

## DESCRIPTION OF THE ORGANISATION

India Security Press, Nashik situated in the, Maharashtra State which was established by British Government in 1925, then called 'Security Printing, India' and subsequently after Independence the Administrative control was transferred to Government of India, Ministry of Finance, Department of Economic Affairs, named as India Security Press.

From 10<sup>th</sup> February, 2006, the Corporation named "Security Printing and Minting Corporation of India Limited" was been formed and ISP became one of the Nine Units under this Corporation. Security Printing and Minting Corporation of India Limited (SPMCIL) is a wholly owned Undertaking of the Government of India, Ministry of Finance.

India Security Press along with three other Security Printing Presses, four Mints and one Security Paper Mill have been corporatized under the aegis of the Security Printing & Minting Corporation of India Ltd, having its Corporate Head Office at New Delhi. The Chief General Manager, ISP is the Chief Executive of the Press and also Ex-Officio Controller of Stamps. ISP is a production unit engaged in discharge of Sovereign function for Printing of High Security Documents for the Central Government and State Governments of India.

India Security Press is located in the District of Nashik, State of Maharashtra and is 185 Kms. North East of Mumbai. It lies on the main line of Mumbai-Bhusawal Division of the Central Railway and is also well connected by road with Mumbai (National Highway No.3) The nearest Airports are located in Ozar & Shirdi.

India Security Press has a glorious history of more than 95 years specialized technology and multiple printing processes to produce security products under the secure operating procedure and manufacturing protocols. ISP has the latest technological facilities for designing and printing capabilities of incorporating security features like chemically reactive elements, various Guilloche patterns, micro lettering, designs and UV inks, bifluorescent inks, optical variable inks, micro perforation, adhesive/glue, embossing, die cutting and personalization etc.

### OFFICE ADDRESS

INDIA SECURITY PRESS,  
NASHIK ROAD 422101  
MAHARASHTRA  
PHONE NO.0253-2402200  
FAX NO.0253-2462718  
Email – [isp@spmcil.com](mailto:isp@spmcil.com)

TIMINGS : 8:00 am To 6:00 pm (Monday to Saturday)

### CORPORATE HEAD OFFICE

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.,  
JAWAHAR VYAPAR BHAVAN, 16<sup>TH</sup> FLOOR, JANPATH, NEW DELHI – 110 001  
PHONE NO.011-23701220-26

## FUNCTIONS & DUTIES OF ORGANISATION

India Security Press, Nashik Road is performing the sovereign function of printing security documents for the Central and State Government as per their requirements. The Products printed at India Security Press, Nashik are - Passport and Allied, Visa Stickers, Non Judicial Stamp & Allied for all States in India, Savings Instruments, Postal Stamps, University certificates and State Excise Labels.

ISP is well equipped with sophisticated Studio for designing of Security documents, Automatic Printing & Processing Machines covered with highly secured infrastructure, CCTV Surveillance System and Industrial Security provided by CISF. ISP has a team of qualified & experienced Designers, Printing Technologists, Engineers & Quality Control personnel.

The powers & duties of the officers have been defined by the Management. The Officers are expected to exercise their powers & fulfill their duties in a diligent, effective and efficient manner. The power and duties of the Executives are as follows.

Sr. No.	Name & Designation	Powers & duties	Telephone
1	Shri Rajesh Bansal, Chief General Manager	Head of the Unit	0253-2462481, 2461251, 2465524, 2402202
2	Shri Benkatesh Kumar, General Manager (Tech Opr)	Factory Manager and Controlling Office	0253-2402203, 2402303
3	Shri Ashok Kumar, Joint General Manager (Mat.Mgt.)	Purchase & Stores	0253-2402219
4	Shri V.G. Mahria Joint General Manager (HR)	Human Resource	0253-2402217
5	Shri Mahesh Kumar Bansal Joint General Manager (F&A)	Finance & Accounts	0253-2402210
6	Shri Deepak Kumar Verma, Joint General Manager (Tech Opr)	Technical, IT Cell and Workshop	0253-2402204
7	Shri Debasish Roy Dy. General Manager, (TS-Design)	Studio	0253-2402208
8	Shri Nilesh Jadhav, Dy. General Manager (Tech Opr)	FD Cell, PP & Warrant & Quality Assurance	0253-0202212 0253-2402271
9	Shri M. Subash, Dy. General Manager, (Tech Opr)	Technical Control and Central Stamp Depot	0253-2402307
10	Shri Sandeep Choudhary, Sr. Vigilance Officer	Vigilance	0253-2402462
11	Shri Hira Mani Suyal, AM(OL)	Hindi Cell (OL)	0253-2402280
12	Commandant / Dy Commandant	CISF, ISP Unit	0253-2402301
13	Asstt. Commandant	CISF Fire Wing	0253-2402240 0253-2402241

**Procedure followed for decision making process and channels of supervision & accountability.**

At the unit level, the decision making cascades from the Unit Head - Chief General Manager to the functional Heads. The company has well defined the decision making process. Generally the proposals requiring decision is initiated at the appropriate Executive level depending upon the authority & responsibility assigned. The final decision is taken by the Unit Head, Chief General Manager.

In some cases the proposal are to be sent to the Corporate Head Office for approval of the Chairperson and Managing Director, Board of Directors and concerned Committees.

