

## PROACTIVE DISCLOSURE UNDER RIGHT TO INFORMATION ACT 2005.

### 1. Organisation and Function

#### 1.1. Particulars of its Organisation, Function and Duties :-

##### (i) Name and Address of the Organisation :-

Department of Publication  
Civil Lines (Behind Vidhan Sabha Metro Station)  
Delhi – 110054.

##### (ii) Head of the Organisation :-

Shri M.P. Khadolia, Controller of Publication

##### (iii) Vision, Mission and Key Objectives:

To evolve as professional publisher, custodian and distributor of all centralized Government Publications in order to provide efficient services to the Government.

The objectives of the Department of Publication are as under –

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

##### (iv) Function and Duties –

- 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. 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.

##### (v) Organisation Chart – **Annexure I**

(vi) Organization Structure

The Department of Publication establishment in April 1924 a subordinate office under the Ministry of Housing and Urban Affairs which is headed by the Controller of Publication who is assisted by one Financial Officer, one Assistant Controller (Admn.) and one Assistant Controller (Business).. It possesses the largest depository of Government of India books consisting of over 8000 (Eight thousand) titles (excluding various periodicals, Gazette Notifications and Army publications). The Controller of Publication is the authorized publisher, custodian and distributor of Govt. of India Publications. It caters the need of general public as well as Government Departments in respect of official publications.

(a) The Department comprising:-

Main Office of the Controller of Publications, Civil Lines, Delhi – 110054

(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, Kendriya Sadan, Koramangala, Bangalore – 34

(c) Sale Counter:-

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

1.2. Powers and Duties of its officers and employees (Section 4(1)(b)(ii) –

(i) Powers and Duties of Officers (administrative, Financial and Judicial)

Details given in **Annexure-II**.

(ii) Power and duties of other employees :-

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 officials of Department of Publication is as per details given in **Annexure-II**.

(iii) Orders under which powers and duty are derived and –

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 Housing and Urban Affairs

(iii) Exercised – Refer to Point (iii) above

(iv) Work Allocation - **Annexure-II**.

1.3. Procedure followed in decision making process [Section 4(1)(b)(iii)]

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 Housing and Urban Affairs

1.4. Norms for discharge of functions [Section 4(1)(b)(iv)] –

(i)	Nature of Functions/Services offered	Sale, Stocking and Distribution of various Government Publications, Gazettes and Army Publications. Publishing of Change of Name, Religions etc. In Gazette of India
(ii)	Norms/Standards for functions/service delivery	This information is available in this Department's website i.e. <a href="http://www.deptpub.nic.in">www.deptpub.nic.in</a> at other links title Annual Action Plan 2018-19
(iii)	Process by which these services can be accessed	These services can be accessed by this Department's websites i.e. <a href="http://www.deptpub.nic.in">www.deptpub.nic.in</a> and <a href="http://www.egazette.nic.in">www.egazette.nic.in</a>
(iv)	Time limit for achieving the target	This information is available in this Department's website i.e. <a href="http://www.deptpub.nic.in">www.deptpub.nic.in</a> at other links title Annual Action Plan 2018-19
(v)	Process of redress of grievances	For dispose of Public Grievances cases within 30 days of receipt of Complete information

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

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 Housing and Urban Affairs, 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 (available with the Department).
- (ii) General Rules and Departmental instructions for the guidance of the staff of the Govt. of India Publication Branch. (available with the Department).
- (iii) Recruitment Rules fro Group "C" & "D" (available with the Department).
- (iv) Transfer Policy as per the Government of India Guidelines

1.6. Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]

- (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.

