

**Information of Printing and Stationery Department  
required under Section 4 (1) (b) of the  
Right to Information Act, 2005**

**(i) The particulars of Organization, Functions and duties;**

Office of the Controller, Printing and Stationery department is situated at Ghora Chowki, Shimla-171 005 on the National Highway-22. Its premises are spread over 22 Bighas and 19 Biswas of land. This Department consists of two main wings viz. "Printing and Stationery & Administrative". The main function of this Department is to cater to the demand of Printing of all kinds of Forms, Registers, Acts and Rules and also to make available the stationery articles to all the Departments, Corporations, Autonomous Bodies and Universities etc. The Department also prints and distributes approximate 12330 copies of "Giri Raj" weekly and the Gazette is being published on the internet w.e.f. 1-8-2007, e-mail address of which is "**himachal.nic.in/egazette**". In addition, the magazines like 'Him Prastha' and 'Vipasha' are also printed in this Press which are published through Public Relations Department, Language Art & Culture and Language Academy respectively.

Printing & Stationery Department has a sanctioned strength of 374 posts, out of which only 256 posts are filled (244 regular, 9 contract basis & 3 daily waged basis) whereas 118 posts are lying vacant. The post of Assistant Controller (Offset) is vacant due to the ban on direct recruitment. There is an acute shortage of technical as well as ministerial staff in the Department whereas volume of work is increasing day-by-day. Due to a gradual shift from Letter Press to Offset technology but non-strengthening of Binding Section commensurate with increase in the printing capacities has resulted in accumulation of binding work and the Department is facing great difficulty in executing the binding work on time. Therefore, the additional binding work is being executed on competitive rates through private agencies.

The multicolour printing work is being done in the Offset Branch. Besides, Screen Printing is also being done in the Department resulting thereby a lot of improvement in the quality of printing.

(ii) **The Powers and Duties of its officers and employees;**

The powers and duties of officers and employees in this department are as under: -  
**RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF PRINTING AND STATIONERY HIMACHAL PRADESH**

**ADMINISTRATIVE WING**

**1. CONTROLLER**

- 1) Controller, being administrator and head of the Printing and Stationery Department in the State is responsible for the efficient working of his Department, shall exercise all administrative and financial powers as adjoined upon the heads of the department in the H.P. Government.
- 2) She/He shall control all Printing & Stationery affairs in the State and allied activities, for which any special instructions considered necessary for administrative reason, shall be issued by him from time to time to his subordinate staff.
- 3) She/He shall submit to the Government budget and appropriation proposals for the whole department for consideration and approval.
- 4) All the reports and returns to the Government, monthly, quarterly, yearly, as required by the Government from time to time, in respect of the department shall be submitted by him or under his authority by any officers to whom he shall delegate the powers on his behalf.
- 5) To invite and finalise the Tender No.1, 2 and 3 regarding purchasing of all types of Stationery items, papers, press materials and machineries etc. in consultation with State Stationery Selection Committee and Departmental Purchase Committee.
- 6) She/He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

**2. DEPUTY CONTROLLER**

- 1) Deputy Controller is the next senior most technical officer in the department.
- 2) Being Head of Office and technical officer he is to supervise all the technical and ministerial branches of the H.P. Govt. Press.
- 3) To ensure timely printing of all Govt./semi Govt. and other local bodies printing jobs.
- 4) To maintain inventory and inspection of supplies.
- 5) To advise on technical matters, optimum utilization of manpower/machinery etc.

**3. ASSISTANT CONTROLLER (STATIONERY)**

- 1) To act as Branch Officer of Stationery Wing of the Department.
- 2) To ensure inspection of Stationery items, inventory control and regulate supply.

**4. SUPERINTENDENT GRADE-I**

The Superintendent Grade-I is normally incharge of Establishment Branch and has generally to perform the following duties and functions:

- 1) To go through the dak as received by him and take the following steps:-

- (a) Mark the missent receipts to the concerned sections.
  - (b) submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case the said authorities have not seen any such communication.
  - (c) Retain receipts of secret/confidential or urgent nature, which he may like to deal himself in which case the said receipts will be got diarized from the diarist by Supdt. Grade-I for further reference.
  - (d) Mark the remaining receipts to concerned dealing hands with dated initials indicating the urgency and also giving directions, if any, disposal and to hand over the same to the diarist of the section for diarizing and handing to the concerned dealing hands and,
  - (e) Keep a note in the diary about important receipts for watching proper and timely disposal.
- 2). To see that the concerned dealing hands collect and keep updated information relating to the establishment branch.
  - 3). To ensure that returns/statements are submitted in time and the returns/statements to be received in the section are received in time.
  - 4). To see all dealing hands and the diarist maintain all required registers and keep the same up date. He should also check these registers at regular intervals.
  - 5). To allocate every work of the section to the staff in the establishment section and to maintain an updated distribution list of work amongst the dealing hands in the section.
  - 6). To ensure punctuality in attendance in the section and to advise the staff on matters of conduct and discipline.
  - 7). To see that the section is kept neat and tidy and that the files, papers etc; are arranged in an orderly manner and the recorded files are sent to the record room; and that ephemeral record is periodically destroyed.
  - 8). To ensure that the dealing hands maintain their Assistant's Diaries regularly and note the particulars of initial submission of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases. He is also required to see that the interim processing of receipts leading to collection/compilation of data/information is not marked as final disposal in the Assistant Diaries.

#### **5. SUPERINTENDENT GRADE-II**

The Superintendents Grade-II working in the Stationery, Printing and Store Branches normally supervise the work of a Section or Call independently and submit the cases directly to the Middle level officers and such their duties, responsibilities and functions are the same as indicated for Superintendent Grade-I, excepting that they cannot dispose off any matter at their level and all communications to be sent out, are to issue under the signature of Middle-Level Officer.

#### **6. PERSONAL ASSISTANT**

- 1). The incumbents of the post stands attached with Head of the Department for the work assigned from time to time.
- 2). **Dictation/Type work**
  - (i) To take dictation in both English and Hindi stenography, to transcribe the same

on English/Hindi typewriters/Computers and to present the transcribed dictation work to the Officer for approval and signature.

(ii) To type demi-official letters, secret, confidential and important letters with enclosures, and to compare the same before submitting for signature of the Officer and

(iii) To do other type of work as and when assigned by the Officer. 3).

3). **Attendance of telephones:**

(i) To ensure that the telephone installed in the office/residences of Officer are in working order and to lodge complaint and to pursue the same if there is any defect in any telephone.

(ii) To attend to the office telephones courteously and politely and to connect the outside calls with the Officer keeping in view the engagement of the Officer and his directions.

(iii) To keep always official directions updated and to maintain telephone numbers of concerned Ministers/Officers of the State Government.

4). **Maintenance of records:**

(i) To keep upto-date reference books such as administrative directions, Acts, Rules etc.

(ii) To maintain the records of confidential reports concerning to the Class-III & IV categories of the department.

(iii) To maintain the records of casual/compensatory leave account of the Officers and all the supervisory staff.

7. **SR. ASSISTANT**

The Senior Assistants who deal with receipts and submit cases to the Section Officers or Superintendents. Depending upon urgency, need and public interest, the Assistants can be asked to undertake any job/assignment, but generally, the main duties, functions and responsibilities of the Assistants involve handling of the work relating to:-

1). Receipt, diary-dispatch, typing, record maintenance.

