

Information Handbook

Under
Right to Information Act 2005



Publications Division

Ministry of Information and Broadcasting
Government of India
Soochna Bhawan, CGO Complex,
Lodhi Road, New Delhi- 110 003

Website – www.publicationsdivision.nic.in E-mail - dpd@sb.nic.in

Chapter 1 Introduction

Chapter – 2 (Manual – 1) Particulars of Organization, Functions and Duties

Chapter – 3 (Manual – 2) Powers and Duties of Officers and Employees

Chapter – 4 (Manual – 3) Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

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Chapter -6 (Manual – 5) A statement of the categories of documents that are held by it or under its control

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Chapter 1

Introduction

1.1 Please throw light on the background of this hand-book (Right to Information Act – 2005).

The hand book aims at providing the information as sought under Chapter of the RTI Act – 2005.

1.2 Objective/purpose of this hand-book.

The hand book proposes to provide information regarding Publications Division ,a media unit of the Ministry of Information & Broadcasting, Govt. of India with Hqrs. at Soचना Bhavan, CGO Complex, New Delhi.

1.3 Who are the intended users of this hand-book?

The hand-book may be used by the public interacting with Publications Division i.e. Authors, Readers, Book sellers, Libraries, Institutions.

1.4 Organization of the information in this hand-book.

See contents page.

1.5 Definitions (Please provide definitions of various terms used in the hand-book).

No specific terms are used in this handbook of Publications Division. The terminology used otherwise is Standard English usage.

1.6 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Director (Admn.),
Publications Division,
Soचना Bhavan,
Lodhi Road,
New Delhi 110003.
Phone : 011-24366672.

1.7 Procedure and Fee Structure for getting information not available in the hand-book.

As per the Government Rules.

Chapter 2

Particulars of Organization, Functions & Duties

2.1 Objective/purpose of the public authority.

The Publications Division is the publishing house of the GOI which aims at providing authentic information at affordable prices in respect of History, Art & Culture, Heritage and also the subjects of importance not generally taken up by private publishers.

2.2 Mission/Vision Statement of the public authority.

2(a) In order to get a holistic view the Division's key objectives can be listed as :-

i) To publish books and journals on matters of national importance in the spheres of economy, history, Art & Culture Heritage, Gandhiana, Biographies of national leaders and Children's literature etc. at reasonable price to facilitate wider access to people.

ii) To publish Selected Speeches of Presidents and Prime Ministers of India to serve as a repository of thoughts at the highest levels of State and Govt. for the future generations to read and imbibe.

iii) To publish Employment News weekly in Hindi, English and Urdu to publicize job opportunities in the Central and State Government organizations including Public Sector Undertakings. To disseminate information about the Developmental activities a Journal Yojana is published in 13 major languages. Another journal Kurukshetra, is being published to provide updates on rural development activities in the country. Other magazine that are being published from the Division include Ajkal, a literary magazine in Hindi and Urdu and Bal Bharti in Hindi for children.

iv) To enter in the field of e-publishing through multi-media interactive CDs on subjects of cultural heritage and historical monuments and also e-books on the subjects already enlisted above.

v) To ensure wider reach of our publications and hence govt. policies and programmes, through organizing and participating in Book Exhibitions and such other events like quizzes and competitions, through an integrated marketing action plan.

vi)

As a commitment towards public participation in Division's programmes Bharatendu Harishchandra Awards are instituted. They are given annually for original Hindi writings in Journalism and Mass Communication, women related issues, children related issues and National Integration.

2.3 Brief history of the public authority and context of its information.

Publications Division of the Ministry of Information & Broadcasting is one of the leading publishing houses in India. Set up in 1941 as a branch of the Bureau of Public Information, it acquired its present name and separate identity in 1944. It publishes priced books, journals and other printed material in Hindi, English and other Indian languages on a variety of subjects, including Art and Culture, History and Tradition, Political evolution, Democratic processes, Economic Development and Social resurgence.

2.4 Duties of the public authority.

The duties of the Division include :

(i) To publicize govt. policies and programmes through its journals.

(ii) Make available information about job opportunities in the Govt. sector through Employment News.

(iii) Provide authentic printed material in the form of books on the subjects given in its mission.

2.5 Main activities/functions of the public authority.

(i) Publications of Journals

- (ii) Publications of Books
- (iii) Sale of publications including that of other Govt. organizations

2.6 List of services being provided by the public authority with a brief write-up on them.

Publications of Journals

The Division publishes the following journals.

- (i) **Employment News** – A weekly journal carrying advertisements regarding job opportunities in Govt. of India. It is brought out in three languages English, Hindi and Urdu at a price of Rs. 8/- per copy.
- (ii) **Yojana** – A monthly highlighting the developmental activities of the Govt. especially in the planning process. The journal is published in 13 languages including English, Hindi and Urdu. The monthly is priced at Rs.10/- per copy.
- (iii) **Kurukshetra** – The Monthly in English and Hindi is devoted to issues of Rural Development. and is priced at Rs.10/- per copy.
- (iv) **Aajkal** – A literary, monthly magazine, being brought out in two languages, namely Hindi and Urdu. The magazine is priced at Rs.10/- per copy.
- (v) **Bal Bharati** - This monthly is devoted to children. The magazine is committed to inculcate scientific temper and value of knowledge in children through fiction, poems, articles, quiz etc.

Apart from the magazines, the Division publishes about 100 books every year (including reprints) on varied subjects as given below:

1. Art & Culture
2. History
3. Science and Technology
4. Flora and Fauna
5. Speeches and Writings
6. Reference Works
7. Gandhiana Literature
8. Biographies.

The following multimedia interactive e-books in CD format are available:

Brihadishwara Temple

- A World Heritage Monument

The CD contains the following topics: ● Location ● History ● Architecture ● Paintings ● Events and ● E-book

Goa

- A World Heritage and Tourist Destination

The CD contains the following: ● History ● Art & Architecture ● Monuments and Museums ● National Resources ● Towns and Markets ● Fairs and Festivals ● Music and Dance ● People and Life Style ● Food and Beaches

Indian Paintings

- Covering Rock Paintings to Modern Arts

The CD has the following sections: ● Murals ● Manuscript Paintings (Pala and Jain) ● Mughal Miniatures ● Deccani Miniatures ● Rajasthani Miniatures ● Company Paintings ● Rock Art ● Folk and Tribal Art and ● the Modern Idiom.

Konark

-The Black Pagoda

The interactive section includes ● Film ● A walkthrough ● E-book ● Konark ● History ● Architecture and Sculpture Art ● Sun Temple Complex & Adjoining Monuments ● Photo Gallery and nearby sites.

Legacy of Adi Shankara

-Culture & Knowledge Tourism in India

The legacy of Adi Shankara is well-explained in the Multi-media interactive CD. It presents a detailed description of the life and works of Adi Shankara and carries audio of our popular hymns composed by him as also the video footage of the multi-tradition established by him.

Sanchi Stupa

-A Spiritual Symphony in Stone

(A World Heritage Buddhist Monument)

The interactive section includes ● Glimpses of Sanchi ● A virtual walkthrough ● E-book ● Snippets ● Quiz and ● Photo Gallery.

Qutub and Mehrauli Complex

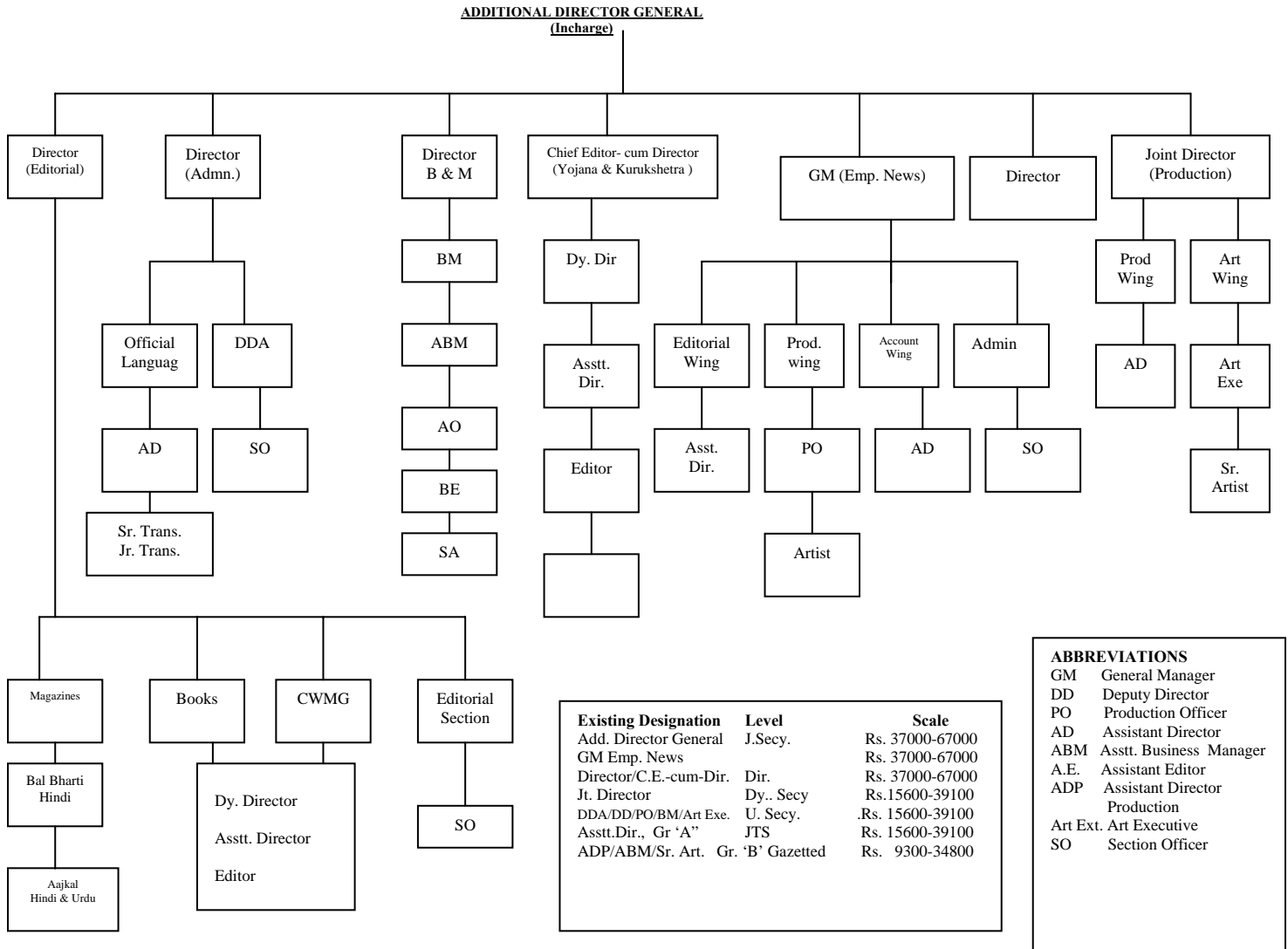
-A World Heritage Monument

The CD contains ● Qutub Complex ● Qutub Minar ● Quwwat-ul-Islam Mosque ● Iron Pillar ● Iltutmish's Tomb ● Alai Darwaza ● Around Mehrauli ● Quiz ● E-book ● History ● Virtual walkthrough.

