

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 10th 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 100 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, biofluorescent 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

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

CORPORATE HEAD OFFICE

Security Printing and Minting Corporation of India Limited (SPMCIL)
3rd Floor, Tower-G, World Trade Centre, Nauroji Nagar, New Delhi – 110 029
PHONE NO.011-23701220-26

FUNCTIONS & DUTIES OF EXECUTIVES

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.

INDIA SECURITY PRESS : NASHIK			
ISP/CGM/EXE/2026		Date : 23/04/2026	
<u>SUB : Allocation of duties of Executives - reg.</u>			
Consequent upon joining of New Executives on transfer and keeping into consideration, the operational & functional requirement, the duties & responsibilities for listed Executives are hereby re-allocated with immediate effect until further orders-			
Sr No	Name & Designation	Re-allocated areas of work	Reporting To (for functional requirement)
1.	Shri Diganta Kumar Deka, AGM (MM)/P&M Incharge	<ul style="list-style-type: none"> • Head of Production and Maintenance. • Administrative duties as GM (I/C). • Chairman, ISP Works Committee • Factory Manager, Administrative control of Production, Workshop & Plant Maintenance. 	CGM
2.	Shri Garjeet Singh Jt.GM(TC)/Control	<ul style="list-style-type: none"> • Head of Control - Production Planning, Printing, Process and Dispatches to CSD. • Destruction and disposal of wastage of all security / non-security products. • Head of Quality Control - QAW, Paper Testing Laboratory, R & D, FD Cell. 	CGM
3.	Shri Mahesh Kumar Bansal, Jt.G.M.(F&A)	Head of Finance & Accounts	CGM
4.	Shri Arindam Biswas, Jt.G.M.(TO)/MM	Head of Purchase, Stores & CPSO	CGM
5.	Shri Shoaib Shaikh, Jt.G.M.(Mktg.) & DCS (CSD)	<ul style="list-style-type: none"> • Head of CSD - Receiving of Indents from various Indentors, Creation of Sales Orders, Receiving and preserving of Finished Security Products from Control Section and supplies to Indentors as per Indents. • Annual Physical Verification of CSD. Co-ordination with Customers for return/receipt of material (if any). • Head of Marketing (existing & new Customers) 	CGM
6.	Shri Shailesh Awachat, Jt.G.M.(TO) (Workshop)	Head of Workshop and Plant Maintenance, Mechatronics, Electrical, Civil (Plant & Estate), Safety Cell, Horticulture, Environmental Cell, STP, WTP, ISO Cell, Transport Garage, 5S.	AGM (MM)/ P&M Incharge
7.	Shri Mangesh Kasvekar Jt.GM(TO)-(PP)	<ul style="list-style-type: none"> • Head of Passport Production, Perforation & Letter Press. Head of Technical Passport Sections - APMS & UNO, Track & Trace System, PP&Wt. Cell, Co-ordinator - SAP-PP Module. • Chairman, Canteen Management Committee. 	AGM (MM)/ P&M Incharge
8.	Shri Satyanarayan Patro, Jt. GM.(TO) (Ptg.)	Head of Printing, Rotatek, Micro-Perforation, Countpack, Rapida, CFC, Grapha, Offset-B, Heidelberg, P.G.(New & Old), P.G. (Process), MICR, Bindery, Simultan, Design - Studio, CToP, Pre-Press.	AGM (MM)/ P&M Incharge

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23/04/2026

9.	Smt. Amrita Priyadarshani Yadav, Jt.G.M.(IT)	<ul style="list-style-type: none"> • Head of IT Department & CISO. • Digital Innovation & Transformation, Industry 4.0 & 5.0, IT Governance & Strategy, IT Government compliances, ISO & IT Audits, Adoption of Global IT Best practices & Standards, Cybersecurity & Risk Mitigation, Program & Project Management, SAP ERP- SAP S/4 HANA management, IT Portfolio & Technology Management, IT Infrastructure & Services Management, IT Network & Website Management, E-stamping, Track & Trace for e-Passport & EAL. • Feasibility studies of Latest Technologies like AI, ML, IoT impact and adoption for system improvements, Global & Domestic Procurement of IT/ITES/Non-IT HW, E-Office, E-Procurement, GEM, Digitization, Stakeholder Management, MIS, Business Analytics & Dashboards, IT-Team, Vendor & Contract Management, IT Budgeting- CAPEX & OPEX management. • Support to CCTV System, Access Control System and Security Surveillance Systems, SoP (IT), Process Improvement feasibility, Study for value addition to existing system. 	CGM
10.	Shri Kishor Mane, Dy.GM(Mat)-I	<ul style="list-style-type: none"> • Procurement of all direct materials including Passport Cover material, HAUV Film, Golden Color stamping foil, Ultra Violet Thread, Barcode label, Adhesive and any other raw material. • Passport paper, Gummed paper, Maplitho papers, Inlays. Parchment paper, MICR Cheque Paper, Buff Paper, Visa sticker paper, Tear and water-resistant paper etc and all types of inks. 	Jt.GM (TO) - MM
11.	Shri Abhishek Kumar Singh, Dy.G.M.(F&A)-I	<ul style="list-style-type: none"> • All activities of CSD account section and transactions pertaining to customers like invoicing, realization of customers' outstanding. • Collection bank reconciliation etc. Ensure all transactions pertaining to customers are properly accounted for in SAP and all customers' accounts are duly reconciled with the customers. • All tax compliances pertaining to customers' management and will provide all customs' data for filing of tax returns, assessment etc. • Forward all New Sale Orders/Alternation in Sales order to CHO. • To ensure that all vendors, customers, employees, EMD/SD, GL balances are scrutinized on periodical basis for accuracy in their respective profile and no old balances should appear in financials. 	Jt.G.M.(F&A)



12.	Shri Saket Shankar, Dy.GM (F&A)-II	<ul style="list-style-type: none"> All activities of Billing and Cash Section, transactions pertaining to vendors like invoice posting, payment to vendors, EMD/SD refund, LC opening, Import payments, Payment bank reconciliation etc. To ensure tax compliances pertaining to vendors' management and will provide all vendors' data for filing of tax returns, assessment etc. Ensure that all transactions pertaining to vendors are properly accounted for in SAP and all vendors' accounts are duly reconciled. To act as TEC member from finance in case of lower value tender pertaining to works & services. To read and give his feedback regarding high value tenders where Head of Finance is the TEC member. Ensure that all vendors, customers, employees, EMD/SD, GL balances are scrutinize on periodical basis for accuracy in their respective profile and no old balances should appear in financials. 	Jt.G.M.(F&A)
13.	Smt. Priyanka Sharma, Dy.GM (MM)-II	<ul style="list-style-type: none"> Procurement of all PAC items, CAPEX. Procurement of spares, consumables etc. related to Technical (Printing) sections, allied machinery. Procurement of corrugated boxes. All files relating to Control and CSD section including consumables. MICR machines, Xerox machines and its consumables. All manpower and transportation services. Procurement related to Finance/IT/HR/Store. 	Jt.GM.(TO) - MM
14.	Shri Jitendra Kumar Dy.GM(TO)-PM	Plant Maintenance & Project Cell - Mechatronics, all machines of APMS,UNO, Studio, PG, Versatile Sections, Simultan, Access Control System, CCTV System, Security Gadgets, Electronics Lab, A/C Plant, Workshop (Mechanical)	Jt.G.M.(TO) - WS
15.	Shri Arpit Dhawan, Dy.GM(HR)	HoO, CSO, Head of HR, Canteen, Training, RII, Rajbhasha, Legal, CSR, Guest House, Welfare, Contractor, Consultants, Colony & Quarter Management, Estate, Statutory Compliance, Time Office, Manpower Planning & Recruitment, CISF, IB issues, ISP Hospital.	CGM
16.	Shri Mohammed Meraj Ahmad Dy.GM (TO) (Workshop)	Electrical (Plant & Estate), MR ISO, Mechatronics, All Machines of Printing (CFC, Grapha, Rapida, MICR, Bindery, RNS). Solar Project, Power House, MRS, Pump House, Telephone, Transport Garage	Jt.G.M.(TO) - WS
17.	Shri Padmajakshan K S Dy.GM(TO)/Stores	<ul style="list-style-type: none"> Incharge Stores Ensure timely disposal including waste generated. Responsible for specific projects for new product development. 	Jt.GM(TO) - MM

