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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.

Chapter – 5 (Manual – 4) 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.

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

Chapter – 7 (Manual – 6) A statement of boards, council, committees and other bodies constituted as its part.

Chapter – 8 (Manual – 7) The names, designations and other particulars of the Public Information Officers.

Chapter – 9 (Manual – 8) Procedure followed in Decision Making Process

Chapter – 10 (Manual – 9) Directory of Officers and Employees

Chapter – 11 (Manual – 10) The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.

Chapter – 12 (Manual – 11) The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

Chapter – 13 The Manner of Execution of Subsidy Programmes

Chapter – 14 (Manual – 13) Particulars of Recipients of Concessions, permits or authorization granted by it

Chapter – 15 (Manual – 14) Norms set by it for the discharge of its functions

Chapter – 16 (Manual – 15) Information available in electronic format

Chapter – 17 (Manual – 16) Particulars of the facilities available to citizens for obtaining information.

Chapter – 18 (Manual – 17) Other Useful Information

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 Soochna 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,
Soochna 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 brings out 100-120 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

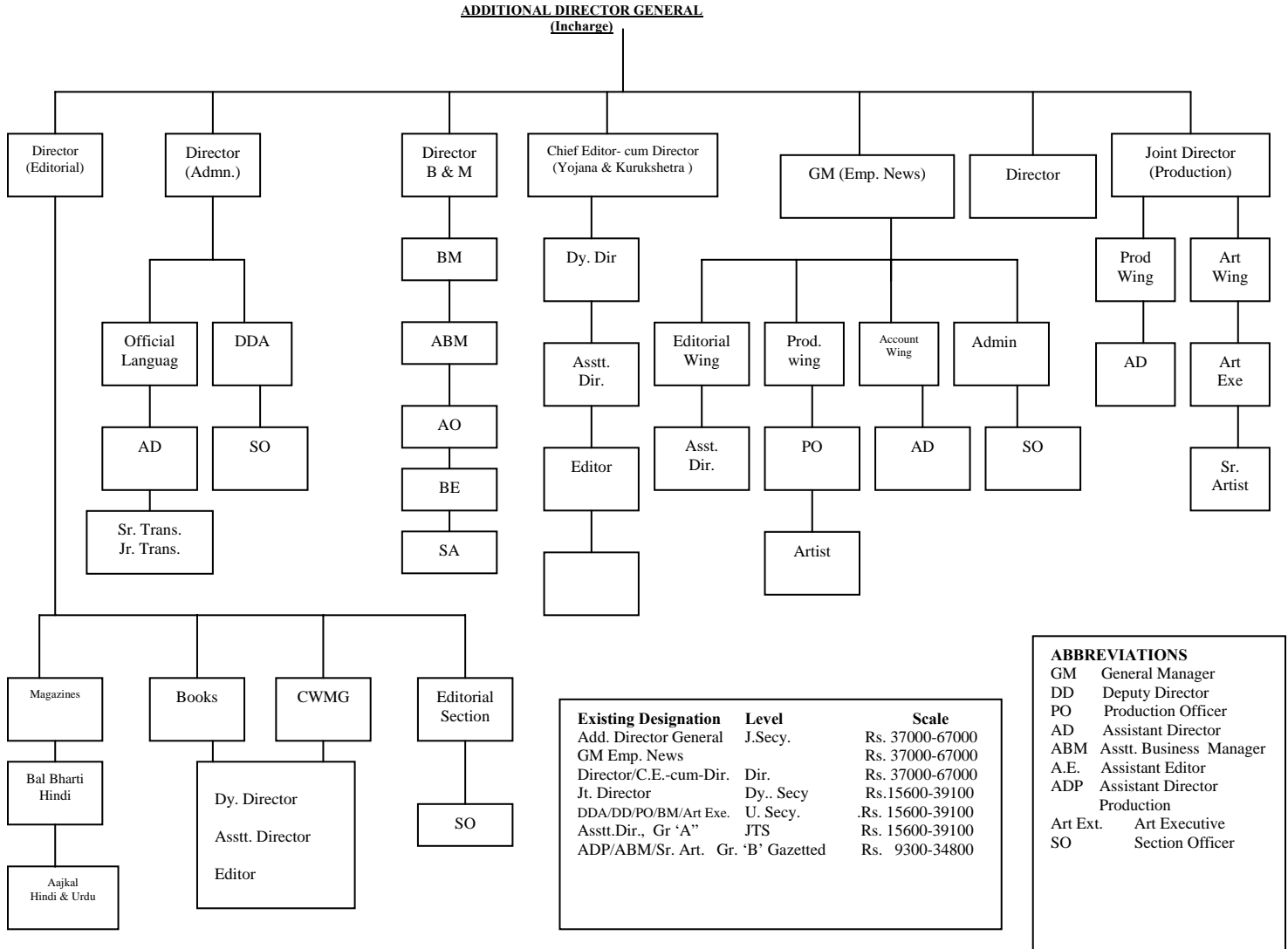
-A World Heritage Monument

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 | Shortfall or higher | Remarks |
|---------|---|--|---------------------|---------|
| 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. | No shortfall | |
| | 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 Bhavan 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. | No shortfall | |
| | 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 | | |

Anticipated Achievements in the last 2 years of the 11th Plan.

| Year | Targets | Achievement anticipated | Remarks |
|---------|--|--|---------|
| 2010-11 | Modernization of two(2) Sales emporia and purchase of one(1) mobile Van | Modernisation of two Sales Emporia and purchase of one mobile van | |
| 2011-12 | Modernization of one (1) Sales emporium and purchase of one (1) mobile Van | Modernisation of one Sales Emporium and purchase of one mobile van | |

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

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

Business Manager,
Sales Emporia,
Publications Division, Hall No. 196,
Old Sectt., Delhi – 11 00 54.

For Journals

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

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

Room No.38, 4th Floor, Yusuf Bldg.,
Veer Nariman Road, Mumbai-400001.

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)

Mumbai Commerce House,
Currimbhoy Road, Ballard Pier,

Mumbai – 40 00 38

Ahmedabad, Yojana, (Gujarati) & Sales Emporia

Ambica Complex,

1st floor, Paldi, Ahmedabad – 38 00 07

Yojana, Tamil

‘A’ Wing, Ground Floor, Shastri Bhavan,

Chennai – 600006.

Yojana, Telugu

10-2-1, 1st Floor, FDC Complex, AC Guards,

Hyderabad 500028.

Yojana, Malayalam,

“Reshmi” 14/916, Vazhuthacaud,

Thiruvananthapuram - 694014,

Kolkata Yojana, Bengali & Sales Emporium

8, Esplanade East,

Kolkata – 70 00 69

Chennai

‘A’ Wing, Rajaji Bhawan,

Besant Nagar, Chennai – 60 00 90

Thiruvananthapuram

Press Road,

Near Govt. Press,

Thiruvananthapuram 69 50 01

Hyderabad

Block 4, 1st floor,

Gruhakalpa Complex,

M.G. Road, Nampally,

Hyderabad

Bangalore

1st floor, “F” Wing, Kendriya Sadan,

Koramangala, Bangalore – 56 00 34

Patna

Bihar State Co-operative Bank Building,

Ashoka Rajpath,

Patna – 80 00 04

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. Director, 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. Joint Director (Admn.) & Editorial | |
| | | |
| Powers | Administrative | All delegated powers under FRSR |
| | Financial | All powers and DFPRs with the approval of HoD Postal and telegraph charges – full powers Recurring contingent of Rs.5,000/- in each case Non-recurring Rs.20,000/- in each case Full powers under conveyance hire |
| | Others | Leave sanction to Gazetted Officers with non-editorial duties |
| Duties | To exercise supervision and control over administrative and business aspects. Supervision in respect of preparation and editing of manuscripts. Publication of journals other than Yojana and Employment News. | |
| | | |
| Designation | 3. Joint Director (Production) | |
| | | |
| Powers | Administrative | Nil |
| | Financial | Full powers under conveyance hire. 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) | |
| | | |
| Powers | Administrative | Nil |