The Division has sales outlets in 11 cities including the four metropolitans Delhi, Kolkata, Mumbai and Chennai. Others are Patna, Lucknow, Hyderabad, Bangalore, Thiruvanthapuram, Ahmedabad, Guwahati.

2.7 **Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).**

(Organisational Structure Diagram)



Target and Achievements as indicated in the 11th Plan/SFC/EFC as per the table below:

Year	Targets	Achievements
2007-08	Processing of past issues of Yojana and Kurukshetra in digital form	1. Purchased Computers/server alongwith accessories, Modern Furniture / computer chairs 2. Web Content Management System for digitalizing Yojana (Hindi, English & Urdu) and Kurukshetra and digitalization work is already completed.
	Web site to be launched	Web- site has been designated and dedicated lease line with IP address.
	Computerisation of 7 Yojana offices.	Installed 14 Nos. of ACs and Computers alongwith accessories, Modern furniture and Computer chairs/tables for 7 Yojana Offices
	One Sales Emporium at Hyderabad and Book Gallery at Sochna Bhawan was to be renovated	Modernized Book Gallery structure & Layout at Sochna Bhawan carried out. Purchased 2 Nos. of Computer alongwith accessories and 2 no ACs. in Hqrs. Renovated Sales Emporia, Hyderabad. Purchased Computers alongwith accessories and Printers/ modern furniture and ACs and UPS etc

2008-09	Processing of past issues of Yojana (Tamil & Telugu) in digital form.	Digitization of Yojana (10 languages) i.e., Tamil, Telugu, Kannada, Malayalam, Marathi, Gujarati, Punjabi, Oriya Bengali & Assamese completed.
	For improving the Web site of Yojana, peripheral items will be procured	Website operationalised and working satisfactorily.
	Computerisation of 6 Yojana offices.	Computers, its peripherals, ACs, Furniture and Photocopiers have been provided in the 6 Yojana Units. Woodwork at Yojana (Hdqrs.) completed
	Modernization of Sales Emporia & purchase of mobile book van.	Sales Emporium, Kolkata renovated and one mobile van purchased.

2009-10	Modernization of two(2) Sales emporia and purchase of one(1) mobile Van	Two Sales Emporia at Old Secretariat, New Delhi and Chennai were modernized and one mobile van was purchased
2010-11	Modernization of two(2) Sales emporia and purchase of one(1) mobile Van	Current Store at Faridabad, Delhi and Lucknow renovated and one mobile van purchased.
2011-12	Modernization of two(2) Sales emporia and purchase of one(1) mobile Van	Sales Emporia & Yojana office at Hyderabad & Thiruvananthapuram renovated and one mobile van to be purchased.

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The Publications Division makes all out efforts to reach the public. It expects from the public to approach the concerned officer directly for redressal of the grievance. Normally it takes 2 to 3 week's time for the redressal of the grievance. If not satisfied, a clear statement of grievance giving the background, details of interaction with the officers previously approached for redressal may be given to

Joint Director (Grievance),
Publications Division,
CGO Complex, Sookna Bhawan,
Lodhi Road, New Delhi -110 003.
(Phone Number – 24362958).

2.9 Arrangements and methods made for seeking public participation/ contribution.

The Division interacts with its authors, readers, subscribers and distributors. This limited public is approached through advertisements, exhibitions, telephonic communications, printed material and personal interactions in certain cases.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

The Division has its Citizen Charter elaborating the procedure for monitoring of delivery mechanism as well as Grievance Redressal. It is available at our website www.publicationsdivision.nic.in However, the monthly monitoring of service delivery is done at the Division level and quarterly monitoring at the Ministry level. Further, for grievance redressal one can approach the officer directly. If not satisfied, the person may provide a clear statement of grievance to the:

Joint Director (Grievance),
Publications Division, M/o I&B, CGO Complex,
Sookna Bhawan, Lodhi Road,
New Delhi – 110 003,
Phone – 24362958.

2.11 Addresses of the main office and other offices at different levels.

(Please categorize the addresses district wise for facilitating the understanding by the user).

Headquarters : Publications Division, Sookna Bhawan, CGO Complex,
Lodhi Road, New Delhi – 110 003.

Unit-wise Addresses in Delhi

Employment News

Business Manager (Circulation)
Employment News,
Ministry of Information & Broadcasting, East Block IV, Level-5,
R.K. Puram, New Delhi – 11 00 66
Ph. : 26108979, Fax : 26175516

Sales Emporia (Sales Centres)

(For Books)

Business Manager,
Book Gallery, Publications Division
Ministry of Information & Broadcasting
Ground floor, Soochna Bhawan, CGO Complex, Lodhi Road,
New Delhi 11 00 03
Ph. : 24365610, 24367260
Fax : 24365609

Asstt. Business Manager,
Sales Emporium,
Publications Division, Hall No. 196,
Old Sectt., Delhi – 11 00 54.
Ph. 011-23890205

For Journals/Advertisements

Business Manager (Journals)
Publications Division,
East Block-IV, Level – 7,
R.K. Puram,
New Delhi 11 00 66
Ph. 26100207, 26105590 Fax : 26175516

Yojana (Delhi) English, Hindi & Urdu _Yojana Bhawan

Sansad Marg,
New Delhi – 110 001.

Punjabi & Oriya

A.D./Editor
Level 7, East Block 4,
R.K. Puram,
New Delhi – 11 00 66

Yojana, Marathi

Publications Division
701, C-Wing, 7th Floor
Kendriya Sadan, Belapur
Navi Mumbai-400614
Ph. 022-27566582

Business Manager

Sales Unit, Yojana (Assamese)
Publications Division
H.No.7, New Colony, KKB Road,
Chenikuthi, Guwahati 781003.
Ph. 0361-2665090

Yojana, Assamese

H.No.7, New Colony, KKB Road,

Chenikuthi, Guwahati 781003.

Kurukshetra (Hindi & English)

Room No. 655 & 661

6th floor, Nirman Bhawan, New Delhi – 11 00 11.

Aajkal (Urdu)

Editor

Room No. 127-128,

Soochna Bhawan, CGO Complex,

New Delhi – 11 00 03

Offices (outside Delhi)

Business Manager I/c

Sales Emporium

Publications Division

701, C-Wing, 7th Floor

Kendriya Sadan, Belapur

Navi Mumbai-400614

Ph. 022-27570686

Business Manager I/c

Sales Unit, Yojana (Gujarati)

Publications Division

Ambica Complex,

1st floor, Paldi,

Ahmedabad – 38 00 07

Ph. 079-26588669

Ahmedabad, Yojana, (Gujarati) & Sales Emporia

Ambica Complex,

1st floor, Paldi, Ahmedabad – 38 00 07

Business Manager I/c

Sales Emporium

Publications Division

'A' Wing, Rajaji Bhawan

Besant Nagar, Chennai- 600090

Ph. 044-24917673

Yojana, Tamil

'A' Wing, Ground Floor, Shastri Bhavan,

Chennai – 600006.

Business Manager

Sales Emporium

Publications Division

Block 4, Ist Floor

Gruhakalpa Complex, MaG. Road,
Nampally, Hyderabad-500001
Ph. 040-24605383

Yojana, Telugu

10-2-1, 1st Floor, FDC Complex, AC Guards,
Hyderabad 500028.

Yojana, Malayalam,

“Reshmi” 14/916, Vazhuthacaud,
Thiruvananthapuram - 694014,

Business Manager, I/c

Sales Emporium
Publications Division
8, Esplanade East,
Kolkata – 70 00 69
Ph. 033-22488030

Kolkata Yojana, Bengali & Sales Emporium

8, Esplanade East,
Kolkata – 70 00 69

Chennai

‘A’ Wing, Rajaji Bhawan,
Besant Nagar, Chennai – 60 00 90

Business Manager

Sales Emporium
Publications Division
Press Road, Near Govt. Press,
Thiruvananthapuram 69 50 01
Ph. 0471-2330650

Thiruvananthapuram

Press Road,
Near Govt. Press,
Thiruvananthapuram 69 50 01

Business Manager I/c

Sales Unit, Yojana (Kannada)
Publications Division
1st floor, “F” Wing, Kendriya Sadan,
Koramangala,
Bangalore – 56 00 34
Ph. 080-25537244

Bangalore

1st floor, "F" Wing, Kendriya Sadan,
Koramangala, Bangalore – 56 00 34

Business Manager

Sales Emporium
Publications Division
Bihar State Co-operative
Bank Building, Ashoka Rajpath
Patna – 800004
Ph. 0612-2683407

Patna

Bihar State Co-operative Bank Building,
Ashoka Rajpath,
Patna – 80 00 04

Business Manager

Sales Emporium
Publications Division
Hall No. 1, 2nd Floor
Kendriya Bhawan, Sector-H,
Aliganj, Lucknow – 226024
Ph. 0522-2325455

Lucknow

Hall No. 1, 2nd floor, Kendriya Bhawan,
Sector 8, Aliganj,
Lucknow – 226024

Guwahati

Naujan road, Ujan Bazar,
Guwahati – 78 10 01

Faridabad

Asstt. Business Manager, CGO Complex,
Feeder Store,
Faridabad 121001 (Haryana)

2.12 Morning hours of the office : 09.30 a.m.

Closing hours of the office : 06.00 p.m.

