

S. No.	Name, Designation, Address and Tel. No. of APIO(S/Sh)	Name, Designation, Address and Tel. No. of CPIO(S/Sh)	Subject matter dealt	Name, Designation, Address and Tel. No. of Appellate Authority (S/Sh)
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1	Subhash Chander, Assistant Director (Admn-I), Room No. 203 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/2831 (Extn.).	Ramesh Kumar, Dy Direcotr (A-I),Room No. 207 'B' Wing Tel No. 23062965	<ol style="list-style-type: none"> 1. Service Matters pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India Presses except Kolkata Complex and Accountant. 2. A.C.P. cases pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India Presses except Kolkata Complex and Accountant. 3. Framing and Ammendment of Recuritment Rules for Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India Presses. 4. Honararium. 5. Cash handling allowance. 6. Parliament Questions. 7. Maintenance of organizational chart,Hindi report etc. 8. Court cases related to Group 'C' and 'D' employees of all the Presses. 9. Inter Press transfers. 10. Pension and Public Grievance cases pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) of all the Government of India presses except Kilkata Complex and Accountatn. 11. Review Cases pertaining to Group 'C' and 'D' employees (industrial and Non-Industrial) of all the Government of India Presses except Kolkata complex and Accountant. 12. Special Casual Leave pertaining to Group 'C' and 'D' employees (Industrial and Non-Industrial) fo all the Government of India Presses except Kolkata Complex and Accountant. 	G. Ganeshan , Dy. Secretary, Room No. 110 'B' Wing, Tele No. 23061307
2	Shri Harsh Prakash, Assistant Direcotr (A-II), Room No. 301 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/2845 (Extn.).	L.R.Gupta, Dy. Direcotr (Estt.),Room No. 308 'B' Wing, Tele No. 23061186	<ol style="list-style-type: none"> 1. All cadre matters related to Group 'A' officers in Government of India Presses. 2. All cadre matters relating to Group 'B' officers in Government of India Presses. 3. Filling up of the Post of Director (Printing) and Joint Director (Technical). 4. Recruitment Rules of Group 'A' and Group 'B' posts in the Government of India Presses. 5. All matters relating to Press Medical Officers. 6. Issue of sanctions towards medical indents for 	R.C.Gupta, Dy. Secretary, Room No. 105 'B' Wing, Room No. 23061092

			<p>purchase of medicines and medical appliance by the Presses for use of the Press dispensary</p> <ol style="list-style-type: none">7. Issue of sanctions for purchase of LPG/Fuel/Coal/Firewood etc. to the Presses for use of the Press Canteens8. Issue of sanctions for Grants in Aid for the Welfare activities in the Presses9. Settlement of all medical claims of all the employees of Government of India Presses which comes under the powers of Directorate of Printing.10. Grant of compensation amount to the press employees for any mishap/ injury while on duty.11. All other connected miscellaneous work like Parliament Questions, VIP references, Court cases and P.G. Cases etc.12. All matters relating to appointment, promotion, transfer deputation, delegations, confirmation etc., representations relating to Group 'A' Officers of Presses/Branches and Forms Store including O.P. Branch, Calcutta.13. All matters relating to appointment, promotion, transfer deputation, delegations, confirmation etc., representations relating to Group 'B' Officers of Presses/Branches and Forms Store including O.P. Branch, Calcutta.14. Filling up of the Post of Director (Printing) and Joint Director (Technical).15. Recruitment Rules of Group 'A' and Group 'B' posts in the Government of India Presses.16. All matters relating to Press Medical Officers.17. Issue of sanctions towards medical indents for purchase of medicines and medical appliance by the Presses for use of the Press dispensary.18. Issue of sanctions for purchase of LPG/Fuel/Coal/Firewood etc. to the Presses for use of the Press Canteens.19. Issue of sanctions for Grants in Aid for the Welfare activities in the Presses.20. Settlement of all medical claims of all the employees	
