

## **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.

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

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

### **Designation of Transparency Officer under the Right to Information Act, 2005 in the Currency Note Press, Nashik (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, Shri. Naveen Kumar, Jt. General Manager (HR) is designated as the Transparency Officer.

The details of the Transparency Officer are as under:

Shri. Naveen Kumar, Jt. General Manager (HR),  
Currency Note Press,  
(A Unit of SPMCIL),  
Jail Road, Nashik-Road,  
Nashik-422 101 (Maharashtra).  
Telephone No. 0253-2463730-39  
Fax No.- 0253-2464 100

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

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

Currency Note Press, Nashik Road was established in the year 1928 with the objective of printing Currency Notes of denominations as per the requirements and indents placed by Reserve Bank of India from time to time.

Currency Note Press, Nashik Road is engaged in production of Bank Notes for our country as well as for foreign countries using state of the art technology. More than 40% of Currency Notes circulated in India are printed by SPMCIL (CNP & BNP Units). This unit is equipped with designing, engraving, complete Pre-printing and offset facilities, Intaglio Printing machines, Numbering & Finishing machines etc. This Press is ISO 9001:2000 & ISO 14001:2004 certified units 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. This unit has captive railway treasury wagons / carriages for transporting the treasury consignments. This unit has history of export of Bank Notes to countries like East Africa, Iraq, Nepal, Sri Lanka, Myanmar, Bhutan etc.

## **MISSION**

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

### **ii) The power and duties of its officers and employees –**

The power & duties of the officers have been clearly 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 officers & employees of Currency Note Press, Nashik are as follows:

<b>Sl. No.</b>	<b>Names</b>	<b>Designation</b>	<b>Power/Duties</b>
<b>1</b>	Shri. Rajesh Bansal	Chief General Manager	Over all In-charge, Head of the Unit
<b>2</b>	Shri. S. R. Wajpe	Addl.General Manager(TO)	Head of Technical Control and Technical Operations (Production), Maintenance, Civil, AC Plant, Workshop, Safety, Environment Cell, Security, Canteen, IT and Design (TS) Departments, export cell, marketing, PP&Wt. Factory Manager & First Appellate Authority under RTI Act 2005.
<b>3</b>	Shri. V. Kiran Kumar	Jt. General Manager (Material)	Head of Purchase and Stores.
<b>4</b>	Shri. V. K. Anand	Jt. General Manager (TO)	In charge of Technical Printing Section, Production Planning and export cell .
<b>5</b>	Shri. Naweem Kumar	Jt. General Manager (HR)	Head of Office, Head of HR, Canteen, Training, RTI, Rajbhasha, CSR, Welfare, Contractors, Consultants, Statutory Compliance, Legal Matters, Time Office, Manpower Planning & Recruitment, CISF & IB issues.
<b>6</b>	Shri. Ahmed Pasha	Jt. General Manager (TO)	In-charge of Control Division & Civil section, Dispatches, Consignment cell, Destruction and disposal of wastage of all security & non-security products / items as per SOP.
<b>7</b>	Shri. S. S. Rajput	Jt. General Manager (TO)	In-Charge of Workshop Division
<b>8</b>	Shri. Tushar Mahajan	Jt. General Manager (IT)	In-charge of IT Dept. and all CCTV and turnstile gates related work.
<b>9</b>	Shri. Vikas Kumar Singh	Manager (F & A)	Head of Finance & Accounts and Marketing & Export

10	Shri. Loknath Tiwari	Manager (OL)	All works pertaining to Rajbhasha, CISF & IB issues, coordination with CHO-SPMCIL & Ministries, various other Govt. departments for implementation of Rajbhasha in Unit.
11	Shri. Amit Sharma	Dy. Manager (Legal)	All works pertaining to legal compliance of the unit

**iii) The procedure followed in the decision making process, including channels of supervision and accountability –**

At the unit level, the decision making cascades from Unit Head – CGM to functional heads. The Company has well defined the decision making process. Generally, the proposals requiring decision is initiated at the appropriate executive level depending upon the authority & responsibility assigned. The final decision is taken by the Unit CGM.