Chapter 3

Powers and Duties Of Officers & Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	1. Additional Director General (Incharge), Publications Division	
Powers	Administrative	All powers of Head of Deptt. as per Government Rules
	Financial	-do-
	Others	-do-
Duties	Preparing and executing annual publishing programme of the Division by bringing our books, journals and other periodicals. It also includes distribution and sale of such publications such publications both in India and abroad.	
Designation	2. Director (Admn.)	
Powers	Administrative	Delegated powers as decided by HoD
	Financial	Upto Rs 15,000/-
	Others	Leave sanction to non-Gazetted Officers.
Duties	To exercise supervision and control over administrative and business aspects.	
Designation	2. Director (Editorial)	
Powers	Administrative	Delegated powers as decided by HoD
	Financial	Upto Rs 15,000/-
	Others	Leave sanction to non-Gazetted Officers.
Duties	To exercise supervision and control over editorial staff. To look into selection and procurement of manuscripts for books and journals other than yojana and Employment News.	
Designation	3. Joint Director (Production)	
Powers	Administrative	Nil
	Financial	Printing and binding – Rs. 15,000/- in each case.
	Others	Nil
Duties	Determining the layouts and other technical details of the production of a publication. Supervision for preparation of cover designs and illustrations. Preparing estimated cost of production and fixing the price or publication. Supervising the production and printing of books and journals.	
Designation	4. Chief Editor (Yojana) and (Kurukshetra)	
Powers	Administrative	Delegated powers as decided by HoD over the Yojana units at headquarters and regional offices. Also staff and officers of Kurukshetra.
	Financial	

	Other	Nil
Duties	Collection and selection of Editorial material. Finalization of articles and other material. Determining the layouts and other technical details of the production of Yojana magazines in different languages.	
Designation	5. General Manager-cum-Chief Editor (Employment News)	
Powers	Administrative	Full administrative control over day to day matters.
	Financial	Non contractual payments upto Rs 20,000/- Contractual payment upto 5 lakhs.
	Other	Sanctioning of leave to staff working under him.
Duties	To bring out a weekly journal Employment News in three languages viz. English, Hindi and Urdu with a view to giving information about employment opportunities to the unemployed and under-employed youth of the country. It also includes all the responsibilities in terms of collection and selection of material to be printed.	
Designation	6. Deputy Director (Admn.)	
Powers	Administrative	All powers of Head of Office as per the provision contained in rules.
	Financial	Tour in respect of non-gazetted members or staff.
	Other	Sanctioning of leave to non-gazetted staff.
Duties	Supervision over general administration and establishment matters of the officers/officials posted in the Division, Hqrs. As well as Field Units. Implementation of plan schemes and monitoring of flow of expenditure under plan and non-plan segments vis-a-vis the budgetary grant.	
Designation	7. Dy. Director	
Powers	Administrative	Nil
	Financial	
	Other	Nil
Duties	Preparation, selection and editing of manuscripts. Suggesting print order. Finalizing cover design in consultation with Art Executive.	
Designation	8. Art Executive	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Supervision and control over Art Section. To help Editors in the preparation of illustrations and cover designs for journals as well as books and pamphlets.	
Designation	9. Business Manager (Hqrs.)	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Overall supervision of Sales Emporium.	
Designation	10. Assistant Business Manager	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To assist the Business Manager (Hqrs.) to supervise Sales Emporia and to co-ordinate the activities of Sales Emporia.	
Designation	11. Assistant Director	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To assist Editor in preparation, selection, editing of manuscripts and preparation of cover design.	
Designation	12. Accounts Officer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To look after the accounts work of Sales Emporia	
Designation	13. Section Officer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	<p>Scrutinize the noting of the dealing hand. Final disposal of routine cases.</p> <p>To take intermediate routine action. Record, where necessary, a note setting out his own comments or suggestions.</p> <p>Submit the case to the appropriate higher officer. Maintenance of reference books, office orders, etc. Dealing with important and complicated cases himself.</p>	
Designation	14. Artist	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Preparation of illustrations and cover designs for journals as well as books and pamphlets in consultation with Editor.	

Designation	15. Assistant/UDC	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	<p>Works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him.</p> <p>To examine the cases as per rules and regulations.</p> <p>To bring out clearly the question under consideration and suggest a course of action wherever possible.</p>	
Designation	16. PPS/PS/PA/Stenographer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	<p>Taking dictation and its transcription. Fixing up of appointments.</p> <p>Screening the telephone calls. Keeping a list of engagements, meetings, etc.</p> <p>Keeping a note of the movement of files and other papers passed by the officer.</p>	
Designation	17. Sub Editor	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Assisting Editor/Assistant Editor in bringing out books and journals and reading proofs etc.	
Designation	18. Business Executive	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Arranging Sales of books and journals of the Division.	
Designation	19. Senior Accountant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintaining the accounts of sales of books and journals of the Division.	
Designation	20. Library Information Assistant	
Powers	Administrative	Nil

	Financial	Nil
	Other	Nil
Duties	Managing the library of the Division	
Designation	21. Sales Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Attending Sales counter	
Designation	22. Accountant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintenance of the accounts	
Designation	23. Storekeeper	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing the Feeder Store at Faridabad	
Designation	24. LDC	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Registration of correspondence received or sent maintenance of section diary, file register, file movement register, indexing and recording, typing, dispatch and submission of routine and simple drafts.	
Designation	25. Junior Storekeeper	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing the stores at Hqrs. And Sales Emporia	
Designation	26. Junior Stenographer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Taking dictation from the officers and transcription thereof.	
Designation	27. Accounts Clerk	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintaining accounts books.	
Designation	28. Clerk Grade II	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Clerical jobs like typing, diarizing of receipts etc.	
Designation	29. Senior Addressograph Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Operating auto addressing machine	
Designation	30. Senior Gestetner Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Operating Gestetner machine	
Designation	31. Daftry	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To keep recorded files, binding of files and to repair the files.	
Designation	32. Peon	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Distribution of files and dak to the officers/sections concerned.	
Designation	33. Packer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Packing of books and journals for their dispatch to different sales Emporia and Sales Agencies.	
Designation	34. Messenger	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Distribution of files and dak to the officers/sections concerned.	
Designation	35. Record Sorter	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintenance of all old records	
Designation	36. Driver	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Operating Division's vehicles.	
Designation	37. Senior Carpenter	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Carpentary work	
Designation	38. Junior Addressographer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Writing of addresses on the outgoing envelopes in R&I Section	
Designation	39. Junior Gestetner Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To operate Gestetner machine	
Designation	40. Franking Machine Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To operate the Franking machine in R&I Section.	
Designation	41. Sales Attendant	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To assist in Sales Counter	
Designation	42. Junior Carpenter	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To look after the day-to-day carpenter work	
Designation	43. Mazdoor	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Loading and uploading the material etc.	
Designation	44. Manager (Canteen)	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing departmental canteen	
Designation	45. Halwai	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Cooking work in the departmental canteen.	
Designation	46. Cook cum Tea Maker	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Making Tea/Coffee	
Designation	47. Bearer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Providing canteen service to officers/staff of the Division.	
Designation	48. Farash	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To open and close the office premises and dusting of office furniture.	
Designation	49. Chowkidar	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To keep a vigil on office premises after the closing of office. To maintain security of Government property.	
Designation	50. Wash Boy	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Washing utensils/crockery in the departmental canteen.	
Designation	51. Sweeper	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Cleaning of office premises.	

Chapter 4

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

4.1. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name/Title of document	FR
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Rules
Brief Write-up on the document	Govt. Instructions issued from time to time regarding Fundamental Rules.
From where one can get a copy of rules, regulations, instructions, manual and records.	Open Market
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	N.A.
Name/Title of document	SR
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Regulations
Brief Write-up on the document	Regulations issued by the Govt. from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records.	Open Market
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	GFR
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Rules
Brief Write-up on the document	Rules regarding General Financial Rules issued by the Govt. from time to time.
From where one can get a copy of rules, regulations, instructions, manual and records.	Open Market

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Recruitment Rules
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Rules
Brief Write-up on the document	Recruitment for different categories in the Department
From where one can get a copy of rules, regulations, instructions, manual and records.	SO Admn I DPD
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	OM
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Manual
Brief Write-up on the document	Instructions regarding different type of administrative matters.
From where one can get a copy of rules, regulations, instructions, manual and records.	SO Admn I/II DPD
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Records
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Files
Brief Write-up on the document	Files regarding different type of records.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address SO Admn II DPD
	Telephone No. 011-24362921
	Fax:
	E-Mail

	Others
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Registers
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Files movement registers.
Brief Write-up on the document	Record for file movement from concerned sections to other sections.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address Concerned Section DPD
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Diary Registers
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records regarding incoming receipts.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address Concerned Section DPD
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Despatch Registers
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records regarding outgoing letters.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address R&I and Concerned Section DPD
	Telephone No. 011-24367175 (Despatch Section)

Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Reservation Rosters
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records regarding reservations for SC/ST categories.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address SO Admn I/II DPD
	Telephone No. 011-24362921
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	PBR
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records regarding Pay Bill registers of staff.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address SO Cash Section DPD
	Telephone No. 011-24362903
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Stock Register
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records for the stores.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address A&G and Accounts Section DPD
	Ph. 011-24367175 (Accounts Section)

	Ph. 011-24362974 (A&G)
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Cash Book
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records for the payments and receipts of the department.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address SO Cash Section DPD
	Telephone No. 011-24362903
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.
Name/Title of document	Attendance Register
Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i>	Records
Brief Write-up on the document	Records of the attendance of the employees.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address Concerned Section DPD
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per Government Rules.

Chapter 5

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

R.N. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
	-NIL-	-NIL-	-NIL-

R.N. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
1.	Bharatendu Harishchandra Awards	Yes	Members of selection committee are chosen from the respective fields.

