D.C.
	4.	Sri P.Chaudhuri	U.D.C.(Cash)
	5.	Sri S.Mondal,	U.D.C.
	6.	Sri B.C.Dey	U.D.C.
	7.	Sri S.Mitra	L.D.C.
	8.	Sri A.K.Das	Paper Counter
	9.	Sri S.R.Das	Dufty
	10.	Sri S.Soren	Peon
	11.	Sri N.K.Das	Safaiwala
<u>Recon.&Genl. Section.</u>	1.	Sri A.Mukhopadhyay	Acctt.
	2.	Sri D.Mullick	U.D.C.
	3.	Sri S.Indra	U.D.C.
	4.	Sri S.K.Guhathakurta	U.D.C.
	5.	Sri S. Hembrom	U.D.C.
	6.	Sri G.Boral,	L.D.C.
	7.	Sri A.Mondal,	PaperCounter.
<u>Bill Section</u>	-----VACANT-----		
<u>Ledger Sec.</u>	1.	Sri D.Roy	H.C.(Jr.)
	2.	Sri L.R.Dhar	Peon
<u>P-II Sec.</u>	-----VACANT-----]		
<u>P-I Sec.</u>	1.	Sri A.Gayen	H.C.(Jr.)
		(also looking after the work of official language Implementation Committee)	

4(1)(b)(X):- The monthly remuneration received by each of officers and employees of O/O the A.D.O.P., Kolkata including the system of compersation as provided in its regulation.

The detailed information in respect of the O/O the Asstt.Director, Printing, (O.P.Br.), Kolkata

-: 11 :-

Other Allowances	=	Rs. 9,00,000
P.L.Bonus	=	Rs. 50,000
Festival Advance	=	Rs. Including in salaries of estt
Total	=	Rs. 35,14,000

(B) Others:-

O.T.A	=	Rs. 5,000
Medical Treatment	=	Rs. 20,000
T.E.	=	Rs. 35,000
O.E.	=	Rs. 50,000
Profession all and Spl. Service	=	Rs. 5,000
Publication	=	Nil
Grant-in-aid	=	Rs. 1,000
Grand total		Rs. 36,30,000

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 the office of the Asstt. Director, Printing, (O.P.Br.), Kolkata.

4(1)(b)(xiii): Particulars of recipients of concession, permits or authorization granted by G.I.O/O the Asstt. Director, Printing, (O.P.Br.), Kolkata.

There is no system of allowing concessions to any agencies including indentors by the o/o the A.D.O.P., Kol. However Tender for printing of Govt. jobs through private printers are processed by this office and forwarded to the Dtc. of printing, N/Delhi for final award of contract to the private printers under Triennial % Rate Contract.

4(1)(b)(XIV):- Details in respect of the informations available to or held by it, reduced in an electron form.

At present information available or held by the O/O the Asstt. Director, printing, (O.P.Br.), Kolkata reduced in an electronic form has not been prepared due to non-installation of Computer. The same will be prepared and put in Website as and when the computers are available to this office.

(B) Others:-

O.T.A	=	Rs. 5,000
Medical Treatment	=	Rs. 20,000
T.E.	=	Rs. 35,000
O.E.	=	Rs. 50,000
Profession all and Spl. Service	=	Rs. 5,000
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4(1)(b)(XIV):-

Details in respect of the informations available to or held by it, reduced in an electron form.

At present information available or held by the O/O the Asstt. Director, printing, (O.P.Br.), Kolkata reduced in an electronic form has not been prepared due to non-installation of Computer. The same will be prepared and put in Website as and when the computers are available to this office.

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 people use:-

The Office of the Asstt. Director, printing, (O.P.Branch), Kolkata has no library/ reading room for public use.

4(1)(b)(XVI):-

The names, designation and other particulars of the public information officers:-

The names and other particulars of Public information Officer is furnished as under:-

Sl.No.	Name of the Office.	Public information Office.	Asstt.Public information officer
1.	O/O the Asstt.Director,Ptg.,(O.P.Br.), Kolkata	Sri S.R.Pramanik. Manager, G.I.Press, Temple st., Kolkata	Sri S.Bandopadhyay, Asstt.Manager(Admn.) G.I.Press, Temple st. Kolkata

4(I)(b)(XVII): Such other information as may be prescribed.

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