

**Government of India Text Book Press  
Mysore – 570 011**

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 TEXT BOOK  
PRESS: MYSORE: FUNCTIONS AND DUTIES.**

Govt. of India Text Book Press, Mysore was established in the year 1976. the gifted Machinery by the Federal Republic of Germany was installed in the Press for catering to the printing needs of Text Books of the State Government and to provide at cheaper rates to the school going children. The 100 acres of land was provided by the Karnataka State Government on lease basis for 99 years. This press was upgraded by adding more numbers of high speed web offset printing machineries against the augmentation of forms printing, to take care of the increased demands of forms and other jobs of the different departments / organization of the Govt. of India.

**THE CATEGORY WISE DETAILS OF STAFF IN G.I.T.B PRESS,  
MYSORE ARE GIVEN AS UNDER:**

Sl. No	Name of the post	Pay Scale in Rs.	Sanctioned Strength	Men On / Roll as on 31. 08.05
1.	Press Medical Officer (Part Time)	Rs. 3000 fixed	1	1
2.	Deputy Manager / O.I.C	Rs. 7450 – 11500	1	1
3.	Asstt. Manager ( Admn)	6500 – 10,500	1	1
4.	Staff Nurse	5000 – 8000	1	1
5.	Pharmacist / Compounder	4500 – 7000	1	1
6.	Head Computer	4500 – 7000	1	1
7.	UDC Including UDC (Cash)	4000 – 6000 Rs.250 /- PM for cash handling allowance	6	3
8.	Lower Division Clerk	3050 – 4590	3	3
9.	Head Reader	5000 – 8000	1	1
10.	Offset M / c, Man Spl.Gr	5000 – 8000	1	1
11.	Offset M / c, Man	4500 – 7000	1	1
12.	Offset Machine Asst.	4000 – 6000	1	1
13.	Offset Machine Attendant	3,050 – 4,590	3	3
14.	Section Holder (Bby)	4500 – 7000	1	1
15.	Binder	4000 – 6000	2	2
16.	Asst. Binder	3050 – 4590	19	19
17.	Mechanic (Ptg) / Bdg)	4000 – 6000	1	1
18.	Driver (Light Vehicle)	3050 – 4590	1	1
19.	Labourers	2550 – 3200	9	9
20.	Daftry	2610 – 4000	1	1
21.	Farash	2550 – 3200	2	2
22.	Chowkidar	2550 – 3200	4	4
23.	Safaiwala	2550 – 3200	2	2
24.	Mali	2550 – 3200	1	1

Govt. of India Text Book Press, Mysore is presently functioning with above 62 staff strength as against 114 sanctioned strength. In course of executing the printing jobs of its indentor (s), the expenditure is realized by raising printing cost bills.

#### **COST OF PRINTING :**

The cost of printing of the jobs of indentors are realized by raising printing cost bills, on the basis of existing costing system approved by Dte. of Printing, New Delhi. The existing costing system is based upon proforma account of this Press. That is being worked out on the basis of common hourly rates for each cost centre of this Press. This costing system is under review and will be replaced with commercial accounting system for which necessary computer software is being specifically designed and developed for all Govt. Of India Presses / Text Book Presses . To implement that new costing system this press is going to be equipped with computers very soon. At present the printing cost is being realized from indentors on no loss no profit basis.

#### **4(1) (b) (ii):**

### **THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF GOVT. OF INDIA TEXT BOOK PRESS, MYSORE:**

#### **Non Industrial Employees:**

##### **1. 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, vis., Staff Nurse and compunder. 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 Chennai and medicines essentially required but not available with the depot are obtained through other sources.

**2. Deputy Manager / Officer – In – Charge:- His 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. He sanction all leave to Industrial Staff up to the workers level.
4. He correspond directly with indentors on technical matters.
5. He acquaint himself with relevant portions of all acts affecting the Press and its workers.
6. He sees that machinery and fittings are maintained in a state of highest efficiency.
7. He is responsible for seeing that adequate stocks are maintained of all printing and Stationery stores and are timely replenished.
8. He is the Members of DPC / DSC
9. He is authorized to effect inter branch transfer of Labourers in the interest of work and efficiency.
10. The D.M. also acts as the **O–I–C** in this Press.

**3. Asstt. Manager (Admin) :-**

He assists the Manager in day – today disposal of administrative / accounts matters. He is the branch officer for all the admin. and accounts sections. His other functions are as under:

- a) He is responsible for all aspects in respect of pay allowances etc by virtue of being '**Head of Office**'.
- b) He gets accounts reconciled with Pay and accounts office and makes all correspondence with them. He looks after estate matters and acts as the Asstt. Estate Manager for allotment of Press Pool accommodation and other related matters.
- c) He sanctions leave of office Staff.
- d) All service book leave accounts are kept under his custody.
- e) He also functions as store officer and DDO
- f) He makes correspondence with health officer press medical officer ,CPWD & does all other correspondence of office side .

- g) The above powers are subject to the condition that he will be working directly under the manager and will take his order on all important questions that may arise in day –to –day administration he function as a 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.

**4. Staff Nurse:**

She works in Press dispensary directly under the control of Press Medical Officer. She maintains relevant records pertaining to patients, Medicines and medical equipment / apparatus available at the disposal of the Dispensary. She gives medicines to the patients as per prescription of Press Medical Officer.

**5. Compounder:**

He works in Press dispensary directly under the control of Press 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 Press Medical Officer.

**6. General Store Keeper:**

This is a Deputation Vacant Post and already abolished by Directorate of Printing. The General Store Keeper is custodian of stores and personally responsible for the case of all general stores and stationery stores whilst in stock and for all receipts and issues correctly. He is also responsible to place requirements of stores for procurement through Head Clerk on receipt of stores he is to get the material inspected. On completion of Inspection, he makes entries in Stock Book / Bin Cards and pass the bill for arrangement of payment. He is to maintain Bin Cards for every items held in the stock besides stock books. He is to ensure proper storage. He is to maintain proper record / account of Stores and follow the prescribed rules of GFR, CTR, Press Hand Book. He is to supply figures to superior authority in regard to issue of stores on the basis of past actuals and anticipated position. He arranges all stores items conveniently to get the store physically verified every year. He is also responsible for reconciliation of stores and prepare balance sheet of stores. He will remain responsible for an sort of excess or deficit in store. He is also responsible for the disposal of wastes held in the stock of the Press like waste paper, salvage paper and real core following the provisions made in the Press hand Book.

