

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

(i) The particulars of organization, functions and duties;

The Department of Printing and Stationery, Himachal Pradesh is functioning as per the Printing and Stationery Manual. Controller is the Head of this Department. This Department is situated at Ghora Chowki, Shimla-5 on the National Highway 22 and its premises is spreaded over 22 Bigha 19 Biswa land. The Department consists of two main Branches viz. Printing and Stationery and has been established to cater to execute the printing jobs of all the Departments, Boards, Corporations, Autonomous Bodies and Universities etc. and to supply/distribute stationery articles, different forms and Government publications. Heading its way towards modernisation, Rajpatra is being published online by the department w.e.f. 01-08-2007 and all the notifications issued by the Government can be seen on the website "<https://rajpatrahimachal.nic.in>". The Department has Published 271 issues of e-Gazette during the year 2023-24 and printed and distributed 6, 94,004 copies of Giriraj Weekly to the Government Departments and subscribers. The Government calendars and diaries were also printed and made available to the Government departments/offices, autonomous bodies and public. In addition, magazines like "Him Prastha", "Vipasha" and "Somsi" are also printed in this department which are published by the Information and Public Relation Department, Language & Culture Department and Himachal Academy of Arts, Culture and Language. The stock of stationery items, list of standard forms and list of Govt. publications available for sale can also be seen on departmental website <http://hppns.hp.gov.in>.

The Department has switched over in a phased manner from Letter Press Technology to Offset Technology, however, it is also being taken care of that the old technology does not become extinct. Multicolour printing work is being done on the Machines installed in the Press using Offset Technology and to improve the quality of printing, screen printing is also being done. Facility for printing of high quality Multicolour jobs is also available in the Government Press.

Printing and Stationery Department has a sanctioned strength of 365 posts, out of which 119 posts are filled, 105 on regular basis, 06 on contract basis, 04 on daily wages, 04 on outsource basis and remaining 246 posts are vacant as on 01-07-2024.

(ii) The powers and duties of its officers and employees;

The powers and duties of officers and employees of the department are as under: -

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 Department, shall exercise all administrative and financial powers as adjoined upon the Heads of departments in the Himachal Pradesh Government.
- 2) He/She shall control all Printing & Stationery affairs in the State and allied activities, for which all the instructions considered necessary for administrative reasons, shall be issued by him/her from time to time to the subordinate staff.
- 3) He/She shall submit to the Government the budget and appropriation proposals of the 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/her or under his/her authority by any officers to whom he/she shall delegate the powers.
- 5) Controller will invite and finalize the Tender No. 1, 2 and 3 for purchasing all types of Stationery items, papers, press material and machinery etc. in consultation with State Stationery Selection Committee and Departmental Purchase Committee.
- 6) He/She shall exercise all the powers delegated 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 officer in the department.
- 2) Being Head of Office and senior most technical officer he is to supervise all the technical and ministerial branches of the Himachal Pradesh Government Press.
- 3) To ensure timely printing of all Government/semi Government and other printing jobs.
- 4) To maintain inventory and inspection of supplies.
- 5) To advise on technical matters and to ensure optimum utilization of man power/ 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 the incharge of Establishment Branch and performs 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 and in such cases the said receipts will be got diarized from the diarist by Superintendent 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 for 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 related 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 that all dealing hands and the diarist maintain all required registers and keep the same updated. He should also check these registers at regular intervals.
- 5) To allocate work of the section to the staff in the establishment section and to maintain an updated distribution list of work amongst the dealing hands of 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 to ensure that the ephemeral record is periodically destroyed.
- 8) To ensure that the dealing hands maintain their Assistant 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 as such their duties, responsibilities and functions are the same as indicated in respect of Superintendent Grade-I, except that they cannot dispose of any matter at their level and all communications to be sent out, are issued under the

signatures of higher/middle-level officer.

6. Personal Assistant

- 1) The incumbent of the post stands attached with Head of the Department to do 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 on computers and to present the transcribed dictation work to the officer for approval and signatures.
 - (ii) To type demi-official, secret, confidential and important letters with enclosures, and to compare the same before submitting for signatures of the officer and;
 - (iii) To do other types of work as and when assigned by the officer.
- 3) **Attendance of telephones:**
 - (i) To ensure that the telephones installed in the office/residence of officer are in working order and to lodge complaint and to pursue the same if there is any problem with 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/direction of the officer.
 - (iii) To keep the official directions updated always and to maintain telephone numbers of concerned Ministers/officers of the State Government.
- 4) **Maintenance of records:**
 - (i) To keep the reference books such as administrative directions, Acts, Rules etc. up to date.
 - (ii) To maintain the records of confidential reports related 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. Senior Assistant

The Senior Assistants 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 related to:-

- 1) Receipt, diary-dispatch, typing and maintenance of record.
- 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 types of bills such as pay, traveling, allowance, medical reimbursement, contingencies, contractors, supplies and advances etc. and handling of cash, maintenance of cash books and related accounts/bills registers etc.
- 5) Personnel/service/establishment matters, including recruitment and promotion

rules, conditions of service, postings and 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, Junior Office Assistants (IT) /Clerks

The Clerks/Junior Office Assistants (IT)/Junior Assistants have to deal and process the cases of the department, to assist the Senior Assistants in their work and other duties in different sections of the Administrative wing, as assigned from time to time.