2). Opening and maintenance of files, referencing, dealing cases including noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.

3). Acquisition, maintenance and up-keep of stores, stocks, stationery articles, account and registers.

4). Preparation of all type of bills such as pay, traveling, allowance, medical reimbursement, contingencies, contractors, supplies and advances etc. and handling of cash, maintenance of cash books and connected accounts/bills registers etc.

5). Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc.

6). Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund, all matters relating to Public Accounts Committee, Estimates Committee, audit paras, economy in expenditure etc.

## **8. JUNIOR ASSISTANTS /CLERKS**

In different sections of the Administrative wing the Clerks/Jr. Assistants will have to perform all duties as prescribed for Assistants. This is because of the set up, quantum of work and the staffing pattern of these offices.

## **9. ADDRESSOGRAPHER**

To operate the Addressographing Machine and prepare addresses of the subscribers of Giriraj weekly News paper and Himprasth monthly magazine.

## **10. FRANKING MACHINE ATTENDENT**

To operate the Franking Machine for dispatch of copies of Giriraj weekly News paper and Himprasth monthly magazine.

## **11. PAPER ISSUER**

To issue all kind of printing papers and misc. stores to be consumed daily in the H.P. Govt. Press from Press store.

## **ACCOUNTS WING**

### **12. Section Officer(F&A)**

- 1) To assist in framing of budget estimates of receipts and expenditure, scrutiny of proposals for New Expenditure and to ensure their factual submission to the Finance Department.
- 2) To ensure that correct financial procedure are followed, expenditure and receipts are properly accounted for, financial powers are not abused and financial propriety are strictly adhered to.
- 3) To carry out internal check of appropriation/receipts of Department and to advise the department in financial matters.
- 4) To assist in timely preparation of financial returns and statements and Performa accounts if any.
- 5) To help in the disposal of important reference relating to finance and accounts.
- 6) To advise the Head of Department in the matters of tenders for purchasing, outside printing works and agreements thereof.
- 7) To assist in the disposal of Audit/ P.A.C. Paras.
- 8) To help in the expeditious issue of financial sanctions.
- 9) To keep watch on the recovery of loans and advances of the Department.
- 10) To act as D.D.O. of the Department and to issue of salary slips.
- 11) Scrutiny of rates, technical reports and acceptance letters etc. in case of purchase of stores/stocks.
- 12) Physical verification of cash stocks during audit.
- 13) Checking/giving advice on various kinds of bills/sanctions.

**TECHNICAL WING**

**13. ASSISTANT CONTROLLER(PRINTING)**

- 1) To act as Branch Officer in the Letter Press wing of the H.P.Govt. Press.
- 2) Head of the supervisory staff of Technical side.
- 3) To provide technical assistance the Deputy Controller in technical work.
- 4) To maintain inventory and inspection of supplies.
- 5) To ensure timely printing of all Govt./semi Govt. and other local bodies printing jobs.
- 6) Optimum utilization of manpower/machinery etc.
- 7) Monitoring the progress of all technical branches.
- 8) Monitor the dispatch of printed material.
- 9) Monitor the bills of printed materials of all Govt./semi Govt. and other local bodies.

**14. ASSISTANT CONTROLLER (PTG.OFFSET)**

- 1) To act as branch officer in Offset wing.
- 2) To supervise the printing works of Offset wing.
- 3) Monitoring of progress and to tender technical advice.
- 4) To provide technical assistance to Deputy Controller.
- 5) Provide technical guidance to staff.
- 6) Monitor the dispatch of printed material.
- 7) Monitor the bills of printed materials of all Govt./semi Govt. and other local bodies.

**15. GENERAL FOREMAN**

- 1) To supervise the Printing, Composing, Binding, works.
- 2) Knowledge of all kind of Printing material including chemicals and kind of paper with size.
- 3) To provide full technical directions on the work dockets besides tendering advice to senior officers.
- 4) Monitor the progress of all branches.

**COMPOSING BRANCH**

<b>S.N.</b>	<b>Category of post</b>	<b>Duties of incumbents working against the post</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>
16.	Section Holder (Composing)	To supervise the Composing Section and regulate the assigned work to the staff under him besides preparing routine reports. To ensure execute the jobs in time and also maintain the progress register.
17.	Asstt. Section Holder (Composing)	To supervise the Composing Section and regulate the assigned work to the staff under him besides preparing routine reports. To ensure execute the jobs in time and also maintain the progress register.

18.	Compositor	To do all kind of composing in English & Hindi and prepare matter for printing.
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### **PRINTING BRANCH**

19.	Section Holder(Printing)	To supervise the work of printing section. and to regulate the assigned work. To ensure execute the jobs in time and also maintain the progress register.
20.	Asstt.Section Holder (Printing)	Supervising of Printing work maintenance of registers relating the printing work and to assist Section Holder of the branch. To ensure execute the jobs in time and also maintain the progress register.
21.	Sr. Machineman	To operate the platen & Automatic cylinder machines knowledge of four colour printing & numbering type high machines etc.
22.	Jr. Machineman	To operate the Platen & automatic printing machinery. Knowledge of four colour printing & type high numbering machine etc.
23.	Treadle Man	To operate the platen machines also knowledge of Four colour Printing and type high numbering machines etc.
24.	Inker	Give the help to letter press machines man for the operating of printing machines including oiling, cleaning etc.

### **BINDING BRANCH**

25.	Section Holder(Binding)	To supervise the work of binding branch, regulate the work assigned to the staff under his control. To ensure execute the jobs in time and also maintain the progress register.
26.	Asstt.Section Holder(Binding)	Supervising the Binding work, maintaining the registers relating the Binding section and to assist Section Holder of the branch.
27.	Ware House Operator	To operate all kind of Binding Machinery and also to keep the paper in order etc.
28.	Binder	To do all kind of Book Binding work.
29.	Press Duftry	To help the Binders in Book Binding work i.e. folding gathering wrapping etc.

### **READING BRANCH**

30.	Head Reader	To supervise Proof reading work and to co-ordinate with other sections of Printing and ensure to execute the work in time.
31.	Print Order Reader	To supervise the reading work and responsibilities of Print Orders and ensure to execute the work in time.
32.	Proof Reader	To do the proof reading of Composed Matter, suggest corrections etc.
33.	Reviser	To Revise and prepare pages for final Printing.
34.	Copy Holder	Copy holding with the Readers.

**MONO BRANCH**

35.	Section Holder(Mono)	To supervise the Mono Section and to regulate the work assigned to staff under his control. To ensure execute the jobs in time and also maintain the progress register.
36.	Mono Operator	To operate the Mono Punching Machine.
37.	Mono Super Caster	To operate Mono Super Casting Machines.
38.	Mono Caster	To operate the Mono Casting Machine and assemble the matrices in English & Hindi.

**COMPUTING BRANCH**

39.	Section Holder (Computing)	To supervise the work of Computers and work out the cost of printed jobs, to monitor the budget of departments and also maintain registers.
40.	Computer (Composing)	To compute the work of compositors, distributors according to fixed norms and work out the cost of executed jobs.
41.	Computer (Printing)	To work out daily progress of Printing Staff and Cost of Printing Jobs.
42.	Computer (Binding)	To work out daily progress as per fixed norms of the workers of Binding branch. Fixing the cost of the executed jobs.