**DIRECTORY OF EXECUTIVES / OFFICERS WITH REMUNERATION**

क्र. Sr.No.	नाम / Name	पदनाम / Designation	कार्यालय /Office Code- 0253	Level	Pay as per 3 <sup>rd</sup> PRC
1	श्री राजेश बन्सल Shri Rajesh Bansal	मुख्य महाप्रबंधक Chief General Manager	2402201 2461251 2462481	E-8	1,20,000- 2,80,000/-
2	श्री बेंकटेश कुमार Shri Benkatesh Kumar	महाप्रबंधक (तक. प्रचालन ) General Manager (Tech. Operations)	2402203 2465524	E-7	1,00,000- 2,60,000/-
3	श्री अशोक शर्मा Shri Ashok Sharma	संयुक्त महाप्रबंधक (सामग्री) Joint General Manager (Mat)	2402219 2465583	E-5	80,000- 2,20,000/-
4	श्री वी. जी. महरिया Shri V.G. Mahria	संयुक्त महाप्रबंधक (मानव संसाधन) Jt. General Manager(Human Resource)	2402217 2465761	E-5	80,000- 2,20,000/-
5	श्री महेश कुमार बन्सल Shri Mahesh Kumar Bansal	संयुक्त महाप्रबंधक (वित्त एवं लेखा ) Joint General Manager (Fin. & Accts)	2402210 2463217	E-5	80,000- 2,20,000/-
6	श्री डी. के. वर्मा Shri D.K. Verma	संयुक्त महाप्रबंधक (तक. प्रचालन ) Joint General Manager(Tech.Oprs.)	2402204 2402362	E-5	80,000- 2,20,000/-
7	श्री देबाशिश राय Shri Debashish Roy	उप महाप्रबंधक (तक. समर्थन ) डिजाइन Dy. General Manager (T.S.) Design	2402315 2465765	E-4	70,000- 2,00,000/-
8	श्री निलेश जाधव Shri Nilesh Jadhav	उप महाप्रबंधक (तक. प्रचालन ) Dy. General Manager(Tech.Oprs)	2402260 2402368	E-4	70,000- 2,00,000/-
9	श्री एम. सुबाष Shri M. Subash	उप महाप्रबंधक (तक. प्रचालन ) Dy. General Manager (Tech.Oprs.)	2402307 2402298	E-4	70,000- 2,00,000/-
10	श्री आर.एन.बधान Shri R.N.Badhan	उप महाप्रबंधक (तक. प्रचालन) Dy. General Manager (T.O.)	2402206	E-4	70,000- 2,00,000/-
11	श्री भुषण ए. कुलकर्णी Shri Bhushan A. Kulkarni	प्रबंधक (वित्त एवं लेखा ) Manager (F & A)	2402220	E-3	60,000- 1,80,000/-
12	श्रीमती पियुषा हुंडीकर Mrs. Piyusha Hundikar	प्रबंधक (वित्त एवं लेखा ) Manager (F&A)	2402221	E-3	60,000- 1,80,000/-
13	श्रीमती राजश्री लोखंडे Mrs. Rajashri Lokhande	प्रबंधक (वित्त एवं लेखा ) Manager (F&A)	2402426	E-3	60,000- 1,80,000/-
14	श्री रितेश पाल Shri Ritesh Pal	प्रबंधक (विपणन) Manager (Marketing)	2402209	E-3	60,000- 1,80,000/-
15	श्रीमती अनुराधा कारळकर Mrs. Anuradha Karalkar	प्रबंधक (मानव संसाधन) Manager (Human Resource)	2402465	E-3	60,000- 1,80,000/-
16	श्री चंद्रशेखर बाबू जी. एस. Shri Chandrashekar Babu G. S.	प्रबंधक (तक. प्रचालन) Manager (Tech. Oprs)	2402400	E-3	60,000- 1,80,000/-
17	श्री ओम प्रकाश Shri Om Prakash	प्रबंधक (तक. प्रचालन) Manager (Tech. Oprs)	2402212	E-3	60,000- 1,80,000/-
18	श्री अविनाश चिचघरे Shri Avinash Chichghare	प्रबंधक (तक. प्रचालन) Manager (Tech. Oprs)	2402364	E-3	60,000- 1,80,000/-
19	श्री इम्तियाज खान Shri Imtiyaz Khan	प्रबंधक (सामग्री) Manager (Material)	2402435	E-3	60,000- 1,80,000/-
20	श्री बिप्लव बसाक Shri Biplab Basak	प्रबंधक (सामग्री) Manager (Material), Stores	2402246	E-3	60,000- 1,80,000/-

क्र. Sr	नाम / Name	पदनाम / Designation	कार्यालय /Office Code-0253	Level	Pay as per 3rd PRC
21	श्री मोहम्मद मिराज अहमद Shri Mohd. Meraj Ahmad	प्रबंधक ( तक. प्रचालन ) Manager (Tech. Oprs)	2402266	E-3	60,000-1,80,000/-
22	श्री प्रणव बहुत्रा Shri Pranav Bahutra	प्रबंधक (सूचना प्रौद्योगिकी) Manager (Information Tech.)	2402474	E-3	60,000-1,80,000/-
23	श्री रुद्र प्रताप सिंह Shri Rudra Pratap Singh	प्रबंधक (सूचना प्रौद्योगिकी) Manager (Information Tech.)	2402474	E-3	60,000-1,80,000/-
24	श्री वेद प्रकाश काला Shri Ved Prakash Kala	प्रबंधक (मानव संसाधन) Manager ( Human Resource )	2402466	E-3	60,000-1,80,000/-
25	श्रीमती एम.जे.गाडेकर Mrs. M.J. Gadekar	प्रबंधक (चिकित्सा सेवाएं) Manager (PMS, ISP Hospital)	2405834	E-3	60,000-1,80,000/-
26	श्री पवनकुमार जयसवाल Shri P.K.Jaiswal	प्रबंधक ( तक. प्रचालन ) Manager (Tech. Oprs)	2402368	E-3	60,000-1,80,000/-
27	श्री आदित्य कुमार श्रेष्ठ Shri Aditya Kumar Shreshth	उप प्रबंधक ( तक. प्रचालन ) Dy. Manager (Tech. Oprs)	2402254	E-2	50,000-1,60,000/-
28	श्री तरुण देशमुख Shri Tarun Deshmukh	उप प्रबंधक ( तक. प्रचालन ) Dy. Manager (Tech. Oprs)	2402468	E-2	50,000-1,60,000/-
29	श्री श्याम कुमार परियांगत Shri Shyam Kumar Pariyangat	उप प्रबंधक ( तक.नियंत्रण ) Dy. Manager (Tech. Control)	2402326	E-2	50,000-1,60,000/-
30	श्री सचिन के. सोनी Shri Sachin K. Soni	उप प्रबंधक (मानव संसाधन) Dy. Manager (Human Resource)	2402317	E-2	50,000-1,60,000/-
31	श्री के. जे. पी. रेड्डी Shri K. J.P. Reddy	उप.प्रबंधक (तक.प्रचालन) Dy. Manager (Tec. Oprs),	2402355	E-2	50,000-1,60,000/-
32	श्री वी.अब्राहम Shri V. Abraham	उप. प्रबंधक (तक.प्रचालन) Dy. Manager (Tec.Oprs)	2402264	E-2	50,000-1,60,000/-
33	श्री अजय गुप्ता Shri Ajay Gupta	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tec.Oprs)	2402275	E-1	40,000-1,40,000/-
34	श्री पार्थिव सी. Shri Parthiban C	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tec.Oprs)	2402362	E-1	40,000-1,40,000/-
35	श्री प्रीतम चाकी Shri Preetam Chaki	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tec.Oprs)	2402235	E-1	40,000-1,40,000/-
36	श्री संदीप ज्यानी Shri Sandeep Jyani	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tec. Oprs)	2402331	E-1	40,000-1,40,000/-
37	श्री अभिषेक कुमार मिश्रा Shri Abhishek Kumar Mishra	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tec.Oprs)	2402368	E-1	40,000-1,40,000/-
38	श्री शौभिक दत्ता Shri Souvick Dutta	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tec.Oprs)	2402235	E-1	40,000-1,40,000/-
39	श्री हिरा मणि सुयाल Shri Hira Mani Suyal	सहायक प्रबंधक (राज भाषा) Asstt. Manager (Off. Language)	2402280	E-1	40,000-1,40,000/-
40	श्री मोहित दुबे Shri Mohit Dubey	सहायक प्रबंधक (अनुसंधान एवं विकास) Asstt.Manager (R & D)	2402484	E-1	40,000-1,40,000/-
41	कु. वैष्णवी सोनकर Ms. Vaishnavi Sonkar	सहायक प्रबंधक (विधि) Asstt. Manager (Legal)	2402318	E-1	40,000-1,40,000/-
42	श्रीमती अपूर्वा राजवंशी Smt. Apoorva Rajvanshi	सहायक प्रबंधक (सामग्री) Asstt.Manager (Mat.)	2402260	E-1	40,000-1,40,000/-
43	श्री राजेश पाल Shri Rajesh Pal	सहायक प्रबंधक (तक.प्रचालन-यांत्रिकी) Asstt. Manager (Tech.Oprs)	2402264	E-1	40,000-1,40,000/-
44	श्री वैभव जी. गेडाम Shri Vaibhao G. Gedam	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tech.Oprs)	2402313	E-1	40,000-1,40,000/-
45	श्री एन. रमीरेड्डी Shri N. Ramireddy	सहायक प्रबंधक (तक.प्रचालन) Asstt. Manager (Tech.Oprs)	2402326	E-1	40,000-1,40,000/-

