

## **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 Act 2005, this Act is meant to give access to the information to the citizens of India, 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 Sukhpal Singh Rathour, 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 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 827 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/Miss/Mrs.)	Designation
1.	ASHUTOSH KUMAR	CHIEF GENERAL MANAGER
2.	SUKHPAL SINGH RATHOUR	Addl. GENERAL MANAGER (TO)
3.	ASHOK SHARMA	JT. GENERAL MANAGER (MATERIAL)
4.	ABHISHEK SRIVASTAVA	JT. GENERAL MANAGER (HR)
5.	DEEPAK PADWAL	JT. GENERAL MANAGER (TO)
6.	DEEPAK KUMAR VERMA	JT. GENERAL MANAGER (TO)
7.	NAYAN NIKHIL SARKAR	JT. GENERAL MANAGER (TO)
8.	YOGENDRA BHADANIYA	JT. GENERAL MANAGER (IT)
9.	PARDEEP KR. SHARMA	JT. GENERAL MANAGER (TO)
10.	P. NAGESWARA RAO	DEPUTY GENERAL MANAGER (F&A)
11.	BRAJ MOHAN KR. DWIVEDI	DEPUTY GENERAL MANAGER (TO)
12.	BHUSHAN ASHOK KULKARNI	DEPUTY GENERAL MANAGER (F&A)
13.	ABHIRAJ SINGH THAKUR	DEPUTY GENERAL MANAGER (TO)
14.	ANIL KR. VISHWAKARMA	DEPUTY GENERAL MANAGER (TO)
15.	SIDDHARTH SRIVASTAVA	DEPUTY GENERAL MANAGER (HR)
16.	P.P.KULKARNI	DEPUTY GENERAL MANAGER (TO)
17.	PUSHPLATA KULHARE	MANAGER (F&A)
18.	DHIRENDRA KUMAR	MANAGER (IT)
19.	ANIL KUMAR	MANAGER (F&A)

Sr. No.	Name of the Employee (Shri/Miss.)	Designation
20.	AMIT YADAV	MANAGER (VIGILANCE)
21.	SUDHIR KUMAR TIWARI	MANAGER (TO)
22.	HITESH TANWAR	MANAGER (TO)
23.	DEVENDRA TIWARI	MANAGER (OL)
24.	SAGAR VASANTRAO DEOTALE	MANAGER (TC)
25.	MD. IDRIS ANSARI	MANAGER (TO)
26.	SANTOSH KUMAR SRIVASTAVA	MANAGER (TC)
27.	PRINCE KUMAR	MANAGER (TO)
28.	SHASHANK MEENA	MANAGER (TO)
29.	AASHIQ HUSSAIN SHAMEE	MANAGER (TO)
30.	RAJEEV SRIVASTAVA	DEPUTY MANAGER (TO).Prod.
31.	RAJESH ASHOK DHAVALA	MANAGER (TO)
32.	LABHESH KUMAR	DEPUTY MANAGER (TC).I/F
33.	ANSHITA SRIVASTAVA	DEPUTY MANAGER (TO).Mech.
34.	SATYABRATA SAHOO	DEPUTY MANAGER (TC).I/F
35.	NEERAJ KUMAR	DEPUTY MANAGER (HR)
36.	SOUVICK DATTA	DEPUTY MANAGER (TO)
37.	SANDEEP JYANI	DEPUTY MANAGER (TC)
38.	SAURABH BHARDWAJ	DEPUTY MANAGER (MM)
39.	MOHIT DUBEY	DEPUTY MANAGER (R&D)
40.	ABHISHEK RAI	DEPUTY MANAGER (LEGAL)
41.	PAWAN KUMAR	DEPUTY MANAGER (TO)
42.	SUBHASH SINGH THAKUR	DEPUTY MANAGER (TO)
43.	VIKRANT KUMAR	DEPUTY MANAGER (TC)
44.	PRACHI BOHARE	DEPUTY MANAGER (TC)
45.	RAJIV RANJAN	DEPUTY MANAGER (TC)
46.	PANKAJ SINGH THAKUR	ASSISTANT MANAGER (TC)
47.	KARTIK KUMAR	ASSISTANT MANAGER (TC)
48.	RAHUL YADAV	ASSISTANT MANAGER (TO).CNE
49.	DEEPAK KUMAR	ASSISTANT MANAGER (PRINTING)
50.	PRITISH DATTATRAY AHER	ASSISTANT MANAGER (MECHANICAL)
51.	AMIT KUMAR SHARMA	ASSISTANT MANAGER (TO)
52.	RAKESH KUMAR YADAV	ASSISTANT MANAGER (TO)
53.	SANTOSH KAITHWAS	ASSISTANT MANAGER (TO)

- 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 trust 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
- Target Allowance

**Perks and Facilities**

- Telephone Policy
- SPMCIL TA/DA Rules
- SPMCIL Leave Policy – 2022
- SPMCIL Medical Policy – 2013
- SPMCIL Laptop Policy – 2016
- Executive Bag Policy

**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 Programme
- 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

- a. Books of Accounts maintained by the Unit.
- b. 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 officers with designation: -**

