

**GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
MINISTRY OF URBAN DEVELOPMENT
CIVIL LINES, DELHI-110054**

RIGHT TO INFORMATION ACT 2005

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

CLAUSE 4(1)(b)

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

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

Organizational chart (**Annexure-1I**) gives channel of submission of files in the Deptt. Of Publication and they decide the cases of various nature at their level.

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

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

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

- (1) Sale, stocking and distribution of various Gazettes as per “Gazette of India (Instructions for Printing and Distribution)” as per **Appendix-I** (available with the Department).
- (2) For disposal of Public Grievances Cases within 15 days of receipt of complete information.
- (3) For other cases e.g. Budget, Parliamentary matters, Court Cases, Estt. The schedule procedure prescribed by the nodal authority is followed.
- (4) Publishing of change of name, religion etc. in the Gazette of India within 30 days of the receipt of applications with full documents.

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

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

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

- (i) Manual of the Department of Publication (**Appendix II**) (available with the Department).
- (ii) General Rules and Departmental instructions for the guidance of the staff of the Govt. of India Publication Branch. (**Appendix-III**) (available with the Department).
- (iii) Recruitment Rules for Group 'C' & 'D' (**Appendix-IV**) (available with the Department).

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

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

4(1)(b)(vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :

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

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4(1)b (viii) A STATEMENT OF THE BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF EACH MEETING ARE ACCESSIBLE FOR PUBLIC :

Details of the purchase Committee

Sh. A.K. Arora, Financial Officer	Chairman
Sh. K. Mohan Rao, Asstt. Controller (Admn.)	Secretary
Sh. A.S. Negi, Asstt. Director (O.L.)	Member
Sh. C. R. Sharma, Accountant	Member
Sh. Chander Pal, Supervising Officer	Member

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

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

As mentioned in **Annexure-III**

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

As mentioned in **Annexure-IV**

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

As indicated in **Annexure-V**.

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

Not applicable.

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

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

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

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

4(1)b(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE :

The Information about this department is available to the citizen from the Sale counter existing in India as well as the main office. The Exhibition Hall is under construction and it likely to be commissioned very shortly and opened for the public between 10.30 a.m. to 5.30 p.m. on all working days. The printed information pamphlet is available from all over Sales Counter and the Main Office in which the full particulars of the facilities available with this Department have been given. The relevant details are available on our website www.deptpub.nic.in

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

Name of the PIO for Department of Publication : Sh.K.Mohan Rao

Designation :- : Asstt Controller(Admn)

Office Address :- : Department of Publication
Civil Lines, Delhi 110054

Office Tel No :- : 23813761

Fax No :- : 23817846

Residential No :- : 26880142

Residential Address :- : E-129, Nanakpura,
New Delhi-110021

Mobile No. : 9899841117

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

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

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

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