

GOVERNMENT PRINTING PRESS, DAMAN

(Up dated on 30st September, 2015)

(I) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.

The Government Printing Press, Daman performs following functions: -

- 1) Printing of Official Gazettes.
- 2) Printing of Stationery Forms, Registers for various Govt. Offices of Daman & Diu.
- 3) Purchase and supply of stationery items for various Govt. Offices.
- 4) Printing and Binding of Telephone Diary, Statistical Diary and other Documents.
- 5) Printing and Binding of Electoral Rolls.

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Dy. Director of Planning and Statistics has been declared as Head of Office and delegated certain Financial powers as Group 'A' Officers.

Duties of Employees of Government Printing Press are furnished below:-

Sl. No.	Name and Designation	Duties
1.	Dr. S. D. Bhardwaj Head of Office, Govt. Printing Press	All the Administrative functions.
2.	Shri N. D. Patel Supervisor	i) Supervision over functioning of Govt. Printing Press. ii) All accounts work of Govt. Printing Press as well as Department of Planning & Statistics, Daman.
3.	Shri Kehar Singh Reader	i) All matters related to Govt. Gazettes & Publications. ii) All leave matters of the staff including service book and personal file. iii) Supply of stationery to Govt. Departments. iv) Supervision of staff at First Floor. v) Printing of various forms on Electronic Printing Machine.

Sl. No.	Name and Designation	Duties
4.	Smt. Minaxi Patel Binder	i) Computerisation of Documents. ii) Maintain proper stock of all materials. iii) Preparation of monthly /quarterly reports
5.	Shri V. Noronha	Binding work.
6.	Shri Vijay Patel Binder	Printing of various forms on Electronic Printing Machine and Binding work.
7.	Shri Sukar B. Patel Binder	Work on cutting machine and Binding work.
8.	Smt. Indu S. Jethwa Binder	Numbering of R.T.O. receipt book. Births & Deaths Certificates & Registers.
9.	Shri Natu K. Halpati Binder	Binding and cutting work.
10.	Shri Shailesh G. Halpati Binder	Binding work and numbering of R.T.O. receipt book.
11.	Shri Ravi V. Pawar Machineman	Working on Cylinder Machine and printing of various material and composing work.
12.	Shri Navin F. Halpati Machineman	Working on Thradal Machine and printing of various material and composing work.
13.	Shri Mahendra R. Damania Machineman	Working on Cylinder and Thradal Machine and printing of various material and composing work.
14.	Shri Mahendra R. Halpati Labour/Multi Tasking Staff	Assistance in binding work and distribution of tapals/Gazettes of Govt. Press
15.	Smt. Hasumati R. Patel Labour/Multi Tasking Staff	Assistance in binding work and distribution of tapals/Gazettes in Nani Daman and Planning Department.
16.	Shri Prakash D. Parab Labour/Multi Tasking Staff	Work on Offset machine and Assistance to binding work.
17.	Shri S. D. Pereira Labour/Multi Tasking Staff	Assistance in binding work and other miscellaneous works
18.	Smt. Flaviana M. Rosario Labour/Multi Tasking Staff	Distribution of Gazettes/Tapal & Assistant Binding work and other miscellaneous work.
19.	Kum. Amiti R. Agrawal Proof Pressman	Working in Tourism Deptt. on working arrangement.

III PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

- a) **Decision Making Process:-** Initial decision is taken by Supervisor of Govt. Printing Press. Decision regarding Financial matters within the power of Head of Office is taken by Dy. Director (Planning & Statistics), H.O., Govt. Printing Press, Daman. If it is beyond the power of Head of Office, decision is taken by the Development Commissioner, who is Head of Department.
- b) **Channels of Supervision and Accountability:-** Initial supervision is done by Supervisor of Govt. Printing Press and overall supervision is done by the Dy. Director (Planning & Statistics), who is accountable for all works of the Press.

IV NORMS SET FOR DISCHARGE OF FUNCTION:-

No norms have been prescribed for Govt. Printing Press. Various matters are printed by Govt. Press as per Schedules fixed by the concerned Departments.

