

**GOVT. OF INDIA STATIONERY OFFICE
MINISTRY OF URBAN DEVELOPMENT
3, CHURCH LANE, KOLKATA-700 001**

THE RIGHT TO INFORMATION ACT- 2005

With ref. to the Act above, the following informations being obligatory on the part of the public authorities, are furnished below in respect of **GOVT. OF INDIA STATIONERY OFFICE, HEAD QUARTER AT 3, CHURCH LANE, KOLKATA WITH THREE REGIONAL STATIONERY DEPOTS IN NEW DELHI, MUMBAI & CHENNAI respectively under the Ministry of Urban Development**, for public awareness.

4(I)(b)

(i) **Organization, Functions & Duties.**

- The Govt. of India Stationery Office, Head Quarter at 3, Church Lane, Kolkata – 700001 with its 3 (Three) Regional Stationery Depots, at New Delhi, Chennai & Mumbai respectively, is a subordinate formation under the Min. of the Urban Development.(Organisation Chart shown in Annexure-“A”)
- To procure stationery stores(Stationery Vocabulary shown in Annexure-“D”) to be used exclusively by all Central Govt. Ministries/Departments/Offices , etc. including some Govt. of India Undertakings, through Open General Tender(which is to be published through Web-site) as well as operating of the DGS&D’s R/cs. To supply the stationery stores to its authorized Indentors against their respective Annual Indents either from ex-stock of GISO, Kolkata / its RSDs or Direct from the Suppliers’ to Indentors.
- To process the Annual Indents being received from the Indentors to accord necessary sanction to obtain stationery supply from this organization – to arrange supply of stationery to the Indentors – to procure stationery stores – to conduct the pre-despatch inspection at the suppliers’ end – to test the representative samples of stationery stores – to store the stationery stores, at the GISO, Kolkata and its RSDs – to collect payments against supplies from the paying Indentors – to maintain Office Admn. as well as establishment.

(ii) **The Powers, and duties of its Officers & Employees.**

Power vested upon the Stationery Office –

- It is mandatory for all authorized Indentors to place their Annual Stationery indents to this office/ RSDs at least 4 months before the commencing of the particular financial year.

- The Controller of Stationery is empowered to invite Tender for procurement of stock-line stationery stores on the basis of average of last 3 years demand well in advance, to ensure the supply with the beginning of the financial year .
- The Tender Value for the particular group /items within the limit of 50 lakhs , is finalized by the GISO, Tender Committee headed by the Controller of Stationery as an Chairman, with other 3 members namely – Dy. Controller, Stationery(Admn.), Dy. Controller Inspection and Financial Officer. The value exceeding Rs.50 lakhs , the Tender documents along with the proposals/ recommendation are finalized by the Minsitry. The Purchase rules as stipulated in the GFR as well as guidelines / Instructions issued by the CVC time to time are being followed strictly.
- The proper accounting in respect of store-purchases , storage, supply, Accounts, vis-à-vis Payment recovery from the respective Paying Indentors are maintained systematically according to the provision of the GFR.

Duties of its Officers:- (Gazetted Gr. – ‘A’ Service)

- Controller of Stationery - enjoys the power of the Head of the Deptt. as delegated by the Govt. of India. – to procure the stationery stores, to control the consumption of stationery stores, to accord sanction, to the newly created organization under the Central Govt. to get stationery supply, Office establishment – Recruitment , Promotion, Termination, Vigilance, Discipline, etc. The local Tender Committee headed by the Controller of Stationery and other members – Dy. Controller, Stationery (Admn) , Dy. Controller Inspection, Financial Officer empowered to finalize the Tenders for stationery items within the financial limit of 50 lakhs.
- Dy . Controller, Stationery(Admn,) – declared as Head of the Office & Chief Vigilance Officer. The main areas of his function as delegated are as under:- (i) Head of Administration & Establishment. (ii) Contract & Planning (C&P) for procurement of stationery stores. (iii) Overall charge of R.S.Ds. (iv) Accounts - Establishments & Stationery Stores. Member of the Tender Committee. (v) All Legal Matters. (vi) Chairman of the DPC for Gr. – ‘C’ & ‘D’ category staff members.
- Dy. Controller Inspection – Head of the Inspection including Inspection Cell at RSDS – New Delhi & Mumbai. To control the quality of the stationery stores with the assistance of the Asstt. Controllers Inspection, Inspector(Testing) & Examiners. To draw and review of the stationery specifications . To maintain liaison with the BIS related to the ISI spcns. for stationery items including papers. Overall charge in supplying of stationery stores , to accord sanction in drawing of stationery stores from this office/RSDs in favour of newly created Govt. of India Offices and issue of amendments in favour of the Indentors for shifting , change in name , etc. Overall charge of stationery stores in GISO, Kolkata and its RSDs. Member of the Tender Committee.

Gazetted Gr. – 'B' Service.

- Financial Officer – (Ex cadre post belonging to the category of Accounts Officer / Sr. Accounts Officer) Overall charge of Store Accounts , Recovery of payments for stationery supplies from the paying indentors. To project the Annual Expenditure towards the Establishments and procuring of stationery stores. Audit Para , To represent GISO to the Audit Parties. F.O. is under the supervision of the Controller of Stationery and Dy. controller stationery (Admn.). Member of the Tender Committee headed by the Controller of Stationery. To maintain all records strictly related to the expenditures incurred by the GISO under all heads including 'Materials & Supplies'. To project the Annual Demand of the next financial year as required for the organization.
- Asstt. Controller Supply – To arrange supply of stationery stores (observing Quantity Scale) against Annual Indent of the Indentors' under jurisdiction of this office. To issue sanction to the newly created Central Govt. Organization for drawing stationery stores either from GISO , Kolkata or its RSDs. according to the jurisdiction with the approval of the Competent Authority . To issue amendment in earlier sanction in case, shifting of the office/re- designated of the Indentors with the approval of the Competent Authority. To regularize the excess expenditure incurred by the Indentors in Local Purchasing of Stationery . To issue Non – Availability Certificate for procurement of stationery stores locally in the absence of the same in ex-stock of this office. To initiate action in order to get the stores recouped . To project the stationery demand for the next financial year in the month of August – September of the current financial year to the Purchase Branch of GISO , Kolkata. on the basis of average of last 3 years' actual demands. All the works starting from receiving of Indents from the Indentors to dispatching of stores either locally or by train are initiated from the different branches – Supply – A, B, C, Central Stock, Packing Br & Store Despatch Section.
- Asstt Controller, Stationery (Stores) – To accept the stationery stores on the basis of Inspection Notes, issued by the Competent Inspection Authority either under GISO,Kolkata or Quality Assurance of the D.G.S.&D . To release the copies of Inspection Notes duly filled in & signed by in the receipt column on the respective Inspection Notes to the supplying firms for claiming of payments. To supervise the works of the Store Keepers , Dy. Store Keepers & others Store Handling Staff Members. attached to the Whole Sale Store, M.S. Store & Retail Store respectively. To keep vigilant eye in order to avoid accumulation of particular stores. Damages / Shortage of stores, if any, brought to the notice, necessary steps are to be taken to safe guard the public interest. To reply to the Audit Paras related to the Stores and forward the same to the Financial Officer for further action . To supervise the work of Clearing Br. ,Store Admn. Sec.