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 Attendant

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

11. Paper Issuer

To issue all kinds of printing papers and miscellaneous stores to be consumed daily from press store in the Himachal Pradesh Government Press.

Accounts Wing

12. Section Officer(Accounts)

- 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 is followed, expenditure and receipts are properly accounted for, financial powers are not abused and cannons of financial propriety are strictly adhered to.
- 3) To carry out internal checking 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 references related to finance and accounts.
- 6) To advise the Head of Department in the matters of tenders for procurement, outside printing works and agreements in connection thereof.

- 7) To assist in the disposal of Audit/ P.A.C. Paras.
- 8) To help in issuing the financial sanctions expeditiously.
- 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 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 Himachal Pradesh Government Press.
- 2) Head of the supervisory staff of Technical wing.
- 3) To provide technical assistance to the Deputy Controller in technical work.
- 4) To maintain inventory and inspection of supplies.
- 5) To ensure timely printing of all Government/semi Government and other printing jobs.
- 6) Optimum utilization of manpower/machinery etc.
- 7) To monitor the progress of all technical branches.
- 8) To monitor the dispatch of printed material.
- 9) To monitor the bills of printed material/printed jobs of all Government/semi Government and other offices/ local bodies.

14. Assistant Controller (Printing Offset)

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

15. General Foreman

- 1) To supervise all the Printing, Composing and Binding works.
- 2) To have knowledge of all kinds of printing material including chemicals and types of paper with size.
- 3) To give appropriate directions on the work dockets besides tendering assistance to senior officers and to inspect the items received in the store.
- 4) To monitor the progress of all technical branches.

Composing Branch

S.N.	Category of post	Duties/ Responsibilities
1.	2.	3.
16.	Section Holder (Composing)	To supervise the work of Composing Section and regulate the work assigned to the staff under him besides preparing routine reports. To ensure to execute the jobs in time and also to maintain the progress register.
17.	Assistant Section Holder (Composing)	To assist the Section Holder (Composing) to supervise the Composing Section and regulate the work assigned to the staff under him besides preparing routine reports. To ensure to execute the jobs in time and also to maintain the progress register.
18.	Compositor	To do all kinds of composing in English and Hindi and prepare matter for printing.

Printing Branch

19.	Section Holder (Printing)	To supervise the work of printing section and to regulate the assigned work. To ensure execution of jobs in time and also to maintain the progress register.
20.	Assistant Section Holder (Printing)	Supervision of Printing work, maintenance of registers related to printing work and to assist Section Holder of the branch. To ensure execution of jobs in time and maintain the progress register.
21.	Senior Machineman	To operate the platen-automatic cylinder Printing Machines. Knowledge of four colour printing and type height numbering machines etc.
22.	Junior Machineman	To operate the Platen-automatic printing machines. Knowledge of four colour printing and type height numbering machines etc.
23.	Treadle Man	To operate the platen machines. Should have knowledge of Four colour Printing and type height numbering machines etc.
24.	Inker	To help the Letter Press Machine Man in operating the printing machines including oiling, cleaning etc.

Binding Branch

25.	Section Holder (Binding)	To supervise the work of binding branch and regulate the work assigned to the staff under his control. To ensure to execute the jobs in time and maintain the progress register.
26.	Assistant Section Holder (Binding)	Supervision of Binding work, maintaining the registers related to the Binding section and to assist Section Holder of the branch.

27.	Ware House Operator	To operate all kinds of Binding Machinery, do binding work, keep paper in order etc.
28.	Binder	To do all kinds 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 to ensure to execute the work in time.
31.	Print Order Reader	To supervise the reading work and discharge responsibility of Print Orders and to 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 to 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 Machine.
38.	Mono Caster	To operate the Mono Casting Machine and assemble the matrices in English and Hindi.

Computing Branch

39.	Section Holder (Computing)	To supervise the work of branch and work out the cost of printed jobs, to monitor the budget of departments and to maintain registers.
40.	Computer (Composing)	To compute the work of compositors according to fixed norms and work out the cost of executed jobs.
41.	Computer (Printing)	To work out daily progress of letter press printing and offset Printing Staff and work out the cost of printed jobs.
42.	Computer (Binding)	To work out daily progress of the workers of binding branch, work out the cost of the executed jobs.

Offset Branch

43.	Overseer Offset	To supervise the entire work of offset branch and regulate the jobs assigned to the staff on day to day basis. To ensure timely printing of jobs and also maintain the registers properly.
44.	Offset Operator	To operate Sheetfed and Web Offset machines, Four Colour Printers and maintain these machines properly.
45.	Camera Operator	To do all kinds of camera work, prepare the negatives/positives and colour separating etc.
46.	Litho Artist	To work in Art Room, do four colour pasting work, page imposing Art work etc.
47.	Feederman Offset	To assist Offset Operators in operating the offset machines.
48.	Fly Boy	To work on delivery side of offset machine including cleaning, oiling, roller washing, helping the machine operators etc.
49.	Developer	Developing the offset camera films and help the camera operator etc.
50.	Dark Room Attendant	Loading/unloading the film in offset camera, maintenance of Dark Room equipments and helping the camera operator etc.
51.	Plate Maker	To make plates for the offset printing machine, exposing and developing of plates in single colour to four colours P.S. negative- positive etc.
52.	Photo Type Setter Operator	To do all types of type setting work etc. on computers, work related to e-gazette etc.