18.	Shri Vikas Kumar, Mgr.(MM)	<ul style="list-style-type: none"> • Procurement related to Mechanical and AC plant. Renewal of licenses. Procurement of files related to Electrical section, Versatile section. Procurement related to safety Environment and Fire Wing. • Procurement files related to Civil section, studio, FD Cell and dissemination report & QPR. Procurement related to • CBSI, CRDC, Paper Testing Lab, Hospital and Canteen. 	Jt.GM (TO) - MM
19.	Shri Rudra Pratap Singh, Mgr.(IT)-I	<ul style="list-style-type: none"> • Track & Trace System for e-passport & EAL, e-stamping, Deputy CISO, Support to CCTV system, Access Control system, IT Governance Compliance, IT Service Management. • Website Management, ISO Audits, IB Compliance related to IT, SAP S/4 HANA, IT, New Chip for e-passport specs., S/4 HANA PP, MM & SD and other module, E-office, GeM procurement, value addition to existing system. 	Jt.GM (IT)
20.	Shri Loknath Tiwari, Mgr. (OL)	Rajbhasha, CSP & Godavari Guest House, Contract vehicles, Canteen, Housekeeping.	Dy.GM(HR)
21.	Smt. Gunjan Singla, Mgr. (F&A)-I	<ul style="list-style-type: none"> • Co-ordinate and compliances of Statutory Audit, LR Audits, Internal Audits and Tax audit. • To prepare periodical financial statements on Monthly/quarterly/yearly basis. • Look after Budget Management, Inventory MIS, inter unit accounts reconciliation etc. • To scrutinize all financials on monthly basis for accuracy and will ensure that all balances relating to vendors, customers, employees, liability GLs, advances etc. are duly reconciled. • To prepare CAC costing also an ensure that all vendors, customers, employees, EMD/SD, GL balances are to be scrutinized on periodical basis for accuracy in their respective profile and no old balances should appear in financials. • To Act as TEC member from Finance in case of lower value tenders pertaining to all materials. 	Jt.GM (F&A)
22.	Shri Lokesh Meena Mgr. (TO)/CSD	All marketing activities, exploration of New customers and liaisoning with existing customers, CSD Shopfloor activities	Jt.GM (Mkt)
23.	Shri Pawan Kumar Jaiswal Mgr.(TO)(PP)-I	I/C UNO I & II Sections, Track & Trace System, Establishment of new e-Passport Line, New Chip / Inlay implementation, Perforation & Letterpress, development of PC data page.	Jt.G.M.(TO) / PP

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24.	Shri Ajay Yadav, Mgr. (IT)-II	<ul style="list-style-type: none"> • Procurement of assigned capital items & routine procurement of spares, consumables, capex and IT services, and handle post-procurement documentation. Management of outsourced IT Support Staff. • Provide user support and troubleshooting for SAP-HANA, ESS, Helpdesk, and E-Office. ISP website management & coordination. Closure of IT Related IB and other agencies recommendation in their work area. • IT inventory management of Assets and Spares/Consumables. • E-Waste, Filing and Documentation. GTMS, Vault Door Monitoring System. Implementation of Canteen Management System, Scanning and Digitization work. Video Conference Management. 	Jt.GM (IT)
25.	Shri Shyam Kumar P., Mgr.(T.C.)/Prod.	All Control Sections (except Passport)	Jt.GM(TC)/ Control
26.	Shri Piyush Kumar Khare, Mgr.(F-C)/PP	Control - APMS & UNO, Perforation & Letter Press	Jt.GM(TC) / Control
27.	Shri. Rohit Bapat, Mgr. (IO)/PP-II	I/C UNO-III Section	AGM (MM)/ P&M Incharge
28.	Smt Sragdhara Majumdar, Mgr.(F&A)-II	<ul style="list-style-type: none"> • All activities of Establishment & Payroll Section. • To take care of all the activities and transactions pertaining to Pay Roll, Salary/wages payment, TA/LTC payment etc. • Will ensure the tax compliance pertaining to IT TDS from Salary, PT etc. • All Activities of medical section and will ensure timely and accurately payment to all hospitals and employees working /retired. • All activities of EPF, PF and pension trust issues and ensure timely compliance. • To ensure that all vendors, customers, employees, EMD/SD, GL balances are to be scrutinized on periodical basis for accuracy in their respective profile and no old balances should appear in financials. 	Jt.GM (F&A)
29.	Shri Navdeep Kumar, Mgr.(F&A)-III	<ul style="list-style-type: none"> • Proper functioning of CO module in SAP and will ensure correct costing of all products in SAP for the purpose of valuation of inventory. • To prepare the costing of all the products as and when required. • To co-ordinate and ensure the implementation of actual costing also in SAP as per the directions of CHO. He will take care of tax compliances pertaining to GST, GST TDS, IT TDS, and Professional Tax etc. like timely payment, return filing and assessment etc. and all issues of asset accounting also. • To co-ordinate CAG audits. He will release all PRs on behalf of Finance dept. 	Jt.GM (F&A)

		<ul style="list-style-type: none"> Ensure that all vendors, customers, employees, EMD/SD, GL balances are to be scrutinized on periodical basis for accuracy in their respective profile and no old balances should appear in financials. 	
30.	Smt. Meenakshi J. Gadekar, Mgr.(PMS)	In-charge of ISP Hospital	Dy.GM(HR)
31.	Shri Aditya Shreshth Dy.Mgr.(TO)/PP	APMS & UNO sections, development of PUR, single sheet folding.	Jt.GM(TO)/PP
32.	Shri Shankar D. Moundekar, Dy.Mgr.(HR)	HR-II Establishment, Estate Officer, Pension Cases, Service Books, Summons Cases of retired personnel in FD Cell, Compassionate Appointment, Retirement coordination, DPC proposals, engagement of consultants, Vigilance related replies.	Dy.GM(HR)
33.	Shri Preetam Chaki Dy.Mgr.(TO)/Ptg-I	Technical, Versatile Section, P.G. (New & Old), P.G. (Process), Count-pack, New Product Development	Jt.GM (TO)/Ptg.
34.	Shri V. Abraham Dy.Mgr.(TO)(AC)	AC Plant and AHU	Dy.GM/PM
35.	Shri Virendra Singh, Dy Mgr (TO) /Ptg-II	MICR, Bindery, Offset-B, Technical, CFC, Rapida, Grapha, Simultan, RNS.	Jt.GM (TO)/Ptg.
36.	Shri Dinesh Kumar Yadav, Dy.Mgr.(IT)-I (IT HW Networking)	<ul style="list-style-type: none"> Track and manage network hardware, including the hardware inventory for the Track and Trace System. Daily Shopfloor Monitoring of T&T Production and solving IT related issue, Code deployment. Complete hardware procurement lifecycle and inventory management for track n trace. Maintenance, IT Issue Troubleshooting & upkeep of Track n Trace System of UNO-I. Operation and Maintenance of Access Control System, Panic Alarm System. Support to Shopfloor Electrical Team for IT Related Issue and enhancement. Operation and Maintenance of SAP Network (Network Items) and Air Gap Networks. Closure of IT Related IB and other agencies recommendation in their work area. Hardware & Network related work for integration with UNO New Line (UNO-III). Routine Backup of all Track n Trace & ACS System application, DB, OS. Hospital Infra Setup for Hospital Management System. SAP S/4 HANA end user coordination & support, Any other assigned work. 	Mgr.(IT)-I

