



भारत सरकार

प्रकाशन विभाग

शहरी विकास मंत्रालय

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सं० 744/संगठन एवं पद्धति/2018

दिनांक: 29-08-2018

कार्यालय ज्ञापन

विषय: प्रकाशन विभाग की वर्ष 2018-19 के लिए वार्षिक कार्य योजना (एनुअल वर्क प्लान) ।

अधोहस्ताक्षरी को एतदद्वारा वर्ष 2018-19 की प्रकाशन विभाग की वार्षिक कार्य योजना (एनुअल वर्क प्लान) को अग्रेषित करने का निदेश हुआ है । तदनुसार संलग्न वार्षिक कार्य योजना (एनुअल वर्क प्लान) को अद्यतन करके विभाग की वैबसाइट में अपलोड करने हेतु भेजा जा रहा है।

संलग्न: यथोपरि ।

(जी० डी० पाण्डेय)

सहायक नियंत्रक (प्रशासन)

सेवा में,

1. अवर सचिव (समन्वय), समन्वय अनुभाग, आवासन और शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली-110008
2. अवर सचिव (पी एस पी II) शहरी विकास मंत्रालय, निर्माण भवन, नई दिल्ली-110008 ।
3. एन.आई.सी., आवासन और शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली।
4. प्रकाशन विभाग के ई-राजपत्र अनुभाग को इस निदेश के साथ कि संलग्न वार्षिक कार्य योजना को तुरंत विभाग की वैबसाइट पर अपलोड कराया जाए ।

ANNUAL ACTION PLAN – 2018-19

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 18)	(July to Sep 18)	(Oct. to Dec. 18)	(Jan. to Mar. 19)		
1.	Publication in Gazette of India Part IV for change of name, religion etc.	3252 requests	3400 requests	3450 requests	3458 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, Maya Puri for e-publishing and uploading.</p>	<p>(i) Timely submission of Print Order to the concerned Govt. of India Press, Maya puri.</p> <p>ii) Issuing instructions to the applicants to download the e-published Gazette from our website i.e. egazette.nic.in</p>
2.	Publication in Gazette of India Part III Section 4 relating	200 requests	210 requests	215 requests	220 requests	(i) Ensuring that the printing matter is complete in all respect	(i) Printing material is sent to the concerned GIP at

	to various Universities/ Banks/Insurance Companies and Govt. Statutory bodies etc.					and duly forwarded by the competent authority of Admn. Ministry. (ii) If any discrepancy is found, contacting the party for correcting the same. iii) Issuing advance payment Bills for making payment through NEFT to the parties concerned. (iv) Sending Printing materials to the Concerned press in hard & soft copies for e-publishing the same and uploading in the e-gazette website.	Mayapuri for e-publishing and uploading.
3.	(a) Preparing of Advance bills.	200 requests for Rs. 2,46,15,500/-	210 requests for Rs. 2,50,00,000/-	215 requests for Rs. 2,60.00,000/-	220 requests for Rs. 2,65,00,000/-	(a) (i) Timely raising of bills Ministry wise. (ii) Enlisting the payment recovered from the Ministries / Departments	Promptly taking into account the payment received.
	(b) Issuing reminders for recovery of	Under process	20	20	13	(b) To issue reminders from time	Constantly sorting of parties from

	outstanding dues and to take follow up action.					to time to the Ministries/ Departments for remitting the due amount.	whom the outstanding dues are to be received.
4.	(a) Issuing reminders for recovery of outstanding dues and to take follow up action. (b) Recovery of amounts of pending bills of I.T.J.	200 1.82 cr.	210 1.85 cr.	220 1.90 cr.	225 1.92 cr.	To issue reminders from time to time to the Ministries/ Deptts. for remitting the due amount. (ii) Enlisting the payment recovered from the Ministries/Deptt	Promptly taking into account the payment received. Constantly sorting of parties from whom the outstanding dues are to be received.
5-	Recovery of amounts of pending bills of Gazette of India .	Rs.24,606/- received against pending bills.	Rs.1,00,000/- received against pending bills.	Rs.,00,000/- approx. expected against pending bills.	Rs. 2,00,000/- approx. expected against pending bills	Regular correspondence for recovery of pending bills.	Timely issuing reminders and enlisting the amount received.
6 (a)	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). (iv) Timely	1. Timely enlistment of incumbents to be considered for MACP/ DPC. 2. Compiling the lists of incumbents for promotion/ MACP. 3. Preparing the