- Asstt. Controller Stationery(Purchase) – To initiate action to procure the stock-line stationery stores to be procured during next financial year, on the basis of projected demands receiving from the Asst. Controller Stationery(Supply). On receipt of fund confirmation under the head ‘ Materials & Supplies’ from the Ministry (Urban Development) , Quantity Statement for stationery items as prepared within the budget provision for procurement, is sent to the Ministry with the approval of the Dy. Controller , Stationery(Admn.) followed by the Controller of Stationery for final approval. Generally at present, on receipt of quantity statement approved, the Open General Tender Notice, for procuring of stationery stores within the purview of this office is floated in the month of April – May of the financial year. Simultaneously, procurement of stationery stores , falling under the DGS&D’s R/Cs. are being started. All sorts of works related to the Publication of Tender Notice, Opening of Tender,

Rate Compilation Sheet, Purchase Proposal , etc. are undertaken strictly according to the provision of the GFR as well as CVC guidelines / instructions , etc. The Tender value for a particular group (consisting of single item or more) within the financial limit of Rs.50 lakhs , is being decided by the GISO Tender Committee consisting of 4 members – Dy. Controller , Stationery (Admn.), Dy. Controller Inspection , Financial Officer & Controller of Stationery as Chairman. Values of Tender of a particular group exceed Rs. 50 lakhs , the Tender File with proposal duly recommended by the Dy. Controller , Stationery(Admn.) & Controller of Stationery, are sent to the Ministry for conclusion thereof. The same procedure is followed in case of placement of supply order against DGS&D’s R/Cs. The works pertaining to the Contract & Planning are initiated from the C& P Br. of this office. All works related to the placing of supply orders against GISO / DGS&D’s R/Cs, security money from the suppliers / releasing the same , granting of formal extension , keep track on supply performances, complaint on quality of stores, etc. are being done with the help of Purchase – I to Purchase – III , Paper Br. and Progress Section .

- Asstt. Controller , Stationery(Admn. – I) – To assist the Dy. Controller Stationery(Admn.) in all matters related to the (i) Establishment – I - dealing with Appointments, Promotion, Vigilance(O.M.V), Pension, Care Taking , C.D.N. C.R. Br. Typing Pool, General Br.(for procurement of day to day required office stores) etc. and initiate proposal for all the works with the help of various sections – Estt. – I , OMV Sec., CDN Sec., General Br., Typing Pool, C.R. Br., Care Taking Section, under his control.
- Asstt. Controller, Stationery(Admn – II) – To assist the Dy. Controller, Stationery(Admn.) as Drawing & Disbursement Officer . To prepare bills in drawing of payments of all kinds related to staff and day to day contingency purchases with the help of Estt. – II , Estt. – III, General Br. and to make payments to all staff members from Cash Br.

- Inspector (Testing) – To assist the Dy. Controller Inspection in carrying out the inspection of stationery stores against GISO contracts at the respective suppliers' end and follow up action in issuing of Inspection Notes on the basis of Test Reports furnished by the Examiners. He is also entrusted with other assignments as and when required.
- Hindi Officer – To take all sorts of initiative in implementation of official language in the office works and related works thereon.
(Non – Gazetted Gr. – 'B' Service)
- Superintendents : - Estt. – I .
To assist the Asstt. Controller Stationery(Admn. – I) in the matter of – (i) Fresh Recruitment, (ii) Maintaining of 100 point Roaster (iii) Departmental Promotion

(iv) Pension Case (v) GPF – Deposit & Withdrawal (vi) Disciplinary case (OMV Sec.)
- Superintendent CDN & C&P – To assist Asstt. Controllers Admn – I specially in Legal matters, Court Case, reply to Audit Paras & General Coordination. To assist the Asstt. Controller , Stationery(Purchase) in the procurement of stationery stores through Open General Tender. Other works related to the Purchase & Admn.
- Superintendent Packing – To assist the Asstt. Controller Supply in getting the outstation stationery stores packed against respective Issue Orders for outstation Indentors. To chalk out plans & programmes in supplying of stationery stores to the Local Indentors against respective Issue Orders of Supply Br. To attend the Indentors visiting this office for pursuing Indents, etc.
- Superintendent Supply. – To assist the Asstt. Controller, Stationery(Supply) in all matters related to issuing of stationery, Packing & Despatch of stores to be supplied to the outstation Indentors against their indents. Supdt. is to maintain liaison with the Packing Br. & Store Despatch Section in order to expedite the dispatching the stores to the concerned Indentors. He is to keep surveillant eye on stock position of stationery stores, Piling up of stores, if any, recuperation / replenishment of stores, etc.

Group – 'C' Supervisory Staff.

Accountants attached to the Estt. – II & III.

- Estt. – II. – To supervise all the works in preparation of Pay Bills of categories of officers under Gr. – 'A'; Gr. – 'B' & Gr. – 'C'

Supplementary bills , T.A. Bills , L.T.C. Bills i.e. all sorts of staff payments. To maintain record of all recoveries i.e. GPF, Advances of all kinds, Advance / Excess , if any paid extra Income Tax , Professional Tax etc. To issue pay slip to all staff members including Form No. – 16 of Income Tax. Leave Accounts – E/L, Half Pay Leave, Commuted Leave and Special Leave , etc. are to be maintained according to the norms. To make entry in the Service Book related to the increments , leave, LTC, Promotion , etc. of staff members. The Acctt. is being assisted by the dealing assistance – UDCs(special) , UDCs., LDCs, (Gr. –‘C’) and Peon , Duftary (Gr. ‘D’). To assist the Asstt. Controller ,Sty(I & II).

in all staff related matters including Pension.

- Estt. – III – To supervise all the works in preparation of Pay bills , Supplementary bills of staff members of Gr. – ‘D’ category. To scrutinize the medical reimbursement claim/bill , for all categories of staff members. To scrutinize the all sorts of documents related to the advances of HBA , Motor Car, Scooter, Cycle, etc. for all categories of staff members including staff members of RSDs. To maintain Leave Accounts (Gr. – ‘D’) , Service Book.

To make recovery related to the HBA , Advance of cycles, festivals, Professional Tax , etc. from the pay Bills., He is to assist the Asstt. Controller, Stationery(Admn. I & II) in all staff related matter including increments, Pension , LTC,etc. The Account is being assisted by the Gr- ‘C’ staff members – UDCs (Special), UDCs, LDCs and Gr. – ‘D’ – Peon & Duftary .

Accountant attached to the Accounts Br.- 2 nos.

- To compilation of stationery Store Accounts on the basis of Bin Cards (showing receipts & supply of stores) as receiving from all the Store Keepers of GISO, Kolkata (Whole Sale, Manufacturing Stationery & Retail) and RSDs (New Delhi, Mumbai & Chennai) . To prepare the Annual Budget to be projected towards procurements of stationery stores and different heads of office expenditures for the next financial year, on the basis of datas as made available by all the concerned Sections of GISO, Kolkata & RSDs. To assist the Financial Officer in all matters related to the accounts. The Acctt. is being assisted by the UDC I/Cs, Special, UDCs, LDCs (Gr. ‘C’) , Peon , Duftary (Gr. ‘D’) .
- To make recovery of payments from the Paying Indentors against stationery stores supplied to them from ex-stock of GISO, Kolkata and its RSDs. To maintain all records related to the expenditure incurred by the GISO, Kolkata and its RSDs. under different heads including ‘Materials & Supplies’ head – towards procurement of

stationery stores. To take an initiative in order to forward all documents related to the procurements of stationery stores to the P&A.O(Ptg.), Kolkata duly authenticated by the Financial Officer. To keep liaison with the P&A.O, Kolkata for reconciliation of Expenditure. To assist the Financial Officer in all matters related to the accounts. The Acctt. is being assisted by the UDC I/Cs, Special, UDCs, LDCs (Gr. 'C') , Peon , Duftary (Gr. 'D') .

