

## **RIGHT TO INFORMATION 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 Section 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.

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

The Bank Note Press, Dewas (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 Bank Note Press is obliged to provide information to the public.

### **Designation of Transparency Officer under the Right to Information Act, 2005 in the Bank Note Press, Dewas (A Unit of SPMCIL).**

In pursuance of the Central Information Commission's directive dated November 15, 2010 issued to all Public Authorities under the powers vested in the Central Information Commission under Section 19 (8) (a) of The Right to Information Act, 2005, **details of the Transparency Officer are as under:**

Shri K.N. Mahapatra, Additional General Manager (TO)  
Bank Note Press, Dewas  
(A Unit of Security Printing and Minting Corporation of India Ltd.)  
Agra Bombay Road,  
Dewas - 455001 (Madhya Pradesh).  
Telephone No. 07272 268-477  
Fax No. - 07272 255111

### **PUBLICATION OF SIXTEEN (16) INFORMATION AS PER SECTION 4 (1) b of the RTI ACT, 2005 :-**

#### **(i) The particulars of its organization, functions and duties:**

- (1) Bank Note Press, Dewas is an industrial unit of Security Printing & Minting Corporation of India Limited (SPMCIL), wholly owned by Government of India, Ministry of Finance, Department of Economic Affairs, which was established in 1974 to print high quality bank notes of different denominations. It is situated on the Agra-Bombay National Highway 35 Kms from Indore and 35 Kms from Ujjain located in Malwa Region of Madhya Pradesh. This unit is engaged in printing of bank notes incorporating higher security features to impede forgery and meet the increasing demands of Reserve Bank of India. Approximately 40% of Currency Notes circulated in India are printed by SPMCIL (CNP & BNP Units). This Press is ISO 9001:2015, ISO 14001:2015 and ISO 45001-2018 certified unit having fool proof accounting of security items, stringent security systems with ultra-modern eco-friendly efficient treatment facilities and complemented by a service department to ensure maximum in-transit security. While successfully discharging the sovereign function assigned by the SPMCIL, presently this unit is printing bank notes of Rs.10, Rs.100, Rs.200 and Rs.500 denominations and is capable to print bank notes of any denomination.

- (2) Besides Note Production Factory, Bank Note Press, Dewas has its own security ink manufacturing unit. This ink manufacturing unit meets the requirement of various type of printing inks of Bank Note Press, Dewas and also of the sister units like Currency Note Press, India Security Press, Nasik Road; Security Printing Press, Hyderabad and many others.
- (3) The unit has battery of experienced, skilled and trained manpower totaling around 749 to effectively and efficiently discharge the responsibilities assigned by the SPMCIL. Requisite training is given to the personnel during the induction and even on the later dates. The process of training with the advancement of technology continues.
- (4) The campus is spread over in an area of 185 hectares of land. Apart from the high Security printing complex, it has a residential complex (nearly 1136 quarters) with well supported infrastructure. The Factory and Colony are nearly self-dependent for all its basic needs.
- (5) The Security and Fire coverage is being provided by the Central Industrial Security Force (CISF) for the plant as well as transportation of bank note and ink consignments to customers destinations.

**(ii) The powers and duties of officials/employees:-**

- List of executives holding managerial roles and responsibilities in BNP Dewas is furnished as below -

Sr. No.	Name of the Employee (Shri)	Designation
1	SURESHWAR MAHAPATRA	CHIEF GENERAL MANAGER
2	KEDAR NATH MAHAPATRA	ADDL. GENERAL MANAGER (TECHNICAL OPERATIONS)
3	DIGANTA KUMAR DEKA	ADDL. GENERAL MANAGER (MATERIALS)
4	GANESH KUMAR P.	JT. GENERAL MANAGER (RESEARCH & DEVELOPMENT)
5	SUNIL KUMAR YADAV	JT. GENERAL MANAGER (TECHNICAL OPERATIONS)
6	PRASHANT MAHAJAN	JT. GENERAL MANAGER (TECHNICAL OPERATIONS)
7	SUNIL DUPARE	JT. GENERAL MANAGER (HUMAN RESOURCE)
8	VIVEK SINGH	JT. GENERAL MANAGER (FINANCE & ACCOUNTS)
9	NITIN KUMAR DASS	JT. GENERAL MANAGER (TECHNICAL OPERATIONS)
10	YOGENDRA BHADANIYA	DY. GENERAL MANAGER (INFORMATION TECHNOLOGY)
11	PARIKSHIT JOSHI	DY. GENERAL MANAGER (TECHNICAL OPERATIONS)
12	MANGESH KASVEKAR	DY. GENERAL MANAGER (TECHNICAL OPERATIONS)
13	SOMNATH BANERJEE	DY. GENERAL MANAGER (TECHNICAL OPERATIONS – Ink Factory)
14	DR. G.S. JAREDA	DY. GENERAL MANAGER (VIGILANCE)

