

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

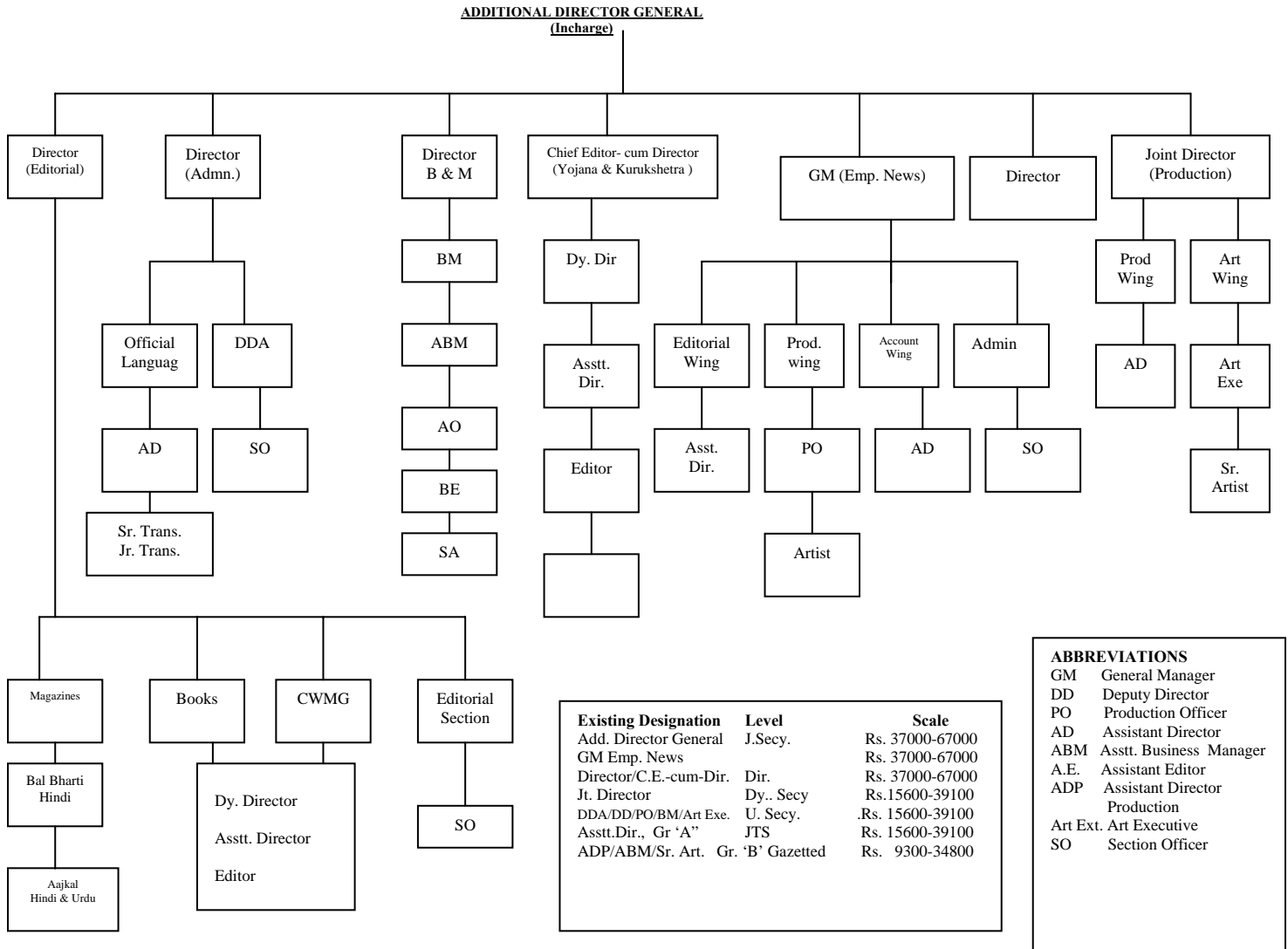
-A World Heritage Monument

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. Additional Director General (Incharge), Publications Division	
Powers	Administrative	All powers of Head of Deptt. as per Government Rules
	Financial	-do-
	Others	-do-
Duties	Preparing and executing annual publishing programme of the Division by bringing our books, journals and other periodicals. It also includes distribution and sale of such publications such publications both in India and abroad.	
Designation	2. Director (Admn.) & 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. Dy. Director	
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 Director	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To assist Editor in preparation, selection, editing of manuscripts and preparation of cover design.	
Designation	12. Accounts Officer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To look after the accounts work of Sales Emporia	
Designation	13. Section Officer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	<p>Scrutinize the noting of the dealing hand. Final disposal of routine cases.</p> <p>To take intermediate routine action. Record, where necessary, a note setting out his own comments or suggestions.</p> <p>Submit the case to the appropriate higher officer. Maintenance of reference books, office orders, etc. Dealing with important and complicated cases himself.</p>	
Designation	14. Artist	

