

MINI GOVERNMENT PRINTING PRESS, DIU

(Up dated on 17th April, 2014)

(I) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.

The Mini Government Printing Press, Diu performs following functions :-

Printing works of Govt. Offices/P.H.C./Govt. Hospitals and Govt. Schools of Diu district for printing of forms, challans, receipts books, various types of register, Annual confidential Forms, Election Forms, School Report Cards, Attendance Register, Printing of Circulars, General Forms, Identity Cards etc. and carries out the work of printing process as per the requirement and placement orders as and when received from govt. offices/ departments and govt. Schools and Institution of Diu District and supplies all types of forms, Registers, Receipt Books, Challans and N. O. C for the purchase of stationery items .

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

The Enquiry Officer, City Survey, Diu has been declared as Head of Office and delegated certain Financial powers as Group "B" Officers.

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

Sl. No.	Name and Designation	Duties
01.	Shri H. P. Yoganand, Copy Holder	i) Supervision over functioning of Mini Govt. Printing Press and staff. ii) All accounts work of Mini Govt. Printing Press iii) Disposal of all the Establishment/ Accounts/ General Administration related letters. iv) All leave matters including service book and personal file. v) Supply of stationery to Govt. Departments. vi) Printing of various forms on Electronic Printing Machine. vii) Computerization of Documents. viii) Maintain proper stock of all printing papers and materials. ix) Work on cutting machine.
02.	Miss. Sylvia M D'Mello, L.D.C. (Skilled) on Daily wages	i) Inward/Outward of all the tapals/files. ii) Distribution of Daks. iii) To maintain cash book and Acquittance Roll , Service Postage Stamp Register and other registers. iv) All typing works and other works concerning to printing/making sets etc.
03.	Smt. Kantaben Bawa Jethwa, Peon/MTS (Unskilled) on daily wages	i) Opening and closing of the office and general cleanliness of office. ii) Delivery of Post/file and Xerox work and assist the Copy Holder and LDC when office need. iii) Making sets of books/checking of various printing materials.

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

- a) **Decision Making Process :-** Initial decision is taken by Copy Holder of Mini Govt. Printing Press. Decision regarding Financial matters within the power of Head of Office is taken by Enquiry Officer, City Survey, H.O. Mini Govt. Printing Press, Diu. It is beyond the power of Head of Office, decision is taken by the Collector, Diu.
- b) **Channels of Supervision and Accountability :-** Initial supervision is done by Copy Holder of Mini Govt. Printing Press and overall supervision is done by the Head of Office who is accountable for all works of the Press.

(IV) NORMS SET FOR DISCHARGE OF FUNCTION :-

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

(V) RULES, REGULATION ETC. FOR DISCHARGING FUNCTIONS :-

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

(VI) CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT :-

Printing and Binding of various Forms of all offices/departments situated in Diu District.

(VII) ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC:-

Members of Public can approach to the Copy Holder for any work of Mini Govt. Printing Press and if needed they can meet the Enquiry Officer, City Survey, H.O. Mini Govt. Printing Press, Diu at any time.

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

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

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

Sr.No.	Name of Employee	Designation	Monthly Salary (Rs.)	Phone No.
1	Shri H. P. Yoganand	Copy Holder	28100/-	9426770239
2.	Miss. Sylvia M D'Mello	L.D.C. (Skilled) on Daily wages	9372/-	8866252017
3.	Smt. Kantaben Bawa Jethwa	Peon/MTS (Unskilled) on daily wages	9240/-	9408239546

(XI) ALLOCATION OF BUDGET AND EXPENDITURE :-

(Rs. In lakhs)

Budget Head	Allotment for 2013-14	Expenditure 2013-14
2058 – Plan	7.87	7.87

(XII) EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES

No subsidy programmes are implemented by Mini Government Printing Press.

(XIII) CONCESSIONS, PERMITS ETC.:-

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

(XIV) DETAILS OF AVAILABLE INFORMATION :-

No details of available information by Mini Government Printing Press.

N.B. : Any information can be obtained from the Government Printing Press, Daman.

(XV) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS :-

There is no library or reading room. Any information can be obtained from the Dy. Director (Planning & Statistics), Secretariat, Daman or concerned staff the Department.

(XVI) PARTICULARS OF THE PUBLIC INFORMATION OFFICER :-

1. Name : Smt. G. R. Vadhel
2. Designation : Enquiry Officer & Head of Office
Mini Government Printing Press, Diu
3. Address : Office of the Enquiry Office, City Survey,
Old Court, Fort Road,
Diu – 362 520.

(XVII) OTHER INFORMATION :- NONE.
