

fgelpy i zskl jd lj
eqzkr Fk y § ku l lex bfo Hkx



ok"lā i zkk fud i fr OSU

2017-2018

fgelpy i zskl jd lj
eqzkr Fk y § ku l lexzfoHkx



ok'kz i zkk fud i fr oBw

2017-2018

i Lrkouk

fgekpy in'sk epzk ,oe-y[ku l kexh foHkkx] epzk ,oe-y[ku l kexh fu; ekoyh ds vllrxr dk;Z dj jgk gSA fu; U=d bl foHkkx ds foHkkxk/; {k gA ; g foHkkx ?kkMk pksdh] f'keyk&171005 ea jk"Vh; mPp ekxZ 22 ds l ehi fLFkr gS rFkk bl dk ifj l j 22 ch?kk 19 fcLos ea QSyk gSA ; g foHkkx epzk rFkk y[ku nks eq; 'kk[kkvka ea cA/k gSA epzk ,oa y[ku l kexh foHkkx fgekpy in'sk l jdkj ds l Hkh foHkkxka mi Øekj ckMk; Lok; Uk l LFkkvka rFkk fo' ofo | ky; ka vkfn ds epzk dk; Z bu foHkkxka dks y[ku l kexh dh vki fir] foHkkUu Qkek; rFkk l jdkjh idk'ku ds forj.k gsrq LFkkfir fd;k x;k gA vk/kfudhdj.k dh vkj vx l j bl foHkkx }kjk 01&08&2007 l s jkti= dk idk'ku buVjuV ij fd;k tk jgk gS rFkk l jdkj }kjk tkjh vf/kI pukvka dks site "rajpatrahimachal.nic.in/default.aspx ij n[kk tk l drk gA foHkkx }kjk o"KZ 2017&18 ea b&jkti= ds 269 vad idk'kr fd, x, rFkk l klrkfgd fxfj jkt dh 7]08]383 ifr; ka eqnr dj foHkkxka o xkgdka dks forjir dh xb±A fxfj jkt ds vfrfjDr foHkkx ea fgei LFk ,oa foik'kk if=dkvka dk epzk Hkh fd;k tkrk gS ftudk idk'ku ykd l Ei dz foHkkx] Hkk"kk ,oa dyk l LFkr rFkk Hkk"kk vdkneh }kjk djok;k tkrk gSA foHkkx ea mi yC/k y[ku l kexh dk LVkM] ekud Qkek; dh l ph Rfkk cpl Hk.Mkj ea foØ; gsrq mi yC/k fdrkcka dh l ph foHkkx dh website "http//hp.gov.in/pns ij n[th tk l drh gSA

epzk ,oe-y[ku l kexh foHkkx ea dy LohÑr inka dh l ; k 365 gS ft l ea l s 190 in fu; fer rkj ij] 03 in nsud oru vk/kkj ij rFkk 09 in vuqU/k vk/kkj ij rFkk 05 in vkÅVI kd Z ij Hkjs gq gS rFkk 'kSk 158 in [kkyh iM±gA

; g foHkkx pj.kc) rjhds l s yVj i8 rduhd l s iwkr-% vkMl V rduhd dh vkj vx l j gS fdUrqi gkuh rduhd ylr u gks bl vkj Hkh fo'kSk /; ku fn;k tk jgk gSA bl foHkkx ea LFkkfir vkMl V rduhd ea cgj xh epzk fd;k tk jgk gS rFkk epzk dh xqkoUkk dh c<sfjh gsrq LØhu fi Vx rduhd dks Hkh LFkkfir fd;k x;k gSA

fohkk dsfohkk vuohkk@Hk.Mkjka dse[; dk; k; dk C; kjk

dk; ky;

epzk rFkk ys[ku I kexh fohkkx ea vf/kdkfj; ka , oa fyfi dh; I oxZ ea inka dh LohNir I [; k 73 gS vks buea Is 24 in [kkyh gs A o"KZ 2017&2018 ea ikr gq i=ka dh I [; k 25297 vks Hksts x; s i=ka dh I [; k 16601 Fkh A o"KZ 2017&18 ea I puk dk vf/kdkj ds vlrxt 37 vkonu ikr gq ftl ea 37 dk fu"i knu fd; k x; ka bl dk iwZ foj.k ifjf'k"V ^d* ij n'kkz k x; k gA

epzkky;

epzk , oa ys[ku I kexh fohkkx ds epzkky; 1/4 duhdh I oxZ/2 ea fohkkU idkj ds 48 oxka ea 292 deZkjka ds in Lohdr gs ftuea Is 158 Hkjs gq gs rFkk 134 in fjDr gA epzkky; ea I gk; d fu; a-d 1/4 iVax vkNI 1/2 dk in fjDr gkus ds dkj.k i; bsk.k grqvfr dfBukbz dk I keuk djuk iMrk gA bl h idkj yxHkx 127 in fohkkU fuEu Lrj dh Jf.k; ka ds fjDr gkus ds dkj.k e'khuka , oa epzkky; dh fohkkU 'kk[kkvka ea I keu r\$ kj djus o igpkus ea dfBukbz gsrh gs ftl Is dk; Z I pk: : i Is pykus ea ck/kk vk jgh gs A dk; ky; , oa epzkky; ds LohNir] Hkjs gq , oa fjDr inka dh I a Dr : i Is iwZ fLFkr ifjf'k"V ^k* ij n'kkbz xbZ gSA

rjUr dk; Z 1/4 tkt 1/2 tks fd I jdkjh epzkky; ea ugha Ni I d\$ mudks ckjgh epzkky; Is Ni ok; k x; k A epzkky; , oa futh epzkky; ka Is fi Nys 5 o"ks ea fd, x, dk; k; dk foj.k ifjf'k"V ^x&1* o ^x&2* ij miyC/k gSA

ys[ku I kexh Hk.Mkj

; g vuohkkx izkkl fud Hkou ea fLFkr gSrFkk bl ea I Ei wZ ys[ku I kexh ds Ø; &foØ; dk ys[kk&tks[kk j[kk tkrk gSA ys[ku I kexh ds Ø; grqn\$ ds ied[k v[kckjka ea foKki u ndj fufonk, a exokbz tkrh gs A rRi'pkr-jkT; Lrj ij xBr ys[ku I kexh p; u I fevr }kjk ueuka dks n[kdj p; u fd; k tkrk gSA

in\$ ea 850 ekadUkZ vf/kdkjh gs tks vius fohkkxka dh ys[ku I kexh dh ekax iLrj djrs gs A epzk , oa ys[ku I kexh fohkkx bl ekax dks iwZ djus grqyxHkx 81 ys[ku enka dks Ø; djds Hk.Mkj.k djrk gs tks fd ekadUkZ vf/kdkfj; ka dh ekax ds vuq kj ink; dh tkrh gA I jdkj }kjk fnukad 22&8&2008 dks ; g fu.kz fy; k x; k gs fd Vnd.k ; U=ka , oa Mtyhdv-tZ dks ftyk Lrj ij gh udjkj ?k\$"kr djds mudks uhyke fd; k tk, xk vks Hkfo"; ea VkbZ jkbMj , oa Mtyhdv-tZ ds Ø; grqokf"kd nj Bdk ugha fd; k tk, xk A bl 'kk[kk ds dk; Z dk foj.k ifjf'k"V ?k* ij miyC/k gSA

i 8 Hk.Mkj

bl Hk.Mkj ea epnz.kky; }kjk iz,ksx gkus okys l eLr dxxtk} epnz.k grq okiNr l kexh] e'khuka rFkk dy&i qk&dk Hk.Mkj.k fd;k tkrk gS vkj mlgaa epnz.kky; ds vuHkxka dks vko'; drkuq kj ink; fd;k tkrk gA bl Hk.Mkj ea yxHkx 700 fofHku enaj [kh tkrh gA

i 4rd Hk.Mkj

l jdkj ds fofHku fu; ek} jkti =k} vkbD ,y0 vkj0] dkm bR; kfn izdk'kuka dk Hk.Mkj.k bl Hk.Mkj ea djds blga insk dh vke turk rFkk l jdkjh dk; k}y; ka dks fo0; fd;k tkrk gA mDr Hk.Mkj ea 196 fofHku izdkj ds izdk'kuka dk Hk.Mkj gSA o'kz 2017&2018 ea 24]32]910 #i; s dh /kujkf'k ds izdk'kuka dk fo0; gA bl Hk.Mkj l si 4rd fo0rkvao , t}ka dks fo0; eW; l s 25 ifr'kr de eW; y}dj fo0; grq Hkh i 4rdanh tkrh gA bl Hk.Mkj dk dk; Zfooj.k ifjf'kV ^3* ij n'kz k x; k gSA

; quol 7y LVSMMZ QkeZ Hk.Mkj

bl Hk.Mkj ea insk ds l eLr l jdkjh dk; k}y; ka ea iz,ksx gkus okys ekud 'LVSMMZ QkeZ dks epnz.kky; ea epnz.k djds Hk.Mkj.k fd;k tkrk gS rFkk insk ds yxHkx 850 ekadUkz vf/kdkfj; ka dks ink; fd;k tkrk gA bl Hk.Mkj ea yxHkx 79 izdkj ds QkeZ gA bl Hk.Mkj ds dk; Zdk fooj.k ifjf'kV ^p* ij l yXu gSA

foHkxh; QkeZ Hk.Mkj

bl Hk.Mkj ea insk ds l eLr dk; k}y; ka ea iz,ksx gkus okys foHkxh; QkeZ jftLVjka rFkk fji k/ks bR; kfn dk epnz.k djds Hk.Mkj.k fd;k tkrk gS vkj l e; & l e; ij ekadUkz vf/kdkfj; ka dks muds foHkxk; {kka l sikr forj.k l ip; ka ds vk/kkj ij ink; fd;k tkrk gA

vkokl h; dkykuh dk fueZk

foHkxh; ifj l j ea mi yC/k Hkfe ij vf/kdkfj; ka@depkfj; ka dks vkokl h; l fo/kk inku djus grq Vkb} &IV ds 3] Vkb} &II ds 20 rFkk Vkb} &I ds 15 edkuka dk fueZk fd;k x; k gSA ; g l Hkh l S/ vf/kdkfj; ka@depkfj; ka dks vkciVr dj fn; s gA rhu l S/ Vkb} &III edku fgepy insk gkAfl x ckMZ l s 0; fd, ga vkj mudk vkci/u Hkh depkfj; ka dks dj fn; k x; k gA bl ds vrfjDr foHkxh; ifj l j ea igys l s cus ij kus Vkb} &II ds 3 vkokl h; l S/ka ea Hkh foHkx ds 3 depkj jg jgs gA foHkx }kjk ykofu0fo0 ds ek; e l s Vkb} &I ds 6 vkokl ka dk fueZk dk; Z foHkxh; ifj l j ea djok; k tk jgk gS ijUrq ekuuh; ftyk l; k; ky; us fueZk dk; Z ij fQygy jkd yxk j [kh gSA

l g {kk

l jdkjh l EifUk dh l g {kk ds fy, 2 fu; fer pksHnkjka ds vrfjDr 2 l QkZ depkfj; ka dks pksHnkj dh M; Wh grq r}kr fd;k x; k gA bl ds vrfjDr 10 gkexkMZ tokuka vkj , d xnz blpktZ dks foHkxh; ifj l j ea r}kr fd;k x; k gSA vfXu l g {kk dh n'V l s foHkxh; ifj l j ea fofHku LFkkuka ij Qk; j gkbM}V Hkh yxk; s x; s gA ftuea uxj fuxe f'keyk l s ikuh dh l lykZ yh xbZ gSA bl ds vrfjDr i 8 Hkou Cyk}d , rFkk ch ea vfXu'keu mi dj.k Hkh LFkfi r fd; s x; s gA