Workshop

53.	Press Head Mechanic	To repair all types of printing and binding machines.
54.	Head Mechanic (Electrical)	To repair all kinds of electrical and electronic equipments and to check power supply of machines etc.
55.	Mechanic Press	To undertake repair and maintenance of all kinds of printing and binding machines.
56.	Mechanic Electrical	To repair all kinds of electrical and electronic equipments and check power supply for machines etc.
57.	Carpenter	Carpentry work related to branches of Press.

Miscellaneous Wing

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

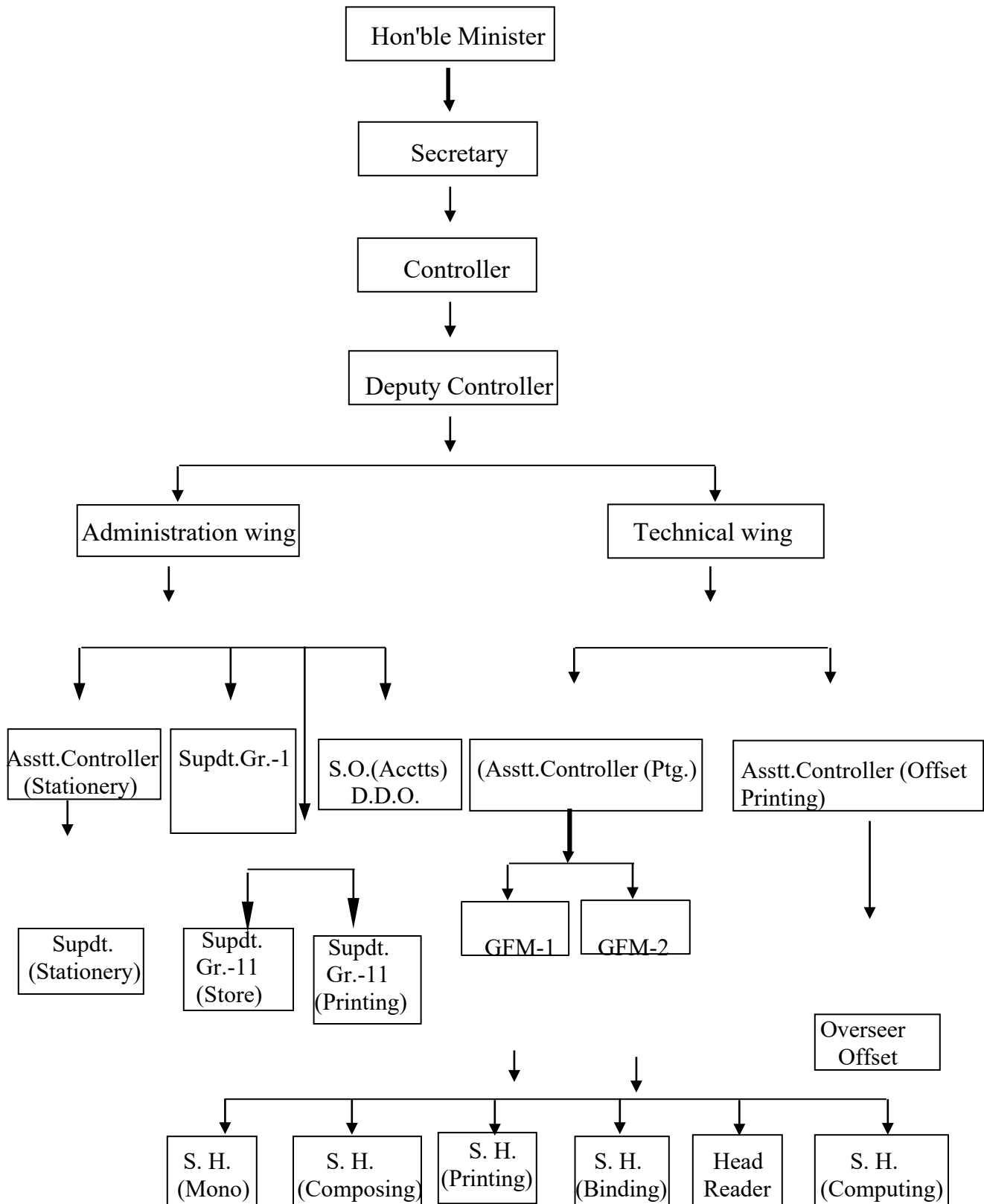
Class-IV Wing

60.	Office Duftry	<ol style="list-style-type: none">1). To mend, trim, stitch, bind old records, files etc. in Record Room and in various sections.2). To paste correction slips in the official reference books of various officers and those of the branches/sections.3). To affix service postage stamps on envelopes, maintain the related accounts, prepare envelopes/packets and parcels, dispatch dak and telegrams and help the dispatcher in the circulation of all printed material etc.4). To sort-out and properly keep the record in the record section.
61.	Duplicating Machine Operator	<ol style="list-style-type: none">1). To operate the Gestetner/Photostate Machine and make desired number of copies.2). To maintain proper account in a register with requisition slips in respect of paper used and consumption of ink/toner etc.