## Other designated Officers

### Grievance Redressal

<p>श्री वी. जी. महारिया संयुक्त महाप्रबंधक (मानव संसाधन)</p> <p><b>SHRI V.G. MAHRIA</b> <b>Joint General Manager (Human Resource)</b></p>	<p><a href="mailto:Vinod.mahria@spmciil.com">Vinod.mahria@spmciil.com</a></p> <p><b>Contact No.0253-2402217</b></p>
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### Presiding officer for Sexual Harassment Committee

<p>श्रीमती अनुराधा कारळकर प्रबंधक (मानव संसाधन)</p> <p><b>Mrs. ANURADHA KARALKAR</b> <b>Manager (Human Resource)</b></p>	<p><a href="mailto:Anuradha.karalkar@spmciil.com">Anuradha.karalkar@spmciil.com</a></p> <p><b>Contact No.0253-2402465</b></p>
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## **RTI Act, 2005**

The Government of India has enacted the Right to Information Act, 2005 (<http://www.persmin.nic.in>) which has come into effect from October 12, 2005. The Right to Information under this Act is meant to give to the citizens of India access to information under control of public authorities to promote transparency and accountability in these organizations. The Act, under Sections 8 and 9, provides for certain categories of information to be exempt from disclosure. The Act also provides for appointment of a Public Information Officer to deal with requests for information.

### **India Security Press (A Unit of SPMCIL)'s Obligation under the Act -**

The India Security Press, Nashik (A Unit of Security Printing & Minting Corporation of India Ltd., New Delhi) is a public authority as defined in the Right to Information Act, 2005. As such, the India Security Press is obliged to provide information to members of public.

### **Section 4(1)(b) of the Right to Information Act, 2005 -**

i) The particulars of its organization, functions and duties -

India Security Press was established in the year 1924 for printing various security items for the Government of India including Currency Notes, Postage Stamps, Postal Stationery, etc... India Security Press is now a pioneer institution in printing the various security documents including Passport, Visa Stickers, Non Judicial Stamp Papers, Savings Instruments, etc.. The Central Stamp Depot, which receives Indents from various Indenters all over and distribute the final product, is also part & parcel of India Security Press.

### **MISSION**

- Improvement in work culture.
- Bringing in efficiencies for manufacturing cost effective products.
- Utilizing spare capacity for production of diversified products to avoid idle time.
- Change in production patterns so as to exploit technology advancement.
- Meeting fully the requirement of Central Government and State Governments for security products and currency and coin indents of RBI.
- Exploration of new business opportunities.
- Achieve cost effectiveness and move towards creation of Profit centers.
- Improvement in quality of products.
- Change in the production patterns.
- Indigenization of inputs, specially security paper and ink.

## Designated PIO & FAA under RTI Act, 2005.

Department	Name & Designation	Designated	Email
<b>Technical</b>	Shri Benkatesh Kumar, General Manager (TO)	First Appellate Authority	<a href="mailto:Benkatesh.kumar@spmcil.com">Benkatesh.kumar@spmcil.com</a> Contact No.0253-2402203
	Shri Deepak Kumar Verma, Joint G.M. (TO)	Public Information Officer	<a href="mailto:Deepak.Verma@spmcil.com">Deepak.Verma@spmcil.com</a> Contact No.0253-2402204
<b>Control</b>	Shri Benkatesh Kumar, General Manager (TO)	First Appellate Authority	<a href="mailto:Benkatesh.kumar@spmcil.com">Benkatesh.kumar@spmcil.com</a> Contact No.0253-2402203
	Shri M Subash, Dy GM(TO) I/c Control & CSD	Public Information Officer	Mengarigani.subash@spmcil.com Contact No.0253-2402207
<b>Workshop</b>	Shri R.N. Badhan Dy.GM(TO) I/c Workshop	First Appellate Authority	<a href="mailto:r.badhan@spmcil.com">r.badhan@spmcil.com</a> Contact No.0253-2402406
	Shri Tarun Deshmukh Dy.Manager (TO)	Public Information Officer	<a href="mailto:Tarun.deshmukh@spmcil.com">Tarun.deshmukh@spmcil.com</a> Contact No.025-2402468
<b>Central Stamp Depot</b>	Shri Benkatesh Kumar, General Manager (TO)	First Appellate Authority	<a href="mailto:Benkatesh.kumar@spmcil.com">Benkatesh.kumar@spmcil.com</a> Contact No.0253-2402203
	Shri Ritesh Pal Manager (Mkt)	Public Information Officer	<a href="mailto:Ritesh.pal@spmcil.com">Ritesh.pal@spmcil.com</a> Contact No.0253-2402209
<b>Purchase</b>	Shri Benkatesh Kumar, General Manager (TO)	First Appellate Authority	<a href="mailto:Benkatesh.kumar@spmcil.com">Benkatesh.kumar@spmcil.com</a> Contact No.0253-2402203
	Shri Ashok Sharma, Joint G.M (Mat Mgt)	Public Information Officer	<a href="mailto:Ashok.sharma2@spmcil.com">Ashok.sharma2@spmcil.com</a> Contact No.0253-2402219
<b>Finance</b>	Shri Mahesh Kumar Bansal Joint G.M. (F&A)	First Appellate Authority	<a href="mailto:Mahesh.Bansal@spmcil.com">Mahesh.Bansal@spmcil.com</a> Contact No.0253-2402210
	Shri Bhushan Kulkarni, Manager (F&A)	Public Information Officer	<a href="mailto:Bhushan.kulkarni@spmcil.com">Bhushan.kulkarni@spmcil.com</a> Contact No.0253-2402221
<b>HR</b>	Shri V.G. Mahria Joint G.M.(HR)	First Appellate Authority	<a href="mailto:Vinod.mahria@spmcil.com">Vinod.mahria@spmcil.com</a> Contact No.0253-2402217
	Smt Anuradha Karalkar, Manager (HR)	Public Information Officer	<a href="mailto:Anuradha.karalkar@spmcil.com">Anuradha.karalkar@spmcil.com</a> Contact No.0253-2402465
<b>IT</b>	Shri Deepak Kumar Verma, DGM(TO)	First Appellate Authority	<a href="mailto:Deepak.Verma@spmcil.com">Deepak.Verma@spmcil.com</a> Contact No.0253-2402323
	Shri Rudra Pratap Singh, Manager (IT)	Public Information Officer	Rudra.singh@spmcil.com Contact No.0253-2402481
<b>Nodal Officer</b>	Shri V.P. Kala, Manager (HR)	Assistant Public Information Officer.	<a href="mailto:Ved.kala@spmcil.com">Ved.kala@spmcil.com</a> Contact No.0253-2402466

## **1) The norms set by it for the discharge of its functions -**

The norms are set by the Board within the guidelines of the Govt. of India from time to time.

The Company has well defined procedures and guidelines for smooth operations and its Executive discharge their respective functions within the norms set through:

- Delegation of Powers issued to the Chairman & Managing Director, Functional Directors and to the Executives of the Company at various levels. The exercise of powers should not infringe upon different provisions of the Company Act, Govt. Guidelines and any other statutory/regulatory requirement. The delegation of powers is subject to observance of Memorandum of Association, Articles of Association, relevant policies, guidelines and administrative instructions of the Company.
- Policies and Guidelines issued by the Company
- Manuals/Instructions - The Company has procedural Manuals covering all important activities viz. Personnel Manual, Accounts Manual, Internal Audit Manual and Material procurement manual
- Guidelines of Department of Public Enterprise
- Guidelines of Chief Vigilance Commission
- Listing Requirement
- Compliance with provisions of Statutes, etc.

