

## **DIRECTORATE OF PRINTING**

### I. MATERIAL PURSUANT TO SECTION 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005

#### **4(1) (b)**

##### **(i) (a) Particulars of Organization, functions and duties**

The Directorate of Printing, an attached Office of Ministry of Urban Development is responsible for executing printing works for all Ministries/Departments of Govt. of India including forms for Civil and Defence Departments. Stocking and distribution of various forms for Ministries/Departments as per their requirements are the other important functions of this Directorate. This Directorate also renders advice from time to time to various State Governments and Central Government on technical matters relating to printing and allied subjects in printing technology as well. It has under its administrative control 16 Government of India Presses including 3 Text Book Presses spread throughout the country, an Outside Printing Branch and one Forms Store at Kolkata.

(b) The Directorate mainly deals with the printing of various items of Ministries/Departments including Lok Sabha and Rajya Sabha such as daily Bulletin, Codes, Manuals, Reports, Publicity Materials, Scientific Publication etc. In spite of heavy constraints and specific demands of Departments for printing publications, photo-composing, offset printing with colours, efforts are being made to accommodate requests of the Departments of the desired production quality and stick to the time schedule.

(c) To cater to the printing needs of Govt., there were 6 Presses in pre-independence period namely—

- (i) Government of India Press, (Publication Unit) Santragachi (Established in 1863),
- (ii) Government of India Press, Shimla (1872),
- (iii) Government of India Press, Rashtrapati Bhawan, New Delhi (1872)
- (iv) Government of India Press, Aligarh (1879),
- (v) Government of India Press, Minto Road, New Delhi (1912)
- (vi) Government of India Press, T.S. Kolkata (1924)

(d) After independence, 15 more Presses were established to cope up with the increased work pressure in the Government of India Presses as under:—

1. Government of India Press, Nilokheri (1948),
2. Government of India Press, Nasik (1951),
3. Government of India Press, Faridabad (1956),
4. Government of India Press, (Forms Unit), Santragachi (1956),
5. Government of India Press, Gangtok (1960)
6. Government of India Press, Coimbatore (1964),
7. Government of India Press, Mayapuri, Ring Road, New Delhi (1964)
8. Government of India Press, Koratty, (1966)
9. Govt. of India Text Book Press, Chandigarh (1971),

10. Govt. of India Text Book Press, Bhubnaswar (1975),
11. Govt. of India Text Book Press, Mysore (1976),
12. G.I.P. (Photolitho Unit), Faridabad (1976),
14. Govt. of India Patent Printing Press, Bombay, (1979)
14. Government of India Press, Wellington (1980)
15. Government of India Press (Photolitho Unit), New Delhi.

In addition to above, two offices namely Govt.of India Forms Units, Kolkata and Office of Asstt. Director (Outside Printing Branch), Kolkata were set up for distribution of forms of Ministry of Defence and Catering to any printing requirement needed to be done from outside.

(e) In August, 2002, Govt. of India approved modernization of following 11 Government of India Presses:—

- (1) Government of India Press, Minto Road, New Delhi
- (2) Government of India Press, Ring Road, New Delhi
- (3) Government of India Press, Rashtrapati Bhawan, New Delhi
- (4) Government of India Press, Faridabad
- (5) Government of India Press, Aligarh
- (6) Government of India Press, Nilokheri
- (7) Government of India Press, Temple Street, Kolkata
- (8) Government of India Press, Santragachi
- (9) Government of India Press, Nashik
- (10) Government of India Press, Coimbatore
- (11) Government of India Press, Koratty

Government also decided to merge following 5 Government of India Presses :—

1. Government of India Press(Letter Press Unit), Minto Road, New Delhi with Government of India Press (Photo litho Unit) Minto Road, New Delhi
2. Government of India Press(Forms Unit) Santragachi with Government of India Press (Publication Unit), Santragachi
3. Government of India Press(Letter Press Unit) Faridabad with Government of India Press (Photolitho Unit) Faridabad
4. Government of India Press, Wellington with Government of India Press, Coimbatore
5. Govt. of India Patent Printing Press, Mumbai with Government of India Press, Nashik