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

	Financial	Nil
	Other	Nil
Duties	Maintaining the accounts of sales of books and journals of the Division.	
Designation	20. Library Information Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing the library of the Division	
Designation	21. Sales Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Attending Sales counter	
Designation	22. Accountant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintenance of the accounts	
Designation	23. Storekeeper	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing the Feeder Store at Faridabad	
Designation	24. LDC	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Registration of correspondence received or sent maintenance of section diary, file register, file movement register, indexing and recording, typing, dispatch and submission of routine and simple drafts.	
Designation	25. Junior Storekeeper	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing the stores at Hqrs. and Sales Emporia	
Designation	26. Junior Stenographer	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Taking dictation from the officers and transcription thereof.	
Designation	27. Accounts Clerk	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintaining accounts books.	
Designation	28. Clerk Grade II	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Clerical jobs like typing, diarizing of receipts etc.	
Designation	29. Senior Addressograph Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Operating auto addressing machine	
Designation	30. Senior Gestetner Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Operating Gestetner machine	
Designation	31. Daftry	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To keep recorded files, binding of files and to repair the files.	
Designation	32. Peon	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Distribution of files and dak to the officers/sections concerned.	
Designation	33. Packer	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Packing of books and journals for their dispatch to different sales Emporia and Sales Agencies.	
Designation	34. Messenger	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Distribution of files and dak to the officers/sections concerned.	
Designation	35. Record Sorter	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Maintenance of all old records	
Designation	36. Driver	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Operating Division's vehicles.	
Designation	37. Senior Carpenter	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Carpentary work	
Designation	38. Junior Addressographer	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Writing of addresses on the outgoing envelopes in R&I Section	
Designation	39. Junior Gestetner Operator	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To operate Gestetner machine	
Designation	40. Franking Machine Operator	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To operate the Franking machine in R&I Section.	
Designation	41. Sales Attendant	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To assist in Sales Counter	
Designation	42. Junior Carpenter	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To look after the day-to-day carpenter work	
Designation	43. Mazdoor	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Loading and uploading the material etc.	
Designation	44. Manager (Canteen)	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Managing departmental canteen	
Designation	45. Halwai	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Cooking work in the departmental canteen.	
Designation	46. Cook cum Tea Maker	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Making Tea/Coffee	
Designation	47. Bearer	

Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Providing canteen service to officers/staff of the Division.	
Designation	48. Farash	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To open and close the office premises and dusting of office furniture.	
Designation	49. Chowkidar	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	To keep a vigil on office premises after the closing of office. To maintain security of Government property.	
Designation	50. Wash Boy	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Washing utensils/crockery in the departmental canteen.	
Designation	51. Sweeper	
Powers	Administrative	Nil
	Financial	Nil
	Other	Nil
Duties	Cleaning of office premises.	

Chapter 4

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

	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.	BM	0471	2330650				
5.	Sh. S. Nageshwar Rao, Hyderabad	BM	040	24605282				
6.	Sh. 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				

Central Public Information Officers

Sr. No.	Name	Designation	STD code	Phone No.		Fax	E-mail	Address
				Office	Home			
1.	Ms. Nidhi Pandey	Director (Admn.)/CPIO	011	24366672	Mobile 9717936662	24362905	nidhidpd@gmail.com,	R.N. 50-51, Ground Floor, Publication Division, Soचना Bhavan, CGO complex, New Delhi-03

Department Appellate Authority

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

									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.	Sh. K. Ganesan	Director General (Incharge)	011	24366670, 71	26117071	2436 670, 2436 671	E-2-3, M.S. Flats, Sector-13, R.K. Puram, N. Delhi-66
2.	Sh. Anurag Mishra	GM-cum-CE, Employment News & Journal Unit	011	26193316		26105857-Fax	
3.	Smt Nidhi Pandey	Director (Administration & Business)	011	24366672, 24362962	24121177	24362905, 24362962	G-22, Nivedita Kunj, Sector-10, R K Puram, N Delhi
4.	Sh. Rina Sonawal Kouli	Director-Cum-Chief Editor (Yojana & Kurukshetra H&E)	011	23096738 23359578		23359578	
5.	Sh. Rajesh Jha	Director (Editorial, Bal Bharati & Aajkal (Hindi & Urdu))	011	24362920	26502894		A-2/174, Phase-5, Aya Nagar, New Delhi-47
6.	Ms. Manisha Verma (On Training)	Director					
7.	Sh. V K Meena	Joint Director (Production)	011	24362958	26266753		Delhi
8.	Sh. G.K. Mukherjee	Dy. Dir. Hqr. (Admn)	011	24362981			
9.	Sh. Ashish Dutta	Dy. Dir. Hqr. (Admn)	011	24368009			
10.	Anoopma Das	Dy. Dir. (Yojana, Assamese)	0361	2665090			Guwahati
11.	Amita S. Maru	Dy. Dir. (Yojana, Gujarati)	079	26581450, 26588669			Ahemdabad
12.	B K Majhi	Dy. Dir. (Yojana, Oriya)	011	26177591			Delhi
13.		Dy. Dir. (Aajkal Hindi)	011	24362915			
14.		Dy. Dir. (Yojana Urdu)	011	23717910			
15.	S Manjula	Dy. Dir. Hqr.	011	24362920			Delhi
16.	Dilbag Singh	Dy. Dir. (Rojgar Samachar)	011	26163055			WZ-234-I, D-169, Raj Nagar-II, Palam Colony, New Delhi- 45
17.	Ghayshyam Meena	Dy. Dir. EN	011	26163055			Delhi
18.	Balbir Madhopuri	Dy. Dir. (Yojana Punjabi)	011	26177591			125, Bijwasan, Nayak Pana, Harijan Basti,

