



भारत सरकार

Government of India

प्रकाशन विभाग

Department of Publication

आवासन एवं शहरी कार्य मंत्रालय

Ministry of Housing and Urban Affairs

सिविल लाइंस, दिल्ली -110054

Civil Lines, Delhi-110054

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O&M/19895/24

Date: 30.01.2025

**OFFICE MEMORANDUM**

Sub: Preparation of the Annual Report of the Ministry of Housing & Urban Affairs for the year 2024-25.

The undersigned is directed to refer to MoHUA e-mail dated 04-12-2024 enclosing therewith an O.M. No. D-29013/01/2024-C00rd dated 04.12.2024, Ministry of Housing and Urban Affairs, Coordination Division on the subject cited above and to state that the requisite information in respect of Department of Publication has been enclosed in the Appendices IV to XII.

(Lucy Jyoti Beck)  
Asstt. Controller (Admn.)

To,

Coordination Section  
Ministry of Housing and Urban Affairs  
Nirman Bhawan  
New Delhi

Copy to-

PSP II Division, Ministry of Housing and Urban Affairs, Nirman Bhawan, New Delhi



## **DEPARTMENT OF PUBLICATION, CIVIL LINES, DELHI- 110054**

Department of Publication established in April, 1924 and grown as a full-fledged Department over the years is now a subordinate office under the Ministry of Housing and Urban Affairs which is headed by Controller of Publication. It possesses the largest depository of Government of India books consisting of over 8000 (Eight Thousand) titles (excluding various periodical, Gazettes notifications and Army Publications). The Controller of Publication is the authorized publisher, custodian and distributor of Government of India Publications. It caters the need of general public as well as government departments in respect of official publications. Department of Publication is having its website viz-[www.deptpub.nic.in](http://www.deptpub.nic.in) and [egazette.nic.in](http://egazette.nic.in) containing all sorts of information about Government Publications and digitized/e-published form of gazette to facilitate the general public for suo moto disclosure of information. The Gazettes are available in public domain which can be downloaded free of cost. The Department holds the copyright of these publications. It has its own Sales Outlets located in New Delhi, Mumbai, Kolkata and Bangalore and agents spread across the country. The Department is earning revenue through Advertisement published in the Gazette of India, Sale of Books, Gazettes, Periodicals and Publications etc. It has statutory function to issue the symbol Numbers for Government of India Publications in respect of all Ministries, Departments and PSU's.

It has been catering for the needs of book lovers, Research Scholars and People of different strata throughout the world. Over the years, the Department has acquired large number of books which are available on various disciplines and subjects viz-Statistics, Literature, etc. The Amount of revenue earned is deposited to the Consolidated Fund of India.

### **Organization Structure**

The Department of Publication is headed by the Controller of Publications, who is assisted by one Assistant Controller and one Financial Officer.

The Department of Publication comprising of:

- (a) Head Quarter at Civil Lines, Delhi
- (b) Sale Depot/Outlets:-
  - (i) Sale Counter, Delhi High Court, New Delhi.
  - (ii) Sale Counter at Head Quarter Civil Lines Delhi-110054.
  - (iii) Kitab Mahal, Baba Kharag Singh Marg, New Delhi.
  - (iv) Government of India Book Depot, 8, K.S.Roy Road, Kolkata.
  - (v) Sale Counter at New CGO Complex, New Marine Lines, Mumbai.
  - (vi) Sale Counter, Kendriya Sadan, Koramangala, Bangaluru- 34.

In addition to the Book Depot/Sale Counters, the Publications are being sold through agents spreads across the country.



**The Department is responsible for the following main activities:-**

1. Publishing, Stocking, Sale and Distribution of Government Publication and Periodicals.

Publishing of Gazette of India.

2. Cataloguing of Publications/Periodicals, issuance of Symbol No. for Govt. of India Publications.
3. Securing advertisements for insertion in Periodicals, Gazette of India Part-IV.
4. Stocking of Army Publications and Distributions to Private/Government agencies and our Sale-Outlets/Book Depot.
5. Timely raising of bills and realization thereof.
6. Participation in Book Fairs/Exhibitions to unfold valuable informative Govt. Publications before the book lovers, research scholars spread across the country/abroad.