| | | |
|--------------------|---|--|
| | Financial | Full powers under conveyance hire. |
| | 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 | Full powers under conveyance hire. |
| | 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 | Payment of legal charges Rs. 1,000/- in each case. Postal and telegraph charges Rs. 5,000/- Ordinary repairs in Government building Rs. 3,000/- in each case. 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. Editor | |
| | | |
| Powers | Administrative | Nil |
| | Financial | Rs. 500/- per month |
| | 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 Editor | |
| 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. 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. | Address Open Market |
| | Telephone No. |
| | Fax: |
| | E-Mail |
| | Others |
| | |
| 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. | Address Open Market |
| | Telephone No. |
| | 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 | GFR |
| Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records,</i> | Rules |

| | |
|--|--|
| <i>others)</i> | |
| | |
| 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. | Address Open Market |
| | Telephone No. |
| | 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 | 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. | Address DPD |
| | Telephone No. 24362962 |
| | 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 | 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. | Address DPD |
| | Telephone No. 24362962 |
| | 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 | 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 DPD |
| | Telephone No. 24362962 |
| | 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 DPD |
| | Telephone No. 24362962 |
| | 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 | Diary Registers |
| Type of document <i>Choose one of the types given below (Rules,</i> | Records |

| | |
|--|--|
| | 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 | 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 DPD |
| | Telephone No. 24362962 |
| | 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 | 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 DPD |
| | Telephone No. 24362962 |
| | 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 | Cash Book |
| Type of document <i>Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)</i> | Records |

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

5.1 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- |

5.2 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**

6.1 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. | | Unit/Section Head |
| 2. | Government Manuals | The manual of Office Procedure financial rules, Supplementary rules, GFR | | Unit/Section Head |
| 3. | Files | One the relevant subjects | | Unit/Section Head |
| 4. | Agreements with authors | On final production the division enters in an agreement with the author for payment of royalty. | | 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. | | Production Section |

Chapter 7

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

7.1 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
particulars of the Public Information Officers**

8.1 Please 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. G. Shyam Nadh, Triruvananthapuram | BM | 0471 | 2330650 | | | | |
| 5. | Sh. S. Nageshwar Rao, Hyderabad | BM | 040 | 24605282 | | | | |
| 6. | Sh. M. Davindra, Bangalore | Asst. Director | 082 | 25537244 | | | | |
| 7. | Sh. Kirpa Shanker Yadav, 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 | | | | |

Public Information Officers

| Sr. No. | Name | Designation | STD code | Phone No. | | Fax | E-mail | Address |
|---------|-------------------|---------------------|----------|-----------|----------|----------|--------------------------------------|--|
| | | | | Office | Home | | | |
| 1. | Smt. Neeta Prasad | Director (Admn.) | 011 | 24366672 | 24121177 | 24362905 | yojanace@gmail.com dpd@ sb.nic.in | Publication Division, Soochna Bhavan, CGO complex, New Delhi-03 |

Department Appellate Authority

| Sr. No. | Name | Designation | STD code | Phone No. | | Fax | E-mail | Address |
|---------|--------------------------|--|----------|----------------------|----------|----------|----------------|--|
| | | | | Office | Home | | | |
| 1. | Smt. Arvind Manjit Singh | Add. Director General (Incharge) | 011 | 24366670 24366671 | 23073731 | 24366671 | dpd@ sb.nic.in | Publication Division, Soochna 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. The approval of Director, Publications Division is obtained in case of books. This is as per the delegated powers of Director, 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. The books are finalized at Director, Publications Division level. 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 through Joint Director (books).

9.5 Who is the final authority that vets the decision?

Director, 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 | Asst. Editor, Editor, Joint Director(Editorial), Joint Director (Production), Asstt. Business Manager, Business Manager, Director, 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 | Asst. Editor, Editor, Chief Editor. |
| 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. | Smt. Arvind Manjit Singh | Add. Director General (Incharge) | 011 | 24366670, 71 | 23073731 | 2436 670, 2436 671 | D-II/55, Shahjahan Road, New Delhi-110011 |
| 2. | Smt. Neeta Prasad | Director (Admn.) | 011 | 24366672 | 24121177 | 24362905 | D-403, Prince Appartment, 54 IP Ext. Delhi-92 |
| 3. | Smt Nidhi Pandey | Director (Business & Marketing) | 011 | 24362962 | | 24362962 | G-22, Nivedita Kunj] Sector-10, R K Puram, N Delhi |
| 4. | Sh. | Director-Cum-Chief Editor (Yojana & Kuru.) | 011 | 23096738 23359578 | 23382648 | 23359578 | |
| 5. | Sh. Rajesh Jha | Director (Editorial) | 011 | 24362920 | 26502894 | | A-2/174, Phase-5, Aya Nagar, New Delhi-47 |
| 6. | Ms. Manisha Verma (On Training) | Director | | | | | |
| 7. | Sh. J.K. Chandra | Joint Director (Production) | 011 | 24362958 | 26266753 | | S-4, HUDCO Place, Andrews Ganj, New Delhi-49 |
| 8. | Sh. Jagdip Rana | Dy. Dir. Hqr. (Admn) | 011 | 24362981 | | | 14 LF, Tansen Marg, New Delhi-1 |
| 9. | Sh. Ashish Dutta | Dy. Dir. Hqr. (Admn) | 011 | 24368009 | | | |
| 10. | Sneh Rai | Dy. Dir. Hqr. | 011 | 230619 52 | 26175454 9818004477 | | 531-A, Sector 3, RK Puram, New Delhi - 110022 |
| 11. | Ghanshyam Meena | Dy. Dir. (Emp. News) | 011 | 26163055 | | | Delhi |
| 12. | Anoopma Das | Dy. Dir. (Yojana, Assamese) | 0361 | 2665090 | | | Guwahati |
| 13. | Amita S. Maru | Dy. Dir. (Yojana, Gujarati) | 079 | 26581450, 26588669 | | | Ahemdabad |
| 14. | B K Majhi | Dy. Dir. (Yojana, Oriya) | 011 | 26177591 | | | Delhi |
| 15. | Y D Sharma | Dy. Dir. (Ajkal Hindi) | 011 | 24362915 | | | III, B-92, Nehru Nagar, Gaziabad-201001, UP |
| 16. | Abid Akhtar | Dy. Dir. (Yojana Urdu) | 011 | 23717910 | | | Delhi |
| 17. | S Manjula | Dy. Dir. Hqr. | 011 | | | | Delhi |
| 18. | Balbir Madhopuri | Dy. Dir. (Yojana Punjabi) | 011 | 26177591 | | | Delhi |
| 19. | K.C. Meena | Dy. Dir. (Kurukshetra) | 011 | 23061952, 23061014 | | | C-157, Albert Square, Gole Market, New |