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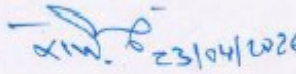
37.	Shri Malothu Bharat, Dy.Mgr.(IT)-II (Cyber Security)	<ul style="list-style-type: none"> • Maintenance, IT Issue Troubleshooting & upkeep of Track n Trace System of UNO-II. • Operation and Maintenance of Internet Network and complete Firewall Management. Monitoring & managing the Security Solutions deployed at ISP. Performing Vulnerability Assessment regularly and providing guidelines to patch the vulnerabilities based on criticality rating. • Secure Configuration for Servers and Networking Devices. Review of existing Policies and Formulating the New Policy as Applicable to the SPMCIL./Units, Based on Information/Cyber Security Policy. Internet Network management, VLAN Segmentation. • Compliance & coordination for closure of IT Related IB and other agencies recommendation. Yearly Information Security Audit. Daily Shopfloor Monitoring of T&T Production and solving IT related issue. Coordination with TCS related to passport seva portal. • IT Support to Electrical Team for CCTV System. Risk Management and Mitigation and its documentation in Risk Register. • AD Management Internet Network at Unit Level. SAP S/4 HANA end user coordination & support, Shouldering and assisting other projects onboarded by the unit and task assigned. 	Mgr. (IT)-I
38.	Smt Shivangi Chandra, Dy.Mgr(Legal)	Legal Division-Court visits, vetting of cases, Legal cases of ISP as well as CRDC. Monitoring, Documentation, Liaisoning with Advocates, Empanelment of Advocates, Contract Labour Law compliances, Pension verification, CSR, other HR related works as assigned from time to time. She will also look after the ISP Hospital.	Dy.GM(HR)
39.	Shri Vaibhao G. Gedam Dy.Mgr (TO) / PPC and Design	I/C Design - Studio, CToP, Pre-Press and PPC &Warrant	Jt.GM(10)/PP
40.	Shri Saurav Kumar, Dy.Mgr.(Civil)	Civil (Plant & Estate), Horticulture, Project Cell (Civil)	Jt.GM(TO)-WS
41.	Shri Ravi Kushwaha Dy.Mgr (Env.)	Environment and Safety, Statutory compliances on Environment, CISF Fire Wing Coordination and Procurement related to CISF Fire Wing, STP, WTP, ISO Cell, 5S.	Jt.GM(TO) WS

42.	Shri. Shailesh Pratap Singh, Dy.Mgr (IT)-III (Application Developer)	<ul style="list-style-type: none"> Application(Backend/Frontend/Middleware) feature development, Bug fixing & enhancement. Gothic Implementation Part of BETA and coordination with external agency, API for UNO-III Integration, Dashboard based on UNO3 APIs. Coordination with external party for Access Control Software. closure of IT Related IB and other agencies recommendation in their work area. Development for compliances of STQC observation related to application. SAP S/4 HANA support, PVS & other control IT work, S/4 hardware support. 	Mgr.(IT)-I
43.	Shri Thiyagarajan S., Dy.Mgr(IT)-IV (Cyber Security)	<ul style="list-style-type: none"> All Backup & restoration activities of Database, OS, Application as per policy and any other identified items of Track n Trace System (UNO, FOX and BETA). Maintenance, IT Issue Troubleshooting & upkeep of Track n Trace System of UNO-III. Internal Surprise Security Audit and closure in coordination with other team members. Closure of IT Related IB and other agencies recommendation in their work area. Testing for app security before deployment. Change Management Documentation and approval. Verification of all backups schedule and restoration check. SAPS/4 HANA support. 	Mgr. (IT)-I
44.	Shri Sahil Meshram, Dy,Mgr.(IT)-V (OS-Application Developer)	<ul style="list-style-type: none"> Offline back up as per ePassport Policy and safe keeping of same. Application (Middleware) feature development, Bug fixing & enhancement. Integration of Simultan Machine and developing of dashboard. Maintenance, IT Issue Troubleshooting & upkeep of Track n Trace System of APMS. Closure of IT Related IB and other agencies recommendation in their work area. Development for compliances of STQC observation related to application. Work related to Fox, shopfloor support, SAP S/4 HANA support. 	Mgr. (IT)-I
45.	Shri Sanjeev Kumar, AM(TO)PM-I	Mechanical Maintenance of all Production Machines	Dy.GM/PM
46.	Shri Vivek Pratap Singh, AM(TO)/PM-II	Electronic maintenance of Old Wing, APMS, UNO - I, II & III, New P.G., Studio, AC - Electrical Maintenance of concerned area	Dy.GM/PM
47.	Shri Sonu Gupta, AM(TO)/PM	Electronic maintenance of New Wing (Rapida, Grapha, CFC, Bindery, MICR Sections), DSB Section, Simultan, Electronics Laboratory, Project Cell, AC - Electrical maintenance of concerned area.	Dy.GM/PM & Dy.GM/ Workshop (as per respective area)
48.	Shri Gopakumar B. Tilak, AM(TO)/PP-I	APMS & UNO-III Technical	Dy.Mgr.(TO)/PP
49.	Ms. Richa Yadav, AM(Design) - Studio-I	Design Studio, New e-Passport design.	Dy.Mgr.(TO) / Studio

50.	Smt. Sahajiya Biswas, AM(Design) Studio-II	Design Studio, CToP, Pre-Press	Dy.Mgr. (TO)/ Studio
51.	Shri Hemant Paraste, AM(TC)/Control	UNO & APMS Control	Mgr.(TC)/P P
52.	Shri Aakash Sharma, AM(TO)/Ptg-I	Versatile and PG Sections	Dy.Mgr. (TO)/ Ptg.-II
53.	Shri Utkarsh Tiwari, AM(TO)/PP-II	UNO-I & II Technical	Mgr.(TO) PP
54.	Shri K.P. Girish Babu, AM(TO)/Ptg-II	MICR, Bindery, Offset-B Technical, CFC, Rapida, Grapha, Simultan, RNS.	Dy.Mgr. (TO)/ Ptg.-I
55.	Shri Gopesh Kumar Panda, AM(Mat)	Submission Monthly GeM & MSE Reports to CHO and procurement related files related to Electrical Section. Procurement related to safety Environment & Fire Wing. Procurement related to Civil Section, Studio, FD Cell and dissemination report & QPR. Procurement related to Mechanical and AC plants. Renewals of Licenses.	Jt.GM(TO)- MM
56.	Ms. Lakshmi Shree J, AM(HR)	Human Recourse, IB coordination, CISF recommendations, Risk Register Management, ISP Hospital, Training & Development, Health Checkup camp & Welfare provisions	Dy.GM(HR)
57.	Shri Niravkumar Chouhan, AM (TO)/FD Cell & QAW	I/C of Forgery Detection Cell R&D, Testing Lab, QAW, including quality assurance of daily production	Jt.GM(TC) - Control