Govt. also decided to transfer/closure of the following Presses/Offices:—

- (1) Govt. of India Text Book Press, Chandigarh
- (2) Govt.of India Text Book Press, Bhubaneswar
- (3) Govt.of India Text Book Press, Mysore
- (4) Govt. of India Press, Shimla

- (5) Govt. of India Press, Gangtok
- (6) Govt. of India Forms Store, Kolkata
- (7) Office of the Asstt. Director (Outside Printing Branch), Kolkata.

Subsequently Government of India decided to review the decision of August, 2002 regarding transfer/closure of the above Presses/Offices, and final decision is yet to be taken.

### **Functions**

Directorate of Printing functions as Headquarter Office for all Government of India Presses/Offices. It performs following activities:—

#### **(i) Allotment of Jobs to Government of India Presses: —**

The requisitions from indentors are allotted to the different Presses. The indentors are intimated about the Press to which their job has been allotted depending upon the suitability and capacity of the Presses.

#### **(ii) Procurement of paper and machinery**

The requirement of paper is assessed on the basis of annual indents received from the Presses. Directorate of Printing procures the paper requirement on the basis of Rate Contracts available from DGS&D. Machines/equipments are procured on need basis either through DGS&D rate contract or open tenders.

#### **(iii) Printing through private Presses**

Under Delegation of Financial Powers Rules, the Departments have powers for local printing through approved private presses in case of emergent and unforeseen printing and binding jobs up to the prescribed monetary limits. In certain cases, the Directorate of Printing renders assistance to other Deptts., wherever required in the matter.

The Directorate of Printing is maintaining a Panel of the Offset Printers, Letter Press Printers, Letter Press cum Offset Printers and Binders in three categories i.e. A, B and C based on the capacity and facility available with the respective Presses of Delhi and outside stations. The procedure for empanelment of Private Printers in category A, B and C who are eligible for printing jobs from the Central Govt. Ministries/Departments etc. is as follows :

- (i) Applicant has to send request in a prescribed performa for consideration by the Directorate of Printing. The performa Form is as follows :

## FORM OF APPLICATION OF ENLISTMENT

1. Name of the Firm. :
2. Full Address. :
3. Head Office and Branch Office, if any  
Address of Press Premises/work places :
4. Telegraphic Address. :
5. Telephone No. :
6. Date of Establishment of the firm :
7. Is your firm registered under :
  - (a) The Indian Companies Act, 1913 :
  - (b) The Indian Factories Act. :
  - (c) The Indian Partnership Act, 1932 :
  - (d) Police Declaration :
  - (e) Copy of Memorandum of Association,  
(if applicable)
  - (f) Statement in register of Firms showing  
the name of Printers (if applicable) :
  - (if applicable) :
  - (g) Registration Act No. and Date. (if applicable) :
8. Name and full Address of the Bankers :
9. Whether insured against fire, burglary, etc.,  
if so, please state the amount and name of the  
company with policy number etc. :
10. The total number of regular employees :
11. Are you on the list of approved contractors  
of any other Govt. authority, if so, please  
give detail.
12. Give details of the Govt. jobs executed by you  
during last twelve months. :
13. Any other information which you consider,  
is necessary, to be furnish. :
14. Give details of equipments (on reverse) :
15. Please submit copies of documents mentioned at  
Sl. No. 7 from (a) to (g) (which ever is applicable) :

Signature .....

Name .....

Designation.....