							Delhi-61
19.	K.C. Meena	Dy. Dir. (Kurukshetra)	011	23061952, 23061014			C-157, Albert Square, Gole Market, New Delhi.
20.	Rajendra Bhatt	Dy. Dir.	011	24362928			Delhi
21.	T. Raja Mouli	Principal Pvt. Secretary	011	26100207			1048, Sector-II, R. K. Puram, New Delhi-110066
22.	R S Rawat	Art Executive	011	24362913			Delhi
23.	R K Tandon	Sr. Artist	011	24362913			50 Shreshtha Vihar, Delhi-92
24.	Surya Kant	BM (Advt.&Cir)	011	26175516, 26200207, 26108979, 26105590			Delhi
25.	S Nageshwar Rao	BM Hyderabad	040	24605383			Hyderabad
26.	V M Ahmed	BM (additional charge) Thiruvananthapuram	0471	2330650			Thiruvananthapuram
27.	V M Ahmed	Asstt. Director Yojana, Malayalam	0471	2323826			Thiruvananthapuram
28.		Asstt. Director Yojana (Kannada)	080	25537244			Banglore
29.	Hasan Zia	Asstt. Director (Emp News)	011	26108979			66-C, II Floor, Gautam Nagar, New Delhi-49
30.	Kapil Kumar	Asstt. Director (Kurukshetra English)	011	23061014, 23061952			121, Sector-2, Sadiq Nagar, New Delhi-49
31.	Nitima Shivcharan	Asstt. Director Hqrs	011	24362954			Delhi
32.	Ved Pal	Asstt. Director Hqr. (Bal Bharati)	011	24362910			A-4/438, East Gokul Pur, Loni Road, Delhi-94
33.	Antara Ghosh	Editor Yojana (KolKata)	033	22482576			Kolkata
34.	AH Rahmani	Editor Hqr. (Ajkal Urdu)	011	24369189			Delhi
35.	B.D. Devmani	Editor (Yojana Ahmbd.)					Ahmedabad
36.	Dayawanti Srivastava	Editor Hqr.	011	24362984	26104697		493, DDA LIC Flats, Hastasal, Uttam Ngr, New Delhi
37.	I. Vijayan	Editor Hqr. Chennai	044	28272382	24326542		54, Elloaiamman Colony, V. Teynampet, Chennai -86
38.	Jai Singh	Editor Hqr.	011	24362954	98685980 11		V-6, Sector 31, NOIDA- 201301, UP
39.	Kamla Verma	Editor Hqr.	011	24362908			46, Probyn Road,

							Delhi.
40.	Manogyan Rani Pal	Editor Yojana	011	23042511	9.81E+09		233, Deshbandhu Appts. Kalkaji, New Delhi-19
41.	R. Anuradha	Editor Hqr.	011	24362984			78/9, Sector-1, Pusp Vihar, MB Road, New Delhi-17
42.	Rakesh Kumar	Editor Yojana (Hindi)	011	23717910			B-339, Kendriya Vihar, Sector-5, NOIDA, UP
43.	Remi Kumari	Editor (Yojana Hindi)	011	23042511			E-9/672, II Floor, Ganesh Nagar-II, Shakarpur, Delhi-92
44.	Ritushree	Editor Hqr.	011	24362954			Delhi
45.	Seema Rani	Editor (Cir.)	011	26182079			
46.	Seema Ojha	Editor Hqr. (Ajkal Hindi)	011	24362920	22725136		92, Vardan Apptt., I.P. Extn., Patpar Ganj, Delhi-92.
47.	V. Balakrishna	Editor Yojana (Telugu)	40	23040373			13/13, Kendrya Vihar, Miyappar, Hyderabad-49
48.	B.K. Kiranmai	Editor (Yojana Kannada)	080	25537244			Bangalore
49.	Lalita Khurana	Editor(Kurukshetra Hindi)	011	23061952, 23061014			Delhi
50.	Lemi G. Nair	Editor (Yojana Tvm.)	0471	2323826			Thiruanathapuram
51.	L.N. Nalini Rani	Editor, Employment News Advt.	011	26104284			Plot No.30, Kailash Appts., Patparganj, IP Extn. Delhi-92
52.	Suresh Dharmapuri	Editor (Yojana hydb.)	040	23315288			Hyderabad
53.	Kailash Chander	Editor Hqr.	011	24362927			Delhi
54.	Manish Singhal	Editor Hqr.	011	24362927			
55.	Abha Gaur	Editor Hqr.	011	24362910			Delhi
56.	P Chakraborty	Editor (Yojana Assamese)	0361	2665090			Guwahati
57.	Farhat Parveen	Editor Urdu	011	24362920			D-64, Flat No. Abul Fazal Enclave, Jamia Nagar, New Delhi-25
58.	Irshad Ali	Editor (Yojana Urdu)	011	23042566			Delhi
59.	Dr. Mamta Rani	Editor Rozgar Samachar	011	26163055			Delhi
60.	Deepali Durge	Editor Yojana Marathi		27566582			Mumbai
61.	R.K. Sinha	Section Officer A&G Section	011	24362974	26177227		N. 570, Type IV, Sector-8, R.K. Puram

62.		Section Officer	011	24362903	24654026		
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 Admn II	011	24362921			Delhi
67.	Deepak Panwar	Section Officer Admn I	011	24362921			Delhi
68.	B.D. Prasad	ABM	011	24367260			Delhi
69.	Usha Verma	ABM	011	23890205			Feeder Store, Fridabad
70.	Sobhna Taneja	AD (OL)	011	24362977	-		Delhi
71.	Asha Saxena	Sr. Artist	011	24362913	22615831		69 B, Pokt-A3, Mayur Vihar, Phase-III, Delhi.
72.	P.K. Mandal	Sr. Artist	011	26193179	26190028		1103, Sector-3, RK Puram, New Delhi- 22
73.	Anil Marcus	AD (Prod.)	011	24368198			65-B., Dhavalgiri Appts., Sector-XI, Noida
74.	K Ramalingam	AD (Prod.)	011	24368198			H N 37-H, Pkt. A/2, Mayur Vihar, Phase III, Delhi-96
75.	V. Selvakumar	AD (Prod.)	011	24368198			Delhi
76.	Maninder Kaur	Prod. Asstt.	011	26193179	23747559		45/2A, Sector-II, DIZ Area, Gol Market, New Delhi
77.	Ms. Veera Lakshmi Bokka	Pvt. Secretary	011	24362920			Delhi
78.	Subhash Chander	Pvt. Secretary	011	24362917			51/14, Ashok Nagar, New Delhi- 110018.
79.	Umesh K. Barua	Pvt. Secretary	011	24366670 24366671			G-1337, Chitaranjan Park, New Delhi.
80.	Sneh Lata	Pvt. Secretary	011	24362958			Delhi
81.	T. Kamaljeet Singh	Accounts Officer	011	24368198			295, Lodhi Road, CGO, New Delhi.
82.	S. Mohammad Sadiq	Jr. Hindi Trans.	011	24362977			Delhi
83.	Sandhya Kumari	Jr. Hindi Trans.	011	24362977			Delhi
84.	Surender Singh Dhakre	Jr. Hindi Trans.	011	24362977			Delhi
85.	A C Kayal	Assistant	011	24362921			669, Type-II, Second Floor, Lodhi Road Complex, New Delhi.
86.	Balwant Singh	Assistant	011	24362921	9911301548		S-562, Hari Niwas,