## **2) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions -**

SPMCIL as Public Enterprise has come a long way within a short span in successfully putting vibrant HR Policies and Practices at place. It has been our thrust in SPMCIL as a Corporatized entity to have uniform HR Policies and Practices across the Company

### **Personnel Focus**

- Recruitment Policy
- Performance Management System
- Promotion Policy of Executives |
- Promotional Policy of Non-Executives |
- Rotational Transfer Guidelines
- Training and Development
- Succession Plan

### **Purchase & Finance Policies**

- SPMCIL Procurement Manual
- General Financial Rules



- Accounts Manual
- Accounting Policies

### **Compensation and Benefits**

- Pay - Scales
- Dearness Allowance
- House Rent Allowance
- Night Duty Allowance
- Special Allowance
- Overtime Payment
- Incentive Scheme
- Performance Related Pay

### **Perks and Facilities**

- Cafeteria Plan
- Transport Allowance
- Children Education Allowance
- Leave Travel Concession
- Telephone Policy - 2010
- SPMCIL TA/DA Rules - 2010
- SPMCIL Leave Rules - 2012

### **Industrial Relations - policies**

- SPMCIL Apex Level Bipartite Forum
- Unit Specific Consultation
- Grievance Redressal Mechanism
- Interaction with SC/ST Employees
- Participative Management
  - (i) Works Committee
  - (ii) Labour Welfare Fund Committee
  - (iii) Quality Circles

### **Conduct and Discipline**

- General Provision of Discipline
- SPMCIL Conduct, Discipline and Appeal Rules - 2020

### **Statutory Compliance**

- Factories Act
- Contract Labor Act
- ESIC Act
- Employees Compensation Act
- Industrial Dispute Act
- RTI Act

## **Social Security**

- SPMCIL Trusts
  - (i) EPF Trust, 1952
  - (ii) GPF Trust, 1925
  - (iii) Pension Trust Under 37A
- LIC Insurance Coverage
- Pension Under EPS Scheme 1995
- Payment of Gratuity
- SPMCIL Employees Benevolent Fund (To be notified) **Welfare Measures**
- SPMCIL Medical Policy - 2012
- Scheme of payment of Lump sum Compensation in lieu of Compassionate Appointment
- SPMCIL Recruitment Policy 2012
- SPMCIL Compassionate Appointment Scheme 2012

## **Connecting with Employees - Policies**

- SPMCIL Employees Suggestion scheme
- Small Family Norms
- Scheme for acquiring higher education
- Mentoring and Coaching
- Sporting Events
- Cultural Programs
- SPMCIL Foundation Day Celebration

### **3) A statement of the categories of documents that are held by it or under its control -**

The various categories of documents that are being held by the Company or under its control are given below

- a. Memorandum & Articles of Association of the Company
- b. Books of Accounts maintained by the Company
- c. Annual Returns and Statutory registers under the Company Act, 1956
- d. Annual Report of the Company
- e. Memorandum of Understanding (MOU) with the Ministry of Finance, Department of Economic Affairs, Govt. of India.

### **4) 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 -**

Being a Public Enterprise, India Security Press, Nashik, does not have any arrangement for consultation, or representation by, the members of the public or implementation thereof. However, all its policies are formulated in compliance with provisions of applicable statutes, regulations, guidelines etc.

**5) 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 advice, 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 - Works, Safety, Welfare and Canteen etc. committees are enforced at Unit level.**

**6) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations -**

The pay scales of officials are of IDA and CDA pattern. The monthly emoluments of officers, Supervisors and Workmen at various grades of pay scale are given as per 3<sup>rd</sup> PRC for IDA pattern and as per 7<sup>th</sup> CPC for CDA pattern.

- Company is under obligation to change-over to IDA pattern of pay scales in respect of employees drawing CDA pattern
- Designations are illustrative depending on the functional area of the employee is working.

**7) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made -**

The allocations are made for the particular period with in the provisions of the yearly budget allocations.

**8) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes -**

The Company provides subsidy for welfare of its employees in the following areas and its dispensation is monitored by the concerned officers as given below-

- a) Provision of subsidized canteen facility for the Industrial workmen.
- b) Provision of medical cover for officers & Industrial workmen

**9) Particular of receipts of concessions, permits or authorizations granted by it -**

Not applicable.

**10) Details in respect of information, available to or held by it, reduced by it in the electronic form -**

Information's related to the Company's profile, business, quarterly financial performance; Annual Report is held by the Company in the electronic form and is available on the website of the Company

**11) The particulars of the facilities available to the citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use -**

Any citizens of India, who desires to obtain any information under the Right to Information 2005, may make a request preferably in the prescribed application format in writing to the Public Information Officer. Please find below the format in which the application is to be made. The company does not maintain any library for public use. Information reduced in electronic form, please visit website

a) Procedure for seeking information under RTI Act.

Individual Indian citizen seeking information under the RTI Act, 2005 may apply in the prescribed format, to the Central Public Information Officer, India Security Press, Nashik Road mentioning his Name, Address, Telephone Number, Nature of information and period.

The RTI application to be accompanied by fees as prescribed in the RTI Act, 2005 in the form of Indian Postal Order (IPO) / Demand Draft (DD) for Rs.10/- in the name of General Manager, India Security Press, Nashik Road-422101 payable at Nashik Road.

If you desire, you may file an appeal against the decision/reply of CPIO within 30 days from the date of receipt of the communication, to the First Appellate Authority of India Security Press, Nashik Road.

In accordance with the requirement of section 4(1) clause (b) of sub section (1) to provide information suo motu to the public at regular intervals through various means of communications, including website, so that the public have minimum resort to the use of this Act to obtain information. It is therefore stated that any information regarding **date/year of printing, date of issue, date of supply, difference in design of different stamps, Court fee Stamps, Judicial & Non Judicial Stamp Papers, to provide certified copies/samples, watermarks, type of design, use of Satyamev Jayate and other information relating to security features of printing etc...**and the security products printed at India Security Press Nashik Road, Maharashtra, cannot be acceded to any individuals.

However the above highlighted information can only be provided **strictly to Government Department/Investigation Agencies, the Ho'ble Courts or Police Authorities against receipt of original documents in question alongwith an examination Fee of Rs.100/- per document i.e. per stamp / per strip / per sheet / per block of stamp, payable in advance by Demand Draft, NEFT or Electronic Transfer in the name of "General Manager, India Security Press" (Unit of Security Printing and Minting Corporation of India Ltd.) payable at Nashik Road, Maharashtra, 422101"**



**भारत का राजपत्र**  
**The Gazette of India**

सी.डी.डी.एन.-अ.-27012022-232929  
CG-DL-E-17012022-232929

असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (B)  
PART II—Section 3—Sub-section (B)

प्रकाशित करने वाले द्वारा  
PUBLISHED BY AUTHORITY

सं. 348]  
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नई दिल्ली, बुधवार, जनवरी 27, 2022/भाग 7, 1943  
NEW DELHI, THURSDAY, JANUARY 27, 2022/MAGHA 7, 1943