| | | | | | | | |
|-----|----------------------|--|------|---|----------------|--|---|
| | | | | | | | Delhi. |
| 20. | Vacant | Art Executive | 011 | 24362913 | 26195942 | | 1099, Sector-VIII, R. K. Puram, New Delhi |
| 21. | Surya Kant | BM (Advt.&Cir) | 011 | 26175516, 26200207, 26108979, 26105590 | | | Delhi |
| 22. | S Nageshwar Rao | BM Hyderabad | 040 | 24605383 | | | Hyderabad |
| 23. | G Shyam Nadh | BM Thiruvananthapuram | 0471 | 2330650 | | | Thiruvananthapuram |
| 24. | V M Ahmed | Asstt. Director Yojana, Malayalam | 0471 | 2323826 | | | Thiruvananthapuram |
| 25. | M Davindra | Asstt. Director Yojana (Kannada) | 080 | 25537244 | | | Banglore |
| 26. | Hasan Zia | Asstt. Director (Emp News) | 011 | 26108979 | | | 66-C, II Floor, Gautam Nagar, New Delhi-49 |
| 27. | Kapil Kumar | Asstt. Director (Kuruksheetra English) | 011 | 23061014, 23061952 | | | 121, Sector-2, Sadiq Nagar, New Delhi-49 |
| 28. | Nitima Shivcharan | Asstt. Director Hqrs | 011 | 24362954 | | | Delhi |
| 29. | Ved Pal | Asstt. Director Hqr. (Bal Bharati) | 011 | 24362910 | | | A-4/438, East Gokul Pur, Loni Road, Delhi-94 |
| 30. | Antara Ghosh | Editor Yojana (KolKata) | 033 | 22482576 | | | Kolkata |
| 31. | AH Rahmani | Editor Hqr. (Yojana Urdu) | 011 | 23717910 | | | 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 Hqr. Chennai | 044 | 28272382 | 24326542 | | 54, Elloaiamman 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 Hqr. | 011 | 23717910 | 9.81E+09 | | 233, Deshbandhu Apptts. Kalkaji, New Delhi-19 |
| 38. | R. Anuradha | Editor Hqr. | 011 | 24362984 | | | 78/9, Sector-1, Pusp Vihar, MB Road, New Delhi17 |
| 39. | Rakesh Kumar | Editor Hqr. Yojana (Hindi) | 011 | 23717910 | | | B-339, Kendriya Vihar, Sector-5, NOIDA, UP |
| 40. | Remi Kumari | Editor Hqr. | 011 | 23717910 | | | E-9/672, II Floor, Ganesh Nagar-II, Shakarpur, Delhi-92 |

| | | | | | | | |
|-----|---------------------|-----------------------------------|------|--------------------|----------|--|---|
| 41. | Seema Rani | Editor (Cir.) | 011 | 26182079 | | | |
| 42. | Seema Ojha | Editor Hqr. | 011 | 24362920 | 22725136 | | 92, Vardan Apptt., I.P. Extn., Patpar Ganj, Delhi-92. |
| 43. | V. Balakrishna | Editor Yojana (Telugu) | 40 | 23040373 | | | 13/13, Kendrya Vihar, Miyappar, Hyderabad-49 |
| 44. | B.K. Kiranmai | Editor (Yojana Kannada) | 080 | 25537244 | | | Bangalore |
| 45. | Lalita Khurana | Editor Hqr. (Kurukshehra Hindi) | 011 | 23061952, 23061014 | | | Delhi |
| 46. | Lemi G. Nair | Editor (Yojana Tvm.) | 0471 | 2323826 | | | Thiruanathapuram |
| 47. | L.N. Nalini Rani | Editor, Employment News Advt. | 011 | 26104284 | | | Plot No.30, Kailash Apptts., Patparganj, IP Extn. Delhi-92 |
| 48. | Suresh Dharmapuri | Editor (Yojana hydb.) | 040 | 23315288 | | | Hyderabad |
| 49. | Kailash Chander | Editor Hqr. | 011 | 24362927 | | | Delhi |
| 50. | Manish Singhal | Editor Hqr. | 011 | 24362927 | | | |
| 51. | Abha Gaur | Editor Hqr. | 011 | 24362910 | | | Delhi |
| 52. | P Chakraborty | Editor (Yojana Assamese) | 0361 | 2665090 | | | Guwahati |
| 53. | Farhat Parveen | Editor (Yojana Urdu) | 011 | 23096666 Extn.2566 | | | D-64, Flat No. Abul Fazal Enclave, Jamia Nagar, New Delhi- 25 |
| 54. | Irshad Ali | Editor (Yojana) | 011 | 23717910 | | | Delhi |
| 55. | Dr. Mamta Rani | Editor Rozgar Samachar | 011 | 26163055 | | | Delhi |
| 56. | Jyoti Ambekar | Editor Yojana Marathi | | 27566582 | | | Mumbai |
| 57. | Durga Nath Swarnkar | Editor Yojana Hindi | 011 | 23717910 | | | Delhi |
| 58. | Rajeev Kr. Rastogi | Editor Hqrs | | | | | Delhi |
| 59. | Deepali Durge | Editor Yojana Marathi | | 27566582 | | | Mumbai |
| 60. | R.K. Sinha | Section Officer A&G Section | 011 | 24362974 | 26177227 | | N. 570, Type IV, Sector-8, R.K. Puram |
| 61. | Madan Lal | Section Officer Admin I | 011 | 24362921 | | | 800, Sector-15, Sonapat, Haryana |
| 62. | Vipin Khullar | Section Officer | 011 | 24362903 | 24654026 | | C-11/94, Lodhi Colony, New Delhi |
| 63. | Ramesh Kumar | Section Officer Editorial Section | 011 | 24362977 | | | Delhi |
| 64. | PC Gera | Section Officer | 011 | 24365609 | | | H.No.121/3, Jhajjar Dt. Jhajjar, Haryana |
| 65. | DC Nimje | Section Officer Cash Section | 011 | 24362903 | | | Delhi |
| 66. | Edward Toppo | Section Officer Admin II | 011 | 24362921 | | | Delhi |
| 67. | B.D. Prasad | ABM | 011 | 24367260 | | | Delhi |
| 68. | Usha Verma | ABM | 011 | 23890205 | | | Feeder Store, Fridabad |

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| 69. | B.L. Verma | AD (OL) | 011 | 24362977 | - | | Delhi |
| 70. | Asha Saxena | Sr. Artist | 011 | 24362913 | 22615831 | | 69 B, Pokt-A3, Mayur Vihar, Phase- III, Delhi. |
| 71. | P.K. Mandal | Sr. Artist | 011 | 26193179 | 26190028 | | 1103, Sector-3, RK Puram, New Delhi-22 |
| 72. | Anil Marcus | AD (Prod.) | 011 | 24368198 | | | 65-B., Dhavalgiri Appts., Sector-XI, Noida |
| 73. | Sandeep Nigam | AD (Employment News) | 011 | 26177529 | 25502017 | | A-2/118, Janakpuri, New Delhi-58 |
| 74. | M.M. Parmar | Prod. Asstt. | 011 | 26193179 | 29564957 | | 90/9, Sector-1, Pushp Vihar, MB Road, New Delhi -17 |
| 75. | Maninder Kaur | Prod. Asstt. | 011 | 26193179 | 23747559 | | 45/2A, Sector-II, DIZ Area, Gol Market, New Delhi |
| 76. | S. Basak | Pvt. Secretary | 011 | 26193316 | 55840735 | | F-363, Nanak Pura, New Delhi |
| 77. | AS Rawat | Pvt. Secretary | 011 | 24366670, 71 | -- | | 221, Sector-15, Part-I, Gurgaon. |
| 78. | H.K. Chawla | Pvt. Secretary | 011 | 24362958 | 98103097 19 | | WP-117-B, Pitam Pura, Delhi-88. |
| 79. | Subhash Chander | Pvt. Secretary | 011 | 24362917 | | | 51/14, Ashok Nagar, New Delhi-110018. |
| 80. | T. Raja Mouli | Pvt. Secretary | 011 | 26100207 | | | 1048, Sector-II, R. K. Puram, New Delhi- 110066 |
| 81. | Pal Singh | Pvt. Secretary | 011 | 24362962 | | | 69/13, Sec. I, Pushp Vihar, MB Road, New Delhi-17 |
| 82. | T. Kamaljeet Singh | Accounts Officer | 011 | 24368198 | | | Delhi |
| 83. | S. Mohammad Sadiq | Jr. Hindi Trans. | 011 | 24362977 | | | Delhi |
| 84. | Sandhya Kumari | Jr. Hindi Trans. | 011 | 24362977 | | | Delhi |
| 85. | Surender Singh Dhakre | Jr. Hindi Trans. | 011 | 24362977 | | | Delhi |
| 86. | A C Kayal | Assistant | 011 | 24362921 | | | 669, Type-II, Second Floor, Lodhi Road Complex, New Delhi. |
| 87. | Balwant Singh | Assistant | 011 | 24362921 | 9911301548 | | S-562, Hari Niwas, School Block, Gali No.1, Shakarpur, Delhi-92. |
| 88. | Basudev Tudu | Assistant | 011 | | | | 2083, Lodi Road Complex, N.D.03 |
| 89. | Gurdeep Kaur | Assistant | 011 | 24362903 | | | C-64, Vishnu Garden, New Delhi-110018. |
| 90. | Chander Mohan | Assistant | 011 | 24362903 | | | 1321, Lakshmibai Nagar, New Delhi-23 |
| 91. | Veena Arora | Assistant | 011 | 24367175 | | | Q.P117, 2nd Floor, Maurya Enclave, |