							School Block, Gali No.1, Shakarpur, Delhi-92.
87.	Basudev Tudu	Assistant	011				2083, Lodi Road Complex, N.D.03
88.	Gurdeep Kaur	Assistant	011	24362903			C-64, Vishnu Garden, New Delhi-110018.
89.	Chander Mohan	Assistant	011	24362903			1321, Lakshmibai Nagar, New Delhi-23
90.	Veena Arora	Assistant	011	24367175			Q.P117, 2nd Floor, Maurya Enclave, Near TV Tower, Pitam Pura, Delhi-88
91.	D. P. Kaushik	Assistant	011	24369189	22911521		C-1/167, Yamuna Vihar, Delhi-110053.
92.	Sua Ram	Assistant	011	24362903			A-516, Raghbir Nagar, New Delhi-110027.
93.	Benani Dutta	Accountant					Sales Emporium, Mumbai
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			60/5, Sector-III, Gole Market, New Delhi.
97.	B.K. Chhabra	PA	011	24362928			93-D, Jyoti Park (Noroth Block) Gurgaon, Haryana
98.	Jitender Sabherwal	PA	011				Delhi
99.	Jose Joseph	PA	011	23096738			607, Sector 9, RK Puram, New Delhi-22
100.	S. C. Negi	PA	011	24366670, 71			134/9, Sector-1, Pushpa Vihar, New Delhi-17
101.	Ganesh	PA	011	24362910			Faridabad
102.	Smt. Kamla Taneja	PA	011	23061952			Delhi
103.	Ms. Veena Kumar	PA	011				Delhi
104.	Ganeshi Lal	Tech. Asstt.	011	24368198			Delhi
105.	R.K. Mahani	Tech. Asstt.	011	26177529	25291211		A-3, New Multan Nagar, Delhi-58

106.	Sanjay Pandey	Tech. Asstt.	011	24368198	2881127		1124, Sector 4A, Vasundhara, Ghaziabad-12, UP
107.	Dinesh	Sales Assistant	011	26105590			B-5/114, Nehru Nagar, Near Lajpat Nagar, New Delhi-65.
108.	Ram Kumar	Sales Assistant	011	26107405	25103866		E-100, Karam Pura, New Delhi
109.	Shrikant Gupta	Sales Assistant	011				F 97, Nauroji Nagar, New Delhi 29
110.	A Prasad	Sales Assistant	011				Delhi
111.	JCM Jaiswal	Sales Assistant	011				G 1, 758, Sarojini Nagar, New Delhi-23
112.	A R Sritharan	Jr. Stenographer	044	2849519			48/2 (New Number 97) Arunachala, Nayakan St., Chintadripet, Chennai-2
113.	S.R. Zaidi	Jr. Stenographer	011	23096666/ 2566			18-G, SGHO, Vasant Vihar, New Delhi
114.	V. V. Bhide	Jr. Stenographer					8, Udayam, Udayam Kunj Co-op. Housing Society, Rani Sati Marg, Opp. Navjeevan High School, Malad (E), Mumbai-97
115.	C. Rajendran	Jr. Stenographer	044	23723998			20/7, CPWD Quarters, KK Nagar, Chennai -78
116.	B.K. Paul	Jr. Stenographer	033				
117.	Kulwant Singh	Jr. Storekeeper	011	26100207			
118.	Satish Kumar	Jr. Storekeeper	011	23890205			1/5436,Gali No15, Baljit Ngr Extn., Shahdara, Delhi
119.	P.K. Biswas	Jr. Storekeeper	033				
120.	Rama Raina	Jr. Storekeeper	011	26107405	55695850		299/12, DDA Flats, Madan Gir, New Delhi
121.	E. Sanjay Kumar Das	Steno (E)					304, Dolphin Appts., 10-2-37, Battery Lane, Hyderabad-57
122.	CJM Rao	Steno (Tel.)					Plot-31, Jai Bharat, Colony, Diary Farm Road, Trumalgiri, Secunderabad-15
123.	D. Vasavi	Steno Gr. D	011	23061952	55835765		1086, Sector-III, R. K. Puram, New