; krk; kr I fo/k

foHkkx ds ikl nks gYds okgu mi yC/k gdf tues ls , d foHkkxke; {k ds ikl gSA nll jk okgu tujj i ny ea gA ftl sn sud rks ij udn jkf'k dkskkxkj ea tek djus rFkk vl; vf/kd kfj; ka dh fHkUu&fHkUu foHkkxka ea ckrphr o cBdka ea Hkkx yus grq iz kx ea yk; k tkrk gSA

ctV rFkk 0; ; dk foj.k

foHkkx ds fy, o"iz 2017&2018 ea foHkkx dk ctV ; kstuk ds rgr 'kl; rFkk xj&; kstuk ds rgr 28]70]18]610 yk[k #i; s dk iko/kku j [kk x; k Fkk A vr% o"iz 2017&2018 ea foHkkx }kjk ; kstuk rFkk xj&; kstuk eafd; s x; s 0; ; dk frekghokj C; kjk fuEu izdkj l s gS %&&

	i Fke frekgh 1&04&2017 l s 30&06&2017	f}rh; frekgh 1&07&2017 l s 30&09&2017	r`rh; frekgh 1&10&2017 l s 31&12&2017	prfjz frekgh 01&01&2018 l s 31&03&2018	; kx
; kst uk	Nil	Nil	Nil	Nil	Nil
xj&; kst uk	6]36]80]763	6]78]26]218	6]97]67]231	8]57]44]398	28]70]18]610

bl ds vfrfjDr foHkkx }kjk o"iz 2017&2018 ea ecfyx 10]18]10]258 #i; s dk jktLo foHkUu foHkkxka l s iklr djds ljdkjh dksk ea tek djok; k x; k gSA

vk/kqudhj.k , oa i f' k{k.k

jkt dh; epz kky; dk vk/kqudhj.k djus ds mnns; l s Jh , 0 d0 fl Ugk] l a Qr funs'kd] Hkkjr ljdkj epz k funs'kky;] ubZ fnYyh dks epz kky; dk ve; ; u djus grq cyk; k x; k Fkk ftl ckjs foHkkx ea v/; ; u fjiksZ iklr gks xbZ gA jkt dh; epz kky; ds vk/kqudhj.k dh iLrkouk r\$ kj djus grq foHkkx }kjk , d l febr xfBr dh xbZ Fkh vk\$ bl l febr }kjk r\$ kj dh xbZ iLrkouk rFkk iLrkouk ckjs , D'ku lyku@jkm+e\$ ljdkj ds vupknukFkZ Hksth xbZ gS vk\$; g ekeyk vHkh ljdkj ds fopjkk/khu gA

fo'kSk mi yfC/k; ka

o"iz 2017&18 ea foHkkx ea foHkkx }kjk vfrfjDr /ku tVkus o u; s dk; Z djus dks e; ku ea j [krs gq vl; ckMks vk\$ fuxeka ds dk; Z tks ckgj l s djok; s tkrS Fks mlga Hkh ljdkjh epz kky; ea fui Vk; k x; k A bl l s vfrfjDr /kujkf'k rks iklr gpz ijUrq l kFk gh epz kky; ds depfkj; ka dks Hkh viuh dk; Zkerk c<kus dk

volj i ktr gvk gSA bl foHkx us #i ; s 4]28]51]267 dh jkf'k dk foHkU foHkxka@fuxeka@ckm/ks dk epz k i Hkkj ljdkj dksk ea tek fd; k gS tksfd foHkxka ds ctV dk; Z ds vfrjDr gSA

foHkx }kjk jkti= dk izdk'ku internet ij e-gazette ds : i eafd; k tk jgk gS ftl ds fy, foHkx dks Hkkjr ljdkj }kjk National Award for e-governance 2008-09 inku fd; k x; k A bl ds vfrjDr foHkx }kjk viuh website Hkh o"z 2008&09 ea ykp dh xbZ gS tksfd jkT; dh website ij Hkh miyG/k gSA

HkrhZ ,oa inkbufr fu;e

foHkx ea dny 365 LohN'r in gâ tks 68 foHkU Jf.k; ka l s l Ecu/k j [krs gâ A fu; U=d rFkk vuHkx vf/kdkjh 1/2 dh Jf.k; ka , DI dMj l s l EcfU/kr gS bl fy, bu Jf.k; ka ds HkrhZ ,oa inkbufr fu;e bl foHkx ds Lrj ij ugha cuk; s tkus gâ A ljdkj ds vks'ku dh HkrhZ ,oa inkbufr fu;e ka ea vuqU/k vk/kkj ij HkrhZ gsrq rFkk 01&01&2006 ds osuekuka ds vuq'kj l a kks'ku gsrq i Lrkouk, a ljdkj dks Hksth xbZ gS ftuea l s 58 Jf.k; ka ds HkrhZ ,oa inkbufr fu;e l a kks'ku ds mijkUr vf/kI fipr djds jkti= ea izdk'kr fd; s tk pps gâ 3 Jf.k; ka ds HkrhZ ,oa inkbufr fu;e ka ea l a kks'ku dh i Lrkouk, a ljdkj ds Lrj ij fopkj/khu gS tcf 5 Jf.k; ka , M S kxkQj] eksuks dLVj] v{kj; kst d] ifjpyd o eksuks vkM/Mj dh Jf.k; ka ds HkrhZ ,oa inkbufr fu;e ka ea l a kks'ku dh vko'; drk ugha gS D; kâd bu Jf.k; ka ds inka dks Hkfo"; ea ugha Hkkj tkuk gSA ftl ckjs 05&02&2011 dks izkkl fud foHkx ds Lrj ij gPZ izkkl u ea n{krk dh cBd ea fu.kz fy; k x; k gSA

dk; kÿ;

1&4&2017 l s31&3&2018 rd

1- i klr gq i=kæ dh l ð; k	- -	25297
2- Hksts x, i=kæ dh l ð; k	- -	16601
3- tkjh fd, x, b&jkti=kæ dh l ð; k	- -	269 vð
4- b&xtV ea izdkf'kr i"Blæ dh l ð; k	- -	11656
5- l puk dk vf/kdkj ds vlr xÿ i klr@fui Vk; s vkonu kæ dh l ð; k	- -	i klr fui Vk; s x; s 37 37

eqzk RfK yšku l lexhfobHk ea vubfpr t kfr] vubfpr t ut kfr d slepžkj; k@v/ d kj; sed si fr fuf/ R d kfooj. k

Øe l @	oxZdkule dgj LohN in	31&3&2017 rd vubfpr t kfr @vubfpr t ut kfr i fr fuf/ R	1&4&2017 l s 31&3&2018 ea i n kfr } j k Hj si n vubfpr t kfr @vubfpr t ut kfr	vU 1&4&2017 l s vU 31&3&2018 ea l h h k l z j k Hj si n vubfpr t kfr @vubfpr t ut kfr	ft rusvubfpr vU [kyhi n fMIk. k la t kfr @vubfpr 31&3&2018 dežjh 31&3&2018 d ksgft j gš
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1	2	3	4	5	6	7	8	9	10	11	12
1- fu; Ukd		1	—	—	—	—	—	—	1	—	—
2- mi&fu; Ukd		1	—	—	—	—	—	—	1	—	—
3- l gk d fu; Ukd (eqzk)		1	—	—	—	—	—	—	1	—	—
4- l gk d fu; Ukd (yšk)		1	—	—	—	—	—	—	1	—	—
5- v/ kld] x&&I		1	—	—	—	—	—	—	1	—	—
6- vubfpr v/ d kjh(yšk)		1	—	—	—	—	—	—	1	—	—
7- v/ kld] x&&II		3	—	—	—	—	—	—	3	—	—
8- fut hl gk d		1	—	—	—	—	—	—	1	—	—
9- ofj"B l gk d		14	3	—	—	—	—	3	7	4	—
10- dfu"B l gk d @yfi d		17	—	—	—	—	3	—	12	5	5 invudU vk kj ij r Rk 03 invk AVI k SZ l shjsgg gš
11- Mytol B/a e' kuv k šj		2	2	—	—	—	—	2	—	—	—
12- , N&š k Q		1	—	—	—	—	—	—	—	1	—
13- Ýš a e' ku l gk d		1	—	—	—	—	—	—	—	1	—
14- i sj bZaj		1	—	—	—	—	—	—	1	—	invudU vk kj ij Hjk gš
15- plyd		3	1	—	—	—	—	1	1	1	—

1	2	3	4	5	6	7	8	9	10	11	12
16- i f p k y d		1	—	—	—	—	—	—	—	1	—
17- d k l j ; n r j h		1	1	—	—	—	—	1	—	—	—
18- i s j		4	3	—	1	—	—	2	2	—	—
19- p i m h		6	1	—	—	1	1	2	1	3	2 invkAVI kZ I shsgA
20- p l s m j		7	—	—	—	—	—	—	3	4	1 inr d osu ij Hk g k g A
21- l o b z e t r j v		6	1	—	—	—	—	1	2	3	
22- e l y h		1	—	—	—	—	—	—	—	1	—
23- e f j ; v x z h		2	—	—	1	—	—	—	2	—	—
24- v u l k i k y (v { l j ; k s u)		2	—	1	—	—	—	—	—	2	—
25- v u l k i k y (e o z j)		2	1	—	—	—	—	1	—	1	—
26- v u l k i k y (i t r d c l u)		2	—	—	—	—	—	—	2	—	—
27- v u l k i k y e l s		1	—	—	—	—	—	—	1	—	—
28- v u l k i k y (l a . k u k)		1	—	—	—	—	—	—	—	1	—
29- l g k d v u l k i k y (v - ; k s)		2	1	—	—	—	—	—	—	2	—
30- l g k d v u l k i k y (e o z j)		2	—	—	—	—	—	—	2	—	—
31- l g k d v u l k i k y (i e c)		2	—	—	—	—	—	—	2	—	—
32- l a . k d (v { l j ; k s u)		1	—	—	—	—	—	—	1	—	—
33- l a . k d (i t r d c l u)		1	—	—	1	—	—	—	1	—	—
34- l a . k d (e o z j)		1	—	—	1	—	—	—	1	—	—
35- e f j ; o p d		1	1	1	—	—	—	1	—	—	—
36- e f j v l o o p d		2	2	—	1	—	—	1	1	—	—
37- o p d		8	—	—	—	—	—	—	2	6	—
38- l a k s d		2	—	—	—	—	—	—	—	2	—
39- i f r o p d		6	—	—	—	—	—	—	3	3	—

1	2	3	4	5	6	7	8	9	10	11	12
40- v{lj ; ksd		46	3	—	—	—	—	3	9	34	—
41- i B glesud		1	—	—	1	—	—	—	1	—	—
42- glesud by dly		1	—	—	—	—	—	—	1	—	—
43- elskv kj		4	1	—	—	—	—	1	—	3	—
44- elskv kj d kj		1	—	1	—	—	—	1	—	—	—
45- elskv kj		8	1	—	—	—	—	—	—	8	—
46- of "B ; kplyd		15	4	—	1	—	—	4	11	—	—
47- dfu "B ; kplyd		10	1	—	—	—	—	1	—	9	—
48- v k e s		4	—	—	—	—	—	—	2	2	—
49- osj g Å l v kj		12	3	—	2	—	—	3	9	—	—
50- ck kj		27	6	—	3	—	—	5	22	—	—
51- v k v s v kj		16	3	—	1	—	—	2	13	1	—
52- d kj v kj		1	—	—	—	—	—	—	1	—	—
53- e s ud (eq)		2	—	—	—	—	—	—	—	2	—
54- e s ud (foj q)		2	—	—	—	—	—	—	—	2	—
55- b dj		15	—	—	—	—	—	—	3	12	—
56- i B n ý j h		32	5	—	—	—	—	5	12	15	i B n ý j h d s 0 2 i n v u q l v k k j i j H s x, g s

1	2	3	4	5	6	7	8	9	10	11	12
57- Qs/vbZ Sj vK/Vj		10	1	—	—	—	—	1	7	2	—
58- dK/v e'ku vS/S		13	2	—	—	—	—	2	—	11	1n Sid osu
59- iB et njw		11	—	—	—	—	1	—	2	09	1in Sid osu ij Hkgs
60- dKj Sj		1	—	—	—	—	—	—	—	1	—
61- fyHs/KV/V		2	—	—	—	—	—	—	2	—	—
62- ÝkZCk (vK/V S)		7	2	—	—	—	—	2	5	—	1in vuqU vk lj ijA
63- Cn/leS vK/V S		5	—	—	—	—	—	—	1	4	—
64- fV/Sj		1	—	—	—	—	—	—	1	—	—
65- Nd Ze vS/S		1	—	—	—	—	—	—	—	1	—
66- vlsjl hj vK/V S		1	—	—	—	—	—	—	1	—	—
67- lys'edj		2	—	—	—	—	—	—	2	—	—
68- l gk d fu; Ud (vK/V S fi A)		1	—	—	—	—	—	—	—	1	—
d g t K/V --		365	49	3	13	1	5	45	162	158	190 fu; fer

3 in Sid
osu Hk/h 9
in vuqU ds
vk lj ij rFk
05 in vK/V
lKZj Hksgg
gS

jk d h eqzky; d k f i N y s i k a o " k s d k r g u k f e d f o o j . k

	1&4&2013 l s 31&3&2014	1&4&2014 l s 31&3&2015	1&4&2015 l s 31&3&2016	1&4&2016 l s 31&3&2017	1&4&2017 l s 31&3&2018	f M l k k h
1- fi N y s o " k z d s f t r u s t k w k s y k s x ; s	735	416	316	270	341	
2- o " k z d h v o f / e a f t r u s t k v e z k d s f y , i k r g q	2]863	2]507	3]143	2]751	2589	
3- o " k z d h v o f / e a f t r u s t k v N l k s x ,	3]182	2]607	3]189	2]680	2576	
4- f t r u s t k v o " k z d s v l d e a k k j g s	416	316	270	341	354	
5- f t r u s i " B e - g a z e t t e e s i d k k f d , x ,	7]950	7]442	9]200	8]902	11656	
6- f t r u s b e s u e f r z f d ; s x ; s	6]70]27]546	6]6]15]740	6]54]02]539	5]10]09]245	6]14]33]648	
7- N l k g a k e k y f t r u s c h d e j k i k k g a k	8]379	3]135	800	516	700	
8- o " k z d s v l d e a d y r d u l h d e z j h (i ; z e d l e d k s f e y d j) A	182\$ 8\$ 2 8 v u q / v k k i j o 2 n s d o s u i j	175\$ 16\$ 2 16 v u q / v k k i j o 2 n s d o s u i j	166\$ 16\$ 2 16 v u q / v k k i j o 2 n s d o s u i j	196+2+17+2 2 n s d o s u i j 17 v u q / v / k i j	190+3+9+5 3 n s d o s u i j 9 v u q / v k k i j o 5 v k A V I k z j A	
9- o " k z h e a n h x b z e ; k i j d k z (v l s j v k z v y l a b) d h j k k (# ; \$ A	45]17]015	63]03]535	5]146]360	—	45]30]788	
10- f t r u s i " B f x f j k d s N i s	1]396	1]398	1]432	1]478	1]370	
11- f t r u s v d f x f j k d s N i s	52	52	53	52	52	

fi Nysi p o"ksd kr gukRed foj . k

	1&4&2013 s 31&3&2014	1&4&2014 s 31&3&2015	1&4&2015 s 31&3&2016	1&4&2016 s 31&3&2017	1&4&2017 s 31&3&2018	fMi . kh
1- ft rust K&cljhezk; dls l&x; s%						
(d) 1- x&ok k; ft l dhvnr xhd foH& usdh	9	30	12	13	17	
2- ft udhvnr xhl EcfUr foH& usdh	—	—	—	—	—	
([] ok k;	—	—	—	—	—	
2- ft ruhjk k&cljhezkij [pZd hxbZ%						
(d) 1- x&ok k; ft udhvnr xhezk r Fk y&ku l lex&foH& usdhA	17]54]359	75]02]979	105]33]039	50]28]921	27]61]469	
2- ft udhvnr xhl EcfUr foH& usdh	—	—	—	—	—	
([] ok k; foH&] ft udhvnr xh Lok Ûk fud& usdhA	—	—	—	—	—	
t k& --	17]54]359	75]02]979	105]33]039	50]28]921	27]61]469	

yşku l lexhHk Mj
yşku l lexhfoHk d s fi Nysi h o"ksd sd k ks d kr yul Fed foj . k