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| | | | | | | | Near TV Tower, Pitam Pura, Delhi-88 |
| 92. | D. P. Kaushik | Assistant | 011 | 24369189 | 22911521 | | C-1/167, Yamuna Vihar, Delhi-110053. |
| 93. | Benani Dutta | Accountant | 033 | 22488030 | | | Kolkata |
| 94. | R. D.Hire | Accountant | | | | | 17/185, Ekta Nagar, MHB Colony, Nr. Bhanukar Wadi, Kondivali (W), Mumbai - 400038. |
| 95. | Raj Kumar | Accountant | 011 | 24362903 | | | 154, Sector-IX, R. K.Puram, New Delhi |
| 96. | Waseem Hyder | Accountant | 011 | 23890205 | 9.87E+09 | | 60/5, Sector-III, Gole Market, New Delhi. |
| 97. | Rajesh Kumar | PA | 011 | 24362981 | | | |
| 98. | Ranjit Kaur | PA | 011 | 24362981 | | | |
| 99. | Sanjeev Kumar | PA | 011 | 24366672 | | | 600, Sector 8, RK Puram, New Delhi – 110022 |
| 100. | Seema Dharwade | PA | 011 | 24362920 | | | CA-63A, DDA Flats, Hari Nagar, New Delhi-110064. |
| 101. | Umesh K. Barua | PA | 011 | 24369189 | | | G-1337, Chitaranjan Park, New Delhi. |
| 102. | B.K. Chhabra | PA | 011 | 24362928 | | | 93-D, Jyoti Park (Noroth Block) Gurgaon, Haryana |
| 103. | Jitender Sabherwal | PA | 011 | | | | Delhi |
| 104. | Jose Joseph | PA | 011 | 23096738 | | | 607, Sector 9, RK Puram, New Delhi-22 |
| 105. | S. C. Negi | PA | 011 | 24366670, 71 | | | |
| 106. | S.K. Pandey | Tech. Asstt. | 011 | 24368198 | | | Delhi |
| 107. | R.K. Mahani | Tech. Asstt. | 011 | 26177529 | 25291211 | | A-3, New Multan Nagar, Delhi-58 |
| 108. | Sanjay Pandey | Tech. Asstt. | 011 | 24368198 | 2881127 | | 1124, Sector 4A, Vasundhara, Ghaziabad-12, UP |
| 109. | Dinesh | Sales Assistant | 011 | 26105590 | | | B-5/114, Nehru Nagar, Near Lajpat Nagar, New Delhi-65. |
| 110. | Ram Kumar | Sales Assistant | 011 | 26107405 | 25103866 | | E-100, Karam Pura, New Delhi |
| 111. | A R Sritharan | Jr. Stenographer | 044 | 2849519 | | | 48/2 (New Number 97) Arunachala, Nayakan St., Chintadripet, Chennai-2 |
| 112. | S.R. Zaidi | Jr. Stenographer | 011 | 23096666/ 2566 | | | 18-G, SGHO, Vasant Vihar, New Delhi |
| 113. | V. V. Bhide | Jr. Stenographer | | | | | 8, Udayam, Udayam Kunj Co-op. Housing Society, Rani Sati Marg, Opp. |

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| | | | | | | | Navjeevan High School, Malad (E), Mumbai-97 |
| 114. | C. Rajendran | Jr. Stenographer | 044 | 23723998 | | | 20/7, CPWD Quarters, KK Nagar, Chennai -78 |
| 115. | B.K. Paul | Jr. Stenographer | 033 | | | | |
| 116. | Kulwant Singh | Jr. Storekeeper | 011 | 26100207 | | | |
| 117. | Satish Kumar | Jr. Storekeeper | 011 | 23890205 | | | 1/5436,Gali No15, Baljit Ngr Extn., Shahdara, Delhi |
| 118. | P.K. Biswas | Jr. Storekeeper | 033 | | | | |
| 119. | Rama Raina | Jr. Storekeeper | 011 | 26107405 | 55695850 | | 299/12, DDA Flats, Madan Gir, New Delhi |
| 120. | E. Sanjay Kumar Das | Steno (E) | | | | | 304, Dolphin Appts., 10-2-37, Battery Lane, Hyderabad-57 |
| 121. | CJM Rao | Steno (Tel.) | | | | | Plot-31, Jai Bharat, Colony, Diary Farm Road, Trumalgi, Secunderabad-15 |
| 122. | N.K. Morey | Steno Gr. D | 011 | 24362934 | | | |
| 123. | D. Vasavi | Steno Gr. D | 011 | 23061952 | 55835765 | | 1086, Sector-III, R. K. Puram, New Delhi. |
| 124. | Manju Mishra | Steno Gr. D | 011 | 24362910 | | | 361 B, Chirag Delhi, New Delhi-17 |
| 125. | Prem Ballabh Joshi | Steno Gr. D | 011 | 24362915 | | | 144 B, Pkt. M, Sarita Vihar, New Delhi-44 |
| 126. | Raj Kumar Awasthi | Steno Gr. D | 011 | 24362984 | 98685056 77 | | D-100, Sector 9, New Vijay Nagar, Ghaziabad., UP |
| 127. | Bimla Matpal | Steno Gr. D | 011 | 24362920 | | | F-100, Moti Bagh-I, New Delhi-21. |
| 128. | Promila Bandooni | Steno Gr. D | 011 | | | | |
| 129. | Suman Basra | Steno Gr. D | 011 | 24366672 | | | 1621, Sector 16, Faridabad, Haryana |
| 130. | Ajay Kumar Ranjan | UDC | 011 | 26100207 | | | RZ-85/C, Gali No.1, Shad Nagar, Palam Colony, New Delhi. |
| 131. | Arnab Parial | UDC | 011 | 24367175 | | | |
| 132. | Avinash Ch. Kumar | UDC | 011 | 24362903 | | | C-437, Kasturba Nagar, New Delhi-3. |
| 133. | Bharat Bhushan Diddi | UDC | 011 | 24362921 | 23812006 | | 1286 (MS), Timarpur, Delhi-110054 |
| 134. | Bright Sam | UDC | 011 | 24362921 | | | J-3/11, First Floor, Khirki Extn., Malviya Nagar, New Delhi-110017 |
| 135. | C.S. Madhusuthanan | UDC | 011 | 24362977 | 92131246 69 | | 502, Type-II, NH-IV, Faridabad |
| 136. | Darkimbong K. | UDC | 011 | 261 08979 | | | L-1/299, Mahipalpur Extn. New Delhi-37 |
| 137. | Ila Roy | UDC | 011 | 24365610 | | | |