62.	Packer	Packing and supplying of consignments of stationery articles and printed material from the different stores of the department.
63.	Peon	<ol style="list-style-type: none"> 1). He will report 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. 2). To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not to exceed 10 Kg.). 3). To ensure cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment. 4). He will attend to the telephone calls when the officer is not in his seat. 5). To perform miscellaneous and odd jobs for officers/officials. 6). To attend to officers at Headquarter and while on tour. 7). To attend to any other work that may be assigned by the Head of Office.
64.	Chowkidar	<ol style="list-style-type: none"> 1). To keep watch and ward during and after office hours. 2). To take precautionary measures related to prevention of fire and damage to Government property.
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"> 1). To sweep, clean and mop the room, corridors, verandahs and compound; 2). To clean the lavatories, urinals, baths, wash basins etc. daily and properly; 3). To collect and dispose of all waste from the office.
67.	Binding Machine Attendant	Binding Machine Attendant is deployed with the Ware House Operators.
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 to the branches of press 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



In the decision making process in the department, the Controller, Printing and Stationery acts as the Head of Department. The Assistant Controller (Stationery) has been declared as Head of Office and Section Officer (Accounts) is declared as Drawing and Disbursing Officer and Superintendent Grade-I looks after the establishment branch. All the Superintendents and Supervisors look after the work of their respective branches. The department also takes decisions through discussions in Departmental Steering Committee meetings headed by the Controller. Technical advice/suggestions of Section Holders, General Foreman and Deputy Controller/ Assistant Controller (Printing) are taken before arriving at a decision in the technical matters. Meeting of all the Supervisors may be held as per requirement for taking a joint decision in the technical wing.

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

For the discharge of its functions this department is divided into two wings, i.e. Administrative Wing and Technical Wing. Administrative wing is further divided into different Branches viz. Establishment Branch, Store Branch, Accounts Branch, Printing Branch and Stationery Branch. The officers/officials discharge their duties as per the provisions laid down in the Office Manual.

The procurement of stationery articles is being done as per instructions and directions of State Level Stationery Selection Committee headed by the Secretary of this Department.

Decisions are taken in the department generally through mutual discussion in Departmental Steering Committee headed by the Controller (Printing & Stationery). In technical matters the suggestions of Section Holders, General Foreman, Assistant Controller and Deputy Controller are taken before arriving at a decision. Also, a meeting of all the Supervisors is held as per requirement for taking a joint decision.

Technical wing is also divided into many branches viz. General Foreman Section, Mono Branch, 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 in the technical wing are required to discharge their duties as per the norms fixed by the Department for individual/machine's progress:-

Performance Indicators of Offset Branch

Sl. No.	Name of Machine	Impressions 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	Impressions per hour with one Worker	Impressions per hour with Two Workers	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	HMT Letter Press M/c No.1 HMT Letter Press M/c No.2	-----	2,000	-----	1,600	50 % less of fixed progress	10% Less of fixed Progress	20% Less of fixed Progress	1 Hour	30 Minutes

11	HMT Letter Press M/c No.4									
12	HMT Letter Press M/c No.5									
13	HMT Letter Press M/c No.6									

Performance Indicators of Binding Branch

Sl. No.	Name of Process	Progress per hour	Remarks
1.	(a) Dressing and Counting (all sizes) (b) Only counting (all sizes)	40 Reams per hour	
2.	<u>Section-Folding :</u> (i) One fold 17X27/2 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.	<u>Wire Stitching :</u> (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.	<u>2 Nos. New Stitching</u> (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	
	<u>Note : Progress presently prescribed/fixed in respect of Binding section is hereby revised/changed under:</u> 10% reduction increase is allowed in centre stitching and side stitching respectively vide Office order No. P&S 80/84 (Estt.)-19926-30, dated 7-11-2001.		
6.	<u>Stitching with thread (by hand sewing) per 100 copies</u>	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 Registers per hour 7 Registers per hour of 5 sectioneach. 17X27/4, 20X26/4, 20X30/4= 10 sections each 5 registers per hour 7 registers per hour of 5 sections54 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.	<u>Stiff Binding with straw board side cloth back with fly leave and siden:</u> (i) 17X27/4 Registers of 200 leaves (ii) 17X27/2 Registers of 200 leaves	11 Registers per hour 8 Registers per hour	
11.	<u>Envelope making :</u> (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.	<u>Dis. Ruling on machine :</u> (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.	<u>Hand Numbering:</u> (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 stricking (both side) (ii) For Centre stricking 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.	Casters : (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.	Casting: (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)				
Note:	(1) Corrected ens means all corrections except those made by the author. (2) No deductions be made on account of normal blanks common matter. (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 line.					
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 minute.					
10.	Time to be allowed for making common matters :-						
	Size 1.	Without side notes 2.	Without side notes 3.	With double side notes 4.	With merging note 5.		
		Minutes	Minutes	Minutes	Minutes		
(a)	Foolscap 8vo and demy 16mo	4	6	8	6		
(b)	Foolscap 4to and 8vo	5	7	9	8		
(c)	Medium Royal and S. Royal 8vo	5	8	10	8		
(d)	Demy 4to 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						