व्यव और रोजगार मंत्रालय

अधिसूचना

नई दिल्ली, 27 जनवरी, 2022

का.मा. 356(अ).—केंद्रीय सरकार, यह समाधान हो जाने पर कि लोकहित में ऐसा किया जाना अपेक्षित है, वित्त मंत्रालय के अधीन निम्नलिखित औद्योगिक उपकरणों की सेवाओं, जो औद्योगिक विवाद अधिनियम, 1947 (1947 का 14) की प्रथम अनुसूची के विभिन्न मदों के अधीन आती हैं, को उक्त अधिनियम के प्रयोजनों के लिए लोक उपयोगी सेवाएं घोषित करती है, यथा:-

- (क) भारत सरकार की टंकशाली, कोलकाता, नोएडा, मुंबई और हैदराबाद (मद सं. 11 के अधीन सम्मिलित);
- (ख) भारत प्रतिभूति मुद्रणालय, नासिक (मद सं. 12 के अधीन सम्मिलित);
- (ग) प्रतिभूति मुद्रण मुद्रणालय, हैदराबाद (मद सं. 12 के अधीन सम्मिलित);
- (घ) सिक्योरिटी पेपर मिल, होशंगाबाद (मद सं. 21 के अधीन सम्मिलित);
- (ङ) बैंक नोट मुद्रणालय, देवास (मद सं. 22 के अधीन सम्मिलित);
- (च) करेंसी नोट मुद्रणालय, नासिक रोड (मद सं. 25 के अधीन सम्मिलित)।

और, केंद्रीय सरकार ने भारत सरकार के व्यव और रोजगार मंत्रालय की अधिसूचना सं. का.मा. 3062(अ), तारीख 30 जुलाई, 2021 द्वारा 30 जुलाई, 2021 से छह मास की अवधि के लिए उक्त अधिनियम के प्रयोजनों के लिए, उक्त उद्योगों को अतिरिक्त लोक उपयोगी सेवा घोषित किया था,

और, केंद्रीय सरकार की यह राय है कि छह मास की अवधि के लिए उक्त उद्योगों की लोक उपयोगी सेवा की प्राप्ति को बढ़ाया जाना लोकहित में अपेक्षित है:

548 08/2022

(3)

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THE GAZETTE OF INDIA : EXTRAORDINARY

[PART II—Sec. 3(1)]

अतः, अब, केंद्रीय सरकार, औद्योगिक विवाद अधिनियम, 1947 (1947 का 14) की धारा 2 के खंड (ड) के उपखंड (vi) के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, उक्त औद्योगिक उपकरणों की 30 जनवरी, 2022 से छह मास की अवधि के लिए उक्त अधिनियम के प्रयोजनों के लिए लोक उपयोगी सेवा घोषित करती है।

[का. सं. एस.11017/4/2011-आईआर (पीएल)]

कल्पना राजसिंहोत, संयुक्त सचिव

**MINISTRY OF LABOUR AND EMPLOYMENT**  
**NOTIFICATION**

New Delhi, the 27th January, 2022

S.O. 356(E).—Whereas the Central Government being satisfied that the public interest so requires that the services engaged in the following industrial undertakings under the Ministry of Finance which are covered under different items of the First Schedule to the Industrial Disputes Act, 1947 (14 of 1947), shall be declared as public utility services for the purposes of the said Act, namely:

- (a) India Government Mints, Kolkata, Noida, Mumbai and Hyderabad (covered under item No.11);
- (b) India Security Press, Nashik (covered under item No. 12);
- (c) Security Printing Press, Hyderabad (covered under item No. 12);
- (d) Security Paper Mill, Hoshangabad (covered under item No. 21);
- (e) Services in the Bank Note Press, Dewas (covered under item No. 22);
- (f) Currency Note Press, Nashik Road (covered under item No. 25).

And whereas the Central Government has lastly declared the said industry to be public utility service for the purposes of the said Act for a period of six months with effect from the 30<sup>th</sup> July, 2021, vide notification of the Government of India in the Ministry of Labour and Employment, number S.O. 3062(E), dated 30<sup>th</sup> July, 2021;

And whereas the Central Government is of the opinion that public interest requires the extension of the Public Utility Service status to the said industry for a period of six months;

Now, therefore, in exercise of the powers conferred by the proviso to sub-clause (vi) of clause (n) of section 2 of the Industrial Disputes Act, 1947 (14 of 1947), the Central Government hereby declares the said industrial undertakings to be public utility service for the purposes of the said Act for a further period of six months with effect from the 30<sup>th</sup> January, 2022.

[F. No. S.11017/4/2011-IR (PL)]

KALPANA RAJSINGHOT, Jr. Secy.



COMMISSIONER OF POLICE  
NASHIK CITY.

पोलीस आयुक्त कार्यालय, नाशिक शहर.  
गंगापुर रोड, नाशिक - ४२२००२

Email Id:- cp.nashik@mahapolice.gov.in



गोपनीय क.कश.१०/विशा/९(२५)/सुरक्षा-डोन मनाई आदेश/ १६०९ /२०२२.

दि.०३/०६/२०२२

विषय: नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील महत्वाची मर्मस्थळे, संवेदनशिल ठिकाणे व प्रतिबंधित क्षेत्र 'नो डोन प्लाय डोन' घोषित केलेले ठिकाणे हे महाराष्ट्र शासन राजपत्र, भाग-१, दि.२६/०५/२०२२ रोजी प्रसिध्द केले बाबत.

संदर्भ:- १) व्यवस्थापक, येरवडा कारागृह मुद्रानालय, पुणे-६, कार्यालयाकडील पत्र क.राजपत्र/५७२/२०२२, दि.२७/०५/२०२२  
२) इकडील कार्यालयाकडील डोन मनाई आदेश क.कश.१०/विशा/९(२५)/सुरक्षा/ 'नो डोन प्लाय डोन' मनाई आदेश/१४७०/२०२२, दि.१३/०५/२०२२ अन्वये.

—००—

उपरोक्त विषय व संदर्भान्वये, नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील खालील महत्वाचे मर्मस्थळे, संवेदनशिल ठिकाणे व प्रतिबंधित क्षेत्र हे 'नो डोन प्लाय डोन' संदर्भ क.२ अन्वये अधिसूचनेद्वारे घोषित करण्यात आलेले आहे.

- १) स्कूल ऑफ आर्टिलरी, देवळाली कॅम्प नाशिक
- २) ईडिया सिक्कुरीटी प्रेस, महसूल आयुक्त कार्यालयाजवळ, नाशिकरोड नाशिक.
- ३) करन्सी नोट प्रेस, जेलरोड नाशिकरोड नाशिक
- ४) एकलहया थर्मल पावर स्टेशन, एकलहया नाशिकरोड नाशिक
- ५) शासकीय मुद्रानालय, गांधीनगर, नाशिक पुणेरोड, उपनगर नाशिक
- ६) श्री काळाराम मंदिर, पंचवटी नाशिक
- ७) एअरफोर्स स्टेशन, बोरगड, महसूल व देवळाली साउथ, देवळाली कॅम्प नाशिक
- ८) कॉम्बॅट आर्मी एक्झिशन ट्रेनिंग स्कूल गांधीनगर, उपनगर, नाशिक
- ९) मध्यवर्ती कारागृह जेलरोड नाशिकरोड व किशोर सुधारालय, सीबीएस जवळ नाशिक
- १०) महाराष्ट्र पोलीस प्रबोधिनी व गुन्हे अन्वेषण प्रशिक्षण विद्यालय, एम.पी.ए.परीसर बंदकरोड, नाशिक
- ११) आकाशवानी केंद्र गंगापुररोड नाशिक
- १२) पोलीस मुख्यालय व पोलीस आयुक्त कार्यालय, गंगापुररोड नाशिक
- १३) जिल्हा व सत्र न्यायालय, सी.बी.एस.जवळ, अशोकस्तंभ, नाशिक
- १४) जिल्हा शासकीय रुग्णालय, बंदकरोड नाशिक
- १५) रेल्वे स्टेशन नाशिकरोड व देवळालीकॅम्प नाशिक
- १६) महानगरपालिका जलशुध्दीकरण केंद्र (एम.पी.ए. जवळील, शिवाजीनगर, सातपूर-येथील व विल्होली अंध नाशिक येथे नव्याने झालेले) असे मर्मस्थळ/ संवेदनशिल ठिकाणे आहे

