

DUTIES AND RESPONSIBILITIES OF OFFICERS

CONTROLLER OF PUBLICATIONS

The Controller of Publications is the Head of the Department and as per the allocation of business Rules, he is official Publisher for the Govt. Of India and he is having both financial and statutory powers as laid down in the rules and he reports directly to the Director (PSP). This is a Class-I Gazetted Post.

ASSTT. CONTROLLER (ADMN.)

The Assistant Controller (Admn.) is the head of the Office and responsible for the over all administration. He is responsible for sale of waste paper and procurement of materials. He is the Security Officer of the Department. He is responsible for the CPWD works and maintenance of the Building.

ASSTT. CONTROLLER (BUSINESS)

The duties of the Asstt. Controller (Business) is to increase business and to keep close coordination with the agents/individuals etc. He keeps close liaison with the Presses and other Department also for quick release of books. He is responsible for storing, selling and distributing all the civil books/publications. He is Incharge of all the Civil Stores. He is also responsible for the Army Section i.e. distribution of Army Gazettes, Army Order and he is also responsible for storing, stocking and distributing the Army material and to maintain secrecy. He is responsible for the dispatch of material to all the Army Units and the Army dispatch is under his control.

FINANCIAL OFFICER

He is the DDO of the Department and he is responsible for the payment of salaries to all the employees and for the contingent expenditure also. He is the Incharge of Bill Section, Budget Section, Sale Proceeds of waste paper and realization of bills, Audit Paras and Cash Section. He is the Financial advisor to the Department.

SUPERVISING OFFICER

The duties of the S.O's are to supervise the working of the section and arrange for speedy and timely disposal of all items of work therein through concerned Dealing Assistants of the section. Section wise work allocation of Supervising Officers are given below :-

ESTABLISHMENT SECTION

The S.O. (Estt.) is responsible for maintaining the service books & personal files, posting increments, maintaining leave accounts, promotions, various returns, preparation for DPC, recruitment, retirement, pension, CGHS, allotment of quarters, reimbursement of tuition fee and other service matters.

O&M SECTION

The S.O. (O&M) is responsible for timely disposal of vigilance cases, issuing order of suspension etc., various monthly/quarterly returns and replies to VIPs, Parliament Questions, Reply of RTI cases and P.G. cases etc..

C.R.T. SECTION

The S.O. (CRT) is responsible for proper receiving the incoming dak, sorting, diary, dispatch and distribution of letters received. He is also responsible for sending the letters of the Department to various offices properly and maintenance of postage stamps accounts.

GENERAL SECTION

The S.O. (General) is responsible for procurement of stationery, sanitary liveries etc. as per the requirement of the office and keeping their stock ledgers, sales of waste paper, disposal of unserviceable articles, carrying contract, floating tenders, issue of uniform to the employees, CPWD works and overall maintenance of the Department.

EXHIBITION SECTION

The S.O. is responsible for participating in book fairs etc., prepared catalogue and release the fresh arrival list every month.

E. GAZETTE SECTION

S.O./In-charge (e-gazette) is responsible to identify the issues for better functioning of the websites of the Department i.e. egazette.nic.in and deptpub.gov.in. Correspondence with the MoUD(PSP) Division/NIC & NICS in connection with the uploading of Gazette of India notification, tenders. E-mail the important documents/reports/OMs/Seniority list/Fresh Arrival List etc. as and when directed the Branch Officer/Supervising Officer. Sending e-mail to the parties as per the requests/replies received from various sections of the Department. Updating the data under Rule 4(i) of RTI Act, 2005 and upload the RTI replies in the departmental website i.e.deptpub.gov.in.

PERIODICAL SECTION

The S.O. (PDL.) is responsible for publishing of Indian Trade Journal, Supreme Court Reports, Laghu Udyog Samachar, Monthly Abstract of Statistics, Agriculture Situation in India, Indian Labour Journal, Monthly Statistics of Foreign Trade, Indian Law Reports, Krishi Samiksha, Bhasha, Indian Minerals, Direct Taxes Bulletin, Social Defence Journal, Agricultural Marketing, Sarvekeshna and Vigyan Garima Sindhu. S.O. is responsible for the subscription and dispatch of magazines to all the subscribers.

