helps the man sent by the Cashier to obtain the acquittance of themman andalso to disbuese the amount. If any member of the staff of the Sales Depot is absent on the pay day, he is paid on the next suitable date according to the convenience of the Cashier at the head office. No conveyance is to be paid by officer for the purpose. Any amount required to be sent by money order is also remitted by the head office as usual.

IMPREST:-

13. The S.O. holds an imprest of Rs.10/- to meet the urgent/ petty expenditures. This amount is not entered in the cash book of the Deptt. but is accounted for in the head office by the the Cashier who holds a permanent receipt for the amount from the S.O. forthis purpose. This receipt is required to be revalidated from time to time as required by the Cashier.

CONTINGENT EXPENDITURE:-

14. The S.O. is not authorised to incur any contingent expenditure out ofthe amounts handled by him. His requirements if any, involving the question of expenditure, should be referred before hand to the Deputy Controller of Publications and the head office shall deal with the same as in the case of sections in the office.

LEAVE AND MISCELLANEOUS ADMINISTRATIVE MATTERS:-

15. All such matters are to be referred by the S.O. with his remarks to the Assistant Controller (Business) for necessary orders. He should consider the Sales Depot to be as good as a section of the head office in all matters not specifically covered by any of the paragraphs of this chapter. The staff in the Sales Depot shall also consider themselves accordingly.

HOLIDAYS:-

16. The Sales Depot remains entirely closed on the Govt. of India closed holidays on receipt of necessary intimation before-hand from the head office either in writing or over telephone.

MAINTENANCE OF STOCKS:-

17. The stocks should be so maintained that no publication which is likely to be in demand becomes abruptly out of stock. The store Clerk should prepare an indent in time, get it signed by the S.O. and send it to the head office for complience. While normally the supply from the head office may be awaited, in the case of urgency the S.O. can send a peon to fetch the publications indented for.

The head office initially supplies asmatter of course, a limited number of copies of all new publications to the Kitab Mahal. It will, however, be the duty of the S.O. to look into the daily publishing list supplied by the head office and to ask the store-clerk to indent for such items as have been omitted to be supplied by the head office.

PROGRESSIVE STOCK TAKING:

18. The Store-clerk shall carry on progressive stock taking systematically andregularly every day. The weekly arrear report to be sent by the S.O. to the Assistant Controller (Business) should reveal in it as a regular feature as to how many items have been gone through daring the week and also the running total of item in that partivular cycle.

RACK LIST:-

19. A rack list (Register No.75-Misc.) showing where each individual publication has been placed in the racks, should

be maintained alphabetically and all fresh receipts or cases of destruction or weeding out should be noted therein regularly.

PROTECTION OF STOCKS AGAINST WHITE-ANTS:-

20. The instructions contained in paragraph 13 Chapter IX for the guidance of the Stock Keeper andDeputy Store Keepers for this purpose should also be follwed strictly by the S.O. D.O.T. etc. can be obtained from the head office as and when required.

MAINTENANCE OF LEDGERS:-

21. All receiots, returns and issues of publications/ periodicals should be posted without delay in the ledger. The instructions contained in paragraphs 8 Chapter IX for posting of ledgers should be followed in the Kitab Mahal as well . The posting in the ledger should be checked by the Store -clerk. Any arrears in posting should also be shown in the weekly arrear report submitted to the Asstt. Controller (Business).

RETURN OF PUBLICATIONS AND REFUNDS:-

22. Publications once sold are not ordinarily accepted back. If, however a publication is presented on the very day for return, it being proved to the satisfaction of the S.O. that the publication had been purchased under a misapprehencion that it was the one reuired or a wrong book was supplied by mistake by the salesman at the counter, the S.O. may cancel the cash memo in question and pay back the amount but the reasons for the cancellation should be noted on all copies of the memo, under his dated signature and the customer's signature taken under the remark's the amount of Rs._____ as mentioned on the reverse copy of the cash memo in token of acknowledgement.

In all other cases if the customer has reason to think that he is justified in returning the book and claiming refund and insists on a refund, he may be asked by the S.O. to submit an application addressed to the Deputy Controller of Publications, Department of Publication, Civil Lines, Delhi through him andbe toled that it would be forwarded with necessary remarks to the Deputy Controller of Publications for orders and thathe would hear further in the matter in due course. The application should thereafter, be forwarded by the S.O. with his remarks to the Deputy Controller of Publications for orders. On receipt of the Deputy Controller of Publications orders the S.O. isto inform the customer of the decision in the case. Copies of publications, where accepted back in accordance with the Deputy Controller of Publication's orders, should be entered in a register (No.39-Audited) the serial No. of which is to be posted in the stock-ledger. Any refund for the return of a publication in the above circumstances will be made by the head office on receipt ofthe complete papers quoting the serial number of the register mentioned above along with refund forms duly filled in.

WEEDING OUT AND RETURN TO HEAD OFFICE:-

23. On receipt of weeding out orders from the head office in respect of any publication, its account should be immediately closed in ledgers with the remarks 'Publication weeded out and account closed'. The copies should thereafter be treated as wastepaper, and handed over to weeding out section at the head office as per weeding out Rules,1978.

All books (Other than those ordered to be weeded out) required to be returned to the head office should be sent underfrom No.D.P.2 and receipted copies ofthese vouchers should be preserved carefully in the Sales Depot for audit.

The S.O. should arrange to make a review of all the ledgers once a year and return to the head office under D.P.2 such publications as have have not been in demand during the previous year.

STATIONERY AND FORMS:-

24. The Sales Depot is to obtain its requirements of stationery articles and forms from the head office in the same manner as the other sections in the head office do.

RECORDS:-

25. While the Sales Depot may retain ledger copies of their cash memo, the ledger books and such other papers for the period specified in paragraph 22 of ~~this~~ chapter, III all other registers and books like cash books, etc., should be made over by the S.O. to the head office (cash section) under proper receipt as soon as they are completed.

DISPOSAL OF WASTE-PAPER ETC. :-

26. The S.O. is to arrange forthe return of obsolete publications as well as all other waste paper to the head office for disposal from there. Similar action is to be taken in the matter of disposal of anyother surplus articles.

INSPECTIONS:-

27. The Assistant Controller (S) shall carry out the Inspection once every month or at such times when he has occasion to go to New Delhi side. He should see whether the sale proceeds are being properly accounted for, books are being displayed in proper manner, the ledger postings are upto date, the rack list is duly maintained, the stocks are being regularly dusted, cleaned andduly looked after etc.

The Controller of Publication as also discretion to depute any other office of the Department for the purpose.

28. Publication Store Account:

A separate Store account shall be prepared by the Supervising Officer and forwarded to the head office after audit, if held in time, (or otherwise unaudited) for inclusion in the consolidated Publication Store Account of the Head Office. The proforma of the Account and other allied registers are same as in the case of the Sales Depot at Calcutta (of paragraph 40 Chapter VI) for preparing the store account.

29. Audit:

When the audit is held, the Supervising Officer shall supply such of the records to the Audit as are maintained/available there, the rest being supplied by the Head Office for inspection and return.

30. Publicity and display:

The printed monthly list of publications shall be kept on the counter. The last issue of the consolidated catalogue of all publications should also be kept there for customers to consult. While the publications should be displayed in the show windows in the most attractive manner possible, one of these windows should be specially earmarked for displaying new publications with a prominent poster "This Month's Publications".

31. Telephone:

The telephone should not be misused or mishandled. The Supervising Officer should watch that no unauthorised trunk calls are booked on the telphone. Even local private calls by the staff of the Depot are restricted to the absolute minimum and to emergent occasions only.