भारत प्रतिभूति मुद्रणालय  
INDIA SECURITY PRESS



1/02/1

नाशिक पोलीस आयुक्त कार्यक्षेत्रातील वरील नमुद १ ते १६ ठिकाणे ही महाराष्ट्र शासन, राजपत्र भाग-१ मध्ये दि.२६/०५/२०२२ रोजीच्या गॅझेटमध्ये देखील प्रसिध्द करण्यात आलेले आहे. (त्याची छायांकित प्रत सोदवून जोडलेली आहे.)

तरी सर्व मर्मस्थळ/आस्थापना प्रमुख नाशिक शहर यांनी या सोबत जोडलेल्या महाराष्ट्र शासनाच्या राजपत्रान प्रसिध्द केलेल्या पत्राची छायांकित प्रत आपल्या कार्यालयाच्या अभिलेखावर सुरक्षितपणे जतन करून ठेवावी.

  
(अबादास भुसारे) 3/5

सहा पोलीस आयुक्त,  
विशेष शाखा, नाशिक शहर

प्रति,

- १) सर्व मर्मस्थळ/आस्थापना प्रमुख नाशिक शहर
- २) सर्व पोलीस स्टेशन प्रभारी अधिकारी, नाशिक शहर,

प्रत माहितीस्तव,

- १) सर्व पोलीस उपआयुक्त, नाशिक शहर
- २) सर्व सहा.पोलीस आयुक्त, नाशिक शहर

### पोलीस आयुक्त यांजकडून

नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील महत्वाची मर्मस्थळे, संवेदनशील ठिकाणे, तफ्फरी आस्थापने आणि प्रतिबंधित क्षेत्र इत्यादी ठिकाणे हे "नो ड्रोन फ्लाय झोन" (No Drone Fly Zone) म्हणून घोषित करून ड्रोनचे उड्डाणास मनाई / प्रशिक्षण केलेबाबत.

संदर्भ :- (१) मा. पोलीस महासंचालक, महाराष्ट्र राज्य, मुंबई कार्यालयाकडील पत्र क्र. पोमसं/२१/७२७३/Meeting Drone-Tech/२०१/२०१३, दिनांक १२ ऑगस्ट २०२१.

(२) महाराष्ट्र शासन, गृह विभाग, मंत्रालय, मुंबई कार्यालयाकडील पत्र क्र. एसएसए-०७२५/प्र. क्र.१५४/विशा-४, दि. २० जुलै २०२१.

(३) संचालक, माहिती व तंत्रज्ञान, महाराष्ट्र शासन, सामान्य प्रशासन विभाग, मुंबई कार्यालयाकडील परिपत्रक क्र. GAD-मातसं ०८८/३/२०१२-०/० DIT(MH), दिनांक ११ सप्टेंबर २०१९.

(४) नागरी विमान मंत्रालय, भारत सरकार, नवी दिल्ली कार्यालयाकडील ड्रोन नियम नोटिफिकेशन, File No. AV-२९०१७/३७/२०२१-SDIT-MOCA, दिनांक २५ ऑगस्ट २०२१.

(५) मा. विशेष पोलीस महानिरीक्षक (सुरक्षा व सागरी सुरक्षा), राज्य गुप्तवार्ता विभाग, महाराष्ट्र राज्य, मुंबई कडील परिपत्रक क्र. SiD/IG-IS/Drone/२०२०-३२६, दिनांक २९ जानेवारी २०२० अन्वये.

### " नो ड्रोन फ्लाय झोन " (No Drone Fly Zone)

#### मनाई आदेश

क्रमांक गोपनीय क्र. कळ-१०/विशा/१(२५)/सुरक्षा/नो ड्रोन फ्लाय झोन मनाई आदेश/१७७०/सन २०२२.- (१) उपरोक्त विषय व संदर्भान्वये, सप्टेंबर २०१९ मध्ये अरामको ऑईल रिफायनरीवर ड्रोनद्वारे हल्ला, ऑगस्ट २०१८ मध्ये व्हेनेझुएलाचे अध्यक्ष यांपेवर ड्रोन हल्ला, सन २०१८ मध्ये गॅटविक विमानतळावर ड्रोन हल्ला, सप्टेंबर २०१९ मध्ये इंडो-पाक सीमेवर जीपीएस ड्रोनद्वारे शस्त्रे टाकण्यात आली. तसेच अलिकडे दिनांक १३ जून २०२१ रोजी स्फोटके भरलेली दोन ड्रोन जम्मू विमानतळावरील भारतीय विमान स्टेशनवर आदळली. त्यामुळे इमार्तीच्या छताला छोट्या प्रमाणात क्षती / नुकसान पोहचले. दुसरे ड्रोन मोकळ्या जागेवर आदळले. तसेच अमुत्तर येथील आंतरराष्ट्रीय सीमेजवळ दिनांक ८ व ९ मे २०२२ रोजीच्या दरम्यान पाकिस्तानचा एक ड्रोन अंमली पदार्थाची तस्करी करून भारतीय सीमाहद्दीत धुसण्याचा प्रयत्न करीत असताना सीमासुरक्षा दलाचे जवानांनी सदरचा संशयीत ड्रोन पाहून निकामी केला.

(२) ज्याअर्थी, वरील ठिकाणी दहशतवाद्यांकडून ड्रोनद्वारे झालेले हल्ले पाहता, नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील खालील महत्वाची मर्मस्थळे, संवेदनशील ठिकाणे व प्रतिबंधित क्षेत्र :-

- (१) स्कूल ऑफ आर्टिलरी, देवळाली कॅम्प, नाशिक.
- (२) इंडिया सिविलरिटी प्रेस, महसूल आयुक्त कार्यालयाजवळ, नाशिक रोड, नाशिक.
- (३) करन्सी नोट प्रेस, जेलरोड, नाशिक रोड, नाशिक.
- (४) एकलहरा धर्मल पॉवर स्टेशन, एकलहरी, नाशिक रोड, नाशिक.
- (५) शासकीय मुद्रणालय, गांधीनगर, नाशिक-पुणे रोड, उपनगर, नाशिक.
- (६) श्री काळाराम मंदिर, पंचवटी, नाशिक.
- (७) एअरफोर्स स्टेशन, बोरगड, महाराष्ट्र व देवळाली (साउथ), देवळाली कॅम्प, नाशिक.
- (८) कॉन्वेंट आर्मी एक्झिशन ट्रेनिंग स्कूल, गांधीनगर, उपनगर, नाशिक.
- (९) मध्यवर्ती कारागृह, जेल रोड, नाशिक रोड व किशोर सुकाचालय, सीबीएस जवळ, नाशिक.
- (१०) महाराष्ट्र पोलीस प्रबोधिनी व गुन्हे अन्वेषण प्रशिक्षण विद्यालय, एमपीए परिसर, त्र्यंबकरोड, नाशिक.
- (११) आकाशवाणी केंद्र, गंगापूर रोड, नाशिक.