	1&4&2013 l s 31&3&2014	1&4&2014 l s 31&3&2015	1&4&2015 l s 31&3&2016	1&4&2016 l s 31&3&2017	1&4&2017 l s 31&3&2018	Mlkh
1- ft r usekai k (b. N) vk,ş mud hl â; k	715	720	740	835	850	
2- ft r usekai k (b. N) eWj kfd; sx, ; kof l	—	—	—	—	—	
3- ft r usekai k (b. N) dkvudkyu fd; kx; k	715	720	740	835	850	
4- ft r useW dhyşku l lexh o"ksd d hxbZ	4]74]70]858	4]59]23]000	4]49]23]000	5]01]80]000	7]59]97]000	
5- dgy ft rusch d (b. N) cuk sx; s	8]379	8]271	5]678	8]229	8]861	
6- ft r useW dhyşku l lexhfoHk k@kN@ Lok Ûk fud k k@lexe d kshxbZA	5]89]23]973	6]42]75]814	8]01]00]688	8]12]27]256	5]25]44]225	

vlo'; drkubj yşku l lexhdksØ djusd so"ks2017&2018 esi jsi zRi fd; sx; sA

uk& l jdk dsu. k vubj l Hndk k; k eVd. kdkdk Zd E; Wj eaf d, t kusd sd k. Voz kVj ksd kHto"; eaØ djusd hvlo'; drkugagS Fki jpusVoz kVj ksd k
ft ykLrj ij gndk k?k djdsulye fd; st k sA

i t r d H k M i

fi Nysi l p o " k s d k r g u k F e d f o o j . k

	1 & 4 & 2013 l s 31 & 3 & 2014	1 & 4 & 2014 l s 31 & 3 & 2015	1 & 4 & 2015 l s 31 & 3 & 2016	1 & 4 & 2016 l s 31 & 3 & 2017	1 & 4 & 2017 l s 31 & 3 & 2018	f M i k k h
1- ft ruschi d d W s x ; s	2 200	4 000	2 652	4 110	3 329	
2- ft rusew d h d k A i j u d n f c h g b Z # ; \$	25 87 378	26 15 110	7 52 502	29 10 232	24 32 910	
3- ft rusew d h i t r d s m l j f c h g b Z # ; \$	' k u	' k u	' k u	' k u	' k u	
4- d g ft rusi d l j d h i t r d s h k M j e s f o e g s j [k h x b Z	198	185	184	184	196	

ekud QleZkMj

fi Nysi p o"ksd kr g u k Red foj . k

	1&4&2013 s 31&3&2014	1&4&2014 s 31&3&2015	1&4&2015 s 31&3&2016	1&4&2016 s 31&3&2017	1&4&2017 s 31&3&2018	Miklh
1- ft rusek&i =ki tr gq	75	720	740	835	850	
2- ft rusek&i =kofi fd, x,	—	—	—	—	—	
3- ft rusek&i =kd hvudj uk d hxbZ	75	720	740	835	850	
4- d g fdrusch d d k/sx,	2 284	2 185	2 167	900	195	

I þuk dk vf/kdkj vf/kfu; e] 2005 dh /kkjk 4 ¼½ ds vUrxt eqzk rFkk y[ku I kexh foHkkx] fg0 iD f'keyk I s I EcfU/kr I þuk

I. I rFkk foj.k dk; Z rFkk dÜkD; %

bl fo"k; I s I EcfU/kr I þuk grqbl fjikZeanh xbl iLrkouk dk voykdu fd;k tk, A

II. foHkkx; vf/kdkfj; k@depkfj; ka dh 'kDr; ka rFkk dÜkD; %

foHkkx eafoHkUu Jf.k; ka ds dy LohÑr inka dk foj.k vkxkeh i"Bka ij gA

foHkx ea foHku Jf.k; kads dgy LohNr in k adk foj.k fuEu izdkj I sg\$%

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1-	fu; U=d Jskh&I	#0 15600&39100\$ 8400 GP	1 in	1 in	—	emz k rFkk ysq ku I kexh foHkx ea foHkxk/; {k Jskh III o iv dsfy, fu; qDr , oa vuqkkl fud i kf/kdkjh I jdkj rFkk I eLr foHkxka ds I kFk emz k rFkk ysq ku I kexh ds I ECKU/k ea I Eidz j[kuk rFkk foHkx dk I keku; i ; bsk.k djuk A
2-	mi &fu; U=d Jskh&I	#0 10300&34800\$ 5400 GP	1 in	1 in	—	mDr in ds in/kkjh foHkx ea fu; U=d ds ckn ofj "Bre rduhdh vf/kdkjh gA dk; ky; k/; {k rFkk rduhdh vf/kdkjh gaus ds ukrs mlga rduhdh o fyfidh; 'kk[kk/vka dk i ; bsk.k djuk gsrk gS rFkk I eLr I jdkjh@v/kI jdkjh dk; ky; ka I s emz kkFkz i ktr NR; ka dk I e; ij fuiVkj djokuk fuf'pr djuk gSA bl ds vfrfjDr in/kkjh dks i ktr enka dk fujh{k.k rFkk rduhdh ekeyka ea I ykg nus ds I kFk&I kFk e'khujh rFkk esukoj dk vuqpyre mi ; kx djus ds ekeys dks Hkh ns[kuk gsrk gSA
3-	I gk; d fu; U=d %emz k/ &I	#0 10300&34800\$ 5000 GP	1 in	1 in	—	emz kky; dh yVj i g ea 'kk[kk vf/kdkjh dk dk; Z djukA rduhdh i ; bsk.k ds ed; gaus ds ukrs rduhdh I ykg nus ds I kFk&I kFk e'khujh rFkk esukoj dk vuqpyre mi ; kx djus ds ekeys dks Hkh ns[kuk gsrk gS rFkk I eLr I jdkjh@v/kI jdkjh dk; ky; ka I s emz kkFkz i ktr NR; ka dk I e; ij fuiVkj djokuk fuf'pr djuk gS vks rduhdh dk; k ea mi &fu; U=d dks I gk; rk djuk vks Hk.Mkj ea i ktr enka dk fujh{k.k djuk A bl ds vfrfjDr e'khujh rFkk esukoj dk vuqpyre mi ; kx djus ds ekeys dks Hkh ns[kuk A
4-	I gk; d fu; U=d %i iVx vkQI V%&I	#0 10300&34800\$ 5000 GP	1 in	—	1 in	emz kky; dh vkQI V vuq e 'kk[kk vf/kdkjh dk dk; Z djuk rFkk mDr 'kk[kk dk i ; bsk.k dk; Z mRi knu dks djus ds vfrfjDr rduhdh I ykg nus rFkk mi &fu; U=d ds rduhdh dk; Z ij vko'; d I ykg nus ds I kFk&I kFk e'khujh rFkk esukoj dk vuqpyre mi ; kx djus ds ekeys dks Hkh ns[kuk gsrk gA mi &fu; U=d ds rduhdh dk; k ea vko'; d I ykg nusA bl ds vfrfjDr e'khujh rFkk esukoj dk

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						vuplyre mi ; kx djus ds ekeys dks Hkh nskuk A
5-	v/kh(kd&I	#0 15600&39100\$ 5400 GP	1 in	1 in	&	emzk rFkk ysku l kexh foHkkx ea izkkl fud 'kk[kkvka ds 'kk[kk vf/kdkjh dk dk; Z djuk rFkk dk; Z dk le; ij fuiVkj k l fuf'pr djokuk A
6-	l 0 fu0 %y0%&I	#0 10300-34800\$ 5000 GP	1 in	1 in	&	foHkkx dh ysku l kexh 'kk[kk ds 'kk[kk vf/kdkjh dk dk; Z rFkk ysku l kexh enka dk fujh{k.k rFkk enka dk ink; 0; ofLFkr djokuk gSA
7-	v0 v0 %y[kk]&II	#0 10300-34800\$ 5000 GP	1 in	1 in	&	foHkkx ea jktLo l Ecu/kh vuqkkl u ykxw djuk vkgj.k , oaforj.k vf/kdkjh dk dk; Z djuk rFkk foUkh; ekeyka ea vko'; d ijke'kz nsus ds l kFk&l kFk foUkh; fu; U=.k rFkk 0; ; dh mfpr tkp djuk vkfn A
8-	v/kh(kd&II	#0 10300-34800\$ 4800 GP	3 in	3 in	&	izkkl fud rFkk i&k 'kk[kkvka dk i; bskd dk dk; Z
9-	futh l gk; d&II	#0 10300&34800\$ 4800 GP	1 in	1 in	&	bl in ds in/kkjh dks foHkkxk/; {k ds l kFk mlga le; ≤ ij vkcVr dk; Z djuk gkrk gSA
10-	o0 l gk; d&III	#0 10300&34800\$ 4400 GP	14 in	10 in	4 in	foHkkx ds depkfj; k Hk.Mkj] ctV fcy] emzk y0 l k0 rFkk le; ≤ ij vkcVr dk; Z dks 0; ogkfjr djuk A
11-	d0 l gk; d@ fyfid dfu"B dk; ky; l gk; d %vkbZVh%&III	#0 10300&34800\$ 3600 GP #0 5910&20200\$ 1900 GP #0 5910&20200\$ 1950 GP	17 in	12 in 1/5 in vuqU/k vk/kj ij o 3 in vkAV l kZ ij 1/2	5 in	foHkkx ea foHkku ekeys 0; ogkfjr djuk] o0 l gk; dka dks l k s x; s dk; Z ea l gk; rk djuk rFkk le; iky dk; Z djus ds vfrfjDr le; ≤ ij vU; vkcVr dk; Z fuiVkuk A
12-	MlyhdVax e'khu vki l j &IV	#0 4900&10680\$ 1650 GP	2 in	2 in	&	l kbZyktVkbZy dk; Z djuk
13-	, Ml kxkQj &III	#0 5910&20200\$ 1900 GP	1 in	&	1 in	, Ml kxkQh e'khu ij dk; Z djuk rFkk xtgdk ds irka dks cukuk A
14-	, Q0 , e0 , 0&III	#0 5910&20200\$ 1900 GP	1 in	&	1 in	Yidax e'khu ij dk; Z djuk
15-	i ij b'kqj &III	#0 5910&20200\$ 1900 GP	1 in	1 in 1/4 uqdk vk/kj ij 1/2	—	emzk ky; ea iz kx gkus okys lelr idkj ds emzk dkxtka rFkk vU; fofo/k enka dks ink; djuk A

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16-	pkyd&III	#0 5910&20200\$ 2000@2400 GP	3 in	2 in	1	Nk/sokgu pykuk
17-	cl dUMDVj&III	#0 5910&20200\$ 1900 GP	1 in	&	1	cl d.MDVj rFkk le; ≤ ij lkāsx; sdk; Zdjuk
18-	dk; ky; nrrjh&IV	#0 4900&10680\$ 1400@1650 GP	1 in	1 in	&	fjdkMZ : e ds fy, Hksth xbz igkuh Qkbzka@jftLVjka dksckak@fl ydj fjdkMZ : e eaj[kuk A
19-	i&lj&IV	#0 4900&10680\$ 1400 GP@1650	4 in	4 in	&	ink; dh tkus okyh ys[ku lkexh rFkk efnr enka dh ifdax djuk A
20-	piMkl h&IV	#0 4900&10680\$ 1300@1650 GP	6 in	3 in ½ in vtÅV lk Zij½	3 in	ljdkjh Mkd dk foHkx rFkk f'keyk ds vU; LFkku ij fLFkr ljdkjh foHkxka eaforj.k djukA
21-	pk&hnlj&IV	#0 4900&10680\$ 1300@1650 GP	7 in	3 in ¼ nšud Hkxh½	4 in	foHkxh; ifljka eap&hnljh djuk
22-	Lohij&IV	#0 4900&10680\$ 1300@1650 GP	6 in	3 in	3 in	eq.kky; dh nšuka ikfy; ka e le; ≤ ij izkkl fud Cykkl eal Qkbz dk dk; Zdjuk A
23-	ekyh&IV	#0 4900&10680\$ 1300@1650 GP	1 in	—	1 in	foHkxh; iflj dh ltnjrk grq ik/ka vls Onyka dks yxkuk A
24-	ed; vxz.kh&III	#0 10300&34800\$ 3600 GP	2 in	2 in	&	eqz.kj v{kj; kstu] iqr d cu/ku] l x.kd 'kk[kkvka dk i; bšk.k] eqz.k enka ds vrfjDr l keku rFkk l Hkh izdkj ds isjka ds vdkdj dk Kku gskuk A odz MKDVka ij funšk inku djus ds vrfjDr vius ofj"B vf/kdkfj; ka dks rdudh ekeyka eal gk; rk nšuk rFkk Hk.Mkj ea i klr enka dk fujh[k.k djuk A
25-	vuHkxi ky ¼/0 ; kst u/ &III	#0 10300&34800\$ 3200 GP	2 in	&	2 in	v{kj; kstu 'kk[kk dk i; bšk dk dk; Zdjuk rFkk LVkQ dks vkāvr dk; Z 0; ofLFkr djus ds l kfk 'kk[kk ds dk; Z dh : Vhu fj i k/ Z r\$ kj djuk A
26-	vuHkxi ky ½eqz.k/ &III	#0 10300&34800\$ 3200 GP	2 in	1 in	1 in	eqz.k 'kk[kk ds i; bšk dk dk; Zdjuk rFkk lkāsx; s dk; Z dks 0; ofLFkr djuk A
27-	vuHkxi ky ¼ @ cu/ku/ &III	#0 10300&34800\$ 3200 GP	2 in	2 in	—	iqr d cu/ku 'kk[kk ds i; bšk dk dk; Zdjuk rFkk lkāsx; s dk; Z dks 0; ofLFkr djuk A
28-	vuHkxi ky ½ekuk/ &III	#0 10300&34800\$ 3200 GP	1 in	1 in	—	ekuks 'kk[kk ds i; bšk dk dk; Zdjuk rFkk lkāsx; s dk; Z dks 0; ofLFkr djuk A