NOTE -

1. The above list is not as per seniority.
2. All Executives should ensure implementation of ISO, SAP, SoPs, Safety norms and House-Keeping in their respective areas of work.
3. In the absence of Individual Executive, his/her duties & responsibilities will automatically be carried out by the alternate Executives, in addition to his/her duties, as per latest Office Order.
4. In addition to above duties, the Executives shall also carry out other duties, as and when assigned, in view of exigency of work.


 (RAJESH BANSAL)
 CHIEF GENERAL MANAGER

To,
All Executives (Through e-mail)

DIRECTORY OF EXECUTIVES / OFFICERS WITH REMUNERATION

अ. क्र.	कार्यपालक का नाम/Name of Executives (S/Shri)	पदनाम/Designation	कार्यालय / Office Code-0253	स्तर	Pay as per 3rd PRC
1	राजेश बंसल Rajesh Bansal	मुख्य महाप्रबंधक Chief General Manager	2402201 2461251 2462481	ई-8	1,20,000- 2,80,000/-
2	दिगंता कुमार डेका Diganta Kumar Deka	अपर महाप्रबंधक (सामग्री) Addl. General Manager (Mat. Man.)	2402254	ई-6	90,000- 2,40,000/-
3	गरजीत सिंह Garjeet Singh	संयुक्त महाप्रबंधक (तकनीकी नियंत्रण) Joint General Manager (Technical Control)	2402307	ई-5	80,000- 2,20,000/-
4	महेश कुमार Mahesh Kumar	संयुक्त महाप्रबंधक (वित्त एवं लेखा) Joint General Manager (Fin. & Accounts)	2402210 2463217	ई-5	80,000- 2,20,000/-
5	अरिंदम बिश्वास Arindam Biswas	संयुक्त महाप्रबंधक (तकनीकी प्रचालन) Joint General Manager (Technical Operation)	2402219 2465583	ई-5	80,000- 2,20,000/-
6	अमृता प्रियदर्शिनी Amrita Priyadarshini	संयुक्त महाप्रबंधक (सूचना प्रौद्योगिकी) Joint General Manager (IT)	2402323	ई-5	80,000- 2,20,000/-
7	मंगेश कासवेकर Mangesh Kaswekar	संयुक्त महाप्रबंधक (तकनीकी प्रचालन) Joint General Manager (Technical Operation)	2402205 2461873	ई-5	80,000- 2,20,000/-
8	शैलेश कुमार अवचट Shailesh Kumar Awachat	संयुक्त महाप्रबंधक (तकनीकी प्रचालन) Joint General Manager (Technical Operation)	2402206 2465524	ई-5	80,000- 2,20,000/-
9	शोएब ए. आर. शेख Shoaib A. R. Shaikh	संयुक्त महाप्रबंधक (विपणन) Joint General Manager (Marketing)	2402209 2464923	ई-5	80,000- 2,20,000/-
10	सत्यनारायण पात्रो Satyanarayan Patro	संयुक्त महाप्रबंधक (तकनीकी प्रचालन) Joint General Manager (Technical Operation)	2402204 2465752	ई-5	80,000- 2,20,000/-
11	श्री किशोर अशोक माने Kishore Ashok Mane	उप महाप्रबंधक (सामग्री) Dy. General Manager (Materials)	2402435	ई-4	70,000- 2,00,000/-
12	अभिषेक कुमार सिंह Abhishek Kumar Singh	उप महाप्रबंधक (वित्त एवं लेखा) Dy. General Manager (F&A)	2402221	ई-4	70,000- 2,00,000/-
13	साकेत शंकर Saket Shankar	उप महाप्रबंधक (वित्त एवं लेखा) Dy. General Manager (F&A)	2402424	ई-4	70,000- 2,00,000/-
14	प्रियंका शर्मा Priyanka Sharma	उप महाप्रबंधक (तकनीकी प्रचालन) Dy. General Manager (Technical Operation)	2402321	ई-4	70,000- 2,00,000/-
15	जितेन्द्र कुमार Jitendra Kumar	उप महाप्रबंधक (तकनीकी प्रचालन) Dy. General Manager (Technical Operation)	2402468	ई-4	70,000- 2,00,000/-
16	अर्पित धवन Arpit Dhawan	उप महाप्रबंधक (मानव संसाधन) Dy. General Manager & Unit Head (HR)	2402217 2465761	ई-4	70,000- 2,00,000/-
17	ईश्वनाथ डी. जिभे Eshawanath D. Jibhe	उप महाप्रबंधक (सतर्कता) Dy. General Manager (Vigilance)	2402462	ई-4	70,000- 2,00,000/-
18	मो. मेराज अहमद Md. Meraj Ahmad	उप महाप्रबंधक (तकनीकी प्रचालन) Dy. General Manager (Technical Operation)	2402266	ई-4	70,000- 2,00,000/-