HEAD CLERKS

- C&P Branch: All sorts of tender works i.e. to project the stationery demands and values thereof for the next financial year, preparation of Quantity Statement, to publish the tender notice, to scrutinize the tender documents both technical & price bids including preparation of Rate Compilation Sheet, Issuance of Running/Rate Contracts, to receive and releasing of Earnest Money & Security Deposit, to close the contract file etc.with the approval of the Asstt. Controller, Stationery(Purchase)/Dy. Controller, Stationery(Admn)/Controller of Stationery as per prevalent system. Head Clerks is being assisted by the UDC I/Cs, UDC(Spl.), UDCs, LDCs etc.
- Paper Br.: To place supply order against GISO concluded contract/DGS&D's Rate Contract for all kinds of Paper with the approval of the Asstt. Controller, Stationery(P)/DCS(A)/C of Sty. To keep liaison with the respective suppliers/consignees. To issue extension of orders, amendment etc. if required so. Head Clerks is being assisted by the UDC I/Cs, UDC(Spl.), UDCs, LDCs etc.
- Purchase-III: To place supply order against GISO concluded contract for all kinds of manufacturing stationery i.e. paper made items with the approval of the Asstt. Controller, Stationery(P)/DCS(A)/C of Sty. To keep liaison with the respective suppliers/consignees. To issue extension of orders, amendment etc. if required so. Head Clerks is being assisted by the UDC I/Cs, UDC(Spl.), UDCs, LDCs etc.
- Purchase-I & II: To place supply order against GISO concluded contract for all kinds of misc. stationery items with the approval of the Asstt. Controller, Stationery(P)/DCS(A)/C of Sty. To keep liaison with the respective suppliers/consignees. To issue extension of orders, amendment etc. if required so. Head Clerks is being assisted by the UDC(Spl.), UDCs, LDCs etc.
- CDN Branch: To deal with the all sorts of legal matters/court cases, to keep coordination with all sections/branches of GISO including RSDs. To keep liaison with the Audit parties and to coordinate the replies of all audit paras etc. To keep records of all administrative orders issued by the Ministries, office orders etc. Head Clerks is being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs etc.
- CR Branch: To receive of all documents, letters etc. from public as well as various Govt. Organisations and to distribute the same among

the respective concerned Branches. To arrange payment for Telephone Bills, Electric Bills, Corporation taxes. To supervise the work of Typing pool, Duplicating Section. To repair/maintenance of Typewriter machines, Duplicating Machine. To maintenance the record of service stamps including recouparation of the same. To despatch all documents/letters etc. to the respective addressees. Head Clerks is being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs etc.

- Hindi Cell: To assist the various Branches/Sections of GISO in translating the letters/supply orders/ATs/Office Orders etc. and also to organize the Hindi Workshops, sending members for learning Hindi under Hindi Scheme. The Section headed by the Jr. Hindi Translator under the supervision of the ACS(A)-I.
- General Br.: To make contingencies purchases of day to day office use articles and to distribute among the concerned branches/staff members. Head Clerks is being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs etc.
- Packing Br.: To supervise the packing of stationery stores for outstation indentors against respective issue orders passed by the Asstt. Controller, Supply. To hand over the packed stores duly marked/stencil along with the packing memo to the Despatch Section. Head Clerks is being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs & Gr.'D' Packing Staff.
- Store Despatch Section: To supervise the works related to despatch of the stationery stores to the respective out station indentors under the jurisdiction of GISO, Kolkata followed by sending of RRs, Packing Memo, Price voucher etc. etc. to the indentors. Other works related to issuing of Civil Credit Notes/Military Credit Notes to the Railway Authority while dispatching the stores made exclusively through rail. To make payments against RRs (in case of civil indentors) to the concerned railway authority within a specified period. The despatch section is under the Asstt. Controller, Supply. Head Clerks is being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs & Gr.'D' Packing Staff.
- Supply 'A'(for Civil non-paying indentors), 'B'(exclusively for defence indentors), 'C'(for Paying indentors excepting the defence, and Advance Cash Paying indentors) & Central Stock: To scrutinize the indents, to allocate the stationery stores, to make issue orders, initiate action in issuing of sanction order for drawing stationery from this organization to the newly created Central Govt. Organisations excepting Defence. To initiate action in issuing of amendments in the existing sanction as and when required. To send the issue orders to the respective Purchase Branch for recouping of stationery stores. To project the stationery demand for the next financial year on the basis of last 3 years' average demand. The Head Clerks are being

assisted by the UDC I/C UDC(Spl.), UDCs, LDCs & other Group 'D' Staff Members.

- **Clg. & Store Admn. :** On receipt of RRs, an immediate actions are initiated in handling over the RRs along with all required documents to the Transport Contractor in getting the delivery of stationery stores from the railway authority despatched by the respective supplying firm against GISO supply orders. To initiate action in making payments towards wharfage/demurrage charges accrued due to delay in receipt of RR or otherwise. To hand over all documents along with action to be taken to recover the demurrage/wharfage charges, if any from the respective supplying firms or otherwise. To receive certificate towards short receipt of stationery stores from the railway authority and lodge claim to them. To pursue the claim as lodged, to get it settled from the railway authority.
To initiate action on receipt of purported complaint on short receipt of stores in original boxes/packets from the respective indentors as being despatched from ex-stock of this office. To return the stores (which either could not be despatched or received back from the indentors) to the concerned Stores of this office. The Head Clerks are being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs & other Group 'D' Staff Members. The Branches come under the Asstt. Controller, Stationery(Stores).
- **Inspection Wing:** To initiate action on receipt of inspection call letters from the respective stationery stores supplying firms against this office contracts. To record all sorts of documents-copies of contract(stationery stores), Supply orders, amendments etc. receiving from the Asstt. Controller, Stationery(Purchase) of this office. To make correspondence with the stationery supplier, consignees, etc. related to supply of stores and complaint on quality etc. To initiate action in issuing of acceptance certificate(Inspection Note) to the supplying firms. The Head Clerk is being assisted by the UDC I/C UDC(Spl.), UDCs, LDCs. He is under the Dy. Controller, Inspection.
- **Examiner:** To test the stationery samples as receiving from the respective Inspecting Officers – Dy. Controller, Inspection/Asstt. Controller, Inspection/Inspector(Testing) according to the relevant specification and submit the report thereon to the concerned officers. To assist the Inspecting Officer in carrying out the Inspection of stationery stores (local), if require so.

4(b)(iii): The procedure followed in decision making process, including channels of supervision and accountability.

DECISION MAKING PROCESS.