32. Caretaking:

The Supervising Officer should see that proper caretaking arrangements are there. As and when any of Choukidars absents himself casually, necessary arrangements should be made within the watch and ward staff available with him, by deputing any one to perform additional duty on compensatory basis and ex-post facto approval of the same be obtained from the Assistant Controller (Business). In case any of the watch and ward staff proceeds on long leave, a substitute may be obtained from the head office.

33. Miscellaneous:

Sales Depot[s] at New Delhi ~~is~~ are not normally required to despatch any letters by post to an outsider. Occasions may, however, arise when an intimation about the acceptance of the claim for refund in the circumstances mentioned in the paragraph 27 Chapter III of this chapter or an advice (in compliance with a specially booked request) about the arrival of an urgently needed publication in stock may be required to be sent to a customer who can not be contacted over phone. To enable the S.O. to post such letter(s) service stamps of small denominations worth Rs.5/- in all are kept with him. A dak register (D.P. 113), in which stamps used on each occasion should be noted and the balance in hand shown therein, is maintained in the sales depot for keeping account of these stamps. When the balance is hand is reduced to Rs.1/- the S.O. should request the head office for recoupment which will be arranged by the Cashier.

34. Annual Stock Taking:

Arrangements of the procedure followed by the Sale Depot at Calcutta as appearing in para 43 B of this Chapter shall be followed by the Supervising Officer, Kitab Mahal, New Delhi.

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SALE COUNTER UDYOG BHAWAN

The Sale counter in the premises of Udyog Bhawan, New Delhi started functioning in the month of October,1968 for sale of Government Publications/Periodicals. The counter is managed by One U.D.Clerk assisted by one Jr. Salesman and one Group 'D' employee. The working hours of the Sales Counter will be the same as observed by the Ministry of Commerce, New Delhi. The duties of the staff are broadly defined as under:-

1. To conduct, sale at the counter, preparation of Cash Memo. and custody of cash.
2. Maintenance of Cash Book.
3. Preparation of daily Cash Sale Statement and forwarding the same to the Head Office.
4. Attending to enquiries from customers.
5. Maintenance of ledgers and making entries for receipts, Sales, Return etc. of Publications/ Periodicals.
6. To send indents for publications to Head Office (in duplicate one to be marked to Assistant Controller (Business) who would ensure prompt compliance).
7. To book orders for supply of publications which may not be available in stock of Sale Counter.
8. To prepare 'R' Form for publications intended for return to Head Office.
9. To deposit the sale proceeds of the day on the same day by 5.00 P.M. with Supervising Officer Kitab Mahal, New Delhi against a receipt for the same in Form T.R.5.

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10. To maintain complaint/suggestions Book and to forward the extract immediately to the Head Office for necessary action.

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SALES COUNTERS AT HIGH COURT, C.B.R. BUILDING AND U.P.S.C.

Where the Sale Counters at Delhi High Court and C.B.R. Building are managed by one U.D. Clerk and One Group 'D' employee each. The Sale Counter at U.P.S.C is managed by one Junior Salesman and one Group 'D' employee. The working hours of the Sales Counter will be the same as observed by the Delhi High Court/Office of the U.P.S.C. The duties of the Sales Counter Clerk are as under:-

1. To conduct sale at the counter, preparation of Cash Memo. and custody of cash.
2. Maintenance of Cash Book.
3. Preparation of daily Cash Sale Statements and forwarding the same to the Head Office.
4. Attending to enquiries from customers.
5. Maintenance of ledgers and making entries for receipts, Sale and Return of Publications.
6. To send indents for publication to Head Office (in duplicate one to be marked to Assistant Controller (Business) who would ensure prompt compliance).
7. To book orders for supply of publications which may not be available in stock at Sale Counter.
8. To prepare 'R' Form for publications intended for return to Head Office.

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9. To deposit the sale proceeds of the Day on the same day by 5.00P.M. with S.O., Kitab Mahal, New Delhi against a receipt for the same in form T.R.5.

10. To maintain complaint/suggestion Book and to for ward the extract immediately to the Main Office.

(32) SALE COUNTER AT HEAD OFFICE:-

Sale counter at head office is manned by one U.D.C., one Junior Salesman and 2 Group D employees. The functions of the sale counter are as under:-

1. Preparation of requisition slip in triplicate in respect of the publications demanded for and sending the same to respective D.S.K. to collect the publication.

2. On supply of publication one copy of the slip is to be kept by D.S.K. andthe second one is to be given to Caretaking staff at the gate. The 3rd copy shall accompany the publication to sale counter.

3. Preparation of Cashmemo giving the respective slip number thereon.

4. At the close of the sale at the counter, all the triplicate copies of the cashmemos will be sent to D.S.K. concerned for checking and posting in the respective ledgers duly audited by Internal Auditor.

5. In the case of publication is not purchased by the customer due to any reasons, the same is to be returned to the respective D.S.K. alongwith the requisition slip meant for sale counter and gate keeper for signatures in token of having received the publication back. The D.S.K. concerned will return all the 3 copies of requisition slip duly

signed to sale counter for cancellation and then merge the publication in store.

6. Preparation of Cash sale statement in triplicate. The original copy of cash sale statement together with the total sale proceeds of the day is deposited with the Cashier under proper acknowledgement on duplicate copy of the statement, which is to be sent to Accounts-I Section in due course. The triplicate copy is however, to be retained by the sale counter.

7. To attend all the enquiries in respect of publications at the counter.

A few important titles of publications are also kept at the sale counter and sole in the same manner as is done at the other sale countees. All the other allied formalities will also to be observed in the same manner.

SALE COUNTER AT BOMBAY

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FUNCTIONS:-

(i) This Department Sales Counter situated in New C.G.O Building at M.K. Road, New Marine Lines, Bombay, presently headed by an Upper Devision Clerk (Called officiating Incharge) is intended to cater to the requirement ofthe local public in respect of the Govt. of India publications/periodicals. The Sales Counter conducts sales on cash payment over couter only and transfer all indents for supply by post to the H.Q. office at Delhi. It is not authorised to sell any publication on discount basis at the counter even to the agents (local or otherwise) of this Deptt.

SECURITY DEPOSIT BY THE OFFICIATING INCHARGE:-

(ii) The Officiating Incharge being in the capacity of Custodian of the stores has to furnish a security deposit of Rs.500/-

(III) DUTIES OF THE STAFF:-

It is necessary, in a small Unit Like Bombay Sales Counter, that each member of the Staff should know another job so that in case of absence of any one member, work may not be held up.

The Officiating Incharge, who is over all incharge of the Sales Counter, is responsible for the efficient working of Counter. He is further responsible for keeping proper account of Sales, preparing Cash Sale Statement daily and sending it to the H.Q office when it accumulates to Rs.400/- or above alongwith the Bank Demand Dragt forthe amount, maintaining the Cash Book and cash properly, ensuring that the customers are satisfactorily attended to and there is no case for any complaint from them, arranging forthe proper storage and display ofthe publications stocked in the Sales Counter, attending to Departmental inspection and Stock Verification parties disposal of waste paper, packing cases/Gunny bags, un-serviceable articles and surplus publications according to orders on the subject, maintenance of stamp accounts pr ro-mally, proper maintenance of Cash Sale Vouchers, maintenance of ledger refisters and receipt vouchers and all other items of supervisory works in connection with the smooth running of the Sale Counter. He is to ensure timely submission of other periodical return/statement to the H.Q. office at Delhi. He is personally responsible to prepare and subject indents for the pyblications in demand.

(IV) OPENING AND CLOSING:-

The Sale Counter should be opened and closed in the presence of the Officiating Incharge. The keys ofthe doors are to be kept sealed in an envelope daily after office hours with the peon, who lives in the quarter specially allotted to him on the top floor ofthe old Imperial Secretariat Buildings. At the time of closing, the sealing should be examined first with a view to finding out if there has been any tempering with the envelope. At the time of closing, the sealing should be got done by the Officiating Incharge who should take away the seal. In the absence of Officiating Incharge, the opening and clsing shall be got done by the employee handling the sales.