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			<p>of Government of India Presses which comes under the powers of Directorate of Printing.</p> <p>21. Grant of compensation amount to the press employees for any mishap/injury while on duty.</p> <p>22. All other connected miscellaneous work like Parliament Questions, MP/VIP references, Court cases and P.G. Cases etc.</p>	
3	<p>Shri M.S.Bisht, Assistant Director (A-IV) Room No. 213 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234, 23022145, 23022229/28 54 (Extn.).</p>	<p>L.R.Gupta, Dy. Director (Estt.), Room No. 308 'B' Wing, Tele No. 23061186</p>	<p>1. Unions/Associations in various Government of India Presses-</p> <ul style="list-style-type: none"> (i) Recognition, (ii) demand/representation of the Unions/Associations, (iii) deputation/meetings of the representatives of the recognized Unions/ Associations on their request (iv) Issuing notices for the meetings/preparing brief for the meetings. (v) Constitution/Re-constitution of Works Committee <p>2. Items relating to JCM matters- nomination of representatives etc.</p> <p>3. Limited Departmental UDC/LDC Examination, Readership Examinations etc. (Nomination of Paper Setter and Evaluator of Answer Sheets etc. for the said examinations. And Sanction of honorarium to the Officers).</p> <p>4. Training of Group C and D staff in the Presses (Other than Calcutta Presses).</p> <p>5. Implementation of the recommendations of the Norms Committee.</p> <p>6. Implementation of the recommendation of Inter-Departmental Committee.</p> <p>7. Sanction of Special Casual leave to Office Bearers of Unions for participation in Union/Activities.</p>	<p>R.C.Gupta, Dy. Secretary, Room No. 105 'B' Wing, Room No. 23061092</p>

			<p>8. Grant of NOC to employees of GIPs for issuing Passports.</p> <p>9. Policy decision with regard to Leave in terms of Factories Act and other various issues like inclusion of HRA/CCA in Leave encashment, Special pay etc.</p> <p>10. Fifth Central Pay Commission matters covering various issues like fixation of pay, stepping of pay of Group C and D employees of all GIPs., upgradation of pay scales of Officers of all categories of Non-Industrial and Industrial employees of Government of India Presses.</p> <p>11. Implementation of Court cases arising out of pay fixation as well as upgradation of pay scales relating to Vth Pay Commission.</p> <p>12. Processing of matters/cases for referring to 6th CPC.</p> <p>13. Policy decision on All Estates related matters such as-</p> <ul style="list-style-type: none"> (i) allotment of Press Pool Quarters; (ii) change of allotment on medical grounds; (iii) out of turn allotments; (iv) overstayal/unauthorized occupation, (v) subletting cases. (vi) Policy guidelines on allotment of shops in Presses. (vii) Reports/returns on estates matters including subletting, retention of Government quarters after death/retirement etc. (viii) Disputes regarding cases of HRA claims and Licence fee. <p>14. Processing of Court cases of various Presses arising out of</p> <p>—</p> <ul style="list-style-type: none"> (i) Pay matters, (ii) Allotment of Press accommodation, (iii) Regularization of Government Quarters/damage charges, (iv) Unions matters etc. 	
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			15. Fortnightly returns in respect of Court cases, VIPs references, dealt in this Section.	