Contd.....,2/-

**1. List of Machine and Equipment**

**2. Pre Process**

- (1) Computers :
- (2) Leser Printer :
- (3) Dot Metrix Printers :
- (4) Languges available :

**3. Process**

- (a) Camera (make and size) :
- (b) Scanner (make and size) :
- (c) Processer (make and size) :
- (d) State the facility of Plate Making along with details of equipment :
- (e) Any other encilliary equipment (make and size) :

**4. Printing Section**

	Number	make and size
Single Colour M/cs		“
Double Colour M/cs		“
Four Colour M/cs		“
Six Colour M/cs		“
Web M/cs		“

for additional M/cs (if any) please attach encloser:

**5. Ware House Department**

- (No. of Machine, size and Staff engaged there on) :
- (a) Cutting Machine :
- (b) Hand Numbering Machine :
- (c) Stitching Machine :
- (d) Sewing Machine :
- (e) Folding Machine :

for additional M/cs (if any) please attach encloser:

Signature.....

Name.....

Designation.....

**The following documents are required with the Form of Application of Enlistment:—**

1. The list of machines and equipments installed in press with technical specifications, make, specifying the colours i.e. whether the machine is of one colour or more than one colour.
2. The Annual Income Tax Return for the last three years including current.
3. All Risks' Insurance Policy ranging from Rs. 50,000/- to 1,00,000/- which should cover six risks i.e. riots, fire, strike, theft, house-breaking and burglary.
4. Police Declaration from DCP (Licencing), Police Headquarters, New Delhi.
5. The documents with regard to Local Sales Tax (LST), Central Sales Tax (CST) and Work Contract Tax (WCT).
6. (a) The ownership documents, in case the firm is a Proprietorship concern or  
(b) The Partnership Deed, in case the firm is a Partnership concern or  
(c) The Memorandum and Articles of Association, in case the firm is a Pvt. Ltd. or Ltd. concern.
7. Some printed Sample, printed for Govt. Departments executed by you during last 12 months.
8. To submit copies of documents mentioned at serial No. 7 from (a) to (g) (whichever is applicable) of the form of Application of Enlistment.
9. Registration under Factory Act (if admissible).
10. Registration under Company Act (if admissible).
11. Papers relating to VAT.
12. Papers relating to Pollution.
13. It may also please be stated specifically that the Printing Press has not been situated in residential area.

## CRITERIA FOR EMPANELMENT OF PRINTERS AND BINDERS

Machinery/Equipments to be possessed by Pvt. Printers/Binders in the approved Panel of the Directorate of Printing.

### 1. 'A' Class Letter Press Printers:-

- (i) Case Room : Mechanical setting arrangement (i.e., one or more Lino/ Mono machine).
- (ii) Printing : 3 Letter Press machines in A-1 or B-2 size and 3 small size letter press machines.
- (iii) Block Section : Complete equipments for preparation of block of zink/ copper plate for Lino Halftone.
- (iv) Binding : Full facility for binding of books and forms etc.
- (v) Staff : Minimum skilled, semi skilled and unskilled operators required to run the machines and execute jobs in process.

### 2. 'B' Class Letter Press Printers:-

- (i) Case Room : About 1500 Kg. of type in each of 6 pt. to 12 pt. size for Hindi and English.
- (ii) Printing : 2 A-1 or B-2 size Letter Press machines or 3 A-2 size automatic machines and 2 small size ordinary Letter Press machines.
- (iii) Binding : Complete binding facility.
- (iv) Staff : Same as 'A' Class.

### 3. 'C' Class Letter Press Printers:-

- (i) Case Room : 1000 Kg. of type in different type sizes.
- (ii) Printing : 1 A-1 or B-2 size machines or 2 A-2 size automatic machines and 1 small size ordinary machines.
- (iii) Binding : Full facility for binding.
- (iv) Staff : Same as 'A' Class.

### 4. 'A' Class Offset Printers:-

- (i) Page setting capacity : Minimum 150 A-5 pages per day by DTP/ Photosetter with all related accessories for Hindi & English language.  
Desirable-Arrangement for some other Indian language also.
- (ii) Process Section : Fully equipped Process Section
- (iii) Colour scanning and planning equipments : Minimum one scanner with planning facility to handle multi-colour reflection objects as well as colour transparencies upto A-3 size.