Chapter 6

**A statement of the categories of
documents that are held by it or under its
control**

R.N. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Registers	The statutory registers to be maintained by different Sections and Units.	Simple Application alongwith Rs.10/- Postal Order and Rs.2/- per page document, if photocopy of any information is required	Unit/Section Head
2.	Government Manuals	The manual of Office Procedure financial rules, Supplementary rules, GFR	-DO-	Unit/Section Head
3.	Files	One the relevant subjects	-DO-	Unit/Section Head
4.	Agreements with authors	On final production the division enters in an agreement with the author for payment of royalty.	-DO-	Editorial Section
5.	Agreement with Printers	While entrusting a job of the printer/typesetter an agreement is entered into and is valid till final printing.	-DO-	Production Section

Chapter 7

**A statement of boards, council,
committees and other bodies constituted
as its part**

R.N. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- Name and address of the Affiliated Body
- Type of Affiliated Body (Board, Council, Committees, Other Bodies)
- Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)
- Role of the Affiliated Body (Advisory/Managing/Executive/Others)
- Structure and Member Composition
- Head of the Body
- Address and main office and its Branches
- Frequency of Meetings
- Can public participate in the meetings?
- Are minutes of the meetings prepared?

NOT APPLICABLE

Chapter 8

The names, designations and other Please particulars of the Public Information Officers

R.N. provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Name of the Public Authority :

Assistant Public Information Officers

Sr. No.	Name	Designation	STD code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Ms Meenakshi Banerjee Mumbai	Editor	022	22610081				
2.	Ms. Antara Ghosh, Kolkata	Editor	033	2488030				
3.	Sh. I. Vijayan, Chennai	Editor	044	24917673				
4.	Sh. V M Ahmed (BM Incharge) Thiru'thapuram	Asstt. Director	0471	2330650				
5.	Sh. S. Nageshwar Rao, Hyderabad	BM	040	24605282				
6.	Ms. Meenakshi Bangalore	Editor Gr-III	082	25537244				
7.	Vacant Lucknow	BM (Addl. Charge)	0522	2325455				
8.	Ms Amita S Maru, Ahmedabad	Dy. Director	079	26588669				
9.	Ms Anoopma Das, Guwahati	Dy. Director	0361	2526792				

Central Public Information Officers

Sr. No.	Name	Designation	STD code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Ms. Nidhi Pandey	Director (Admn.)/CPIO	011	24366672	Mobile 9717936662	24362905	nidhidpd@gmail.com ,	R.N. 50-51, Ground Floor, Publication Division, Soochna Bhavan, CGO complex, New Delhi-

								03
2.	Sh. Surya Kant Sharma	Business Manager (Cir.EN)/Journals (Cir. And Advt.)	011	26175516		26105590, 26100207	pdjucir@gmail.com	Employment News, Publications Division, Ministry of I&B, East Block 4, RK Puram, New Delhi-66

Department Appellate Authority

Sr. No.	Name	Designation	STD code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Sh. K Ganesan	Director General (Incharge)	011	24366670, 24366671	26117071	24366670, 24366671	dpd@sb.nic.in,	R.N. 46, Ground Floor, Publication Division, Soचना Bhavan, CGO complex, New Delhi-03

Chapter 9

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other rules/regulations etc. can be made)

The basic activities of the Division is publication of Books and Journals. The decisions in respect of selection of material is taken at the Chief Editor/Editor level as the case may be. In case of books, the manuscript is placed before Book Selection Committee consisting of members of editorial and business wing. If the committee so feels that a particular subject requires technical inputs from outside expert, the manuscript is send to an expert. The observations of Book Committee are placed before Director General, Publications Division for final decision. This is as per the delegated powers of Director General, Publications Division.

Further the relevant rules contained in GFR, FRs, SRs and office procedure manual are followed in case to case basis.

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

After receipt of Manuscript/article the Chief Editor/Editor evaluates the material. If required the manuscripts are vetted from an expert of the field (only in case of books). The articles of Journals/magazines are finalized at the Chief Editor/Editor level. As explained above, the books are finalized at Director General, Publications Division level on the basis of recommendations of Book Committee. In some cases the matter is referred to Ministry of I&B.

9.3 What are the arrangements to communicate the decision to the public?

The authors/contributors are informed telephonically and/or through letters, once their material is accepted or rejected.

9.4 Who are the offices at various levels whose opinions are sought for the process of decision making?

In accordance with the delegated administrative and financial powers decision are taken at appropriate level.

As mentioned in point 9.1 and 9.2, the officers are Chief Editor/Editor for the articles. In case of books, after Editor it is finalized by Director General through Director, Editorial.

9.5 Who is the final authority that vets the decision?

Addl. Director General, Publications Division is the final authority in most of the cases. In rare cases where the decisions have wider ramifications, the Ministry of I&B is approached for a

direction e.g. for publishing series of Builders of Modern India.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	1
Subject on which the decision is to be taken	Publication and Marketing of Books
Guidelines/Directions, if any	As per the prevailing practices
Process of Execution	Obtaining manuscripts, vetting (if necessary), editing, typesetting, proof-reading, cover and layout design, final printing, selling.
Designation of the officers involved in decision making	Sub-Editor, Editor, Asstt. Business Manager, Asstt. Director, Business Manager, Dy. Director, Joint Director, Joint Director (Production), Director (Editorial), Director (Admn), Addl Director General, Publications Division.
Contact information of above mentioned officers	www.publicationsdivision.nic.in
If not satisfied by the decision, where and how to appeal	Please see 2.10
Sl. No.	2
Subject on which the decision is to be taken	Publication and Marketing of Books
Guidelines/Directions, if any	As per our mandate and directions from the sponsoring Ministry.
Process of Execution	Obtaining manuscripts, vetting (if necessary), editing, typesetting, proof-reading, cover and layout design, final printing, selling.
Designation of the officers involved in decision making	Sub-Editor, Editor, Asstt. Business Manager, Asstt. Director, Business Manager, Dy. Director, Joint Director, Joint Director (Production), Director (Editorial), Director (Admn), Addl Director General, Publications Division.
Contact information of above mentioned officers	www.publicationsdivision.nic.in
If not satisfied by the decision, where and how to appeal	Please see 2.10

Chapter 10

Directory of Officers and Employees

PUBLICATIONS DIVISION, MINISTRY OF INFORMATION & BROADCASTING
SOOCHNA BHAWAN, CGO COMPLEX, LODHI ROAD, NEW DELHI-110003.

Sl. No.	Name	Designation	STD Code	Office Tel. No.	Home Tel. No.	Fax	Address
1.	Sh. K. Ganesan	Director General (Incharge)	011	24366670, 71	26117071 (M) 9818910999	2436 670, 2436 671	E-2-3, M.S. Flats, Sector-13, R.K. Puram, Opp. Hyatt Hotel, N. Delhi-66
2.	Sh. Anurag Mishra	GM-cum-CE, Employment News & Journal Unit	011	26193316		26105857- Fax	B IX/8004, Vasant Kunj, New Delhi-70
3.	Smt Nidhi Pandey	Director (Administration & Business)	011	24366672, 24362962	24121177	24362905, 24362962	G-22, Nivedita Kunj, Sector-10, R K Puram, N Delhi
4.	Sh. Rina Sonawal Kouli	Director-Cum-Chief Editor (Yojana & Kurukshetra H&E)	011	23096738 23359578		23359578	G-23, HUDCO Place, Andrews Ganj, New Delhi-49
5.	Sh. Rajesh Jha	Director (Editorial, Bal Bharati & Aajkal (Hindi & Urdu))	011	24362920	26502894		A-2/174, Phase-5, Aya Nagar, New Delhi-47
6.	Sh. V K Meena	Joint Director (Production)	011	24362958	26266753		B-1/59, Sector-18, Rohini, Delhi-85
7.	Sh. G.K. Mukherjee	Dy. Dir. Hqr. (Admn)	011	24362981			1044, Sector-8, RK Puram New Delhi-110022
8.	Sh. Ashish Dutta	Dy. Dir. Hqr. (Admn)	011	24368009			144 b, Pkt.-F, Mayur Vihar Phase-II, New Delhi-91
9.	Ms. Meera K. Raman	Dy. Dir. Hqr	011				Posted in DFP on loan Basis
10.	Anoopma Das	Dy. Dir. (Yojana, Assamese)	0361	2665090			Guwahati
11.	Amita S. Maru	Dy. Dir. (Yojana, Gujarati)	079	26581450, 26588669			Ahemdabad
12.	B K Majhi	Dy. Dir. (Yojana, Oriya)	011	26177591			Delhi
13.	S Manjula	Dy. Dir. Hqr.	011	24362920			Delhi

14.	Dilbag Singh	Dy. Dir. (Rojgar Samachar)	011	26163055			WZ-234-I, D-169, Raj Nagar-II, Palam Colony, New Delhi- 45
15.	Balbir Madhopuri	Dy. Dir. (Yojana Punjabi)	011	26177591			125, Bijwasan, Nayak Pana, Harijan Basti, Delhi-61
16.	K.C. Meena	Dy. Dir. (Kuruksheetra)	011	23061952, 23061014			C-157, Albert Square, Gole Market, New Delhi.
17.	Rajendra Bhatt	Dy. Dir.	011	24362928			Delhi
18.	T. Raja Mouli	Principal Pvt. Secretary	011	26100207			1048, Sector-II, R. K. Puram, New Delhi-110066
19.	R S Rawat	Art Executive	011	24362913			Delhi
20.	R K Tandon	Sr. Artist	011	24362913			50 Shreshtha Vihar, Delhi-92
21.	Surya Kant	BM (Advt.&Cir)	011	26175516, 26200207, 26108979, 26105590			Delhi
22.	S Nageshwar Rao	BM Hyderabad	040	24605383			Hyderabad
23.	V M Ahmed	Asstt. Director, Yojana, Malayalam (BM additional charge)	0471	2323826			Thiruvananthapuram
24.	B S Meenakshi	Asstt. Director Yojana (Kannada)	080	25537244			Banglore
25.	Hasan Zia	Asstt. Director (Emp News)	011	26108979			66-C, II Floor, Gautam Nagar, New Delhi-49
26.	Kapil Kumar	Asstt. Director (Kuruksheetra English)	011	23061014, 23061952			121, Sector-2, Sadiq Nagar, New Delhi-49
27.	Nitima Shivcharan	Asstt. Director Hqrs	011	24362954			Delhi
28.	Ved Pal	Asstt. Director Hqr. (Bal Bharati)	011	24362910			A-4/438, East Gokul Pur, Loni Road, Delhi-94
29.	Ram Bharosi	Dy. Director (O.L)	011	24362977			Delhi
30.	Antara Ghosh	Editor Yojana (KolKata)	033	22482576			Kolkata
31.	AH Rahmani	Editor Hqr. (Ajkal Urdu)	011	24369189			Delhi
32.	B.D. Devmani	Editor (Yojana Ahmbd.)					Ahmedabad
33.	Dayawanti Srivastava	Editor Hqr.	011	24362984	26104697		493, DDA LIC Flats, Hastasal, Uttam Ngr, New Delhi
34.	I. Vijayan	Editor, (BM I/c)	044	28272382	24326542		54, Elloaiamman