अ. क्र.	कार्यपालक का नाम/Name of Executives (S/Shri)	पदनाम/Designation	कार्यालय / Office Code-0253	स्तर	Pay as per 3rd PRC
19	पदमाजक्षण के.एस. Padmajakshan K. S.	उप महाप्रबंधक (तकनीकी प्रचालन) Dy. General Manager (Technical Operation)	2402246	ई-4	70,000- 2,00,000/-
20	विकास कुमार Vikas Kumar	प्रबंधक (सामग्री प्रबंधन) Manager (Material Management)	2402434	ई-3	60,000- 1,80,000/-
21	रुद्र प्रताप सिंह Rudra Pratap Singh	प्रबंधक (सूचना प्रौद्योगिकी) Manager (I.T.)	2402323	ई-3	60,000- 1,80,000/-
22	लोकनाथ तिवारी Loknath Tiwari	प्रबंधक (राजभाषा) Manager (O.L.)	2402280	ई-3	60,000- 1,80,000/-
23	गुंजन सिंगला Gunjan Singla	प्रबंधक (वित्त एवं लेखा) Manager (F&A)	2402220	ई-3	60,000- 1,80,000/-
24	मीनाक्षी जे. गाडेकर Meenakshi J.Gadekar	प्रबंधक (पराचिकित्सा सेवा) Manager (Paramedical Services)	2405834 2450955	ई-3	60,000- 1,80,000/-
25	लोकेश मीना Lokesh Meena	प्रबंधक (तकनीकी प्रचालन) Manager (Technical Operation)	2402309	ई-3	60,000- 1,80,000/-
26	पवन कुमार जयसवाल Pawan Kumar Jaiswal	प्रबंधक (तकनीकी प्रचालन) Manager (Technical Operation)	2402233	ई-3	60,000- 1,80,000/-
27	अजय यादव Ajay Yadav	प्रबंधक (सूचना प्रौद्योगिकी) Manager (IT)	2402272	ई-3	60,000- 1,80,000/-
28	श्याम कुमार परियांगत Shyam Kumar Pariyangat	प्रबंधक (तकनीकी नियंत्रण) Manager (Technical Control)	2402326	ई-3	60,000- 1,80,000/-
29	रोहित बापट Rohit Bapat	प्रबंधक (तकनीकी प्रचालन) Manager (Technical Operation)	2402485	ई-3	60,000- 1,80,000/-
30	स्रग्धरा एस. मजुमदार Sragdhara S. Majumdar	प्रबंधक (वित्त एवं लेखा) Manager (F&A)	2402290	ई-3	60,000- 1,80,000/-
31	पीयूष कुमार खरे Piyush Kumar Khare	प्रबंधक (तकनीकी नियंत्रण) Manager (Technical Control)	2402330	ई-3	60,000- 1,80,000/-
32	नवदीप कुमार Navdeep Kumar	प्रबंधक (वित्त एवं लेखा) Manager (F&A)	2402426	ई-3	60,000- 1,80,000/-
33	आदित्य कुमार श्रेष्ठ Aditya Kumar Shreshth	उप प्रबंधक (तकनीकी प्रचालन) Dy. Manager (Technical Operation)	2402211	ई-2	50,000- 1,60,000/-
34	शंकर देवाजी मौंदेकर Shankar Dewaji Moundekar	उप प्रबंधक (मानव संसाधन) Dy. Manager (HR)	2402466	ई-2	50,000- 1,60,000/-
35	वी. अब्राहम V. Abraham	उप प्रबंधक (तकनीकी प्रचालन) Dy. Manager (Technical Operation)	2402406	ई-2	50,000- 1,60,000/-
36	दिनेश कुमार यादव Dinesh Kumar Yadav	उप प्रबंधक (सूचना प्रौद्योगिकी)-आईटी हार्डवेयर & नेटवर्किंग Dy. Manager (IT)-IT Hardware & Networking	2402474	ई-2	50,000- 1,60,000/-
37	विरेंद्र सिंह Virender Singh	उप प्रबंधक (तकनीकी प्रचालन) Dy. Manager (T.O.)	2402362	ई-2	50,000- 1,60,000/-

अ. क्र.	कार्यपालक का नाम/Name of Executives (S/Shri)	पदनाम/Designation	कार्यालय / Office Code-0253	स्तर	Pay as per 3rd PRC
38	प्रीतम चाकी Preetam Chaki	उप प्रबंधक (तकनीकी प्रचालन) Dy. Manager (T.O.-Printing)	2402298	ई-2	50,000- 1,60,000/-
39	मालोतु भरत Malothu Bharat	उप प्रबंधक (सूचना प्रौद्योगिकी)-सायबर सुरक्षा Dy. Manager (IT)-Cyber Security	2402343	ई-2	50,000- 1,60,000/-
40	शिवांगी चंद्रा Shivangi Chandra	उप प्रबंधक (विधि) Dy. Manager (Legal)	2402317	ई-2	50,000- 1,60,000/-
41	वैभव जी. गेडाम Vaibhao G. Gedam	उप प्रबंधक (तकनीकी प्रचालन) Dy. Manager (Technical Operation)	2402313	ई-2	50,000- 1,60,000/-
42	सौरव कुमार Saurav Kumar	उप प्रबंधक (सिविल) Dy. Manager (Civil)	2402275	ई-2	50,000- 1,60,000/-
43	रवि शंकर कुशवाहा Ravi Shankar Kushwaha	उप प्रबंधक (पर्यावरण) Dy. Manager (Environment)	2402333	ई-2	50,000- 1,60,000/-
44	शैलेश प्रताप सिंह Shailesh Pratap Singh	उप प्रबंधक (सूचना प्रौद्योगिकी)-एप्लिकेशन डेवलपर Dy. Manager (IT)-Application Developer	2402272	ई-2	50,000- 1,60,000/-
45	त्यागराजन एस. Thiyagarajan S.	उप प्रबंधक (सूचना प्रौद्योगिकी)-सायबर सुरक्षा Dy. Manager (IT)-Cyber Security	2402474	ई-2	50,000- 1,60,000/-
46	साहिल मेश्राम Sahil Meshram	उप प्रबंधक (सूचना प्रौद्योगिकी)-ओपन सोर्स एप्लिकेशन डेवलपर Dy. Manager (IT)-Open-Source Application Developer	2402272	ई-2	50,000- 1,60,000/-
47	गिरीश बाबू के.पी. Girish Babu K.P.	सहायक प्रबंधक (तकनीकी प्रचालन) Assistant Manager (Technical Operation)	2402362	ई-1	40,000- 1,40,000/-
48	सोनू गुप्ता Sonu Gupta	सहायक प्रबंधक (तकनीकी प्रचालन) Assistant Manager (Technical Operation)	2402471	ई-1	40,000- 1,40,000/-
49	गोपाकुमार बा. तिलक Gopakumar B. Tilak	सहायक प्रबंधक (तकनीकी प्रचालन) Assistant Manager (Technical Operation)	2402485	ई-1	40,000- 1,40,000/-
50	संजीव कुमार Sanjeev Kumar	सहायक प्रबंधक (तकनीकी प्रचालन) Assistant Manager (T.O.)	2402422	ई-1	40,000- 1,40,000/-
51	हेमन्त कुमार परस्ते Hemant Kumar Paraste	सहायक प्रबंधक (तकनीकी नियंत्रण) Assistant Manager (Technical Control)	2402329	ई-1	40,000- 1,40,000/-
52	आकाश शर्मा Akash Sharma	सहायक प्रबंधक (गुणवत्ता आश्वासन-पेपर) Assistant Manager (Quality Assurance-Paper)	2402298 2402235	ई-1	40,000- 1,40,000/-
53	उत्कर्ष तिवारी Utkarsh Tiwari	सहायक प्रबंधक (प्रिंटिंग) Assistant Manager (Printing)	2402413	ई-1	40,000- 1,40,000/-
54	विवेक प्रताप सिंह Vivek Pratap Singh	सहायक प्रबंधक (इलेक्ट्रॉनिक्स) Assistant Manager (Electronics)	2402400	ई-1	40,000- 1,40,000/-
55	ऋचा यादव Richa Yadav	सहायक प्रबंधक (आर्टिस्ट/डिज़ाइनर) Assistant Manager (Artist/Designer)	2402313	ई-1	40,000- 1,40,000/-
56	सहजिया बिस्वास Sahajiya Biswas	सहायक प्रबंधक (आर्टिस्ट/डिज़ाइनर) Assistant Manager (Artist/Designer)	2402469	ई-1	40,000- 1,40,000/-

अ. क्र.	कार्यपालक का नाम/Name of Executives (S/Shri)	पदनाम/Designation	कार्यालय / Office Code-0253	स्तर	Pay as per 3rd PRC
57	गोपेश कुमार पंडा Gopesh Kumar Panda	सहायक प्रबंधक (सामग्री प्रबंधन) Assistant Manager (Material Management)	2402260	ई-1	40,000- 1,40,000/-
58	लक्ष्मी श्री जे Lakshmi Shree J	सहायक प्रबंधक (मानव संसाधन) Assistant Manager (HR)	2402465	ई-1	40,000- 1,40,000/-
59	निरवकुमार चौहान Niravkumar Chauhan	सहायक प्रबंधक (तकनीकी प्रचालन) Assistant Manager (T.O.)	2402355 2402212	ई-1	40,000- 1,40,000/-