- (iv) Printing Machines : Minimum number of machines installed in the Press, as under:
- : (a) Single Colour Sheetfed Offset Machine:-
- (i) One No.- in A-1 size.
- (ii) One No.- in A-2 size.
- : (b) Multi Colour machine:-
- (i) One No.-Four Colour Sheetfed offset machine in A-1 size-
- or**
- One No.-four Colour A-2 size N/C and  
One No.-Four Colour Web Offset-Rool width 61 cm.  
with numbering arrangements.
- (v) Binding : Minimum number of machines to be as under:-
- (a) Automatic Folding Machine of A-1 size with 4 fold capacity-One No.
- (b) Cutting Machine 42-Two Nos.
- (c) Wire Stitching Machine-Three Nos.
- (d) Sewing machine-One No.
- (e) Perfect Binding Machine-One No.
- (f) Perforating Machine-One No.
- (g) Punching Machine-One No.
- (h) Eyeletting Machine-One No.
- (i) Arrangement for numbering.
- (vi) Technical Staff. strength. : Absolute minimum requirement of crews to run the machines and semi skilled, unskilled staff required for processing jobs in line.

#### **5. 'B' Class Offset Printers:**

- (i) Page setting capacity : 100 A-5 pages per day by DTP/Photosetter with all required accessories for Hindi & English Language.
- (ii) Process Section : Fully equipped Process Section.
- (iii) Colour scanning and Planning : One No. scanning unit is desirable. If not, there should be arrangement for getting scanning and planning of multi colour reflection objects/colour transparencies.
- (iv) Printing Machine : (a) One No. Offset machine in two or more colour in A-1/A-2 size.
- (b) One No. single colour machine in A-1 size or two nos. in A-2 size.

- (v) Binding : Minimum No. of machines to be as under:
- (a) Cutting machines 42" or nearer-One no.
  - (b) Wire stitching machine-One No.
  - (c) Sewing machine-One No.  
if not available, the arrangement of hand sewing.
  - (d) Perforating machine-one No.
  - (e) Punching machine-one No.
  - (f) Arrangement for numbering.
- (vi) Technical Staff strength : Absolute minimum strength of crews as required to run the machines and semi skilled & unskilled staff required for processing jobs in line.

#### **6. Offset cum Letter Press Printers:-**

- (i) Setting : Minimum One Lino/Mono Machine composing machine and one DTP terminal.
- (ii) Printing : (a) One or More automatic letter Press machine in A-1 size.  
(b) One A-1 size single colour Offset machine. One A-2 size two colour offset machine.
- (iii) Binding : Full binding facility.
- (iv) Staff : Same as 'B' Class Offset Printers.

#### **7. Binders:-**

- (i) Composing capacity with minimum 2000 Kg. of types in different pt. sizes.
- (ii) One Small Letter Press machines.
- (iii) *Binding equipments:-*
- (a) Guillotine cutting machine-One No.
  - (b) Stitching machine-One No.
  - (c) Sewing machine-One No.
  - (d) Perforating machine-One No.
  - (e) Eyeletting machine-One No.
  - (f) Punching machine-One No.
  - (g) Back Rounding machine-One No.
  - (h) Gold Ptg. machine-One No.
  - (i) Numbering arrangement.
  - (j) Spiral Binding machine-One No.

- (ii) After scrutiny of the details in the application form and examining the printed samples the category of the applicant is provisionally finalized.
- (iii) Once a provisional category of the firm is decided, physical verification of the firm's claim is done by the officer(s) of the Directorate of Printing.
- (iv) If report on (iii) is positive, the Police authorities/District authorities are requested to verify the credential of the Owners and Press.
- (v) The Bankers of the Press are requested to certify the report submitted by the applicant in the application.
- (vi) After positive response from Police, District Authorities and Banker, physical verification of the equipment, facilities available in the Press as mentioned in the application is got done by deputing officers of the Dte. of Printing.
- (vii) Based on all reports submitted as mentioned above, Director (Printing)/HOD being the competent authority approves the empanelment of the Press.
- (viii) The respective Press is accordingly requested to deposit security money based on the category for which empanelment has been proposed.
- (ix) After getting the security deposit certificate for empanelment with terms and conditions mentioned in the letter is issued.