The peon is not allowed to be away from his quarter even after office hours without prior permission from the Officiating Incharge.

(V) WORKING HOURS:-

The working hours at the Sale Counter, Bombay are from 10.00 A.M. to 6.00 P.M. with½ hour lunch break from 1.30 P.M. to 2.00 P.M.. Any change in the working hours can be made with the specific prior orders of the Contoller of Publications.

(VI) ATTENDANCE:-

The attendance register is to be marked by the Officiationg Incharge personally. Cross marks inthe attendance register should not be allowed to remain in that state without any subsequent remarks as to late attendance, casual leave, regular leave etc. against each such marking. The subsequent remark should be noted down as soon as it is possible to do so.

(VII) SALES AT THE COUNTER:-

The sales in the counter are conducted by the employees in his absence, the Officiating Incharge shall make suitable arrangements from within the staff of the sale counter to the counter sale continue unaffected. All books sold at the counter should be supported by cash memos. (D.P.9A) duly entered in the Cash Register. At the end of the day a cash sale statement (D.P.19) should be prepared by the employee handling the sales from the cash memos, issued during the day. The employees should leave office only after the total amount has been verified and tallied by the Officiating Inchage who shall leave office after closing the day's account, placing all cash in and locking the iron safe. The Officiating Incharge is personally responsible for the safe custody of the keys of the safe which should not be left with the peon. A daily sale register (No.44-Audited) shall also be maintained.

The Officiating Incharge and the employees both should be very careful at the time of placing a new publication on sale so that 'no due-date'pr cpmfodentoa; publication may be placed on sale before the date of release. In attending the customers at the counter or over the phon both of them should be very courteous.

NATIONAL CASH REGISTER:-

The National Cash Register is a machine serving the purpose of an automatic checking media for cash sales. Whenever a cash memo. ispunched, the amount along with a running serial No. gets printed on the scroll fixed to the machine which, with its automatic device of opening the drawer at the time of such operation, helps the salesman to take out small changes, whenever necessary, as these arranged according to different denomin,tion of coins in the different divisions of the drawer of the machine. After each such transaction the drawer should automatically be locked by a simple push. Thus it serves the very useful purpose of a well-devised cash box throughout the day while the scroll provides the details from which the discrepancies between the mental and the machéncial totals, when they occur, can be reconciled. After a day's sales and their accounting have been over the printed portion of the scroll relating to that day should be cut out and attached to the cash sale statement andthe machine so closed as to enable it to start again with serial No.1 with 'nil' total on the next day.

(IX) CASH BOOK:-

All amounts received in the Sale Counter either as sale-proceeds at the counter, and miscellaneous receipts or as recoupment of imprest etc. from Head Office andthese drawn as pay should be accounted for in receipt side of the cash book (Register No.42 Audited) on the very day. Similarly all disbursements or deposits in the Bank D.D. should be accounted for in the payment side ofthe cash book immediately the transaction occurs. Each entry in the Cash Book, both on the receipt and the payment sides, should be attested by the Officiating Incharge as suggested by the Examiner, Outside Audito(Cf. letter No.5/3/42-A&G dated the 16th April, 1942) from the eratwhile Manager of Publications, Delhi to the Examiner outside Audit, Maharashtra, Bombay.

(X) PAYMENT INTO THE BANK:-

All amounts received in the Sale Counter should be deposited in the Reserve Bank of India, Bombay on next day and D.D. be obtained in lieu there of for onward transmission to Head Office. In the absence of the Officiating Incharge, Lower Division Clerk should be entrusted with the work.

(XI) STATEMENTS TO DELHI OFFICE:-

A part from sending the daily sale statements to the main office, the Officiating Incharge shall also submit as soon as a month is over, a consolidated statement of receipts in the Sale Counter during the month under different heading showing the amounts to the Head Office.

(XII) DRAWAL OF PAY AND ITS DISBURSEMENT:-

Monthly salary of the Staff at the Sales Counter will be drawn by the Head Office and D.D. for the same forwarded to each employee separately with a view to avoid any coplaint mishappening from any employee working there. Moreover, there is no plandible alternative other than this as suggested aforesaid.

(XIII) CONTINGENT EXPENDITURE:-

Contingent expenditure of small amounts in connection with the conveyance charges for going to the Bank, engagement of Safaiwala on casual basis as and when need etc. for which prior sanction ofthe Deputy Controller or Controller of Publication is not necessary or for which regular sanction exists, may be incurred by the Officiating Incharge from the imprest amount, he holds byt in every such case a petty contingent voucher should be prepared and the receipt of the payee duly taken on its reverse. In all other cases of expenditure he should write to the Head Office or necessary sanction and remittance.

Petty contingency Book (Register No.75-unaudited) should be properly maintained in this connection. The number of the vouchers sent to Head Office for recoupment should be written (alongwith the date of sending) across the page in red ink.

XIV IMPREST AND ITS RECOUPMENT :

The officiating Incharge holds an imprest cash of Rs.50/- for making emergent petty purchases. He shall keep proper account of the imprest and send the vouchers to main office for recoupment of the amount as per procedure given in preceding para.

XV CASUAL LEAVE :

Casual leave may be granted by the Officiating Incharge to the staff of the sale counter, Bombay. He may also permit any member of the staff (excluding himself) to leave the station provided that the ex-post facto sanction of the Assistant Controller (Adm.) in respect of both (i.e. regarding the grant of casual leave and the permission for leaving the station) is obtained by him by sending a consolidated monthly statement to Delhi Office in the first week of the next month. As regards any casual leave that the Officiating Incharge himself my require, he may avail himself of it after making necessary arrangements for urgent and immediate work in the Sale Counter and include this leave also in the aforesaid statement. The Statement should also include cases of leaving the station even during holidays. Casual leave applications including those of Officiating Incharge need not be forwarded to Head Office alongwith the statement.

The Officiating Incharge, who functions independently and holds charge of Government money, should not leave the station without the prior permission of the Deputy Controller of Publications and in no case ex-post sanction would be accorded in his case.

LEAVE CASES :

(XVI) Applications for regular leave should be submitted by all members of the staff sufficiently in advance to enable the Officiating Incharge to forward the same to Head office and have the orders of the leave sanctioning authority passed thereon before the period of leave commences. In his own case the Officiating Incharge should apply at least one month in advance so that officiating arrangements in his place may be made, if necessary. In cases of leave required on grounds of sudden illness, the applications duly supported by proper Medical Certificate should be forwarded by the Officiating Incharge to Head Office as soon as they are received. In case of his personal illness, he should arrange to have the sale Counter managed by the Lower Division Clerk pending orders of the competent authority in the leave case.

HOLIDAYS :

(XVII) The Sale Counter is entirely closed on such holidays as are observed by the Central Government Offices located at Bombay as per approved list of Government of India.

(XVIII) TRANSFER OF CHARGE :

Whenever any transfer of charge in respect of the Officiating Incharge is effected, the formalities observed in cases of handing over charge of office by Gazetted Officers should be followed, with the exception that instead of using the standard Form for the purpose, the particulars required (details of cash balances, etc.) may be typed out and three copies of the charge certificates prepared one copy for the relieved Government servant, one copy for the relieving Government servant and the third one to be sent to Head Office

Similar action should be taken for handing over and taking over of the stock of publications after due verification.

XIX DISPOSAL OF WASTE PAPER ETC. :

The Officiating Incharge shall dispose of the waste paper to the Government Contractor on approved rate in presence of the Gazetted Officer of any local sister offices. An account of packing cases received in the Sale Counter should be maintained. It should show the number of boxes handed over to the Stationery Office. As regards any other articles required to be disposed of the Officiating Incharge should obtain orders from the Head Office as and when such occasions arise.