To procure stationery stores through open general tender as well as operating of the DGS&D's Rate Contract, the GFR, Delegation of Financial Power Rules and the DGS&D's

Manual etc. are followed . The CVC's guidelines as being issued time to time in purchasing of Govt. stores are also followed. While supplying stationery stores to the concerned authorize indentors of this Office, the specified quantity scale as well as rules for Use and Supply of Stationery Stores-1940 as amended till date are also followed. The tender value for a particular stationery item or group of stationery items is within the financial limit of Rs.50 lakhs are decided by the Tender Committee under the Chairmanship of Controller of Stationery with other members(Dy. Controller, Stationery(Admn), Dy. Controller, Inspection and Financial Officer) in GISO, Kolkata. The tender values exceeding Rs.50 lakhs are decided by the Ministry on the basis of the tender documents with recommendation of the GISO, Kolkata. To operate the DGS&D's R/Cs, total supply orders values under Rs.50 lakhs are placed by the Controller of Stationery and values exceed Rs.50 lakhs are placed with the concurrence of the Ministry of Urban Development.

The Inspection of stores against GISO concluded contract are carried out by the Dy. Controller, Inspection or his authorized representative at the respective suppliers' end on receipt of Inspection Call letter from them. The samples have on test observed to conform to the specification, the stores are accepted and the acceptance notes (Inspection Note) are issued to the concerned supplying firms against each supply order of a particular contract.

The supply of stationery stores as made to all authorized indentors of this organization including RSDs are done either from Ex-stock of this office or by placing of direct supply orders for the stores to be supplied at the concerned consignees' end by the supplier.

CHANNEL OF SUPERVISION & Accountability

- Controller of Stationery: Being the Head of the Department is overall charge of this Department.
- Dy. Controller, Stationery(Admn): Being declared as Head of Office is overall charge of Administration including RSDs, Accounts, Purchase, Vigilance, CDN etc.
- Dy. Controller, Inspection: Being declared as Head of Inspection Wing (Inspection of Stationery Stores Authority), is responsible to supervise the quality of stationery stores being procured against this office concluded contract(s), review of GISO /BIS Specification for stationery item(s). He has been declared to supervise all works related to Supply & Storage of Stationery stores in GISO, Kolkata & its RSDs.
- Asstt. Controller, Stationery(Admn): He is responsible for all sorts of administrative matters including drawing of panel for promotions etc.
- Asstt. Controller, Stationery(Purchase): He is responsible to project the annual demands of stationery stores to be procured, inviting of tender, opening of tender, scrutinizing the Rate Compilation Sheets, purchase proposal, issuance of contracts, releasing of earnest money/security deposit to the respective firms etc.
- Asstt. Controller, Stationery(Supply): To scrutinize the annual indent(s) of the respective indentors, arrangement for stationery supply including dispatches, regularization of excess purchase of stationery stores incurred by the indentors, to issue new sanction to the newly created Govt. organization etc.

- Asstt. Controller, Stationery(Stores): To supervise the stationery stores being received from the respective supplying firm(s) duly pre-inspected either by the GISO Inspection Authority or by the QA of DGS&D, releasing of Inspection Notes with the remarks, if any, towards any discrepancies, if any of the stores. To supervise the works related to the disposal of stores on the basis of issue orders being issued by the ACS(Supply). To supervise the works of Store-Keepers, Stationery stores Clg. Br. and Store Administration Section.
- Asstt. Controller, Inspection: To assist the Dy. Controller, Inspection in the matter of reviewing of GISO/BIS Specification. To carry out the inspection of stationery stores at the suppliers' end against GISO concluded contract and to take decision regarding acceptability or otherwise of stores with the concurrence of the DCI, if required so. To release the I/Notes to the supplying firms.
- Inspector(Testing): To carry out the inspection of stationery stores at the suppliers' end against GISO concluded contract and to take decision regarding acceptability or otherwise of stores with the concurrence of the DCI, if required so. To release the I/Notes to the supplying firms.
- Financial Officer(Ex-Cadre Post): To supervise the works related to the stationery store accounts, to collect the payments from the authorized paying indentors of this organization against stationery supplies made from GISO, Kolkata/RSDs. To project consolidated Budget Estimates of this organization for coming financial year and to keep all records related to the expenditure incurred under various heads vis-à-vis Budget Estimates. To send all the documents related to the stationery procurements to the P&AO(Ptg) under the Ministry of UD duly authenticated.
- Asstt. Controller, Stationery(**Regional Stationery Depots in New Delhi/Chennai/Mumbai**): *The officers have been declared as Head of the Depot(s) and to supervise all works related to the administration, storage of stationery stores including releasing of the I/Notes to the respective supplying firm, disposal of the same stores to the respective indentors under the jurisdiction of the Depot.*

(iv) Norms set by it for the discharge of its function

- ❖ General Financial Rules(G. F. R.).
- ❖ Delegation of Financial Powers Rules
- ❖ General Conditions of Contract.
- ❖ Special Conditions of Contract relating to Rate Contract
- ❖ Rules for Use and Supply of Stationery Stores.
- ❖ Quantity Scale and vocabulary of stationery stores
- ❖ C.V.C guidelines.
- ❖ Different sets of Rules issued by the Govt. of India from time to time to run the Administration.

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

- ❖ Rules & Regulations etc. are being followed according to the rules what have been stated above(iv). This office presently does not have office manual.

- (vi) A statement of the categories of documents that are held by it or under its control;

Related to the procurement of stationery stores

- ❖ GISO concluded Tender file, Security Deposit/Discharge Register, Office copies of Inspection Notes issued by the Inspection Authority as a token of acceptance of stores, supply performances, complaint if any on quality of stationery stores etc. Register.

Related to the supply of stationery stores

- ❖ *Copies of Issue Orders for stationery supplies to the respective indentors, records of Military/Civil Credit Note in dispatching of stores through Rail, Railway Receipt Register(RR), Complaints/discrepancies of supplied stores Register, to maintain the records of indents, sanction for drawing of stationery stores etc.*

Related to the Storage of Stationery Stores.

- ❖ *Copies of Inspection Notes against the receipt of stationery from the suppliers against GISO/DGS&D's R/Cs, to maintain the BIN CARD(to show receipt & supply), documents related to the discrepancies of the stores, if any, receiving from the indentors against stationery supplies, Annual Stock Verification Report.*

Related to the Inspection of Stationery Stores

- ❖ *Office copies of Inspection Notes issued to the supplying firms, copies of Test Report and Inspection Report related to the Inspection of Stationery Stores, to preserve the representative samples drawn from the inspected lots, to keep all documents with follow up action etc. related to the complaint on quality of stores, to keep all required specification of GISO/BIS for stationery stores.*

Related to the Accounts

- ❖ To preserve the copies of Voucher for stationery supply(both Paying & Non-Paying) made from Ex-stock of this Organisation, to maintain records related to the payment receipt against voucher from the Paying Indenters, to maintain all records(BIB CARD, Annual Stock Verification Report etc. etc) and Register related to the stationery stores, to maintain records regarding Debit & Credit for Advance Cash Paying Indenters.

Related to the Administration

- ❖ *Service books, Pay Bill Register, documents related to the all sorts of advances made to its staff members, Cash Book Register, Security Receive/release Register, Annual Stock Verification Report, GPF Register, Pension Files, Audit Reports and Paras etc etc.*

(vii) The particulars of any arrangement that exists for consultation with, or representation by the Members of the public in relation to the formulation of its policy or implementation thereof:

❖ *Nothing special to be mentioned.*

(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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

❖ There is no such boards/councils/committees/other bodies exists for the purpose of its advise etc. to make it accessible for public.