- (१२) पोलीस मुख्यालय व पोलीस आयुक्त कार्यालय, गंगापूर रोड, नाशिक.  
 (१३) जिल्हा व सत्र न्यायालय, सीबीएस जवळ, अशोक स्तंभ रोड, नाशिक.  
 (१४) जिल्हा शासकीय रुग्णालय, त्र्यंबकरोड, नाशिक.  
 (१५) रेल्वे स्टेशन, नाशिक रोड व दैदळाळी कॅम्प, नाशिक.

(१६) महानगरपालिका जलसुद्धीकरण केंद्र, (एमपीए जवळील, शिवाजीनगर, सातपूर येथील व विल्होळी, अंशड, नाशिक येथे नव्याने झालेले) असे मर्मस्थळ / संवेदनशील ठिकाणे आहेत.

वरील संवेदनशील व प्रतिबंधित क्षेत्रांचे ठिकाणी ड्रोन, पॅराग्लायडर्स, पॅरामोटर्स, हॉटएअर बलुन्स, मायक्रोलाईट, एअर क्राफ्ट इत्यादी तत्सम हवाई साधनांमार्फत भविष्यात दहशतवादी हत्ता होण्याची शक्यता लक्षात घेता व नाशिक पोलीस आयुक्तालय कार्यक्षेत्रात वरील लष्करी आस्थापने / महत्त्वाची मर्मस्थळे / प्रतिबंधित क्षेत्रांचे सुरक्षिततेकरिता तसेच कायदा व सुव्यवस्था अबाधित राखण्याचे दृष्टीने सर्व मर्मस्थळे, लष्करी आस्थापने व संवेदनशील ठिकाणेही "नो ड्रोन फ्लाय झोन" (No Drone Fly Zone) म्हणून घोषित करण्यात येत आहे. तसेच या अधिसूचनेद्वारे कोणत्याही प्रकारच्या ड्रोन (मानवरहित साधन), पॅराग्लायडर्स, पॅरामोटर्स, हॉटएअर बलुन्स, मायक्रोलाईट एअरक्राफ्ट इत्यादी तत्सम हवाई साधनांनी पोलीस आयुक्त, नाशिक शहर यांचे पूर्वपरवानगीशिवाय ड्रोनचे उड्डाण / वापर करण्यास मनाई करणे आवश्यक असल्याबाबत माजी धारणा / खात्री झालेली आहे.

(३) त्याअर्थी, मी, जयंत नाईकनवरे, पोलीस आयुक्त, नाशिक शहर, महाराष्ट्र पोलीस अधिनियम, १९५१ चे कलम ३७ (१) (सी) अन्वये मला प्राप्त झालेल्या अधिकाराचा वापर करून, नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील महत्त्वाची मर्मस्थळे / लष्करी आस्थापने / संवेदनशील ठिकाणे / प्रतिबंधित क्षेत्र इत्यादी ठिकाणांचे सुरक्षिततेकरिता तसेच कायदा व सुव्यवस्था अबाधित राखण्याचे दृष्टीकोनातून नाशिक पोलीस आयुक्तालयाचे कार्यक्षेत्रातील खालील प्रमाणे निर्देश देत आहे ज्याला आदेश म्हणून समजण्यात यावे,

(१) परिच्छेद क्र. २ मधील नमूद केलेली मर्मस्थळे आणि संवेदनशील ठिकाणांच्या दोन (२) कि.मी. परिसरात कोणत्याही प्रकारचे ड्रोन (मानवरहित साधन), पॅराग्लायडर्स, पॅरामोटर्स, हॉट एअर बलुन्स, मायक्रोलाईट, एअरक्राफ्ट इत्यादी तत्सम हवाई साधनांना नाशिक पोलीस आयुक्तालय कार्यक्षेत्रात पोलीस आयुक्तांचे पूर्वपरवानगीशिवाय "नो ड्रोन फ्लाय झोन" (No Drone Fly Zone) व सदर ठिकाणी ड्रोन उड्डाण / वापर करण्यास मनाई करीत आहे.

(२) नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील ड्रोन चालक व मालक यांनी त्यांना ड्रोनद्वारे कार्यक्रमाचे छायाचित्रीकरण करावयाचे असल्यास कार्यक्रमाचे ठिकाणाची माहिती अर्जात सादर करून, त्यात दिनांक व वेळ, ड्रोनची सविस्तर माहिती व ड्रोन ऑपरेटरचे नाव पत्ता व संपर्क मोबाईल क्रमांक व ड्रोन ऑपरेटर याने ड्रोन प्रशिक्षण घेतल्याचे प्रमाणपत्राची छायांकित प्रत अर्जासोबत जोडून सादर करणे आवश्यक आहे.

(३) परिच्छेद क्र. २ मधील नमूद मर्मस्थळे, लष्करी आस्थापने / प्रतिबंधित क्षेत्र व संवेदनशील ठिकाणांचे प्रमुखांनी आपल्या मर्मस्थळ / आस्थापनांचे संरक्षण नितीवर "नो ड्रोन फ्लाय झोन" (No Drone Fly Zone) असे फलकझाली दिलेल्या फॉर्मेटमध्ये वॉर्निंग नोटिस ठळकपणे दिसतील असा ठिकाणी लावण्यात यावे.



(४) नाशिक पोलीस आयुक्तालय कार्यक्षेत्रात ड्रोनद्वारे करण्यात येणाऱ्या छायाचित्रीकरणाचे परवानगीबाबतचे संपूर्ण अधिकार पोलीस आयुक्तांनी राखून ठेवलेले आहे.

(५) सदर आदेशाचे उल्लंघन करणाऱ्याविरुद्ध भारतीय दंड विधान कलम, इंडियन एअर क्राफ्ट कायदा, १९३४ व इतर प्रचलित कायद्यातील तरतुदीनुसार कारवाई संबंधित पोलीस स्टेशनचे प्रभारी अधिकारी यांनी करावयाची आहे.

- (६) सदरचा आदेश हा दिनांक १३ मे २०२२ रोजीचे ००.०५ वाजलेपासून पुढील आदेश होईपावेतो अमलात राहील.
- (७) सदरचा आदेश वेळेअभावी संबंधितांवर वैयक्तिक दजावणे शक्य होणार नसल्याने फौजदारी प्रक्रिया संहिता, १९७३ चे कलम १४४ (२) नुसार एकतर्फी देण्यात येत आहे.
- (८) सदरचा मनाई आदेश / प्रतिबंध अधिसूचना माझे सही व शिक्क्यानिशी दिनांक १३ मे २०२२ रोजी निर्गमित करित आहे.

जयंत नाईकनवरे,  
पोलीस आयुक्त,  
नाशिक शहर.

नाशिक शहर, दिनांक १३ मे २०२२.

## **EXAMINATION OF SECURITY DOCUMENTS BY ISP**

India Security Press, Nashik Road prints security documents for the Central and State Govt. as per their requirement. In this regards ISP does not provide information regarding the process, design, security features, material used etc... required for printing these security documents. Further ISP also does not provide information regarding the details of Examination report of these documents in question under the RTI Act, 2005 however the same is declined under Section 8 of the RTI Act, 2005.