(XX) STATIONERY AND FORMS :

Annual indents for stationery articles in proper forms should be placed by the Officiating Incharge through the Deputy Controller, Stationery in the 1st week of April every year. As regards standard Forms & D.O Forms he should intimate his requirements to the Controller of Publications in proper time so that the later may include the same in the consolidated indents to be placed with the Government of India Forms Stores, Calcutta or the Dte. of Printing, as the case may be.

Proper account for receipts and issuesof Stationery Stores in the Form of Stationery Register No.73 needs to be maintained by the Officiating Incharge.

Similarly proper stock account for the receipt books and cash memo, books received and used by the Sale Counter should be maintained. The stock of these should also be verified periodically by the Officiating Incharge and a certificate of verification recorded in the stock book. Before any of the above books is brought into use, the number of Forms contained therein should be counted and the result recorded in conspicuous place in the book over the signature of the Officiating Incharge (based on the letter No.23/20/43 A&F, dated the 1st May, 1944 from the Controller of Printing and Stationery to the Accountant General Bengal Calcutta).

RECORDS :

XXI) The records in the Sale Counter should be preserved according to the office orders on the subject received through the Controller of Publications. The periods for which records of different categories with Sale Counter need to be maintained are the same as prescribed for the similar categories in Head Office vide paragraph 22 Chapter III and the appendix referred to therein. The general procedure for destruction of records as laid down in the said paragraph should be followed mutatis mutandis.

While routine replies and communications may issue under the signature of the Officiating Incharge, any cases involving policy matter or controversy or requiring a specific decision, that should be sent to the Head Office for issue of reply under the signature of Assistant Controller (Business) who may obtain the orders of higher authorities, if necessary.

MAINTENANCE OF STOCKS :

XXII The stocks should be so maintained that no publication becomes abruptly out of stock. Whenever the Lower Division Clerk finds any publication nearing exhaustion, he should prepare an indent on Head Office and arrange to have it despatched after getting it signed by the Officiating Incharge.

PROTECTION OF STOCKS AGAINST WHITE-ANTS ETC. :

XXIII Particular care should be taken to see that the stocks are protected against the White-ants, etc. for this purpose the book should as taken out fresh the racks dusted and placed back in the selves and almirahs after they have been thoroughly cleaned by the Group 'D' employee.

MAINTENANCE OF LEDGER :

All receipts, returns and issuesof publications should be posted without delay in the ledgers. With every posting the daily balance should immediately be worked out and noted. An index volume for the ledger books should be maintained. New Ledgers should be opened each financial year. Balance at the end of each year should be brought forward as the opening balance of the next year. The Officiating Incharge shall certify on each and every ledger, opened on the beginning of the financial year, that all the items with their balances have been correctly brought out from the preceeding year's ledger.

WEEDING OUT AND RETURN TO MAIN OFFICE :

On receipt of the weeding out orders in respect of any publication, its accounts should be immediately closed in the ledgers with the remarks 'Publication Weeded out and account closed' and copies disposed of as waste paper through Government of India, Stationary Office, Bombay in best interest of Government unless their return to Main Office is directed. A weeding out register (Register No.45 Audited) should be maintained in this connection. An alphabetical list of the publications disposed off as waste paper should also be maintained, preferably in register showing therein:-

(i) titles of Publication;

(ii) No. of copies weeded out

(iii) authority for destruction; and

(iv) total valuation of weeded out publications.

The Officiating Incharge shall make a review of the ledgers once in every year with a view to find out the publications not demanded at all during the previous year and submit a listof the same to main office for necessary orders. In this connection weeding out Rules as appearing in Appendix IX will serve as guiding factor.

All books to be returned to main office should be sent under Form No.O.P.2 and receipted copies of these vouchers should be preserved carefully in the Sale Counter for audit.

XXVI INDENT AND ACCOUNT FOR STAMPS :

Stamps account should be maintained in the dak register and checked by the Officiating Incharge periodically as a rule at the time of indenting for more stamps. The indents for stamps should be submitted to head office for processing the same by Accounts-I Section.

XXVII RAILWAY CONSIGNMENTS :

All consignments should be cleared through the authorised carrying contractor of Government of India Stationery Office, Bombay, oras advised by the head office. The Officiating Incharge is not authorised to clear any consignment under his own arrange-ments unless specifically directed for this by Deputy Controller of Publications/Controller of Publications.

Similar action should be taken by the Officiating Incharge in respect of out-going consignments.

XXVIII INSPECTIONS :

Either Controller of Publications or Deputy Controller of Publications or any other officer of the Deptt., if so authorised is to inspect the Sale Counter twice a year. An inspection report should be submitted for necessary action to the main office for detailed inspection of the Sale Counter.

XXIX AUDIT :

The audit of the accounts ofthe Sale Counter is carried out by the Government Audit party deputed by local audit office. The Officiating Incharge with his staff should attend to the audit party on the spot but the audit report shall be dealt with in the main office in consultation where-ever necessary, with him. The officiating Incharge shall be furnished by the main office with the annual figures and supporting detailed working sheets(voucher by voucher) under each head of store account sufficiently in advance of the commencement of annual audit. He should check the working sheets, received from the main office, with the couchers in his office and settle all discrepancies by correspondence with the main office before the audit commence.

Publication Store Accounts:

The sale counter is required to prepare a store account separate from that of the main office for inclusion in the report (c.f.) Govt. of India, Deptt. of Labour U.O. No. A-318/72 dated 5th May, 1938 to the Controller of Printing & Stationery CP&S U.O. No.23/20/37-A&F dated the 11th May, 1958. This store account which is prepared in the following from should be forwarded to the office after audit if held in time(or otherwise un-audited) for further action.

Government of India Sale Counter, Publication Store Account for 1908.

(N.B. Figures in this statement have been shown at the cost of production i.e. 62/2 per cent of sale price.)

Receipts	Issues
Opening stock on the Ist April 196 ________	Cash Sales, books and corrections
Publications as per	1. Agents ..... Nil
	2. Government Offices.......

closing balance on

the 31st March, 19______

Deduct-

Value of difference on

account of reduced price

of publications........

corrections.........

Receipt during the year

1. Publications ....

2. Corrections...............

3. Return from parties.......

Excess found in stock as

per Excess Register for

19________19________

3. Others ....

Publications and

corrections returned

to Delhi office ....

Publications and

corrections destroyed,

1. Publications..........

2. Corrections...........

3. Closing balance on the

31st March

1. Publications:-

(i) Paying

2. Corrections:-

Officiating Incharge,

Government of India Sale Counter

Register 74(Misc) should be maintained (alongwith other registers referred to elsewhere) in connection with the preparation of the Account.

Publicity and Display:

xxxi

The printed list of monthly publications should be kept on the counter. The last issue of the consolidated catalogue of all publications should also be kept there for facility of customers. New publications should be placed in the show case on either side of the entrance to the Counter with a prominent poster "THIS MONTH'S PUBLICATIONS"

LXXII Return of Publications and refunds:

The instructions contained in paragraphs 27 Chapter III shall also apply to the Sale Counter. Any refund for excess payment of advertisement charges will also be made by the Head Office on receipt of the details from the counter.

LXXIII Liveries to eligible staff:

The liveries to the eligible employees posted at the Sale Counter will be supplied by the Head Office as and when due under the provisions contained in the Hand Book on uniforms to Group 'C' and Group 'D' employees.

LXXIV Annual Stock Taking:

The annual stock taking of the publications and periodicals, stocked in the Sale Counter, generally be taken up in the month of April every year. On receiving the orders from the Head Office, the Officiating Incharge shall get the stock verification sheets prepared for each and every publication and periodical clearly indicating the location and ledger balance of the respective publication/periodical well in time. He shall hand over each stock verification sheets to the stock verifying officer/stock Verifying Staff so deputed by the Controller of Publications. Stock Verifying Officer/staff will physically count the Publications and will record the actual number of copies in the appropriate Col. of the sheet. The Stock Verifying Officer will also put his stamp, indicating the date of verification, number of copies found etc. in the respective page of the ledger register. The discrepancies, if any, should be reconciled subsequently.