All these documents are held under Asstt. Controller (Admn.), Financial Officer and Asstt. Controller (Business)

- 1.7. Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]

As mentioned in **Annexure III**

- 1.8. Directory of officers and employees [Section 4(1)(b)(ix)]

As mention in **Annexure IV**

- 1.9. Monthly Remuneration received by officers and employees including system of compensation [Section 4(1)(b)(x):-

As mentioned in **Annexure V**

- 1.10. Name, Designation and other particulars of Public Information Officers [Section 4(1)(b)(xvi)]

Shri A.S. Pensia, Assistant Controller (Admn.), Central Public Information Officer, Telephone No. 011-23813761 email [acop-dep@nic.in](mailto:acop-dep@nic.in)

Shri Anil Kumar, Financial Officer, Central Public Information Officer, Telephone No. 011-23813762 email [fo-dep@nic.in](mailto:fo-dep@nic.in)

**Appellate Authority**

Shri M.P, Khadolia, Director/Controller of Publication, Appellate Authority Telephone 011-23812527, email [cop-dep@nic.in](mailto:cop-dep@nic.in)

- 1.11. No. of employees against whom Disciplinary action has been proposed/taken

[Section 4(2)]

No. of employees against whom disciplinary action - one

- (i) Pending for Minor penalty or major penalty proceedings – one
- (ii) Finalised for Minor penalty or major penalty proceedings – under process

1.12. Programme to advance understanding of RTI (Section 26)

1.13. Transfer Policy and transfer orders (F. No. 1/6/2011-IR dt. 15.4.2013)

As per the Guidelines of Government of India issued from time to time.

Transfer orders are available in this Department's website [www.deptpub.nic.in](http://www.deptpub.nic.in) Home page – Other Link – Office Memorandum

2. Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. {Section 4(1)(b)(xi)}

- (i) Total Budget for the Public authority – Rs. 39.90 Cr. (2019-20)
- (ii) Budget for each agency and plan & programme – Non Plan Budget
- (iii) Proposed expenditure – Rs. 39.90 Cr.
- (iv) Revised Budget for each agency, if any - Nil
- (v) Report on disbursements made and place where the related reports are available – Nil

Budget allocated to this Department is available in this Department's website i.e. [www.deptpub.nic.in](http://www.deptpub.nic.in)

2.2 Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)

Budget – Domestic Travel Expenditure object Head - 10 Lakhs

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

Not Applicable

2.4 Discretionary and non-discretionary grants {F.No. 1/6/2011-IR dt. 15.4.2013}

Not Applicable

2.5 Particulars of recipients of concessions, permits of authorization granted by the public authority [Section 4(1)(b)(xiii)]

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.

2.6 CAG & PAC paras [F.No. 1/6/2011-IR dt. 15.4.2013]

6 Para of Public Store Account 2016-17 outstanding. The reply of the same has already been submitted on 16.5.2019.

### 3. Publicity Band Public Interface

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]

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 Govt. Publications.

3.2 Are the details of policies/decisions, which affect public, informed to them [Section 4(1)(c)]

This Department is the subordinate office of the Ministry of Housing and Urban Affairs and policies/decisions taken by the competent authority which affect public are informed to them through website and notice board of the Department.

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

This Department communicate with public through e-services like email, fax etc.

3.4 Form of accessibility of information manual/handbook [Section 4(1)(b)]

Information manual/handbook available in printed format.

3.5 Whether information manual/handbook available free of cost or not [Section 4(1)(b)]

Information manual/handbook is available free of cost.

### 4 E. Governance

4.1 Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]

Information Manual/Handbook available in both Hindi and English.

4.2 When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]. – June 1992

4.3 Information available in electronic form [Section 4(1)(b)(xiv)]

The Information about the Department of Publication is available in this Department website i.e [www.deptpub.nic.in](http://www.deptpub.nic.in)

4.4 Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]

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](http://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 displayed.
3. Seating arrangement are available for visitors in the reception of this Department.

4.5 Such other information as may be prescribed under section 4(i)(b)(xvii)

All the information like public Grievance , RTI applications, Tenders, Annual Reports, Citizen's Charter, Framework documents is available in this Department website i.e [www.deptpub.nic.in](http://www.deptpub.nic.in) and CGRAM Portal

4.6 Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]

Details related to RTI applications is available in the Department website.

4.7 Replies to questions in the parliament [Section 4(1)(d)(2)]

The information is available in the website of this Department i.e. [www.deptpub.nic.in](http://www.deptpub.nic.in)

5. Information as may be prescribed

5.1 Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]

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6. Information Disclosed on own Initiative

6.1 Item/ information disclosed so that public have minimum resort to use of RTI Act to obtain Information

All the information related to use RTI Act is available in this Department website .

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India)

1. For obtaining STQC certificate necessary action has been initiated.
2. No.