

GOVERNMENT PRINTING PRESS, DAMAN

(Up dated on 30th June, 2017)

(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 Books, Booklets, Leflets, Electrol role and other Documents as per need of U.T. Administration.

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Jt. Director (Additional Charge) of Planning and Statistics has been declared as Head of Office (Additional Charge) of Govt. Printing Press 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, (Additional Charge) Govt. Printing Press	All the Administrative functions of Govt. Printing Press.
2.	Shri Natu Deugi 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 Printing materials on Electronic Printing Machine.

Sl. No.	Name and Designation	Duties
4.	Smt. Minaxi Patel Binder	i) Computerisation of Documents. ii) Preparation of various monthly /quarterly reports
5.	Shri Vijay Rama Binder	Printing of various forms on Electronic Printing Machine and Binding work.
6.	Shri Sukar B. Patel Binder	Work on cutting machine and Binding work.
7.	Smt. Indumati Samgi Binder	Numbering of receipt books of various Govt. Departments.
8.	Shri Natu K. Halpati Binder	Binding and cutting work.
9.	Shri Shailesh G. Halpati Binder	Binding works and all numbering works.
10.	Shri Ravi V. Pawar Machineman	Working on Cylinder Machine and printing of various material and composing work.
11.	Shri Navin F. Halpati Machineman	Working on Thradal Machine and printing of various material and composing work.
12.	Shri Mahendra R. Damania Machineman	Maintain proper stock of all materials and function as store keeper w.e.f. 04/12/2015.
13.	Shri Mahendra R. Halpati Binder	Binding work and distribution of tapals/Gazettes of Govt. Press
14.	Smt. Hasumati R. Patel Labour/Multi Tasking Staff	Assistance in binding work and distribution of tapals/Gazettes in Nani Daman and Planning Department.
15.	Shri Prakash D. Parab Binder	Work on Offset machine and Assistance to binding work.
16.	Smt. Flaviana M. Rosario Labour/Multi Tasking Staff	Distribution of Gazettes/Tapal & Assistant Binding work and other miscellaneous work.
17.	Kum. Amiti R. Agrawal Proof Pressman	First half working in Govt. Printing Press with heavy duty printing machine and Proof reading and Second half in District Library.
18.	Shri Mayurkumar R. Patel, Binder	Binding Works.
19.	Shri Harshal A. Bhatt, Binder	Printing of various forms, books on multi colour Heavy duty Printing Machine(Electronic)

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 Jt. Director (Planning & Statistics), H.O., Govt. Printing Press, Daman. If it is beyond the power of Head of Office, decision is taken by the Secretary, Printing & Stationery and appropriate authorities.
- b) **Channels of Supervision and Accountability:-** Regular supervision is done by Supervisor of Govt. Printing Press and overall supervision is done by the Jt. Director (Planning & Statistics).

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) Printing and Binding of Official Gazettes in Series I, II, III and Extraordinary.
- 2) Telephone Diary, Statistical Diary and other Govt. Publications.
- 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 Jt. Director (Planning and Statistics) at any time in public interest.

(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 Natu Deugi	Supervisor	60400/-	9825176422
2	Shri Kehar Singh	Reader	43600/-	9898264970
3	Shri Vijay Rama	Binder	43600/-	9726185850
4	Shri Sukar B. Patel	Binder	38100/-	9979196557
5	Smt. Indumati Samgi	Binder	43600/-	9904425225
6	Shri Natu K. Halpati	Binder	43600/-	9909136731
7	Shri S. G. Halpati	Binder	43600/-	9879934360
8	Shri R. V. Pawar	Machineman	43600/-	9429275020
9	Shri N. F. Halpati	Machineman	43600/-	9879934342
10	Shri M. R. Damania	Machineman	43600/-	9825463924
11	Shri Mahendra R. Halpati	Binder	31100/-	9904528043
12	Shri P. D. Parab	Binder	30200/-	9824132841

Sr. No.	Name of Employee	Designation	Monthly Salary (Rs.)	Phone No.
13	Smt. F. M. Rosario	Labour/Multi Tasking Staff	30200/-	9879934387
14	Kum. Amiti R. Agrawal	Proof Pressman	26000/-	9328961557
15	Smt. Minaxi M. Patel	Binder	26000/-	9327021430
16	Smt. H. R. Patel	Labour/Multi Tasking Staff	20900/-	9726368330
17	Shri Mayurkumar R. Patel	Binder	19900/-	9904999979
18	Shri Harshal A. Bhatt	Binder	19900/-	9723723332

(XI) ALLOCATION OF BUDGET AND EXPENDITURE:-

(Rs. in lakhs)

Budget Head	Allotment for 2016-17	Expenditure 2016-17	Allotment for 2017-18
2058	124.33 (Plan)	124.31	137.80
2058	3.00 (Non Plan)	3.00	
4058	100.00 (Plan)	100.00	15.00
TOTAL	128.33	128.31	152.80

(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 (Online on www.ddpress.in)
2. Telephone Diary on line on www.daman.nic.in in Department of Planning & Statistics.

(XV) PARTICULARS OF FACILITES AVAILABLE TO CITIZENS-

There is no library or reading room. Any information about Govt. Printing Press can be obtained from the Supervisor or concerned staff of the Department.

(XVI) PARTICULARS OF THE PUBLIC INFORMATION OFFICER-

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

(XVII) OTHER INFORMATION – NONE.