



GOVERNMENT OF INDIA  
DEPARTMENT OF PUBLICATION  
CIVIL LINES, DELHI – 110 054.

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By Spt. Mgrr

No.744/O&M/2014

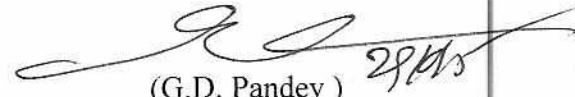
Dated: 29 June, 2015

**OFFICE MEMORANDUM**

**Sub: Annual Work Plans of Department of Publication for the financial year 2015-16.**

The undersigned is directed to furnish the revised/updated current material required to be incorporated in the Annual Work Plan of this Department for the financial year 2015-16 is enclosed herewith.

Encl: as above


  
(G.D. Pandey) 29/6/15  
Asstt. Controller (Admn.)  
Pu 26/6/15 26/6/15

To

Deputy Secretary (Coord, PG and Parl.)  
Ministry of Urban Development,  
(Coordination Section)  
Nirman Bhawan, New Delhi-110108

Copy to:

Under Secretary (PSP II), Ministry of Urban Development,  
Nirman Bhawan, New Delhi – 110108

  
Asstt. Controller (Admn.) 29/6/15  
Pu 26/6/15 26/6/15

## Department of Publication

### ANNUAL ACTION PLAN – 2015-16

S. No.	Items of work	Quarterly target to be achieved				Steps involved to achieve the target	Action to be taken to achieve the target
		(Apr. to June 15)	(July to Sep 15)	(Oct. to Dec. 15)	(Jan. to Mar. 16)		
1.	Publication in Gazette of India Part IV for change of name, religion etc.	1350 requests	1400 requests	1500 requests	1450 requests	<p>(i) To receive the request from the individuals complete in all respect</p> <p>(ii) Scrutiny of the documents.</p> <p>(iii) If any discrepancy found contacting the party for providing the missing documents.</p> <p>(iv) Issuing Print order to the Govt. of India Press, Faridabad.</p> <p>(v) To supply printed copies to the indenters within 45 days.</p>	<p>(i) Timely submission of Print Order to the concerned Government of India Press, Faridabad.</p> <p>(ii) Supply of printed copies of Gazette Notification immediately after receipt of the same to the concerned indenters.</p>
2.	Publication in Gazette of India Part III Section 4 relating to various Universities/ Banks/Insurance Companies etc.	90 requests	110 requests	115 requests	120 requests	<p>(i) Ensuring that the printing matter is complete in all respect and authorised by the competent authority.</p> <p>(ii) If any discrepancy found, contacting the party for correcting the same.</p> <p>(iii) Issue of Print order to the concern GIP.</p> <p>(iv) On receipt of the printed copies, immediately raising bills and</p>	<p>(i) Printing material is sent to the GIP at Faridabad/ Mayapuri.</p> <p>(ii) On receipt of the printed notifications, bill is raised and sent to the concerned parties along with the notification.</p>

						supplying the same to the concerned parties.	
3.	Processing requests for publishing of advertisement in the Indian Trade Journal received from the Min. of Railway & other Private Parties, purely on advance payment basis.	15 requests	13 Tender Notices are expected to be received for insertion in ITJ.	11 Tender Notices are expected to be received for insertion in ITJ.	14 Tender Notices are expected to be received for insertion in ITJ.	(i) On receipt of the Notice Inviting Tender bids (NIT) sending it to the DGCISD, Kolkata.  (ii) Raising bills for the charges of insertion of NIT in the India Trade Journal.  (iii) Ensuring advance payment for the insertion of NIT.	(i) On receipt of the printed notification, bill is raised and sent to the party along with the Gazette notification.
4.	Maintaining accounts of various Stock Exchanges for publishing matter in the related Part & Section, Gazette of India	Nothing have been received in this quarter.	Approximately a sum of Rs. 1,50,000/- is expected to be received.	Approximately a sum of Rs. 2,70,000/- is expected to be received.	Approximately a sum of Rs. 3,20,000/- is expected to be received.	(i) To ensure that sufficient balance is available in the deposit account of the concerned stock exchange.  (ii) In case of insufficient balance, the parties are asked to recoup the requisite balance.  (iii) On receipt of the printed notification, supplying the same to the concerned exchanges.	Once the matter is published, the notifications are supplied to the respective exchange ensuring that proper accounting has been done.
5.	(a) Preparing of current bills.  (b) Issuing reminders for recovery of outstanding dues and to take follow up action.	100%  675	100%  550	100%  500	100%  650	(a) (i) Timely raising of bills Ministry wise.  (ii) Enlisting the payment recovered from the Ministries / Departments  (b) To issue reminders from time to time to the Ministries/Deptts. for remitting the due amount.	Promptly taking into account the payment received.  Constantly sorting of parties from whom the outstanding dues are to be received.

6..	Recovery of amounts of pending bills of Gazette of India.	Rs.7,71,641/- received against 429 bills.	Rs.8,00,000/- (Approx. expected against 500 bills.	Rs.8,50,000/- (Approx. expected against 550 bills.	Rs.7,50,000/- (Approx. expected against 450 bills.	Regular correspondence for recovery of pending bills.	Timely issuing reminders and enlisting the amount received.
7..	Conducting MACP/DPC	Process for Preparation of cases due for MACP/ promotion from January to June.	Finalization of cases for placing before DPC/DSC meeting.	Process for preparation of cases due for MACP/ promotion from July to December.	Finalization of cases for placing before DPC/DSC meeting.	(i) To put-up file along with necessary document. (ii) Process for convening DPC/DSC meeting. (iii) Submitting the proposal to AC(A).	1. Timely enlistment of incumbents to be considered for MACP/ DPC.  2. Compiling the lists of incumbents for promotion/ MACP.  3. Preparing the prompt proposal for DPC/DSC twice in the financial year..