**7. Head Computer: -**

He is responsible to prepare Managerial Control Return form every month in time to show the percentage of production achieved against the assessed capacity of machines. Loss production on account of various factors both controllable and uncontrollable. For this he has to compile time sheets of operative hands expeditiously in this Press.

**8. Upper Division Clerk:**

U.D.C. in Non Industrial Group 'C' Post U.D.C. generally deals with letters telegrams and other correspondences. On receipt of such correspondences he prepares case and puts up the relevant files with notes and drafts to section In charge and gets it approved from competent authority. He obtains instruction from Asst. Manager (Admn). He puts up Drafts relating to technical aspects to the officers of Tech. side. He is responsible for prompt issue of letters, telegrams faxes etc., He maintains all records and he overhaul the record section every year to destroy older register / records under order of the Manager to make rooms for new records.

**9. Upper Division Clerk (Cash):-**

UDC (Cash) in Govt. Of India Text Book Press generally performs the duties of Cashier. He is personally responsible for all cash transaction in Presses. He is also custodian or all valuable of the Press. He is particularly responsible for :

- i) Custody of all Money / Cheques / Drafts received in office.
- ii) Disbursement of Cash / Cheques to the Press employees / Proper Person
- iii) To remittance of Cash / Cheques to Bank / Treasury / Pay and A/cts. Office.
- iv) He sends third party Cheque / drafts by post.
- v) He Maintains cash book, subsidiary cash Book. Registers Meant for 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 / officer.
- viii) He keeps saving Bank Pass Books, Security Deposits, Original contract Agreements, Bonds in his safe custody.

- ix) He reports all developments to the Asst. 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.
- x) He maintains a Bill Register in which he keeps records of all bills prepared and presented to Pay 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 Book of GIPs.

#### **10. Lower Division Clerk:**

He is Group 'C' Non industrial employee of the Press. His primary duty is to maintain registers and records and to do the duties in administrative section of the Press. Some LDC are also posted in the factory side where the service of clerk are required. Besides he does the type writing work. 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 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 order to ensure proper and timely disposal of work in the Administrative side.

#### **11. Caretaker:**

It is a deputation post from among the LDCs. 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 press premises in all shifts, besides proper care and cleanliness of the shop floor and offices and furniture Watch and Ward staff, sanitary staff and farashes work under the control and supervision of Caretaker. He is also responsible for the safe custody of material issued to the sanitation section. Since his service are essentially required in the Press round the clock in the interest of safety and security. He makes himself available to take care of the situation that warrant his presence in the press.,

#### **12. Time keeper:**

The Keeper is responsible for correct recording of the attendance of all employees of the Press as per the fixed norms prescribed in the Hand Book of Govt. Of India Text Book Presses. He brings to the notice of Head of the Press, the names of irregular, latecomer, absentees without leave. He is also responsible for preventing the ingress of outsiders to the Press premises, except an

official business. He does not allow any Industrial employees to go out during duty period without valid Pass out. He prevents anyone leaving Press premises carrying anything unauthorized. He keeps the attendance registers of all employees. From those attendance registers he prepare Master roll after checking attendance check sheets of different sections. He is responsible for bringing to the Manager's notice, the names of men, whose hours of work during a week approaches the maximum allowed under the Factories Act, so as to take immediate action to ensure that the Act is not violated. He is also responsible for seeking that the various returns are submitted and necessary forms and registered appertaining to Factories Act are properly maintained. He maintains Holiday – book.

**13. Chowkidar: -**

He should be alert all the time so as to protect the press from any kind of theft. Their duties are as under: -

1. To man the gate or the post.
2. To keep sharp lookout for any unauthorized activities of any persons at gate or neat parameter work. He will challenge such situations.
3. To check all personnel seeking admission to the Press and demand the Identity cards.
4. Not to allow any stores to pass out through the gate without proper authentication, besides not to allow any employees of the Press to go out of the Press without valid pass out.
5. To carry out searches of vehicles and personnel when ordered for the search.
6. To see that no prohibited articles are brought inside the Press and no Govt. servant takes any Govt. property outside unauthorizedly.
7. To take round of the Press premises during night and on holidays to ensure security of the Press.
8. To comply will all regiment and bonafide orders instructions issued by the T.K. Head Computer.

**14. Daftry:**

He maintains all records of the office. He is required to enter all the important files / records etc. in a register and produce the same whenever required on the instruction of his section In charge.

**15. Farash:**

He will report to the office some time earlier than the normal opening time of the office and open the office and do the dusting wherever required to ensure neatness and tidiness in the office. Likewise at the close of the office he does the closing of all the rooms and windows in the offices after properly putting off the switches of fans and lights and other appliances / gadgets. During office hours he attends the officers / Sections on the order of his supervisor and does the jobs that are assigned to him by the officers / Sections, for the smooth functioning of the office / establishment.

**16. Safaiwala:**

He does the cleaning / sweeping of the office / Press premises, toilets, lavatories and lawns as per instructions of the caretaker on a daily basis to ensure proper cleanliness of the factory / office and its premises.

**17. Mali:**

To maintain the flower garden and planting the new plants and other related works are being performed by the mali. Now a days she has been assigned as peon in additional duties of her regular duties.

**Duties of Industrial Employees: -**

**1. Head Reader : -**

The Head Reader is Incharge of, and exercises general supervision over the reading section. She attends to copy editing also. She is responsible for the efficiency of the section and sees that the readers and revisers are given work in proportion to their pay as far as possible. She should attend to clean sheets, solve queries, sign all out turn sheets of readers and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the section concerned. She also reads proofs when time permits. She is also responsible for the general good conduct of the section and sees that proofs containing too many corrections and subsequent proofs carrying same mistakes are immediately reported to Deputy Manager and Manager for disciplinary action against the operation or compositor concerned.

## **2. Offset Machine Man Spl.Gr :**

He will be required to work on a single colour, double colour two colour, four colour jobs / perfecting machine irrespective of the size of the machine. He will check up the set of the Board, inking units and he will check up the Pressure roller. He will ensure that the inking rollers are cleaned at the end of the shift. He will see that the plates mounted on the machines 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 and in the absence of machine attendant. He will take the list of jobs and show the clean sheet to the Technical Officer or Deputy Manager before printing.

## **3. Offset Machine Man:**

Each machine operator will be required to work on a single colour, double colour or two colour, four colour jobs / perfecting machine irrespective of the size of the machine. He will check – up the set of the Board, inking units and he will check up the Pressure roller. He will 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. How will ensure efficient running of the machine to avoid break down. He will guide his staff properly and in the absence of machine attendant. He will take the list of the jobs and show the clean sheet to the Technical Officer / Deputy Manager before printing.