(ix & x) a directory of its officers and employees & the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations are given in the Annexure-‘B’.

Office Phone: 2248-6280/89/0839(EPBX), Fax No.(033) 2243-7380
Controller of Stationery : 2248-5454(D) Extn.201
SHRI R.K.ROY, D.C.I. ; 2564-6798® Extn.203
SHRI HAR GOPAL, D.C.S.(A) : 2283-3208® Extn. 202
SHRI A. BANDYOPADHYAY, ACI ; 2281-2697® Extn.219
 Shri Sharda Ram, ACS(A) : Extn. 223
 Shri M. Roy, ACS(P) : Extn.217
 Shri S.C.Laha, Financial Officer : Extn. 227
 Asstt. Controller, Stationery(Supply) : Extn.230
 Asstt. Controller, Stationery(Stores) : Extn. 219
 Supdt., Estt.-I : Extn.225
 Supdt., CDNand C&P : Extn.211
 Supdt., Packing : Extn.205
 Supdt., Supply : Extn.239
 Head Clerk, C&P : Extn.232
 Store-Keeper(W/Sale) : Extn.228
 Store Keeper(M/S) : Extn.220
 PA to the Controller of Stationery : Extn.204

Shri Jalish Ahmed, Inspector(Testing)
R.S.D., NEW DELHI ; (011) 2467-2079(Fax)/1635
Supdt., RSD, New Delhi : (011) 2467-1635
Shri V. K. Shambor, Asstt. Controller, Sty.
RSD, CHENNAI ; (044) 2824-0946/2827-9385
RSD, CHENNAI Fax No. (044) 2824-0946
Supdt., RSD, Chennai : (0440) 2827-9385
Shri D. Chowdhury, Inspector(Testing)
RSD, MUMBAI ; (022) 2203-7802(Fax)

- ❖ The staff members of this organization enjoy the pay scales(As per CCS(Revised) Pay Rules, 1997) as given below:

GROUP 'A'

C of Sty. :Scale S-21
DCS(A)/DCI :Scale S-19

GROUP 'B'(G)

ACS/ACI : Scale S-13
F.O : Scale S-15
I/T : Scale S-12

GROUP 'B'(NGO)

Supdt. : Scale S-10

GROUP 'C' SUPERVISORY STAFF

Head Clerk/ Examiner/ Store Keeper/ Dy. Store Keeper: Scale S-9
Cashier/ Progress Inspector/ Accountant/ UDC I/ C, CT: Scale S-8
UDC/ Stenographer : Scale S-7
LDC/ Driver/ Carpenter : Scale S-6

GROUP 'D' STAFF

Peon/Labourer/NWM : Scale S-1
Duftary/Sorter Packer/Stencil Man : Scale S-2A

- (ix) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

- ❖ Budget Grant for the financial year 2005-06:

Salary Head(01.05.01)	Rs.9,00,00,000/-
Others	Rs.3,45,22,000/-
Materials & Supplies(01.05.21)	Rs.5,00,00,000/-
Departmental Canteen(02)	Rs.0,09,00,000/-

The details of Budget grant for the current financial year under different Heads given in the Annexure-'C'

- (x) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- ❖ There is no such subsidy programmes to be executed.
- (xi) particulars of concessions, permits or authorizations granted by it;
- ❖ There is no such scheme to be implemented in this Organisation.
- (xii) details in respect of the information, available to or held by it, reduced in an electronic form;

- ❖ There is no such scope.
- (xiii) 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;
- ❖ **There is no such facilities available in this organization.**
- (xiv) the names, designations and other particulars of the Public Information Officers;
 - Public Information Officer
 - ❖ Shri Har Gopal, Dy. Controller, Stationery(Admn), Phone: (033) 2248-5454(D)
2248-6280/89/0839(EPBX) (Extn.202), 2283-3208®
Asstt. Public Information Officer
 - ❖ Shri Jalish Ahmed, Inspector(Testing), Regional Stationery Depot, Netaji Nagar, New Delhi-23, Phone: (011) 22467-2079
 - ❖ Shri D. Chowdhury, Inspector(Testing), Regional Stationery Depot, New Marine Lines, New C.G.O. Building, Mumbai-400 020, Phone: (022) 2203-7802
 - ❖ Shri V. K. Shamvor, Asstt. Controller, Stationery, Regional Stationery Depot, 63, College Road, Chennai-600 006, Phone: (044) 2824-0946
- (xv) such other information as may be prescribed
- ❖ Information other than those furnished above is not available to be published at present.

ANNEXURE-‘D’**STATIONERY VOCABULARY®****Articles under Section – ‘A’.**

Sl. No.	Code No.	Description of Articles.	Unit.
01.	A – 029	Paper Helic Type Amonia.	Per Roll.
02.	A – 058	Natural Tracing Paper 50/55 GSM.	„
03.	A – 059	Natural Tracing Paper 60/65 GSM.	„

Articles under Section – ‘C’.

Sl. No.	Code No.	Description of Articles.	Unit.
04.	C – 001	Com. Paper (22.9 X 30.5) – 1 Ply Pt. Bl	Per Thousand.
05.	C – 002	„ „ - 1 Ply EZ.Rd.	„
06.	C – 003	„ „ - 2 Ply Pt. Bl.	„
07.	C – 004	„ „ - 2 Ply EZRd.	„
08.	C – 005	„ „ - 3 Ply Pt. Bl.	„

Sl. No.	Code No.	Description of Articles.	Unit.
09.	C - 006	Com. Paper (22.9 X 30.5) - 3 Ply EZ. Rd.	Per Thousand.
10.	C - 007	„ „ - 4 Ply Pt..Bl.	„
11.	C - 008	„ „ - 4 Ply Ez. Rd.	„
12.	C - 009	„ (25.5 X 30.5) - 1 Ply Pt..Bl.	„
13.	C - 010	„ „ - 1 Ply Ez. Rd.	„
14.	C - 011	„ „ - 2 Ply Pt..Bl.	„
15.	C - 012	„ „ - 2 Ply Ez. Rd.	„
16.	C - 013	„ „ - 3 Ply Pt..Bl.	„
17.	C - 014	„ „ - 3 Ply Ez. Rd.	„
18.	C - 015	„ „ - 4 Ply Pt..Bl.	„
19.	C - 016	„ „ - 4 Ply Ez. Rd.	„
20.	C - 017	„ (30.5 X 30.5) - 1 Ply Pt..Bl.	„
21.	C - 018	„ „ - 1 Ply Ez. Rd.	„
22.	C - 019	„ „ - 2 Ply Pt..Bl.	„
23.	C - 020	„ „ - 2 Ply Ez. Rd.	„
24.	C - 021	„ „ - 3 Ply Pt..Bl.	„
25.	C - 022	„ „ - 3 Ply Ez. Rd.	„
26.	C - 023	„ „ - 4 Ply Pt..Bl.	„
27.	C - 024	„ „ - 4 Ply Ez. Rd.	„
28.	C - 025	„ (38.1 X 30.5) - 1 Ply Pt..Bl.	„
29.	C - 026	„ „ - 1 Ply Ez. Rd.	„
30.	C - 027	„ „ - 2 Ply Pt..Bl.	„
31.	C - 028	„ „ - 2 Ply Ez. Rd.	„
32.	C - 029	„ „ - 3 Ply Pt..Bl.	„
33.	C - 030	„ „ - 3 Ply Ez. Rd.	„
34.	C - 031	„ „ - 4 Ply Pt..Bl.	„
35.	C - 032	„ „ - 4 Ply Ez. Rd.	„
36.	C - 033	Xerox Photo Copier - 75 GSM, 21 X 29.7 cms. - 2.3 kgs.	Per M.Ton.
37.	C - 034	„ „ 42 X 29.7 cms. - 4.7 kgs.	„
38.	C - 035	„ „ 33 X 21.5 cms. - 2.7 kgs.	„