Grievance Redressal

श्रीमती शिवांगी चंद्रा उप प्रबंधक (विधि) Mrs. Shivangi Chandra Deputy Manager (Legal)	Shivangi.chandra@spmcil.com Contact No.0253-2402317
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Internal Complaint Committee for Sexual Harassment Committee

for Sexual Harassment of Women at Workplace

under Section 21(1) of the POSH Act, 2013

अ. क्र.	नाम एवं पदनाम/ Name & Designation	स्तर/ Level	संपर्क Contact
1	श्रीमती गुंजन सिंगला, प्रबंधक (वित्त एवं लेखा) Mrs. Gunjan Singla, Manager (F&A)	पीठासीन अधिकारी Presiding Officer	फोन क्र./Phone 0253-2402220 ई मेल / Email : Gunjan.singla@spmcil.com
2	श्रीमती रश्मी जपे मजुमदार, एडवोकेट, गैर सरकारी संस्थान Mrs. Rashmi Jape Majumdar, Advocate, (NGO)	सदस्य Member	फोन क्र./ Phone 9049323212 ई मेल / Email advrashmijape@gmail.com
3	श्रीमती मिनाक्षी जे गाडेकर प्रबंधक (परचिकित्सा सेवाएं) Mrs. Minaxi J. Gadekar, Manager(PMS)	सदस्य Member	फोन क्र./ Phone 0253-2405834 ई मेल / Email M.gadekar@spmcil.com
4	श्रीमती सुप्रिजा . एस. पी. पर्यवेक्षक (त.प्र.) Mrs. Suprija S.P. Supervisor (TO)	सदस्य Member	फोन क्र./Phone 0253-2402271 ई मेल / Email ppwarrantisp@spmcil.com
5	श्री. विनसेंट ओहल, वरिष्ठ पर्यवेक्षक (मा. सं) Mr.Vincent Ohal, Sr. Supervisor (HR)	सदस्य Member	फोन क्र./Phone 0253-2402281 ई मेल / Email : hr.training@spmcil.com

Designated PIO & FAA under RTI Act, 2005.

आरटीआई अधिनियम, 2005 की धारा 5(1) के अनुरूप, निम्नलिखित प्रथम अपील प्राधिकारी, लोक सूचना अधिकारी एवं सहायक लोक सूचना अधिकारी को नामांकित किया गया है।

विभाग	नाम एवं पदनाम	नामित	ईमेल
तकनीकी	श्री मंगेश कासवेकर, संयुक्त महाप्रबंधक (त.प्र.)	प्रथम अपील प्राधिकारी	Mangesh.Kasvekar@spmcil.com Contact No.0253-2402205
	श्री पवन कुमार जयसवाल प्रबंधक (त.प्र.)	लोक सूचना अधिकारी	Pawan.Jaiswal@spmcil.com Contact No.253-2402233
नियंत्रण	श्री गरजीत सिंह संयुक्त महाप्रबंधक (त.नि.)	प्रथम अपील प्राधिकारी	Garjeet.Singh@spmcil.com Contact No.0253-2402307
	श्री श्याम कुमार परियोगत प्रबंधक (त.नि.)	लोक सूचना अधिकारी	ShyamKumar.P@spmcil.com Contact No.0253-2402326
कार्यशाला	श्री शैलेश कुमार अवचट संयुक्त महाप्रबंधक (त.नि.)	प्रथम अपील प्राधिकारी	Shailesh.Awachat@spmcil.com Contact No.0253-2402206
	श्री मो. मेराज अहमद उप महाप्रबंधक (त.प्र.)	लोक सूचना अधिकारी	MD.Ahmad@spmcil.com Contact No.0253-2402266
केंद्रीय मुद्रांक डिपो	श्री शोएब ए. आर. शेख संयुक्त महाप्रबंधक, (विपणन)	प्रथम अपील प्राधिकारी	Shoab.Shaikh@spmcil.com Contact No.0253-2402209
	श्री लोकेश मीना, प्रबंधक (तकनीकी प्रचालन)	लोक सूचना अधिकारी	Lokesh.Meena@spmcil.com Contact No.0253-2402309
क्रय	श्री अरिंदम बिश्वास, संयुक्त महाप्रबंधक (त.प्र.)	प्रथम अपील प्राधिकारी	Arindam.Biswas@spmcil.com Contact No.0253-2402219
	श्री किशोर माने, उप महाप्रबंधक (सामग्री प्रबंधन)	लोक सूचना अधिकारी	Kishor.Mane@spmcil.com Contact No.0253-2402435
वित्त एवं लेखा	श्री अभिषेक कुमार सिंह, उप महाप्रबंधक (वित्त एवं लेखा)	प्रथम अपील प्राधिकारी	Abhishek.Singh@spmcil.com Contact No.0253-2402221
	श्री नवदीप कुमार प्रबंधक (वित्त एवं लेखा)	लोक सूचना अधिकारी	Navdeep.Sharma@spmcil.com Contact No.0253-2402426
मानव संसाधन	श्री अर्पित धवन उप महाप्रबंधक (मा.सं.)	प्रथम अपील प्राधिकारी	arpit.dhawan@spmcil.com Contact No.0253-2402217
	श्रीमती शिवांगी चंद्रा उप प्रबंधक (विधि)	लोक सूचना अधिकारी	Shivangi.Chandra@spmcil.com Contact No.0253-2402317
सूचना प्रौद्योगिकी	श्रीमती अमृता प्रियदर्शनी, संयुक्त महाप्रबंधक (सू. प्रौ.)	प्रथम अपील प्राधिकारी	Amrita@spmcil.com Contact No.0253-2402323
	श्री रुद्र प्रताप सिंह प्रबंधक (सूचना प्रौद्योगिकी)	लोक सूचना अधिकारी	Rudra.Singh@spmcil.com Contact No.0253-2402323
अनुसंधान एवं विकास + सीबीएसआई	श्री एस. सुगुमार, संयुक्त महाप्रबंधक (त.प्र.) एवं एसबीएस	प्रथम अपील प्राधिकारी	Sugumar.S@spmcil.com Contact No.0253-2405791
	श्री रुद्रेंद्र चौधरी, उप प्रबंधक (आर & डी)	लोक सूचना अधिकारी	Rudrendra.Chowdhury@spmcil.com Contact No.0253-2405793
एपीआईओ	श्री लोकनाथ तिवारी प्रबंधक (राजभाषा)	सहायक लोक सूचना अधिकारी	lokmath.tiwari@spmcil.com Contact No.0253-2402280

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भारत का राजपत्र
The Gazette of India

सं.जी.-डी.एल.-अ.-27012022-232929
CG-DL-E-27012022-232929

EXTRAORDINARY
भाग II—खण्ड 3—उप-खण्ड (B)
PART II—Section 3—Sub-section (B)
प्रधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 348]
No. 348]

नई दिल्ली, बुधवार, जनवरी 27, 2022/मघ 7, 1943
NEW DELHI, THURSDAY, JANUARY 27, 2022/MAGHA 7, 1943