**OFFSET BRANCH**

43.	Overseer Offset	To supervise the whole work of Offset Branch and regulate the jobs assigned to the staff. To ensure the timely printing of jobs and also
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		maintain the registers.
44.	Offset Operator	To operate sheet fed & web Offset machines, four colour printing and full responsibility to maintain offset machines.
45.	Camera Operator	To do all kinds of camera work and preparation of material for Offset Printing.
46.	Litho Artist	Work in Art room four colour pasting work, page imposing & Graphic Art work.
47.	Feederman Offset	Give help to Offset Operators for the operating of Offset Machine in all kind of work.
48.	Fly Boy	Duty on delivery side of Offset Machine including cleaning, oiling and roller washing and helping the machine operators.
49.	Developer	Developing the Offset camera films & full help to camera operator.
50.	Dark Room Attendant	Loading/unloading of film in Offset Camera and maintenance of Dark Room equipments and helping the camera operator etc.
51.	Plate Maker	To make plates for the offset printing machine, exposing & developing of plates single colour to four colours P.S. negative & positive etc.
52.	Photo Type Setter Operator	To do all type of type setting and formatting works of different kinds of jobs on computers executing in the Offset Section.

**WORKSHOP BRANCH**

53.	Press Head Mechanic	New post created
54.	Head Mechanic (Electrical)	New post created.
55.	Mechanic Press	To undertake repair and maintenance of all kinds of Printing and Binding Machines.
56.	Mechanic Electrical	To repair all kind of Electrical & Electronic equipment's and checking of power supply for machines.
57.	Carpenter	Carpentry work related to Press branches.

### MISCELLANEOUS WING

58.	Driver	<ol style="list-style-type: none"><li>1). He is the guardian of vehicle and responsible for upkeep of the vehicle attached with him.</li><li>2). He will be alert through out the duty and perform his duty diligently and with vigilance.</li><li>3). He will wash his vehicle daily in the morning and keep it ready for journey.</li><li>4). He will ensure that in case of a mechanical defect, the Officer Incharge is intimated timely and remedial measures taken.</li><li>5). He will not make any un-authorized movement of the vehicle.</li><li>6). He will remain on duty till relieved by the officer and follow the instructions of the officer using the vehicle.</li><li>7). He will maintain the Log Book of the vehicle every day and maintain its repair book.</li><li>8). He will be responsible to keep all the documents relating to the vehicle and his driving license with him all the time.</li><li>9). He shall be available for duty when ever called any time during the day/night.</li><li>10). Any other duty assigned by the Head of Office/H.O.D.</li></ol>
59.	Bus Conductor	To perform the duties of conductor of the departmental Bus or any other duty assigned by the office.

### CLASS-IV WING

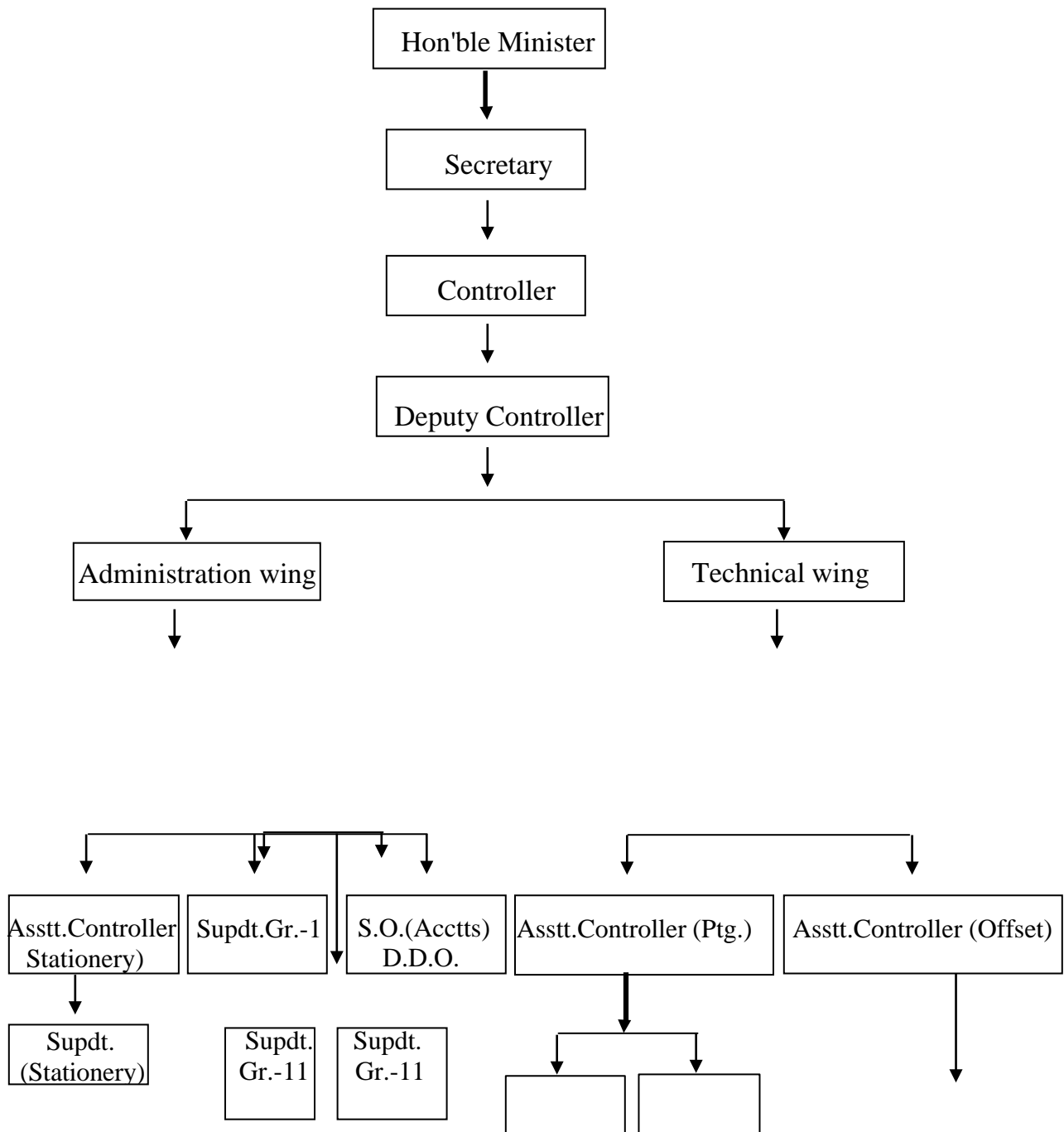
60.	Office Duftry	<ol style="list-style-type: none"><li>1). To mend, trim, stitch, bind etc; old records, files etc. in Record room and in the sections.</li><li>2). To paste correction slips in the official reference books of various officers and those of the branches/sections.</li><li>3). To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatcher in the circulation of all printed matter etc.</li><li>4). To sort-out and properly keep the record in the record section.</li></ol>
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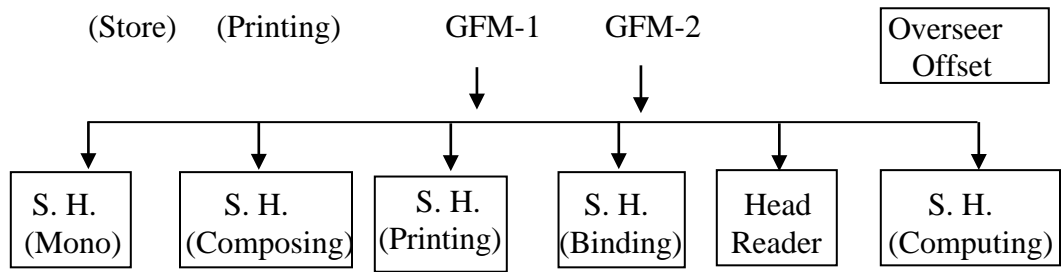
61.	Duplicating Machine Operator	<ol style="list-style-type: none"> <li>1). To operate the Gestetner/Photostate Machine and make out desired number of copies.</li> <li>2). To maintain proper account in a register with requisition slips for paper used and consumption of ink/toner etc.</li> </ol>
62.	Packer	Packing and supplying of consignments of stationery articles and printed materials from the different stores of the department.
63.	Peon	<ol style="list-style-type: none"> <li>1). He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.</li> <li>2). To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 Kg.).</li> <li>3). To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.</li> <li>4). He will attend to the telephone calls when the officer is not in his seat.</li> <li>5). To perform miscellaneous and odd jobs for officers/officials.</li> <li>6). To attend to officers at Headquarter and while on tour.</li> <li>7). To attend to any other work that may be assigned by the Head of the Office.</li> </ol>
64.	Chowkidar	<ol style="list-style-type: none"> <li>1). To keep watch and ward during and after office hours.</li> <li>2). To take precautionary measures relating to prevention of fire and damage to Government property.</li> </ol>
65.	Mali	To perform the duties of a Mali such as preparation and maintenance of flower beds and flower pots, for beautifying office compound and corridors, etc.
66.	Sweeper	<ol style="list-style-type: none"> <li>1). To sweep, clean and mop the room, corridors, verandahs and compound;</li> <li>2). To clean the lavatories, urinals, baths, wash basins etc. daily and properly;</li> <li>3). To light the stoves/angithies and to perform the allies work relating to this job; and</li> <li>4). To collect and dispose of all waste in the office.</li> </ol>