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| 138. | Indira Devi | UDC | 011 | 24362971 | 98685873 20 | | A-47, Shastri Park, Delhi – 110053 |
| 139. | Jai Singh | UDC | 011 | 24362903 | | | Village-Chhinoli, Post-Kharkhoda, Distt. Sonapat, Haryana |
| 140. | Kishan Pal | UDC | 011 | 24362921 | | | 668, Sunlight Colony, No.1, New Delhi – 110014 |
| 141. | Mool Chand | UDC | 011 | 24362977 | 9.81E+09 | | Village-Akbarpur, Behrampur, Near Bypass Vijaynagar, Ghaziabad |
| 142. | Narender Singh | UDC | 011 | 26107405 | 99111144 73 | | 548, Aliganj, Lodhi Road, New Delhi-3. |
| 143. | Nirjhar Sinha | UDC | 011 | 24362974 | | | 47-D, Pkt-A1, Mayur Vihar Phase-III, Delhi-96 |
| 144. | Omprakash | UDC | 011 | 24362974 | | | C-80, Kidwai Nagar East, New Delhi. |
| 145. | P K Jain | UDC | 011 | 23096738 | | | WZ-438, Nr. Jain Mandir, Palam Village, New Delhi- 45 |
| 146. | P.J. Thomas Vaidyan | UDC | 011 | 98717011 71 | 25496145 | | JA/9D, DDA Flats, Mayapuri, New Delhi-110064. |
| 147. | Promila Nayal | UDC | 011 | 26182079 | 9.87E+09 | | 1770, Lakshmibai Nagar, New Delhi-23 |
| 148. | Raj Kishore | UDC | 011 | 26105590 | 26193481 | | 932, Sector-VII, R. K. Puram, New Delhi- 110022. |
| 149. | Rajendra Prasad | UDC | 011 | 24367260 | | | |
| 150. | Ravinder Kumar | UDC | 011 | 24362903 | | | H.14/44, Dilshad Garden, Delhi-95 |
| 151. | Rita Bhola | UDC | 011 | 24367260 | | | Delhi |
| 152. | S.R. Bandooni | UDC | 011 | 24367175 | 9.31E+09 | | Qtr.No.1,Haryana Vidyut Prasarn Nigam Colony, New Rohtak Rd, N.Delhi- 35. |
| 153. | Sant Ram | UDC | 011 | 24362903 | | | G-059, Srinivaspuri, New Delhi-110065 |
| 154. | Satpal Singh | UDC | 011 | 26193179 | 98919421 26 | | K-330/A, Street No.4, Mahipal Pur Extn., New Delhi-37 |
| 155. | Shiv Dutt Nainwal | UDC (Deputed to office of the ERO, Assembly Constituency- 40&42, 13/2 Jam Nagar House, New Delhi) | 011 | 24362977 | | | |
| 156. | Sneh Lata Sharma | UDC | 011 | 24367175 | | | 1/2832, Ram Nagar, Loni, Shahdara, Delhi |

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| 157. | Sobhan Singh | UDC | 011 | 24366670, 71 | | | |
| 158. | Sua Ram | UDC | 011 | 24362903 | | | A-516, Raghbir Nagar, New Delhi-110027. |
| 159. | Sudesh Kansal | UDC | 011 | 23890205 | | | 1327, Type-II, Multi Storey, Timarpur, Delhi. |
| 160. | Sunder Lal | UDC (Deputed to office of the ERO, Assembly Constituency-44, RK Puram, Sec.3, N Delhi-22) | 011 | 24362974 | | | 86-A, Aram Bagh, New Delhi-55 |
| 161. | T. S. Gingmang | UDC | 011 | 24362974 | | | II Floor, 249/1, Munirka, New Delhi-67 |
| 162. | Vijay Kumar Saxena | UDC | 011 | 24367175 | | | |
| 163. | Vikas Kumar | UDC | 011 | | | | |
| 164. | D.P. Gairola | UDC | 011 | | | | |
| 165. | Neeraj Jain | UDC | 011 | | | | |
| 166. | Paramjeet Siddhu | UDC | 011 | 24362903 | | | O/238-239, Mangol Puri, Delhi-83 |
| 167. | Naveen Kumar | UDC(Deputed to office of the ERO, Assembly Constituency-40&42, 13/2 Jam Nagar House, New Delhi) | 011 | 23061952 | | | 3719, Gali No.8, Narang Colony, Tri Nagar, Delhi-35 |
| 168. | Prem Singh | UDC | 011 | 26105590 | 9.21E+09 | | 390, Gali No.13, Karol Bagh, Joshi Road, New Delhi. |
| 169. | U.S. Rawat | UDC | 011 | 26193179 | 9899306710 | | 1902, Timarpur, Multi Storey, Delhi. |
| 170. | Anup Singh Bisht | UDC | 011 | 261931791 | 9899790563 | | H-88, Nanak Pura, New Delhi-21 |
| 171. | Rajeev Kumar | UDC (Emp. News) | 011 | | | | |
| 172. | Hem Chand Sharma | Clerk Grade-I | 011 | 24362971 | 23747113 | | J-667, Mandir Marg, New Delhi - 110001 |
| 173. | Anita Bhowal | Accounts Clerk | 033 | | | | |
| 174. | Pushpa Singhal | Accounts Clerk | 011 | | | | |
| 175. | Sulabha Bodas | Accounts Clerk | 011 | 26193179 | 24108337 | | H-132, Nanak Pura, New Delhi-21 |
| 176. | Anjali Chakladar | Accounts Clerk | 033 | | | | |
| 177. | C Sivasankaran | Accounts Clerk | | | | | 27/25, CPWD Quarters, KK Nagaar, Chennai-78 |
| 178. | M S Srivastava | Accounts Clerk (EN) | 011 | | | | Delhi |
| 179. | Vikram Singh | Driver | 011 | 24366670 | | | |
| 180. | Naresh Kumar | Driver | 011 | 26193316 | 9.90E+09 | | 258, Type-II, Sadiq Nagar, New Delhi. |

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| 181. | Daulat Singh | Driver | 011 | 24362974 | 9.81E+09 | | 19/37, Jam Nagar House, Nr. UPSC, New Delhi-1. |
| 182. | Parmeshwar Dutt | Jr. Ad. Operator | 011 | 26193179 | 22457099 | | Kishan Kun Extn., Laxmi Nagar, Delhi-110092. |
| 183. | Ramesh Chand | Jr. Ad. Operator | 011 | 24367175 | | | |
| 184. | Nargis Sultana | Clerk Grade-II | 011 | 24369189 | | | C-1/167, Yamuna Vihar, New Delhi-110063 |
| 185. | Jeet Kaur | Clerk Grade-II | 011 | | | | |
| 186. | Kavita Prabhu | Clerk Grade-II | 011 | 24367175 | | | 43K, Sector-IV, 2nd Floor, DIZ Area, Gole Market, New Delhi. |
| 187. | AK Mehta | Clerk Grade-II | 011 | 24362977 | | | Qtr. No.45, Sector-VII, R. K. Puram, New Delhi. |
| 188. | M. Peter | Clerk Grade-II | 044 | 28272382 | | | Yojana, Chennai |
| 189. | Harbati Sethi | Clerk Grade-II | 011 | 24367175 | 26319342 | | G-369, Srinivasपुरi, New Delhi-110065. |
| 190. | Munish Kumar | Clerk Grade-II | 011 | 26193179 | 55689838 | | J-2, 100-D, Kalkaji, New Delhi. |
| 191. | Paresh Kumar On Deputation | Clerk Grade-II | 011 | 24362974 | 22781297 9891943299 | | 51, Pocket-D, Mayur Vihar, Phase-II, Delhi-110091. |
| 192. | S.B. Sapkale | Clerk Grade-II | 9522 | 27570686 | | | Mumbai |
| 193. | Sanjeev Kochchar | Clerk Grade-II | 011 | 24367260 | | | |
| 194. | Santha S. Pillai | Clerk Grade-II | 011 | 24362910 | | | E-305/B, GTB Enclave, Dilshad Garden, Delhi-93 |
| 195. | Shubhangi Joshi | Clerk Grade-II | 011 | 24362971 | 29561241 | | 1539, Sector 7, MB Road, Pushp Vihar, New Delhi - 110017 |
| 196. | Somnath Trivedi | Clerk Grade-II | 033 | 22488030 | | | Kolkatta |
| 197. | V.V. Salvi | Clerk Grade-II | | | | | 7 Bhakti, Praja Housing Society, Nath Pai Nagar, Ghatkopar (E) Mumbai-77 |
| 198. | Vijay Singh | Clerk Grade-II | 011 | | | | |
| 199. | Kavita Pathak | Clerk Grade-II | 011 | 26193179 | 24102675 | | B-2675, Netaji Nagar, New Delhi-23. |
| 200. | Anand Mani Dimri | Clerk Grade-II | 011 | 26193179 | | | N-625, Sector-VIII, R.K.Puram, New Delhi-22. |
| 201. | R S Shukla | Clerk Grade-II | 011 | 23717910 | | | 220, Sector 12, RK Puram, New Delhi-22 |
| 202. | P. Gyaneshwar | Clerk Grade-II | | | | | 20-2-735, Kusi Alam, Hyderabad-64 |
| 203. | Benami Singh | Coupen Clerk | 011 | - | | | |
| 204. | Laxman Singh Bisht | LDC | 011 | 24367175 | | | |