S A L E S   B R A N C H

Chapter VII

SALES BRANCH (General)

I This branch is headed by an Assistant Controller (Publication) and is responsible for all work connected with the processing of Indents from the point of receipt from C.R.T Section or Cash Section, as the case may be, to the point or preparing issue vouchers and sending them on to Retail Stores Sections for supply of one time publications and periodicals not covered by a fixed subscription. The complaints/reminders for non supply of Indents are also attended to by this Branch.

The following procedure is to be followed in processing the indents by the various Indent & Sale Sections :-

a) Identifying the symbol number of the publications and verifying their correct price.

b) Ascertaining from the retail stores section(s) the availability of such Publications.

c) In the case of indents accompanied by cash remittances or from parties having Deposit Account, calculating the total cost of the publications indented, checking whether the amount remitted covers the cost of the order, and in case it falls short by any amount, putting up for orders to the Assistant Controller (Sales) whether the full order should be complied with and V.P.P. be sent for the amount by which it falls short or whether only certain publications should be sent within the amount received/available at his credit and if the remittance received is in excess, preparing 'Refund Vouchers' and sending it to the Cash Section under Financial Officer for arranging refund.

d) Preparing vouchers in triplicate, quadruplicate, as the case may be (including counter foil) for the supply of publications.

e) Sending vouchers to the retails stores concerned and routing all PPDA vouchers through the Accounts-II (Credit and Deposit Account) Section for posting against the Deposit Accounts of the party and also similar action in respect of the S&R Agents.

f) Preparing covering challans for the vouchers to be sent to the respective retail stores (Challans will be in duplicate in respect of the vouchers to be routed through Accounts-II (Credit & Deposit Account) Section.

g) Each Supervising Officer Incharge of Indent & Sales Section will submit weekly as well as monthly arrear reports indicating the number of indents and other letters entailing correspondence on account of supplied received, disposed of and pending at the close of the week/month respectively to the Assistant Controller (Sales) who with his comments shall forward the same to the Deputy Controller for information. He will also take immediate steps to wipe out the arrear accumulating in any particular section on the basis of report, so received, in consultation with the Deputy Controller of Publications.

h) Each Supervising Officer will also maintain a register in which he will record the titles etc. of the publications indented for, which are either gone out of stock or not available with the Department. Assistant Controller (Sales) will get the statement consolidated and send a complete list of such titles every month regularly to the Assistant Controller (Business) for taking suitable action for reprinting of these publications in demand with the sponsoring Department or Ministries concerned after bringing it to the notice of Deputy Controller.

Distribution of work in various Indent & Sales Sections is as follows:-

2 INDENT & SALE-I (Indents from Government Offices)

i) All indents from offices of the Central Government, State Governments as well as Union Territories of India including Indian Embassies/High Commissions abroad are complied with by this section. The supply of publications to Government Departments on bill basis against their indents is made if the total value of the order is Rs.100/- or above. Sale of such publications below Rs.100/- is effected by Sale III or Sale IV Sections as the case may be. The recovery against these bills is watched by Credit & Deposit Account Section to which a copy of the bill is passed on after the supply has been arranged. The Section has to submit a weekly arrear report and also a consolidated monthly report showing position regarding receipt and disposal of indents.

ii) This section also arranges supply of publications to S&R agents, who are normally State Government Book Depots, against their indents under S&R vouchers. The account of such supplied is maintained by Accounts-II (Credit & Deposit Account) Section on the basis of voucher sent to them from this section.

Indent & Sale-II:-

Indents from all Agents including Foreign agents and local Sales Depots/Counters are complied with by Indent & Sales-II Section.

i) Indents from each agent are kept in a separate file and each agent is required to quote his agency number in all correspondence. Supplied to local Sales Depot/Counters against their indents are also arranged by this Section.

Checking of Vouchers:-

ii) A Checker posted in this section checks all the vouchers prepared in this section, No supply is to be made unless the checker has checked and initialed the vouchers. He checks the correctness of all the calculations (cost of publication, total admissibility of discount etc.) in all payment vouchers of this Section before issue and also in the case of PPD/A Vouchers, whether Accounts-II (Credit and Deposit Account) Section has noted the amounts in the respective Accounts before the supply of Publications is effected to the agents.

Refund to Agents:-

iii) Refund to Agents is regulated as indicated in the Terms and Conditions of the agency. The condition about return of unsold copies within the prescribed period should be strictly followed and the amount to be refunded should be calculated on the basis of the rates originally charged by this Department after taking into account the discount deducted.

Mutual Exchange of Publications between the Government of India and U.S.A.

iv) An Indo-U.S. Agreement in regard to the exchange of official publications between the two Governments was entered into on 11th Jan.,1951, according to which all the sponsoring Ministries/Departments of the Government of India will send to this Department the lists showing the publications as and when brought out by them together with copies of actual publications. The lists of new arrivals together with actual publications, so received in this Department, will be forwarded by this section every month at the address as may be intimated by the U.S. Library of Congress to this Department from time to time.

4 Indent & Sale-III :

i) Indents from all Government Departments, Institutions and also from general public, asking for supply of publications per V.P.P. are complied with by this Section. The V.P.P. Vouchers alongwith V.P. Money order forms against indents are sent to the store concerned for passing them on to Civil Despatch Section alongwith publications indented for their despatch by post/by rail, as the case may be, to the indenter concerned.

ii) The V.P.P. charges are included in all the V.P.P. Vouchers. In case where the value of the publications supplied is less than Rs.50/- the V.P.P. & Registration charges will be borne by the indenter in addition to postage levy as detailed below:-

1.	Upto Value of Rs.20/-	25% of the cost of Publication.
2.	Value from Rs.21/- to Rs.40/-	Rs.8/- at flat rate
3.	Value from Rs.41/- to Rs.50/-	Rs.10/- at flat rate

V.P.Ps. for supplies exceeding Rs.100/- to the general public should be effected after obtaining orders of the Assistant Controller (Sales). All kind of postal charges on supplies costing over the value of Rs.50/- will be borne by the Government.

5 Indent & Sale-IV:-

Indents for the supply of publications accompanied by prepaid remittances (Money Order/Bank Draft/ Cheque/Postal Order/Postage Stamps etc.) are complied with by this section. The supply against cheques/ postal orders is made only after the necessary encashment and intimation thereof by Cash Section. In cases where the amount received falls short, full order is executed by VPP for the amount by which it is short with the prior approval of Assistant Controller/Deputy Controller of Publications.

6 General Enquiries Section:-

This section is headed by a Supervising Officer. Its functions is to attend and reply to all sort of enquiries about the availablility, sale price of Govt. of India Publications etc.,

7 Catalogue Section.

This section is headed by a Librarian. The functions of this Section are as under:-

i) Preparation of monthly list of Civil Publications and its distribution to the parties concerned.

ii) Preparation of annual supplements to the main catalogue of Civil Publications.

iii) Calling of synopsis for the publications received during a year from the author Ministries/Departments.

iv) Compilation of catalogue in Hindi.

v) Preparation of monthly list of hot publications and sending the same to O&M Section for submission to the Ministry of Urban Development.

vi) Preparation of Weekly Fresh Arrival List and its distribution to the parties including Agents.

vii) Arranging Publicity of Govt. Publication through D.A.V.P.

viii) Receiving publications through daily lists from stock R.R Section and returning them back after doing the needful with regard to preparation of Catalogue Card etc.

ix) All correspondence work relating to above items of work.

~~CHAPTER~~

8

RULES & ORDERS

Supplies to Central and State Governments.