		Sales Emporium) Chennai					Colony, V. Teynampet, Chennai -86
35.	Jai Singh	Editor Hqr.	011	24362954	98685980 11		V-6, Sector 31, NOIDA- 201301, UP
36.	Kamla Verma	Editor Hqr.	011	24362908			46, Probyn Road, Delhi.
37.	Manogyan Rani Pal	Editor Yojana	011	23042511	9.81E+09		233, Deshbandhu Appts. Kalkaji, New Delhi-19
38.	R. Anuradha	Editor Hqr.	011	24362984			78/9, Sector-1, Pusp Vihar, MB Road, New Delhi 17
39.	Rakesh Kumar	Editor Yojana (Hindi)	011	23717910			B-339, Kendriya Vihar, Sector-5, NOIDA, UP
40.	Remi Kumari	Editor (Yojana Hindi)	011	23042511			E-9/672, II Floor, Ganesh Nagar-II, Shakarapur, Delhi- 92
41.	Ritushree	Editor Hqr.	011	24362954			Delhi
42.	Seema Rani	Editor (Cir.)	011	26182079			
43.	Seema Ojha	Editor Hqr. (Ajkal Hindi)	011	24362920	22725136		92, Vardan Apptt.,I.P. Extn., Patpar Ganj, Delhi- 92.
44.	V. Balakrishnan	Editor Yojana (Hyderabad)	40	23040373			13/13, Kendrya Vihar, Miyappar, Hyderabad-49
45.	B.K. Kiranmai	Editor (Yojana Kannada)	080	25537244			Bangalore
46.	Lalita Khurana	Editor(Kurukshetra Hindi)	011	23061952, 23061014			Delhi
47.	Lemi G. Nair	Editor (Yojana Tvm.)	0471	2323826			Thiruanathapuram
48.	L.N. Nalini Rani	Editor, Employment News Advt.	011	26104284			Plot No.30, Kailash Appts., Patparganj, IP Extn. Delhi-92
49.	Suresh Dharmapuri	Editor (Yojana hydb.)	040	23315288			Hyderabad
50.	Kailash Chander	Editor Hqr.	011	24362927			Delhi
51.	Manish Singhal	Editor Hqr.	011	24362927			
52.	Abha Gaur	Editor Hqr.	011	24362910			Delhi
53.	P Chakraborty	Editor (Yojana Assamese)	0361	2665090			Guwahati
54.	Farhat Parveen	Editor Urdu	011	24362920			D-64, Flat No. Abul Fazal Enclave, Jamia Nagar, New Delhi- 25
55.	Irshad Ali	Editor (Yojana Urdu)	011	23042566			Delhi

56.	Dr. Mamta Rani	Editor Rozgar Samachar	011	26163055			Delhi
57.	Deepali Durge	Editor Yojana Marathi		27566582			Mumbai
58.	R.K. Sinha	Section Officer Admn - I	011	24362974	26177227		N. 570, Type IV, Sector-8, R.K. Puram
59.	Vacant	Section Officer	011	24362903	24654026		
60.	Ramesh Kumar	Section Officer Editorial Section	011	24362977			Delhi
61.	Vacant	Section Officer	011	24365609			H.No.121/3, Jhajjar Dt. Jhajjar, Haryana
62.	DC Nimje	Section Officer Cash Section	011	24362903			Delhi
63.	Edward Toppo	Section Officer Admn II	011	24362921			Delhi
64.	Deepak Panwar	Section Officer A & G	011	24362921			Delhi
65.	B.D. Prasad	ABM (Hq.)	011	24367260			Delhi
66.	Sobhna Taneja	AD (OL)	011	24362977	-		Delhi
67.	Asha Saxena	Sr. Artist	011	24362913	22615831		69 B, Pokt-A3, Mayur Vihar, Phase-III, Delhi.
68.	P.K. Mandal	Sr. Artist	011	26193179	26190028		1103, Sector-3, RK Puram, New Delhi-22
69.	Anil Marcus	AD (Prod.)	011	24368198			65-B., Dhavalgiri Appts., Sector-XI, Noida
70.	K Ramalingam	AD (Prod.)	011	24368198			H N 37-H, Pkt. A/2, Mayur Vihar, Phase III, Delhi-96
71.	V. Selvakumar	AD (Prod.)	011	24368198			Delhi
72.	Ms. Veera Lakshmi Bokka	Pvt. Secretary	011	24362920			Delhi
73.	Umesh K. Barua	Pvt. Secretary	011	24366670 24366671			G-1337, Chitaranjan Park, New Delhi.
74.	Sneh Lata	Pvt. Secretary	011	24362958			Delhi
75.	T. Kamaljeet Singh	Accounts Officer	011	24368198			295, Lodhi Road, CGO, New Delhi.
76.	Sandhya Kumari	Jr. Hindi Trans.	011	24362977			Delhi
77.	Surender Singh Dhakre	Jr. Hindi Trans.	011	24362977			Delhi
78.	A C Kayal	Assistant	011	24362921			669, Type-II, Second Floor, Lodhi Road Complex, New Delhi.
79.	Balwant Singh	Assistant	011	24362921	9911301548		S-562, Hari Niwas, School Block, Gali No.1, Shakarpur, Delhi-92.

80.	Basudev Tudu	Assistant	011				2083, Lodi Road Complex, N.D.03
81.	Chander Mohan	Assistant	011	24362903			1321, Lakshmibai Nagar, New Delhi-23
82.	Veena Arora	Assistant	011	24367175			Q.P117, 2nd Floor, Maurya Enclave, Near TV Tower, Pitam Pura, Delhi-88
83.	D. P. Kaushik	Assistant	011	24369189	22911521		C-1/167, Yamuna Vihar, Delhi-110053.
84.	Sua Ram	Assistant	011	24362903			A-516, Raghubir Nagar, New Delhi-110027.
85.	Nutan Kumari	Assistant	011				She will work in F(S) Desk in the Main Sectt. In the Ministry
86.	Benani Dutta	Accountant					Sales Emporium, Mumbai
87.	Raj Kumar	Accountant	011	24362903			154, Sector-IX, R. K.Puram, New Delhi
88.	Waseem Hyder	Accountant	011	23890205			60/5, Sector-III, Gole Market, New Delhi.
89.	B.K. Chhabra	PA	011	24362928			93-D, Jyoti Park (Noroth Block) Gurgaon, Haryana
90.	Jitender Sabherwal	PA	011				Delhi
91.	Jose Joseph	PA	011	23096738			607, Sector 9, RK Puram, New Delhi-22
92.	S. C. Negi	PA	011	24366670, 71			134/9, Sector-1, Pushpa Vihar, New Delhi-17
93.	Ganesh	PA	011	24362910			Faridabad
94.	Smt. Kamla Taneja	PA	011	23061952			Delhi
95.	Ms. Veena Kumar	PA	011				Delhi
96.	Ganeshi Lal	Tech. Asstt.	011	24368198			Delhi
97.	R.K. Mahani	Tech. Asstt.	011	26177529	25291211		A-3, New Multan Nagar, Delhi-58
98.	Sanjay Pandey	Tech. Asstt.	011	24368198	2881127		1124, Sector 4A, Vasundhara, Ghaziabad-12, UP
99.	Dinesh	Sales Assistant	011	26105590			B-5/114, Nehru Nagar, Near Lajpat Nagar, New Delhi-65.

100.	Shrikant Gupta	Sales Assistant	011				F 97, Nauroji Nagar, New Delhi 29
101.	A Prasad	Sales Assistant	011				Delhi
102.	JCM Jaiswal	Sales Assistant	011				G 1, 758, Sarojini Nagar, New Delhi-23
103.	A R Sritharan	Jr. Stenographer	044	2849519			48/2 (New Number 97) Arunachala, Nayakan St., Chintadripet, Chennai-2
104.	S.R. Zaidi	Jr. Stenographer	011	23096666/ 2566			18-G, SGHO, Vasant Vihar, New Delhi
105.	V. V. Bhide	Jr. Stenographer					8, Udayam, Udayam Kunj Co-op. Housing Society, Rani Sati Marg, Opp. Navjeevan High School, Malad (E), Mumbai-97
106.	C. Rajendran	Jr. Stenographer	044	23723998			20/7, CPWD Quarters, KK Nagar, Chennai -78
107.	B.K. Paul	Jr. Stenographer	033				
108.	Kulwant Singh	Jr. Storekeeper	011	26100207			
109.	Satish Kumar	Jr. Storekeeper	011	23890205			1/5436,Gali No15, Baljit Ngr Extn., Shahdara, Delhi
110.	P.K. Biswas	Jr. Storekeeper	033				
111.	Rama Raina	Jr. Storekeeper	011	26107405	55695850		299/12, DDA Flats, Madan Gir, New Delhi
112.	E. Sanjay Kumar Das	Steno (E)					304, Dolphin Appts., 10-2-37, Battery Lane, Hyderabad-57
113.	CJM Rao	Steno (Tel.)					Plot-31, Jai Bharat, Colony, Diary Farm Road, Trumalgiri, Secunderabad-15
114.	Chandan Kumar	Steno Gr. D	011				Delhi
115.	D. Vasavi	Steno Gr. D	011	23061952	55835765		1086, Sector-III, R. K. Puram, New Delhi.
116.	Raj Kumar Awasthi	Steno Gr. D	011	24362984	98685056 77		D-100, Sector 9, New Vijay Nagar, Ghaziabad., UP
117.	Suman Basra	Steno Gr. D	011	24366672			1621, Sector 16, Faridabad, Haryana
118.	Ajay Kumar Ranjan	UDC	011	26100207			RZ-85/C, Gali No.1, Shad Nagar,