V RULES, REGULATION ETC. FOR DISCHARGING OF FUNCTIONS:-

No Rules/Regulations, Instructions for discharge of functions of Govt. Press are in existence, as per work order issued from time to time.

(VI) CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT.

- 1) Official Gazettes in Series I, II, III and Extraordinary.
- 2) Telephone Diary, Statistical Diary 2014-15.
- 3) Printing and Binding of Election Forms & Electoral Roll and all Election related matters.

(VII) ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC.

Members of Public can approach to the Supervisor for any work of Govt. Press and if needed they can meet the Dy. Director (Planning and Statistics) at any time.

(VIII) STATEMENT OF BOARDS, COUNCILS, COMMITTEES ETC.

There are no Boards, Councils or Committees for Govt. Printing Press, Daman.

(IX) & (X) DIRECTORY OF OFFICERS AND EMPLOYEES ALONGWITH MONTHLY REMUNERATION.

Sr. No.	Name of Employee	Designation	Monthly Salary (Rs.)	Phone No.
1	Shri N. D. Patel	Supervisor	22270/-	9825176422
2	Shri Kehar Singh	Reader	16020/-	9898264970
3	Shri Vijay R. Patel	Binder	16020/-	9726185850
4	Shri Venecio Noronha	Binder	16020/-	9898330760
5	Shri Sukar B. Patel	Binder	14100/-	9979196557
6	Smt. I. S. Jethwa	Binder	16020/-	9904425225
7	Shri Natu K. Halpati	Binder	16020/-	9909136731
8	Shri S. G. Halpati	Binder	16020/-	9879934360
9	Shri R. V. Pawar	Machineman	16020/-	9429275020
10	Shri N. F. Halpati	Machineman	16020/-	9879934342
11	Shri M. R. Damania	Machineman	16020/-	9825463924
12	Shri Mahendra R. Halpati	Labour/Multi Tasking Staff	11440/-	9904528043
13	Shri P. D. Parab	Labour/Multi Tasking Staff	11220/-	9824132841

Sr. No.	Name of Employee	Designation	Monthly Salary (Rs.)	Phone No.
14	Shri S. D. Pereira	Labour/Multi Tasking Staff	11220/-	9429784200
15	Smt. F. M. Rosario	Labour/Multi Tasking Staff	11220/-	9879934387
16	Kum. Amiti R. Agrawal	Proof Pressman	9540/-	9328961557
17	Smt. Minaxi M. Patel	Binder	9540/-	9327021430
18	Smt. H. R. Patel	Labour/Multi Tasking Staff	7890/-	9726368330

(XI) ALLOCATION OF BUDGET AND EXPENDITURE:-

(Rs. in lakhs)

Budget Head	Allotment for 2014-15	Expenditure 2014-15	Anticipated Expenditure 2015-16
2058 – Plan	137.69	137.68	139.50
2058 - Non Plan	3.00	3.00	4.00
TOTAL	140.69	140.68	143.50

(XII) EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES

No subsidy programmes are implemented by Government Printing Press.

(XIII) CONCESSIONS, PERMITS ETC.

No concessions, permits or authorizations are granted by Govt. Printing Press.

(XIV) DETAILS OF AVAILABLE INFORMATION-

1. Official Gazettes in Series I, II, III and Extra Ordinary
2. Telephone Diary

(XV) PARTICULARS OF FACILITES AVAILABLE TO CITIZENS-

There is no library or reading room. Any information can be obtained from the Dy. Director or concerned staff of the Department.

(XVI) PARTICULARS OF THE PUBLIC INFORMATION OFFICER-

1. Name : Dr. S. D. Bhardwaj
2. Designation: Head Of Office
3. Office Address: Government Printing Press,
Fort Area,
Moti Daman – 396 220.
Phone No. : (0260) 2230619.
4. Residential Address: 1304/B-3, Sopan,
Opp. Jwahaar Navodaya Vidyalaya,
Dunetha,
Nani Daman – 396 210.

(XVII) OTHER INFORMATION – NONE.

[MEENAXI/PRESS/ESTT>INFORMATION NOTE]