6 (b)	Preparation of pension, DCRG, Commutation and Leave Salary cases .	4	5	3	6	<p>Submission of reports to the Min. on policy matter.</p> <p>Preparation of pension papers at least 4 months before retirement from S/Book by making check list in respect of the Service particulars and service Verification.</p> <p>Submission of the pension papers to PAO through Bhavishya Portal, preparing the DCRG & Comm.& also preparing the leave salary bills after receiving the authority letter from PAO & also revision of pension, if any etc.</p>	<p>proposal for DPC/DSC twice in the Calendar year.</p> <p>To put up all the cases in time. Take up the old pensioner's cases immediately for finalization.</p>
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6 (c).	Circulating the APAR forms to the employees for self appraisal by 31 st March.	Submission of self appraisal by 15 th April. Reporting Officer to submit to Reviewing Officer by 30 th June.	Completion of Reports by Reviewing Officer up to 31 st July. Appraisal by Accepting Authority by 31 st August. Disclosure of APAR to the Officer reported upon by 01 st September.	Forwarding of representation if any to the Accepting Authority by 06 th October. Disposal of representation by the Competent Authority up to 6 th November. Communication of the decision of the Competent Authority on representation by 15 th November. End of APAR process by 30 th 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 th April, 2018.
07.	Issuance of renewal notices to the existing subscribers of all the periodicals for the next calendar year upto 31 st Dec.	<u>JAN-MAR,18.</u> Released 16 the issues of different periodicals received from the Presses and	<u>APR-JUN,18</u> Released 30 issues of different periodicals received from the Presses and	<u>JUL-SEP,18</u> Releasing the issues of periodical received from the Presses and	<u>OCT-DEC,18</u> 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	Timely issuance of renewal notices and prompt action in releasing the issues of periodicals received form the Presses.

		supply to the subscribers	supply to the subscribers.	supply to the subscribers		periodicals to the subscribers.	
8.	Allotment of symbol number, publishing of books. Correspondence with the sponsoring Departments.	70	90	65	105	(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.
09.	Scanning, approving and uploading of Delhi Gazette w.e.f. 1962 to April 2016.	Scanning, uploading and approving of Delhi Gazette have been made from 2009-2011 (7499 pages)	Scanning, uploading and approving of Delhi Gazette have been made from 2006-2008 (10532 pages).	Scanning, uploading and approving of Delhi Gazette have been made from 2000-2005 (11,200 pages).	Scanning, uploading and approving of Delhi Gazette is to be made from 1994-1999 (11800 Pages).	1. Collecting the master copies of Delhi Gazette from Gazette section. 2. Scanning of all the pages of Gazette. 3. Uploading of all the pages one by one on the website. 4. Approving by the approver.	Time to time scrutinizing e-publication of Delhi Gazette uploaded/ to be uploaded.

10	Disposal / weeding out of waste material / papers.	2 items	4 items	2 items	2 items	1. preparation of list of obsolete publications to be weeded out. 2. weighing of waste materials/papers .	After the completion of the process of weighing, the tenders are invited on the website of this Dept. and on the CPP portal by issuing the tender notice.
11.	Despatch of Army Gazettes & Army Orders.	1995 Pkts	1500 Pkts	1650 Pkts.	1700 Pkts	To prepare the labels, EPP list, weighing of Pkts, vouchers and sending publications as per address.	Timely delivery of dak /bundles to the Post Office.



(G.D. Pandey)
Asstt. Controller (Admn.)