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

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

- (a) Printing and Stationery Manual.
- (b) Office Manual and Budget Manual.
- (c) Establishment Registers concerning the Department.
- (d) File opening registers.
- (e) Roster register (Promotion and Direct recruitment).
- (f) Seniority list of all the employees.
- (g) R & P Rules of 69 categories.
- (h) C.C.S. Leave Rules, C.C.S. (Conduct) Rules, 1964, C.C.S. Pension Rules, C.C.S. and C.C.A. Rules, 1965 and L.T.C. Rules.
- (i) H. P. Financial Rules, 2009.
- (j) F.R.S.R. Part-I to IV.
- (k) Medical Attendance Rules and G.P.F. Rules.
- (l) Rules and Instructions received from the H. P. Government from time to time related 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 related to Court cases.
- (d) Files related to procurement of stationery articles.
- (e) Files related to printing work done by this department of other Government Departments, Boards and Corporations.
- (f) Files related to procurement of miscellaneous items of General Store.
- (g) Stock registers related 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 formulation 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 requirement of printing and stationery of all the Government Departments, Boards, Corporations, Universities etc. in the state and it does not deal with the public directly therefore, there is hardly any necessity to constitute a board or committee. Also, no need to hold any meeting with the public in general has been felt, so far.

(IX) A directory of its officers and employees;

The detail of staff in this department as on 01-07-2024, is as under:-

Sl. No	Name of the post	Class	Level of Pay in the Pay Matrix	Total No. of Posts	Filled up posts	No. of vacant posts
1.	Controller (Printing & Stationery)	I	Level-26 (115000-207900)	1	1	---

2	Deputy Controller	I	Level-17 (53600-170100)	1	---	1
3	Assistant Controller (Printing)	I	Level-16 (48700-154300)	1	1	---
4	Assistant Controller (Printing Offset)	I	Level-16 (48700-154300)	1	---	1
5	Superintendent Grade-I	I	Level-16 (48700-154300)	1	1	---
6	Assistant Controller (Stationery)	I	Level-16 (48700-154300)	1	1	---
7	Section Officer (Accounts)	II	Level-13 (46000-146500)	1	1	---
8	Superintendent Grade-II	II	Level-12 (43000-136000)	3	3	---
9	Personal Assistant	II	Level-12 (43000-136000)	1	---	1
10	Senior Assistant	III	Level-11 (38500-122700)	14	6	8
11	Junior. Assistant/Clerks	III	Level-7 (28900-91600) Level-3 (20200-64000)	10	8 (4 D.E.Os. on Outsour ce)	2
12	Junior Office Assistant (IT)	III	Level-4 (20600-65500)	7	4	3
13	Addressographer	III	Level-3 (20200-64000)	1	---	1
14	Franking Machine Attendant	III	Level-3 (20200-64000)	1	1	---
15	Paper Issuer	III	Level-3 (20200-64000)	1	1	---
16	Driver	III	Level-5 (21300-67800)	3	2	1
17	Conductor	III	Level-3 (20200-64000)	1	---	1
18	Duplicating Machine Operator	IV	Level-1 (18000-56900)	2	---	2
19	Office Duftry	IV	Level-1 (18000-56900)	1	---	1
20	Packer	IV	Level-1 (18000-56900)	4	1	3
21	Peon	IV	Level-1 (18000-56900)	6	3 (2 on D.W.)	3
22	Chowkidar	IV	Level-1 (18000-56900)	7	3	4
23	Sweeper	IV	Level-1 (18000-56900)	6	2	4
24	Mali	IV	Level-1 (18000-56900)	1	----	1
25	General Foreman	III	Level-10	2	2	0

			(38100-120400)				
26	Section Holder (Composing)	III	Level-9 (35600-112800)	2	1	1	
27	Section Holder (Printing)	III	Level-9 (35600-112800)	2	---	2	
28	Section Holder (Binding)	III	Level-9 (35600-112800)	2	1	1	
29	Section Holder (Mono)	III	Level-9 (35600-112800)	1	---	1	
30	Section Holder (Computing)	III	Level-9 (35600-112800)	1	---	1	
31	Assistant Section Holder (Computing)	III	Level-8 (29700-94100)	2	---	2	
32	Assistant Section Holder (Printing)	III	Level-8 (29700-94100)	2	2	---	
33	Assistant Section Holder (Binding)	III	Level-8 (29700-94100)	2	1	1	
34	Computer (Composing)	III	Level-6 (25600-81200)	1	---	1	
35	Computer (Printing)	III	Level-6 (25600-81200)	1	1	---	
36	Computer (Binding)	III	Level-6 (25600-81200)	1	1	---	
37	Head Reader	III	Level-9 (35600-112800)	1	1	0	
38	Print Order Reader	III	Level-8 (29700-94100)	2	1	1	
39	Proof Reader	III	Level-7 (28900-91600)	8	2	6	
40	Revisor	III	Level-6 (25600-81200)	2	---	2	
41	Copy Holder	III	Level-3 (20200-64000)	6	1	5	
42	Compositor	III	Level-6 (25600-81200)	46	2	44	
43	Press Head Mechanic	III	Level-6 (25600-81200)	1	1	---	
44	Head Mechanic (Electrical)	III	Level-6 (25600-81200)	1	1	---	
45	Mono Operator	III	Level-6 (25600-81200)	4	---	4	
46	Mono Super Caster	III	Level-6 (25600-81200)	1	---	1	
47	Mono Caster	III	Level-3 (20200-64000)	8	---	8	
48	Senior Machine Man	III	Level-6 (25600-81200)	15	2	13	
49	Junior Machine Man	III	Level-6 (25600-81200)	10	---	10	