## **4. Offset Machine Assistant :**

The following duties will be performed by the Assistant Machine Operator.

- i) He will set the feeder.
- ii) He will set the feeding tables with printing paper.
- iii) He will set the delivery board
- iv) He will Check the attendants working on the Machine, clean the machine and ensure its proper upkeep.
- v) He will ensure that the proper damping solution are put in the machine. 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 the new blankets in to 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.

## **5. 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 succumbing is recorded. He will also ensure that excess water is not falling on the printed sheet. Such excess water sucking etc ., should be immediately brought to the notice of Asstt. Machine operator / Machine operator. The attendant will be required to clean the printed plates and store them properly. He will put the printed sheets on the plates to identify the job. He will oil and grease the machine every day.

## **6. Mechanic: -**

The mechanics and Asstt. Mechanics erect and repair the printing machines both offset machines and Binding machines, machinery, and other auxiliary machinery shafting, 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 Dty. Manager. Each mechanic will submit daily work docket in the form below showing how his time has been occupied during the day. The daily work docket will be dispatched by the head Mechanic to the General Store Keeper to note there on the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

## **7. Section Holder (Bdg):**

The duty of the section holder / time Checker (BDG) is to generally assist the Bindery Foreman in every respect. He should keep 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 the Log Books for the different groups entrusted with jobs. He is personally held responsible for the general supervision over the work of the different sections etc. Envelope, counter, Ruling section, Die stamping section, Stitching section, folding section and Numbering section etc., all cases of BDG. orders with regard to the old books and registers should be carefully prepared by him.

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

#### **8. Binder:**

Binders undertake all kinds of binding work, e.g. leather and board. He is also required to operate guillotine cutting machines, cut papers to size as required and trim finished books in their respective size. He is personally responsible for the conditions of his machine and for its proper oiling and 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 initiating the vouchers, the dispatcher will be responsible for any discrepancy. The work docket must be sent to the dispatcher with the first batch or copies, this is most important.

#### **9. Assistant Binder:**

He should be acquainted with the process of all the kinds of normal binding work and should be responsible for operations like counting, folding, gathering, stitching / sewing, numbering, covering and all other similar activities required for binding and finished both manual and on machine. He should also be responsible for operations like knocking, pasting, binding and bundling, numbering under the Bindery Foreman's instructions. The Bindery Assistant should be able to handle all simple machines used in the Bindery e.g. cutting, Stitching, perforating, eyeleting, punching, numbering machines, etc.,

#### **10. Driver (L/V):**

The Driver is required to drive the vehicle whenever he is asked to do so on the written orders of the competent authorities for official work. He is to ensure that the vehicle in his charge is cleaned daily and kept ready for work at the time required each day. He is to maintain Log Book for his vehicle properly. He is to ensure that no unauthorized persons 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.

#### **11. Labourers:**

He is a Group 'D' Industrial employee at lowest level hand in shop floor. He does supply paper in machines, does packing, loading and unloading of printed materials, cleaning of machines and all other manual labour required in connection with production and upkeep of machines.

**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 industrial section is headed by a section Holder / Foreman / Overseer / Acting Tech. officer as the case may be all of them are responsible for distribution of work and its proper executions. In case of any default, they seek the advise / order instruction from their Branch Officers, viz., Deputy Manager who in turn takes appropriate decision to ensure proper and time bound execution of printing work. the Manager / 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 computer. / Cashier. These supervisors are responsible for distribution and timely disposal of work. They work under the control of Asst . Manager (Admin) Who is their Branch officer. The Asst. Manager (Admin) is responsible for ensuring proper and smooth disposal relating to Administration and Accounts within the prescribed rules and regulations in all matters of importance orders / approval of the officer in charge is obtained invariably.

4 (1) (b) (iv) :

**THIS NORMS SET BY PRESS : MYSORE FOR THE DISCHARGE OF ITS FUNCTIONS:**

The exclusive functions of Govt. Of India Text Book Press, Mysore under the administrative control of the Dte. of Ptg, New Delhi is to print the text vooks and forms etc., and dispatch the same to the indentor 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 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 out puts are fixed for the operative hands, working in pre – printing, printing and post printing branches, such out puts always do not help to complete the join in hand as per the delivery schedule fixed due to various unforeseen administrative reasons. Therefore, maximum out put 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 units, and thus the targets are are fulfilled.

4 (1) (b) (v):

**THE RULES REGULATIONS, MANUALS AND RECORDS HELD BY GOVT. OF INDIA TEXT BOOKS PRESS, MYSORE OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION:-**

Govt. Of India Text Book Press, Mysore is a pure central Govt.Organisation and governed by a set Rules / Regulations / Instructions contained in the Press Manual named “The Hand book of Govt of India Presses”, and the rules framed by Govt. Of India regarding service matters of Employees. Vis ., Fundamental Rules, Supplementary Rules, GFR, CTR, Receipts and Payment Rules, Leave Rules besides Factories Act, Payment of wages Atc, Compensation Act etc. etc.,

4 (1) (b) (vi) :-

**A STATEMENT OF CATEGORIES OF DOCUMENTS  
THAT ARE HELD BY GOVT. OF INDIA TEXT BOOK PRESS,  
MYSORE OR UNDER ITS CONTROL: -**

The following documents (Unclassified are held by Govt. Of India Text Book Press, Mysore.

1. Stock and issue ledgers or 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 and Realizations register
9. Receipt Books or Cash / Cheques
10. Bill Register
11. Pay Bill Registers
12. Muster Rolls
13. Vehicles movement register for incoming and outgoing
14. Visitors Register
15. GPF Ledger for Group 'D' Employees.
16. Overtime register
17. LTC / TA Register
18. Court attachment details register
19. HBA broadsheet ledger
20. Medical reimbursement register
21. Vacancy register
22. Special representations rosters
23. Seniority list of staff
24. Apprentices register
25. Bill register of Printing costs
26. Liability register
27. Expenditure control register
28. Report and Issue register
29. Tender registers
30. File Index Registers
31. Increment register
32. Service Books and leave A /cs of Individual employees
33. Rotations register of vacancies.
34. Depreciations register
35. Day Book of Procurement
36. Inward and outward consignment register.

**4 (1) (b) (VII) :**

**PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATIONS WITH OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF: -**

Being subordinate formation of Ministry of urban Development. Government of India, New Delhi no such arrangements exist.