Articles under Section - 'E'.**Paper Other kinds.**

39.	E - 004	Paper Brown Kraft - 90 GSM , 73.5 X 114 cms. - 37.7 kgs.	Per M.Ton.
40.	E - 008	„ „ - 75 GSM , 73.5 X 57 cms. - 15.7 kgs.	„

41.	E - 009	„ „ - 200 GSM, 72.5 X 91.5 cms. - 66.3 kgs.	„
42.	E - 029	Pencil Carbon - Std. Weight , 44.5 X 57 cms.	Per Ream.
43.	E - 031	„ „ 20.5 X 33 cms.	„

39.	E - 004	Paper Brown Kraft - 90 GSM , 73.5 X 114 cms. - 37.7 kgs.	Per M.Ton.
40.	E - 008	„ „ - 75 GSM , 73.5 X 57 cms. - 15.7 kgs.	„
41.	E - 009	„ „ - 200 GSM, 72.5 X 91.5 cms. - 66.3 kgs.	„
42.	E - 029	Pencil Carbon - Std. Weight , 44.5 X 57 cms.	Per Ream.
43.	E - 031	„ „ 20.5 X 33 cms.	„
44.	E - 040	T.W. Carbon Paper Black - 42 X 29.7 cms.	„
45.	E - 041	„ „ - 21 X 29.7 cms.	„
46.	E - 046A	Paper Dupl. Std. Wt.Abs.- 75 GSM, 21 X 29.7 cms.- 2.3 kgs.	Per M.Ton.
47.	E - 047A	„ Semi Abs. „ 42 X 29.7 cms. - 4.7 kgs	„
48.	E - 048A	„ „ „ „ 21 X 29.7 cms.- 2.3 kgs.	„
49.	E - 049A	„ Un. Bleached .Soft- 65 GSM, 21 X 29.7 - 2.3 kgs.	„
50.	E - 075A	Paper T.W. 40 GSM - 42 X 29.7 cms.- 2.5 kgs.,.	„
51.	E - 076	„ „ - 21 X 29.7 cms. - 1.2 kgs.	„
52.	E - 082	Paper Brown Wrapping , 90 GSM, 59.4 X 84.1 cms.- 22.5 kgs	„
53.	E - 083	Paper Brown Wrapping , 90 GSM, 61 X 86 cms.- 23.6 kgs	„
54.	E - 084	Paper Brown Wrapping , 90 GSM, 66 X 102 cms.- 30.3 kgs	„

Articles under Section - ' F '.**Paper made items.**

55.	F - 001	Blank Book Cloth Bound - 6 qrs. 21 X 30.5 cms.	Thousand Nos.
56.	F - 002	„ „ - 5 qrs. „	„
57.	F - 003	„ „ - 4 qrs. „	„
58.	F - 004	„ „ - 3 qrs. „	„
59.	F - 005	„ „ - 2 qrs. „	„

60.	F - 006	„ „ - 1 qr. „	„
61.	F - 013	Ruled Book Cloth Bound - 6 qrs. 21 X 30.5 cms.	„
62.	F - 014	„ „ - 5 qrs. „	„
63.	F - 015	„ „ - 4 qrs. „	„
64.	F - 016	„ „ - 3 qrs. „	„
65.	F - 017	„ „ - 2 qrs. „	„
66.	F - 018	„ „ - 1 qr. „	„
67.	F - 020A	Note Sheet Block - 21 X 29.7 cms. - 65 GSM	„
68.	F - 046A	Envelopes S.E.-4 Plain Type (i) - 90 X 140 mm.	„
69.	„	„ „ (ii) - 100 X 152 mm.	„
70.	„	„ „ (iii) - 100 X 176 mm.	„
71.	F - 046A	Envelopes S.E.-4 Window Type (i) - 90 X 140 mm.	„
72.	„	„ „ (ii) - 100 X 152 mm.	„
73.	„	„ „ (iii) - 100 X 152 mm.	„

74.	F - 047	Envelopes S.E.- 5 Plain Type (i) - 105 X 230 mm.	Thousand Nos.
75.	„	„ „ (ii) - 110 X 220 mm.	„
76.	„	„ „ (iii) - 114 X 162 mm.	„
77.	„	„ „ (iv) - 122 X 176 mm.	„
78.	F - 047	Envelopes S.E.- 5 Window Type (i) - 105 X 230 mm.	„
79.	„	„ „ (ii) - 110 X 220 mm.	„
80.	„	„ „ (iii) - 122 X 176 mm.	„
81.	F - 048	Envelopes S.E.- 6 Plain Type (i) - 162 X 229 mm.	„
82.	„	„ „ (ii) - 175 X 250 mm.	„
83.	„	„ „ Window Type (i) - 175 X 250 mm.	„

84.	F – 049	Envelopes Cloth Lined S.E. 6A – 175 X 250 mm.	„
85.	F – 050	Envelopes S.E. 7 Plain Type (i) – 229 X 324 mm.	„
86.	„	„ „ (ii) – 250 X 353 mm.	„
87.	F – 051	Envelopes Cloth Lined S.E 7A - 229 X 324 mm.	„
88.	F – 052	Envelopes S.E.8 Plain Type – 324 X 458 mm.	„
89.	F – 053	Envelopes S.E.8A Jaconet Cloth Lined – 40.5 X 30.5 mm.	„
90.	F – 057	Exercise Book Narrow Ruled - 21.5 X 15 cms.	„
91.	F – 058	„ „ Plain - 21.5 X 15 cms.	„
92.	F – 060	„ „ Wide Ruled – 21.5 X 15 cms.	„
93.	F – 066	Short Hand Note Book Ruled – 21.5 X 15 cms.	„
94.	F – 067	Note Sheet Block Azurelaid 65 GSM.	„
95.	F – 072	File Board – 35.5 X 23 cms.	„
96.	F – 073	File Band – 10 X 60 cms.	„

Articles under Section – ‘H’.**Drawing Materials**

97.	H – 040	Cloth Tracing – 107 X 18 Meter a Roll.	Per Roll.
98.	H – 078	Pencil Drawing Hexagonal ‘ HB ’	Hundred nos.

Articles under Section – ‘I’.**Writing Materials.**

99.	I – 036	Pencil Coloured Assorted.	Per 100 nos
100.	I – 036 (xxiii)	Pencil Coloured Red & Blue.	„
101.	I – 037	Pencil Copying.	„
102.	I – 038	Pencil Black Lead Ordinary (Hard)	„
103.	I – 040	„ „ „ „ (Soft)	„
104.	I – 065	Desk Type Ball Pen Clerical	Per each.