50	Tradleman	III	Level-6 (25600-81200)	4	---	4
51	Ware House Operator	III	Level-6 (25600-81200)	12	12	---
52	Binder	III	Level-6 (25600-81200)	27	13	14
53	Offset Operator	III	Level-9 (35600-112800)	16	11	5
54	Camera Operator	III	Level-9 (35600-112800)	1	1	---
55	Photo Type Setter Operator	III	Level-9 (35600-112800)	10	2	8
56	Mechanic (Printing)	III	Level-3 (20200-64000)	2	---	2
57	Mechanic (Electrical)	III	Level-3 (20200-64000)	2	---	2
58	Carpenter Grade-II	III	Level-3 (20200-64000)	1	---	1
59	Litho Artist	III	Level-9 (35600-112800)	2	2	---
60	Fly Boy(Offset)	III	Level-3 (20200-64000)	7	0	7
61	Feederman Offset	III	Level-6 (25600-81200)	5	2	3
62	Developer	III	Level-3 (20200-64000)	1	---	1
63	Dark Room Attendant	III	Level-3 (20200-64000)	1	---	1
64	Press Duftry	III	Level-3 (20200-64000)	32	8 (05 on contra ct basis)	24
65	Plate Maker	III	Level-6 (25600-81200)	2	1	1
66	Overseer Offset	III	Level-11 (38500-122700)	1	1	---
67	Inker	III	Level-3 (20200-64000)	15	---	15
68	Binding Machine Attendant	IV	Level-1 (18000-56900)	13	4 (01 on Contract basis, 02 Daily wage)	9
69	Press Mazdoor	IV	Level-1 (18000-56900)	11	3	8
	Total:-			365	119	246

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

Detail as on 01-07-2024 is given below:-

Sr. No.	Name	Designation	Salary
1	Smt. Prabha Rajeev	Controller	1,85,380/-
2	Sh. Uma Shankar	Assistant Controller (Printing)	1,05,392/-
3	Sh. Ishwar Dass	Assistant Controller (Stationery)	1,20,652/-
4	Sh. Avtar Singh	Superintendent Grade-I	1,13,940/-
5	Smt. Bimla Devi	Section Officer (Finance &Accounts)	72,134/-
6	Sh. Yogesh Sharma	Superintendent Grade -II	90,350/-
7	Sh. Narender Singh	Superintendent Grade -II	92,500/-
8	Sh. Kuldeep Chand	Superintendent Grade -II	77,560/-
9	Sh. Hari Chand	Senior Assistant	81,342/-
10	Sh. Rajesh Thakur	Senior Assistant	78350/-
11	Sh. Vivek Sood	Senior Assistant	76,750/-
12	Sh. Manoj Kumar	Senior Assistant	70,144/-
13	Sh. Sanjeev Kumar	Senior Assistant	62,336/-
14	Sh. Abhijeet Mukharjee	Senior Assistant	54,194/-
15	Sh. Roshan lal	Clerk	50,364/-
16	Sh. Kamla Devi	Clerk	44,582/-
17	Sh. Sanjay Chauhan	Clerk	46,224/-
18	Sh. Prem Singh Dhiman	Clerk	55,574/-
19	Sh Mukesh Kimta	Junior Office Assistant (IT)	44,948/-
20	Sh. Sandeep Kumar	Junior Office Assistant (IT)	44,948/-
21	Sh. Manjula Thakur	Junior Office Assistant (IT)	30,734/-
22	Sh Aman	Junior Office Assistant (IT)	29,678/-
23	Sh. Dalipa Ram	Driver	85,302/-
24	Sh. Tej Singh	Driver	55,356/-
25	Sh. Dharam Dutt	Packer	69,922/-
26	Sh. Surinder Kumar	Paper Issuer	32,942/-
27	Sh. Krishan Chand	Chowkidar	30,282/-
28	Sh. Mohit Verma	Chowkidar	26,280/-
29	Sh. Ajeet Kumar	Chowkidar	27,198/-
30	Sh. Yogesh	Peon	26,480/-
31	Sh. Vijay Kumar	Franking Machine Attendant	12120/-
32	Sh. Gian Chand	General Foreman-I	101114/-
33	Sh. Dayanand Sharma	General Foreman -II	97004/-
34	Sh. Hans Raj	Section Holder Composing	82032/-
35	Sh. Anil Sharma	Section Holder Binding	97664/-
36	Smt. Deep Kumar	Photo Type Setter Operator	86900/-
37	Sh. Ramesh Kumar	Photo Type Setter Operator	96904/-
38	Sh. Kuldeep Singh	Compositor	76794/-