4	Sh. R.Raja Kannu, Assistant Director (B&A-II /Norms Cell) Room No. 304 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/28 47(Extn.).	Amar Nath (F.O.), Room No. 209 'B' Wing Tele No. 23022234	<ol style="list-style-type: none"> 1. Analysis of Managerial Control Returns received from Government of India Presses. 2. Data entry of managerial control returns relating to Sheet Impression and idling time received from Government of India Presses. 3. Annual Assessment & Fixation of capacity utilization of each Government of India Presses. 4. Common Hourly Rates approval. 5. Productivity Linked Bonus - scrutiny & approval. 6. Selection of Best Press Operatives scrutiny & processing. 	G. Ganeshan , Dy. Secretary, Room No. 110 'B' Wing, Tele No. 23061307
5.	Smt. Sarita Nair, Assistant Director (Vigilance) Room No. 210 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/28 41 (Extn.).	Ramesh Kumar, Dy Direcotr (A-I),Room No. 207 'B' Wing Tel No. 23062965	<ol style="list-style-type: none"> 1. Complaints, Disciplinary proceedings, examination of appeals, revision petition, court cases pertaining to GIPs. 2. Monthly summary for cabinet and Monthly and quarterly return of Anti-corruption and monthly return on disposal of Disciplinary/vigilance cases 3. Status of disciplinary/vigilance cases 4. Matters relating to conduct rules regarding acquisition of disposal of property. 5. Review of Punishment orders and Suspension orders of all GIPs. 6. Circulation of AV series circulars among GIPs. 7. Furnishing Vigilance clearance in respect of employees of GIPs/Directorate of Printing 	G. Ganeshan , Dy. Secretary, Room No. 110 'B' Wing, Tele No. 23061307

6	<p>Sh. Narender Kumar, Assistant Director (B&A) Room No. 212 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/2842 (Extn.).</p>	<p>Amar Nath (F.O.), Room No. 209 'B' Wing Tele No. 23022234</p>	<ol style="list-style-type: none"> 1. Assessment of Fund requirement for H.B.A 2. Sending of Quarterly Utilization Report of House Building Advance. <ol style="list-style-type: none"> 2. Scrutiny of House Building Advance application received from GIPs and sanction 3. Processing of Sale Tax cases pending in Courts relating to disposal of waste paper and related correspondence. 4. Surprise verification of cash reports. 6. Monitoring of printing charges, Bill raising, recovery of printing charges and pendency on the basis of quarterly returns received from the GIPs. <ol style="list-style-type: none"> 2. Review of pendency of printing charges outstanding against various Indenting Departments and follow up action. 3. Collection of Press-wise/Deptt.-wise outstanding printing charges details and issue of D.O. letters to various Indenting Departments. 4. Working out ways and means to improve the recovery of printing charges from Indenting Departments. 5. Collection of information from GIPs. for FR&BM reviewed by Ministry and its compilation. 1. Preparation of RE & BE in respect of Demand No.102- Stationery and Printing (21 Presses/Units.) 2. Preparation of material for Parliamentary Standing Committee. 3. Review/Monitoring of monthly expenditure. 4. Preparation of Appropriation Account. 5. Preparation of material for Performance Budget. 	<p>G. Ganeshan , Dy. Secretary, Room No. 110 'B' Wing, Tele No. 23061307</p>
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			<p>6. Allocation/Re-allocation of fund to GIPs. Preparation of Final Demand.</p> <p>7. Implementation of Commercial Accounts of GIPs.</p> <p>8. Preparation of quarterly report for Fiscal Responsibility and Budget Management.</p> <p>9. Miscellaneous matter relating to Budget.</p> <p>1. Monitoring of internal audit, Statutory Audit & CAG report on the accounts of GIPs and other units.</p> <p>2. Preparation of ATN & Settlement of CAG para.</p> <p>3. Vetting of audit replies to statutory audit paras relating to GIPs & other related matter.</p> <p>4. Review of Internal audit para and submission.</p> <p>5. Settlement of Draft para report & follow up action with GIPs.</p> <p>1. Monitoring & scrutiny of Proforma Accounts received from the GIPs and other related matter.</p> <p>2. Preparation of quarterly report on actual expenditure on Pay & Allowances of regular employees.