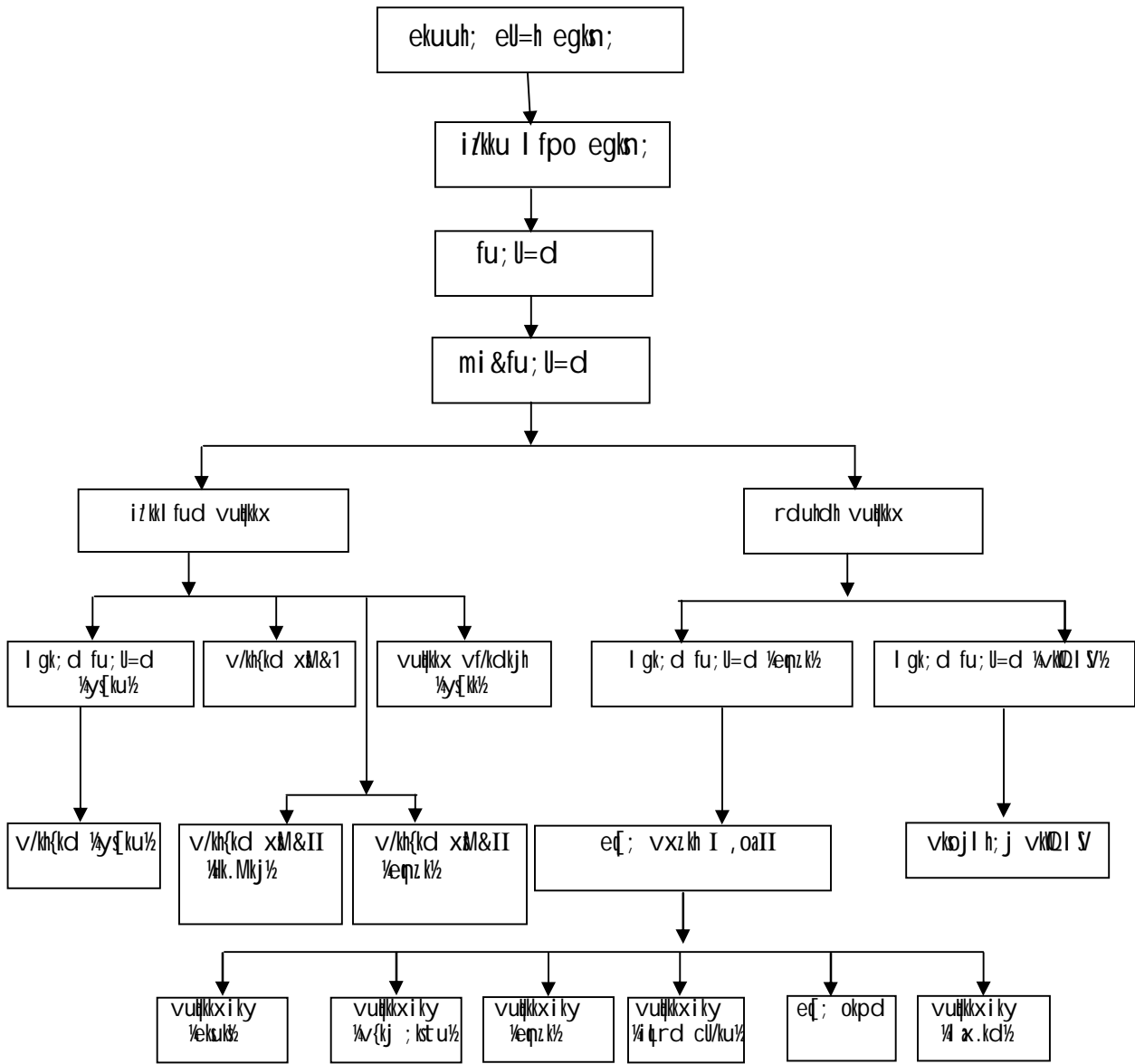
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29-	vutkkxiky ¼ æ.kd/III	#0 10300&34800\$ 3200 GP	1 in	—	1 in	l æ.kd 'kk[kk ds i; bskk dk dk; Z djuk rFkk eqnr NR; ka dh ykxr fudkyus ds vfrfjDr foHkkxka ds ctV dks ekshVj djuk A
30-	l 0 vutkkxiky ¼/0; k0/III	#0 5910&20200\$ 3000 GP	2 in	—	2 in	vutkkxiky ¼/0; k0/ i; bskk.k ds dk; Z ea l gk; rk nsuk rFkk LVkQ dks vkcaVr dk; Z dks 0; ofLFkr djuk A
31-	l 0 vutkkxiky ¼eqz k/III	#0 5910&20200\$ 3000 GP	2 in	2 in	—	vutkkxiky ¼eqz k/ i; bskk.k ds dk; Z ea l gk; rk nsuk rFkk LVkQ dks vkcaVr dk; Z dks 0; ofLFkr djuk A
32-	l 0 vutkkxiky ¼ qc0/III	#0 5910&20200\$ 3000 GP	2 in	2 in	—	vutkkxiky ¼ q c0/ i; bskk.k ds dk; Z ea l gk; rk nsuk rFkk LVkQ dks vkcaVr dk; Z dks 0; ofLFkr djuk A
33-	l æ.kd ¼/0; k0/III	#0 5910&20200\$ 2400 GP	1 in	1 in	&	v0 ; k0 rFkk forjdka }kjk fd; s x; s dk; Z fu/kkZjr ekud ds vud kj x.kuk djuk rFkk eqnr NR; ka dh ykxr fudkyuk A
34-	l æ.kd ¼eqz k/III	#0 5910&20200\$ 2400 GP	1 in	1 in	&	ySj i8 rFkk vkQI S' 'kk[kkvka ds LVkQ dk mRiknu fudkyuk rFkk eqz k NR; ka dh ykxr fudkyuk A
35-	l æ.kd ¼ qc/III	#0 5910&20200\$ 2400 GP	1 in	1 in	—	ySj i8 rFkk vkQI S' 'kk[kkvka ds LVkQ dk mRiknu fudkyuk rFkk eqz k NR; ka dh ykxr fudkyuk A
36-	gM jhmj&III	#0 10300&34800\$ 3200 GP	1 in	1 in	&	iQ jhmMax dk; Z dk i; bskk.k dk dk; Z rFkk eqz k dh vU; 'kk[kkvka ds l kFk l elo; j[kuk A
37-	i h0 vk0 jhmj&III	#0 5910&20200\$ 3000 GP	2 in	2 in	—	okpu dk; Z dk i; bskk.k djuk rFkk eqz k vkn's kka ds i fr mUkjnkf; Ro j[kuk A
38-	okpd&III	#0 5910&20200\$ 2800 GP	8 in	2 in	6 in	iQka ds okpu dk dk; Z djuk rFkk 'kq) vkfn l q-kuk
39-	l ákkkd&III	#0 5910&20200\$ 2800 GP	2 in	&&	2 in	vflure eqz k grqi "B l ákkk/kr djuk
40-	ifrokpd&III	#0 5910&20200\$ 1900 GP	6 in	3 in	3 in	okpdka ds l kFk i fr i <ej okpu dk dk; Z djuk
41-	v{kj ; kst d&III	#0 5910&20200\$ 2400 GP	46 in	12 in	34 in	vaxst h rFkk fgluh Hkk"kkvka ea v{kj ; kst u dk LkHk izdkj dk rFkk eqz k grqeSj r\$ kj djuk A
42-	i8 gM ebfud&III	#0 5910&20200\$ 2400 GP	1 in	1 in	—	l Hk izdkj dh fiVax rFkk ckbfMax e'khuka dh egEer djuk A
43-	gM ebfud byfDVdy&III	#0 5910&20200\$ 2400 GP	1 in	1 in	—	l Hk izdkj ds byfDVdy rFkk byfDVfud mi dj.kka dh egEer rFkk e'khuka bR; kfn dh i koj l lykbZ p\$ djuk A

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44-	eksuks vkW/vj&III	#0 5910&20200\$ 2400 GP	4 in	1 in	3 in	eksuks i fpa e'khu ij dk; Z djuk
45-	eksuks l ij dklVj&III	#0 5910&20200\$ 2400 GP	1 in	1 in	—	eksuks l ij dklV/x e'khuka ij dk; Z djuk
46-	eksuks dklVj&III	#0 5910&20200\$ 1900 GP	8 in	—	8 in	eksuks dklV/x e'khu ij dk; Z djuk rFkk eSV ¹ dks vaxst h o fgl nh ea tkM/ek A
47-	o0 ; @ pk0&III	#0 5910&20200\$ 2400 GP	15 in	15 in	—	ly/vu o vkVkeSVd flySMj e'khuka dks pykuk rFkk in/kjh dks Qkj dyj fiVax o uEcfjx e'khuka dks pykus dk Kku Hkh gkuk pkfg, A
48-	d0 ; @ pk0&III	#0 5910&20200\$ 2400 GP	10 in	1 in	9 in	ly/vu o vkVkeSVd flySMj e'khuka dks pykuk rFkk in/kjh dks Qkj dyj fiVax o uEcfjx e'khuka dks pykus dk Kku Hkh gkuk pkfg, A
49-	VMye&III	#0 5910&20200\$ 2400 GP	4 in	2 in	2 in	ly/vu o vkVkeSVd flySMj e'khuka dks pykuk rFkk in/kjh dks Qkj dyj fiVax o uEcfjx e'khuka dks pykus dk Kku Hkh gkuk pkfg, A
50-	os j gkAl vkW/vj&III	#0 5910&20200\$ 2400 GP	12 in	12 in	&	l Hkh izdkj dh ckbMMax e'khuka dk pykuk rFkk cu/ku dk; Z djus ds vrfjDr dkxt dks 0; oLFkkud kj j[kuk A
51-	ckbMj&III	#0 5910&20200\$ 2400 GP	27 in	27 in	—	LkHkh izdkj dk cu/ku dk; Z djuk
52-	vkQI V vkW/vj&III	#0 10300&34800\$ 3200 GP	16 in	15 in	1 in	'khV QM o oc vkQI V e'khuka Qkj dyj fiVax e'khuka ij dk; Z djuk rFkk mudh ns[k&j'sk dk iwZ nkf; Ro j[kuk A
53-	dEjk vki vj&III	#0 10300&34800\$ 3200 GP	1 in	1 in	&	dEjs l s l EcfU/kr l Hkh dk; k ds vrfjDr usfVo@ikftfVo dyj l s j sVax r\$ kj djuk A
54-	eSfud %enz k½ Jskh&III	#0 5910&20200\$ 1900 GP	2 in	—	2 in	l Hkh izdkj dh fiVax rFkk ckbMMax e'khuka dh eger rFkk j[k&j[kko djuk A
55-	eSfud %byDVhdy½ Jskh&III	#0 5910&20200\$ 1900 GP	2 in	—	2 in	l Hkh izdkj ds byDVhdy rFkk byDVksud midj. kka dh eger rFkk e'khuka bR; kfn dh ikoj l lykbZ p d djuk A
56-	dkj i BVj Jskh&III	#0 5910&20200\$ 1900 GP	1 in	—	1 in	enz kky; dh 'kk[kkvka bR; kfn ea dkj i BVj dk dk; Z