Articles under Section - ‘ K ’.**Duplicating & T. W. Materials.**

105.	K – 011	Ink Black for Gestetner Rotary Dupl. (450 gm.)	Per Tube.
106.	K – 024	Waxless Stencil Paper F’ Cap Grade – I (a) 21.5 X 34.5 cms. – 500 sheets/ per ream (b) 21.0 X 29.7 cms. – 500 sheets / per ream	Per ream. „

107.	K-036(i)	T.W.Ribbon Black in 12.7 mm Blistered Packing	per 10 nos.
108.	„ (ii)	„ „ Bichrome in Plastic Pkg.	„
109.	K-037(i)	T.W.Ribbon Bichrome Plastic Container	„
110.	„ (ii)	„ „ Blistered Pack	„

Articles under Section - ' M '.**Miscellaneous Stores.**

111.	M 021A	Gum Powder	Per Kg.
112.	M 025 -	Ink Violet for Rubber Stamp , 50 CC.	10 phials.
113.	M 039 -	Rubber Stamp Pads Un-inked	Each
114.	M 046 -	Pin in Packets of 100 Gms.	Per kg.
115.	M 056 -	Scissors - 15 cms. Long	10 nos.
116.	M 059 -	Sealing Wax Superior Red (40 sticks in a kg.)	Per kg.
117.	M-060/61	Sealing Wax Black	„
118.	M 074 -	Tag Cotton - 17.5 cms.	Thousand nos.
119.	M 078 -	Tag Cotton - 12.5 cms.	„
120.	M 084 -	Waste Paper Basket (Plastic)	Each.

Non Vocab Items.

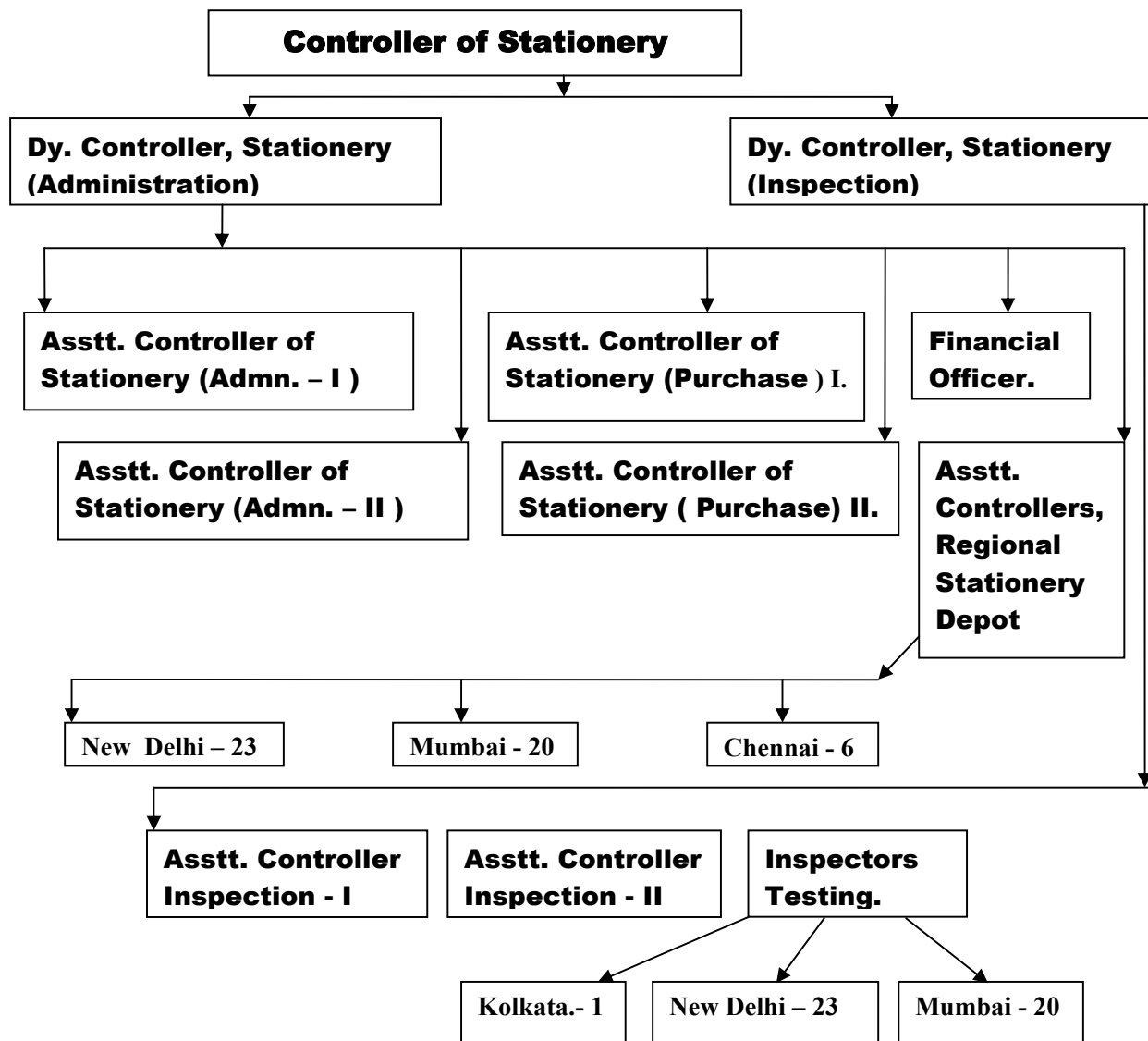
121.	N.V.	Gunny Bags - 112 X 67.5 cms.	Per 100 nos
122.	„	Cloth Hessian - 102 cms. wide - 305 GSM	Per Bale.
123.	„	Hessian Bag 62 cms. length X 56 cms. width	Per 100 nos
124.	„	Water Proof Poly-Coated Hessian Bag - Handled	Each.
125.	„	Water Proof Packing Paper	Per Roll.
126.	„	Packing Case No. - 1 , 56 X 42 X 40.5cms. , Thick	Each.

		1.6 cms.	
127.	„	„ - 6 , 56 X 42 X 25.5 cms.,	„
		„ „	
128.	„	„ - 10, 144 X 18 X 18 cms.	„
		„ „	
129.	„	„ - 11, 114.5 X 18 X 18 cms. „	„
		1.3 cms.	

Contd....9

- : (9) :-

130.	N.V.	Packing Case No. – 12 , 56 X 42 X 18cms. , Thick 1.3 cms.	Each.
131.	„	„ - 13 , 51 X 25.5 X 15 cms.,	„
		„ „	
128.	„	„ - 10, 144 X 18 X 18 cms.	„
		„ „	
129.	„	„ - 11, 114.5 X 18 X 18 cms. „	„
		1.3 cms.	

ANNEXURE 'A'**GOVT. OF INDIA STATIONERY OFFICE & ITS 3 REGIONAL STATIONERY DEPOTS AT NEW DELHI, MUMBAI & CHENNAI.****ORGANISATIONAL CHART.**

Asstt. Controller, Stationery(Admn)-I: Estt.-I, CR, Typing Pool, City, OMV, Coordination.
 Asstt. Controller, Stationery(Admn)-II: Estt-II & III, General Br. Cash

Asstt. Controller, Stationery(Purchase): Contract & Planning, Paper, Progress, Purchase-I, II & III
 Asstt. Controller, Stationery(Stores) : Stores-Wholesale, Retail & Manufacturing Stationery, Clg. Br., Store Admn.
 Asstt. Controller, Stationery(Supply) : Supply-A, B & C, Central Stock, Packing, Store Despatch
 Financial Officer : Accounts, Budget, Voucher Writing, Slip, Book- A, B & C
 Hindi Officer : Hindi Cell
 Asstt. Controller, Inspection/Inspector(Testing): Inspection Laboratory at GISO, Kolkata & RSDs at New Delhi & Mumbai.