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| 205. | Anurag Sharma | LDC (Deputed to office of the ERO, Assembly Constituency-40&42, 13/2 Jam Nagar House, New Delhi) | 011 | 26105590 | | | |
| 206. | Omprakash | Clerk | 011 | 24367175 | | | Village-Islampur, PO-Fazalpur, Gurgaon-122001 |
| 207. | Khyali Ram Guleria | Sr. Gest. Opr. | 011 | 24367175 | | | |
| 208. | Mahesh | Bearer | 011 | - | | | |
| 209. | Mohan Singh | Bearer | 011 | - | | | 318, Govt. Colony, Mohammad Pur, RK Puram, New Delhi-66 |
| 210. | Onkar Chand | Bearer | 011 | - | | | |
| 211. | Joginder Mehto | Daftary | 011 | 24362921 | | | M2, Govt. Sunder Nursery, Nizamuddin, New Delhi –110013 |
| 212. | Ramnath Prasad | Daftary | 011 | 23890205 | | | Z-978, Timarpur, Delhi-54 |
| 213. | Badal Kumar Chakraborty | Daftary | 011 | 26193179 | 23524135 | | L-147, Aram Bagh, New Delhi. |
| 214. | Mahavir | Daftary | 011 | 24367260 | | | |
| 215. | Sohan Lal | Daftary | 0129 | 2413702 | | | 1511, Type-II, NH-IV, Faridabad |
| 216. | Sushil Kumar | Daftary | 011 | 24366672 | | | 264, Aliganj, New Delhi - 110003 |
| 217. | Ganesh Das | Daftary | 011 | 24366672 | | | O-514, Kasturba Nagar, New Delhi – 110003 |
| 218. | Inder Dev Singh | Daftary | 011 | 24362903 | | | 8/3, Sector-I, Pushp Vihar, M.B. Road, Saket, New Delhi-110017. |
| 219. | Nanda Ballabh | Daftary | 011 | 24368198 | | | G-554, Srinivaspuri, New Delhi-110065. |
| 220. | Bhagat Singh | Daftary | 011 | 24362977 | 9868869001 | | 1/6, New Prem Nagar (Tyagaraja Nagar), New Delhi –110003 |
| 221. | Indrajit | Messenger | 011 | | | | |
| 222. | Ambika Prasad Pal | Messenger | 011 | 23061014 | 2306 1014 | | B-56, Aram Bagh, New Delhi –55 |
| 223. | Ramesh Chander Joshi | Messenger | 011 | 26193179 | | | 686, Sector-V, R.K.Puram, New Delhi. |
| 224. | Rohitas | Messenger | 011 | 24366670, 71 | | | |
| 225. | Sompal Singh | Messenger | 011 | 24362934 | | | |
| 226. | Bachchu Singh | Messenger | 011 | 24362903 | | | B-101, Kasturba Nagar, New Delhi-3. |
| 227. | Prabhash Mishra | Messenger | 011 | 26108979 | | | E-74/7, Shyam Vihar, New Delhi-110062 |

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| 228. | Satyawan | Messenger | 011 | 26105590 | | | Village Malha Majra, Distt. Sonipat, Haryana |
| 229. | R.K. Pradhan | Messenger | | | | | |
| 230. | Jagmohan | Messenger | | | | | |
| 231. | Gopal Rai | Peon | 011 | 26100205 | | | B-1/149, New Ashok Nagar, Gali No.5, Delhi-110096 |
| 232. | Jagdish Singh | Peon | 011 | 24362903 | | | Vill.+PO Beholi, T- Samalkhan, Panipat Dt. Haryana |
| 233. | Jagmohan | Peon | 011 | 24367175 | | | |
| 234. | Kiran Bala | Peon | 011 | 24362920 | 55793775 | | 233/2,Church Road, Jangpura, Bhogal, New Delhi14 |
| 235. | Kishan Kumar | Peon | 011 | 26107405 | 26109950 | | 701, Sector-VII, R. K. Puram, New Delhi. |
| 236. | Laxmi Semwal | Peon | 011 | 24367175 | | | 130, Mal Road, Near Jawahar Market, Delhi-54. |
| 237. | Mahender Lal | Peon | 011 | 24362974 | | | |
| 238. | Mange Ram | Peon | 011 | 24366670, 71 | | | |
| 239. | Manmohan Singh | Peon | 011 | 24362921 | | | F-8, DIZ Area, Sector-IV, Raj Bazar, Gole Bazar, New Delhi. |
| 240. | Mukesh Dutt Sharma | Peon | 011 | 24362932 | | | H-202, Sewa Nagar, New Delhi. |
| 241. | Om Pal Singh | Peon | 011 | 243629 58 | | | |
| 242. | Omprakash Chaudhary | Peon | 011 | 24369189 | | | O-634, Kasturba Nagar, New Delhi. |
| 243. | Pratap Singh | Peon | 011 | 24352921 | | | 215, Mohammad Pur, Govt. Colony, RK Puram, New Delhi- 110066 |
| 244. | R.K. Shukla | Peon | 011 | 24369189 | | | 550, Block-46, Panchkuian Road, New Delhi. |
| 245. | Raj Nath Singh | Peon | 011 | 24362910 | | | B-103, Seva Nagar, New Delhi-3 |
| 246. | Rajkumar - I | Peon | 011 | | | | |
| 247. | Rakesh Kumar | Peon | 011 | 24362908, 54 | | | Village Kailashpur, P.O. & Tehsil-Dadri, Gautam Buddh Nagar, (U.P.) |
| 248. | S. N. Mishra | Peon | 011 | 24367175 | | | |
| 249. | Santosh Kr. Sharma | Peon | 011 | 24362915 | | | 4/1766, Mahavir Block, Street No.4, Bhola Nath Nagar, Shahadara, Delhi. |
| 250. | Siddheshwar Prasad | Peon | 011 | 24362903 | | | 621, Sector-III, M.B. Road, Pushp Vihar, Saket, New Delhi-17 |
| 251. | Sodan Singh | Peon | 011 | 23890205 | | | 14/126, Kalyan Puri, |