Sr. No.	Name of the Employee (Shri/Miss.)	Designation
15	JITENDRA KUMAR	MANAGER (TECHNICAL OPERATIONS)
16	ESHWANATHA JIBHE	MANAGER (TECHNICAL OPERATIONS – Ink Factory)
17	MANGESH HIRALKAR	MANAGER (TECHNICAL OPERATIONS – Ink Factory))
18	HIMANSHU SHUKLA	MANAGER (TECHNICAL OPERATIONS)
19	DEVENDRA TIWARI	MANAGER (OFFICIAL LANGUAGE)
20	RAMKESH SUKKAN SINGH	MANAGER (TECHNICAL CONTROL)
21	PADMAJAKSHAN K.S.	MANAGER (TECHNICAL OPERATIONS)
22	SUBHASH KUMAR	MANAGER (HR)
23	ANIL KUMAR	MANAGER (F&A)
24	ABHINANDAN JAIN	DY. MANAGER (TO)
25	ASHIQ HUSSAIN SHAMI	DY. MANAGER (TO)
26	JATINDER SINGH	DY. MANAGER (F&A)
27	SOURABH PRAJAPAT	DY. MANAGER (F&A)
28	NAND LAL PAL	DY. MANAGER (TO)-CNE
29	VIKRAM SINGH CHAUDHARY	DY. MANAGER (LEGAL)
30	MAHENDRA KUMAR GHALLE	ASSISTANT MANAGER (TO)
31	PUSHPENDRA PAL SINGH	ASSISTANT MANAGER (TC)
32	RAJENDRA SONU WAGH	ASSISTANT MANAGER (TO)
33	RAJEEV SHRIVASTAVA	ASSISTANT MANAGER (TO)
34	JITHIN PETER	ASSISTANT MANAGER (TO)
35	ASHISH PRAKASH	ASSISTANT MANAGER (TO)
36	LABHESH KUMAR	ASSISTANT MANAGER (TC)
37	ANSHITA SHRIVASTAVA	ASSISTANT MANAGER (TO)
38	RAHUL SHARMA	ASSISTANT MANAGER (TC)
39	VIRENDER SINGH	ASSISTANT MANAGER (TO)
40	SATYABRATA SAHOO	ASSISTANT MANAGER (TC)
41	ARJUN BHAAU GAVIT	ASSISTANT MANAGER (HR)
42	MOHAMMAD MATIULLAH LODHI	ASSISTANT MANAGER (TC)
43	SANTOSH SURYABHAN LATE	ASSISTANT MANAGER (MATERIALS)

- Other employees are technical and perform on machines.

**(iii) The procedure followed in the decision making process, including channels of supervision and account:-**

At the Unit level, the decision making cascades from Unit Head-CGM to functional heads. Generally, decision making process is done in BNP through multi-level processing adhering to the rules, regulations, instructions and guidelines issued from time to time. The proposals requiring decision is initiated at the appropriate executive level depending upon the authority & responsibility assigned. However, the final authority is Unit Head i.e. Chief General Manager.

In some cases, the proposals are to be sent to Head Office for final approval of the CMD, Board of Directors and concerned Committees depending upon the merit of the case.

**(iv) 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 provision 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, Internal Audit Manual and Material procurement manual.
- Guidelines of Department of Public Enterprise.
- Guidelines of Chief Vigilance Commission.
- Compliance with provisions of Statutes, etc.