**4 (1) (b) (VIII) :**

**A STATEMENT OF BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTES AS GOVT. OF INDIA TEXT BOOK PRESS, MYSORE PART OF THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THESE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR MINUTES OF SUCH MEETING 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 text book Press, Mysore under provision of industrial Dispute Act and minutes of the meeting of this committee can be accessible for the public. Some sub – committees 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  
TEXT BOOK PRESS MYSORE- 11

Annexure – III

The Directory is furnished as under

Sl. No.	Name	Designation	Office address and Telephone No.	Residential Address and telephone No.
1.	S /Shri.G.Anbazhagan	Dy. Manager.	Govt. of India Text Book Press Mysore- 11.Telephone No. 2472998.	Type-Iv/66. GITB Press Coloney Mys. Mob.9448978495(p) phoneNo.2472855.
2.	S/Shri. Niranjan Naskar	A.M.(Admn)	GITE press Mysore- 11. Telephone No. 2472067.	TYPE –Iv/65- GITB press Coloney Mys. Mobile No. 9880361255
3.	S/Shri. C. Radhakrishna.	UDC	Govt of India Text book Press Mysore- 11.	Type-II/57 GITB press Coloney Mys.
4.	S/Shri. R. Chendrika	UDC	-- Do --	No.124. IInd Main. 19 <sup>th</sup> Cross Jayanagar Mysore
5.	S/Shri.S. Nasirudin Mohammed	LD.C.	-- Do --	Door No.21/159 7- poads Cuddapah- 516001(A.P) MobNo. 9880820366
6.	S/Shri.H.Sridhara.	L.D.C.	-- Do --	No. 97 San Marga.3 <sup>rd</sup> cross. Siddarth Nagar. Mysore-11. MobNo.984439949
7.	S/Shri.K.Premanada.	Pharamcist	-- Do --	Qr No. type/46 GITB press Coloney Mysore-11. Ph No.080-23538022 MobNo:9844525958.
8.	S/Smt.A. Annapoorna	Nurse	-- Do --	Type-II/45. GITB pres coloney Mys-11
9.	S/Shri. R. Roy	Machine man SPL-Gr	-- Do --	Type-III/63 GITB press coloney Mys-
10.	S/Shri.R.K. Pillai.	Binder	Govt of India Text book Press Mysore- 11.	Type-II/43, GITB press coloney Mys-
11.	S/Shri. K. Gangadhara.	Section Holder	-- Do --	D.No.888. Sunnadakeri, IIIrd cross Mysore-24.
12.	S/Shri.C.Siddu.	Farash.	-- Do --	D.No.94.IInd cross. 4 <sup>th</sup> Main, Jayanagar Mysore-24.
13.	S/Shri.H. Shankaraiah.	M/C Attendent,	-- Do --	Type –II/54 GITB press coloney Mysore
14.	S/Shri. S.Siddaiah.	Bindry Asstt.	-- Do --	D.No.1689, 11 <sup>th</sup> cross A.k. puram Mys Ph No.2486966.

15.	S/Shri.K. Mastachar.	Bindry Asstt.	G.I.T.B.Press	D.No.139. Dwarka. IInd Main, IInd cross Gokulam Mysore-
16.	S/Shri.S.T. Chanrasekar.	Binadry Asst.	G.I.T.B.Press	Type-53-II- GITB press coloney 0821-2473775 mobile No 9243504943.
17.	S/Shri. Ramachandra.	-- Do --	-- Do --	D.No. 1566 C&D block. 12 <sup>th</sup> cross Annekethan Road Kuvempu Nagar Mysore23.
18.	S/Shri. R. Rangaswamy	-- Do --	-- Do --	D.No.467 EWS IInd stage Kuvempuna Mysore-23
19.	S/Shri. Anatha Krishna Murthy	-- Do --	-- Do --	D.No. 172, Old Police Stn Metagalli Mysore16
20.	S/Shri. Mahadevappa	-- Do --	-- Do --	D.No. 178 Nayaka's St. Hinkal Mys.
21.	S/Shri. K.Puttalingaswamy	Bindry Asst.	GITB press	Qtr No.35/-I GITB press coloney Mysore-11
22.	S/Shri. K.P.Gopala,	Binder	-- Do --	Type-II/41 GITB press coloney Mysore-11
23.	S/Shri. B.S.R.Murthy.	Bindry Ast.	-- Do --	Type-I/19 GITB press coloney Mysore-11
24.	S/Shri. V.Armugam	M/C/man	-- Do --	Type -II-65 GITB press coloney Mysore-11
25.	S/Shri. Mohamed Ilyas,	Mechanic.	-- Do --	Type-III/62GITB press coloney Mysore-11. Ph N. 2476902
26.	Smt. M.Meenakshi.	L.D.C	-- Do --	Type-II/48 GITB press coloney Mysore-11 Ph N 9844441807
27.	M.Basavaraju	Daftry	-- Do --	Type-I/10 GITB press coloney Mysore-11. Ph N2477888
28.	S.Chinnaswamy	U.D.C	-- Do --	Type-IV/68 GITB press coloney Mysore-11. Ph N.5556202
29.	S/Shri G.D.Nagesh.	Labourer-	-- Do --	TypeI/21 GITB press coloney Mysore-11 PhN.5569963.
30.	S/Shri.S.Rajendra	-- Do --	-- Do --	D.no.315,Veeranger e Lashkar Mysore- 9 Mohalla Ashoka road.Mysore.
31.	S/Shri.K.Gangadhara	-- Do --	-- Do --	D.no.194B,12 <sup>th</sup> cross A.K.Puram Mysore-19 Ph no 2486966.
32.	S/Shri.M.Prakasha	M/C Atendent	-- Do --	D.no.1733/2,IIIrd crossK.N.Puram, Mysore-19 Ph no5586598.