							Delhi.
124.	Raj Kumar Awasthi	Steno Gr. D	011	24362984	9868505677		D-100, Sector 9, New Vijay Nagar, Ghaziabad., UP
125.	Suman Basra	Steno Gr. D	011	24366672			1621, Sector 16, Faridabad, Haryana
126.	Ajay Kumar Ranjan	UDC	011	26100207			RZ-85/C, Gali No.1, Shad Nagar, Palam Colony, New Delhi.
127.	Arnab Parial	UDC	011	24367175			
128.	Avinash Ch. Kumar	UDC	011	24362903			C-437, Kasturba Nagar, New Delhi-3.
129.	Bharat Bhushan Diddi	UDC	011	24362921	23812006		1286 (MS), Timarpur, Delhi-110054
130.	Bright Sam	UDC	011	24362921			J-3/11, First Floor, Khirki Extn., Malviya Nagar, New Delhi-110017
131.	Darkimbong K.	UDC	011	261 08979			L-1/299, Mahipalpur Extn. New Delhi-37
132.	Indira Devi	UDC	011	24362971	9868587320		A-47, Shastri Park, Delhi – 110053
133.	Jai Singh	UDC	011	24362903			Village-Chhinoli, Post-Kharkhoda, Distt. Sonapat, Haryana
134.	Mool Chand	UDC	011	24362977	9.81E+09		Village-Akbarpur, Behrampur, Near Bypass Vijaynagar, Ghaziabad
135.	Narender Singh	UDC	011	26107405	9911114473		548, Aliganj, Lodhi Road, New Delhi-3.
136.	Nirjhar Sinha	UDC	011	24362974			47-D, Pkt-A1, Mayur Vihar Phase-III, Delhi-96
137.	Omprakash	UDC	011	24362974			C-80, Kidwai Nagar East, New Delhi.
138.	P K Jain	UDC	011	23096738			WZ-438, Nr. Jain Mandir, Palam Village, New Delhi-45
139.	P.J. Thomas Vaidyan	UDC	011	9871701171	25496145		JA/9D, DDA Flats, Mayapuri, New Delhi-110064.
140.	Promila Nayal	UDC	011	26182079	9.87E+09		1770, Lakshmibai Nagar, New Delhi-23
141.	Ravinder Kumar	UDC	011	24362903			H.14/44, Dilshad

							Garden, Delhi-95
142.	Rita Bhola	UDC	011	24367260			Delhi
143.	S.R. Bandooni	UDC	011	24367175	9.31E+09		Qtr.No.1,Haryana Vidyut Prasarn Nigam Colony, New Rohtak Rd, N.Delhi-35.
144.	Sant Ram	UDC	011	24362903			G-059, Srinivaspuri, New Delhi-110065
145.	Satpal Singh	UDC	011	26193179	98919421 26		K-330/A, Street No.4, Mahipal Pur Extn., New Delhi-37
146.	Shiv Dutt Nainwal	UDC (Deputed to Office of the Electoral Registration Officer, Assembly Constituency-40, at13/2, Jam Nagar House, New Delhi)	011	24362977			
147.	Sneh Lata Sharma	UDC	011	24367175			1/2832, Ram Nagar, Loni, Shahdara, Delhi – 110032.
148.	Sudesh Kansal	UDC	011	23890205			1327, Type-II, Multi Storey, Timarpur, Delhi.
149.	Sunder Lal	UDC	011	24362974			86-A, Aram Bagh, New Delhi-55
150.	Vijay Kumar Saxena	UDC	011	24367175			
151.	Vikas Kumar	UDC	011				
152.	D.P. Gairola	UDC	011				
153.	Neeraj Jain	UDC	011				
154.	Paramjeet Siddhu	UDC	011	24362903			O/238-239, Mangol Puri, Delhi-83
155.	Naveen Kumar	UDC	011	23061952			3719, Gali No.8, Narang Colony, Tri Nagar, Delhi-35
156.	Prem Singh	UDC	011	26105590	9.21E+09		390, Gali No.13, Karol Bagh, Joshi Road, New Delhi.
157.	U.S. Rawat	UDC	011	26193179	9899306710		1902, Timarpur, Multi Storey, Delhi.
158.	Anup Singh Bisht	UDC	011	261931791	9899790563		H-88, Nanak Pura, New Delhi-21
159.	Rajeev Kumar	UDC (Emp. News)	011				
160.	Hem Chand Sharma	Clerk Grade-I	011	24362971	23747113		J-667, Mandir Marg, New Delhi – 110001
161.	Pushpa Singhal	Accounts Clerk	011				

162.	Sulabha Bodas	Accounts Clerk	011	26193179	24108337		H-132, Nanak Pura, New Delhi-21
163.	Anjali Chakladar	Accounts Clerk	033				
164.	C Sivasankaran	Accounts Clerk					27/25, CPWD Quarters, KK Nagar, Chennai-78
165.	M S Srivastava	Accounts Clerk (EN)	011				Lucknow
166.	Vikram Singh	Driver	011	24366670			168-N, Aram Bagh, New Delhi
167.	Naresh Kumar	Driver	011	26193316	9.90E+09		258, Type-II, Sadiq Nagar, New Delhi.
168.	Daulat Singh	Driver	011	24362974	9.81E+09		19/37, Jam Nagar House, Nr. UPSC, New Delhi-1.
169.	Parmeshwar Dutt	Jr. Ad. Operator	011	26193179	22457099		Kishan Kun Extn., Laxmi Nagar, Delhi-110092.
170.	Ramesh Chand	Jr. Ad. Operator	011	24367175			
171.	Nargis Sultana	Clerk Grade-II	011	24369189			C-1/167, Yamuna Vihar, New Delhi-110063
172.	Jeet Kaur	Clerk Grade-II	011				
173.	Kavita Prabhu	Clerk Grade-II	011	24367175			43K, Sector-IV, 2nd Floor, DIZ Area, Gole Market, New Delhi.
174.	AK Mehta	Clerk Grade-II	011	24362977			Qtr. No.45, Sector-VII, R. K. Puram, New Delhi.
175.	M. Peter	Clerk Grade-II	044	28272382			Yojana, Chennai
176.	Harbati Sethi	Clerk Grade-II	011	24367175	26319342		G-369, Srinivaspuri, New Delhi-110065.
177.	Munish Kumar	Clerk Grade-II	011	26193179	55689838		J-2, 100-D, Kalkaji, New Delhi.
178.	Paresh Kumar On Deputation	Clerk Grade-II	011	24362974	22781297 9891943299		51, Pocket-D, Mayur Vihar, Phase-II, Delhi-110091.
179.	S.B. Sapkale	Clerk Grade-II	9522	27570686			Mumbai
180.	Sanjeev Kochar	Clerk Grade-II	011	24367260			
181.	Santha S. Pillai	Clerk Grade-II	011	24362910			E-305/B, GTB Enclave, Dilshad Garden, Delhi-93
182.	Shubhangi Joshi	Clerk Grade-II	011	24362971	29561241		1539, Sector 7, MB Road, Pushp Vihar, New Delhi - 110017
183.	Somnath Trivedi	Clerk Grade-II	033	22488030			Kolkatta