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

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 all nine units of 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**

- Purchase/Contract Procedure
- General Financial Rules
- 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 Policy – 2022
- SPMCIL Medical Policy – 2013
- SPMCIL Laptop Policy – 2016

#### **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) Quality Circles

#### **Conduct and Discipline**

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

#### **Statutory Compliance**

- Factories Act
- Contract Labour 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

#### **Welfare Measures**

- SPMCIL Medical Policy – 2012
- Scheme of payment of Lump sum Compensation in lieu of Compassionate Appointment
- SPMCIL Compassionate Appointment Scheme – 2012
- SPMCIL Employees Suggestion Scheme – 2012
- Small Family Norms
- Scheme for Acquiring Higher Education

#### **Connecting with Employees – Policies**

- Mentoring and Coaching
- Sporting Events
- Cultural Programmes

- Pragmaan
- Annual Day Celebrations

**(vi) 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

- Books of Accounts maintained by the Unit.
- Memorandum of Understanding (MOU) with the Ministry of Finance, Department of Economic Affairs, Govt. of India.

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

Being a Public Enterprise, Bank Note Press, Dewas, 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.

**(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committee and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

Committees such as Works Committee, Safety Committee, Canteen Managing Committee, Labour Welfare Fund Committee, Hospital Management Committee, Grievance Redressal Committee etc. are constituted, meetings are held time to time.

**(ix) A directory of its officers and employees:-**

Sr. No.	Name of the Employee (Shri)	Designation	Telephone No.
1	S. MAHAPATRA	CHIEF GENERAL MANAGER	07272 268284
2	K. N. MAHAPATRA	ADDL. GENERAL MANAGER (TECHNICAL OPERATIONS)	07272 268477
3	DIGANTA KUMAR DEKA	ADDL. GENERAL MANAGER (MATERIALS)	07272 268253
4	GANESH KUMAR P.	JT. GENERAL MANAGER (R&D)	07272 268363
5	SUNIL KUMAR YADAV	JT. GENERAL MANAGER (TO)	07272 268223
6	PRASHANT MAHAJAN	JT. GENERAL MANAGER (TECHNICAL OPERATIONS)	07272 268283
7	SUNIL DUPARE	JT. GENERAL MANAGER (HR)	07272 268229
8	VIVEK SINGH	JT. GENERAL MANAGER (F&A)	07272 268349
9	NITIN KUMAR DASS	JT. GENERAL MANAGER (TECHNICAL OPERATIONS)	07272 268279

<b>Sr. No.</b>	<b>Name of the Employee (Shri/Miss.)</b>	<b>Designation</b>	<b>Telephone No.</b>
10	YOGENDRA BHADANIYA	DY. GENERAL MANAGER (IT)	07272 268360
11	PARIKSHIT JOSHI	DY. GENERAL MANAGER (TECHNICAL OPERATIONS)	07272 268203
12	MANGESH KASVEKAR	DY. GENERAL MANAGER (TECHNICAL OPERATIONS)	07272 268468
13	SOMNATH BANERJEE	DY., GENERAL MANAGER (TECHNICAL OPERATIONS - IF)	07272 268329
14	DR. G.S. JAREDA	DY. GENERAL MANAGER (VIGILANCE)	07272 268215
15	JITENDRA KUMAR	MANAGER (TECHNICAL OPERATIONS - MAINT.)	07272 268272
16	ESHWANATHA JIBHE	MANAGER (TECHNICAL OPERATIONS - IF)	07272 268416
17	MANGESH HIRALKAR	MANAGER (TECHNICAL OPERATIONS - IF)	07272 268214
18	HIMANSHU SHUKLA	MANAGER (TECHNICAL OPERATIONS)	07272 268206
19	DEVENDRA TIWARI	MANAGER (OFFICIAL LANGUAGE)	07272 268331
20	RAMKESH SUKKAN SINGH	MANAGER (TECHNICAL CONTROL)	07272 268274
21	PADMAJAKSHAN K.S.	MANAGER (TECHNICAL OPERATIONS)	07272 268431
22	SUBHASH KUMAR	MANAGER (HR)	07272 268463
23	ANIL KUMAR	MANAGER (F&A)	07272 268313
24	ABHINANDAN JAIN	DY. MANAGER (TO)	07272 268202
25	ASHIQ HUSSAIN SHAMI	DY. MANAGER (TO)	07272 268481
26	JATINDER SINGH	DY. MANAGER (F&A)	07272 268346
27	SOURABH PRAJAPAT	DY. MANAGER (F&A)	07272 268449
28	NAND LAL PAL	DY. MANAGER (TO)-CNE	07272 268214
29	VIKRAM SINGH CHAUDHARY	DY. MANAGER (LEGAL)	07272 268498
30	MAHENDRA KUMAR GHALLE	ASSISTANT MANAGER (TO)	07272 268218
31	PUSHPENDRA PAL SINGH	ASSISTANT MANAGER (TC)	07272 255222
32	RAJENDRA SONU WAGH	ASSISTANT MANAGER (TO)	07272 268279
33	RAJEEV SRIVASTAVA	ASSISTANT MANAGER (TO)	07272 268239
34	JITHIN PETER	ASSISTANT MANAGER (TO)	07272 255222
35	ASHISH PRAKASH	ASSISTANT MANAGER (TO)	07272 268382
36	LABHESH KUMAR	ASSISTANT MANAGER (TC)	07272 255222
37	ANSHITA SRIVASTAVA	ASSISTANT MANAGER (TO)	07272 268262
38	RAHUL SHARMA	ASSISTANT MANAGER (TC)	07272 255222
39	VIRENDER SINGH	ASSISTANT MANAGER (TO)	07272 255222
40	SATYABRATA SAHOO	ASSISTANT MANAGER (TC)	07272 255222