33.	S/Shri.K.V.Ramprasad	Labourer	Govt of India Text book Press Mysore-11.	Nethajinagar Lalithadripuram Post post.Mysore.Ph no.2473322
34.	S/Shri.Shivalingegowda	M/C Attendt	Govt of India Text book Press Mysore-11.	Type-I/14 GITB Press Mysore Ph no.2443775
35.	Smt.Geetha.S.	Head Reader	-- Do --	No.226,9 <sup>th</sup> cross Kuvempunagar IInd Stage Mysore-23. Ph No. 5554380
36.	K.P. Vasudeva.	Bindry Asstt.	-- Do --	D.No.234, 6 <sup>th</sup> cross Raghavendra nagar Mysore. Mob: 9243504942
37.	Shivarudrappa	Bindry Asstt.	-- Do --	NO.9/15. Gurmallaswara nilaya Giridharshni layout, Lalithadripura P.C. Mysore Ph No. 5528350.
38.	Rangaiah.	-- Do --	-- Do --	No.391, IInd cross.IInd stage Gayathripuram Mysore.
39.	S.J. Prakesh.	-- Do --	-- Do --	No.5. Ist cross pensioners block N.R. Mohalla Rajendra Nagar Mysore. Ph No. 5566569
40.	C. Prasanna	Driver.	-- Do --	Type-I/5 GITB press Coloney Mysore.
41.	Puttaraju	Chowkidar	-- Do --	D.No.1699 ch-14 11 <sup>th</sup> cross Ashokapuram Mysore-8
42.	H.V. Srinivasa	Bindry Asstt.	-- Do --	No.94, 8 <sup>th</sup> main 9 <sup>th</sup> cross, Sarasvatipuram, Mysore
43.	Shankara P.D	Labourer	-- Do --	D.No. 93,7 <sup>th</sup> Main , Vinayaka Nagar Mysore-12.
44.	S.Shivamurthy	-- Do --	-- Do --	Type-I/27 GITB press coloney. Mysore-11 Ph 5588020
45.	Putaiiah.	Farah	-- Do --	Type-I/11 GITB press coloney. Mysore-11
46.	Dr.Dayananda Chouta	Press Medical officer	Govt. of India Text Book Press Mysore-11	Dayasara Siddarthanagar Mysore-11 Phone No. 2471495.
47.	S.Chandresekaran	Head Computer	-- Do --	Qtr No Type-I/2 GITB press coloney Mysore-11 Phone No: 2475638.
48.	S.Nagaraja	Asstt.Binder.	-- Do --	D.No.121 Vinayaka Nagara 6 <sup>th</sup> MainRd. Mys-12

49.	R.Rajanna	Chowkidar	-- Do --	D.No.101 4 <sup>th</sup> Cross C.V.Road, B.B.keri Md Mohalla Mysore-15
50.	SS.Srinivasa	Durwan	-- Do --	Jss Layout (Teacher's coloney) Mysore-12.
51.	Nanjunda	-- Do --	-- Do --	D.No.23.S.P.R Coloney Mengala Devanagar Piriya.Patna Taluk
52.	R.Shankar	Bindry Asstt.	-- Do --	D.No. 1553./L, IInd Cross, Koladasandhi Beedi Laskar Mohalla Mysore-1
53.	S.Siddappa	Labourar	-- Do --	Type-1/9 GITBpress Coloney Mysore-11.
54.	T.Nagaraju.	-- Do --	-- Do --	131 / 2, 6 <sup>th</sup> Cross Ist Stage Gayathri puram Mysore-19
55.	S.Ramu	Bindry Asstt.	-- Do --	Dhanagalli Village & Post,Mysore – 8
56.	C.Puttaswamy	Safaiwala	-- Do --	Type-1/25 GITB press Coloney Mysore-11
57.	Basavaraju	-- Do --	-- Do --	D.No.2028, 2 <sup>nd</sup> Cross A.k. Puram Mysore- 8
58	M.V Ramesh	LDC	-- Do --	Type-1/7 GITB press Mysore-11 Ph5568989
59.	Smt. Gowramma	Mali	-- Do --	D.No.2375 NewKantharaja's Urs Road Mysore-23
60.	K.Kempaiah	Binder Asstt.	-- Do --	Qtr No.Type-II/49 GITBpress Coloney Mysore-11
61.	T.R.Ramakrishna	Labourer	-- Do --	Genesh Nagar Mysore-19
62.	Abdul Khadar	Bindry Asstt.	-- Do --	Type-II/51 GITB Press Coloney Mysore-11
63.	Venkatesha	-- Do --	-- Do --	D.No.115. 4 <sup>th</sup> Cross Kyathamarnahalli Mysore-19

4 (1) (b) (X) :

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF OFFICERS AND EMPLOYEES OF GOVT. OF INDIA TEXT BOOK PRESS, MYSORE INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION: -**

**Annexure – II**

The detailed information in respect of Govt. Of India Text Book Press Mysore are furnished as under:

SINo	Name of the Employee	Designation	Pay scale	Gross	Remarks
1.	Dr. Dayananda Choutha	Parttime Medical Officer	Rs. 3000/- (Fixed)	3000	
2.	G.Anbazhagan	Deputy Manager	7450-225-11500	17933	
3.	N.Naskar	Astt.Mgr(Admn)	6500-200-10500	13283	
4.	Annapoorna.A	Nurse	5000-150-8000	11451	
5.	K.Premanand	Componder	4500-125-7000	9992	
6.	S.Chandrashekarana	Head Computer	4500-125-7000	11089	
7.	S.Nasiruddin Mohmed	Hindi Translator	5000-150-8000	9685	
8	M.V.Ramesh	L. D. C.	3050-75-3950-80-4590	8035	
9	H.Sridhara	LDC	4000-100-6000	9898	Rs.200(CT Duties)
10	Chinnaswamy	UDC	-do-	9672	Rs.75(FPA)
11	C.Radhakrishna	UDC	-do-	9773	
12	R.Chandrika	UDC	4500-125-7000	11086	Rs.250(Cash)
13	M. Meenakshi	LDC	3050-75-3950-80-4590	6734	
14	Md. liyas K.	Mechanic	5000-150-8000	12347	
15	C. Prasanna	Driver	3050-75-3950-80-4590	5843	
16	S.Geetha	Head Reader	5000-150-8000	13759	Rs.100(FPA)
17	Raghavendra Roy	M/man Spl.Gr.	-do-	14190	
18	V.Armugam	M/man	-do-	11031	
19	S.Shivalinge Gowda	M/c Astt	4000-100-6000	7762	Rs.65-(FPA)
20	M.Prakash	M/c Attdt	3050-75-3950-80-4590	7898	Rs.55-(FPA)
21	H.Shankaraiah	-do-	-do-	7421	Rs.75-(FPA)
22	K.Gangadhara	Sec.Holder (Bdg.)	4500-125-7000	12150	(Rs.75-(FPA)
23	R.K.Pillai	Binder	-do-	10536	Rs.75-(FPA)
24	K.P.Gopala	-do-	-do-	10097	Rs.75-(FPA)
25	S.Siddaiah	Astt.Bdr	4000-100-6000	9928	
26	S.J.Prakash	-do-	4500-100-7000	10373	
27	Ramachandra	-do-	-do-	10125	
28	R.Rangaswamy	-do-	4000-100-6000	9607	Rs.75-(FPA)
29	K.Mastachar	-do-	-do-	9532	
30	R.Shankara	-do-	4500-125-7000	10125	