184.	V.V. Salvi	Clerk Grade-II					7 Bhakti, Praja Housing Society, Nath Pai Nagar, Ghatkopar (E) Mumbai-77
185.	Vijay Singh	Clerk Grade-II	011				
186.	Kavita Pathak	Clerk Grade-II	011	26193179	24102675		B-2675, Netaji Nagar, New Delhi-23.
187.	Anand Mani Dimri	Clerk Grade-II	011	26193179			N-625, Sector-VIII, R.K.Puram, New Delhi-22.
188.	R S Shukla	Clerk Grade-II	011	23717910			220, Sector 12, RK Puram, New Delhi-22
189.	P. Gyaneshwar	Clerk Grade-II					20-2-735, Kusi Alam, Hyderabad-64
190.	Benami Singh	Coupen Clerk	011	-			
191.	Laxman Singh Bisht	LDC	011	24367175			
192.	Anurag Sharma	LDC	011	26105590			
193.	Omprakash	Clerk	011	24367175			Village-Islampur, PO-Fazalpur, Gurgaon-122001
194.	Khyali Ram Guleria	Sr. Gest. Opr.	011	24367175			
195.	Mahesh	Bearer	011	-			
196.	Mohan Singh	Bearer	011	-			318, Govt. Colony, Mohammad Pur, RK Puram, New Delhi- 66
197.	Onkar Chand	Bearer	011	-			
198.	Joginder Mehto	Daftary	011	24362921			M2, Govt. Sunder Nursery, Nizamuddin, New Delhi -110013
199.	Ramnath Prasad	Daftary	011	23890205			Z-978, Timarpur, Delhi-54
200.	Badal Kumar Chakraborty	Daftary	011	26193179	23524135		L-147, Aram Bagh, New Delhi.
201.	Mahavir	Daftary	011	24367260			
202.	Sushil Kumar	Daftary	011	24366672			264, Aliganj, New Delhi - 110003
203.	Ganesh Das	Daftary	011	24366672			O-514, Kasturba Nagar, New Delhi - 110003
204.	Inder Dev Singh	Daftary	011	24362903			8/3, Sector-I, Pushp Vihar, M.B. Road, Saket, New Delhi- 110017.
205.	Nanda Ballabh	Daftary	011	24368198			G-554, Sriniwaspuri, New Delhi-110065.
206.	Bhagat Singh	Daftary	011	24362977	98688690		1/6, New Prem

					01		Nagar (Tyagaraja Nagar), New Delhi -110003
207.	Indrajit	Messenger	011				
208.	Ambika Prasad Pal	Messenger	011	23061014	2306 1014		B-56, Aram Bagh, New Delhi -55
209.	Ramesh Chander Joshi	Messenger	011	26193179			686, Sector-V, R.K.Puram, New Delhi.
210.	Rohitas	Messenger	011	24366670, 71			
211.	Sompal Singh	Messenger	011	24362934			
212.	Bachchu Singh	Messenger	011	24362903			B-101, Kasturba Nagar, New Delhi-3.
213.	Prabhash Mishra	Messenger	011	26108979			E-74/7, Shyam Vihar, New Delhi-110062
214.	Satyawan	Messenger	011	26105590			Village Malha Majra, Distt. Sonipat, Haryana
215.	R.K. Pradhan	Messenger					
216.	Jagmohan	Messenger					
217.	Gopal Rai	Peon	011	26100205			B-1/149, New Ashok Nagar, Gali No.5, Delhi-110096
218.	Jagdish Singh	Peon	011	24362903			Vill.+PO Beholi, T-Samalkhan, Panipat Dt. Haryana
219.	Jagmohan	Peon	011	24367175			
220.	Kiran Bala	Peon	011	24362920	55793775		233/2, Church Road, Jangpura, Bhogal, New Delhi 14
221.	Kishan Kumar	Peon	011	26107405	26109950		701, Sector-VII, R. K. Puram, New Delhi.
222.	Laxmi Semwal	Peon	011	24367175			130, Mal Road, Near Jawahar Market, Delhi-54.
223.	Mahender Lal	Peon	011	24362974			
224.	Mange Ram	Peon	011	24366670, 71			
225.	Manmohan Singh	Peon	011	24362921			F-8, DIZ Area, Sector-IV, Raj Bazar, Gole Bazar, New Delhi.
226.	Mukesh Dutt Sharma	Peon	011	24362932			H-202, Sewa Nagar, New Delhi.
227.	Om Pal Singh	Peon	011	243629 58			
228.	Omprakash Chaudhary	Peon	011	24369189			O-634, Kasturba Nagar, New Delhi.
229.	R.K. Shukla	Peon	011	24369189			550, Block-46,