Sr. No.	Name of the Employee (Shri)	Designation	Telephone No.
41	ARJUN BHAU GAVIT	ASSISTANT MANAGER (HR)	07272 255423
42	MOHAMMAD MATIULLAH LODHI	ASSISTANT MANAGER (TC)	07272 255222
43	SANTOSH SURYABHAN LATE	ASSISTANT MANAGER (MATERIALS)	07272 268468

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

The monthly emoluments of officers, Supervisor and workmen at various grades of pay scale are given below:

<b>LEVEL, PAY-SCALE &amp; DESIGNATION OF EMPLOYEES</b>		
<b>A. Executive Category -</b>		
Level	Designation	Pay Scale (IDA) Revised 3rd PRC
E-8	Chief General Manager	120000-280000
E-7	General Manager	100000-260000
E-6	Addl. General Manager	90000-240000
E-5	Jt. General Manager	80000-220000
E-4	Deputy General Manager	70000-200000
E-3	Manager	60000-180000
E-2	Deputy Manager	50000-160000
E-1	Assistant Manager	40000-140000
<b>B. Supervisory Category -</b>		
Level	Designation	Pay Scale (IDA) (Revised 3rd PRC) /(CDA)(7th CPC)
S-2/A-2	Senior Supervisor	29740-103000/ Pay Level 7 (GP 4600)(7th CPC)
S-1/A-1 (Technical/Operation/ Production/Maintenance/ Safety/Purchase/Marketing /Finance/HR/IT/R&D etc.)	Supervisor	27600-95910/Pay Level 6 (GP 4200) (7th CPC)
<b>C. Workmen Category -</b>		
Level	Designation	Pay Level (CDA)(7th CPC)/ IDA
W-6	Foreman	Pay Level 6 (CDA) Rs.26690 - 92730 (IDA)
W-5/B-5	Sr. Operator/Sr. Office Assist.	Pay Level 5 (CDA) Rs.25320 - 88040 (IDA)
W-4/B-4	Operator/Office Assist.	Pay Level 4 (CDA) Rs.23910 - 85570 (IDA)
W-3/B-3	Sr. Technician/Jr. Office Assist.	Pay Level 3 (CDA) Rs.21540 - 77160 (IDA)
W-2	Technician	Pay Level 2 (CDA) Rs.20590 - 73770 (IDA)
W-1	Jr. Technician	Pay Level 1 (CDA) Rs.18780 - 67390 (IDA)
Trainee appointed on compassionate appointment	-	Rs.18000 - 55000 (IDA)



- 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.

**(xi) 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.

**(xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:**

Not applicable to this Unit.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it:**

No concession permits and authorization are granted by this Unit.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:**

Yes, BNP is having its own website, i.e., [www.bnpdewas.spmcil.com](http://www.bnpdewas.spmcil.com). BNP is a unit of SPMCIL and following rule, policy, guidelines formulated by SPMCIL. So all these may be checked at our Corporate Head Office website.

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

Any citizen of India, who desires to obtain any information under the Right to Information Act, 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 [www.bnpdewas.spmcil.com](http://www.bnpdewas.spmcil.com) and [www.spmcil.com](http://www.spmcil.com).

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

To see details please visit [www.bnpdewas.spmcil.com](http://www.bnpdewas.spmcil.com).

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