**(iv) Issue of No Objection Certificate**

In general, printing by the Govt. Deptts., through private Presses is discouraged. In case of emergent and unforeseen circumstances where the Directorate of Printing is satisfied that the work in hand is such that it cannot be undertaken immediately or as per quality demanded by the indenter in any of the Govt. of India Presses "No Objection Certificate" is issued to the concerned Department.

For issue of NOC the following information is required from the indentors. All efforts are made to issue NOC within 7 days after getting complete information from the indentors.

**Checklist**

1.	Name of the Department	
2.	Name of Publication/Form	
3.	No. of copies	
4.	No. of Manuscripts (MSS)/Camera Ready Copies (CRC)	
5.	Size	
6.	Estimated Cost	
7.	Actual expenditure incurred on last NOC	
8.	No. of Colours (i) Text (ii) Cover	
9.	Paper to be used (i) Text (ii) Plate (iii) Cover	
10.	When the copies are required	
11.	Whether lamination to be done	
12.	Special requirement, if any	
13.	Whether any alternative paper can be used	

**(v) Monitoring the performance of the Presses/Units**

Following activities of the Presses are monitored on the basis of monthly/quarterly returns from the Presses:—

- (a) Production.
- (b) Assessment of capacity utilization
- (c) Idling of machines and man power
- (d) Pendency of jobs.
- (e) Raising of printing charges bills and their settlement
- (f) Pendency of printing charges against various Ministries/Departments.
- (g) Budget Management and Expenditure Control of GIPs on monthly basis..
- (h) Settlement of statutory and internal audit paras.

**(vi) Formulation of Budget Estimate & Revised Estimate**

On the basis of budget proposals received from Govt. of India Presses/Offices Directorate of Printing finalises the BE/RE with the approval of Ministry of Urban Development/Ministry of Finance.

**(vii) Settlement of PAC, CAG and Audit paras of GIPs.**

Settlement of Audit Paras is done with the approval of Ministry of Urban Development and CAG.

**(viii) Sanctioning of HBA, Computer, Scooter and Motor Car advance**

On receipt of applications from the applicants, the applications are scrutinized in the Directorate of Printing and advances are sanctioned to the applicant as per prescribed rules.

**(ix) Administrative matters and disciplinary action relating to GIPs & Directorate of Printing**

Directorate of Printing is at present headed by Additional Director (Admn). He is assisted by two Deputy Secretaries and one G.M.(HQ) in performing his duties. There are 11 Sections in Directorate of Printing. Brief duties of each section are given below: —

**(a) Establishment Section**

Establishment Section is headed by Asstt. Director. There are two Asstts., six UDCs and 4 LDCs and one cashier. The section deals with personal claims of the employees of Directorate of Printing, sanction of EL and HPL, preparation of pay bill and other contingent bills, TA bill etc. in the Directorate of Printing. The section also looks after the house keeping jobs of the Directorate of Printing.

**(b) Administration-I**

Administration-I is headed by Asstt. Director. Appointment and Promotion of the Group C and D employees of the Presses, Court Cases, Framing Recruitment Rules, filling up of employees of C & D Group in the Press, Deputation post in the Presses, Pension and Public Grievances, Report and returns etc.

**(c) Administration-II**

Administration-II is headed by Asstt. Director. Promotion and Transfer of Managers, Dy. Managers, Asstt. Managers, Technical Officers etc. Medical reimbursement, Grant in aid to all Presses, Maintenance of C.R. of Group A and B Officers of the Presses, Sanction of LPG/Coal/Fire wood to the Presses.

**(d) Administration-III**

Headed by Asstt. Director. Compassionate appointment cases of Government of India Presses, Establishment matters relating to the accountant of the Presses, Creation/abolition/revival of post, Continuation of temporary posts.