Øeknd	i nuke@Jskh	orueku	LohNr in	Hkjsgg in	fjDr in	in ij dk; jr in/kkjh dk dUKD;
57-	fyFkks vkfVLV Jskh&III	#0 10300&34800\$ 3200 GP	2 in	2 in	&	vkVZ: e ea pkj jaka dh i sLá/x dk dk; j i"B bEikstax rFkk xkfQDI vkVZ dk; Z bR; kfn A
58-	¶lykbZ Cok; vkNDI V/ Jskh&III	#0 5910&20200\$ 1900 GP	7 in	7 in ¼ vuçU/k vk/kkj ij½	&	vkNDI V/ e'khu ij fMyhojh dk dk; j I QkbZ vk; fyax o jksy /kksuk rFkk e'khu vkWw/jka dh l gk; rk djuk bR; kfn A
59-	QhMjeSv vkQI V/ Jskh&III	#0 5910&20200\$ 2400 GP	5 in	1 in	4 in	vkNDLKS/ vkWw/jka dks vkNDI V/ e'khu pykus ea l gk; rk djuk A
60-	fMoSij Jskh&III	#0 5910&20200\$ 1900 GP	1 in	1 in	&	vkNDI V/ dejk fQYe dh fMoSvax rFkk dejk vkWw/j dh ijh l gk; rk djuk bR; kfn A
61-	MkdZ: e vVSMV/ Jskh&III	#0 5910&20200\$ 1900 GP	1 in	&	1 in	vkNDI V/ dejs dh fQYe dh ykSMx rFkk MkdZ: e ds mi dj .kka dk j [k&j [kko rFkk dejk vkWw/j dh l gk; rk djuk bR; kfn A
62-	i k n¶rjh Jskh&III	#0 5910&20200\$ 1900 GP	32 in	17 in ½ vuçU/k vk/kkj ij½	15 in	ckbMjka dh cpl ckbMx ea l gk; rk djuk tS s QkSYMx] xñfjak] j si ax bR; kfn A
63-	lyV edj Jskh&III	#0 5910&20200\$ 2400 GP	2 in	2 in	&	vkNDI V/ fiVax e'khuka ds fy, lyV cukuk] , d jak rFkk pkj jaka ds uSxVo o i hO , l O i kstfVo lyV/ka dh , DI i kstax rFkk fMoSvax bR; kfn A
64-	vkqj l h; j vkQI V/ Jskh&III	#0 10300&34800\$ 3800 GP	1 in	1 in	&	vkNDI V/ 'kk[kk ds l kjs dk; Z dh n[k&j;[k rFkk LVkQ dks fn; s dk; Z dks fu; fer djuk A
65-	bndj Jskh&III	#0 5910&20200\$ 1900 GP	15 in	3 in	12 in	ySj iS e'khueSika dks fiVax e'khu pykus ea l gk; rk djuk rFkk e'khuka dks rsy nsuk o l QkbZ djuk bR; kfnA
66-	ckbMx e'khu vVSMV/ Jskh&IV	#0 4900&10680\$ 1300@1650 GP	13 in	2 in ¼ nSud Hkkschi½	11 in	ckbMx e'khu vVSMV/ dh M; wh Hk. Mksxfjd ds l kFk gS
67-	iS etnjj Jskh&IV	#0 4900&10680\$ 1300@1650 GP	11 in	2 in ¼ nSud Hkkschi½	9 in	iS etnjka dks emz kky; dh foHku 'kk[kkvka ea rSkr fd; k tkrk gSrFkk mudk dk; Z fiVax isj] L; kgh o vU; iS dh enka dks foHkx ds foHku Hk. Mjka l s mBkuk rFkk emz kky; ea l kjk etnjka dk dk; Z djuk bR; kfn A
68-	Qks/ks VkbZ l Vj vkWw/j Jskh&III	#0. 10300&34800\$ 3200 GP	10 in	8 in	2 in	dEl; Wj ds Aij l Ei wZ VkbZ l Svax dk dk; Z djuk bR; kfn A
		dy tkM+ . .	365 in	207 in	158 in	3 in nSud oru ij 9 in vuçU/k vk/kkj ij rFkk 05 in vkAV l kZ ij Hkjsgg sgA

(III) ifrc) rk ,oa ifjošk.k grqfu.kz Red ifØ;k dsfy, viukbz xbz fof/k ,oek/; e %

I LFkRed <lk o ek/; e



fu.kz yusdh ifØ;k eabl foHkkx eafu; U=d epz k rFkk y[ku l kexh foHkkxk/; {k} mi &fu; U=d epz k ,oa y[ku dks dk; k; /; {k} vuHkkx vf/kdkjh %y[kk½ dks vkqj.k ,oa forj.k vf/kdkjh ?kkf"kr fd; k x;k gS A v/kh{k d xM&I LFkkiuk 'kk[kk ds dk; Z dh n[&j[k djrs gA l Hkh v/kh{k d o i; b[kd] viuh&viuh 'kk[kk ds dk; Z dh n[&j[k djrs gA l kj : i eabl foHkkx eafu.kz yusdh ifØ;k mDr fn; s vuØe vuq kj dh tkrh gS rFkk LVkQ ds dk; Z ds ifr muds l Ecfu/kr i kf/kdkjh mUkjnk; h gA

iv. dk; Z fu"i knu grqfuf'pr eki n.M %

dk; Z fu"i knu grq bl foHkkx dks nls Hkkxka ea foHkkftr fd; k x;k gS A izkkl fud Hkkx rFkk rdudh Hkkx A izkkl fud Hkkx dks vxks foHkku 'kk[kk vka y[kk 'kk[kk] epz k 'kk[kk rFkk y[ku l kexh 'kk[kk ea foHkkftr fd; k x;k gA vf/kdkj; ka@depkfj; ka }kj k vius dk; Z dk fu"i knu dk; k; /; fu; ekoyh ea fn; s i ko/kkuq kj fd; k tkrk gA

rdudh Hkkx dks Hkh dbz 'kk[kk vka ea foHkkftr fd; k x;k gS tS eq; vxz kh 'kk[kk] ekuk s 'kk[kk] v[kj ;kst u 'kk[kk] gLr v[kj ;kst u 'kk[kk] okpu 'kk[kk] ySj iS epz k 'kk[kk] l a.ku 'kk[kk] rFkk vkQI S/ epz k

'kk[kk 1/4 d VKW izk'ku 'kk[kk] dējk 'kk[kk] vkVZ : e o ly/ efdax 'kk[kk] A rduhdh vf/kdkjh@depkjh viusdk; Zdk fu"i knu foHkx }kjk r; dh xbz0; fDrxr@e'khu dh ixfr vuq kj djrs gā A

bl foHkx ds l fpo egkn; }kjk l pkyr y[ku l kexh enka dk Ø; jkT; Lrjh; y[ku l kexh p; u l febr dh fgnk; rka o funž kka vuq kj fd; k tk jgk gSA

foHkx l keku; rkš ij fu.kz fu; U=d 1/2 epz k o y[ku 1/2 }kjk l pkyr l febr dh vki l h pklud kj yrk gSA rduhdh ekeyka vuHkxi kyk ed; vxzk rFk mi & fu; U=d 1/2 epz k rFk y[ku 1/2 l s l pko fu.kz yus l sigysfy; s tkrs gā vko'; drkuq kj l Hkh i; bskdka dh cBd Hkh l a p r fu.kz yus grq dh tkrh gSA

v. fu; e] fofu; e] funž k] fu; ekoyh , oa vflky[k] tks foHkx ea gā vFkok buds fu; U=.k ; k bl ds depkfj; ka }kjk dk; ka ds fu"i knu grq iz; kx fd; s tk jgs gā %

dk; ka ds fu"i knu ea fuEufyf[kr , DVk] fu; ek] vflky[k] funž kka rFk fu; ekofy; ka dk vuq j.k@ /; ku j [kk tkrk gS %

- 1/4 1/2 epz k , oa y[ku l kexh fu; ekoyh
- 1/2 1/2 dk; k]y; fu; ekoyh o ctV fu; ekoyh
- 1/3 1/2 epz k o y[ku l kexh dk l EcfU/kr LFkki uk jftLVj
- 1/4 1/2 uflr [kksyus dk jftLVj
- 1/5 1/2 jkLVj jftLVj 1/4 nktuf rFk l h/kh Hkriž
- 1/6 1/2 l Hkh depkfj; ka dh ofj "Brk l pph
- 1/7 1/2 68 Jf.k; ka ds Hkriž , oa inkuf fu; e
- 1/8 1/2 l h l h , l o] yho : Yt} l h l h , l o 1/2 d.MDV 1/2 : Yt+1964] l h l h , l o i s'ku : Yt] l h l h , l o , .M l h l h , o : Yt 1965 rFk , yo Vh l h : Yt+A
- 1/9 1/2 fg0 iD foUkh; fu; e] Hkx I o II
- 1/10 1/2 , Q0 vkj0 , l o vkj0 ikVZ I l s IV
- 1/11 1/2 eSMdy l fo/kk fu; e o th l h , Q0 : YTk+
- 1/12 1/2 fg0 iD l jdkj l s l e; & l e; ij iz kkl fud rFk foUkh; ekeyka ds fu; e rFk funž k A

VI. nLrkostka dk foj.k tks foHkx ea gā ; k bl ds fu; U=.k ea gka %

- foHkx ds ikl fuEufyf[kr egRo i wkZ uflr; k] nLrkost rFk jftLVj gā %
- 1/4 1/2 Mk; jh rFk nLrkost jftLVj
- 1/2 1/2 depkfj; ka dh vodk'k o 0; fDrxr uflRk; ka
- 1/3 1/2 dkVZ d d ka l s l EcfU/kr uflr; ka
- 1/4 1/2 y[ku l kexh enka dh [kjh l s l EcfU/kr uflr; ka
- 1/5 1/2 bl foHkx }kjk vU; foHkx k] ckM/ka rFk fuxeka }kjk fd, x, epz k l s l EcfU/kr uflr; ka
- 1/6 1/2 l keku; Hk.Mkj dh fofo/k izdkj dh enka dh [kjh l Ecu/kh uflr; ka
- 1/7 1/2 foHkx Hk.Mkj ka l s l EcfU/kr LVkQ jftLVj
- 1/8 1/2 epz k vkn's k 1/4 h vko 1/2 jftLVj
- 1/9 1/2 rduhdh depkfj; ka dh mRi knu i ftdk
- 1/10 1/2 dsk cpl
- 1/11 1/2 fcy jftLVj
- 1/12 1/2 yku o vfxe jftLVj
- 1/13 1/2 oru fcy jftLVj
- 1/14 1/2 QV/dj fcy jftLVj
- 1/15 1/2 0; ; fu; U=.k jftLVj

VII. **fdl h ulfr dls cukus ; k dk; k'lor djus grq ykd l nL; ka ds l kfk fopkj foe'kz ds l EclWk ea dkbz fooj .k gks rks %**

; g bl foHkx l s l EcfU/kr ugha gSA

VIII. **ckMz@dkl y] deSV; ka , oa vU; fudk; @l HkVka dk xBu ft l eank; k nks l svf/kd 0; fDr ijke'kz grq 'kfeY gla rFk budh cBda ykka ds fy, [kqh gla ; k cBda dh dk; bkgH ykka dh igp eagls %**

bl foHkx dk eq; dk; Z l eLr l jdkjh foHkxk'k ckMk; fuxeka rFk fo'ofok y; ka dh eqz k rFk y[ku l kexh enka dh ekax dks ijk djuk gS rFk foHkx ykka l s l h/kk l EidlZ ugha djrk rFk bl fy, u ckMz ; k deVh dks cukus dh vko' ; drk gS rFk u gh ykka l s cBda djus dh dkbz vko' ; drk gSA

IX. **foHkx ds vf/kdkfj; ka , oa de'pkfj; ka dh funf'kdk %**

bl dk fooj .k mDr i jk 1/4i 1/2 eafn; k x; k gSA

X. **iR; d vf/kdkjh , oa de'pkjh }kj fy; k tkusokyk ekf l d ikjJfed rFk fu; e izkkyh %**

bl foHkx ea foHkku Jf.k; ka ds inka ds oruekuka dk C; k jk mDr i jk 1/4i 1/2 eafn; k x; k gSA

XI. **iR; d , Tkl h dk ctV vkz/ u ft l ea l Hh ; kstuvka dk fooj .k rFk 0; ; iLrko , oa vkj .k dh fjikz/ tkcurh gS %**

ctV o 0; ; dk fooj .k i "B u@ 3 ij fn[kk; k x; k gSA

XII. **minku dk; Deka ds fu"iknu dk rjhd ft l ea ykHkx; ka dk fooj .k /kujk'k l fgr %**

foHkx ea dkbz minku dk; De@; kst uk ugha gA

XIII. **fj; k; rka ds ik=ka dk fooj .k %**

yxw ugha gSA

XIV. **byDVHUDI rjhd l s l puk mi yC/krk ckjs %**

1/4 1/2 de'pkfj; ka dh ofj "Brk l ph

1/2 1/2 foHkx ea fjfDr; ka dh fLFkr

1/3 1/2 de'pkfj; ka dh tkt&i kQkby

1/4 1/2 eqz k rFk y[ku l kexh enka ds fufonk nLrkost

1/5 1/2 ekud Qeka dh l ph

1/6 1/2 y[ku l kexh enka dh l ph

1/7 1/2 l jdkjh izk'kuka dh l ph

XV. **yksk@ulxfj dka dh l fo/kk ds fy, l puk iklr djus grq i qrdky; ;k okpuky; dk izo/ku gks rks ml dk foofj.k ft l ea l e; dk foofj.k Hh gks %**

;g foHkkx vke turk l s l h/kk 0; ogkj ugha djrk gA foHkkx l s l EcflU/kr l puk] ykskka }kj k i=kpkj] ykd l puk vf/kdkjh@l gk; d l puk vf/kdkjh l s iklr dh tk l drh gS tS k fd uhips en l q; k ½xvi½ ea o.ku gSA

XVI. **ykd l puk vf/kdkfj; kadsuke] i nuke ,oa vU; foofj.k %**

vihy vf/kdkjh] ykd l puk vf/kdkjh rFkk l gk; d ykd l puk vf/kdkjh dk foofj.k A

Ø0 l Ø	uke rFkk in	dk; kÿ; irk	dk; kÿ; nÿHkk" k l Ø
1-	Jh ; 'k i ky 'kek] fu; U=d] vihy i kf/kdkjh A	enrk rFkk ys[ku l kexh foHkkx] fgekpy ins[k] f'keyk&171005-	2830378
2-	Jh fot; dækj pkskj] mi&fu; U=d ykd l puk vf/kdkjh A	enrk rFkk ys[ku l kexh foHkkx] fgekpy ins[k] f'keyk&171005-	2830380
3-	Jherh rirk 'kek] l gk; d fu; U=d ½ys[ku½ l gk; d ykd l puk vf/kdkjh A	enrk rFkk ys[ku l kexh foHkkx] fgekpy ins[k] f'keyk&171005-	2830381 (Extn.-24)

XVII. **,d h vU; dks l puk ft l dk foofj.k gksuk pkfg, rFkk ml ds i'pkr~bl dk gj o"z vi xM izdk'ku %**

&'kl; &

P R E F A C E

The Department of Printing and Stationery is working under the Printing and Stationery Manual. Controller is the Head of this Department. This Department is situated at Ghora Chowki, Shimla-171005 on the National High Way 22 and its premises is spreaded over 22 Bigha 19 Biswas land. This Department consists of two main branches *viz.* Printing and Stationery. This department has been established to cater the printing jobs of all the Departments, Boards, Corporation, Autonomous bodies and Universities etc., to supply stationery articles, different forms and to distribute Government publications. In the way of modernization, the Government Gazette is being published by this department on the internet as E-Gazette *w.e.f.* 01-08-2007 and the notifications issued by the Government can be seen on website rajpatrahimachal.nic.in/default.aspx. The Department has published 269 issues of E-gazette during the year 2017-18 and printed 7,08,383 copies of Giriraj weekly and distributed to Government departments and subscribers. In addition, this department is also print magazines like 'Him Prastha' and 'Vipasha' which are published by Public Relation Department and Art and Culture and Language Academy. The stock of stationery items, list of standard forms and the list of Govt. Publications available for sale can also be seen on departmental website <http://hp.gov.in/pns>.