</p> <p>3. Depreciation Reserve Fund Balance review & follow up action.</p> <p>4. L.T.C./T.A. bills of Managers of GIPs.</p> <p>5. Advice on T.A./L.T.C. relating of matters to the press.</p> <p>6. Investigation of arrear claims.</p> <p>7. Material for summarized result of P.S.U.S.</p> <p>8. depreciation of Reserve Fund with P & AO's figures.</p> <p>9. R.E. & B.E. preparation for loans and advances.</p> <p>10. Allocation of fund under loans & advances for short turn advances.</p> <p>11. Sanction of Motor Car, Scooter advance and Computer advance to Officials of Government of India Presses/Branches.</p> <p>12. Scrutiny of GPF advance/withdrawal cases of heads of the Presses/Units.</p>	
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7.	Smt. R.K.Nangia, Assistant Director (OL) Room No. 311 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/28 53 (Extn.).	Ramesh Kumar, Dy Direcotr (A-I),Room No. 207 'B' Wing Tel No. 23062965	<ol style="list-style-type: none"> 1. Organizing quarterly OLIC meetings. 2. Compilation of quarterly progress report of Hindi correspondence. 3. Organizing Hindi Fortnight, Hindi Day, World Hindi Day. 4. Implementation of Hindi noting/drafting encouragement scheme. 5. Circulation of annual programme of Official Language department. 6. Summoning, compiling and review of monthly reports of the sections of directorate. 7. Preparation of messages from director and other higher officers for magazines published by different presses. 8. Compliance action/submission of action taken reports on the minutes of Ministry's OLIC meetings. 9. Financial sanction for purchase of Hindi books in the Govt. of India presses. 10. Financial sanction for organizing Hindi Week/Hindi Fortnight in GIPs. 11. Compilation of annual assessment report. 12. Inspection of subordinate offices to ensure Implementation of Official Language policy. 13. Inspections by Parliamentary Committee on Official Language. 14. Assurances given to Parliamentary Committee on Official Language. 15. Hindi advisory committee. 16. Central Hindi committee. 17. Financial sanction for town implementation committees on Official Language to GIPs. 18. Nominating officers/employees under Hindi 	G. Ganeshan , Dy. Secretary, Room No. 110 'B' Wing, Tele No. 23061307
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			<p>teaching scheme.</p> <ol style="list-style-type: none">19.Nominating LDCs/stenographers under Hindi teaching scheme for Hindi typing and stenography.20.Action regarding results received from Hindi teaching scheme.21.Review/compilation of quarterly reports of all Govt. of India presses.22.Regional Official Language award.23.OLIC meetings and workshops of all GIPs.24.Organization of Hindi workshops.25.Maintenance of roaster of officers/employees of directorate.	
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8.	Sh.P.C.Meena, Assistant Director (Proc) Room No. 214 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/27 50 (Extn.).	K. Srinivasalu Dy. Director (Proc.) Room No. 209 'B' Wing, Tele No. 23062639	<table border="1"> <tr> <td data-bbox="982 94 1766 134">I. Paper Items</td> <td data-bbox="1766 94 2001 134">A.K.Sinha,</td> </tr> <tr> <td data-bbox="982 134 1766 235">Paper of different varieties and other material procured by Directorate of Printing.</td> <td data-bbox="1766 134 2001 235">GM(H.Q.) Room No. 107</td> </tr> <tr> <td data-bbox="982 235 1766 267">II. Machinery.</td> <td data-bbox="1766 235 2001 267">'B' Tele No.</td> </tr> <tr> <td data-bbox="982 267 1766 305">Equipment and machinery procured by Directorate of Printing</td> <td data-bbox="1766 267 2001 305">23061570</td> </tr> <tr> <td data-bbox="982 305 1766 337"></td> <td data-bbox="1766 305 2001 337"></td> </tr> <tr> <td data-bbox="982 337 1766 375">III. Court Cases.</td> <td data-bbox="1766 337 2001 375"></td> </tr> <tr> <td data-bbox="982 375 1766 407">Related to Paper/Machinery.</td> <td data-bbox="1766 375 2001 407"></td> </tr> </table>	I. Paper Items	A.K.Sinha,	Paper of different varieties and other material procured by Directorate of Printing.	GM(H.Q.) Room No. 107	II. Machinery.	'B' Tele No.	Equipment and machinery procured by Directorate of Printing	23061570			III. Court Cases.		Related to Paper/Machinery.		