							Panchkuian Road, New Delhi.
230.	Raj Nath Singh	Peon	011	24362910			B-103, Seva Nagar, New Delhi-3
231.	Rajkumar - I	Peon	011				
232.	Rakesh Kumar	Peon	011	24362908, 54			Village Kailashpur, P.O. & Tehsil- Dadri, Gautam Buddh Nagar, (U.P.)
233.	S. N. Mishra	Peon	011	24367175			
234.	Santosh Kr. Sharma	Peon	011	24362915			4/1766, Mahavir Block, Street No.4, Bhola Nath Nagar, Shahadara, Delhi.
235.	Siddheshwar Prasad	Peon	011	24362903			621, Sector-III, M.B. Road, Pushp Vihar, Saket, New Delhi-17
236.	Sodan Singh	Peon	011	23890205			14/126, Kalyan Puri, Delhi.
237.	Sukhbir Singh	Peon	011	23096738			Village & Post- Nuna Mazra, Bahadurgarh, Haryana
238.	Tara Chand	Peon	011	24362917			D-742, Kidwai Nagar, New Delhi
239.	Tejpal Sharma	Peon	011	24362913			Village & PO- Bambawar, Distt. Gautam Budh Nagar, Ghaziabad
240.	Umesh Chander	Peon	011	24367175			J-410, Sewa Nagar, New Delhi – 110003.
241.	Ved Prakash	Peon	011	24362984			
242.	Ashok Kumar	Peon	011	24368198			638, Sector 3, MB Road, Pushp Vihar, New Delhi.
243.	Virender Singh	Peon	011	24362903			18/222, Old Prem nagar, New Delhi- 110003.
244.	Avtar Singh	Peon	011	24362971			
245.	Baljit Singh	Peon	011	26100207			Village & PO- Mandauthi, Distt. Jhajjar, Haryana
246.	Brijmohan	Peon	011	24366670, 71			C-206, Sewa Nagar, New Delhi- 110003
247.	R.K. Chaudhury	Peon					
248.	Madan Kumar	Peon					
249.	Raj Kumar-II	Peon					
250.	Satpal Singh	Peon	011	24366672			Village – Mallamazra, P.O.- Chhatera, Distt. Sonepat, Haryana

251.	Bishambar Dayal	Record Sorter	011	24362921			351, Type II, Timarpur, Delhi-110054
252.	A K Paul	Store Keeper	129	2413702			46, Type-III, NH-IV, Faridabad.
253.	Damodar Prasad	Farash	011	26193316	25084433		RZ-10/E, Puran Nagar, Palam Colony, New Delhi -45.
254.	Ragbhir Singh – II	Farash	011	24362974			Gtr. No.3/347, Andrews Ganj, Road No.3, New Delhi.
255.	Pal Singh	Cook/Tea Maker	011	-			
256.	Kehar Singh	Halwai	011	-			
257.	Jai Prakash	Manager Canteen	011	-			
258.	Mahipal Singh	Stall Attendant	011	24367175			
259.	N. G. Appo	F. M. O.	011	26100207			515, Timarpur, Sector-IV, Delhi-54.
260.	Dinesh Singh	Wash Boy	011				
261.	Bhagmal	Carpenter	011	24362974			
262.	Omprakash	Sr. Carpenter	0129	2413702			503, Type-II, NH-IV, Faridabad
263.	Harpal Singh	Chowkidar	0129	2413702			Village-Kamra, PO-Badarpur Sayal, Distt. Faridabad.
264.	K. Balasubramanian	Chowkidar					4/893, Second Cross Street, Rajendra Nagar, Neelankarai, Chennai-41
265.	Paramhans	Chowkidar	011	26193179			1199, Type-I, Sector-V, R.K.Puram, New Delhi-22.
266.	Ramphal	Chowkidar	129	2413702			RZ-137, Gali No.7, East Sagarpur, Palam, New Delhi.
267.	N.Y. Tandal	Chowkidar					
268.	K. Venkataiah	Chowkidar					
269.	Rajender Kumar	Chowkidar					
270.	Phulendra Kalita	Chowkidar					
271.	P. Achchaya	Chowkidar					41-164/16, Hanuman Nagar, Moulali, Secunderabad
272.	Harpal Singh	Mazdoor	011	24362974			
273.	Nand Kishore	Mazdoor	011	26193179			Village & Post – Rataulbara Mohallah, Distt. Baghpat, UP.
274.	Subhash Chand	Mazdoor	011	24362974			
275.	B. Reghunathan	Mazdoor					

276.	Ashok Kumar	Mazdoor					
277.	B.N.P. Rasak	Mazdoor					
278.	K. Balakrishnan	Mazdoor					
279.	Dhrambir Singh	Mazdoor					
280.	Diwan Singh	Mazdoor	011	24367260			
281.	Jagdish Khatri	Mazdoor	011	24367260			
282.	Ram Khilari	Mazdoor	129	2413702			671, Type-II, NH-IV, Faridabad
283.	TT Talape	Mazdoor					Ramgad Zopadpatti, Goakala Road, Mulund (W), Mumbai- 80
284.	B Sampath	Mazdoor					81/4, Noochima Nagar, Mailapur, Chennai -4
285.	C. Srinivas	Mazdoor					204, Venkatadri Towers, Prabhat Nagar, Dilsukh Nagar, Hyderabad-60
286.	Dinesh Kr.	Mazdoor	011	23717910			
287.	Smt. Krishna	Mazdoor	011	24362921			
288.	Singh Raj	Packer					
289.	Gobind Khatri	Packer	011	24362913			
290.	Harbir Singh	Packer	011				
291.	Hardev Raj	Packer	011	26100207			RZ-A/27, Dharampura, Najafgarh, New Delhi-43.
292.	Jai Prakash	Packer	129	2413702			179, Type-II, NH-IV, Faridabad.
293.	Jai Singh	Packer	011	24367175			
294.	K. C. Sharma	Packer	011	243691 89			Qtr No.583, Type-II, N.H.IV, Faridabad
295.	Mahesh Dutt	Packer	011	24367260			
296.	Moti Lal Saha	Packer	011	26105590	9.35E+09		797, Sector-I, R.K.Puram, New Delhi
297.	Narayan Singh	Packer	011	26105590	01352468 931		J-98, New Palam Vihar, Phase-I, Gurgaon, Haryana.
298.	P. C. Sayal	Packer	011	24362981			
299.	P R Patil	Packer					Chawl No.8, Room.No.2, Kukurshijivraj, Nr.China Mill, TG Road, Sowri, Mumbai-400015.
300.	R. K. Arora	Packer	011	23890205			A-477, Jahagir Puri, Delhi-110033
301.	Rajinder Singh Yadav	Packer	011	24367260			

