

RIGHT TO INFORMATION ACT, 2005

1. MATERIAL PURSUANT TO SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

CLAUSE 4(1)(b)

CLAUSE 4(1)(b)(i)

Organization Structure

The Department of Publication is a subordinate office functioning under the Ministry of Urban Development. The Department is headed by the Controller of Publication who is assisted by one Financial Officer, one Assistant Controller (Admn.) and one Asstt. Controller (Business). The post of Assistant Director (Official Language) is lying vacant.

(a) The Department comprising:-

Main office of the Controller of Publications, Civil Lines, Delhi – 54.

(b) Sale-Depot / Outlets :-

1. Kitab Mahal, Baba Kharag Singh Marg, New Delhi
2. Govt. of India Book Depot, 8 K.S. Roy Road, Kolkatta.
3. Sale Counter, New C.G.O. Complex, Mumbai
4. Sale Counter, Kenderiya Sadan, Koramangala, Bangalore – 34

(c) Sale Counter :-

1. Sale Counter, Main Office, Civil Lines, Delhi – 54
2. Sale Counter, Delhi High Court, New Delhi.

Objective

The objectives of the Department of Publication are as under:-

1. To provide prompt and timely services to the indenters/customers.
2. To increase the sales and efficient distribution work.
3. To ensure realization of dues from Ministries/Departments.
4. Allocation of Symbol Numbers to concerned Government of India Presses for printing of Government Publications efficiently.
5. To increase the revenue for Consolidated Fund of India by sale of Publications and publishing of Tender Notices.

Main Activities

The Department is responsible for the following main activities:-

- Publishing, Stocking, Sale and Distribution of Government Publications and Periodicals brought out by various Ministries/Departments of the Govt. of India.
- Publishing of Gazette of India.
- Cataloguing of Publications/Periodicals, issuance of Symbol No. for Publication brought out by various Departments/Ministries.
- Securing advertisements for insertion in Periodicals viz. Indian Trade Journal and Gazette of India Part IV.
- Stocking of Army Publications and distribution of the same to Defence Units.
- To maintain accounts and supply of publications to Private/Government agencies and running Department's Sale-Outlets/Book Depot.
- Timely raising of bills and realization thereof.
- Participation in Book Fairs/Exhibitions for Sale promotional activities.

Achievements

- (i) The total number of titles being handled as on 31.3.2014 was 24000 excluding various periodicals and Gazette Notifications.

- (ii) The total number of Periodicals handled as on 31.3.2014 was 17 containing 420 subscribers and 179 subscribers of Gazette of India all parts.
- (iii) Total amount received through sale of Publications etc. from 1.4.2013 to 31.3.2014 was Rs. 1,94,53,331/-.
- (iv) The Department of Publication secured advertisements valuing of Rs. 13,12,36,473/- for inserting in Govt. publications during the period from 01.04.2013 to 31.3.2014.
- (v) Amount received yet to be adjusted Rs. 2,08,14,195/-.
- (vi) Amount realized from sale of waste paper and sale of unserviceable items is Rs. 5,91,118/-.
- (vii) Recovery of credit sales from Gazette of India amounts to Rs. 42,50,136/-.
- (viii) Number of Publications released from 01.04.2013 to 31.3.2014 were 146. Number of Publication for which Symbol number issued from 01.4.2013 to 31.3.2014 is 133.
- (ix) This Department had participated in the Delhi Book Fair, Delhi from 23.8.2013 to 31.8.2013 and earned revenue of Rs. 1,34,533.00 and New Delhi World Book Fair held at Pragati Maidan, New Delhi from 15.2.2014 to 23.2.2014 and earned revenue of Rs. 1,37,768/- from the sale proceeds during the fairs.
- (x) This Department has completed Publication, sale & Accounting (PSA) and their auditing pending from 2006-07 to 2009-10. The PSA for 2010-11 has also been sent to CAG for audit and PSA for 2011-12 & 2012-13 are also in advance stage for sending to CAG for auditing.

Clause 4 (1)(b)(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

- (1) The powers and duties of the various functionaries are specified in the manual of the Department of Publication. A brief description of the tasks assigned to officials of Department of Publication is as per details given in **Annexure-I**.

Organizational chart (**Annexure-II**) gives channel of submission of files in the Deptt. of Publication and they decide the cases of various nature at their level.