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9.	Shri Roop Lal, Assistant Director (Esstt. Section) Room No. 313 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/2852 (Extn.).	L.R.Gupta, Dy. Director (Esstt.),Room No. 308 'B' Wing, Tele No. 23061186	<ol style="list-style-type: none"> 1. All services and establishment matters relating to Group A,B,C & D employees working in the Directorate of Printing (Head office). 2. Matters relating to TA,DA,LTC,Pension,HBA,tuition fees, conveyance,computer advance, festival advance, GPF withdrawal/advance. 3. Uniforms of Group 'D' Employees. 4. Matters relating to C.R. of ministerial staff. 5. Purchase of stationary items, computer. Photocopiers etc. 6. Repairs and maintenance of officer furniture and records. 7. Reimbursement of medical bills in respect of ministerial staff working in the Directorate of Printing. 8. Matters relating to staff car. 9. Reimbursement of newspapers bills. 10. Matters relating to central diary/dispatch and upkeep of office premises. 	R.C.Gupta, Dy. Secretary, Room No. 105 'B' Wing, Room No. 23061092
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10.	<p>Smt. Pratima Mazumdar, Assistant Director (T&P) Room No. 115 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/28 48 (Extn.).</p>	<p>K.Srinivasalu, Dy. Director (Proc.) Room No. 209 'B' Wing, Tele No. 23062639 (In respect of procurement matters)</p> <p>Shri C.S.Mehra, Dy. Director (B&F) Room No. 108 'B' Wing, Tele No. 23061830 (In respect of matters other than procurement)</p>	<ol style="list-style-type: none"> 1) Procurement of Printing Machines, Allied Equipments etc. within the power of H.O.D. 2) Transfer of Printing machines and allied equipments 3) Procurement of Consumable Stores required by the Government of India Presses. 4) Procurement of Vehicles Viz. Jeep, ambulance and Trucks etc. required by the Government of India Press after obtaining approval of Ministry of U.D. and Finance. 5) Petrol, Oil and Lubricants required by the presses for running of Printing machines and Vehicles. 6) Annual maintenance contract in respect of computers, Electronic Machines and other Machines, 7) Declaration of machines, equipments, Metal Dross, Used Aluminum Plates and Vehicles as unserviceable and disposal thereof. 8) Constitution of Technical Committee separately for each press with the approval of Ministry of U.D. 9) Purchase of Office equipments for G.I.Ps such as Photocopiers and Fax. 10) Examining purchase proposal of Computer for Government of India Presses. 11) Purchase of Digital Duplicator machines for Government of India Presses. 12) Intercom System , EPABX proposals, Close Circuit Cameras (CCTVs) etc. for G.I.P.s 13) Inter-press transfer of spare parts of machines of G.I.Ps 14) Purchase and refilling of Fire Fighting equipments installed in G.I.P.s 15) Disposal of Waste paper of G.I.P.s 16) Award of Annual Carrying Contract of G.I.Ps 17) Court Cases / Arbitration Cases related with above subject. 18) Preparation of Annual Plan, Annual Action Plan, Annual Report, 5 year Plan 19) Supply of Film rolls to G.I.P.s 20) Tax of land / payment lease amount. 	<p>A.K.Sinha, GM(H.Q.) Room No. 107 'B' Tele No. 23061570</p>
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			<p>21) Civil and Electrical works of Government of India Presses as per their functional requirement.</p> <p>22) Civil and Electrical work under modernization of Government of India Presses.</p> <p>23) Civil and Electrical work under modernization of Government of India Presses.</p> <p>24) Payment of Road Tax and Insurance charges in respect of vehicles pertaining to G.I.Ps.</p> <p>25) Deputation of Technical Officers to other Ministries / Departments of Central Government and State Government to render technical advice / opinion on grand of permission to Technical officers to attend seminars / Fairs etc.</p> <p>26) Court Cases of land encroachments in Government of India Presses / Branches.