Furthermore the information is provided strictly only to the Government Department/Investigation Agencies i.e. either the Hon'ble Courts or Police Authorities only after scientific examination of the original security document in question, against an examination Fee of Rs.100/-(+ GST as applicable )per document i.e. per stamp / per strip / per sheet / per block of stamp, payable in advance by cash or by Demand Draft in the name of "General Manager, India Security Press" (Unit of Security Printing and Minting Corporation of India Ltd.) Nashik Road, payable at Nashik Road.

### **Section 292 of CRPC "Evidence of Officers of the Mint"**

(1) Any document purporting to be a report under the hand of any such Gazetted Officer of the Mint or of the Indian Security Press (including the Office of the Controller of Stamps and stationery) as the Central Government may, by notification, specify in this behalf, upon any matter or thing duly submitted to him for examination and report in the course of any proceeding under this Code, may be used as evidence in any inquiry, trial or other proceeding under this Code, although such officer is not called as a witness.

(2) The court may, if it thinks fit, summon and examine any such officer as to be the subject-matter of his report: Provided that no such officer shall be summoned to produce any records on which the report is based.

(3) Without prejudice to the provisions of Sections 123 and 124 of the Indian Evidence Act, 1872 (1 of 1872), no such officer shall, except with the permission of the Master of the Mint or the Indian Security Press or the Controller of Stamps and Stationery, as the case may be, permitted,

(a) to give any evidence derived from any unpublished official records on which the report is based ; or (b) to disclose the nature or particulars of any test applied by him in the course of the examination of the matter or thing.



संविधान सं. सं. एल-33004/99

REC'D. NO. D. L. -33004/99

श्री १९३०५



# भारत का राजपत्र The Gazette of India

असाधारण  
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)  
PART II—Section 3—Sub-section (i)

प्रधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

Po-300  
Km 30  
Dept-50  
CPB, 220

सं. १६ ]

नई दिल्ली, बुधवार, फरवरी २६, २००४/फाल्गुन ७, १९२५

No. १६ ]

NEW DELHI, THURSDAY, FEBRUARY 26, 2004/PHALGUNA 7, 1925

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

अधिसूचना

NOTIFICATION

नई दिल्ली, २३ फरवरी, २००४

New Delhi, the 23rd February, 2004

सा.का.नि. १४०(अ).—यहां केन्द्र सरकार कुछ स्थानों पर अनधिकृत व्यक्तियों के प्रवेश को रोकने के लिए पूर्वीयय किमा जता उचित समझती है।

G.S.R. 140(E).—Whereas the Central Government considers it expedient that precautions should be taken to prevent the entry of unauthorized persons into certain places

आतः, अब, केन्द्र सरकार, सासकीय गुप्त बात अधिनियम, १९२३ (१९२३ का १९) की धारा २ के खंड (६) के उपखंड (घ) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, एतद्वारा, नीचे दी गई अनुसूची के बालम (१) में विनिर्दिष्ट स्थानों को, उक्त अधिनियम के अन्वयेन के लिए निर्दिष्ट क्षेत्र घोषित करती है :—

Now, therefore, in exercise of the powers conferred by Sub-clause (d) of clause (6) of Section 2 of the Official Secrets Act, 1923 (19 of 1923), the Central Government hereby declares the places specified in column (1) of the Schedule given below to be a prohibited place for the purpose of the said Act :—

अनुसूची

SCHEDULE

स्थान का नाम	इलाका एवं अन्य विवरण
(१)	(२)
भारतीय प्रतिभूति प्रेस, नासिक रोड।	भारतीय प्रतिभूति प्रेस, नासिक रोड, जिला नासिक, महाराष्ट्र।
भारतीय नोट प्रेस, नासिक रोड।	भारतीय नोट प्रेस, जेल रोड, नासिक रोड, जिला नासिक, महाराष्ट्र।

Name of place	Locality and other description
(1)	(2)
India Security Press, Nashik Road.	India Security Press Nashik Road, Dist. Nashik, Maharashtra.
Currency Note Press, Nashik Road.	Currency Note Press, Jail Road, Nashik Road, Dist. Nashik, Maharashtra.

[ सं. १७०१७/२००४/गृह-आईएस-१ ]

[ No. 17017/2/2004/US-IS-1 ]

एल. सी. गोयल, संयुक्त सचिव

L. C. GOYAL, R. Secy.



# **RULES / INSTRUCTION /DOCUMENTS HELD UNDER PIO**

AND

## **DETAILS OF POLICY AND DECISIONS**

1. SPMCIL Recruitment Policy.
2. SPMCIL Promotion Policy.
3. SPMCIL Leave Rules-2022.
4. SPMCIL TA/DA Rules, 2010.
5. SPMCIL Medical Policy, 2013.
6. SPMCIL Compassionate Appointment Policy.
7. SPMCIL Procurement Manual, 2021.
8. SPMCIL Child Care Leave Rules, 2019.
9. SPMCIL Quarter Allotment Rules, 2019.
10. SPMCIL CDA Rules, 2020.

Model Application format RTI Application

To,  
The Public Information Officer  
Full postal address of public Authority.

Date \_\_\_\_\_

1.Full Name of The Applicant : \_\_\_\_\_

2.Father Name/Spouse Name : \_\_\_\_\_

3.Permanent Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

4.Correspondence Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

5.Particulars of The Information Solicited

a) Subject Matter of Information : \_\_\_\_\_

b) The period to which information relates : \_\_\_\_\_

c) Specific Details of Information required : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) Whether information is required by Post : \_\_\_\_\_

or in person (the actual postal fees shall be : \_\_\_\_\_

included in additional fee in providing the information)

e) In case by Post (ordinary/registered : \_\_\_\_\_

or speed post)

6.Is this information not made available by  
public authority under voluntary disclosure? : \_\_\_\_\_

7.Do you agree to pay the required fee? : \_\_\_\_\_

8.Have you deposited application fee? : \_\_\_\_\_

(If Yes, Details of such deposit) : \_\_\_\_\_

9.Whether belongs to below Poverty Line category? : \_\_\_\_\_

(If yes, you furnished the proof of the same with application?)

Signature of Applicant

- Broad Category of the subject to be indicated.
- Relevant period for which information is required to be indicated.
- Specific details of the information are required to be indicated.

Model Application format for First Appeal

Date : \_\_\_\_\_

From : Applicant's full name \_\_\_\_\_

Applicant's full postal address \_\_\_\_\_

Applicant's telephone No. & email if any \_\_\_\_\_

To

The First Appellate Authority

Full postal address of public Authority.

Sub : An appeal under Section 19 of RTI Act, 2005.

Ref : Application for information under RTI Act, 2005 dated \_\_\_\_\_ addressed to  
PIO \_\_\_\_\_ of \_\_\_\_\_ office / establishment.

Sir/Madam,

The undersigned hereby submit an appeal application with the following details:-

- 1 . Officer Name, designation & address (with telephone No. ) of PIO against whom the appeal is preferred.
- 2 . Particulars of PIO - Number and date (if any) :
- 3 . Brief facts leading to appeal :
- 4 . Prayer / Relief sought ( e. g. release of information, details etc.)
- 5 . Appeal grounds for the prayer / relief :
- 6 . Index of documents in support of appeal :
  - (a) Photocopy of original application with self attestation.
  - (b) Photocopy of the response of PIO / public authority / official, received with their Letter number and date with self attestation, if any.

(Signature of Applicant)  
(Name of Applicant)