**(e) Administration-IV**

Headed by Asstt. Director. Various issues relating to the Vth Pay Commission, implementation to the Court Orders arising out of the Pay Commission reports, grant of NOC for obtaining Passports, allotment of press pool quarters, unauthorised occupation of Govt. Quarters, encroachment on the Presses' land, Recognition of Union/Association of the Govt. Presses, JCM matters etc.

**(f) Budget and Accounts Section**

Headed by Asstt. Director. There are 3 Asstts, 3 Accountants and 3 LDCs in the Section. The section deals with the following items of work.

- Budget and Expenditure and management
- Audit paras
- Standing Committee.
- Advances & allowances.
- Accounts of Printing Charges.

**(g) Hindi Section**

Hindi Section is headed by Asstt. Director. There are two Hindi Translators and one LDC. Hindi Section is responsible for promoting the use of Hindi in Directorate of Printing and its subordinate offices. Hindi Section also monitors the use of Hindi in the various section of Directorate of Printing and its subordinate offices on quarterly basis. Hindi section also organizes various competition/workshop etc during the Hindi Pakhwara.

**(h) Coordination (CDN) Section**

CDN Section is headed Assistant Director. There are one Asstt, one UDC and one LDCs in the Section. CDN Section is looking after PG Cases, Circulars, Monthly/Quarterly/Half yearly reports, collection of information from presses, monitoring of VIP references and court cases.

**(i) Vigilance Section**

Vigilance Section is headed by Assistant Director. There are one Asstts, two UDCs and one LDC in the Section. Vigilance Section deals with the disciplinary cases relating to Directorate of Printing and its subordinate offices. Complaint against Officers of the Govt. of India Presses, Vigilance cases, issue of charge sheet/suspension orders.

#### **(j) Procurement Section**

Procurement Section is headed by Asstt. Director. There are two Asstts, and one LDC in the Section. Proc. Section deals with the procurement of various types of paper, photo films and printing machineries for Government of India Presses.

#### **(k) Technical and Planning (T&P) Section**

T&P Section is headed by Asstt. Director There is one Asstt., one JFO, one Accountant, two UDCs and one LDC in the Section. T&P Section deals with proposals for carrying contract of the Press materials, disposal of waste paper, purchase of petty items, disposal of old and obsolete machinery of the Presses, Modernisation of Presses, construction of civil and electrical works in the Presses and disposal of lands belonging to the Presses.

#### **(l) Bills and Forms (B&F) Section**

B&F Section is headed by Asstt. Director. There are three Asstts. and one LDC in the Section. The Section deals with the printing Bills and Forms of the various Ministries and Departments.

#### **(m) Publication Section**

Publication Section is headed by Asstt. Director. There are two Asstts. and two LDCs in the Section. Publication Section deals with the allotment of jobs to the Presses received from the various indenting Ministries/Departments. Publication Section also issues No Objection Certificate to the indenting Ministries/Departments where the jobs can not be undertaken by the Presses for the reasons beyond their control.

#### **(n) Outside Printing (O.P.) Section**

Section deals with the printing jobs of M/o UD which are entrusted to the private printers due to non-availability of certain type of printing facilities in the Presses.

#### **4 (1) (b) (ii) Powers and duties of its Officers and employees:**

- (1) The powers and duties of the various functionaries are specified in the Manual of Office procedure and the compendium of Administrative and Financial Powers of Officers in the Directorate of Printing, Presses and branches. The compendium is available on the Web-Site of Directorate of Printing i.e. <http://dop.nic.in> (Appendix-I)

Brief description of tasks assigned to officials of Directorate of Printing is as per details given in Annexure-I.

Organisational Chart (Annexure-II) gives channel of submission of files in the Dte. of Printing Compendium shows, the powers of officers of Directorate to decide cases of various nature at their level.

**4(1) (b) (iii) Procedure followed in the decision making process, including channels of supervision and accountability:-**

Decision are taken on various issues in the Directorate of Printing in accordance with the laid down procedures framed by the nodal Ministries and Departments such as Department of Personal, Ministry of Finance, Ministry of Law etc.