67.	Binding Machine Attendant	Binding machines attendant with the duty of Ware House Operators etc.
68.	Press Mazdoor	The Press Mazdoors are deployed in various sections of the Press and their duties are to carry printing paper, inks and other allied press material from different stores of the department and to do all labour work in the Press.

(iii) **The Procedure followed in the decision making process, including channels of Supervision and accountability;**

**Organizational set up and Channel**





The decision making procedure in this department is that the Controller, Printing and Stationery as the Head of Department, the Deputy Controller (P&S) has been declared as Head of Office, S.O.(Accts) has been declared as Drawing and Disbursing Officer, Supdt. Gr.-1, looks after the establishment. All the Supdts. and Supervisors look after the work of their respective branches. As a whole, the process of decision making is done as per above given hierarchy and the staff working in this department are accountable to their respective authorities.

**(iv) The norms set by it for the discharge of its functions;**

For the discharge of its functions this department is divided in two wings, i.e. administrative wing and Technical wing. Administrative wing is further divided in different branches viz Establishment branch, Store branch, Accounts branch, Printing branch and Stationery branch. The officers/officials are discharging their duties as per the provision laid down in the office manual.

Technical wing is also divided in different branches viz General Foreman section, Mono composing branch, Hand composing branch, Reading branch, Letter Press printing branch, Computing branch and Offset printing branch(Desk Top Publishing section, Camera section, Art room and Plate making section). The officers/officials who are working on technical side in this department are required to discharge their duties as per the following norms fixed branchwise by this department for individual/ machine progress:-.

**PERFORMANCE INDICATORS OF OFFSET BRANCH**

Sl. No.	Name of Machine	Impression per hour		oiling & cleaning	Roller washing	Plate Change	Reel loading	Remarks
		Running	Numbering					
1.	Offset Printing Machine P.O. 25	3,500	2,625	30 Minutes	15 Minutes	30 Minutes	-----	
2. 3.	Offset Printing Machine RO-62 (I) Offset Printing Machine RO-62 (II)	10,000	7,500	1 Hour	15 Minutes Per Unit	30 Minutes	15 Minutes Per Reel	
4.	Offset Printing Machine H.M.T. 231	3,500	2,625	30 Minutes	1 Hour Both Units	30 Minutes Per Unit	-----	
5.	Offset Printing Machine H.M.T. 125	3,500	2,625	30 Minutes	30 Minutes	30 Minutes	-----	

6.	Offset Printing Machine H.M.T. R-36	3,500	2,625	30 Minutes	30 Minutes	30 Minutes	-----	
7. 8.	Offset Printing Machine P.O. 36 (I) Offset Printing Machine P.O. 36 (II)	3,500	2,625	30 Minutes	30 Minutes	30 Minutes	-----	
9. 10. 11. 12.	Gestetner Machine (I) Gestetner Machine(II) Duplo Machine (I) Duplo Machine (II)	2,200	-----	30 Minutes	----- --	10 Minutes	-----	
13.	Offset Printing Machine H.M.T. 125	3,500	2,625	30 Minutes	30 Minutes	30 Minutes	-----	

**PERFORMANCE INDICATORS OF LETTER PRESS BRANCH**

Sl. No.	Name of Machine	Impression of Per hour with one Worker	Impression of Per hour with Two Worker	Numbering Per Worker	Numbering Two Workers	D.O. Pads colour	Book Work	Job Work	Make ready	Oiling & cleaning minutes
1.	Tradle Machine No.2	750	1,100	600	880	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	30 Minutes	15 Minutes
2.	Tradle Machine No.7	900	1,200	720	960	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	30 Minutes	15 Minutes
3.	Tradle Machine No.13	900	1,200	720	960	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	30 Minutes	15 Minutes
4.	Tradle Machine No.14	800	1,100	640	880	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	30 Minutes	15 Minutes
5.	Tradle Machine No.15	700	1,000	560	800	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	30 Minutes	15 Minutes
6. 7.	OM-I OM-II	-----	1,600	----	1,280	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	1 Hour	30 Minutes
8.	Cylinder Machine No. 16	-----	1,000	----	800	50% Less of fixed Progress	10% Less of fixed Progress	20% Less of fixed Progress	1 Hour	30 Minutes
9 10 11 12 13	HMT Letter Press M/c No.1 HMT Letter Press M/c No.2 HMT Letter Press M/c No.4 HMT Letter Press M/c No.5 HMT Letter Press M/c No.6	-----	2,000	----	1,600	50% less of fixed progress	10% Less of fixed Progress	20% Less of fixed Progress	1 Hour	30 Minutes