Printing and Stationery Department has a sanctioned strength of 365 posts, out of which 190 posts are filled on regular basis, 3 on daily wages, 9 on contract basis and 05 on outsource basis and remaining 158 posts are lying vacant.

This department is switching over in phased manner completely from Letter Press technology to Offset technology besides this, old technology does not vanish; it is under the special attention of the department. The multicolour printing work is being done on Offset technology and to improve printing quality screen printing is also being used.

MAIN FUNCTIONS OF DIFFERENT SECTIONS/STORES OF THIS DEPARTMENT OFFICE

The total sanctioned strength of officials/officers of ministerial cadre in Printing and Stationery Department is 73, out of which 24 posts are lying vacant. A total of 20779 letters were received and 12380 letters were despatched during 2016-2017. 24 Nos. applications have been received under R.T.I. act and 23 disposed of within prescribed limit and its detail is placed at Annexure-'A'

PRESS

The total sanctioned strength of Press (technical cadre) in Printing and Stationery is 292 consisting of 48 different categories, out of which 158 posts are filled on regular basis whereas 134 posts are lying vacant. The post of Assistant Controller (Offset) is vacant, due to this the supervisory work is suffering badly. Similarly the approximately 127 posts are lying vacant in different lower rank categories and the department is facing much difficulty to run the work smoothly on machines and different branches. The details of sanctioned, filled and vacant posts of office and press is shown at Annexure-'B'.

The urgent time-bound jobs, which could not be executed in this Department were entrusted to outside Presses for early execution. The detail of works executed in Govt. Press and Private Presses in last five years is shown at Annexure-'C-1' and 'C-2'.

STATIONERY STORE

This branch is situated in Administrative Block and maintains the account of sale and purchase of Stationery items. For the purchase of all kinds of Stationery Articles, the tenders are invited through advertisement in the leading Newspapers of the country. After that the samples are approved by the State Stationery Selection Committee. There are 850 indenting officers throughout the State who are authorised to demand stationery articles as per need of their offices. Printing and Stationery Department buys approximately 81 stationery items and stores them in stationery store before supplying as per indents. The Government has decided on 22-8-2008 that the annual contract for the purchase of typewriter and duplicators will not be done in future and the old unserviceable typewriters and duplicators condemned/auctioned by the district level offices. A detail of last five years work of this branch is shown at Annexure-D.

PRESS STORE

Approximately 700 items are stocked in this store which includes all kinds of printing paper inks, spare parts of different machines and other allied articles which are supplied to various sections of this Press as and when required.

BOOK DEPOT

Various Government publications like Acts, Gazettes, Indian Law Reports and Codes etc. are stored in this depot and supplied to Government offices as well as to general public. In the Book Depot there are 196 types of publications stored and during 2017-2018 the publications to the tune of Rs.24,32,910 have been sold. Books are also sold to authorised agents of this department allowing them 25% commission on sale price, for further sale. Detail of last five years work of this store is shown at Annexure- 'E'.

UNIVERSAL STANDARD FORMS STORE

Approximately 79 kinds of universal standard forms are printed and kept in this store for the use in all Government departments and supplied to 850 Indenting Officers in the Pradesh. The detail of work of last five years is shown at Annexure-'F'.

DEPARTMENTAL FORMS STORE

In this store, printed material of departments like forms, registers and reports etc. is stored and supplied from time to time to the Indenting Officers as per distribution lists received from the concerned H.O.D's.

CONSTRUCTION OF RESIDENTIAL COLONY

To provide residential accommodation to the officers/officials 3 Type-IV sets, 20 Type-II and 15 Type-I sets have been constructed within the departmental complex. All sets allotted to officers/officials of this department. Three sets of Type-III have also been purchased from the H. P. Housing Board and allotted to the employees. 3 old type-II qtrs. are also allotted to the employees. The construction work of six sets of Type-I is going on but the Hon'ble District Court has stayed the construction work.

SAFETY MEASURES

In order to safeguard the Government property, the Department has deployed total 10 Home Guard Jawans including one Guard Incharge besides 2 regular Chowkidars and 2 Safai Mazdoor for a round the clock vigil. Keeping in view the fire hazards, this department has established fire hydrants in the departmental complex in addition to fire extinguishers and sand buckets as a safety measure.

TRANSPORT FACILITY

This department has two light vehicles viz. one with the Head of Department and the other was kept in general pool to carry cash to the Treasury and bank as huge amount is deposited on day-to-day basis. This vehicle was also being used by other officers for discussions/meetings with other departments as and when required.

DETAILS OF BUDGET AND EXPENDITURE

During the year 2017-2018, there was a Budget provision of Rs. Nil under Plan and Rs. 28,70,18,610 lacs thousand under Non-Plan. The detail of quarter-wise expenditure incurred during 2017-2018 is as under :—

	First Quarter 1-04-2017 to 30-06-2017	Second Quarter 1-7-2017 to 30-9-2017	Third Quarter 1-10-2017 to 31-12-2017	Fourth Quarter 1-01-2018 to 31-03-2018	Total
Plan	Nil	Nil	Nil	Nil	Nil
Non-Plan	6,36,80,763	6,78,26,218	6,97,67,231	8,57,44,398	28,70,18,610

In addition, this year the total cash receipt of Rs. 10,18,10,258 was received from various departments and deposited in the State treasury by the department.

MODERNISATION AND TRAINING

With a view to modernise the Himachal Pradesh Government Press, Shri A. K. Sinha, Joint Director, Govt. of India, New Delhi was invited for conducting a fresh study and to recommend measures for modernisation in Press of this Department. The study report has been received and a committee was constituted to prepare the proposal of modernisation of H.P. Govt. Printing Press. The committee has submitted its proposal which has been sent to the Govt. alongwith Action Plan/Road Map for approval and the same is under consideration at the Govt. level.

SPECIAL ACHIEVEMENTS

During 2017-18 the department took up additional printing jobs with a view to increase its revenue receipts. The printing work of Boards and Corporations is also executed in the Govt. Press. This year the cash receipt of Rs. 4,28,51,267 is collected from various non-indenting officers and deposited in State treasury *i.e.* addition to the other assigned departmental budgetary work. Government Gazette is being published on internet as E-Gazette for which National Award for e-governance 2008-2009 has been given by the Government of India. In addition, this department has launched its website during 2008-2009 which is available on Govt. website.

RECRUITMENT AND PROMOTION RULES

There are total 365 sanctioned posts in the cadre strength of this Department concerning to 68 different categories. The requirement and promotion rules of 2 categories *i.e.* Controller and Section Officer (Accounts) are not required to be framed by this Department being ex-cadre categories. As per the directions of the Government amendment proposals in R & P rules have been sent to Government and amendments in R & P rules of 58 different Categories have been made by the Government and notified/published in e-gazette. 3 amendment proposals are under consideration at the level of Government. No amendment in the R & P rules of 5 categories *i.e.* Addressographer, Mono Caster, Compositor, Conductor and Mono Operator is required to be done as no post of these Categories are being filled by this Department and decision in this regard has been taken in Secretary level meeting of Efficiency in Administration held on 05-02-2011.

OFFICE**Year 1-4-2017 to 31-3-2018**

1.	Total number of letters received	..	25297 Nos.	
2.	Total number of letter issued	..	16601 Nos.	
3.	Total number of E-Gazette	..	269 issue	
4.	Number of Pages Published in E-Gazette	..	11656 Nos.	
5.	Number of Applications received/disposed of under R.T.I. Act.	..	Received 37 Nos.	Disposed 37 Nos.

The position of the representation which has been given to the Scheduled Castes/Scheduled Tribes Employees in the Printing and Stationery Department :

Sl.No.	Name of Cadre	Sanctioned Post	Representation of Scheduled Castes/Scheduled Tribes upto 31-3-2017	Posts filled in by promotion during the year 1-4-2017 to 31-3-2018		Posts filled in by direct recruitment during the year 1-4-2017 to 31-3-2018		Total No. of Scheduled Castes/Scheduled Tribes represented on 31-3-2018	Other upto 31-3-2018	Vacant posts	Remarks
				Scheduled Castes/ Scheduled Tribes	Others	Scheduled Castes/ Scheduled Tribes	Others				
1	2	3	4	5	6	7	8	9	10	11	12
1.	Controller	1	—	—	—	—	—	—	1	—	—
2.	Deputy Controller	1	—	—	—	—	—	—	1	—	—
3.	Asstt. Controller (Printing)	1	—	—	—	—	—	—	1	—	—
4.	Asstt. Controller (Stationery)	1	—	—	—	—	—	—	1	—	—
5.	Superintendent Gr.-1	1	—	—	—	—	—	—	1	—	—
6.	Section Officer (Acctts.)	1	—	—	—	—	—	—	1	—	—
7.	Superintendent Gr.-II	3	—	—	—	—	—	—	3	—	—
8.	P.A.	1	—	—	—	—	—	—	1	—	—
9.	Sr. Assistant	14	3	—	—	—	—	3	7	4	—
10.	Jr. Assistant/Clerk	17	—	—	—	—	3	—	12	5	5 posts filled on contract basis and 3 posts filled up on out source basis.
11.	Duplicating Machine Operator	2	2	—	—	—	—	2	—	—	—
12.	Addressographer	1	—	—	—	—	—	—	—	1	—
13.	Franking Machine Attendant	1	—	—	—	—	—	—	—	1	—
14.	Paper Issuer	1	—	—	—	—	—	—	1	—	posts filled on contract basis.
15.	Driver	3	1	—	—	—	—	1	1	1	—
16.	Bus Conductor	1	—	—	—	—	—	—	—	1	—
17.	Office Duftry	1	1	—	—	—	—	1	—	—	—
18.	Packer	4	3	—	1	—	—	2	2	—	—
19.	Peon	6	1	—	—	1	1	2	1	3	02 posts filled on outsource basis.
20.	Chowkidar	7	—	—	—	—	—	—	3	4	one post filled on daily wager
21.	Sweeper	6	1	—	—	—	—	1	2	3	—
22.	Mali (Gardener)	1	—	—	—	—	—	—	—	1	—
23.	General Foreman	2	—	—	—	—	—	—	2	—	—
24.	Section Holder (Composing)	2	—	1	—	—	—	—	—	2	—
25.	Section Holder (Printing)	2	1	—	—	—	—	1	—	1	—

	1	2	3	4	5	6	7	8	9	10	11	12
26. Section Holder (Binding)			2	—	—	—	—	—	—	2	—	—
27. Section Holder (Mono)			1	—	—	—	—	—	—	1	—	—
28. Section Holder (Computing)			1	—	—	—	—	—	—	—	1	—
29. Asstt. Section Holder (Composing)			2	1	—	—	—	—	—	—	2	—
30. Asstt. Section Holder (Printing)			2	—	—	—	—	—	—	2	—	—
31. Asstt. Section Holder (Binding)			2	—	—	—	—	—	—	2	—	—
32. Computer (Composing)			1	—	—	—	—	—	—	1	—	—
33. Computer (Binding)			1	—	—	1	—	—	—	1	—	—
34. Computer (Printing)			1	—	—	1	—	—	—	1	—	—
35. Head Reader			1	1	1	—	—	—	1	—	—	—
36. P. O. Reader			2	2	—	1	—	—	1	1	—	—
37. Proof Reader			8	—	—	—	—	—	—	2	6	—
38. Revisor			2	—	—	—	—	—	—	—	2	—
39. Copy Holder			6	—	—	—	—	—	—	3	3	—
40. Compositor			46	3	—	—	—	—	3	9	34	—
41. Head Machanic Press			1	—	—	1	—	—	—	1	—	—
42. Head Machanic Electrical			1	—	—	—	—	—	—	1	—	—
43. Mono Operator			4	1	—	—	—	—	1	—	3	—
44. Mono Super Caster			1	—	1	—	—	—	1	—	—	—
45. Mono Caster			8	1	—	—	—	—	—	—	8	—
46. Senior Machineman			15	4	—	1	—	—	4	11	—	—
47. Junior Machineman			10	1	—	—	—	—	1	—	9	—
48. Tradleman			4	—	—	—	—	—	—	2	2	—
49. Ware House Operator			12	3	—	2	—	—	3	9	—	—
50. Binder			27	6	—	3	—	—	5	22	—	—
51. Offset Operator			16	3	—	1	—	—	2	13	1	—
52. Camera Operator			1	—	—	—	—	—	—	1	—	—
53. Mechanic (Printing)			2	—	—	—	—	—	—	—	2	—
54. Mechanic (Electrical)			2	—	—	—	—	—	—	—	2	—
55. Inkers			15	—	—	—	—	—	—	3	12	—
56. Press Duftry			32	5	—	—	—	—	5	12	15	2 on contract basis.