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| | | | | | | | Delhi. |
| 252. | Sukhbir Singh | Peon | 011 | 23096738 | | | Village & Post-Nuna Mazra, Bahadurgarh, Haryana |
| 253. | Tara Chand | Peon | 011 | 24362917 | | | D-742, Kidwai Nagar, New Delhi |
| 254. | Tejpal Sharma | Peon | 011 | 24362913 | | | Village & PO-Bambawar, Distt. Gautam Budh Nagar, Ghaziabad |
| 255. | Umesh Chander | Peon | 011 | 24367175 | | | J-410, Sewa Nagar, New Delhi – 110003. |
| 256. | Ved Prakash | Peon | 011 | 24362984 | | | |
| 257. | Ashok Kumar | Peon | 011 | 24368198 | | | 638, Sector 3, MB Road, Pushp Vihar, New Delhi. |
| 258. | Veena | Peon | 011 | 26100207 | | | |
| 259. | Virender Singh | Peon | 011 | 24362903 | | | 18/222, Old Prem nagar, New Delhi-110003. |
| 260. | Avtar Singh | Peon | 011 | 24362971 | | | |
| 261. | Baljit Singh | Peon | 011 | 26100207 | | | Village & PO-Mandauthi, Distt. Jhajjar, Haryana |
| 262. | Brijmohan | Peon | 011 | 24366670, 71 | | | |
| 263. | R.K. Chaudhury | Peon | | | | | |
| 264. | Madan Kumar | Peon | | | | | |
| 265. | Raj Kumar-II | Peon | | | | | |
| 266. | Harish Malhotra | Peon | 011 | 24367260 | | | |
| 267. | Satpal Singh | Peon | 011 | 24366672 | | | Village – Mallamazra, P.O.- Chhatera, Distt. Sonapat, Haryana |
| 268. | Bishambar Dayal | Record Sorter | 011 | 24362921 | | | 351, Type II, Timarpur, Delhi-110054 |
| 269. | A K Paul | Store Keeper | 129 | 2413702 | | | 46, Type-III, NH-IV, Faridabad. |
| 270. | Damodar Prasad | Farash | 011 | 26193316 | 25084433 | | RZ-10/E, Puran Nagar, Palam Colony, New Delhi –45. |
| 271. | Raghbir Singh – II | Farash | 011 | 24362974 | | | Gtr. No.3/347, Andrews Ganj, Road No.3, New Delhi. |
| 272. | Pal Singh | Cook/Tea Maker | 011 | - | | | |
| 273. | Kehar Singh | Halwai | 011 | - | | | |
| 274. | Jai Prakash | Manager Canteen | 011 | - | | | |
| 275. | Mahipal Singh | Stall Attendant | 011 | 24367175 | | | |
| 276. | N. G. Appo | F. M. O. | 011 | 26100207 | | | 515, Timarpur, Sector-IV, Delhi-54. |
| 277. | Dinesh Singh | Wash Boy | 011 | | | | |
| 278. | Bhagmal | Carpenter | 011 | 24362974 | | | |
| 279. | Omprakash | Sr. Carpenter | 0129 | 2413702 | | | 503, Type-II, NH-IV, Faridabad |

| | | | | | | | |
|------|--------------------|-----------|------|----------|--|--|---|
| 280. | Harpal Singh | Chowkidar | 0129 | 2413702 | | | Village-Kamra, PO-Badarpur Sayal, Distt. Faridabad. |
| 281. | K. Balasubramanian | Chowkidar | | | | | 4/893, Second Cross Street, Rajendra Nagar, Neelankarai, Chennai-41 |
| 282. | Paramhans | Chowkidar | 011 | 26193179 | | | 1199, Type-I, Sector-V, R.K.Puram, New Delhi-22. |
| 283. | Ramphal | Chowkidar | 129 | 2413702 | | | RZ-137, Gali No.7, East Sagarpur, Palam, New Delhi. |
| 284. | N.Y. Tandal | Chowkidar | | | | | |
| 285. | K. Venkataiah | Chowkidar | | | | | |
| 286. | Rajender Kumar | Chowkidar | | | | | |
| 287. | Phulendra Kalita | Chowkidar | | | | | |
| 288. | P. Achchaya | Chowkidar | | | | | 41-164/16, Hanuman Nagar, Moulali, Secunderabad |
| 289. | Ashok Kumar Jha | Chowkidar | 011 | 26100207 | | | A-330, Sangam Vihar, New Delhi – 62. |
| 290. | Harpal Singh | Mazdoor | 011 | 24362974 | | | |
| 291. | Nand Kishore | Mazdoor | 011 | 26193179 | | | Village & Post – Rataulbara Mohallah, Distt. Baghpat, UP. |
| 292. | Subhash Chand | Mazdoor | 011 | 24362974 | | | |
| 293. | A.B. Susvirkar | Mazdoor | | | | | |
| 294. | B. Reghunathan | Mazdoor | | | | | |
| 295. | Ashok Kumar | Mazdoor | | | | | |
| 296. | B.N.P. Rasak | Mazdoor | | | | | |
| 297. | K. Balakrishnan | Mazdoor | | | | | |
| 298. | Dhrambir Singh | Mazdoor | | | | | |
| 299. | Diwan Singh | Mazdoor | 011 | 24367260 | | | |
| 300. | Jagdish Khatri | Mazdoor | 011 | 24367260 | | | |
| 301. | Ram Khilari | Mazdoor | 129 | 2413702 | | | 671, Type-II, NH-IV, Faridabad |
| 302. | TT Talape | Mazdoor | | | | | Ramgad Zopadpatti, Goakala Road, Mulund (W), Mumbaai- 80 |
| 303. | B Sampath | Mazdoor | | | | | 81/4, Noochima Nagar, Mailapur, Chennai -4 |
| 304. | C. Srinivas | Mazdoor | | | | | 204, Venkatadri Towers, Prabhat Nagar, Dilsukh Nagar, Hyderabad-60 |
| 305. | Dinesh Kr. | Mazdoor | 011 | 23717910 | | | |
| 306. | Smt. Krishna | Mazdoor | 011 | 24362921 | | | |
| 307. | Singh Raj | Packer | | | | | |
| 308. | Gobind Khatri | Packer | 011 | 24362913 | | | |
| 309. | Harbir Singh | Packer | 011 | | | | |