With the declaring of all the Ministries/Departments of the Government of India as 'Paying Departments' w.e.f. 1.4.1971 vide Ministry of Finance O.M. No.F3(43)/B-70 dated 5.9.1970, the expenditure on printing their publications has to be borne by them. The system of Departmentalisation of Accounts was also introduced w.e.f. 1.7.1976 dispensing with the system of adjustment of accounts by book transfer. The rules governing the issue of priced publications have been revised as under:-

i) All the Ministries/Departments of the Government of India have to pay for the purchase of Govt. of India publications stocked and sold by the Department of Publication. Free supply of their own publications is made for their own use or for general distribution sanctioned by them.

ii) Supplies of publication are to be regulated through the medium of (i) Distribution Lists and (ii) indents which should be submitted in Govt. of India Standard Form S-147 (New). This form should be used for casual supply as well as for giving standard orders for the regular supply of Gazette, Journals and other periodical publications.

iii) In the case of the following Departments, free issues of their respective publications are made either for their own use or for any general distribution sanctioned by them or by Ministry in Administrative charge of those Departments:-

1. The Army, Air-force and Navy but excluding the Ministry of Defence.
2. The Ministry of Railways (Railway Board) and attached Offices.
3. The Posts and Telegraph Departments.
4. Medical Stores Depots.
5. Tariff Commission/Board.
6. Committees and Commissions.
7. Light Houses and Light Ships Department.
8. Northern India Sale Revenue Department (Manufacturing Branch).
9. The Bengal Pilot Service.

In respect of such supplies to these Departments, The Govt. of India, Department of Publication has to charge these Departments only a share of cost of storage, distribution, packing etc. Publications of these Departments indented for by other Departments will be supplied on payment in cash by cheques etc. of the full published price less 25% discount. Credits for such sales will be made to these Departments only subject to a deduction of 12½% of the published price to cover advertising, cataloguing, storage, distribution etc. (Cf. Min. of W&H O.M. No.L-17019/2/72-PII dated 21.10.1972 Office Order No.23/O&M dated 21.11.1972).

iv) Publications of one Ministry/Department indented for by another Ministry/Department for official use will be supplied on payment in cash by cheques etc. of the full published price less 15% commission.

v) Payment to the Department of Publication may be made by Postal Money Order, Indian Postal Order, Cheque, Bank Draft, Ordinary Postage Stamps upto a limit of Rs.3/-.

vi) Supply may be made by V.P.P. on demand.

vii) Supply may be made on credit (bill) basis of the value of supply is above Rs.100/- (Cf. Min. of W&H O.M. No.L-17011/6/76-PBN dated 6.7.1978).

viii) The Sale proceeds of publications of all Ministries/ Departments other than those mentioned at (iii) above are credited in full to the Head "058-Sty. & Ptg. - Sale of Gazettes and other Publications" (Cf. C.C.P.& S. Memorandum No.15/11/71-D.G dated 8.3.1972 - O.O. No.10/75 dated 23.4.1975). In case of sale proceeds of Publications of the Departments referred to at (iii) above, 37½% only will be credited to that Head, the balance being credited to those Departments.

ix) The cost of publications supplied to the Indian Missions abroad for their own use or for free distribution to the deserving Institutions Societies etc. at their discretion will be payable by the Missions concerned. (Cf. Min. of W&H O.M. No.L-17019/2/72-P.II dated 21.10.1972 O.O. No.23/C&M dated 21.11.1972).

Supplies of Departmental Codes to the Staff of Audit and Account Offices.

(i) Priced publications of Government of India and the Comptroller and Auditor General are supplied to the clerks of the Audit and Accounts Offices for appearing in Departmental Examination at 50% of the price, 25% of the remaining amount being met out of the contingent grant of the office to which the clerks belong and the publishing Departments. The concessions should be granted under specific orders of the Head of the Office concerned.

(ii) 25% discount is allowed by the Government of India, Department of Publication on the price of the publications issued by the Accountant General, Posts and Telegraphs, to bonafide candidates for the Subordinate Accounts Service Examination belonging to any Posts and Telegraph Audit and Accounts Offices in India provided that the purchase is made by them through their respective heads of Offices. (Cf. letter No.C-889/CR-114 dated the 2nd December, 1937 from the Accounts General, Posts and Telegraphs).

(iii) The Military Accounts Department can purchase without any specific sanction of the Comptroller and Auditor General from the Government of India Department of Publication, the Auditor General's Publications on payment of the published price less 25% discount for its use and also for the use of the candidates appearing for the Departmental Examinations. (cf. Auditor General's decision dated 31st January, 1944 received under the M.A.G's. Memorandum No.511-G, dated the 14th February,1944).

IV The Railway Board's publications enumerated below may be supplied to members of the staff in Railway Audit Offices under the control ofthe Director of Railway Audit at a discount of 25%.

(V) Such requisitions should be complied with only when they are signed by the Heads of the Offices concerned (cf. letter No.123-G, dated 11.7.1931 as supplemented by letters of even Number dated the 7th October, 1931 and No.182-G, dated the 26th Sept.,1938 from the Railway Board).

(v) 25% discount may be allowed to the staff of Railway Account Offices on the cost of Railway Board's publications, provided the application for such publications are signed by the Head of the Office concerned. (Cf. Railway Boards letter No.Bd/Pubn/G, dated the 25th January, 1937). The publications referred to (and named below) are those of reference for the Appendix 'R' Examination vide para 4 of Appendix 'D' to Railway Board's Memorandum No.5565-F, dated the 31st July, 1929 (of letter No.19-CRA/E/32-A, dated the 7th January, 1933, copy received with letter No.12-G/36, dated the 24th November, 1936 from the Controller of Railway Accounts).

Supplies to Libraries and Institutions including Universities.

(i) All recognized libraries and educational and Medical and other institutions including Universities in India may be supplied with Government of India Publications at published rates less a discount of 25% at the discretion of Deputy Controller/Controller of Publications provided their indents are received through the State Government concerned.

Supplies to Agents:

(ii) Supplies to agents are regulated by the Terms and Conditions of agency reproduced in Appendix X of this Manual.

The following special arrangements, however, exist with M/s A.H. Wheeler and Co., Allahabad and M/s Higginbothams, Madras.

(1) These Agents are allowed 33⅓% discount on all indents placed by them and are regulated in other respects by the general "Terms of Agency" which are applicable to other agents. The essential condition attached to this grant of 33-1/3% discount is that the firms will have to exhibit Government of India publications at their various Railway Bookstalls, regularly. They are required to make prepayment for all the publications, they may obtain from this office from time to time except as provided for in (2) below.

(2) Apart from the publications which are supplied to them in accordance with their indents which are dealt with as (1) above the publications requiring widest publicity, at the discretion of this office, are supplied on 'Sale & Return' basis. (The publishing Section decides which publications come under this category and intimates their names to the supply and the Account Sections). After issue of the publications the Indent and Sale Sections intimate to the Credit & Deposit Accounts Section the number of copies supplied as well as the voucher number under which the copies have been issued. The Credit and Deposit Accounts Section keeps an account of the copies supplied to the two firms and the remittances received from them for such publications and obtains their 'Sale and Return' account in form No.DP 68 after the close of each financial year).

Government of India publications requiring wide publicity may be supplied on 'Sale and Return' basis to such other agents as the Controller of Publications may consider necessary to secure such publicity and sale. (Cf CC&S letter No.23/4/42-A&F dated the 4th February, 1944 to the Accountant General Central Revenue, New Delhi and Government of India, Department of Labour Memorandum No.A-526 dated the 20th Jan.,1944 to the Controller of Printing and Stationery).