39	Sh. Surender Singh	Compositor	72316/-
40	Sh. Lal Singh	Senior Machinman	99664/-
41	Sh. Bheem Dutt	Senior Machinman	94,244/-
42	Sh. Daya Ram	Offset Operator	94658/-
43	Sh. Kamlesh Kumar	Offset Operator	72824/-
44	Sh. Gian Dev	Offset Operator	91936/-
45	Sh. Prakash Chand	Offset Operator	94,658/-
46	Sh. Shobha Ram	Offset Operator	92658/-
47	Sh. Kulvir Singh	Offset Operator	69,292/-
48	Sh. Bhim Singh	Offset Operator	51,296/-
49	Sh. Ramneek Kumar	Offset Operator	50,578/-
50	Sh. Narender Kumar	Offset Operator	52,096/-
51	Sh. Ajay Kumar	Offset Operator	52,096/-
52	Sh. Gagan Thakur	Offset Operator	51,296/-
53	Sh. Sham Gopal	Plate Maker	92,144/-
54	Sh. Narinder Singh	Computer Binding	68,270/-
55	Sh. Jagdish Chand-II	Ware House Operator	91,384/-
56	Sh. Jagarnath	Ware House Operator	94,144/-
57	Sh. Prem Chand	Ware House Operator	69,970/-
58	Sh. Kuber Singh	Ware House Operator	58,668/-
59	Sh. Jeepo Ram	Ware House Operator	68,370/-
60	Sh. Hem Chand	Ware House Operator	74,718/-
61	Sh. Pratap Singh-III	Ware House Operator	68,270/-
62	Sh. Ramesh Chand	Ware House Operator	68,370/-
63	Sh. Bhupender Gupta	Ware House Operator	66,438/-
64	Sh. Uma Devi	Ware House Operator	58,568/-
65	Sh. Raj Kumar-II	Ware House Operator	59,024/-
66	Sh. Seth Chand	Ware House Operator	52,638/-
67	Sh. Ranjeet Gil	Print Order Reader	72,040/-
68	Sh. Praveen Gupta	Head Reader	93,730/-
69	Sh. Suresh Kumar	Litho Artist	1,04,300/-
70	Sh. Shashi Vikrant	Litho Artist	1,23,262/-
71	Sh. Manohar Lal	Press Head Mechanic	84,102/-
72	Sh. Tarsem Kumar	Overseer Offset	96,974/-
73	Sh. Naveen Bhadwal	Camera Operator	62,888/-
74	Sh. Hussan Lal	Sweeper	40,446/-
75	Smt. Kala Pasri	Sweeper	36,830/-
76	Sh. Parvinder Singh	Section Holder (Computing)	52,020/-
77	Sh. Hukam Chand	Assistant Section Holder (Printing)	51,020/-
78	Sh. Shrawan Kumar	Assistant Section Holder (Printing)	52,538/-
79	Sh. Chander Mohan	Assistant Section Holder Binding	96,590/-
80	Sh. Ajay Pal Chauhan	Head Mechanic Electrical	60,956/-
81	Sh. Gita Ram	Binding Machine Attendant	40,256/-
82	Sh. Santosh Kumar	Binding Machine Attendant	Salary stopped Employee on

			medical leave
83	Sh. Hans raj	Binder	51,020/-
84	Sh. Vidya Prakash	Binder	49,122/-
85	Sh. Harish Chandra	Binder	42,878/-
86	Sh. Naresh Kumar	Binder	42,878/-
87	Sh. Brij Bhushan	Binder	41,636/-
88	Sh. Anokhi Ram	Binder	42,636/-
89	Sh. Lokesh Thakur	Binder	38,986/-
90	Sh. Vikram Singh	Binder	38,986/-
91	Sh. Sandeep Singh	Binder	38,986/-
92	Sh. Darvesh Kumar	Binder	38,986/-
93	Sh. Ram Prakash	Binder	38,986/-
94	Sh. Sunil Jamwal	Binder	37,882/-
95	Sh. Duli Chand	Binder	37,082/-
96	Sh. Sulochana Kumari	Proof Reader	43,016/-
97	Sh. Rakesh Kumar	Proof Reader	43,816/-
98	Sh. Santosh Kumar Azad	Feederman Offset	38,186/-
99	Sh. Vikas Laberia	Feederman Offset	37,882/-
100	Sh. Prateek kumar	Copy Holder	29,126/-
101	Sh Deva Nand	Press Duftry	12,120/-
102	Sh Pankaj	Press Duftry	12,120/-
103	Sh Hemant	Press Duftry	12,120/-
104	Sh Sanjay Kumar	Press Duftry	12,120/-
105	Sh Chander Kumar Koundal	Press Duftry	12,120/-
106	Sh. Kuldeep Kumar	Press Duftry	30,782/-
107	Sh. Primla Devi	Press Duftry	32,942/-
108	Sh. Manmohan Singh	Press Duftry	32,576/-
109	Smt. Roshani Devi	Press Mazdoor	27,058/-
110	Sh. Vinod Kumar	Press Mazdoor	39,940/-
111	Sh. Raj Kumar	Press Mazdoor	44,770/-

Employees on daily wages

Sr. No	Name	Designation	Salary
1	Sh. Divesh Kumar	Peon	12000/-
2	Miss Jyoti Kumari	Peon	12000/-
3	Sh. Pradeep Singh	Binding Machine Attendant	12000/-
4	Sh. Jitender Prasad	Binding Machine Attendant	12000/-

Outsource employees

Sr. No	Name	Designation	Salary
1	Sh. Hemant	Data Entry Operator	13,560/-

2	Smt. Renu Bala	Data Entry Operator	13,560/-
3	Sh. Jatinder Grover	Data Entry Operator	13,560/-
4	Sh. Bhupinder Singh	Data Entry Operator	13,560/-

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

Actual Expenditure Figures of Financial Year 2023-2024 as per Major Head.