							Palam Colony, New Delhi.
119.	Bright Sam	Assistant	011	24362921			J-3/11, First Floor, Khirki Extn., Malviya Nagar, New Delhi- 110017
120.	Darkimbong K.	UDC	011	261 08979			L-1/299, Mahipalpur Extn. New Delhi-37
121.	Indira Devi	UDC	011	24362971	98685873 20		A-47, Shastri Park, Delhi – 110053
122.	Jai Singh	Assistant	011	24362903			Village-Chhinoli, Post-Kharkhoda, Distt. Sonapat, Haryana
123.	Mool Chand	UDC	011	24362977	9.81E+09		Village-Akbarpur, Behrampur, Near Bypass Vijaynagar, Ghaziabad
124.	Narender Singh	Assistant	011	26107405	99111144 73		548, Aliganj, Lodhi Road, New Delhi- 3.
125.	Omprakash	UDC	011	24362974			C-80, Kidwai Nagar East, New Delhi.
126.	P K Jain	Assistant	011	23096738			WZ-438, Nr. Jain Mandir, Palam Village, New Delhi-45
127.	P.J. Thomas Vaidyan	Assistant	011	98717011 71	25496145		JA/9D, DDA Flats, Mayapuri, New Delhi-110064.
128.	Promila Nayal	Assistant	011	26182079	9.87E+09		1770, Lakshmbai Nagar, New Delhi- 23
129.	Ravinder Kumar	Assistant	011	24362903			H.14/44, Dilshad Garden, Delhi-95
130.	Rita Bhola	Assistant	011	24367260			Delhi
131.	Sant Ram	Assistant	011	24362903			G-059, Srinivaspuri, New Delhi-110065
132.	Satpal Singh	Assistant	011	26193179	98919421 26		K-330/A, Street No.4, Mahipal Pur Extn., New Delhi- 37
133.	Shiv Dutt Nainwal	UDC	011	24362977			
134.	Sudesh Kansal	Assistant	011	23890205			1327, Type-II, Multi Storey, Timarpur, Delhi.
135.	Sunder Lal	UDC	011	24362974			86-A, Aram Bagh, New Delhi-55
136.	Vijay Kumar Saxena	Assistant	011	24367175			

137.	Vikas Kumar	UDC	011				
138.	D.P. Gairola	UDC	011				
139.	Neeraj Jain	UDC	011				
140.	Paramjeet Siddhu	UDC	011	24362903			O/238-239, Mangol Puri, Delhi-83
141.	Naveen Kumar	UDC	011	23061952			3719, Gali No.8, Narang Colony, Tri Nagar, Delhi-35
142.	Prem Singh	UDC	011	26105590	9.21E+09		390, Gali No.13, Karol Bagh, Joshi Road, New Delhi.
143.	U.S. Rawat	UDC	011	26193179	9899306710		1902, Timarpur, Multi Storey, Delhi.
144.	Anup Singh Bisht	UDC	011	261931791	9899790563		H-88, Nanak Pura, New Delhi-21
145.	Hem Chand Sharma	Clerk Grade-II	011	24362971	23747113		J-667, Mandir Marg, New Delhi - 110001
146.	Pushpa Singhal	Accounts Clerk	011				
147.	Sulabha Bodas	Accounts Clerk	011	26193179	24108337		H-132, Nanak Pura, New Delhi-21
148.	Anjali Chakladar	Accounts Clerk	033				
149.	C Sivasankaran	Accounts Clerk					27/25, CPWD Quarters, KK Nagaar, Chennai-78
150.	M S Srivastava	Accounts Clerk (EN)	011				Lucknow
151.	Vikram Singh	Driver	011	24366670			168-N, Aram Bagh, New Delhi
152.	Naresh Kumar	Driver	011	26193316	9.90E+09		258, Type-II, Sadiq Nagar, New Delhi.
153.	Daulat Singh	Driver	011	24362974	9.81E+09		19/37, Jam Nagar House, Nr. UPSC, New Delhi-1.
154.	Ramesh Chand	Jr. Ad. Operator	011	24367175			
155.	Nargis Sultana	Clerk Grade-II	011	24369189			C-1/167, Yamuna Vihar, New Delhi-110063
156.	Jeet Kaur	Clerk Grade-II	011				
157.	Kavita Prabhu	Clerk Grade-II	011	24367175			43K, Sector-IV, 2nd Floor, DIZ Area, Gole Market, New Delhi.
158.	AK Mehta	Clerk Grade-II	011	24362977			Qtr. No.45, Sector-VII, R. K. Puram, New Delhi.
159.	M. Peter	Clerk Grade-II	044	28272382			Yojana, Chennai
160.	Munish Kumar	Clerk Grade-II	011	26193179	55689838		J-2, 100-D, Kalkaji, New Delhi.
161.	Paresh Kumar	Clerk Grade-II	011	24362974	22781297		51, Pocket-D,

					9891943299		Mayur Vihar, Phase-II, Delhi- 110091.
162.	S.B. Sapkale	Clerk Grade-II	9522	27570686			Mumbai
163.	Sanjeev Kochchar	Clerk Grade-II	011	24367260			
164.	Santha S. Pillai	Clerk Grade-II	011	24362910			E-305/B, GTB Enclave, Dilshad Garden, Delhi-93
165.	Shubhangi Joshi	Clerk Grade-II	011	24362971	29561241		1539, Sector 7, MB Road, Pushp Vihar, New Delhi - 110017
166.	Somnath Trivedi	Clerk Grade-II	033	22488030			Kolkatta
167.	V.V. Salvi	Clerk Grade-II					7 Bhakti, Praja Housing Society, Nath Pai Nagar, Ghatkopar (E) Mumbai-77
168.	Vijay Singh	Clerk Grade-II	011				
169.	Kavita Pathak	Clerk Grade-II	011	26193179	24102675		B-2675, Netaji Nagar, New Delhi- 23.
170.	Anand Mani Dimri	Clerk Grade-II	011	26193179			N-625, Sector- VIII, R.K.Puram, New Delhi-22.
171.	R S Shukla	Clerk Grade-II	011	23717910			220, Sector 12, RK Puram, New Delhi- 22
172.	Benami Singh	Coupen Clerk	011	-			
173.	Laxman Singh Bisht	LDC	011	24367175			
174.	Anurag Sharma	LDC	011	26105590			
175.	Omprakash	LDC	011	24367175			Village-Islampur, PO-Fazalpur, Gurgaon-122001
176.	Veena Sajwan	LDC	011				Delhi
177.	Khyali Ram Guleria	Sr. Gest. Opr.	011	24367175			
178.	Mahesh	Bearer	011	-			
179.	Mohan Singh	Bearer	011	-			318, Govt. Colony, Mohammad Pur,RK Puram, New Delhi- 66
180.	Onkar Chand	Bearer	011	-			
181.	Joginder Mehto	Daftary	011	24362921			M2, Govt. Sunder Nursery, Nizamuddin, New Delhi -110013
182.	Ramnath Prasad	Daftary	011	23890205			Z-978, Timarpur, Delhi-54
183.	Badal Kumar Chakraborty	Daftary	011	26193179	23524135		L-147, Aram Bagh, New Delhi.
184.	Mahavir	Daftary	011	24367260			

185.	Sushil Kumar	Daftary	011	24366672			264, Aliganj, New Delhi - 110003
186.	Ganesh Das	Daftary	011	24366672			O-514, Kasturba Nagar, New Delhi - 110003
187.	Inder Dev Singh	Daftary	011	24362903			8/3, Sector-I, Pushp Vihar, M.B. Road, Saket, New Delhi- 110017.
188.	Nanda Ballabh	Daftary	011	24368198			G-554, Sriniwaspuri, New Delhi-110065.
189.	Bhagat Singh	Daftary	011	24362977	9868869001		1/6, New Prem Nagar (Tyagaraja Nagar), New Delhi -110003
190.	Indrajit	Messenger	011				
191.	Ambika Prasad Pal	Messenger	011	23061014	2306 1014		B-56, Aram Bagh, New Delhi -55
192.	Ramesh Chander Joshi	Messenger	011	26193179			686, Sector-V, R.K.Puram, New Delhi.
193.	Rohitas	Messenger	011	24366670, 71			
194.	Sompal Singh	Messenger	011	24362934			
195.	Bachchu Singh	Messenger	011	24362903			B-101, Kasturba Nagar, New Delhi-3.
196.	Prabhash Mishra	Messenger	011	26108979			E-74/7, Shyam Vihar, New Delhi-110062
197.	Satyawan	Messenger	011	26105590			Village Malha Majra, Distt. Sonipat, Haryana
198.	R.K. Pradhan	Messenger					
199.	Jagmohan	Messenger					
200.	Gopal Rai	Peon	011	26100205			B-1/149, New Ashok Nagar, Gali No.5, Delhi-110096
201.	Jagmohan	Peon	011	24367175			
202.	Kiran Bala	Peon	011	24362920	55793775		233/2, Church Road, Jangpura, Bhogal, New Delhi14
203.	Kishan Kumar	Peon	011	26107405	26109950		701, Sector-VII, R. K. Puram, New Delhi.
204.	Laxmi Semwal	Peon	011	24367175			130, Mal Road, Near Jawahar Market, Delhi-54.
205.	Mahender Lal	Peon	011	24362974			
206.	Mange Ram	Peon	011	24366670, 71			
207.	Manmohan	Peon	011	24362921			F-8, DIZ Area,