8.	Circulating the APAR forms to the employees for self appraisal by 31 <sup>st</sup> March.	Submission of self appraisal by 15 <sup>th</sup> April.  Reporting Officer to submit to Reviewing Officer by 30 <sup>th</sup> June.	Completion of Reports by Reviewing Officer up to 31 <sup>st</sup> July.  Appraisal by Accepting Authority by 31 <sup>st</sup> August.  Disclosure of APAR to the Officer reported upon by 01 <sup>st</sup> September.	Forwarding of representation if any to the Accepting Authority by 06 <sup>th</sup> October.  Disposal of representation by the Competent Authority up to 6 <sup>th</sup> November.  Communication of the decision of the Competent Authority on representation by 15 <sup>th</sup> November.  End of APAR process by 30 <sup>th</sup> November.	----	Consulting the S.Bs. for the requisite entry in the APAR forms e.g. Service Particular and leave accounts by Estt. Section.	Submission of reports by 15 <sup>th</sup> April, 2015.
9.	Receipt of Gazette from various Presses.  Preparing the bills of each Gazette. Distributing the Gazette to each Party and preparing the check list. Counting, making the sets, packing & delivery of Gazette to the Post office & DSK III etc.	1100  750	1350  750	1600  750	1326  750	Regular contact with respective Press to dispatch the Gazettes Immediately.  Calculation & valuation of Gazette. Preparing the bills of the concerned Ministries. Distribution of Gazettes.	(i) To make the entries in the Ledger well in time to prepare the bill well in time and dispatch the bills to the Ministries.  (ii) To distribute the Gazette promptly by EPP.

10.	Issuance of renewal notices to the existing subscribers for the next calendar/ financial year.	Enlistment /renewal of subscription amount received of all the periodical for which renewal notices issued upto 31 <sup>st</sup> December for all periodicals except ITJ upto 31 <sup>st</sup> March.	Releasing the issues of periodical received from the Presses and supply to the subscribers.	Releasing the issues of periodical received from the Presses and supply to the subscribers	Releasing the issues of periodical received from the Presses and supply to the subscribers	(i) Issuing renewal notices.  (ii). Enlistment of subscription.  (iii). Supply of the periodicals to the subscribers.	Timely issuance of renewal notices and prompt action in releasing the issues of periodicals received from the Press.
11.	Allotment of symbol number, publishing of books. Correspondence with the sponsoring Departments.	92	105	115	125	(i) To allot symbol number on receipt of requisition letter from the sponsoring Departments immediately.  (ii) To release the books on receiving from the Presses/Sponsoring Departments immediately.	To issue print order to the Presses/ Sponsoring Departments with the approval of the Competent Authority.  To prepare vouchers for supplying books to the Sale Counters, Agents & Public Libraries.  Regular correspondence with the sponsoring Departments for supply and printing of books.

12.	To renew subscription of the subscribers & to deliver address labels to GDU Section for timely supply of Gazette of India to the subscribers.	100%	100%	100%	100%	To make entries of the subscription amount received on account of renewal letters sent to the subscribers up to March 2014 and to supply copies of Gazette of India as per their requirements	Timely supply of copies of Gazette of India to all the subscribers.
13.	Redesigning & redevelopment of this Department's website. Collecting information for the purpose of uploading on the website once ready as per GIGW norms in Hindi and English.	Technical proposal for both the websites is received which is to be finalized with the approval of JS & CP and the finalized proposal to be sent back to the vendor for the purpose of effort estimate.	On receipt of effort estimates from the vendor, same to be sent to the NICS I for financial estimates. Since this is a big expense and this Department do not have any separate IT head, approval of the expenditure would be required from MoUD.	Making efforts with the help of NIC, NICS I and the vendor to get the website ready with GIGW norms for access by general public, especially the disabled persons.	Keep up the work of updating website by gathering information all the concerned Sections of the Department.	Liaisoning with NIC , NICS I and the vendor on regular basis and to provide them inputs prompt concerned Sections in soft form and also in Hindi & English once the technical proposal is finalized for both the websites. Making necessary efforts for obtaining Administrative and Financial approval from MoUD.	Gathering information from the concerned Sections of the Departments in Hindi and English for the purpose of uploading, getting it approved from the Competent Authority and uploading the same on the website which would be ready as per GIGW norms without any interference of NIC.
14.	Disposal /weeding out of waste papers	--	5000 quintals	--	---	1. Preparation of list of obsolete publications to be weeded out . 2. Weighing and keeping the waste paper in the godown . 3. Sending the proposals for floating tenders.	Floating tender for inviting bids on the website of this Department and on the CPP.

15.	Despatch of Army Gazettes & Army Orders.	6600 Pkts	8100 Pkts	9000 Pkts.	9200 Pkts	To prepare the labels, EPP list, weighing of Pkts, vouchers/ address and franking work in machine.	Timely delivery of dak/bundles to the Post Office.  Supply of 200 Pkts. Per day to the Army Units as per address labels.
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