31	K.P.Vasudeva	Astt.Bdr	4000-100-600	9532	
32	Mahadevappa	-do-	4500-125-7000	10125	
33	K.Kempaiah	-do-	4000-100-6000	8223	
34	S.Ramu	-do-	-do-	9333	
35	K.Puttalingaswamy	-do-	-do-	8298	Rs.75-(FPA)
36	B.S.Rajashekara Murthy	-do-	-do-	8298	
37	Shivarudrappa	-do-	-do-	8616	Rs.75-(FPA)
38	H.V.Srinivasa	-do-	-do-	9433	Rs.100-(FPA)
39	Venkatesh	-do-	3050-75-3950-80-4590	8260	Rs.55-(FPA)
40	Abdul Khader	-do-	-do-	7298	Rs.75-(FPA)
41	Rangaiah	-do-	-do-	8046	Rs.55-(FPA)
42	S.T.Chandrashekara	-do-	-do-	6896	
43	S.nagaraja	-do-	-do-	7918	Rs.75-(FPA)
44	Anantha Krishna Murthy	-do-	-do-	7694	
45	M.Basavaraju	Daftry	2750-70-3800-75-4400	6896	
46	R.I.Rajanna	Chowkidar	2610-60-2910-65-3300-70-4000	7036	Rs.55-(FPA)
47	S.Srinivasa	-do-	2750-70-3800-75-4400	8130	
48	Puttaraju	-do-	2610-60-2910-65-3300-70-4000	6897	Rs.55-(FPA)
49	Nanjunda	-do-	-do-	7397	
50	Puttaiah	Farash	-do-	6501	
51	C.Siddu_	-do-	-do-	7452	Rs.55-(FPA)
52	Gowramma	Mali	-do-	6842	
53	C.Puttaswamy	Safaiwala	2550-55-2660-60-3200	5500	
54	Basavaraju	-do-	-do-	6443	Rs.55-(FPA)
55	T.Nagaraju	Labourer	2659-65-3300-70-4000	7422	Rs.55-(FPA)
56	K.V.Ramaprasad	-do-	-do-	7229	
57	K.Gangadhara	-do-	-do-	6675	
58	G.D.Nagesh	-do-	-do-	5857	
59	P.D.Shankar	-do-	-do-	6730	Rs.55-(FPA)
60	S.Rajendra	-do-	-do-	6358	
61	S.Shivamurthy	-do-	-do-	5576	
62	S.Siddappa	-do-	-do-	5912	Rs.55-(FPA)
63	R.R.Ramakrishna	-do-	-do-	6730	Rs.55-(FPA)

4 (1) (b) (XI) :

**THE BUDGET ALLOCATION TO GOVT. OF INDIA TEXT BOOK PRESS, MYSORE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE:**

Statement of Budget Grant for the year 2005 –06 in respect of Govt. Of India text Book Press, Mysore is furnished as under: -

**(A) Salaries :**

Salaries	=	Rs. 3,50,000/-
Salaries of Estt	=	Rs. 98,00,000/-
Dearness Allowance	=	Rs. 18,00,000/-
Other Allowances	=	Rs. 12,50,000/-
P.L.Bonus	=	Rs. 3,00,000/-
Festival Advance	=	Rs. 1, 00,000/-
Total	=	Rs. 1,36,00,000/-

**(B) Others: -**

O.T.A	=	Rs. 30,000/-
Medical Treatment	=	Rs. 3,50,000/-
T.E.	=	Rs. 1,50,000/-
O.E.	=	Rs. 40,19,000/-
Professional And Special Services	=	Rs. 30,000/-
Publications	=	Rs. 30,000/-
Grant – In – Aid	=	Rs. 2,440/-
Minor Works	=	Rs. 25,000/-
M & S	=	Rs. 1, 15,000/-
Inter A/cs Transfer	=	Rs. 3,00,000/-
Grand Total	=	Rs. 1,88,01,440/-

**(C) Trade Apprentices** = Rs. 1,50,000/-

**(D) Capital Outlay**

Motor Vehicle	=	Rs- Nill -
METP	=	Rs. –Nill-

**4 (1) (b) (XII):**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

No Subsidy Programmes exist in Govt.Of India Text Book Press Mysore.

**4 (1) (b) (XIII) :**

**Particulars of recipients of concessions, permits or authorizations granted by Govt. Of India Text Book Press Mysore.**

There is no system of allowing concessions to any agencies includes Indentors by the Govt. Of India Text Book Press, Mysore No permits or authorizations are also granted to any agencies by this press under the control of Directorate of Printing, New Delhi.

**4 (1) (b) (XIV) :-**

**DETAILS IN RESPECTS 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 Text Press, Mysore reduced in an electronic form has not been prepared due to non – availability of computers. But the same will be prepared and out in website as soon as the computers are made available to the Press.

**4 (1) (b) (XV):**

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOMS. IF MAINTAINED FOR PUBLIC.**

Govt. Of India Text Book Press Mysore 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) :

**NAMES, DESIGNATION AND OTHER PARTICULARS OF P.I.O :**

The names and other particulars of public information officer are furnished as under:

<b>Sl.No.</b>	<b>Name of the Press</b>	<b>Public information Officer</b>	<b>Asst. Public Information Officer</b>
1.	Govt. Of India Text Book Press Mysore	G.Anbazhagan, Deputy Manager, Officer – In Charge	Niranjan Naskar, Asst.Manager (Admin)

4 (a) (b) (XVII): -

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:**

- NIL-

GOVERNMENT OF INDIA TEXT BOOK PRESS: MYSORE

List of acknowledgement receipt of issue of Gazette copy of Right to information Act 2005 from employees.

