

ANNUAL ACTION PLAN – 2024 2025

Department of Publication is a subordinate organization under the Ministry of Housing and Urban Affairs, primarily responsible for the publication and distribution of official government documents including Gazette of India. Its Headquarter is at Civil Lines, Delhi and has sale counters at Baba Khark Singh Marg, High Court, New Delhi and Mumbai, Kolkata and Bengaluru.

2. Vision: To evolve as a professional publisher, custodian and distributor of all Central Government publication including Gazette of India.

3. Functions:

- Stocking, Sale and distribution of Government of India publications.
- Rendering name/religion/sex etc. change services.
- Custodian and publisher of Gazette of India.

4. Performance Indicators:

- Reform initiatives for improvement in service delivery.

5. Short term and Long term goals of functional units:

The Department of Publication is a service department and renders service oriented functions. However, targets set for improvement in the functioning of Department of Publication during 2024-2025 and achievement so far are as under:

Sl. No.	Action Item/Task	Target / Milestones	Achievement so far
A.	Improvement of service delivery including IT initiatives		
1	Setting up of service-cum-facilitation centre along with allied facilities for public convenience	Development of service cum facilitation centre at Civil Lines, Delhi	The service-cum-facilitation centre has been developed and is ready for inauguration.
2	Development of IT platform for name change services etc.	Finalization of Users Requirements Study Report (URS), System Requirement Study (SRS) and Request for Proposal (RFP) by December, 2024.	URS, SRS and RFP is ready and proposal is under formulation for seeking approvals for bidding and selection of developer.
3	Revamping of Web-site	Development of website on S3 WAAS platform.	The website is ready for launch.
4	Decentralization of name change services	Starting name change services from KitabMahal, New Delhi	The facilities at sale counter have been upgraded. The service can be decentralized initially from KitabMahal, New Delhi.

Sl. No.	Action Item/Task	Target / Milestones	Achievement so far
C.	Human Resource Management related targets		
(i)	Restructuring/ Finalization of Sanctioned Strength	Initiation of restructuring proposal	The proposal for restructuring and finalization of sanctioned strength has been reviewed in this Ministry and is presently under consideration of IFD for onward transmission to Department of Expenditure for their approval.
(ii)	Review/ framing of Recruitment Rules	Review of existing RRs: Group 'A' 'B&'C' Posts	The draft RRs has been reviewed and will be finalized after notification of revised sanctioned strength.
D.	Infrastructure Development		
1	Renovation of administration building	Completion of renovation work by November, 2024.	The renovation work is complete and ready for inauguration.
2	Renovation of Army Block	Completion of renovation work – January, 2025	The renovation work is under process.
3	Renovation of Gazette Section and installation of Compactors	Completion of renovation work – November, 2024	The renovation work is complete and ready for inauguration.

5.1 A total of more than 35000 applications have been processed so far in current financial year toward change of name, religion, sex etc. generating revenue of Rs.6.72 crore which also includes revenue from sale of books and notification in r/o statutory/autonomous bodies