GAZETTE SECTION

The S.O. (Gaz.) is responsible for the publishing of Gazette of India, All parts as well as Delhi Gazette, all parts. It maintains the list of subscribers and ensure dispatch of Gazettes to them and timely supplies copies of old Gazette after getting them duly attested by the competent authority.

ADVERTISEMENT SECTION

The S.O. (Advt.) is responsible for publishing of change of name, change of religion, lost and found notices, adoption notice in the Gazette. Publishing of advertisement in the periodicals of Department of Publication and realization of advertisement charges.

PUBLISHING SECTION

The S.O. (Pub.) is responsible for issuing the symbol numbers to all the books printed in Govt. of India Press. No book of Govt. of India can be printed without the Symbol No. issued by this office. Release of Books.

WEEDING OUT SECTION

The S.O. (Weeding Out) is responsible for weeding out the books, which are old and does not have the commercial value and maintenance of waste paper accounts.

SALE I SECTION

The S.O. (Sale-I) is responsible for supply of books to the Govt. office on discount basis or on bill basis.

SALE II SECTION

The S.O. (Sale-II) is responsible for supply of books to the agents.

SALE III & IV

The S.O. (Sale III & IV) is responsible for supply of books to the private parties and individuals.

SALES COUNTERS

Head Quarter Civil Lines, Kitab Mahal, Delhi High Court, Mumbai, Bangalore and Kolkata the Sale Counters are responsible for the sale of books, Depositing the sales proceeds with the competent authority and requesting for supply of books from the Head Quarters to replenish stock.

ARMY SECTION

The S.O. (Army Sec.) is responsible for dispose off all the demand letters related to Army Section.

S.K. II SECTION

The Store Keeper (II) is responsible to receive the Army Publications from Govt. of India Presses, to supply copies of Army Publications on receipt of vouchers/demand letters from Army Section and to maintain Stores ledgers.

ARMY DISPATCH SECTION

The S.O. (Army Dispatch) is responsible for dispatch the Army Publications to indenters.

DSK-I, II, III & IV

The Deputy Store Keepers are responsible for the maintenance of books in racks in proper conditions, supply and stock taking and maintenance of ledgers.

P&D SECTION

The S.O. (P&D) is responsible for dispatch of the books to sales counters, private parties, exhibitions etc..

S.K. I SECTION

Store Keeper (I) is responsible for the receipt of the books from the Govt. of India Presses and Private Presses and for its distribution to Retail Stores, etc..

GENERAL ENQUIRY

The S.O. (Genl. Enq.) is responsible for attending to the letters of the individuals for the supply of books and to furnish the information to them.

CARE TAKING SECTION

Care Taker is responsible for the cleaning and maintenance of the building and to keep watch to avoid theft etc..

ACCOUNTS I SECTION

The S.O. (A/cs. I) is responsible for the preparation of budget, expenditure statement, payment of printing charges to Govt. of India Presses etc..

ACCOUNTS II SECTION

The S.O. (A/cs.II) is responsible for maintaining the agents accounts, realization of credit accounts, sale of waste paper etc.

ACCOUNTS III SECTION

The S.O. (A/cs. III) is responsible for preparation of pay bills, O.T.A. bills, medical bills, LTC bills, maintenance of bill register G.P.F. account of both Group and other categories.

ACCOUNTS IV SECTION.

The S.O. (A/cs.IV) is responsible for preparation of the bills for advertisement placed in Indian Trade Journal and realization of advertisement charges.

CASH SECTION

The S.O. (Cash) is responsible for disbursement of salaries, G.P.F. etc., collection of cash from the Head quarter's sale counter and maintaining its accounts. Keeping the drafts, cheques etc. received as EMD, receiving money from the sale of waste paper etc..