**PERFORMANCE INDICATORS OF BINDING BRANCH**

<b>Sl. No.</b>	<b>Name of Process</b>	<b>Progress per hour</b>	<b>Remarks</b>
1.	(a) Dressing and Counting (All sizes) (b) Only counting (All sizes)	40 Reams per hour	
2.	<b><u>Section-Folding :</u></b> (i) One fold 177X27/2 to 17X27/4 in section of ten leaves after counting & separating the sheets (ii) Folding (Forms) one fold with checking (iii) Two folds (separate sheets) (iv) Three folds (separate sheets)	1,500 sheets per hour 1,000 Per hour 600 Per hour 400 Per hour	
3.	(i) Folding and Automatic Folding machine (ii) Folding on handfed folding machine	14,000 sheets per day 1 WHMO & 1 L Binder 10,000 sheets per day 1 WHMO & 1 L Binder	
(Time for setting the machine for folds, when necessary to be allowed by the G.F.M./Manager)			
4.	(i) Gathering by hand collating (Size 17X27/2, 20X26/2, 20X30/2) (ii) Gathering by hand in(Size 17X27/4, 20X26/4, 20X30/4) (iii) Gathering by hand (Duplicating work) (iv) Book pages in sections (gathering)	800 sheets per hour 1,000 sheets per hour with checking 800 sheets per hour with checking 868 sections per hour	
5.	<b><u>Wire Stitching :</u></b> (i) Wire stitching side on single head (ii) Wire stitch a side and centre on double head	1,000 pins per hour with holder in (with dressing) Centre stitch both cases. 1,500 pins per hour with cover. Two times of (a) X with holder above in both cases.	
6.	<b><u>2 Nos. New Stitching</u></b> (i) Wire Stitching Book/Jobs per 100 (ii) Wire Stitching Book/Jobs per 200 (iii) Wire Stitching Book/Jobs per 300 (iv) Wire Stitching Book/Jobs per 400 (v) Wire Stitching Book/Jobs per 500	1000 pins per hour 1000 pins per hour and 20 minutes 1000 pins per hour and 40 minutes 1000 pins per Two hour 1000 pins per Two hour and 20 minutes	
<b><u>Note : Progress presently prescribed/fixed in respect of Binding section is hereby revised/changed under:</u></b> 10% reduction increase is allowed in centre stitching and side stitching respectively vide Office order No. P&S 80/84 (Estt.)-19825, dated 7-11-2001.			
6.	<b><u>Stitching with thread (by hand sewing) per 100 copies</u></b>	27 Registers per hour	



	(i) Foolscap (folio, quoto and octoro) (all sizes) (ii) Demy and Medium, Super Royal and D. Foolscap(folio to Octoro)  (Super Royal, as stated above)  (iii) Books sewing by hand	17X27/2, 20X26/2, 20X30/2 10 sections each registers 4 Register per hour  7 Register per hour of 5 sections each. 17X27/4, 20X26/4, 20X30/4= 10 sections each 5 registers per hour 7 register per hour of 5 sections 54 Sections per hour	
7.	Sewing by Machine	267 Sections per hour (single hand) 400 Sections per hour (with helper)	
8.	Picture Insertions also	467 per hour	
9.	(i) Cover pasting (with gluing where necessary) (ii) Sheets and pages pasting (iii) Book cover pasting (with folding of covers) (iv) Back Patti pasting (cover paper) (v) Back Patti pasting (Cloth)	67 Registers per hour 200 Registers per hour 80 Registers per hour 107 Registers per hour 80 Registers per hour	
10.	<b><u>Stiff Binding with straw board side cloth back with fly leave and sidesn:</u></b> (i) 17X27/4 Registers of 200 leaves (ii) 17X27/2 Registers of 200 leaves	11 Registers per hour 8 Registers per hour	
11.	<b><u>Envelope making :</u></b> (i) S.E. 5 (ii) S.E. 5A (iii) S.E. 7 (iv) S.E. 7A	800 in 7½ hours 400 in 7½ hours 600 in 7½ hours 300 in 7½ hours	
12.	<b><u>Dis. Ruling on machine :</u></b> (i) 43X69/2, 51X66/2, 51X76/2 (ii) 43X69, 51X66, 51X76	Time for setting the Discs. be allowed extra by the G.F.M. 2,000 Per hour 1,500 Per hour	
13.	<b><u>Hand Numbering:</u></b> (i) Loose sheets (ii) After Binding	2,000 Per hour 1,500 Per hour	
14.	Perforating	1,000 impressions per hour (5 sheets each)	
15.	Wrapper pasting of (Pub./Gaz/Girigaj)	134 Copies per hour	
16.	(i) Cover setting side striking (both side) (ii) For Centre striking with folding of cover (iii) Books cover inner side	134 Registers per hour 200 Registers per hour 267 Books per hour	
17.	(i) No. taking of Numbering job (ii) No. sorting, setting & packing	134 Books per hour 107 Books per hour	
18.	Greeting Cards, Photo Pasting & folding	53 cards complete per hour	
19.	Giriraj	1250 copies in 7½ hours(with folding & gathering of twelve pages)	
20.	Sulby Machine	Progress not fixed	

**PERFORMANCE INDICATORS OF MONO BRANCH**

Sl. No.	Name of Machine	Time of Cleaning	Type point	Punching	Casting	Remarks
1.	Machine Keyboard					
	(a) English (b) Hindi	1 Hour Per Week	8 Point to 12 point. 12 Point	6,000 ens per hour 4,000 ens per	-----	

				hour		
2.	<b>Casters :</b> (a) English (b) Hindi	1 Hour Per Week	8 Point to 12 point. 12 Point 14 and 16 Point Hindi	-----	6,000 ens per hour 5,000 ens per hour 3,500 ens per hour	
3.	<b>Casting:</b> (a) English (b) Hindi	-----	8-12 Points. 12-16 Points.	-----	3 Kg. Per hour 2 Kg. Per hour	
4.	Lead and Rules	-----	2 and 3 Points.	-----	8 Kg. Per hour	

**PERFORMANCE INDICATORS OF HAND COMPOSING BRANCH**

Sl. No.	Type	Senior Compositor	Remarks			
1.	English, common matter (8 point to 12 point solid)	(900 corrected ens per hour)	-----			
2.	Hindi (10 point to 12 point solid leaded)	(900 corrected ens per hour)	-----			
3.	Hindi (10 point to 12 point solid leaded)	(900 corrected ens per hour)				
<b>Note:</b> (1) Corrected ens means all corrections except those made by the author. (2) No deductions be made on acco of normal blanks common matte. (3) Ens in common matter to be calculated by gauging. If lead are inserted ens to be calculated by counting lines. Time for leading be allowed at 3 leads per minute. (4) Statement work to be calculated by gauging the dimensions of the set-up matter Extravagant blanks, if any be deducted						
4.	Folio Lines	Folio lines which contain other matter also and the blanks lines under it to be treated as common matter.				
5.	Foot-notes	Ens to be calculated by counting lines.				
6.	Side-notes	Two minutes per lines.				
7.	Cut-in-notes	Two minutes per line and two minute extra for justifying each note.				
8.	Insertion	Three minutes per insertion including composing time.				
9.	Lead out	Three leads per minutes.				
10.	Time to be allowed for make up of common matters :-					
	<b>Size 1.</b>	<b>Without side notes 2. Minutes</b>	<b>Without side notes 3. Minutes</b>	<b>With double side note 4. Minutes</b>	<b>With margining note 5. Minutes</b>	
(a)	Foolscap 8vo and demy 16 mo	4	6	8	6	
(b)	Foolscap 4 to and 8vo	5	7	9	8	
(c)	Medium Royal and S. Royal 8vo	5	8	10	8	
(d)	Demy 4 to and imperial 8vo	7	9	11	9	

**ENGLISH = 900 ENS PER HOUR**

**HINDI = 750 ENS PER HOUR**

10E	=	9¼	HINDI		9 SET	10/12		12E	8½	=	8E
20	=	24½	22	=	29X2	26	=	31	22X2	=	32
22	=	27X2	24	=	32	44	=	52	52	=	75
26	=	32	11	=	15	34	=	40	36	=	52
28	=	34½	12	=	16	36	=	43	28	=	41