</p> <p>27) All matters relating to Apprentices Training.</p> <p>28) Finalization of Training capsule to provide training to the staff of Government of India Presses to be redeployed at production cum training centre at G.I.P. Shimla</p> <p>29) Computer training to the administrative staff of Government of India Presses.</p> <p>30) Deputation of Officers / Technicians / experts to provide training to the operation and maintenance staff in Government of India Press on the modern printing machines.</p> <p>Payment of Road Tax and Insurance charges in respect of vehicles pertaining to G.I.Ps.</p>	
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11.	Rejeev Tiwari, C.R. Incharge (C.R.Section) Room No. 212 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/28 43 (Extn.).	L.R.Gupta, Dy. Direcotr (Estt.),Room No. 308 'B' Wing, Tele No. 23061186	<ol style="list-style-type: none">1. Diary and Despatch2. Distribution of Daks to all the Ministeries and department.3.4. Distribution of receipts within the Directorate of Printing.5. Cleanliness of all the rooms of the Directorate of Pringing.6. Opening and closing of the rooms of the Directorate of Pringing.	R.C.Gupta, Dy. Secretary, Room No. 105 'B' Wing, Room No. 23061092
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12	<p>Smt. Indra Dhingra, Assistant Director CDN) Room No. 113 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/2844 (Extn.).</p>	<p>L.R.Gupta, Dy. Director (Estt.),Room No. 308 'B' Wing, Tele No. 23061186</p>	<ol style="list-style-type: none"> 1 Monthly report regarding P.G. Cases appearing in the Column of Newspapers. 2 Quarterly report regarding P.G. Cases appearing in the Column in the Newspapers. 3 Monthly Report in respect of Status of P. G. Cases. 4 Annual report regarding representation of SCs, STs and OBCs in Central Govt. Service. 5 Annual report regarding representation of Person with disabilities in Central Govt. Service. 6 Annual Report/ Return to the Deptt. of Pension and pensioners welfare regarding grievances of pensioners . 7. Nomination / Recommendation for Ashoka Chakra Series of Awards 8 National Child award for exceptional achievement. 9 Material for the Annual Report of the Central Public Information Commission(RTI ACT) 10 Monthly report for the MPs/VIP references cases 11 Monthly report in respect of Pending court Cases. 12 Guidelines on Expenditure management- Review of Vacant Posts. 13 Implementation of the decision of the Hon`ble Supreme Court decision in the case of Salem Advocate of Bar Association Tamil Nadu V/s Union of India. 14 Information regarding appointment of persons with Visual disability in Group C & D posts during last 3 recruitment years. 15 Material for inclusion in the Annual Report of Office of the Chief Commissioner of Person with Disabilities for the year 2005-06 and inclusion of the separate chapter in the Annual Report of the Ministries /Deptt. on Disability. 16 Review of Guidelines for announcement of awards. 17 Second Administrative Reforms Commission (ARC) Terms of Reference--regarding. 18 Information relating to Directorate of Printing furnished by Secretary (UD) , Ministry of UD. 19 Minutes of the Review Meeting on Annual Action Plan by Secretary (UD). 	<p>R.C.Gupta, Dy. Secretary, Room No. 105 'B' Wing, Room No. 23061092</p>
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			<p>20 Report in respect of Rationalization of Strength of Officers in Ministries/ Depatt.</p> <p>21 Report in respect of Optimisation of Direct Recruitment to Civilian Posts.</p> <p>22 Report in respect of collection of information about Backlog Reserved Vacancies of other Backward Classes.</p> <p>23 Monthly report about the status of vacancies and proposal in the PSUs/Banks/Financial Institutions/ Autonomous Bodies/DPC Sections etc.</p> <p>24 Special Recruitment Drive to fill up the Backlog Vacancies of Scs/STs/OBCs(Direct /Selection Quota/Promotion Quota).