Sl. No.	Name of the Employees/Staff S/Shri/Smt.	Signature of the employees & Date.
1.	Niranjan Naskar	Niranjan Naskar 8th. 15.09.05
2.	Annapoorna	Annapoorna A 15/9/05
3.	K. Premananda	<del>Premananda</del> 15/9/05 on leave
4.	S. Chandrashekaran	<del>S. Chandrashekaran</del> 15/9/05
5.	M.V. Ramesh	<del>M.V. Ramesh</del> 15/9/05
6.	H. Sridhara	<del>H. Sridhara</del> 15/9/05
7.	S. Chinnaswamy	<del>S. Chinnaswamy</del> 15/9/05
8.	Nasiruddin Mahmood	Nasiruddin Mahmood 15/9/05
9.	C. Radha Krishna	<del>C. Radha Krishna</del> 15/9/05
10.	R. Chandrika	R. Chandrika
11.	Meenakshi. M	Meenakshi. M
12.	Mohd. Ilyas K	<del>Mohd. Ilyas K</del> 15/9/05
13.	C. Prasanna	<del>C. Prasanna</del> 15/9/05
14.	S. Geetha	<del>S. Geetha</del> 15/9/05
15.	Raghabendra Roy	<del>Raghabendra Roy</del> 15/9/05
16.	V. Arumugan	<del>V. Arumugan</del> 15/9/05
17.	S. Shivalinge Gowda	<del>S. Shivalinge Gowda</del> 15/9/05
18.	M. Prakash	<del>M. Prakash</del> 15/9/05
19.	H. Shankaraiah	<del>H. Shankaraiah</del> 15/9/05
20.	K. Gangadhara	<del>K. Gangadhara</del> 15/9/05
21.	R.K. Pillai	<del>R.K. Pillai</del> 15/9/05
22.	K.P. Gopal	<del>K.P. Gopal</del> 15/9/05
23.	S. Siddaiah	<del>S. Siddaiah</del> 15/9/05
24.	S. J. Prakash	<del>S. J. Prakash</del> 15/9/05
25.	Ramachandra	<del>Ramachandra</del> 15/9/05
26.	R. Rangaswamy	<del>R. Rangaswamy</del> 15/9/05
27.	K. Mastachar	<del>K. Mastachar</del> 15/9/05
28.	K.P. Vasudeva	<del>K.P. Vasudeva</del> 15/9/05
29.	Mahadevappa	<del>Mahadevappa</del> 15/9/05
30.	K. Kempaiah	<del>K. Kempaiah</del> 15/9/05

- 31. S. Ramu
- 32. K. Puttalingaswamy
- 33. B.S. Rajashekara Murthy
- 34. Shivarudrappa
- 35. H.V. Srinivasa
- 36. Venkatesh
- 37. Abdul Khauer
- 38. Rangaiah
- 39. S.T. Chandrashekar
- 40. S. Nagaraja
- 41. Anantha Krishnamurthy
- 42. M. Basavaraju
- 43. R. Rajanna
- 44. S. Srinivasu
- 45. Puttaraju
- 46. Nanjunda
- 47. Puttaiah
- 48. C. Siddu
- 49. Gowamma
- 50. C. Puttaswamy
- 51. Basavaraju
- 52. T. Nagaraju
- 53. K.V. Ramaprasad
- 54. K. Gangadhara
- 55. G.D. Nagesh
- 56. P.D. Shankar
- 57. S. Rajendra
- 58. S. Shivamurthy
- 59. S. Siddappa
- 60. T.R. Ramakrishna
- 61. R. Shankar
- 62. G. Anbhazhagan
- 63. Dr. Dayananda Chouta

S. Ramu  
 K. Puttalingaswamy  
 B.S. Rajashekara Murthy  
 Shivarudrappa  
 H.V. Srinivasa  
 Venkatesh  
 Abdul Khauer  
 Rangaiah  
 S.T. Chandrashekar  
 S. Nagaraja - on leave  
 Anantha Krishnamurthy  
 M. Basavaraju  
 R. Rajanna - on leave  
 S. Srinivasu - on leave  
 Puttaraju  
 Nanjunda  
 Puttaiah  
 C. Siddu  
 Gowamma  
 C. Puttaswamy  
 Basavaraju  
 T. Nagaraju  
 K.V. Ramaprasad  
 K. Gangadhara  
 G.D. Nagesh  
 P.D. Shankar  
 S. Rajendra  
 S. Shivamurthy  
 S. Siddappa  
 T.R. Ramakrishna  
 R. Shankar  
 G. Anbhazhagan  
 Dr. Dayananda Chouta - on leave

Asst. Manager (Admin)  
 Govt. of India Text Book Press  
 MYSORE - 570 011

13/9/68  
 श्रीमान् अधिकारी/Officer-in-Charge  
 भारत सरकार पाठ्य पुस्तक मुद्रणालय  
 Govt. of India Text Book Press  
 मद्रास / MYSORE-11

As per note dated 1.9.05 the details information have been furnished below.

Section	Available crew	
1) Process section	Head Reader Under Acceptance of VRS	-1 post
2) Machine Section	Machine Man Spl Grade-1 post Machine man Machine Asst. Machine attendant	-1post - 1 post - 2 post
3) Binding section	Section Holder Binder Asst. Binder	-1 post -2 posts -19 posts

## Laborers –9 Posts

Due to grant of VRS only one machine of RO-62 could be run with available crews Machine Section. The following operation could be done in binding section with Available crews.

- (1) Paper cutting machine could be run 2 Nos, with available crews of one Binder and 3 Asst . Binders.
- (2) Wire stitching machine could be run 2 nos ,with available crew of 4 Asst. Binders.
- (3) Gather sticher Machine could be run one Binder and 6 Asst. Binders.
- (4) Manual operation -4 Nos Asst. Binders

The process action has been stopped for want of crews .at present one machine attendant has been deputed to plate making section to prepare the plates for managing the work of plate maker for running of one RO-62 Machine, Binding Store and Mechanical branch according to available of old negative / positive. Nine labourers have been deputed to various section. i.e. Machine, Binding , Store and Mechanical branch according to available of work.

In view of the above situation I would suggest that we may be asked to HQ Office to allot some loose form and pad work of jobs of long run to this press for early execution and dispatch of printed materials which may be avoided delay for execution and dispatch. To feed the machine and prepare the plates the negative / positive is required in process section. Due to that we may be asked to sister presses to prepare the above said material if old negative / positive is not available in this press.

Now we may run 4 Nos of printing machine in future the following technical crews are required in this press.

### **Kuba Compacta Web offset printing Machine**

Machine Man	-	2 Nos
Machine Asstt.	-	1 Nos
Machine Attendant	-	1 Nos

### **R0 – 62 Web Offset printing Machine:**

Machine Man	-	2 Nos
Machine Asstt.	-	1 Nos
Machine Attendant	-	1 Nos

### **Sheetfed Roland Parva Offset Printing Machine**

Machine Man	-	1 Nos
Machine Asstt.	-	1 Nos
Machine Attendant	-	1 Nos

### **The requirement of process section**

Camera Man	-	2 Nos
Artist Retoucher.	-	1 Nos
Plate Maker	-	1 Nos
Reader	-	1 Nos

### **The Requirement of Binding section**

Asst. Binder	-	16 Nos
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### **The requirement of Mechanical Branch**

Electrician	-	1 Nos
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Since the Technical officer is not posted in this press for past two years. Hence it is essential for the above post in this press to manage the work of process and whole press. Due to that the urgent requirement may be considered and posted in this press immediately to avoid dislocation of Govt. Works .