36	=	44	10	=	14	20	=	24	32	=	46
40	=	49	14	=	18	36	=	43	46	=	67
42	=	51	28	=	37	20	=	24	42	=	61
44	=	54	36	=	48	36	=	43	30	=	43
46	=	57	40	=	53	46	=	55	26	=	38
60	=	75	42	=	56	30	=	36	16	=	23
52	=	64	44	=	59	40	=	48	9	=	13
32	=	39	46	=	62	42	=	50	18	=	26
48	=	60	13	=	17	28	=	33½	14	=	20
50	=	62	26	=	34½	32	=	38	44	=	64
14	=	17	30	=	40	22	=	26	40	=	58
24	=	29½	27	=	36	24	=	29	4	=	6
34	=	42	32	=	43	50	=	65	48	=	70
30	=	37	18	=	24	56	=	67	60	=	86
38	=	47	20	=	27				72	=	108
72	=	88	38	=	50				34	=	50
62	=	76	34	=	45				75	=	111
56	=	69	52	=	69½				88	=	128
18	=	22	58	=	77						
66	=	80	62	=	80						
108	=	134	48	=	64						
72	=	112	72	=	96						
70	=	84	50	=	67						
			86	=	115						
			108	=	142						
			60	=	78						
			92	=	123						
			80	=	108						
			112	=	148						
			15	=	20						
			54	=	71						
			70	=	94						
			75	=	100						
			33	=	44						

The purchase of stationery articles is being made as per instructions and directions of State level Stationery Selection Committee headed by the Secretary of this department.

The department makes its decision generally through mutual discussions in departmental Steering Committee headed by the Controller (P&S). For technical advice the suggestions of Section holders, G.F.M. and Deputy Controller (P&S) are taken before arriving at a decision. Also, a meeting of all the Supervisors is held as per requirement for taking a joint decision.

**(v) The rules, regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its function ;**

The following Acts, rules, regulations, instructions and manual are followed/ consulted while discharging its function:-

- (a) Printing and Stationery manual.
- (b) Office manual and Budget manual
- (c) Establishment Registers concerning to printing & stationery department, H.P., Shimla-5
- (d) File opening registers.
- (e) Roster register (Promotion & Direct recruitment)

- (f) Seniority list of all the employees
- (g) R&P rules of 75 categories
- (h) C.C.S leave rules, C.C.S. (conduct) Rules 1964, C.C.S. Pension Rules, C.C.S. & C.C.A. Rules 1965 and L.T.C. Rules
- (i) H.P. Financial Rules Vol.-1 & 11
- (j) F.R.S.R. Part-1 to iv
- (k) Medical Attendance Rules and G.P.F. rules.
- (l) Rules & instructions received from the H.P. Government from time to time relating to administrative and financial matters.

**(VI) A Statement of the categories of documents that are held by it or under its control;**

The important files, documents and registers in this department, are as follows:-

- (a) Diary and dispatch Registers
- (b) Leave and Personal files of employees
- (c) Files relating to Court cases.
- (d) Files relating to procurement of stationery articles.
- (e) Files relating to printing work done by this department of other Govt. departments, Boards and Corporations.
- (f) Files relating to procurement of miscellaneous items of General Store.
- (g) Stock registers relating to different stores.
- (h) P.O. Registers
- (i) Progress Registers of Technical employees
- (j) Cash Book
- (k) Bill registers
- (l) Loan and Advances Registers
- (m) Pay bill Registers.
- (n) Contingent Bill Registers.
- (o) Expenditure Control Registers.

**(VII) The Particulars of any arrangement that exists for consultations with, or representation by the members of the public in relation to the informulation of its policy or implementation thereof ;**

This point does not relate to this department.

**(VIII) A 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 advise, and as to whether meetings of those boards, councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

The main function of this department is to cater to the requirements of printing and stationery of all the Government departments, boards, Corporations and Universities in the state and does not deal with the public directly and, therefore, there is hardly any necessity to constitute a board or committee nor there is any need to hold any meeting with the public in general.

(IX) A directory of its officers and employees ;

The total sanctioned strength of staff of different categories in this department is as under:—

**INFORMATION REGARDING TOTAL SANCTIONED STRENGTH OF ALL CATEGORIES IN THE PRINTING & STATIONERY DEPARTMENT, H.P; SHIMLA-171005 (AS ON 30-07-2021).**

Sl. No	Name of the post	Class	Scale of pay	Total No. of Posts	Filled up posts	No. of vacant posts	Since when vacant
1.	<b><u>Controller (P&amp;S)</u></b>	<b>I</b>	<b><u>Rs.15600-39100</u></b> <b><u>+8400GP</u></b>	1	1	---	---
2	Deputy Controller	<b>I</b>	Rs.10300-34800 +5400GP	1	1	---	---
3	Asstt. Controller (Ptg.)	<b>I</b>	Rs.10300-34800 +5000GP	1	1	---	---
4	Asstt. Controller (Ptg. Offset)	<b>I</b>	Rs. 10300-34800 +5000GP	1	---	1	25.8.1995
5	Supdt. Grade-I	<b>I</b>	Rs. 15600-39100 +5400GP	1	1	---	---
6	Asstt. Controller (Sty.)	<b>I</b>	Rs. 10300-34800 +5000GP	1	1	---	---
7	Section Officer (Accts)	<b>II</b>	Rs. 10300-34800 +5000GP	1	1	---	---
8	Supdt. Grade-II	<b>II</b>	Rs. 10300-34800 +4800GP	3	3	---	---
9	Personal Assistant	<b>II</b>	Rs. 10300-34800 +4800GP	1	---	1	02.7.2019
10	Sr. Assistant	<b>III</b>	<b><u>Rs. 10300-34800</u></b> <b><u>+4400GP</u></b>	14	6	8	20-01-11, 1-01-17, 03-11-18, 01-02-2019, 06-03-2020, 1-4-2020, 12-06-2020, 8-7-2020.
11	Jr. Assistant/Clerks/	<b>III</b>	Rs. 10300-34800 +3600GP/5910- 20200+1900GP/ 10300-34800+3200/	11	10 (4 D.E.Os. on Outsource)	1	26-5-2020.
12	Jr. Office Asstt.(IT)	<b>III</b>	Rs. 5910-20200+ 1950GP.	6	3 (1on Cont. basis)	3	01.7.17, 28-08-2018, 02-03-19.
13	Addressographer	<b>III</b>	Rs. 5910-20200 +1900GP	1	---	1	16.4.2002
14	Franking Machine Atndt.	<b>III</b>	Rs. 5910-20200 +1900GP	1	---	1	1-4-15
15	Paper Issuer	<b>III</b>	Rs. 5910-20200 +1900GP	1	1	---	---
16	Driver	<b>III</b>	Rs.5910-20200 +2000GP/2400GP	3	2	1	1.6.17
17	Conductor	<b>III</b>	Rs. 5910-20200 +1900GP	1	---	1	31-3-16