**4(1) (b) (iv) Norms set by it for the discharge of its functions:**

- (1) Printing of various Gazettes as per “Gazette of India (Instructions for Printing and Distribution)” as per Appendix-II.
- (2) Issue of No Objection Certificate (NOC) within 7 days of receipt of complete documents.
- (3) For disposal of Public Grievances Cases within 15 days of receipt of complete information.
- (4) For other cases e.g. Budget, Parliamentary matters, Court Cases, Estt., the schedule procedure prescribed by the nodal authority is followed.

**4(1) (b) (v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:-**

For discharging functions by the employees, the rules and regulations formulated by nodal Ministries/Departments are followed.

The disposal of work and discharge of functions in the Directorate of Printing is governed by the Rules/Regulations formulated by the various nodal authorities e.g. Department of Personnel and Training /M/o Finance/D/o Expenditure/M/o Law/M/o Health and Family Welfare etc. To facilitate the work internally in Directorate of Printing, following publication are also referred:

- (i) Hand Book of the Govt. of India Presses (Appendix-III).
- (ii) Compendium of the Allotment of residences under the Administrative control of Directorate of Printing (Press Pool Accommodation) (Appendix IV).
- (iii) Compendium of Administrative and Financial Powers of officers in the DOP, Presses and Branches.
- (iv) Recruitment Rules for Group A to D (industrial and Non industrial) officials of the Govt. of India Presses (Appendix-V)
- (v) Rules for Printing and Binding (Appendix-VI)
- (vi) Schedule of Rates (Appendix-VII)
- (vii) Gazette of India (Instructions reg. Printing and Distribution)

**4(1) (b) (vi) Statement of the categories of documents that are held by it or under its control.**

- (i) Files, Personal Service Books, CRs of the officers/officials of the Directorate.
- (ii) Procurement files/records/bonds/agreements/security deposit
- (iii) Records of printing done through various Press
- (iv) Pay Bill Registers
- (v) Miscellaneous records of the Department.
- (vi) List of deserving cases for compassionate appointment in various categories.

(vii) Record Retention Schedule

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

Not applicable

**4(1) (b) (viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.**

Not relevant

**4(1) (b) (ix) Directory of its officers and employees**

As mentioned in Annexure-III

**4(1) (b) (x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation**

As mentioned in Annexure-IV

**4(1) (b) (xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

As indicated in Annexure-V

**4(1) (b) (xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Not Applicable

**4(1) (b) (xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

Not Applicable

**4(1) (b) (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.**

All the information referred to above have been displayed on the Website of Directorate of Printing.

**4(1) (b) (xv) Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.**

The Dte. of Printing cater to the printing needs of Govt. Ministries/Depts. only.

**4(1) (b) (xvi) Names, designations and other particulars of the Public Information Officers.**

**I. Central Public Information Officers of Directorate of Printing, Nirman Bhawan, New Delhi**

1.	Name of Officer	Shri C.S. Mehra
	Designation	Deputy Director (B&F)
	Telephone No.	011-23061830
	Office Address	Room No. 108, 'B' Wing, Nirman Bhawan, New Delhi
	Subject	<b>All Technical Matters</b>
2.	Name of Officer	Shri Ramesh Kumar
	Designation	Deputy Director (R)
	Telephone No.	011-23062965
	Office Address	Room No. 207, 'B' Wing, Nirman Bhawan, New Delhi
	Subject	<b>All Establishment Matters</b>

**II. Central Public Information Officers (CPIO) and Central Assistant Public Information Officers (CAPIO) in the Government of India Presses.**