**Main Achievement:-**

1. Total cash sales figure from 01/01/2024 to 31/12/2024=**Rs. 10.02 Crores (Approx.)**
2. Revenue received from advertisement in Gazette & recovery of ITJ outstanding bills 01/01/2024 to 31/12/2024 = **Rs. 9.71 Crore (Approx.)**
3. Miscellaneous amount received from 01/01/2024 to 31/12/2024 = **Rs.31 Lakh (Approx.)**

Appendix-IV

Statement showing staff strength as on 31<sup>st</sup> December, 2024.

Period	Name of Office / organization	Group-A Gazetted	Group –B Gazetted	Group –B Non- Gazetted	Group –C	Group - C MTS	Work Charged	Total Staff
1	2	3	4	5	6	7	8	9
01-31 Dec, 2024	..	--	2	21	40	63	--	126

(Projection or Estimated Figures for 1<sup>st</sup> January, 2025 to 31<sup>st</sup> March, 2025, if any, may be provided separately).

Period	Name of Office / organization	Group-A Gazetted	Group –B Gazetted	Group –B Non-Gazetted	Group –C	Group - C MTS	Work Charged	Total Staff
1	2	3	4	5	6	7	8	9
1-31 Mar, 2025	..	--	2	21	40	62	--	125



## Appendix-V

Posting Regarding employment of Ex-Servicemen during 2024-25 in the Ministry, its attached/ subordinate offices and Public Sector Undertakings as on 31.12.2024.

Actual figure from 01.01.2024 to 31.12.2024

Group	Number of vacancies reserved	Number of vacancies filled	Number of Ex-servicemen appointed against unreserved vacancies
Department of Publication			
Group 'C'	4	NIL	NIL
Group 'D'	6	NIL	NIL

(Projection or Estimated Figures for 1<sup>st</sup> January, 2025 to 31<sup>st</sup> March, 2025, if any, may be provided separately).

Group	Number of vacancies reserved	Number of vacancies filled	Number of Ex-servicemen appointed against unreserved vacancies
Department of Publication			
Group 'C'	4	NIL	NIL
Group 'D'	6	NIL	NIL



Department of Publication, Civil Lines, Delhi – 110 054

Statement showing representation of SCs, STs and OBCs during the year 2024-25 in the Ministry of Housing & Urban Affairs including its attached / subordinate offices and Statutory / Autonomous bodies as on 31.12.2024

[illegible]



## APPENDIX-VI

**Department of Publication, Civil Lines, Delhi – 110 054**

Projection or estimated data of SCs, STs and OBCs from 1<sup>st</sup> January, 2025 to 31<sup>st</sup> March, 2025 in the Ministry of Housing & Urban Affairs including its attached / subordinate offices and Statutory / Autonomous bodies.

[illegible]



[illegible]



## APPENDIX –VII

Department of Publication, Civil Lines, Delhi – 110054

Statement showing Representation of SCs, STs and OBCs during the year 2024-25 in Central Public Sector Undertaking as on 31.12.2024

(Projection or estimated data from 1<sup>st</sup> January, 2025 to 31<sup>st</sup> March, 2025, if any, may be provided separately)

[illegible]



## APPENDIX -VIII

Department of Publication, Civil Lines, Delhi - 110054

Department of Publications  
Statement showing Representation of Persons with Disabilities  
1st March 2025, if any, may be

Statement showing Representation of Persons

Projection or Estimated data from 1<sup>st</sup> January, 2025 to 31<sup>st</sup> March, 2025, if any, may be provided separately

	By Promotion
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[illegible]



## APPENDIX -VIII

Department of Publication, Civil Lines, Delhi – 110054

Statement showing Representation of Persons with Disabilities during the year 2024-25 in the Ministry of Housing & Urban Affairs including its attached / subordinate offices as on 31.12.2024

[illegible]



## APPENDIX -IX

Department of Publication, Civil Lines, Delhi – 110054

Statement showing Representation of Persons with Disabilities during the year 2024-25 in the Central Public Sector Undertaking under the Ministry of Housing & Urban Affairs as on 31.12.2024

(Projection or estimated data from 1<sup>st</sup> January, 2025 to 31<sup>st</sup> March, 2025, if any, may be provided separately)

[illegible]



## **APPENDIX-X**

Department-wise Details of outstanding Inspection Reports / Audit Objections as on 31-12-2024 in respect of Ministry of Housing and Urban Affairs and its Attached / Subordinate Offices.