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.
- Listing Requirement.
- 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 functions –**

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

## **Personnel Focus**

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

## **Purchase & Finance Policies**

- SPMCIL Procurement Manual 2.0 2021
- Purchase/Contract Procedure
- General Financial Rules
- Accounts Manual
- Accounting Policies

## **Compensation and Benefits**

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

## **Perks and Facilities**

- Cafeteria Plan
- Transport Allowance
- Children Education Allowance
- Leave Travel Concession
- SPMCIL Telephone Policy – 2023
- SPMCIL TA/DA Rules – 2010
- SPMCIL Leave Policy – 2012
- SPMCIL Medical Policy – 2013
- SPMCIL Laptop Policy – 2016

## **Loans and Advances**

- House Building Advance
- Motor Vehicle Advance
- Computer Advance

## **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
- ESIC Act
- Employees Compensation Act
- Industrial Dispute Act
- RTI Act

## **Social Security**

- SPMCIL Trusts
  - (i) EPF Trust, 1952
  - (ii) GPF Trust, 1925
  - (iii) Pension Trust Under 37A
- LIC Insurance Coverage
- Pension Under EPS Scheme 1995
- Payment of Gratuity
- SPMCIL Employees Benevolent Fund

## **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
- 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, Currency Note Press, Nashik, does not have any arrangement for consultation, or representation by, the members of the public or implementation thereof. However, all its policies are formulated in compliance with provisions of applicable statutes, regulations, and guidelines etc. as per the government norms.

### 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, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public –

Works, Safety, Welfare and Canteen etc. committees are enforced at Unit level.

### ix) A directory of its officers and employees

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Sl. No.	Names	Designation	Phone Nos
1	Shri. Rajesh Bansal	Chief General Manager	0253-2461471
2	Shri. S. R. Wajpe	Addl. General Manager (TO)	0253-2461892
3	Shri. Kiran Kumar	Joint General Manager (Material)	0253-2454493
4	Shri. V. K. Anand	Jt. General Manager (TO)	0253-2465301
5	Shri. Naweem Kumar	Jt. General Manager (HR)	0253-2455240
6	Shri. Ahmed Pasha	Jt. General Manager (TO)	0253-2462779
7	Shri. Tushar Mahajan	Jt. General Manager (IT)	0253-02463730 Extn. No. 5531
8	Shri. Arpit Dhawan	Manager (HR)	0253-2466771&0253-02463730 Extn. No. 5506
9	Shri. Vikas Kumar	Manager (F & A)-HOF	0253-2466769
10	Shri. Loknath Tiwari	Manager (OL) & PIO	0253-02463730 Extn. No. 5514
11	Shri. Amit Sharma	Dy. Manager (Legal) & APIO	0253-02463730 Extn. No. 5507

**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 :

Revised IDA Pay Scales as per 3<sup>rd</sup> PRC (from 01/01/2017):

**LEVEL, PAY-SCALE & DESIGNATION OF EMPLOYEES**

<b>A. Executive Category -</b>		
<b>Level</b>	<b>Designation</b>	<b>Pay Scale (IDA) Revised 3<sup>rd</sup> PRC (in Rs.)</b>
E-8	Chief General Manager	120000-280000
E-7	General Manager	100000-260000
E-6	Addl. General Manager	90000-240000
E-5	Joint 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>		
<b>Level</b>	<b>Designation</b>	<b>Pay Scale (IDA) (Revised 3<sup>rd</sup> PRC) (in Rs.)</b>
S-2	Senior Supervisor	29740-103000/
S-1	Supervisor (Technical/Operation/Production/ Maintenance/Safety/Purchase/Marketing/ Finance/ HR/IT etc.)	27600-95910/
<b>C. Workmen Category -</b>		
<b>Level</b>	<b>.Designation</b>	<b>Pay Scale (IDA) (Revised 3<sup>rd</sup> PRC) (in Rs.)</b>
W-6	Foreman	26690-92730
W-5	Sr. Operator	25320-88040
W-4	Operator	23910-85570
W-3	Sr. Technician	21540-77160
W-2	Technician	20590-73770
W-1	Jr. Technician	18780-67390

- 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 amounts allocated and the details of beneficiaries of such programmes –**

The Company provides subsidy for welfare of its employees in the following areas and its

Dispensation is monitored by the concerned officers as given below-

- a) Provision of subsidized canteen facility for the Industrial workmen.
- b) Provision of medical cover for officers & Industrial workmen, employee death lump sum compensation to Legal heir / dependent.

