



GOVERNMENT OF INDIA  
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File No. 750/2013-O&M

Dated: 03<sup>rd</sup> October, 2013

**Office Memorandum**

**Subject: Policy to categorize the Posts and Sections into sensitive & non-sensitive in the Department of Publication**

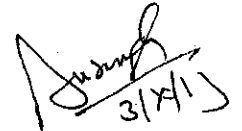
The undersigned is directed to refer to the meeting taken by JS&CP on 24-09-2013 at 12.30 PM with a view to streamline the functioning of this Department, to formulate a policy to categorize the Posts and Sections into Sensitive & Non- Sensitive in this Department & consider other aspects relating to vigilance matters, and to circulate herewith, the details of the rotational transfer policy for information and necessary action by all concerned as follows:

2. As per guidelines of DOPT & CVC, all the Ministries/ Departments are required to identify and categorize their Posts/ Sections as **Sensitive or Non- Sensitive** based on the nature of work being performed by them and officials deployed in such Sections are required to be replaced or rotated every after 2-3 years, so that they do not develop vested interests due to continued deployment especially in sensitive Posts/Sections. Accordingly classification of the Sections/ Posts in this Department has been made as under:-

| Sl. No. | Name of the Posts/ Sections            | Classification |
|---------|--|----------------|
| 1.      | Assistant Controller (Administration.) | Sensitive      |
| 2.      | Assistant Controller (Business)        | Sensitive      |
| 3.      | Financial Officer                      | Sensitive      |
| 4.      | Establishment                          | Sensitive      |
| 5.      | O & M                                  | Sensitive      |
| 6.      | General                                | Sensitive      |
| 7.      | CRT                                    | Non- Sensitive |
| 8.      | Publishing                             | Non- Sensitive |
| 9.      | PDL                                    | Non- Sensitive |

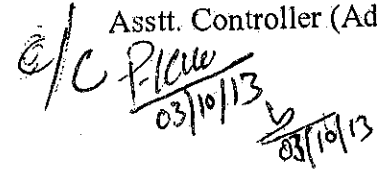
|     |  |                |
|-----|--|----------------|
| 10. | Advertisement  | Sensitive      |
| 11. | A/c-I  | Non- Sensitive |
| 12. | A/c-II   | Non- Sensitive |
| 13. | A/c-III  | Non- Sensitive |
| 14. | A/c-IV   | Non- Sensitive |
| 15. | Hindi  | Non- Sensitive |
| 16. | Cash   | Sensitive      |
| 17. | Gazette  | Sensitive      |
| 18. | Addressograph  | Non- Sensitive |
| 19. | DSK-I  | Non- Sensitive |
| 20. | DSK-II   | Non- Sensitive |
| 21. | DSK-III  | Non- Sensitive |
| 22. | DSK-IV   | Non- Sensitive |
| 23. | SK-I   | Non- Sensitive |
| 24. | SK-II  | Non- Sensitive |
| 25. | e-Gazette  | Non- Sensitive |
| 26. | Weeding Out  | Sensitive      |
| 27. | Sale-I   | Non-Sensitive  |
| 28. | Sale-IV  | Non-Sensitive  |
| 29. | General Enquiry  | Non-Sensitive  |
| 30. | Sale-II  | Sensitive      |
| 31. | Army Dispatch  | Non-Sensitive  |
| 32. | Army   | Non-Sensitive  |
| 34. | Care Taker   | Sensitive      |
| 35. | Sale Counter   | Non-Sensitive  |
| 36. | G D U  | Non-Sensitive  |
| 37. | Sale Counter, Kitab Mahal, Baba Khareg Singh marg, N. Delhi. | Non-Sensitive  |
| 38. | Sale Counter, 8, K.S. Roy Road, Kolkata                      | Non-Sensitive  |
| 39. | Sale Counter, Nishtha Bhawan, New Marine Lines, Mumbai       | Non-Sensitive  |
| 40. | Sale Counter, Delhi High Court, N. Delhi.                    | Non-Sensitive  |
| 41. | Sale Counter, Kendriya Sadan Kormangala, Bangalore           | Non-Sensitive  |

3. **Transfers** of the officials should be made as per DOPT's guidelines so as to ensure rotational transfer of officials to the extent possible from sensitive section/ post to non-sensitive section/ post and Vice-Versa. These transfers should be considered every year on financial year-basis and this process should be finalized and completed latest by June every year. This policy will be applicable to all the posts in this Department.
4. This issues with the approval of J.S. & C.P.

  
3/10/13

(A.K. Singh)

Asstt. Controller (Admn.)

  
03/10/13  
03/10/13

Copy to :

1. The Deputy Secretary (PSP), Ministry of Urban Development, Nirman Bhawan, New Delhi - 110018
2. The Under Secretary (Vigilance), Ministry of Urban Development, Nirman Bhawan, New Delhi - 110108
3. The Senior Technical Director, National Informatics Centre, Nirman Bhawan, New Delhi with the request to upload the O.M. on the website of this Department:
4. P.A to JS & C.P.
5. P.A. to F.O.
6. e-Gazette Section - with the request to co-ordinate with NIC to get the O.M. uploaded on the website of this Department.
7. All Section In-Charges
8. S.O. Kitab Mahal
9. Sale Counter, Delhi High Court
10. Book Depot, Kolkatta
11. Sale Counter Bangalore
12. Notice Board
13. Guard File