(as furnished by Budget Section)

Sl. No.	Office /Departments	Inspection Reports	Audit Objections Paras (No.)
1.	Department of Publication	2	26
	<b>Total</b>	<b>2</b>	<b>26</b>



**APPENDIX – XI**

**STATEMENT SHOWING THE PENDENCY POSITION OF AUDIT PARAS OF C & AG  
REPORTS UPTO 31-12-2024**

**Department of Publication**

S. No.	Year	ATN have been submitte d to Audit for vetting by Ministry	Details of the Paras/PAC reports on which ATNs are pending			
			No. of ATNs not sent by the Ministry even for the first time	No. of ATNs sent but return with observations and Audit is awaiting their resubmission by the Ministry	No. of ATNs which have been finally vetted by Audit but have not been submitted by the Ministry to PAC	Division
1.	2022- 23	16	10	Nil	Nil	Department of Publication



**APPENDIX-XII**

**Audit Observation of C & AG Report**  
**Department of Publication, Ministry of Housing & Urban Affairs (as on 31.12.2024)**

<b>Para No./Report No.</b>	<b>Text of the Para</b>
Para No. 1	Huge expenditure on establishment amounting to Rs. 373.47 lakh as against sale of Rs.16.52 lakh in 06 years at sale counters of Department of Publication
Para No. 2	Avoidable expenditure of Rs. 22.26 lakh on Fixed Charges in Electricity bills.
Para No. 3	Non-realization of huge Advertisement Charges amounting to Rs.57.93 crore.
Para No. 4	Non realization of Credit Sale amounting to Rs. 7.55 crore.
Para No. 5	Non-follow up of mechanisms framed by DoPT to adopt for ensuring probity among Government Servants.
Para No. 6	Non compliance of Guidelines of Indian Government websites (GIGW).
Para No. 7	Huge accumulation of unrecoverable charges of Handling, Storage and Distribution of Army Publications-regarding.
Para No. 8	Loss of scrap income and violation of SWACH BHARAT guidelines.
Para No. 9	Excess expenditure of Rs.16.98 lakh due to abnormal usages of water.
Para No. 10	Non-compliance of the direction issued by Additional Secretary.
Para No. 11	Non-compliance to the Standard Operating Procedure (SOP) for 'Swachh Office'.
Para No. 12	Underutilization of Office Space.
Para No. 13	Loss of Govt. Exchequer due to negligence in maintaining store.
Para No. 14	Non-compliance of FIRE PROTECTION AND FIRE SAFETY REQUIREMENTS guidelines.
Para No. 15	Internal Control weaknesses in Staff related matters. (a)- Unadjusted LTC advance of Rs. 80,000/- of retired employee. (b)- Non-release of withheld death cum retirement gratuity(DCRG) amounting to Rs.7.13lakh (c)-Shortcomings noticed in the maintenance of service Books.
Para No. 16	Internal Control weaknesses in General Administration of DoP. (a)-Non-updating of office Manual. (b)-Improper maintenance of Bill register. (c )-Non- conduction of annual physical verification of fixed assets. (d)-Discrepancies in maintenance of Travelling Allowance register of 2022-23 & 2023-24-reg.



**Audit Observation of C & AG Reports**  
**Publication Store Account (PSA) 2021-22**  
**Department of Publication, Ministry of Housing & Urban Affairs (as on 31.12.2024)**

<b>Para No./Report No.</b>	<b>Text of the Para</b>
Para No. 1	Understatement of Closing balance amounting Rs. 7.45 Lakh under the head Civil Publication in respect of DSK-II Section.
Para No. 2	Understatement of Closing balance amounting Rs. 6.47 Lakh on account of price variation, under the head Civil Publication in respect of DSK-I Section
Para No. 3	Overstatement of closing balance under the head Army in respect of ARS(Army Retail Store) Section due to non-existent books/publications in ledger.
Para No. 4	Overstatement of closing balance under the head Army in respect of ARS(Army Retail Store) Section in (PSA) for the year 2021-22.
Para No. 5	Overstatement of closing balance under the head Civil Publication in respect of DSK IV Section in (PSA) for the year 2021-22.
Para No. 6	Overstatement of Cash Sale under the head Sale Counter Mumbai in PSA for the year 2021-22.
Para No. 7	Overstatement of closing balance under the head Civil Publication in respect of DSK III Section (PSA) for the year 2021-22)-Rs.1.61 lakh.
Para No. 8	Publication Store Accounts (PSA)-Comments thereof.
Para No. 9	Stock verification of Govt. Publications.
Para No. 10	Overstatement of closing balance amounting to Rs. 1.00 Crore on account of variation of balances, under the head Civil Publication in respect of DSK I Section