| | | | | | | | |
|------|-------------------------|----------------|-----|-----------|-----------------|--|---|
| 310. | Hardev Raj | Packer | 011 | 26100207 | | | RZ-A/27, Dharampura, Najafgarh, New Delhi-43. |
| 311. | Jai Prakash | Packer | 129 | 2413702 | | | 179, Type-II, NH-IV, Faridabad. |
| 312. | Jai Singh | Packer | 011 | 24367175 | | | |
| 313. | K. C. Sharma | Packer | 011 | 243691 89 | | | Qtr No.583, Type-II, N.H.IV, Faridabad |
| 314. | Mahesh Dutt | Packer | 011 | 24367260 | | | |
| 315. | Moti Lal Saha | Packer | 011 | 26105590 | 9.35E+09 | | 797, Sector-I, R.K.Puram, New Delhi |
| 316. | Narayan Singh | Packer | 011 | 26105590 | 01352468 931 | | J-98, New Palam Vihar, Phase-I, Gurgaon, Haryana. |
| 317. | P. C. Sayal | Packer | 011 | 24362981 | | | |
| 318. | Parasram | Packer | 011 | 26100207 | | | |
| 319. | P R Patil | Packer | | | | | Chawl No.8, Room.No.2, Kukurshijivraj, Nr.China Mill, TG Road, Sowri, Mumbai-400015. |
| 320. | R. K. Arora | Packer | 011 | 23890205 | | | A-477, Jahagir Puri, Delhi-110033 |
| 321. | Rajinder Singh Yadav | Packer | 011 | 24367260 | | | |
| 322. | Rakesh Kumar | Packer | 011 | 26193179 | | | 38-B, Sector-IV, Pushp Vihar, Saket, New Delhi. |
| 323. | Ranjit Kumar | Packer | 011 | 26100207 | | | |
| 324. | Satbir Singh | Packer | 011 | 24362977 | | | |
| 325. | Virender Singh | Packer | 011 | 24362973 | | | |
| 326. | Baburam Mehto | Packer | 011 | | | | |
| 327. | Sukhbir Singh | Packer | | | | | |
| 328. | Om Prakash- I | Packer | | | | | |
| 329. | M.S. Nair | Packer | | | | | |
| 330. | M. Ramchandran | Packer | | | | | |
| 331. | Suresh Chand | Packer | | | | | |
| 332. | R.N. Yadav | Packer | | | | | |
| 333. | Balraj Singh | Packer | 011 | 26193179 | 55769925 | | Village & P.O. – Ujwa, New Delhi- 110073. |
| 334. | Chander Bhan | Packer | 011 | 26193179 | | | B-II/177, Sultanpuri, Delhi. |
| 335. | Chander Prakash | Packer | 011 | | | | |
| 336. | D.K. Sood | Packer | 011 | 24362920 | | | 504, Type-II, Sector- V, R. K. Puram, New Delhi |
| 337. | Rakesh Kumar Jain | Packer (Blind) | 011 | 24367260 | | | |
| 338. | Ram Mani Mishra | Packer (Blind) | 011 | 24367260 | | | |
| 339. | Smt. Sunita | Packer | 011 | 24362921 | | | |

| | | | | | | | |
|------|----------------|-----------|-----|----------|--|--|--|
| 340. | Dev Kumar | Packer | 011 | | | | |
| 341. | Smt. Geeta | Sweeper | 011 | | | | |
| 342. | Jaipal Balmiki | Sweeper | 011 | 26100207 | | | D-12, New Ashok Nagar, Near Noida, Delhi-110096. |
| 343. | Kishni | Sweeper | 011 | 24362974 | | | |
| 344. | Prem Wati | Sweeper | 011 | 24362974 | | | |
| 345. | 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.) Mrs. Veena Jain | 1 | 1 | 18400-22400 | 37400-67000 | 10000 | 37400 | 10000 |
| 2 | GM-cum-CE | 1 | - | 14300-18300 | 37400-67000 | 8700 | 26600 | 8700 |
| | Vaccant | | | | | | | |
| 3 | Director | 5 | 4 | 14300-18300 | 37400-67000 | 8700 | 26600 | 8700 |
| | Neeta Prasad | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Nidhi Pandey | | | -Do- | -Do- | -Do- | -Do- | -Do- |

| | | | | | | | | |
|---|----------------------|----|----|-------------|-------------|------|-------|------|
| | Sonam Thergye | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Rajesh Kr. Jha | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Vaccant | | | | | | | |
| 4 | Jt. Director (P) | 1 | 1 | 12000-18000 | 15600-39100 | 7600 | 22320 | 7600 |
| | J.K. Chandra | | | | | | | |
| 5 | Dy. Director (Edit.) | 12 | 11 | 10000-15200 | 15600-39100 | 6600 | 18600 | 6600 |
| | PK Upadhyaya | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Sneh Rai | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Ghanshyam Meena | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Anoopma Das | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Anita S Maru | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | YD Sharma | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Abid Akhtar | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | BK Majhi | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | S Manjula | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Balbir Madhopuri | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | KC Meena | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Vacant | | | | | | | |
| 6 | Dy. Director (Admn.) | 3 | 1 | 10000-15200 | 15600-39100 | 6600 | 18600 | 6600 |
| | Jagdip Rana | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | Vacant | | | | | | | |

| | | | | | | | | |
|----|-------------------------------|------|------|-----------------|-----------------|------|-------|------|
| | Vacant | | | | | | | |
| 7 | Business Mgr. | 3 | 3 | 10000- 15200 | 15600- 39100 | 6600 | 18600 | 6600 |
| | Surya Kant | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | G Shamnath | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| | S Nageshwar Rao | | | -Do- | -Do- | -Do- | -Do- | -Do- |
| 8 | Production Officer | 1 | 0 | 10000- 15200 | 15600- 39100 | 6600 | 18600 | 6600 |
| | Vacant | | | | | | | |
| 9 | Art Executive | 1 | 0 | 10000- 15200 | 15600- 39100 | 6600 | 18600 | 6600 |
| | Vacant | | | | | | | |
| 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. Layout 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 |
| 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 | 22 | 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 | 2550-3200 | 4440-7440 | 1800 | 5200 | 1800 |
| 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 | 481 | 397 | | | | | |

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.2414.00 lakh was made in SBG 2009-10, against which an amount of Rs.2336.77 lakh was spent on various activities of the Division against final grant of Rs.2345.00 lakh under non-plan segment of the Budgetary Grant. It is also mentioned that an expenditure of Rs.2269.68 lakh was incurred by Employment News against SBG of Rs.2859.00 lakh and Final Grant of Rs.2284.42 respectively during 2009-10.

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.

Ministry / Department: Ministry of Information & Broadcasting, **Publications Division.**

(Rupees in Crores)

| Total No. of scheme | Sl. No. | Annual Plan 2009-10 | | Annual Plan 2009-10 (BE)/ (RE) | | | | | | Annual Plan 2009-10 Final Grant | | | | | | Expenditure on approved outlay on | | | | | |
|---------------------|---------|---|----------------------|--------------------------------|-------------|-------------|--------------------------------|-----|-------|---------------------------------|-------------|-------------|--------------------------------|-----|-------|-----------------------------------|---------------|---------------|---|-----|-------|
| | | | | Total Approved outlay | | | Approved NE outlay for 2009-10 | | | Total Approved outlay | | | Approved NE outlay for 2009-10 | | | Total Expenditure | | | Expenditure on NE Component (Upto March 2010) | | |
| | | Name of the Media Unit - Publications Division | | Cap | Rev | Total | Cap | Rev | Total | Cap | Rev | Total | Cap | Rev | Total | Cap | Rev | Total | Cap | Rev | Total |
| | | Central Sector Schemes | Nature of the scheme | | | | | | | | | | | | | | | | | | |
| -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 | 0.1 | 0.19 | 0.29 | Nil | Nil | Nil | 0.1 | 0.19 | 0.29 | Nil | Nil | Nil | 0.977 | 0.1885 | 0.2862 | Nil | Nil | Nil |
| | | TOTAL | | 0.1 | 0.19 | 0.29 | Nil | Nil | Nil | 0.1 | 0.19 | 0.29 | Nil | Nil | Nil | 0.977 | 0.1885 | 0.2862 | Nil | Nil | Nil |
| | 1 | Employment News | | | | | | | | | | | | | | | | | | | |
| 1 | | Modernisation of Employment News | Modernisation | 0.01 | 0.05 | 0.06 | Nil | Nil | Nil | 0.01 | 0.05 | 0.06 | Nil | Nil | Nil | 0.01 | 0.0482 | 0.0582 | Nil | Nil | Nil |
| | | TOTAL | | 0.01 | 0.05 | 0.06 | Nil | Nil | Nil | 0.01 | 0.05 | 0.06 | Nil | Nil | Nil | 0.01 | 0.0482 | 0.0582 | 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. | Receipt of manuscript from author for publication | One month for consideration and approval |
| 2. | Planning/processing of the proposal of book | Two weeks after approval of the manuscript |
| 3. | Composing of book and designing of cover | 6 to 8 weeks |
| 4. | Checking of proofs/rechecking of final proofs | 6 to 8 weeks |
| 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, 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