	Singh						Sector-IV, Raj Bazar, Gole Bazar, New Delhi.
208.	Mukesh Dutt Sharma	Peon	011	24362932			H-202, Sewa Nagar, New Delhi.
209.	Om Pal Singh	Peon	011	243629 58			
210.	Omprakash Chaudhary	Peon	011	24369189			O-634, Kasturba Nagar, New Delhi.
211.	R.K. Shukla	Peon	011	24369189			550, Block-46, Panchkuian Road, New Delhi.
212.	Raj Nath Singh	Peon	011	24362910			B-103, Seva Nagar, New Delhi-3
213.	Rajkumar - I	Peon	011				
214.	Rakesh Kumar	Peon	011	24362908, 54			Village Kailashpur, P.O. & Tehsil-Dadri, Gautam Buddh Nagar, (U.P.)
215.	S. N. Mishra	Peon	011	24367175			
216.	Santosh Kr. Sharma	Peon	011	24362915			4/1766, Mahavir Block, Street No.4, Bhol Nath Nagar, Shahadara, Delhi.
217.	Siddheshwar Prasad	Peon	011	24362903			621, Sector-III, M.B. Road, Pushp Vihar, Saket, New Delhi-17
218.	Sodan Singh	Peon	011	23890205			14/126, Kalyan Puri, Delhi.
219.	Sukhbir Singh	Peon	011	23096738			Village & Post-Nuna Mazra, Bahadurgarh, Haryana
220.	Tara Chand	Peon	011	24362917			D-742, Kidwai Nagar, New Delhi
221.	Tejpal Sharma	Peon	011	24362913			Village & PO-Bambawar, Distt. Gautam Budh Nagar, Ghaziabad
222.	Umesh Chander	Peon	011	24367175			J-410, Sewa Nagar, New Delhi – 110003.
223.	Ved Prakash	Peon	011	24362984			
224.	Ashok Kumar	Peon	011	24368198			638, Sector 3, MB Road, Pushp Vihar, New Delhi.
225.	Virender Singh	Peon	011	24362903			18/222, Old Prem nagar, New Delhi-110003.
226.	Avtar Singh	Peon	011	24362971			
227.	Baljit Singh	Peon	011	26100207			Village & PO-Mandauthi, Distt. Jhajjar, Haryana
228.	Brijmohan	Peon	011	24366670,			C-206, Sewa

				71			Nagar, New Delhi-110003
229.	R.K. Chaudhury	Peon					
230.	Madan Kumar	Peon					
231.	Raj Kumar-II	Peon					
232.	Satpal Singh	Peon	011	24366672			Village – Mallamazra, P.O.- Chhatera, Distt. Sonapat, Haryana
233.	Bishambar Dayal	Record Sorter	011	24362921			351, Type II, Timarpur, Delhi-110054
234.	A K Paul	Store Keeper	129	2413702			46, Type-III, NH-IV, Faridabad.
235.	Damodar Prasad	Farash	011	26193316	25084433		RZ-10/E, Puran Nagar, Palam Colony, New Delhi –45.
236.	Raghibir Singh – II	Farash	011	24362974			Gtr. No.3/347, Andrews Ganj, Road No.3, New Delhi.
237.	Pal Singh	Cook/Tea Maker	011	-			
238.	Kehar Singh	Halwai	011	-			
239.	Jai Prakash	Manager Canteen	011	-			
240.	Mahipal Singh	Stall Attendant	011	24367175			
241.	N. G. Appo	F. M. O.	011	26100207			515, Timarpur, Sector-IV, Delhi-54.
242.	Dinesh Singh	Wash Boy	011				
243.	Bhagmal	Carpenter	011	24362974			
244.	Omprakash	Sr. Carpenter	0129	2413702			503, Type-II, NH-IV, Faridabad
245.	Harpal Singh	Chowkidar	0129	2413702			Village-Kamra, PO-Badarpur Sayal, Distt. Faridabad.
246.	K. Balasubramanian	Chowkidar					4/893, Second Cross Street, Rajendra Nagar, Neelankarai, Chennai-41
247.	Paramhans	Chowkidar	011	26193179			1199, Type-I, Sector-V, R.K.Puram, New Delhi-22.
248.	Ramphal	Chowkidar	129	2413702			RZ-137, Gali No.7, East Sagarpur, Palam, New Delhi.
249.	N.Y. Tandal	Chowkidar					
250.	K. Venkataiah	Chowkidar					
251.	Rajender Kumar	Chowkidar					
252.	Phulendra Kalita	Chowkidar					
253.	P. Achchaya	Chowkidar					41-164/16, Hanuman Nagar,

							Moulali, Secunderabad
254.	Harpal Singh	Mazdoor	011	24362974			
255.	Nand Kishore	Mazdoor	011	26193179			Village & Post – Rataulbara Mohallah, Distt. Baghpat, UP.
256.	Subhash Chand	Mazdoor	011	24362974			
257.	B. Reghunathan	Mazdoor					
258.	Ashok Kumar	Mazdoor					
259.	B.N.P. Rasak	Mazdoor					
260.	K. Balakrishnan	Mazdoor					
261.	Dhrambir Singh	Mazdoor					
262.	Diwan Singh	Mazdoor	011	24367260			
263.	Jagdish Khatri	Mazdoor	011	24367260			
264.	Ram Khilari	Mazdoor	129	2413702			671, Type-II, NH- IV, Faridabad
265.	TT Talape	Mazdoor					Ramgad Zopadpatti, Goakala Road, Mulund (W), Mumbaa- 80
266.	B Sampath	Mazdoor					81/4, Noochima Nagar, Mailapur, Chennai -4
267.	C. Srinivas	Mazdoor					204, Venkatadri Towers, Prabhat Nagar, Dilsukh Nagar, Hyderabad-60
268.	Dinesh Kr.	Mazdoor	011	23717910			
269.	Smt. Krishna	Mazdoor	011	24362921			
270.	Singh Raj	Packer					
271.	Gobind Khatri	Packer	011	24362913			
272.	Harbir Singh	Packer	011				
273.	Hardev Raj	Packer	011	26100207			RZ-A/27, Dharampura, Najafgarh, New Delhi-43.
274.	Jai Prakash	Packer	129	2413702			179, Type-II, NH- IV, Faridabad.
275.	Jai Singh	Packer	011	24367175			
276.	K. C. Sharma	Packer	011	243691 89			Qtr No.583, Type- II, N.H.IV, Faridabad
277.	Mahesh Dutt	Packer	011	24367260			
278.	Moti Lal Saha	Packer	011	26105590	9.35E+09		797, Sector-I, R.K.Puram, New Delhi
279.	Narayan Singh	Packer	011	26105590	01352468 931		J-98, New Palam Vihar, Phase-I, Gurgaon, Haryana.
280.	P. C. Sayal	Packer	011	24362981			
281.	P R Patil	Packer					Chawl No.8,

							Room.No.2, Kukurshijivraj, Nr.China Mill, TG Road, Sowri, Mumbai-400015.
282.	R. K. Arora	Packer	011	23890205			A-477, Jahagir Puri, Delhi-110033
283.	Rajinder Singh Yadav	Packer	011	24367260			
284.	Rakesh Kumar	Packer	011	26193179			38-B, Sector-IV, Pushp Vihar, Saket, New Delhi.
285.	Ranjit Kumar	Packer	011	26100207			
286.	Satbir Singh	Packer	011	24362977			
287.	Virender Singh	Packer	011	24362973			
288.	Baburam Mehto	Packer	011				
289.	Sukhbir Singh	Packer					
290.	Om Prakash- I	Packer					
291.	M.S. Nair	Packer					
292.	M. Ramchandran	Packer					
293.	Suresh Chand	Packer					
294.	R.N. Yadav	Packer					
295.	Balraj Singh	Packer	011	26193179	55769925		Village & P.O. – Ujwa, New Delhi- 110073.
296.	Chander Bhan	Packer	011	26193179			B-II/177, Sultanpuri, Delhi.
297.	Chander Prakash	Packer	011				
298.	D.K. Sood	Packer	011	24362920			504, Type-II, Sector-V, R. K. Puram, New Delhi
299.	Rakesh Kumar Jain	Packer (Blind)	011	24367260			
300.	Ram Mani Mishra	Packer (Blind)	011	24367260			
301.	Smt. Sunita	Packer	011	24362921			
302.	Dev Kumar	Packer	011				
303.	Smt. Geeta	Sweeper	011				
304.	Jaipal Balmiki	Sweeper	011	26100207			D-12, New Ashok Nagar, Near Noida, Delhi- 110096.
305.	Prem Wati	Sweeper	011	24362974			
306.	Prem Chand	Safaiwala	011	26193179			Block-Q, 3/23, Mangolpuri, Delhi.

Chapter 11

The Monthly Remuneration received by each of its officers and employees

including the system of compensation as provided in Regulations.

11.1 All the employees are paid pay and allowances as per Central Government Rules.

The details of pay and allowances are shown in the statement.

Sl. No.	Name of the Post Group 'A' Post	Present sanctioned strength	In position	Old Scale	New Pay Band	Grade Pay	Financial implications of Pay Band per person	Financial implications of Gr. Pay per person
1	2	3	4	5	6	7	8	9
1	ADG (I/c.) (Additional Charge)	1	1	18400- 22400	37400- 67000	1000 0	37400	10000
2	GM-cum-CE	1	1	14300- 18300	37400- 67000	8700	26600	8700
3	Director	5	4	14300- 18300	37400- 67000	8700	26600	8700
4	Jt. Director (P)	1	1	12000- 18000	15600- 39100	7600	22320	7600
5	Dy. Director (Edit.)	12	10	10000- 15200	15600- 39100	6600	18600	6600
6	Dy. Director (Admn.)	3	2	10000- 15200	15600- 39100	6600	18600	6600
7	Business Mgr.	3	3	10000- 15200	15600- 39100	6600	18600	6600
8	Production Officer	1	0	10000- 15200	15600- 39100	6600	18600	6600
	Vacant							
9	Art Executive	1	1	10000- 15200	15600- 39100	6600	18600	6600

	Dy. Director (OL)	1	1	10000- 15200	15600- 39100	6600	18600	6600
10	Asstt. Director	11	7	8000- 13500	15600- 39100	5400	14800	5400
11	AD (OL)	1	1	8000- 13500	15600- 39100	5400	14800	5400
12	Private Secretary	7	6	8000- 13500	15600- 39100	5400	14800	5400
13	Section Officer	7	5	8000- 13500	15600- 39100	5400	14800	5400
	Group 'B'							
14	Editor (Gr. III)	35+8	31+7	6500- 10500	9300- 34800	4200	12090	4200
15	AD (Prod.)	3	3	6500- 10500	9300- 34800	4200	12090	4200
16	Accounts Officer	2	2	6500- 10500	9300- 34800	4600	12090	4600
17	Asstt. Business Manager	3	1	6500- 10500	9300- 39800	4200	12090	4200
18	Sr. Artist	3	2	6500- 10500	9300- 34800	4200	12090	4200
19	Sr. Hindi Translator	1	1	7450- 11500	9300- 34800	4600	12090	4600
20	Technical Asstt.	4	3	5500- 9000	9300- 34800	4200	10230	4200
21	Sr. Accountant	4	0	5500- 9000	9300- 34800	4200	10230	4200
22	Business Executive	4	0	5500- 9000	9300- 34800	4200	10230	4200
23	Assistant	7	7	6500- 10500	9300- 34800	4600	12090	4600
24	Personal Asstt.	14	14	6500- 10500	9300- 34800	4600	12090	4600
25	Jr. Hindi Trnslator	3	2	6500- 10500	9300- 34800	4200	12090	4200
	Group 'C'							
26	Accounts Clerk	12	10	4000- 6000	5200- 20200	2400	7440	2400
27	Lib. Info. Asstt.	1	1	5000- 8000	9300- 34800	4200	9300	4200
28	Store Keeper	1	1	4500- 7000	5200- 20200	2800	8370	2800
29	Sales Asstt.	8	8	4500- 7000	5200- 20200	2800	8370	2800