	Demand No. 24	S.O.E.	Non Plan Budget	Expenditure	
1	001-Direction and Administration 01-Directorate	Salary	11873961	11873961	
		Wages	18000	18000	
		Travelling Expenses	3452	3452	
		Office Expenditure	362851	362851	
		Medical Reimbursement	119894	119894	
		Hospitality and Ent. Expenses	51126	51126	
		Professional and Special Services	6997	6997	
		Training	0	0	
		Motor Vehicle (Purchase)	0	0	
		Motor Vehicle	113905	113650	
		Total	12550186	12549931	
2	101-Purchase and Supply of Stationery Store 01-Stationery	Salary	3698137	3698137	
		Travelling Expenses	2988	2988	
		Medical Reimbursement	79937	79937	
		Training	0	0	
		Material and Supply	75106000	75106000	
		Total	78887062	78887062	
3	101-Purchase and Supply of Stationery Store 02-Purchase of Stationery for Boards/Corp/ and Public undertakings	Material and Supply	11168000	11167978	
		Total	11168000	11167978	
4	102-Printing, Storage and Distribution of Forms 01- Supply of Forms	Salary	1899510	1899510	
		Medical Reimbursement	53996	53996	
		Training	0	0	
		Material and Supply	0	0	
		Total	1953506	1953506	

5	103- Government Presses 01- HP Govt. Presses	Salary	81602765	81602765	
		Wages	4688016	4687974	
		Travelling Expenses	0	0	
		Liveries	92000	91850	
		Office Expenditure	2647705	2647704	
		Medical Reimbursement	633555	620100	
		Rent Rate Taxes	858709	858709	
		Training	75000	75000	
		Maintenance	736000	736000	
		Motor Vehicle(Purchase)	0	0	
		Motor Vehicle	84256	84256	
		Machinery and Equipments	925942	925942	
		Material and Supply	59344000	59343987	
		Transfer Travler Exp.	7000	6860	
		Outsource Charges	2580083	2580083	
		Other Charges	229083	229083	
		Total	154504114	154490313	
6	103-Government Presses 02- Printing for Boards/Corp/ and Public undertakings	Material and Supply	21077000	21076958	
		Total	21077000	21076958	
7	104-Cost of Printing by other sources 01-Private Presses	Salary	1055994	1055994	
		Office Expenditure	0	0	
		Medical Reimbursement	3980	3980	
		Training	0	0	
		Total	1059974	1059974	
8	104-Cost of Printing by other sources 02-Other Govt. Presses	Salary	357267	357267	
		Medical Reimbursement	23950	23950	
		Training	0	0	
		Total	381217	381217	
9	105-Govt. Publications 01-Govt. Depot	Salary	823632	823632	
		Office Expenditure	1592498	1592498	
		Medical Reimbursement	36965	36965	
		Training	0	0	
		Material and Supply	1820000	1819984	
		Total	4273095	4273079	
10	Major Head 2059- Public Works 01-53-13-Soon-Exp. Of Printing and Stationery Department	Maintenance	1090850	1089850	
		Total	1090850	1089850	
11	Major Head-2216- Housing-05-053-soon-other Maintenance	Maintenance	244000	118584	
			244000	118584	

12	Major Head-4058-00-103-01-SOON-Machinery and Equipment	Machinery and Equipment	0	0	
		Total	0	0	
13	Major Head-4058-00-789-01-SOON-31 Machinery and Equipment Plan	Machinery and Equipment	0	0	
		Total	0	0	
14	Major Head 2235-60-800-13- SOON-Medical Reimbursement N-V.	Medical Reimbursement	2722000	2721982	
		Total	2722000	2721982	

(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 authorizations granted by it;

Not applicable.

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

- (1) Seniority list of the employees.
- (2) Vacancy position in the Department.
- (3) Job profile of all employees.
- (4) Tender document related to purchase of printing and stationery material.
- (5) List of standard forms.
- (6) List of stationery items.
- (7) List of Govt. publications.

(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 ;

This department does not deal with the general public directly. However, any information can be obtained from this department by correspondence or through Public Information Officer as shown under point- XVI.

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

Sl.No.	Name and Designation	Complete Office Address	Office Telephone No.
1.	Smt. Prabha Rajeev, Controller, Appellate Authority	Printing and Stationery Department, Himachal Pradesh, Shimla-171005	2830378
2.	Shri Avtar Singh, Public Information Officer (PIO)	Printing and Stationery Department, Himachal Pradesh, Shimla-171005	2830373 Ext. 30

RTI Applications Detail 2023-24

Sr. No.	No. of RTI Applications received	No. of Applications in which information was provided	Total No. of Applications where requests were rejected
1	38	38	Nil

RTI Appeal Details 2023-24

Sr. No.	No. of appeals received	No. of appeals accepted	No. of appeals decided	No. of appeals dismissed
1	7	7	1	6

**(XVII) Such other information as may be prescribed;
-nil-**