**xiii) Particular of receipts of concessions, permits or authorizations granted by it –**  
Not applicable.

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

Information's related to the Company's profile, business, quarterly financial performance; Annual Report is held by the Company in the electronic form and is available on the website of the Company [www.cnpnashik.spmcil.com](http://www.cnpnashik.spmcil.com) and [www.spmcil.com](http://www.spmcil.com)

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

Any citizen of India, who desires to obtain any information under the Right to Information 2005, may make a request preferably in the prescribed application format in writing to the Public Information Officer. Please find below the format in which the application is to be made. The company does not maintain any library for public use. Information is also available in electronic form, please visit website [www.cnpnashik.spmcil.com](http://www.cnpnashik.spmcil.com) and [www.spmcil.com](http://www.spmcil.com).

**xvi) The names, designations and other particulars of First Appellate Authority and Public information Officer –**

For any further information, please get in touch with :

<b>First Appellate Authority</b>	<b>Public Information Officer</b>
<b>1) Shri. S. R. Wajpe, Addl. General Manager (TO)</b> Telephone No. : (0253) 246 3730 Extn. No. 5701 <u>Email id : <a href="mailto:s.wajpe@spmcil.com">s.wajpe@spmcil.com</a></u>	<b>1) Shri. Loknath Tiwari, Manager (OL)</b> Telephone No. : (0253) 246 3730 Extn. No. 5514 <u>Email id : <a href="mailto:loknath.tiwari@spmcil.com">loknath.tiwari@spmcil.com</a></u>
<b>2) Shri. V. K. Anand, Jt. General Manager (TO)</b> Telephone No. : (0253) 246 3730 Extn. No. 5571 <u>Email id : <a href="mailto:virender.anand@spmcil.com">virender.anand@spmcil.com</a></u>	<b>2) Shri. Arpit Dhawan, Manager (HR)</b> Telephone No. : (0253) 246 3730 Extn. No. 5506 <u>Email id : <a href="mailto:arpit.dhawan@spmcil.com">arpit.dhawan@spmcil.com</a></u>
	<b>3) Shri. Amit Sharma, DM (Legal)</b> Telephone No. : (0253) 246 3730 Extn. No. 5507 <u>Email id : <a href="mailto:amit.sharma@spmcil.com">amit.sharma@spmcil.com</a></u>

**xvii) Such other information's as may be prescribed and thereafter update these publications every year –**

**a) Procedure for seeking Information under the Act**

Individuals seeking any information under the Act about the Company may apply in the prescribed format available with the Public Information Officer. An appeal may be made to the appellate authority in case the individual seeking information is rejected within 30 days from the date of receipt of the decision.



## **Application Form**

Format of application form under the Right to Information Act 2005.

(To be accompanied with the Cash/DD/Postal Order of Rs. 10/- drawn in favour of The Chief General Manager, Currency Note Press (A Unit of SPMCIL), Nashik-Road payable at Nashik.

**To,  
The Public Information Officer,  
Currency Note Press,  
Jail Road, Nashik-Road,  
Tal. & Dist. Nashik.  
Maharashtra - 422 101**

- i) Full Name of the Applicant: Mr/Mrs/Ms.
- ii) Address
- iii) Details of Information required (Should be specific and clear but not in general terms)
- iv) The period to which the information relates
- v) Whether the Information is required by post or in electronic form.
- vi) In case of electronic form, provide the e-mail ID and / or Fax Nos.
- vii) Purpose for which the information is required
- viii) Whether the applicant is the citizen of India
- ix) ) Details of DD/Postal Order enclosed

**Signature of the Applicant**

**Place:** \_\_\_\_\_ **Date:** \_\_\_\_\_