18	Duplicating Machine Operator	IV	Rs.4900-10680 +1800 GP	2	1	1	1-5-2021
19	Office Duftry	IV	Rs.4900-10680 +1650 GP	1	---	1	01-04-2021
20	Packer	IV	Rs.4900-10680 +1400/1650 GP	4	3	1	01-10-2019
21	Peon	IV	Rs.4900-10680 +1300/1650 GP	6	2 (1 on D.W. & 1 on out-source basis)	4	1.5.17, 25-09-2018, 3-6-2020 & 9-3-2021.
22	Chowkidar	IV	Rs.4900-10680 +1300/1650 GP	7	3 (2 on D.W. & 1 on Contract basis)	4	1-2-10, 3-8-10, 28-05-2019, 12-10-19
23	Sweeper	IV	Rs.4900-10680 +1300/1650 GP	6	3	3	25.9.03, 4.6.07 & 5.12.16
24	Mali	IV	Rs.4900-10680 +1300/1650 GP	1	----	1	1-2-2010
25	General Foreman	III	Rs. 10300-34800 +3600GP	2	2	---	---
26	Section Holder (Composing)	III	Rs. 10300-34800 +3200GP	2	---	2	1-3-16 & 1.2.18
27	Section Holder (Printing)	III	Rs. 10300-34800 +3200GP	2	2	---	---
28	Section Holder (Binding)	III	Rs. 10300-34800 +3200GP	2	1	1	01-02-2021
29	Section Holder (Mono)	III	Rs. 10300-34800 +3200GP	1	1	---	---
30	S.H. (Computing.)	III	Rs. 10300-34800 +3200GP	1	1	---	---
31	Asstt. Section Holder (Comp.)	III	Rs. 5910-20200 +3000GP	2	1	1	23-1-17
32	Asstt. Section Holder (Printing)	III	Rs. 5910-20200 +3000GP	2	1	1	3-6-2020
33	Asstt. Section Holder (Binding)	III	Rs. 5910-20200 +3000GP	2	2	---	---
34	Computer (Composing)	III	Rs. 5910-20200 +2400GP	1	---	1	12-7-2019
35	Computer (Printing)	III	Rs. 5910-20200 +2400GP	1	1	---	---
36	Computer (Binding)	III	Rs. 5910-20200 +2400GP	1	1	---	---
37	Head Reader	III	Rs. 10300-34800 +3200GP	1	1	---	---
38	P.O. Reader	III	Rs. 5910-20200 +3000GP	2	2	---	---
39	Proof Reader	III	Rs. 5910-20200 +2800GP	8	---	8	1-3-11, 1-7-11, 1-1-12, 4-10-16, 1-11-16 19-9-17, 1-3-2020 & 4-6-21.
40	Revisor	III	Rs. 5910-20200 +2400GP	2	2	---	---

41	Copy Holder	<b>III</b>	Rs.5910-20200 +1900GP	6	2 (1 on Cont. basis)	4	25-7-08, 15-9-11 & 2 from 28-5-2019
42	Compositor	<b>III</b>	Rs. 5910-20200 +2400GP	46	7	39	1-9-2009,1-3-10, 12- 7-10, 2 from 26.2.11 & 2 from 1-6-11 & 1 from 1-9-11, 30.12.11, 1-4-12, 1-6- 12 & 3 from 1-7-12, 1 from 1-10-12, 1-12- 12, 1-3-13, 1-10-13, 14-11-13, 23-11-13, 2- 1-14, 1-2-14, 1-5-14, 3-7-14, 7-8-14,17-4- 15, 23-6-15, 31.7.15, 1-2-16, 1.8.16, 1-1- 17, 10-1-17, 1.4.17, 1.5.17, 1.8.17, 1.10.17, 1-4-19, 12-7- 19, 3-3-20, 9-3-2021.
43	Press Head Mechanic	<b>III</b>	Rs. 5910-20200 +2400GP	1	1	---	---
44	Head Mechanic (Electrical)	<b>III</b>	Rs. 5910-20200 +2400GP	1	1	---	---

45	Mono Operator	III	Rs. 5910-20200 +2400GP	4	---	4	1-6-12, 1-2-14, 1-10-14 & 11-10-19
46	Mono Super Caster	III	Rs. 5910-20200 +2400GP	1	---	1	01-04-2020
47	Mono Caster	III	Rs. 5910-20200 +1900GP	8	---	8	30.8.2000, 2 from 20.7.2001, one each from 30.7.01 1.4.2005, 20-12-12, 1-12-14 & 23-6-17.
48	Sr. Machine Man	III	Rs. 5910-20200 +2400GP	15	8	7	2 from 01-04-2019, 16-9-2019, 1-2-2020, 2-3-2020, 1-11-2020, 1-2-2021.
49	Jr. Machine Man	III	Rs. 5910-20200 +2400GP	10	2	8	1 from 27-1-11 & 1 from 1-2-11, 4-6-11, 31-3-16, 1-4-16, 1.4.17, 10.10.17 & 5.4.18
50	Tradleman	III	Rs. 5910-20200 +2400GP	4	1	3	1-7-17, 1-6-2018 & 2-7-2018.
51	Ware House Operator	III	Rs. 5910-20200 +2400GP	12	12	---	---
52	Binder	III	Rs. 5910-20200 +2400GP	27	21	6	20-6-2020, 28-9-2020, 30-10-2020, 17-2-2021, 1-4-2021, 5-4-2021
53	Offset Operator	III	Rs. 10300-34800 +3200GP	16	14	2	1-11-12, 1-5-2021.
54	Camera Operator	III	Rs. 10300-34800 +3200GP	1	1	---	---
55	Photo Type Setter Operator	III	Rs. 10300-34800 +3200GP	10	9 (1 on Cont. basis)	1	1-2-10 (for Direct)
56	Mechanic (Printing)	III	Rs. 5910-20200 +1900GP	2	---	2	1.11.13&24.5.17
57	Mechanic (Electrical)	III	Rs. 5910-20200 +1900GP	2	---	2	1-11-2008 & 1-11-13
58	Carpenter Grade-II	III	Rs. 5910-20200 +1900GP	1	---	1	1-2-2010
59	Litho Artist	III	Rs. 10300-34800 +3200GP	2	2	---	---
60	Fly Boy(Offset)	III	Rs. 5910-20200 +1900GP	7	3	4	12-7-2019, 02 from 12-6-2020, 11-2-2021.
61	Feederman Offset	III	Rs. 5910-20200 +2400GP	5	4	1	10-02-2021.
62	Developer	III	Rs. 5910-20200 +1900GP	1	---	1	7-2-2019.
63	Dark Room Attdt.	III	Rs. 5910-20200 +1900GP	1	---	1	2-1-16
64	Press Duftry	III	Rs. 5910-20200	32	11 (1 on Cont.	21	1 each from 26-8-11, 11-7-12, 1-11-13, 2-



			+1900GP		basis)		1-14, 3-3-14, 24-5-14, 28-5-15, 5.7.16, 15-2-17, 1.4.17, 17.4.17, 23.5.17, 2.4.18, 2 from 1.5.18, 1 each from 2-7-2018, 11-09-2018, 2 from 28-5-2019, 2 from 6-3-2020 (13 of promotion & 8 of Direct).
65	Plate Maker	III	Rs. 5910-20200 +2400GP	2	1	1	01-04-2019
66	Overseer Offset	III	Rs. 10300-34800 +3800GP	1	1	---	---
67	Inker	III	Rs. 5910-20200 +1900GP	15	---	15	1 each from 22-5-08, 28-7-09, 18-11-09, 13.1.11, 2 from 10-2-11, 1 from 8-6-2011, 16-5-12, 6-5-13, 4-11-13, 15.6.16 & 7-11-16, 2 from 27-2-2019, 03-08-2019
68	Binding Machine Attdt.	IV	Rs.4900-10680 +1300/1650GP	13	1	12	1 from 22.5.2004 & 2 from 28-2-06 & 1 from 7-7-11, 3 from 24-2-14, 1 each from 29-12-14 ,6-1-15& 2 from 16-11-16, 11-06-2021.
69	Press Mazdoor	IV	Rs.4900-10680 +1300/1650GP	11	1(on Daily Wager)	10	10-2-11, 1-9-11, 1-10-11, 14-11-13 2 from 26-2-14, 14-7-14, 12-5-16, 9-3-17 & 13-11-19.
	<b>Total:-</b>			<b>365</b>	<b>164</b>	<b>201</b>	