Supplies on 'Sale and Return basis:-

In addition to such supplies in particular cases to agents as referred to in the preceding paragraph, supplies on 'Sale and Return' basis (under Form No.DP.6) are also made to the State Government Book Depots against their indents requiring such supplies at the discretion of the Controller of Publications. All such selling agencies are required to submit their Sale and Return account in Form No.DP.68 after the close of each financial year. The Credit & Deposit Accounts Section should check these accounts thoroughly, verify that the sale proceeds have been properly credited to this office and watch the settlement of any outstanding amounts.

SUPPLY TO THE GENERAL PUBLIC IN INDIA.

Government civil publications both old and new are supplied to all direct purchasers throughout India whether at counters or by post, as well as to agents at their published prices without any additional charges for packing. Postage and registration charges if the value of Order is above Rs.50/-. Registration & Postage charges are, however, recovered from the Indenters in cases where the value of the orders is upto the value of Rs.50/- which is subject to revision from time to time (Cf O.O.No.20/O&M/1979) as detailed below:-

1) Upto the value of Rs.20/-	25% of the cost of publication.
2) From value of Rs.21/-	Rs.8/- at flat rate.
3) From value of Rs.41/-	Rs.10/- at flat rate.
4) Value over Rs.50/-	Postage to be borne by Govt.

The registration or V.P.P. charges upto the value of Rs.50/- will be borne by the indentor in addition to above said levy. Prepayment is necessary in the case of all such supplies. Payment may be made by any of the following methods:-

(a) By Indian Postal Order

(b) By Postal Money Order in which case the Money Order receipt granted by the Post Office should be attached with the indent sent to the Department of Publication.

(c) Ordinary postage stamps upto Rs.10/-.

(d) By cheque (the supply is made only after the encashment of the cheque).

Supplies are rendered per V.P.P. only when a specific request to the effect is made and even in such cases at the discretion of the Deputy Controller of Publications. If the acceptance of the delivery of a VPP is refused, the indentor is liable to defray the cost of packing and postages incurred by the Department.

A Deposit Account to the extent of minimum of Rs.100/- may be opened with the Department of Publication against which supplies may be rendered. In such cases supplies are made upto the extent of the value of the sum deposited and lying at credit at the time of supply. In the event of the credit balance being insufficient to meet the cost of supplies, supplies are not made till the Deposit Account is adequately replenished.

Whatever may be the worth of the publications indented for a signle order, no discount is admissible to the general public (Cf Govt. of India late Deptt. of Industries and Labour letter No.A-436, dated the 31st July, 1935).

SUPPLIES TO THE GOVERNMENT OF INDIA SALE DEPOT, CALCUTTA:-

Only such books as are asked for by the Sales Depot on being in demand and, in the case of new publications, as are considered to have the prospect of sale at Calcutta are supplied to the Book Depot, Calcutta under a special kind of voucher (D.R8). In the case of publications printed at Government of India Press, Calcutta, arrangements for lifting should be made locally so that copies may not be routed via Delhi. The Press should be instructed to make direct supply. (based on the Controller's order, dated the 28th Nov.,1945 in the file containing the Inspection Report of the Assistant Controller, Inspection).

The requisition/indents from Government of India Book Depot, Calcutta should be complied with within a period of 15 days of its receipt. If delay is anticipated, it should be specifically brought to the notice of Asstt. Controller (Stores) if the hold up is in Civil Despatch Section. (Cf. O.O. No.9/O&M/72 dated 5.6.1972).

SUPPLIES TO THE GOVT. OF INDIA SALES DEPOT, KITAB MAHAL, NEW DELHI AND OTHER SALES COUNTERS AT NEW DELHI:

The procedure for supply of publications at local Sales Depot/Sales Counters is the same as indicated in the preceeding paragraph.

SUPPLIES TO INDENTORS ABROAD:

Prepayment of foreign published price is to be made in all cases by the indentors as no bill/invoice is preferred to recover charges. Payment may be made by Bank Draft or cheque to the corresponding value in Indian Currency on Exchange rates through Exchange Banks and their Branches in India. In cases where supply is desired by the indentor to be made by Air Mail, the actual Airmail Charges are also chargeable from the indentors in addition to the price of publications.

Supplies to Foreign Indentors on the basis of cheques upto Rs.1000.00 are to be made without waiting for encashment of the cheque. (Cf. Min. of W & H U.O. No.L-17019/10/74-PBN dated 4.9.1975).

SUPPLIES TO UNITED NATIONS ORGANISATION LIBRARIES:

The Libraries at Lake Success and Geneva may worward indent for publications, that may be required, to Controller of Publications. Definite Orders of the

Department concerned are to be obtained before the publications are supplied by the Department of Publication to the Libraries (Cf. Government of India Department of Works, Mines and Powers Office Memorandum No.A-749 dated 13th August, 1947 - received under CP&S endorsement No.46/28/47-A&F, dated the 5th Sept.,1947).

SUPPLIES TO MEMBERS OF CENTRAL LEGISLATURE:

Free supplies to Members of the Central Legislature are made only on the specific authority of sponsoring Ministry or Department of the Government of India or in accordance with distribution list for any publication. Otherwise supplies are to be made on pre-payment/VPP of the published price of non confidential Govt. publication.

DUPLICATE SUPPLIES AND WRITE OFF:

(1) In the case of a complaint of non receipt of supply made by this Department, the complainant is informed of the date and mode of despatch. If he still reports non-receipt, and where the supply had not been made by registered post and office is satisfied that a duplicate supply is justified, Deputy Controller of Publication's order are taken for making a second supply. This supply, if approved, is made by registered post under fresh voucher which is chargeable or Gratis one as the original was and against which the remarks written off are noted. The details of the original supply as well as the duplicate one are entered in the write off Register as in the case of other sale and return maintained in the Section for obtaining the Deputy Controller of

Publication's permission to the write off through the Accounts Section. In the case of original supplies made by registered post, postal enquiries are made and the complianants are asked to do likewise at his end.

(vi) Entries in the Write Off Register should be made with the prior approval of the Deputy Controller of Publications in each and every case. Each entry should be initialled by the Clerk making the entry in the Register maintained by the Accounts Section and attested by the Head of the Section. The necessary records in respect of each write off case should be properly maintained for the satisfaction of audit as and when required. The cost of publications, in cases where they are reported to have been returned by the party but have not been received in this office, should not be written off until the office is fully satisfied that the publications were actually lost in transit. Necessary details, e.g. reference number etc. under which the write off orders are given by Deputy Controller of Publications should be quoted in the write off Register.

XV GRATIS SUPPLIES:

Gratis supplies are made to the quarters concerned as per instructions by the sponsoring Departments.

(XVI) INSTRUCTIONS FOR VOUCHER WRITERS:

1. Vouchers should be prepared from printed pads from which the office copies are not to be detached. The office copies are to be kept in pads and not as individual vouchers. The pads are to be returned to Accounts-II Section after completion for further necessary action.

2. The voucher writing clerks, whether on the Distribution side or the Casual side, will be held

individually responsible for the pads issued to them and will have to account for them periodically.

3. If any correction is to be made, the original figure should be struck off with a siggle line and initialled and dated by the official concerned in Red Ink. Under no circumstances over-writing shall be allowed. Erasures and overwritings are absolutely forbidden.

4. In the case of V.P. supplies, the recoverable amount should always be written both in figures and letters in Red Ink on each V.P. vouchers and packet.

5. The symbol numbers of publications are to be quoted in the vouchers instead of the full titles.

6. In all cases the voucher writing clerk must put his legible initials (with date) on each voucher prepared by him.

7. Vouchers in respect of concessional rates of publications should be prepared in the following manner instead of mentioning the actual concessional rates in the vouchers:-

	Rs. Paise
100 copies of Railway Board Notification No.______ dated______ @Rs.2/- per copy	200.00
Less on account of concession @ 25 paise per copy	25.00
	175.00
Less 25% discount (if any)	43.75
Net	131.25

8. In the case of a Prepaid or Deposit Account voucher the responsibility for ascertaining of balance Vests with the voucher-writer concerned. As soon as such a voucher is prepared, the voucher writer should send it to the Deposit Account clerk in the Accounts Section for noting the amount in Red Pencil against the account. If the later reports that the amount is not covered by the balance at credit, the voucher should not be prepared and the party may be asked to recoup his account.