	1	2	3	4	5	6	7	8	9	10	11	12
57. Photo Type Setter Operator			10	1	—	—	—	—	1	7	2	—
58. Binding Machine Attendant			13	2	—	—	—	—	2	—	11	1 daily wager
59. Press Mazdoor			11	—	—	—	—	1	—	2	9	1 daily wager
60. Carpenter			1	—	—	—	—	—	—	—	1	—
61. Litho Artist			2	—	—	—	—	—	—	2	—	—
62. Fly Boy (Offset)			7	2	—	—	—	—	2	5	—	1 on contract basis.
63. Feederman (Offset)			5	—	—	—	—	—	—	1	4	—
64. Developer			1	—	—	—	—	—	—	1	—	—
65. Dark Room Attendant			1	—	—	—	—	—	—	—	1	—
66. Overseer Offset			1	—	—	—	—	—	—	1	—	—
67. Plate Maker			2	—	—	—	—	—	—	2	—	—
68. Asstt. Controller Printing (Ptg. Offset)			1	—	—	—	—	—	—	—	1	—
Total ..			365	49	3	13	1	5	45	162	158	190 Regular, 3 Posts filled on daily wage basis, 9 on Contract basis and 5 on outsource basis.

GOVERNMENT PRESS
COMPARATIVE DETAILS OF PREVIOUS WORK LOAD OF FIVE YEARS

	1-4-2013 to 31-3-2014	1-4-2014 to 31-3-2015	1-4-2015 to 31-3-2016	1-4-2016 to 31-3-2017	1-4-2017 to 31-3-2018	Remarks
1. No. of jobs brought forward from the previous year	735	416	316	270	341	
2. No. of jobs received during the year for printing	2,863	2507	3143	2,751	2,589	
3. No. of jobs printed during the year	3,182	2607	3189	2,680	2,576	
4. No. of jobs carried forward for the next year	416	316	270	341	354	
5. No. of pages published in E-Gazette	7,950	7,442	9,200	8,902	11,656	
6. No. of impressions printed	6,70,27,546	6,61,51,740	6,54,02,539	5,10,09,245	6,14,33,648	
7. No. of consignments of printed material despatched through invoices	8,379	3,135	800	516	700	
8. Total No. of technical workers including supervisors at the close of the year.	182+8+2 9 contract basis+ 2 Daily Wager	175+16+2 16 On contract basis+ 2 Daily Wager	166+16+2 16 on contract basis 2 Daily wager	196+2+17+2 2 Daily Wager 17 contract basis	190+3+9+5 3 Daily Wager 9 contract basis 5 from outsource	
9. Total amount of over-time paid during the year (Rupees)	45,17,015	63,03,535	51,46,360	—	45,30,788	
10. Total No. of pages Printed in Giriraj	1,396	1,398	1,432	1,478	1,370	
11. No. of Issues of Giriraj printed	52	52	53	52	52	

COMPARATIVE DETAILS OF PREVIOUS FIVE YEARS

	1-4-2013 to 31-3-2014	1-4-2014 to 31-3-2015	1-4-2015 to 31-3-2016	1-4-2016 to 31-3-2017	1-4-2017 to 31-3-2018	Remarks
1. No. of jobs got entrusted from outside presses :						
(a) Non-Commercial :						
(i) Payment of which was made by the Printing and Stationery Department.	9	30	12	13	17	
(ii) Payment of which was made by the concerned Department.	—	—	—	—	—	
(b) Commercial :	—	—	—	—	—	
2. The amount which was spent on outside printing :						
(a) Non-Commercial :						
(i) Payment of which was made by the Printing and Stationery Department	17,54,359	75,02,979	1,05,33,039	50,28,921	27,61,469	
(ii) Payment of which was made by the concerned Department	—	—	—	—	—	
(b) Commercial Departments, payment of which was made by Local Bodies.	—	—	—	—	—	
Total ..	17,54,359	75,02,979	1,05,33,039	50,28,921	27,61,469	

STATIONERY STORE
COMPARATIVE DETAILS OF PREVIOUS FIVE YEARS

	1-4-2013 to 31-3-2014	1-4-2014 to 31-3-2015	1-4-2015 to 31-3-2016	1-4-2016 to 31-3-2017	1-4-2017 to 31-3-2018	Remarks
1. No. of indents received	715	720	740	835	850	
2. No. of indents cancelled or returned	—	—	—	—	—	
3. No. of indents complied with	715	720	740	835	850	
4. Cost of Stationery articles purchased	4,74,70,858	4,59,23,000	4,49,23,000	5,01,80,000	7,59,97,000	
5. No. of invoices issued	8,379	8,271	5,678	8,229	8,861	
6. Cost of Stationery Articles supplied to the Departments/Boards Local Bodies/Corporations etc.	5,89,23,973	6,42,75,814	8,01,00,688	8,12,27,256	5,25,44,225	

All possible efforts were made to purchase stationery articles in accordance with the requirement during the year 2017-18.

Note.— As per Government decision due to all work of typing done by computers therefore no any requirement to purchase typewriters in future and old typewriters condemned /auctioned by the district level offices.

BOOK DEPOT

DETAIL OF SALE PROCEED/STOCK OF PREVIOUS FIVE YEARS

	1-4-2013 to 31-3-2014	1-4-2014 to 31-3-2015	1-4-2015 to 31-3-2016	1-4-2016 to 31-3-2017	1-4-2017 to 31-3-2018	Remarks
1. No. of Cash-Memos issued	2,200	4,000	2,652	4,110	3,329	
2. Amount of counter sale (Rupees)	25,87,378	26,15,110	7,52,502	29,10,232	24,32,910	
3. Cost of books sold on Credit (Rupees)	—	—	—	—	—	
4. No. of publications stocked for sale	198	185	184	184	196	

UNIVERSAL STANDARD FORMS STORE
DETAIL OF INDENTS/INVOICES HANDED IN PREVIOUS FIVE YEARS

	1-4-2013 to 31-3-2014	1-4-2014 to 31-3-2015	1-4-2015 to 31-3-2016	1-4-2016 to 31-3-2017	1-4-2017 to 31-3-2018	Remarks
1. No. of indents received	715	720	740	835	850	
2. No. of indents cancelled or returned	—	—	—	—	—	
3. No. of indents complied with	715	720	740	835	850	
4. No. of invoice prepared	2,284	2,185	2,167	900	1,915	

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

(i) The particulars of Organisation, Functions and Duties :

Please *see* background and preface.

(ii) The Powers and Duties of its officers and employees :

The total sanctioned strength of staff, Power and duties of different categories in this department are given on next pages.

DETAIL OF CATEGORIES IN THE PRINTING AND STATIONERY DEPTT., H. P., SHIMLA-5

Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
1.	Controller Class-I	Rs. 15600-39100+ 8400 GP	1 post	1 post	—	To act as H.O.D./appointing and disciplinary authority for Class-III - IV employees of the Printing and Stationery Department, Liaison with Government- all departments and general supervision of the Press.
2.	Deputy Controller Class-I	Rs. 10300-34800+ 5400 GP	1 post	1post	—	The incumbent of this post is the next senior most technical officer in the department. Being Head of Office - Technical Officer he is to supervise all the technical and ministerial branches of the Govt. Press and to ensure timely printing of all Govt./Semi Govt., other local bodies printing jobs, maintaining inventory and inspection of supplies, to advise on technical matters, optimum utilization of man power/machinery etc..
3.	Asstt. Controller (Printing) Class-I	Rs. 10300-34800+ 5000 GP	1 post	1 post	—	To act as Branch Officer in the Letter Press wing of the H.P. Govt. Press Head of the supervisory staff of Technical side and to provide technical guidance, to assist the Deputy Controller in technical work. To inspect the items received in the stores, maintaining inventory of general store, to ensure timely printing of all Govt./Semi Govt. and other local bodies printing jobs, optimum utilization of man power/machinery etc.
4.	Asstt. Controller (Ptg. Offset) Class-I	Rs. 10300-34800+ 5000 GP	1 post	—	1 post	To act as Branch Officer in Offset Section and to supervise the work, monitoring of progress and to tender technical advice, to assist the Deputy Controller in technical work to ensure timely Printing of all Govt./Semi Govt. and other local bodies printing jobs, optimum utilization of man power/machinery etc.
5.	Superintendent Grade-I Class-I	Rs. 15600-39100+ 5400 GP	1 post	1 post	—	To act as Branch Officer in the Administration Branch of the Printing and Stationery Deptt. and ensure expeditious disposal of work.

Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
6.	Asstt. Controller (Stationery).	Rs. 10300-34800+ 5000 GP	1 post	1 post	—	To act as Branch Officer in the Stationery Branch of the Deptt. to inspect the stationery items received in the stationery store.
7.	Section Officer (Acctts.) Class-II.	Rs. 10300-34800+ 5000 GP	1 post	1 post	—	To enforce fiscal discipline in the Department, to work as D.D.O., to tender advice on financial matters, budgetary control and checking of expenditure etc.
8.	Supdt. Grade-II Class-II	Rs. 10300-34800+ 4800 GP	3 posts	3 posts	—	Supervision of different sections on ministerial and Press side.
9.	P.A.	Rs. 10300-34800+ 4800 GP	1 post	1 post	—	The incumbent of the post stands attached with H.O.D. for the work assigned from time to time.
10.	Sr. Asstt. Class-III	Rs. 10300-34800+ 4400 GP	14 posts	10 posts	4 posts	To deal and process the cases relating to employees in the Department, Store, budget, Bills, Printing, Stationery and other duties as assigned from time to time.
11.	Jr. Asstt./Clerk/Jr. Office Asstt. (IT) Class-III	Rs. 10300-34800+ 3600 GP Rs. 5910-20200+ 1900 GP/ 5910-20200+ 1950 GP	17 posts	12 posts (5 on contract basis & 3 on outsource)	5 posts	To deal/process the cases of the department/ to assist the Sr. Asstt. in the department and also to discharge duties of Time Keeper in the Govt. Press and other duties as assigned from time to time.
12.	Duplicating Machine Operator Class-IV	Rs. 4900-10680+ 1650 GP	2 posts	2 posts	—	To attend to cyclostyling work in the Department
13.	Addressographper Class-III	Rs. 5910-20200+ 1900 GP	1 post	—	1 post	To operate the Addressography Machine and prepare addresses of the subscribers.
14.	Franking Machine Attdnt. Class-III	Rs. 5910-20200+ 1900 GP	1 post	—	1 post	To operate Franking Machine
15.	Paper Issuer Class-III	Rs. 5910-20200+ 1900 GP	1 post	1 post (on cont. basis)	—	To issue all kind of Ptg. Paper and Misc. stores to be consumed daily in the Govt. Press.
16.	Driver Class-III	Rs. 5910-20200+ 2000/2400 GP	3 posts	2 posts	¹	Light vehicle driving
17.	Bus Conductor Class-III	Rs. 5910-20200+ 1900 GP	1 post	—	1	Bus Conductor and other duties assigned from time to time.

Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
18.	Office Duftry Class-IV	Rs. 4900-10680+ 1400/1650 GP	1 post	1 post	—	To stitch/sew and maintain the old files/registers which are consigned to Record Room.
19.	Packer Class-IV	Rs. 4900-10680+ 1400/1650 GP	4 posts	4 posts	—	Packing of consignments of stationery articles and printed materials.
20.	Peon Class-IV	Rs. 4900-10680+ 1300/1650 GP	6 posts	3 posts (2 from outsource)	3 posts	To distribute dak in the Deptt. as well as to outside offices located at Shimla and provide other support to the staff.
21.	Chowkidar Class-IV.	Rs. 4900-10680+ 1300/1650 GP	7 posts	3 posts one (Daily Basis)	4 posts	To keep watch and ward in the premises.
22.	Sweeper Class-IV	Rs. 4900-10680+ 1300/1650 GP	6 posts	3 posts	3 posts	To attend to safai work in both shifts of the Govt. Press including Administrative wing of the department.
23.	Mali Class-IV	Rs. 4900-10680+ 1300/1650 GP	1 post	—	1 post	For the beautification of departmental premises by planting trees and flowers and to maintain premises.
24.	General Foreman Class-III.	Rs. 10300-34800+ 3600 GP	2 posts	2 posts	—	To supervise the Printing, Composing, Binding, Computing, work knowledge of all kind of Printing material including chemicals and kind of paper with size and to provide full directions on the work dockets besides tendering assistance to senior officers and inspect the items received in the store.
25.	Section Holder (Composing) Class-III.	Rs. 10300-34800+ 3200 GP	2 posts	—	2 posts	To supervise the Composing Section and regulate the assigned work to the staff under him besides preparing routine reports.
26.	Section Holder (Printing) Class-III.	Rs. 10300-34800+ 3200 GP	2 posts	1 post	1	To supervise the work of printing section and to regulate the assigned work.
27.	Section Holder (Binding) Class-III.	Rs. 10300-34800+ 3200 GP	2 posts	2 posts	—	To supervise the work of binding branch, regulate the work assigned to the staff under his control.

Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
28.	Section Holder (Mono) Class-III.	Rs. 10300-34800+ 3200 GP	1 post	1 post	—	To supervise the Mono Section and to regulate the work assigned to staff under his control.
29.	Section Holder (Computing) Class-III.	Rs. 10300-34800+ 3200 GP	1 post	—	1 post	To supervise the work of branch and work out the cost of printed jobs, to monitor the budget of departments.
30.	Asstt. Section Holder (Comp.) Class-III.	Rs. 5910-20200+ 3000 GP	2 posts	—	2 post	To assist the S. H. Composing to supervise the Composing Section and regulating the jobs assigned to the staff under his control.
31.	Asstt. Section Holder (Printing) Class-III.	Rs. 5910-20200+ 3000 GP	2 posts	2 posts	—	Supervising of Printing work maintenance of registers relating the printing work and to assist Section Holder of the branch.
32.	Asstt. Section Holder (Binding) Class-III.	Rs. 5910-20200+ 3000 GP	2 posts	2 posts	—	Supervising the Binding work, maintaining the registers relating the Binding section and to assist Section Holder of the branch.
33.	Computer (Composing) Class-III.	Rs. 5910-20200+ 2400 GP	1 post	1 post	—	To compute the work of compositors, distributors according to fixed norms and work out the cost of executed jobs.
34.	Computer (Printing) Class-III.	Rs. 5910-20200+ 2400 GP	1 post	1 post	—	To work out daily progress of Letter Press Printing and Offset Printing Staff-workout the Cost of Printing Jobs.
35.	Computer (Binding) Class-III.	Rs. 5910-20200+ 2400 GP	1 post	1 post		To work out daily progress as per fixed norms of the workers of Binding branch. Fixing the cost of the executed jobs.
36.	Head Reader Class-III.	Rs. 10300-34800+ 3200 GP	1 post	1 post	—	To supervise proof reading work—to co-ordinate with other sections of Printing.
37.	P.O. Reader Class-III.	Rs. 5910-20200+ 3000 GP	2 posts	2 posts	—	To supervise the reading work and responsibilities of Print Orders.

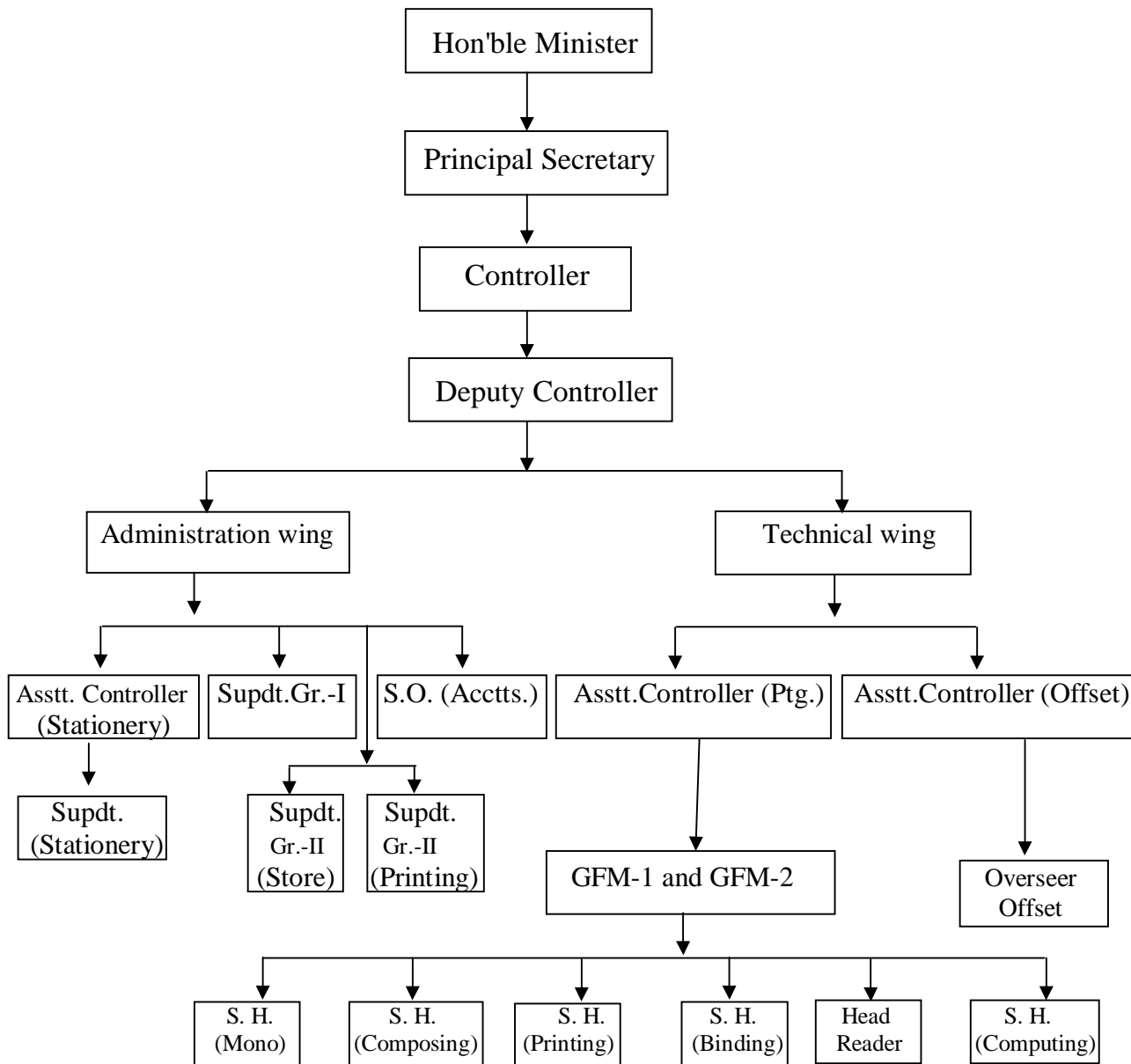
Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
38.	Proof Reader Class-III.	Rs. 5910-20200+ 2800 GP	8 posts	2 posts	6 posts	To do the proof reading of composed matter, suggest corrections etc.
39.	Revisor Class-III	Rs. 5910-20200+ 2400 GP	2 posts	—	2 posts	To revise and prepare pages for final Printing
40.	Copy Holder Class-III.	Rs. 5910-20200+ 1900 GP	6 posts	3 posts	3 posts	Copy holding with the Readers
41.	Compositor Class-III.	Rs. 5910-20200+ 2400 GP	46 posts	12 posts	34 posts	To do all kind of composing in English-Hindi and prepare matter for printing.
42.	Press Head Mechanic Class-III.	Rs. 5910-20200+ 2400 GP	1 post	1 post	—	New post created on 7-3-2013
43.	Head Mechanic Electrical Class-III.	Rs. 5910-20200+ 2400 GP	1 post	1 post	—	New post created on 7-3-2013
44.	Mono Operator Class-III.	Rs. 5910-20200+ 2400 GP	4 posts	1 post	3 posts	To operate the Mono Punching Machine
45.	Mono Super Caster Class-III.	Rs. 5910-20200+ 2400 GP	1 post	1 post	—	To operate Mono Super Casting Machines
46.	Mono Caster Class-III.	Rs. 5910-20200+ 1900 GP	8 posts	—	8 posts	To operate the Mono Casting Machine and assemble the matrices in English - Hindi.
47.	Sr. Machine Man Class-III.	Rs. 5910-20200+ 2400 GP	15 posts	15 posts	—	To operate the platen and Automatic cylinder Printing machines. Knowledge of four colour printing and type height numbering machines <i>etc.</i>
48.	Jr. Machineman Class-III.	Rs. 5910-20200+ 2400 GP	10 posts	1 posts	9 posts	To operate the Platen - automatic cylinder printing machines. Knowledge of four colour printing and type height numbering machines <i>etc.</i>
49.	Tradleman Class-III	Rs. 5910-20200+ 2400 GP	4 posts	2 posts	2 post	To operate the platen and automatic machines also Knowledge of four colour printing.
50.	Ware House Operator Class-III.	Rs. 5910-20200+ 2400 GP	12 posts	12 posts	—	To operate all kind of Binding Machinery, Binding work and also to keep the paper in order <i>etc.</i>

Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
51.	Binder Class-III	Rs. 5910-20200+ 2400 GP	27 posts	27 posts	—	To do all kind of Book Binding etc.
52.	Offset Operator Class-III.	Rs. 10300-34800+ 3200 GP	16 posts	15 posts	1 post	To operate sheetfed and web offset machines, four colour printing and full responsibility to maintain offset machines.
53.	Camera Operator Class-III.	Rs. 10300-34800+ 3200 GP	1 post	1 post	—	To do all kinds of camera work and prepares the negatives/positives, colour separating etc.
54.	Mechanic (Ptg.) Class-III.	Rs. 5910-20200+ 1900 GP	2 posts	—	2 post	To undertake repair and maintenance of all kinds of Printing and Binding Machines.
55.	Mechanic Electrical Class-III.	Rs. 5910-20200+ 1900 GP	2 posts	—	2 posts	To repair all kind of Electrical and Electronic equipment's and checking of power supply for machines etc.
56.	Carpenter Class-III	Rs. 5910-20200+ 1900 GP	1 post	—	1 post	Carpentry work related to press branches etc.
57.	Litho Artist Class-III.	Rs. 10300-34800+ 3200 GP	2 posts	2 posts	—	Work in Art room four colour pasting work, page imposing - Graphic Art work etc.
58.	Fly Boy Offset Class-III.	Rs. 5910-20200+ 1900 GP	7 posts	7 posts (1 on contract) basis	—	Duty on delivery side of Offset Machine including cleaning, oiling and roller washing and helping the machine operators etc.
59.	Feederman Offset Class-III.	Rs. 5910-20200+ 2400 GP	5 posts	1 posts	4 posts	Give help to Offset Operators for the operating of Offset Machine etc.
60.	Developer Class-III	Rs. 5910-20200+ 1900 GP	1 post	1 post	—	Developing the Offset camera films and full help to camera operator etc.
61.	Dark Room Attdt.Class-III.	Rs. 5910-20200+ 1900 GP	1 post	—	1 post	Loading/Unloading of film in Offset camera and maintenance of Dark Room equipments and helping the camera operator etc.

Sl. No.	Category of post/class	Payscale	Sanctioned strength	Filled in	Vacant Posts	Duties of incumbents working against the post
62.	Press Duftry Class-III.	Rs. 5910-20200+ 1900 GP	32 posts	17 posts (2 on contract basis).	15 posts	To help the Binders in Book Binding work <i>i.e.</i> folding, gathering, wrapping etc.
63.	Plate Maker Class-III.	Rs. 5910-20200+ 2400 GP	2 posts	2 posts	—	To make plates for the offset printing machine, exposing - developing of plates single colour and four colours P.S. negative - positive etc.
64.	Overseer Offset Class-III.	Rs. 10300-34800+ 3800 GP	1 post	1 post	—	To supervise the whole work of Offset Branch and regulate the jobs assigned to the staff.
65.	Inkers Class-III	Rs. 5910-20200+ 1900 GP	15 posts	3 posts	12 posts	Give the help to letter press machine man for the operating of printing machines including oiling, cleaning etc.
66.	Binding Machine Attdt. Class-IV.	Rs. 4900-10680+ 1300/1650 GP	13 posts	2 posts (one on daily basis)	11 posts	Binding machines attendant with the duty of Ware House Operators etc.
67.	Press Mazdoor Class-IV.	Rs. 4900-10680+ 1300/1650 GP	11 posts	2 posts (one on daily waged basis)	9 posts	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 etc.
68.	Photo Type Setter Operator Class-III.	Rs. 10300-34800+ 3200 GP	10 posts	8 posts	2 posts	All type of type setting work etc. is being done on computers.
		Total . .	365 posts	207 posts	158 posts	3 Posts filled on daily wages, 9 posts filled on contract basis and 5 on outsource basis.

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

Organisational 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.-I, 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 norms fixed by this department for individual/machine progress.

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 and Stationery Department, H.P., Shimla-5.
- (d) File opening registers
- (e) Roster register (Promotion and Direct recruitment)
- (f) Seniority list of all the employees
- (g) R & P rules of 68 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 Vol.-I-XI
- (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 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 infomulation 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 :

These details have been made available in para (ii) *supra*.

(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 different categories of posts in this department have been shown in para (ii) *supra*.

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

Detail of Budget and Expenditure is shown at page No. 28.

(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) Seniority list of the employees
- (2) Vacancy position in the department
- (3) Job profile of all employees
- (4) Tender document for purchase of printing - 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. The information can be obtain from this deptt. as below noted point -XVI.

(xvi) The names, designations and other particulars of the Public Information Officers :

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

Sl. No.	Name and designation	Complete Office address	Office Telephone No.
1.	Sh. Yash Paul Sharma, H.A.S., Controller, 1 st Appellate Authority.	Printing and Stationery Department, H.P., Shimla- 171 005.	2830378
2.	Shri Vijay Kumar Choudhary, Deputy Controller Public Information Officer (PIO).	Printing and Stationery Department, H.P., Shimla- 171 005.	2830380
3.	Smt. Tripta Sharma, Asstt. Controller (Sty.) Asstt. Public Information Officer (APIO).	Printing and Stationery Department, H.P., Shimla- 171 005.	2830381 (Extn.-24)

(xvii) Such other information as may be prescribed and thereafter update these publication every year :

-NIL-