धन और रोजगार मंत्रालय
अधिसूचना

नई दिल्ली, 27 जनवरी, 2022

का.आ. 366(म)—केंद्रीय सरकार, यह समाधान हो जाने पर कि लोकहित में ऐसा किया जाना अपेक्षित है, बिल 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, अर्थात् :-

- (क) भारत सरकार की टंकमार्श, कोलकाता, मोएटा, 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) सिम्बोरिटी वेपर मिल्स, होशंगाबाद (मद सं. 21 के अधीन सम्मिलित);
- (ङ) बैंक नोट मुद्रणालय, देवास (मद सं. 22 के अधीन सम्मिलित);
- (च) कैंसो नोट मुद्रणालय, नासिक रोड (मद सं. 25 के अधीन सम्मिलित)।

और, केंद्रीय सरकार ने भारत सरकार के धन और रोजगार मंत्रालय की अधिसूचना सं. का.आ. 3062(म), तारीख 30 जुलाई, 2021 द्वारा 30 जुलाई, 2021 से छह मास की अवधि के लिए उक्त अधिनियम के प्रयोजनों के लिए, उक्त उद्योगों की अंतिम बार 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:

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(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 उपक्रमों को 30 जनवरी, 2022 से छह मास की और अवधि के लिए उक्त अधिनियम के प्रयोजनों के लिए लोक उपयोगी सेवा घोषित करती है।

[फा. सं. एस्.11017/4/2011-आईलार (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 30th July, 2021, *vide* notification of the Government of India in the Ministry of Labour and Employment, number S.O. 3062(E), dated 30th 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 30th January, 2022.

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

KALPANA RAJSINGHOT, Jt. Secy.

NO DRONE FLY ZONE

	COMMISSIONER OF POLICE NASHIK CITY. पोलीस आयुक्त कार्यालय, नाशिक शहर. गंगापुर रोड, नाशिक - ४२२००२ Email Id:- cp.nashik@mahapolice.gov.in	
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गोपनीय क.कश.१०/विशा/९(२५)/सुरक्षा-ड्रोन मनाई आदेश/१६०९/२०२२.

दि.०३/०६/२०२२

विषय: नाशिक पोलीस आयुक्तालय कार्यक्षेत्रातील महत्वाची मर्मस्थळे, संवेदनशिल ठिकाणे व प्रतिबंधित क्षेत्र 'नो ड्रोन फ्लाय झोन' 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 ड्रोन मनाई आदेश क.कश १०/विशा/९(२५)/सुरक्षा/ 'नो ड्रोन फ्लाय झोन' मनाई आदेश/१४७०/२०२२, दि.१३/०५/२०२२ अन्वये.

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

- १) स्कूल ऑफ अर्टिलरी, देवळाली कॅम्प नाशिक
- २) इंडिया सिव्क्युरीटी प्रेस, महसूल आयुक्त कार्यालयाजवळ, नाशिकरोड नाशिक.
- ३) करन्सी नोट प्रेस, जेलरोड नाशिकरोड नाशिक
- ४) एकलहरा धर्मल पॉवर स्टेशन, एकलहरा नाशिकरोड नाशिक
- ५) शासकीय मुद्रानालय, गांधीनगर, नाशिक पुणेरोड, उपनगर नाशिक
- ६) श्री काळाराम मंदिर, पंचवटी नाशिक
- ७) एअरफोर्स स्टेशन, बोरगड, म्हसळ व देवळाली साउथ, देवळाली कॅम्प नाशिक
- ८) कॉम्बॅट आर्मी एड्जिएशन 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 ब्रंबकरोड, नाशिक
- ११) आकाशवानी केंद्र गंगपुररोड नाशिक
- १२) पोलीस मुख्यालय व पोलीस आयुक्त कार्यालय, गंगपुररोड नाशिक
- १३) जिल्हा व सत्र न्यायालय, सी.बी.एस.जवळ, अशोकस्तंभ, नाशिक
- १४) जिल्हा शासकीय रुग्णालय, ब्रंबकरोड नाशिक
- १५) रेल्वे स्टेशन नाशिकरोड व देवळालीकॅम्प नाशिक
- १६) महानगरपालिका जलशुद्धीकरण केंद्र (एम.पी.ए. जवळील, शिवाजीनगर, गंगपुर रोड व विल्होली अंधार नाशिक येथे नव्याने झालेले) असे मर्मस्थळ/ संवेदनशिल ठिकाणे आहे

भारत प्रतिभूति मुद्रणालय
INDIA SECURITY PRESS

नाशिक पोलीस आयुक्त कार्यालयातील 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 सोबत 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 महत्त्वाची मर्मस्थळे, संवेदनशील ठिकाणे, लष्करी आस्थापने आणि प्रतिबंधित क्षेत्र इत्यादी ठिकाणे हे "नो ड्रोन फ्लाय झोन" (No Drone Fly Zone) म्हणून घोषित करून ड्रोनचे उड्डाणाने मनाई / प्रतिबंध केलेबाबत.

- संदर्भ :- (१) मा. पोलीस महासंचालक, महाराष्ट्र राज्य, मुंबई कार्यालयाकडील पत्र क्र. पोमसं/२१/७२७२/Meeting Drone-Tech/२०१/२०१३, दिनांक १२ ऑगस्ट २०२१.
- (२) महाराष्ट्र शासन, गृह विभाग, मंत्रालय, मुंबई कार्यालयाकडील पत्र क्र. एसएसए-०७२५/प्र. क्र.१५७/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 २०१२.
- (४) नागरी विमान मंत्रालय, भारत सरकार, नवी दिल्ली कार्यालयाकडील ड्रोन नियम नोटिफिकेशन, File No. AV-२१०१७/३७/२०२१-SDIT-MOCA, दिनांक २५ ऑगस्ट २०२१.
- (५) मा. विशेष पोलीस महानिरीक्षक (सुरक्षा व सागरी सुरक्षा), राज्य गुप्तचारा 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 २०१२ मध्ये अरामको ऑईल रिफायनरीवर ड्रोनद्वारे हल्ला, ऑगस्ट २०१८ मध्ये व्हेनेझुएलाचे अध्यक्ष यांचेवर ड्रोन हल्ला, सन २०१८ मध्ये गॅटविक विमानतळावर ड्रोन हल्ला, सप्टेंबर २०१२ मध्ये इंडो-पाक सिमेवर जीपीएस ड्रोनद्वारे शस्त्रे टाकण्यात आली. तसेच अलिकडे दिनांक १३ जून २०२१ रोजी रफोटके भरलेली दोन ड्रोन जम्मू विमानतळावरील भारतीय विमान स्टेसनवर आदळली. त्यामुळे इमारतीच्या छताला छोट्या प्रमाणात क्षती / नुकसान पोहचले. दुसरे ड्रोन मोकळ्या जागेवर आदळले. तसेच अमृतसर येथील आंतरराष्ट्रीय सीमेजवळ दिनांक ८ व ९ मे २०२२ रोजीच्या दरम्यान पाकिस्तानचा एक ड्रोन अंमली पदार्थाची तस्करी करून भारतीय सीमाहद्दीत धुसण्याचा प्रयत्न करित असताना सीमासुरक्षा दलाचे जवानांनी सदरचा संशयीत ड्रोन पाहून निकामी केला.