Asstt. Controller, Stationery(RSD, New Delhi, Mumbai): Establishment, Supply, Stores, CT, Inspection Cell, Packing & Despatch
 Asstt. Controller, Stationery(RSD, Chennai) : Establishment, Supply, Stores, CT, Packing & Despatch.

ANNEXURE-C

**GOVERNMENT OF INDIA STATIONERY OFFICE
 3, CHURCH LANE, KOLKATA-700 001.**

BUDGET

MH: 2058 – STATIONERY & PRINTING

00.101 – PURCHASE & SUPPLY OF STY. STORES

SUB-HEAD: 01 – CONTROLLER OF STATIONERY

1.01.05.01 – ‘SALARIES’

HEAD QUARTER/DEPOTS	SALARY OF OFFICERS	SALARY OF ESTABLISHMENTS
GISO, KOLKATA	12,70,000/-	04,41,00,000/-
RSD, NEW DELHI	01,43,000/-	00,55,00,000/-
RSD, CHENNAI	01,79,000	00,50,46,000/-
RSD, MUMBAI	01,43,000/-	00,18,80,000/-
TOTAL	17,35,000/-	05,65,26,000/-

H.Q./DEPOTS	OTHER ALL.	D.A.	BONUS	FESTIVAL ADV.
GISO, KOLKATA	1,56,37,000/-	73,86,000/-	18,00,000/-	5,85,000/-
RSD, NEW DELHI	0,12,99,000/-	09,00,000/-	02,00,000/-	1,00,000/-
RSD, CHENNAI	0,16,25,000/-	09,89,000/-	01,48,000/-	0,25,000/-
RSD, MUMBAI	0,06,90,000/-	02,96,000/-	00,50,000/-	0,09,000/-
TOTAL	1,92,51,000/-	95,71,000/-	21,98,000/-	7,19,000/-

TOTAL OF SALARIES.

HEAD QUARTERS/DEPOTS	SALARIES(IN RS.)
GISO, KOLKATA	07,07,78,000/-
RSD, NEW DELHI	0,81,42,000/-
RSD, CHENNAI	0,80,12,000/-
RSD, MUMBAI	0,30,68,000/-

<u>TOTAL</u>	9,00,00,000/-
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The distribution of fund for 2005-06 under 'Other Allowance' & 'Dearness Allowance' between G.O. & N.G.O. are furnished below:

OTHER ALLOWANCE

HEAD QUARTERS/DEPOTS	GAZETTED(IN RS.)	NON- GAZETTED(RS)	TOTAL(RS).
GISO, KOLKATA	3,59,000/-	1,52,78,000/-	1,56,37,000/-
RSD, NEW DELHI	0,62,000/-	0,12,37,000/-	0,12,99,000/-
RSD, CHENNAI	0,24,000/-	0,16,01,000/-	0,16,25,000/-
RSD, MUMBAI	0,57,000/-	0,06,33,000/-	0,06,90,000/-
TOTAL	5,02,000/-	1,87,49,000/-	1,92,51,000/-

DEARNESS ALLOWANCE

HEAD QUARTERS/DEPOTS	GAZETTED(IN RS.)	NON- GAZETTED(RS)	TOTAL(RS).
GISO, KOLKATA	2,50,000/-	71,36,000/-	73,86,000/-
RSD, NEW DELHI	0,18,000/-	08,82,000/-	09,00,000/-
RSD, CHENNAI	0,34,000/-	09,55,000/-	09,89,000/-
RSD, MUMBAI	0,16,000/-	02,80,000/-	02,96,000/-
TOTAL	3,18,000/-	92,53,000/-	95,71,000/-

II.01.05.03 – OVERTIME ALLOWANCE

HEAD QUARTER/DEPOTS	OVERTIME ALL. (OTA)
GISO, KOLKATA	14,000/-
RSD, NEW DELHI	05,000/-
RSD, CHENNAI	03,000/-
RSD, MUMBAI	03,000/-
TOTAL	25,000/-

The expenditure under 'Overtime Allowance' may be incurred within the aforesaid limit.

III. 01.05.06 – MEDICAL TREATMENT

HEAD QUARTER/DEPOTS	MEDICAL TREATMENT(IN RS.)
GISO, KOLKATA	13,00,000/-
RSD, NEW DELHI	01,40,000/-
RSD, CHENNAI	03,00,000/-
RSD, MUMBAI	00,10,000/-
TOTAL	18,00,000/-

IV. 01.05.11 – TRAVEL EXPENSES(DOMESTIC)

HEAD QUARTERS/DEPOTS	GAZETTED(IN RS.)	NON- GAZETTED(RS)	TOTAL(RS.)
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GISO, KOLKATA	2,40,000/-	15,000/-	2,55,000/-
RSD, NEW DELHI	0,30,000/-	20,000/-	0,50,000/-
RSD, CHENNAI	0,25,000/-	05,000/-	0,30,000/-
RSD, MUMBAI	0,15,000/-	0,15,000/-
TOTAL	3,10,000/-	40,000/-	3,50,000/-

V. 01.05.13 – OFFICE EXPENSES (VOTED)

HEAD QUARTERS/DEPOTS	OFFICE EXPENSE(O.E.)(IN RS)
GISO, KOLKATA	22,00,000/-
RSD, NEW DELHI	04,50,000/-
RSD, CHENNAI	04,40,000/-
RSD, MUMBAI	00,60,000/-
TOTAL	31,50,000/-

VI. 01.05.16 – PUBLICATION

GISO, KOLKATA

PRINTING CHARGES = RS.2,55,000/-

ADVERTISEMENT CHARGES = RS.1,00,000/-

TOTAL= RS.3,55,000/-

VII. 01.05.31 – GRANT IN AID ETC.

HEAD QUARTERS/DEPOTS	GRANT IN AID(IN RS.)
GISO, KOLKATA	16,000/-
RSD, NEW DELHI	02,000/-
RSD, CHENAI	02,000/-
RSD, MUMBAI
TOTAL	20,000/-

VIII. 01.05.21 – MATERIALS & SUPPLIES

HEAD QUARTERS/DEPOTS	MATERIALS & SUPPLIES
GISO, KOLKATA	04,97,00,000/-
RSD, NEW DELHI	00,01,00,000/-
RSD, CHENNAI	00,01,00,000/-
RSD, MUMBAI	00,01,00,000/-
TOTAL	5,00,00,000/-

The fund under paper & Other Stores in respect of GISO, Kolkata may be modified as and when found necessary. The fund distributed of GISO, Kolkata under Paper & other Stores including paper Items and various Misc. Items, Transportation charges & Freight

Charges. The fund under RSD's at New Delhi, Mumbai & Chennai may be utilized towards payment of Railway Freight Charges and Transport Charges. The savings, if any, in respect of Depot Offices may also be utilized in Govt. of India Stationery Office, Kolkata.

02. - DEPARTMENTAL CANTEEN

GISO, KOLKATA : RS.9,00,000/-

All the above said distribution of funds will be modified as and when found necessary during the current Financial Year 2005-06.