



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI - 110 054.

Website: [www.deptpub.gov.in](http://www.deptpub.gov.in)

Email: [acop-dep@nic.in](mailto:acop-dep@nic.in) (& [pub.dep@nic.in](mailto:pub.dep@nic.in))

TEL.: 2381 7823 /2381 9689 .

Fax: 2381 7846.

File No. 750/2013-O&M

Dated: 3<sup>rd</sup> October, 2013

### Office Memorandum

**Subject: Steps taken to streamline the functioning of Department of Publication.**

The undersigned is directed to say that in the meeting taken by JS & CP on 24.9.2013, it has been decided to take the following steps to streamline the functioning of this Department:-

(i) All the Section In-charges are required to ensure that Section Diary Registers, Peon Books, Movement Register, disposal of receipts etc. are maintained properly in their Section as per Manual of Office Procedure (MOP). All the Dealing Assistants should prepare the list of concerned files containing Files Nos., Subject Matter, & Location of Files and the Section In-charge should ensure that the proper system of Section Records is maintained. In case of loss of any file / receipt relating to his/ her Section, the Supervising Officer & the Dealing Assistant concerned will be held responsible.

(ii) The In-charge of O & M Section will inspect periodically all the Sections of this Department alongwith the Dealing Assistant to ensure that the proper system of Office Record is maintained in each and every Section and will submit the inspection reports to the CVO/ Head of Department.

(iii) Officials with **Doubtful Integrity (DI)** will be identified and **agreed list** will be prepared by O & M Section. The list of such names will be kept by CVO i.e. Head of the Department as a confidential documents. The enlisted officials will be kept under close watch in respect of their activities. The list of such officials will be reviewed every year as per the feedback received/ observed about their conduct.

(iv) **Audit paras** will be reviewed periodically to ensure that the require action therein is taken. Periodic report relating to disposal of Audit paras will be submitted by A/c-I Section through Financial Officer.

(v) Regarding **preventive vigilance**, it has been reiterated that surprise checks and periodic checks are being conducted as per J S & C P's earlier directions and circulars issued in this regard from time to time. Weekly checking is made by A.C.(A.) followed by fortnightly checking by J S & C P. Apart from that, random surprise checks are also conducted to ensure that the work of all the Sections is carried out smoothly and the staff deployed therein is vigilant about discipline and decorum of the Office. This process will continue. In case of violation of these instructions noticed during such checks/ visits, action will be initiated against the official concerned under CCS (conduct) Rules.

(vi) **Annual Property Return** will be filed every year as on 1<sup>st</sup> January by all group A and B Officers including group- B (Non-gazetted) Officers in the prescribed forms and the same will be submitted latest by 31<sup>st</sup> January failing which the same will be reflected in their APARs. All the Officials are required to intimate the office about their transactions in movable and immovable property as per prescribed guidelines within one month of the said transaction. In case of violation of these instructions coming to notice of this Department, a serious view will be taken against such officials and action will be initiated as per rules.

(vii) For implementation of **e-Governance**, it has been decided that all the Office Memorandums, Office Orders, Important Circulars etc. will be uploaded on the website of this Department to ensure transparency for which a copy of the same should invariably be endorsed by all concerned to NIC for uploading on this Department's website with a copy to e-gazette Section of this Department for follow-up action.

(viii) For **System Improvement Measures**, two areas of this Department have been identified i.e.

(a) Systematic up keeping of all the issues of Gazette of India and Delhi Gazette will be ensured by S.O. Gazette Section. If any irregularity is found in this regard while dealing with the general public, disciplinary action will be taken against the concerned officials.

(b) Staffing pattern will be reviewed every year as per the rotational transfer policy of this Department notified separately and will be complied with by rotational transfers from the sensitive sections/ posts.

(ix) The provisions for **FR 56 (2) (J)** will be enforced as and when required by taking into account the performance, conduct and efficiency of the employee concerned while discharging their duties and responsibilities.

2. All concerned are requested to take immediate necessary action in the matter.
3. This issues with the approval of JS & CP.

*A.K. Singh*  
31/10/13

(A.K. Singh)

Asstt. Controller (Admn.)

*J.P. Lee*  
03/10/13

*Y*  
03/10/13

Copy to :

1. P.A to JS & C.P.
2. P.A. to DS (PSP), MOUD, Nirman Bhawan, New Delhi
3. The Under Secretary (Vigilance), MOUD, Nirman Bhawan, New Delhi
4. P.A. to F.O.
5. All Section In-Charges
6. S.O. Kitab Mahal
7. Sale Counter, Delhi High Court
8. Book Depot, Kolkatta
9. Sale Counter Bangalore
10. Notice Board
11. The Technical Director, NIC, MOUD, Nirman Bhawan, New Delhi for uploading on this Department's website.
12. e-Gazette Section – with the request to co-ordinate with NIC to get the O.M. uploaded on the website of this Department.
13. Guard File