**O. I. C.**

SD /- 19.09.05  
**Deputy Manager**

## **Report**

In accordance with the note of the O.I.C. Vide dated 01. 09.05, the of available non – industrial staff along with the duties entrusted to them after acceptance of VRS on 5.08.05

### **A. Head Computer – 1 post:**

1. **Shri S. Chandrasharan** opted for VRS and its acceptance is under consideration of Directorate of printing, New Delhi.

### **B. U.D.C – 3 post :**

#### **2. Shri. Radhakrishna :**

1. Printing
2. Estt – I
3. Typing

#### **3. Shri S. Chinnaswamy :**

1. Paying section
2. All returns of steno branch
3. Correspondence of apprenticeship

#### **4. Smt. R. Chandraka:**

1. A – I Section
2. Cheque Drawing
3. Cash Branch including Pay Bill No.I

### **C. L.D.C. – 3 post.**

#### **5. Shri M.V. Ramesh :**

1. Pay Bills.
2. LTC.
3. TA
4. Income Tax
5. OTA
6. Tuition Fee
7. Estate Branch
8. Water Charges.
9. Telephone
10. Electricity
11. News paper
12. Service Postage stamp.
13. Reconciliation

#### **6. Shri. Sridhara H.**

1. Care taking duties
2. Proc Sec.
3. Local Purchase
4. Contingent bills
5. GPF section
6. All advances and court cases with AM (A)

**7. Smt. M.Meenakshi.**

1. General Stores.
2. Computing
3. Local purchase
4. Steno Work
5. Service Book
6. Leave Matters.

(E.L. Commuted leave and increment)

**8. Md .S.Nairuddin Mohmmmed**

LDC / HINDI Translator

Opted VRS but proposal sent for extension for 5<sup>th</sup> term acceptance of VRS is under consideration of HQrs Office

**9. Daftry : 1 post.**

**Shri. M .Basavaraju**

1. Assisting Cashier
2. Fax Xerosing
3. Postal Duties.
4. Duty for attending all officers and staff with movement of files.

**10. Nurse - 1post:**

**Smt. Annapoorna**

1. Store Accounts.
2. Dairy And Dispatch.
3. Hindi Correspondence.

**11. Compounder:**

**Shri. Premanand .K.**

1. Medical Reimbursement
2. Entries of CL & RH
3. Medical Indent.

**12. Binder – I:**

Shri. R.K. Pillai

1. T.K.Section

**The existing administrative staff strength at present after VRS in brief.**

1. Head Computer – I

( Shri. S. Chandrashekar has opted VRS which is under consideration for acceptance in the file.)

2. U.D.C. – 3 post
3. L.D.C – 3 Post
4. Hindi Translator – 1 Post

( One LDC Shri. S. Nasiruddin Mahmood is now on deputation for 4<sup>th</sup> year up to 20.09.05 and proposal for one year i.e for 5<sup>th</sup> term expention has been sent to HQrs office who has already opted for VRS which is under consideration by the HQrs office)

5. Daftry : 1 post
6. Farash: 2 Post  
(1 (one) Shri. Puttaiah has been deputed to the duty of Chowkidar due to the shortage of Chowkidar)
7. Chowkidar:1 post
8. Safaiwala : 2 post
9. Mali : 1 post

Total number 16 + 2 ( Head computer Shri. S. Chandrashekarn and Shri. S. N. Mahmood, Hindi Translator / LDC who has opted for Spl VRS which is under consideration in the office).

Administrative Staff ( Non- Industrial ) against whom the acceptance of Spl. VRS was already done:

1. U.D.C : 4 post
2. LDC : 4 post
3. Daftry : 1 post
4. Safaiwala – 4 posts
5. Peon - 4 Posts

Proposal for filling up the post, the detail of which is as below:

1. Accountant – 1 pos  
(On acceptance of VRS of Shri.S Chandrashekarn Head Computer has opted for by him)

	Proposal	Existing	To be filled up
2.	Total UDC – 6 nos (Esst – I, Estate – I, Proc- I paying – 2 Cash – 1)	03	03
3.	Total LDC – 6 nos ( Store A/c – 1, TK - !, CT – 1, Poc – 1, B & A – 1)	3	3*
4.	LDC / Hindi Translator - 1	* Inclusive of LDC /HT and one LDC to de filled up in case of VRS of Shri. S.N. Mahmood, LDC / HT is accepted.	
5.	GSK – 1 nos (Deputation post from among the UDC's / LDC's		
6.	Daftary – 1 nos	01	Nil
7.	Peon		01
8.	Chowkidar – 4 nos	04	
9.	Safiawala	02	02
10.	Mali –01	01	Nil

So the administrative staff to be filled up are :-

1. **Accountant – 1 Nos**
2. **UDC - 3 Nos**
3. **LDC - 3 Nos**
4. **Hindi Translator - 1 nos (Deputation)**
5. **GSK – 1 Nos ( Deputaion)**
6. **Peon - 1 Nos**
7. **Safaiwala - 2 nos**

Total : 12 nos ( Excluding the existing staff strength)

**So the proposal may be sent to the HQrs Office for filling up the above post urgently.**

(N.Naskar)  
Assistant Manager (Admn)

**Government OF India Text Book Press, Mysore – 570 011**

Non – Industrial: -

Abstract

Sl .N o	Group	Existing (As on 1 <sup>st</sup> March 2000005)	On Roll (as On 31.08.2005)	Vacant	Proposal For filling up
1.	Group – ‘A’ – Press Medical Officer (Part time)	01	01	Nil	Nil
2.	Group – ‘B’ Deputy Manager / Officer – in Charge	01	01	Nil	Nil
	Asst. Manager (admin)	01	01	Nil	Nil
3.	Group – ‘C’ – Details in the enclosure)	18	10	8 Spl VRS	09
4.	Groups ‘D’ – ( =====do=====)	16	10	6 Spl VRS	05
Industrial: -					
1.	group – “C” ( Details in the Enclosure )	66	31	35 Spl VRS	32 ( as per statement page No___)

(N.Nasakar)  
Asst. Managerr (Admn)

SD / 19.09.05  
G.AHBAZHAGAN  
Deputy Manager / P. Manager

**Annexure – 3**

Annexure – 1

**Organization Chart Of Government Of India Text Text  
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W.E.F. – 05 – 08 – 05 ie after effect of special VRS.

Deputy Manager

**G.ANBZHAGAN**