302.	Rakesh Kumar	Packer	011	26193179			38-B, Sector-IV, Pushp Vihar, Saket, New Delhi.
303.	Ranjit Kumar	Packer	011	26100207			
304.	Satbir Singh	Packer	011	24362977			
305.	Virender Singh	Packer	011	24362973			
306.	Baburam Mehto	Packer	011				
307.	Sukhbir Singh	Packer					
308.	Om Prakash- I	Packer					
309.	M.S. Nair	Packer					
310.	M. Ramchandran	Packer					
311.	Suresh Chand	Packer					
312.	R.N. Yadav	Packer					
313.	Balraj Singh	Packer	011	26193179	55769925		Village & P.O. – Ujwa, New Delhi- 110073.
314.	Chander Bhan	Packer	011	26193179			B-II/177, Sultanpuri, Delhi.
315.	Chander Prakash	Packer	011				
316.	D.K. Sood	Packer	011	24362920			504, Type-II, Sector-V, R. K. Puram, New Delhi
317.	Rakesh Kumar Jain	Packer (Blind)	011	24367260			
318.	Ram Mani Mishra	Packer (Blind)	011	24367260			
319.	Smt. Sunita	Packer	011	24362921			
320.	Dev Kumar	Packer	011				
321.	Smt. Geeta	Sweeper	011				
322.	Jaipal Balmiki	Sweeper	011	26100207			D-12, New Ashok Nagar, Near Noida, Delhi- 110096.
323.	Prem Wati	Sweeper	011	24362974			
324.	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. Arvind Manjit Singh	1	1	18400-22400	37400-67000	10000	37400	10000
2	GM-cum-CE	1	-	14300-18300	37400-67000	8700	26600	8700
	Vacant							
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-
				-Do-	-Do-	-Do-	-Do-	-Do-
	Rajesh Kr. Jha			-Do-	-Do-	-Do-	-Do-	-Do-
	Vacant							
4	Jt. Director (P)	1	1	12000-18000	15600-39100	7600	22320	7600
	J.K. Chandra							
5	Dy. Director (Edit.)	12	10	10000-15200	15600-39100	6600	18600	6600
	Sneh Rai			-Do-	-Do-	-Do-	-Do-	-Do-
	Ghanshyam Meena			-Do-	-Do-	-Do-	-Do-	-Do-
	Anoopma Das			-Do-	-Do-	-Do-	-Do-	-Do-
	Amita S Maru			-Do-	-Do-	-Do-	-Do-	-Do-

	Dilbag Singh			-Do-	-Do-	-Do-	-Do-	-Do-
				-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	2	10000- 15200	15600- 39100	6600	18600	6600
	Jagdip Rana			-Do-	-Do-	-Do-	-Do-	-Do-
	Ashish Dutta			-Do-	-Do-	-Do-	-Do-	-Do-
	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	1	10000- 15200	15600- 39100	6600	18600	6600
10	Asstt. Director	11	7	8000- 13500	15600- 39100	5400	14800	5400
11	AD (OL)	1	1	8000- 13500	15600- 39100	5400	14800	5400
12	Private Secretary	7	6	8000- 13500	15600- 39100	5400	14800	5400
13	Section Officer	7	5	8000- 13500	15600- 39100	5400	14800	5400
	Group 'B'							
14	Editor (Gr.	35+8	31+7	6500-	9300-	4200	12090	4200

	III)			10500	34800			
15	AD (Prod.)	3	3	6500-10500	9300-34800	4200	12090	4200
16	Accounts Officer	2	2	6500-10500	9300-34800	4600	12090	4600
17	Asstt. Business Manager	3	1	6500-10500	9300-39800	4200	12090	4200
18	Sr. Artist	3	2	6500-10500	9300-34800	4200	12090	4200
19	Sr. Hindi Translator	1	1	7450-11500	9300-34800	4600	12090	4600
20	Technical Asstt.	4	3	5500-9000	9300-34800	4200	10230	4200
21	Sr. Accountant	4	0	5500-9000	9300-34800	4200	10230	4200
22	Business Executive	4	0	5500-9000	9300-34800	4200	10230	4200
23	Assistant	7	7	6500-10500	9300-34800	4600	12090	4600
24	Personal Asstt.	14	14	6500-10500	9300-34800	4600	12090	4600
25	Jr. Hindi Trnslator	3	2	6500-10500	9300-34800	4200	12090	4200
	Group 'C'							
26	Accounts Clerk	12	10	4000-6000	5200-20200	2400	7440	2400
27	Lib. Info. Asstt.	1	1	5000-8000	9300-34800	4200	9300	4200
28	Store Keeper	1	1	4500-7000	5200-20200	2800	8370	2800
29	Sales Asstt.	8	8	4500-7000	5200-20200	2800	8370	2800
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					
		Name of the Media Unit - Publications Division		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)		
		Central Sector Schemes	Nature of the scheme	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total	Cap	Rev	Total
				-5	-6	-7	-8	-9	-10	11	12	13	14	15	16	-17	-18	-19	-20	-21	-22
-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