				7000	20200			
30	Jr. Store Keeper	6	5	4000-6000	5200-20200	2400	7440	2400
31	Accountant	7	6	4500-7000	5200-20200	2800	8370	2800
32	UDC	58	46	4000-6000	5200-20200	2400	7440	2400
33	Jr. Stenographer	18	18	4000-6000	5200-20200	2400	7440	2400
34	LDC	17	3	3050-4590	5200-20200	1900	5880	1900
35	CG-II	26	26	3050-4590	5200-20200	1900	5880	1900
36	Production Asstt.	3	1	4500-7000	5200-20200	2800	8370	2800
37	Steno Gr. 'D'	8	7	4000-6000	5200-20200	2400	7440	2400
38	Sr. Add Operator	2	-	3050-4590	5200-20200	1900	5880	1900
39	Sr. Gest. Op.	1	1	3050-4590	5200-20200	1900	5880	1900
40	Driver	4	3	3050-4590	5200-20200	1900	5880	1900
41	Sr. Carpenter	1	1	3050-4590	5200-20200	1900	5880	1900
42	Canteen Manager	1	1	4000-6000	5200-20200	2400	7440	2400
43	Halwai	1	1	3200-4900	5200-20200	2000	6000	2000
44	Coupon Clerk	1	1	3050-4590	5200-20200	1900	5880	1900
45	Cook -cum- Clerk	1	1	3050-4590	5200-20200	1900	5880	1900
	Group 'D'							
46	Bearer	4	4	2610-3540	5200-20200	1800	5200	1800
47	Wash Boy	1	1	2550-3210	5200-20200	1600	5200	1800
48	Peon	41	37	2550-3200	4440-7440	1300	4440	1300
49	Jr. Add. Op.	5	2	2650-4000	5200-20200	1800	5200	1800
50	Packer	35	34	2550-3200	4440-7440	1800	5200	1800
51	Sweeper	6	6	2550-	4440-7440	1800	5200	1800

				3200				
52	Franking Machine Operator	2	1					
53	Junior Gestetner Operator	1	-					
54	Junior Carpenter	1	1					
55	Record Sorter	1	1					
56	Sales Attendent	2	2	2550- 3200	4440-7440			
57	Daftry	11	10					
58	Mazdoor	18	17	2550- 3200	4440-7440			
59	Chowkidar	13	13	2550- 3200	4440-7440			
60	Messenger	14	13	2550- 3200	4440-7440			
61	Farash	2	2	2550- 3200	4440-7440			
	Total	484* Including Deemed Abolishe d posts						

Chapter 12

The Budget allocated to each Agency

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format:

The mandate for the Division is production, sale and distribution of popular books, journals in Hindi, English and other regional languages on matters of national importance for internal as well as external publicity, with a view to imparting to the general public at home and abroad up to date and correct information about India. This is an open ended activity and the targets are fixed/achieved every year. It is also mentioned that an allocation of Rs.2104.00 lakh was made in SBG 2010-11, against which an amount of Rs.2337.20 lakh was spent on various activities of the Division against final grant of Rs.2347.70 lakh under non-plan segment of the Budgetary Grant. It is also mentioned that an expenditure of Rs.2560.11 lakh was incurred by Employment News against SBG of Rs.2846.00 lakh and Final Grant of Rs.2579.55 lakh respectively during 2010-11.

However, the information in the proforma with reference to the current schemes being funded through the Plan segment of the budgetary grant is furnished hereunder.

Total No. of scheme	Sl. No.	Name of the Media Unit - Publications Division			Annual Plan 2010-11 (BE)						Annual Plan 2010-11 (RE)/Final Grant						Expenditure on approved outlay on Annual Plan 2010-11					
					Approved outlay			Approved NE outlay			Approved outlay			Approved NE outlay			Total Expenditure (Upto 31.3.2011)			Approved NE outlay (Upto 31.3.2011)		
		Central Sector Schemes	Nature of the scheme	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	
	1	Modernisation of Publications Division																				
1		Modernisation of business offices and Sales Emporia	Modernisation	0.10	0.10	0.20	Nil	Nil	Nil	0.16	0.10	0.26	Nil	Nil	Nil	0.1380	0.0982	0.2362	Nil	Nil	Nil	
		TOTAL		0.10	0.10	0.20	Nil	Nil	Nil	0.16	0.10	0.26	Nil	Nil	Nil	0.1380	0.0982	0.2362	Nil	Nil	Nil	
	1	Employment News																				
1		Modernisation of	Modernisation	Nil	0.06	0.06	Nil	Nil	Nil	Nil	0.06	0.06	Nil	Nil	Nil	Nil	0.0596	0.0596	Nil	Nil	Nil	

		Employment News	n																		
		TOTAL		Nil	0.06	0.06	Nil	Nil	Nil	Nil	0.06	0.06	Nil	Nil	Nil	Nil	0.0596	0.0596	Nil	Nil	Nil

Chapter 13

The Manner of Execution of Subsidy Programmes

13.1 Please provide the information as per the following format :

- Name of Programme/scheme
- Duration of the programme/scheme
- Objective of the programme
- Physical and financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria for deciding eligibility
- Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy
- Where to apply or whom to contact in the office for applying
- Application fee (where applicable)
- Other fees (where applicable)
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)
- List of attachments (certificates/documents)
- Format of Attachments
- Where to contact in case of process related complaints
- Details of the available fund (At various levels like District level, Block level etc.)

Not applicable

Chapter 14

Particulars of Recipients of concessions, permits or authorization granted by it

14.1 Please provide the information as per the following format :-

- Name of the Programme
- Type (Concession/Permits/Authorization)
- Objective
- Targets set (for the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/Permits/Authorizations
- Application Fee (Where applicable)
- Application format (where applicable)
- List of attachments (certificates/documents)
- Format of attachments

Not applicable

Chapter 15

Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.

S. No.	Item of work	Prescribed Norms
1.		
2.	Planning/processing of the proposal of book	The proposal would be taken up for consideration in the book committee within 6-8 weeks of the receipt & proposal
3.	Composing of book and designing of cover	6 to 8 weeks. These may vary depending upon the context, size and other editorial issues related to the manuscript
4.	Checking of proofs/rechecking of final proofs	6 to 8 weeks. These may vary depending upon the context, size and other editorial issues related to the manuscript
5.	Final Printings	Time limits after receipt of final approved proofs 6 to 8 weeks
6.	Payment of Bills	Within 60 days of receipts of bills after satisfactory completion of the job and subject to availability of funds
7.	Mailing of books	Within 15 days of receipt of order from the client and completion of other formalities.
8.	Subscribers of Journals/Employment News	Within 4 weeks form the receipt of subscriptions complete in all respects
9.	Complaints & suggestions from readers	15 days
10.	Grievance redressal	Within 30 days of receipts of complaints.

Chapter 16

Information available in electronic format

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

The Division has a website www.publicationsdivision.nic.in The information about the latest publications, both books as well as journals, is available on our website. Other organizational information about the Division is also available on the website.

Chapter 17

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

The Publications Division uses the following for facilitating the public about its information :-

- i) **Through newspapers** – The Division uses services of DAVP to provide information through newspaper advertisements regarding sale of its new books, special issues of journals participation and/or holding of exhibitions and competitions/awards organized by the Division.
- ii) **Exhibition** – The Division holds Book Exhibitions to popularize its books and journals in and/or outside its sales outlets. It also participates in exhibitions and book fairs organized by other agencies on a case to case basis.
- iii) **System of issuing of copies of documents** – On request tender documents, quotation letters, terms of trade, agreement with authors/printers are issued to facilitate the participants.

www.publicationsdivision.nic.in The information regarding the activities of the Division as well as the latest publications are available on the website. The users can contact the Division at the e-mail dpd@sb.nic.in

Chapter 18

Other useful information

18.1 Frequency Asked Questions and their Answers by Public.

Generally the interface with the public is during the Exhibitions/Sale of our Books and Journals. Usually the frequently asked questions relate to contents, quality, presentation and appropriateness of the books and journals. Judicious decisions are taken by the Division which vary from case to case.

18.2 Related to seeking Information

- Application form (a copy of filled application for reference)
- How to write a precise information request – Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal

No prescribed application forms are available for this purpose.

18.3 With relation to training imparted to public by Public Authority

- Name of training programme with brief description
- Time period for Training Programme/Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Pre requisite for training (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (If applicable)
- Process of renewal (If any)
- Selection Procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the Public Authority for creating public awareness about the training programme.
- List of Beneficiary of the training programme at various levels like district level, block level etc.

Not applicable

18.4 With relation to Certificate, No objection certificate etc. issued by the Public Authority not included in Manual – 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Contact Information for applying
- Application Fee (wherever applicable)
- Other Fees (Wherever applicable)
- Application form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (if applicable)
- Process of renewal (if any)

Not applicable

18.5 With relation to registration process

- Objective
- Eligibility for registration
- Pre-requisites (if any)
- Contact Information for applying
- Application fee (wherever applicable)
- Other Fees (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Validity period of registration (If applicable)
- Process of renewal (If any)

Not applicable

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

Not applicable

18.7 With relation to issuing new connection electricity/water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation Municipalities/UPCL).

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fees/Charges (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
- List of enclosures/documents
- Format of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tarriff and Other Charges

Not applicable

18.8 Details of any other public services provided by the Public Authority

Nil