**Class-I=6 posts, Class-II=5 posts, Class-III=303 posts & Class-IV=51 posts.**

**Class wise cadre strength of Printing and Stationery Department (as on 30-07-2021).**

Sr. No.	Categories	Total post	Filled up	Vacant
1.	Class-I=6 categories	6	5	1
2.	Class-II=3 categories	5	4	1
3.	Class-III=51 categories	303	141	162
4.	Class-IV=9 categories	51	14	37
	<b>Total=69 categories</b>	<b>365</b>	<b>164</b>	<b>201</b>

**Detail of Gazetted, Non-Gazetted Ministerial, Technical Supervisor & Technical staff**

Sr. No.	Categories	Total post	Filled up	Vacant
1.	Gazetted Class-I & II	7	6	1
2.	Non-Gazetted Ministerial staff Class-II, III & IV	69	37	32
3.	Technical Supervisory staff Class-III	20	15	5
4.	Technical staff Class-III & IV	269	106	163
	<b>Total</b>	<b>365</b>	<b>164</b>	<b>201</b>

**(X) The monthly remuneration received by each of its Officers and employees, including the system of compensation as provided in its regulations ;**

The details of the pay scales of officers and employees of this department have been shown in para(ix) supra.

**(XI) The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports or disbursements made ;**

**Year-2021-2022**

Detail of Allocated Budget and Expenditure in Non Plan up to 29-07-2021.

(iii)

Actual Expenditure Figures of Financial Year 2021-2022 (Non Plan) as per Major Head

(iv)

	Demand No. 24	S.O.E.	Non Plan Budget	Expenditure	
1	001-Direction and Administration 01-Directorate	Salary	12468000	3474940	
		Wages	18000	----	

		Travelling Expenses	6000	----	
		Office Expenditure	339000	9256	
		Medical Reimbursement	156000	33449	
		Hospitality and Ent. Expenses	12000	---	
		Professional and Special Services	7000	---	
		Training	1000	---	
		Motor Vehicle (Purchase)	1000	----	
		Motor Vehicle	110000	67646	
		<b>Total</b>	<b>13118000</b>	<b>3595291</b>	
2	101-Purchase and Supply of Stationery Store 01- Stationery	Salary	2926000	1395656	
		Travelling Expenses	3000	---	
		Medical Reimbursement	80000	51312	
		Training	1000	---	
		Material and Supply	40987000	7304315	
		<b>Total</b>	<b>43997000</b>	<b>8751283</b>	
3	101-Purchase and Supply of Stationery Store 02- Purchase of Stationery for Boards/Corp/ and Public undertakings	Material and Supply	10437000	----	
		<b>Total</b>	<b>10437000</b>	----	
4	102-Printing,Storage and Distribution of Forms 01- Supply of Forms	Salary	3009000	637970	
		Medical Reimbursement	54000	52659	
		Training	1000	---	
		Material and Supply	1000	---	
		<b>Total</b>	<b>3065000</b>	<b>690629</b>	
5	103- Government Presses 01- HP Govt. Presses	Salary	107079000	31263913	
		Wages	3200000	910636	
		Travelling Expenses	25000	---	
		Liveries	80000	---	
		Office Expenditure	5000000	297850	
		Medical Reimbursement	2882000	10671	
		Rent Rate Taxes	702000	702000	
		Training	106000	---	
		Maintenance	701000	435063	
		Motor Vehicle(Purchase)	1000	---	
		Motor Vehicle	79000	10746	
		Machinery and Equipments	1040000	444751	
		Material and Supply	36770000	23192053	
		Transfer Travler Exp.	1000	---	
		Outsource Charges	2110000	522352	

		<b>Total</b>	<b>159776000</b>	57790035	
6	103-Government Presses 02- Printing for Boards/Corp/ and Public undertakings	Material and Supply	19698000	844337	
		<b>Total</b>	<b>19698000</b>	<b>844337</b>	
7	104-Cost of Printing by other sources 01-Private Presses	Salary	1224000	265204	
		Office Expenditure	1000	---	
		Medical Reimbursement	4000	3366	
		Training	1000	---	
		<b>Total</b>	<b>1230000</b>	<b>268570</b>	
8	104-Cost of Printing by other sources 02-Other Govt. Presses	Salary	1078000	44080	
		Medical Reimbursement	24000	23907	
		Training	1000	---	
		<b>Total</b>	<b>1103000</b>	<b>67987</b>	
9	105-Govt. Publications 01-Govt. Depot	Salary	771000	211380	
		Office Expenditure	2420000	1226275	
		Medical Reimbursement	37000	----	
		Training	1000	---	
		Material and Supply	1701000	1169846	
		<b>Total</b>	<b>4930000</b>	<b>2607501</b>	
10	Major Head 2059- Public Works 01-53-13-Soon- Exp. Of Printing and Stationery Department	Maintenance	1000	----	
		<b>Total</b>	<b>1000</b>	----	
11	Major Head-2216- Housing-05-053-soon- other Maintenance	Maintenance	232000	226867	
			<b>232000</b>	<b>226867</b>	
12	Major Head-4058-00- 103-01-SOON- Machinery and Equipment	Machinery and Equipment	3000000	3000000	
		<b>Total</b>	<b>3000000</b>	<b>3000000</b>	
13	Major Head-4058-00- 789-01-SOON-Major Works	Major Works	1200000	---	
		<b>Total</b>	<b>1200000</b>	---	
14	Major Head 2235-60- 800-13- SOON-Medical Reimbursement	Medical Reimbursement	1222000	322758	
		<b>Total</b>	<b>1222000</b>	<b>322758</b>	

**(XII) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;**

There is no subsidy programme/scheme in this department.

**(XIII) Particulars of recipients of concessions, permits or authorisations granted by it;**

Not applicable.

**(XIV) Details in respect of the information, available to or held by it, reduced in an electronic form ;**

- 1) Printing & Stationery Manual
- 2) Budget allocation/expenditure of last years
- 3) Seniority list of the employees
- 4) vacancy position in the department
- 5) tender Document for purchase of printing & stationery material
- 6) List of standard forms

**(XV) The particulars of facilities available to Citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;**

**(XVI) The names, designations and other particulars of the Public Information Officers;**

Details of Appellate Authority, Public Information Officer and Assistant Public Information Officer:

<b>Sl.No.</b>	<b>Name and designation</b>	<b>Complete Office address</b>	<b>Office Telephone No.</b>
1.	Smt. Prabha Rajeev, Controller Appellate Authority	Printing and Stationery Department, H.P., Shimla-171005	2830378
2.	Shri Uma Shankar, Assistant Controller (Ptg.) Public Information Officer (PIO)	Printing and Stationery Department, H.P., Shimla-171005	2830373

**Such other information as may be prescribed and thereafter update these publication every year**