4(1) (b) (iii) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:-

Decisions are taken on various issues in the Department of Publication in accordance with the laid down procedure framed by the Nodal Ministries and Department of Personnel, Ministry of Finance, Defence, Law and our Main Ministry of Urban Development.

4(1)(b)(iv)NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

- (1) Sale, stocking and distribution of various Gazettes as per “Gazette of India (Instructions for Printing and Distribution)” as per **Appendix-I** (available with the Department).
- (2) For disposal of Public Grievances Cases within 30 days of receipt of complete information.
- (3) For other cases e.g. Budget, Parliamentary matters, Court Cases, Estt. The schedule procedure prescribed by the nodal authority is followed.
- (4) Publishing of change of name, religion etc. in the Gazette of India within 45 days of the receipt of applications with full documents.

4(1)(b)(v) RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-

For discharging functions by the employees, the rules and regulations formulated by nodal Ministries/Departments are followed.

The disposal of work and discharge of functions in the Department of Publication is governed by the Rules/Regulations formulated by the various nodal authorities e.g. Ministry of Urban Development, Department of Personnel and Training, M/o Finance, D/o Expenditure, M/o Law, M/o Health and Family Welfare etc. To facilitate the work internally in Department of Publication, following publication are also referred:

- (i) Manual of the Department of Publication (**Appendix II**) (available with the Department).
- (ii) General Rules and Departmental instructions for the guidance of the staff of the Govt. of India Publication Branch. (**Appendix-III**) (available with the Department).

- (iii) Recruitment Rules for Group 'C' & 'D' (**Appendix-IV**) (available with the Department).

4(1)(b)(vi) STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

- (i) Files, Personal Service Books, CRs of the officers/officials of the Department of Publication.
- (ii) Procurement files/records/bonds/agreements/security deposit.
- (iii) Records of printing done through various Presses.
- (iv) Pay Bill Registers
- (v) Miscellaneous records of the Department of Publication.
- (vi) List of deserving cases for compassionate appointment in various categories.
- (vii) Records Retention Schedule.

4(1)(b)(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 :

It is constant inter action with the agents and the workshop / seminar are conducted for consultations and to change the policy etc. with the reference to the sale of the books.

4(1)(b) (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 EACH MEETING ARE ACCESSIBLE FOR PUBLIC :

The committees are being constituted by the Controller of Publications as and when required under the Chairmanship of any Gazetted officer.

Details of the Purchase Committee

- | | |
|---------------------------------------|----------|
| • Financial Officer | Chairman |
| • Assistant Controller (Admn.) | Member |
| • Supervising Officer (Establishment) | Member |

The purpose of the purchase committee is to examine the proposal of purchase go through the quotations, tenders decide as to whom is to be allotted the Supply Order on the basis of lowest tender/quotations.

4(1)b(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

As mentioned in **Annexure-III**

4(1)b(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

As mentioned in **Annexure-IV**

4(1)b(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE :

As indicated in **Annexure-V**.

4(1)b (xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

Not applicable.

4(1)b (xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

The Restricted Agents of this Department are allowed 20% discount on sale of books. The Regular Agents are given 25% discount. The Govt. parties are given 15% discount. In the Book Fairs 10% discount is given to all customers.

4(1)b (xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

The Information about the Department of Publication is available in our web site www.deptpub.gov.in

4(1)b(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 :

1. Gazette of India notifications from the year 1950 to till date are available on the website of this Department i.e. www.egazette.nic.in and anybody can download these notifications free of cost from the website.
2. Exhibition hall where specimen copies of Government Publications / Periodicals have been displayed during the office hours.
3. Seating arrangement for visitors has been made in the reception of this Department.

4(1)b(xvi) THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER :-

Sh. S. S. Dalal, Financial Officer, Central Public Information Officer.
Telephone No. 011 - 23813762.

Sh. Dinesh Chandra, Asstt. Controller (Admn.), Central Public Information Officer. Telephone No. 011 – 23813761.

Sh. Arun Kumar Singh, Asstt. Controller (Business), Central Public Information Officer. Telephone No. 011 – 23810150.

4(1)b(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED :-

Information pamphlet of the Department of Publication the details are available on our website www.deptpub.nic.in.

SECURITY ORGANISATION: By and large entire matters handle in the Department of Publication are accessible. Over material pertaining to the Publication and Distribution of Ministry of Defence is classified and cannot be shared with anyone.

AMENDMENTS TO EXISTING ACTS/RULES ETC: Amendments to rules and regulations are made from time to time keeping in view the necessity.