Sr. No.	Name of the Employee (Shri/Mrs./Miss)	Designation	Telephone No.
1.	ASHUTOSH KUMAR	CHIEF GENERAL MANAGER	07272 268284
2.	SUKHPAL SINGH RATHOUR	Addl. GENERAL MANAGER (TO)	07272 268477
3.	ASHOK SHARMA	JT. GENERAL MANAGER (MATERIAL)	07272 268253
4.	ABHISHEK SRIVASTAVA	JT. GENERAL MANAGER (HR)	07272 268229
5.	DEEPAK PADWAL	JT. GENERAL MANAGER (TO)	07272 268283
6.	DEEPAK KUMAR VERMA	JT. GENERAL MANAGER (TO)	07272 268410
7.	NAYAN NIKHIL SARKAR	JT. GENERAL MANAGER (TO)	07272 268203
8.	YOGENDRA BHADANIYA	JT. GENERAL MANAGER (IT)	07272 268260
9.	PARDEEP KR. SHARMA	JT. GENERAL MANAGER (TO)	07272 268212
10.	P. NAGESWARA RAO	DEPUTY GENERAL MANAGER (F&A)	07272 268329
11.	BRAJ MOHAN KR. DWIVEDI	DEPUTY GENERAL MANAGER (TO)	07272 268406
12.	BHUSHAN ASHOK KULKARNI	DEPUTY GENERAL MANAGER (F&A)	07272 268449

Sr. No.	Name of the Employee (Shri/Miss./Mrs.)	Designation	Telephone No.
13.	ABHIRAJ SINGH THAKUR	DEPUTY GENERAL MANAGER (TO)	07272 268478
14.	ANIL KR. VISHWAKARMA	DEPUTY GENERAL MANAGER (TO)	07272 268205
15.	SIDDHARTH SRIVASTAVA	DEPUTY GENERAL MANAGER (HR)	07272268463
16.	P.P.KULKARNI	DEPUTY GENERAL MANAGER (TO)	07272 268207
17.	PUSHPLATA KULHARE	MANAGER (F&A)	07272 268313
18.	DHIRENDRA KUMAR	MANAGER (IT)	07272 268382
19.	ANIL KUMAR	MANAGER (F&A)	07272 268346
20.	AMIT YADAV	MANAGER (VIGILANCE)	07272 268215
21.	SUDHIR KUMAR TIWARI	MANAGER (TO)	07272 268205
22.	HITESH TANWAR	MANAGER (TO)	07272 268205
23.	DEVENDRA TIWARI	MANAGER (OL)	07272 268331
24.	SAGAR VASANTRAO DEOTALE	MANAGER (TC)	07272 268213
25.	MD. IDRIS ANSARI	MANAGER (TO)	07272 268279
26.	SANTOSH KUMAR SRIVASTAVA	MANAGER (TC)	07272 268279
27.	PRINCE KUMAR	MANAGER (TO)	07272 268279
28.	SHASHANK MEENA	MANAGER (TO)	07272 268205
29.	AASHIQ HUSSAIN SHAMEE	MANAGER (TO)	07272 268490
30.	RAJEEV SRIVASTAVA	DEPUTY MANAGER (TO).Prod.	07272 268279
31.	RAJESH ASHOK DHAVAL	MANAGER (TO)	07272 268279
32.	LABHESH KUMAR	DEPUTY MANAGER (TC).I/F	07272 268213
33.	ANSHITA SRIVASTAVA	DEPUTY MANAGER (TO).Mech.	07272 268205
34.	SATYABRATA SAHOO	DEPUTY MANAGER (TC).I/F	07272 268213
35.	NEERAJ KUMAR	DEPUTY MANAGER (HR)	07272 255423
36.	SOUVICK DATTA	DEPUTY MANAGER (TO)	07272 268279
37.	SANDEEP JYANI	DEPUTY MANAGER (TC)	07272 268213
38.	SAURABH BHARDWAJ	DEPUTY MANAGER (MM)	07272 255468
39.	MOHIT DUBEY	DEPUTY MANAGER (R&D)	07272 268224
40.	ABHISHEK RAI	DEPUTY MANAGER (LEGAL)	07272 268498
41.	PAWAN KUMAR	DEPUTY MANAGER (TO)	07272 268205
42.	SUBHASH SINGH THAKUR	DEPUTY MANAGER (TO)	07272 268481
43.	VIKRANT KUMAR	DEPUTY MANAGER (TC)	07272 268278
44.	PRACHI BOHARE	DEPUTY MANAGER (TC)	07272 268465
45.	RAJIV RANJAN	DEPUTY MANAGER (TC)	07272268270
46.	PANKAJ SINGH THAKUR	ASSISTANT MANAGER (TC)	07272268278
47.	KARTIK KUMAR	ASSISTANT MANAGER (TC)	07272268278
48.	RAHUL YADAV	ASSISTANT MANAGER (TO).CNE	07272268213

Sr. No.	Name of the Employee (Shri/Miss/Mrs.)	Designation	Telephone No.
49.	DEEPAK KUMAR	ASSISTANT MANAGER (PRINTING)	07272268279
50.	PRITISH DATTATRAY AHER	ASSISTANT MANAGER (MECHANICAL)	07272268205
51.	AMIT KUMAR SHARMA	ASSISTANT MANAGER (TO)	07272268278
52.	RAKESH KUMAR YADAV	ASSISTANT MANAGER (TO)	07272268244
53.	SANTOSH KAITHWAS	ASSISTANT MANAGER (TO)	07272268233

(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:

LEVEL, PAY-SCALE & DESIGNATION OF EMPLOYEES		
A. Executive Category -		
Level	Designation	Pay Scale (IDA) Revised 3 <sup>rd</sup> 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. Supervisor Category -		
Level	Designation	Pay Scale (IDA) (Revised 3 <sup>rd</sup> PRC) /(CDA)(7 <sup>th</sup> CPC)
S-2/A-2	Senior Supervisor	29740-103000/ Pay Level (7 <sup>th</sup> CPC)
S-1/A-1 (Technical/Operation/ Production/Maintenance/ Safety/Purchase/Marketing /Finance/HR/IT/R&D etc.)	Supervisor	27600-95910/Pay Level 6 (7 <sup>th</sup> CPC)
C. Workmen Category -		
Level	Designation	Pay Level (CDA)(7 <sup>th</sup> 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 above mentioned rules, policies and 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 produced 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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