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

- (१) स्कूल ऑफ आर्टिलरी, देवळाली कॅम्प, नाशिक.
- (२) इंडिया सिव्हरिटी प्रेस, महसूल आयुक्त कार्यालयाजवळ, नाशिक रोड, नाशिक.
- (३) फरन्सी नोट प्रेस, जेलरोड, नाशिक रोड, नाशिक.
- (४) एकलहरा थर्मल पॉवर स्टेशन, एकलहरा, नाशिक रोड, नाशिक
- (५) शासकीय मुद्रणालय, गांधीनगर, नाशिक-पुणे रोड, उपनगर, नाशिक.
- (६) श्री काळाराम मंदिर, पंचवटी, नाशिक.
- (७) एअरफोर्स स्टेशन, बोरगड, म्हसळक व देवळाली (साउथ), देवळाली कॅम्प, नाशिक.
- (८) कॉन्वेंट आर्मी एडिप्रेशन ट्रेनिंग स्कूल, गांधीनगर, उपनगर, नाशिक.
- (९) मध्यवर्ती कारागृह, जेल रोड, नाशिक रोड व किशोर सुधारालय, 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, सीवीएस जवळ, अशोक स्तंभ रोड, नाशिक.

(१४) जिल्हा शासकीय रुग्णालय, त्र्यंबकरोड, नाशिक.

(१५) रेल्वे स्टेशन, नाशिक रोड व देवळाली कॅम्प, नाशिक.

(१६) महानगरपालिका जलसुद्धीकरण केंद्र, (एमपीए जवळील, शिवाजीनगर, सातपूर येथील व विल्होळी, अंबड, 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 हत्त्या 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 पूर्वपरवानगी घेतल्याशिवाय ड्रोनचे उड्डाण / वापर करण्यास मनाई करणे आवश्यक असल्याबाबत माझी धारणा / खात्री झालेली आहे.

(३) त्याअर्धी, 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. परिसारात 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 करित 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 भितीवर " नो ड्रोन फ्लाय झोन " (No Drone Fly Zone) असे फलकझाली दिलेल्या फॉर्मटमध्ये वॉर्निंग नोटिस ठळकपणे दिसतील अशा 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 अंमलात राहिल.
- (७) सदरचा आदेश वेळेअभावी संबंधितांवर दैयवितक 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 India 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.

PROHIBITED PLACE

संख्या सं. डी. एल.-33004/99

REQD. NO. D. L.-33004/99

शुक्रवार 19 फरवरी 2004

19/2/04



भारत का राजपत्र The Gazette of India

असाधारण
EXTRAORDINARY

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

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

P.O. - 300
Km - 30
Dept - 50
C.P.S. 220

सं. 96]

नई दिल्ली, बुधवार, फरवरी 26, 2004/फाल्गुन 7, 1925

No. 96]

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

गृह मंत्रालय

अधिसूचना

नई दिल्ली, 23 फरवरी, 2004

MINISTRY OF HOME AFFAIRS

NOTIFICATION

New Delhi, the 23rd February, 2004

सा.का.नि. 140(अ).—यह: केंद्र सरकार कुछ स्थानों पर अनधिकृत व्यक्तियों के प्रवेश को रोकने के लिए पूर्वीयप किया जाता अनिवार्य समझती है।

अतः, अब, केन्द्र सरकार, शासकीय गुप्त बात अधिनियम, 1923 (1923 का 19) की धारा 2 के खंड (8) के उपखंड (घ) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, एतद्वारा, नीचे दी गई अनुसूची के बालम (1) में विनिर्दिष्ट स्थानों को, उक्त अधिनियम के प्रयोग के लिए निर्दिष्ट क्षेत्र घोषित करती है :—

अनुसूची

स्थान का नाम	इलाका एवं अन्य विवरण
(1)	(2)
भारतीय प्रतिभूति प्रेस, नासिक रोड।	भारतीय प्रतिभूति प्रेस, नासिक रोड, जिला नासिक, महाराष्ट्र।
करंसी नोट प्रेस, नासिक रोड।	करंसी नोट प्रेस, जेल रोड, नासिक रोड, जिला नासिक, महाराष्ट्र।

[सं. 17017/2/2004-यूएस-आईएस-1]

एल. सी. गोवाल, संयुक्त सचिव

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

Now, therefore, in exercise of the powers conferred by Sub-clause (d) of clause (8) 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 :—

SCHEDULE

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

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

L. C. GOYAL, R. Secy.

RULES / INSTRUCTION /DOCUMENTS

AND

DETAILS OF POLICY AND DECISIONS

1. SPMCIL Recruitment Policy.
2. SPMCIL Promotion Policy.
3. SPMCIL TA/DA Rules, 2010.
4. SPMCIL Medical Policy, 2013.
5. SPMCIL Compassionate Appointment Policy 2013
6. SPMCIL Child Care Leave Rules, 2019.
7. SPMCIL Quarter Allotment Rules, 2019.
8. SPMCIL CDA Rules, 2020.
9. SPMCIL Procurement Manual, 2024 (Version 3.0).
10. SPMCIL Leave Rules-2022.

IMPORTANT INFORMATION

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 Hon'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"

LEVEL, PAY-SCALE & DESIGNATION OF EMPLOYEES

A. Executive Category -			
Designation	Level	Pay Scale as per 3rd PRC (in IDA) (in Rs.)	
Chief General Manager	E-8	120000-280000	
General Manager	E-7	100000-260000	
Addl. General Manager	E-6	90000-240000	
Joint General Manager	E-5	80000-220000	
Deputy General Manager	E-4	70000-200000	
Manager	E-3	60000-180000	
Deputy Manager	E-2	50000-160000	
Assistant Manager	E-1	40000-140000	
B. Supervisory Category (IDA / CDA) -			
Designation	Level	Pay Scale as per 3rd PRC (in IDA) (in Rs.)	Pay Scale as per 7th CPC (in CDA)(in Rs.)
Senior Supervisor	S-2	29740-103000	44900-142400(S-2/A-2/P-2)
Supervisor	S-1	27600-95910	35400-112400 (S-1/A-1/P-1)
D. Staff Category (IDA / CDA)-			
Designation	Level	Pay Scale as per 3rd PRC (in IDA) (in Rs.)	Pay Scale as per 7th CPC (in CDA) (in Rs.)
Senior Office Assistant	B-5	25320-88040	29200-92300
Office Assistant	B-4	23910-85570	25500-81100
Junior Office Assistant	B-3	21540-77160	21700-69100
D. Workmen Category (IDA / CDA) -			
Designation	Level	Pay Scale as per 3rd PRC (in IDA) (in Rs.)	Pay Scale as per 7th CPC (in CDA) (in Rs.)
Foreman	W-6	26690-92730	35400-112400
Sr. Operator	W-5	25320-88040	29200-92300
Operator	W-4	23910-85570	25500-81100
Sr. Technician	W-3	21540-77160	21700-69100
Technician	W-2	20590-73770	19900-63200
Jr. Technician	W-1	18780-67390	18000-56900
Trainee appointed on Compassionate Appointment	–	18000-55000	–

- IDA pay scales for Executives and Non-Unionized Supervisors has since been implemented in the company after due notification by the Administrative Ministry / Govt. of India on 27/06/2012.
- Designations are illustrative depending on the Functional area the employee is working.

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)