</p> <p>25 Special Recruitment Drive to fill up Backlog Vacancies Reserved for SCs/STs- clarification regarding approval of the Deptt. of Expenditure for filling up vacancies.</p> <p>26 National Commission for SCs/ --Action taken report as per Notification of NCSC.</p> <p>27 Collection of information regarding number of civilian posts and scales of pay etc. in the Establishment of the Central Govt.</p> <p>28. Preparation the Annual Report of the Ministry of UD -- material for .</p> <p>29 Information required by Press Information Bureau --article on any important topics or achievements of the Ministry.</p> <p>30 Circulars received from Ministry of UD/Other Ministries,/Deptt./ISTM. etc.</p> <p>31 Compliance Report to Central Information Commission .--RTI Act 2005.</p> <p>32 Information regarding updating the Website--contents of RTI Act etc.</p> <p>33 Compilation of Organisational History of ministries /Deptt./Offices as required under Clause(i) of sub-section 1 of the Section 6 of the Public Record Act, 1993.</p> <p>34 Accommodation for Vice-Chairman/Members of Central Administrative Tribunal during their Official tour from one bench to another bench.</p>	
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			<ul style="list-style-type: none">35 Draft National Policy for persons with Disabilities.36 Recommendation of Expenditure Reforms Commission pertaining to erstwhile Department of UD .37 Prime Minister`s 15 Point Programme for the Welfare of Minorities...Half yearly Report.38 Other Miscellaneous reports as required by the Ministry of UD as well as by other Ministries also from time to time.	
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13.	Smt. Agusthia Minz, Asstt. Director (A-III) Room No. 312 'B' Wing, Nirman Bhawan, New Delhi, Tel.No. 23022234,23022145,23022229/28 57 (Extn.).	Ramesh Kumar, Dy Direcotr (A-I),Room No. 207 'B' Wing Tel No. 23062965	<ol style="list-style-type: none"> 1. All liveries matters. 2. All matters pertaining to the Compassionate Appointment of all GIPs under Directorate of Printing 3. All matter relating to the post of Accountant /Superintendent. 4. Creation/abolition/revival of posts in GIPs. 5. Continuation of temporary post. 6. Spl.VRS. & VRS. cases in GIPs. 7. All establishment matter of Group 'C' and 'D' posts of GIPs located at Kolkata Complex. 8. All court cases pertaining to Compassionate appointments in Government of India Presses. 9. All court cases pertaining to group 'C' and 'D' staff of Kolkata Complex. 10. Reports and returns (VIP/Court cases, Hindi Monthly report, Public Grievance Monthly report). 	G. Ganeshan , Dy. Secretary, Room No. 110 'B' Wing, Tele No. 23061307
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14	<p>Shri Rakesh Jhingan, Asstt. Director, (B & F Section) Room No. 114 'B' Wing, Nirman Bhawan, New Delhi Tel.No. 23022234, 23022145, 23022229/2830 (Extn.).</p>	<p>Shri C.S.Mehra, Deputy Director (B & F) Room No. 108 'B' Wing, Nirman Bhawan, New Delhi Tel No. 23061830</p>	<ol style="list-style-type: none"> 1. Scrutiny of requisitions/indent received from the various Ministries/Departments of the Government of India and their attached and subordinate offices before passing them on to a Government of India press for execution and supply of the form. 2. Allotment of form work jobs to various Govt. of India Presses for printing and monitoring the progress of printing works of various Govt. of India Presses of various Ministries. 3. Issue of sanction for supply of Air Exchange Voucher and High Official Requisition forms to the Ministries and Department, State Government and semi-Government bodies. 4. To liaison between the process to avoid delay in execution of important time bound jobs of various Ministries and Deptts. Including the forms of Income Tax, NSC, Nagpur, CRPF, CISF, Assam Rifles, Civil Aviation, Defence and work related to Government of NCT, Delhi. 