Sl. No.	Govt. of India Press at	CPIO	CAPIO
1.	Gandhinagar, Nashik Maharashtra PIN-422006	Shri S.K. Jetly Works Manager Tel. 0253-2417868	Shri S.K. Munshi Asstt. Manager (Admn.) Tel. 0253-2412742
2.	Minto Road, New Delhi PIN-110011	Shri S.K. Misra Manager, Tel. 011-23235416	Shri A.K. Chowdhry Asstt. Manager (Admn.) Tel. 011-23235121
3.	Ring Road, New Delhi PIN-110064	Shri N.L. Mazumdar Manager, Tel. 011-28116204	Shri Laxman Mehto Asstt. Manager (Admn.) Tel. 011-28117302
4.	Rashtrapati Bhawan, New Delhi PIN-110004	Shri P.N. Srivastava Officer Incharge Tel. 011-23013629	—
5.	Faridabad, Harayana PIN-121001	Shri N.V. Radhakrishnan Manager Tel. 0129-2233789	Shri S.K. Saha Asstt. Manager (Admn.) Tel. 0129-2232886
6.	Nilokheri, Karnal, Haryana PIN-132117	Shri S.C. Sharma Manager Tel. 01745-246273	Shri K.N. Babu Asstt. Manager (Admn.) 01745-246373

7.	Aligarh, Uttar Pradesh PIN-202001	Shri S.R. Bodra Manager Tel. 0571-2400204	Smt. B. Kar Asstt. Manager (Admn.) 0571-2406017
8.	Coimbatore, Tamilnadu PIN-641019	Shri P.R. Ramachandran Nair Manager Tel. 0422-2692256	Shri K.N. Abraham Asstt. Manager (Admn.) Tel. 0422-2692256
9.	Koratty, Thrichur, Kerala PIN-680309	Shri Kunal Roy Manager Tel. 0480-2731948	Shri N.V. Gopinathan Asstt. Manager (Tech.) Tel. 0480-2731948
10.	Temple Street, Kolkata, West Bengal PIN-700072	Shri S.R. Pramanik Manager Tel. 033-22373368	Shri S.K. Bandopadhyay Asstt. Manager (Admn.) Tel. 033-23374261
11.	Santragachi, Howrah West Bengal PIN-711321	Shri S.R. Pramanik Manager Tel. 033-26575058	Shri P. Ganguly Asstt. Manager (Admn.) Tel. 033-26577404
12.	Shimla Himachal Pradesh PIN-171004	Shri V.K. Jassal 'P' Manager Tel. 0177-2806225	Shri B.N. Halder Asstt. Manager (Admn.) Tel. 0177-2658223
13.	Chandigarh PIN-160 002	Shri T. Ravindran Officer-in-Charge Tel. 0172-2650140	—
14.	Mysore Karnataka PIN-570 011	Shri Anbazhagan Officer-in-Charge Tel. 0821-2472998	Shri N. Naskar Asstt. Manager (Admn.) Tel. 0821-2472067
15.	Bhubaneshwar Orissa PIN-751017	Shri Bhagwan Sahoo Officer-in-Charge Tel. 0674-2301895	Shri S.N. Tiadi Asstt. Manager (Admn.) Tel. 0674-2301759
16.	Gangtok Sikkim PIN-737103	Shri Kumar Ghosh Officer-in-Charge Tel. 03592-202026	—
17.	Government of India Forms Store, Kolkata, West Bengal PIN-700013	Shri S.R. Pramanik Manager Tel. 033-22373368	Shri K. Dutta Asstt. Manager (Admn.) Tel. 033-22373368
18.	Office of the Asstt. Manager, Out Side Printing Branch West Bengal PIN-700013	Shri S.R. Pramanik Manager Tel. 033-22373368	Shri S.K. Bandopadhyay Asstt. Manager (Admn.) Tel. 033-23374261

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

NIL

**Security Organizations:** By and large, entire matters handled in the Government of India Presses and in the Directorate of Printing are accessible. However, matter being printed by the, Govt. of India Presses are not authorized to share the material with any one. The same can be obtained directly from the agency which owns the printed matter.

**Amendments to existing Acts/Rules etc:** Amendments to rules and regulations are made from time to time keeping in view the necessity.

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