5. Printing of Forms/Registers/Bills of Ministries/Departments of Agriculture; Energy; Environment & Forest; Human Resources Development; Personal, Public Grievances and Pensions, Rural Areas and Employment; Steel & Mines; Urban Development; Housing & Urban Poverty Alleviation; Water Resources; Law & Justice and Company Affairs; Supreme Court, High Court District Court and Tribunal etc.; Parliamentary Affairs; Surface and Transport; Commerce, Textile and Supply; Health & Family Welfare and all Hospitals; Railways; Post & Telegraph, Communication; Election Commission; All sanctions of declaration of direct demanding office Forms store Kolkata; Surplus/Slow moving material from GIP's; fortnightly paper returns from GIPs. 6. Printing of Forms/Registers/Bills of Ministries/Departments of Comptroller and Auditor General of India; All Departments of Govt. of NCT of 	<p>A.K.Sinha, GM(H.Q.) Room No. 107 'B' Tele No. 23061570</p>
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15.	<p>Shri M.L.Handa, Asstt. Director (Publication), Room No. 113 'B' Wing, Nirman Bhawan, New Delhi Tel.No. 23022234,23022145,23022229/28 28(Extn.).</p>	<p>Shri Srikanta Mishra, Deputy Director (Ptg.), Room No. 109 'B' Wing, Nirman Bhawan, New Delhi, Tel No. 23061830</p>	<ol style="list-style-type: none"> 1. Printing of Publications of various Ministries/Depts. besides Weekly Gazettes, Extraordinary Gazettes of Government of India as well as the Government of NCT, Delhi. 2. Printing of different kinds of materials like Codes, Manuals, Reports, Publicity materials, Scientific Publications. 3. Printing of Question Papers of various Departmental Examinations under tight security. 4. Printing of Economic Survey of Ministry of Finance. 5. Printing of Publications connected with Adult Education. 6. Printing of Reports of Comptroller & Auditor General of India. 7. Printing work relating to Independence Day, Republic Day and other official Ceremonies. 8. Printing of Daily Parliamentary Papers for overnight printing for circulation amongst the Members of Parliament. 9. Printing of Periodicals, Reports, Journals of different Departments and Textbooks of State Governments. 10. Printing of Import and Export Policy. 11. Printing of Annual Reports, Performance Budgets, Outcome Budgets and Detailed Demands for Grants of all the Ministries/Depts. of the Govt. of India. 12. Printing of Railway Budget. 13. Printing of Various Publications and Debates of the Lok Sabha and Rajya Sabha. 14. Printing of Rashtriya Panchangs of India Meteorological Department in various languages. 15. Printing of Various Publications of Income-Tax Department. 16. Printing of Publications of Registrar General of India. 17. Printing of Publications of Ministry of Law & Justice. 18. Printing of Teaching material & Question Papers of Central Hindi Directorate. 19. Printing of Various Publications of Govt. of NCT, Delhi. 20. Printing of Ballot Papers and other material in 	<p>A.K.Sinha, GM(H.Q.) Room No. 107 'B' Tele No. 23061570</p>
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			<p>connection with Election of NCT of Delhi and other State Governments etc.</p> <p>21. Printing of Posters and other Publications of National Museum.</p> <p>22. Printing of Debates of Lok Sabha, Rajya Sabha and Rajya Sabha's 'Who is Who'.</p> <p>23. This Section also deals with the paper requirements of all the Presses and raising of Indents for its procurement after drawing the specifications etc.</p> <p>24. Enlistment of the Private Printing Presses.</p> <p>25. Upgradation of the Private Printing Presses.</p> <p>26. Preparation of the Annual Rate Contract in respect of Letter Heads, Envelopes, Hand made Folders etc. for the official use of UDM, MOS, high dignitaries of the Ministry of Urban Development.</p> <p>27. Forwarding of the Bills to the Ministry of Urban Development duly passed.</p> <p>28. The work relating to Assistant Director(OP) Kolkata.</p>	
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