9. Voucher-writer must enter the full cost of the publications mentioned in the vouchers (including gratis and subscription etc.) at the sale price and must also calculated the net amount payable allowing the discount, wherever called for.

10. Packing and postage charges, wherever necessary should be inserted as a separate item below the total and then the grand total should be stuck.

11. Voucher-writers should see that carbon impression on all copies of vouchers are distinct and legible and the prices of publications, reference diary Numbers, initials of the voucher writers and dates are distinctly written in the proper columns provided in the vouchers.

12. It should be remembered that only fully pre-paid unregistered articles e.g. letters, envelopes and packets, are acceptable by the Post Office and that the country of destination of foreign indenter should be invariably added to the address after the Post Town such as 'London-England' etc. etc.

13. The calculations in the vouchers should be done very carefully and no vouchers for supplies should be issued until the checkers have checked and initialled them.

14. Cash Book Serial Number (with dates) should be noted in prepaid vouchers.

15. The word, Act, Ordinance, Regulation etc. must be indicated before the No. and year thereof against each item.

16. The version 'English' 'Hindi' or Diglot should be indicated clearly against each item in every voucher.

17. Date of modification should invariably be indicated in the case of Acts.

18. Where main Act, being out of stock, can not be supplied, the amending Acts thereof should not be vouchered for unless the indenter has specifically asked for the amending Acts.

19. Indent No. and date and its diary number should clearly be indicated in the voucher.

20. The name and complete address of the indenter should be mentioned in the voucher.

21. Voucher number and date under which supply has been made must be indicated on the indent.

22. All voucher writers should maintain a register in the following form in respect of the cancelled/amended vouchers:-

NAME OF THE SECTION:

Details of couchers cancelled/amended during the month of :-

Date	No. & Date of voucher	Initial of the voucher-writer	Initial of the Head of Section.	Initial of Bench Officer

The Branch Officer should ensure that the above instructions are followed regidly by all voucher writers and inspect the vouchers/register at least once a week.

22. In case the indent contain a large number of items say over 25, the voucher writer should take the indents to Store(s) who will arrange picking up of the publications. A seperate voucher for each Retail Store should be prepared then and there and then and there should be got posted in the store ledgers duly verified by the Internal Auditor. The vouchers alongwith the publications should be sent to Civil Despatch Section on the very day for posting with a priority marking (Cf. O.O. No.17/75 dated 4.7.1975).

RETURN OF PUBLICATIONS AND REFUND OF COST:-

Publications once purchased are not accepted back, nor any refund on account of the publications purchased allowed except.

a) in the case of purchases by agents for the sale of Government of India Publications in whose case separate terms and conditions are applicable.

b) when a publication is proved to the satisfaction of the Deputy Controller of Publications to have been purchased under a misapprehension that it was not the one required.

c) when the publication supplied is found to be defective.

In all cases covered by (b) and (c) above, in which publications supplied by the Department of Publication are returned, they should be returned at the expense of the party/Department concerned.

REPLACEMENT OF DEFECTIVE COPIES:

Defective copies should not be supplied to any indenter and as far as possible, this should be detected at the time of supply. Where such copies had been supplied in good faith, they should be replaced by new ones on the receipt of the damaged/defective copies.

ADVERTISEMENT THROUGH D.A.V.P:

While putting up a list of publications (i) for advertisement through D.A.V.P. and (ii) for inclusion in the fresh arrival list for circulation to the agents etc., Catalogue Section should obtain a certificate from Publishing Section that the list does not contain any title which has not been released for sale or whose sale is restricted to authorised persons before the file is submitted to Assistant Controller (Sales). The certificate should however be given in 2 days' time to the Catalogue Section. The Librarian should ensure that the monthly list prepared by Catalogue Section does not contain the title of any book which has not been released for sale or whose sale is restricted. If for any strong reason it is necessary to include in the list the name of any such publication, it should be made clear that the publication has not been released for sale or it is only for restricted sale to authorised persons and this should be resorted to only after obtaining the specific approval of the Controller of Publications. (Cf. O.O. No.5/75 dated 11.3.1975).

PERIODICALS BRANCH

PERIODICAL BRANCH:

This Branch is headed by an Assistant Controller (Publications). Its functions are to undertake the distribution and supply of various weekly/monthly/ Quarterly/half yearly and yearly periodicals brought out by various Departments/Ministries of the Government of India to the subscribers at a prescribed annual rates of subscription. List of such periodicals as are being handled as on 1.4.1986 is given at Appendix XI. Besides this, the Gazette published by this Department is also being distributed/supplied from the Main Office of this Department.

2. The periodical Branch consists of the following Sections:-

a. Periodical Section.

b. Gazette Section.

c. Addressograph Section.

d. Store & Despatch (Periodical) Section.

e. Gazette Distribution Unit at Govt. of India Press, Ring Road, New Delhi.

3. Distribution of work among the above mentioned Sections is as under:-

Periodical Section:-

This section is headed by a Supervising Officer. The functions of this Section are briefly listed below:-

i) To attend to general enquiries regarding subscription for all periodicals except Gazette of India and Delhi Gazette, which are published by this Department.

ii) Enrolment of regular subscribers and renewal of subscriptions yearly for the above mentioned periodicals.

iii) To maintain subscription cards, distribution lists/registers etc. in respect of all the periodicals handled in the section.

iv) Handling of casual indents for these periodicals.

v) To get address plates of subscribers embossed/amended and to review the same periodically.

vi) To obtain address labels and check lists from Addressing Section for onward despatch to the Press after through checking, where the particular periodical is assigned for printing for distribution to the subscribers.

vii) To watch the distribution of periodicals done by the Presses and to get the check lists back after distribution from the Presses.

viii) To arrange supply of back issues and current issues where involved after the distribution is made by the Presses.

ix) To maintain records of subscribers on distribution lists of the periodicals including check lists received from the Presses.

x) To prepare distribution vouchers on receipt of copies from the Presses and also for casual supply/back supply for posting in Store Ledger accounts to maintain the accounts of printed copies.

xi) To maintain accounts of subscribers in respect of payments made by them and to arrange refunds of un-utilised amounts where involves.

xii) To issue Renewal Notices to subscribers to collect subscriptions for the ensuing year.

xiii) To stop supply of periodicals to such subscribers who fail to renew their subscriptions in time and removal of their address plates from the current box of plates in Addressograph Section.

xiv) Submission of print orders for all periodicals i.e Gazette, weekly, monthly, quarterly and half yearly periodicals.

xv) To watch their timely printing.

xvi) To get the cost of production of periodicals from the Presses to work out sale prices according to the prescribed formula.

xvii) To fix the sale prices and annual rates of subscriptions of the periodicals including Gazette of India and Delhi Gazette.

Xviii) To attend to complaints regarding printing of periodicals.

xix) To recover the difference of the amount of subscriptions in case of enhancement of annual subscription of a periodical with retrospective effect.

xx) Financial review of Indian Trade Journal and other periodicals.

(4) Gazette Section:-

This Section is headed by a Supervising Officer. The functions of this section are as under:-

i) To enlist subscribers for Gazette of India and Delhi Gazette on payment of the amount of subscription in advance.

ii) To maintain subscription cards distribution list and registers etc. in respect of both the periodicals mentioned above.

iii) To get the name plates of subscribers embossed by Addressograph Section.

iv) To arrange distribution of Gazette of India and Delhi Gazette (all parts) through the Gazette distribution Unit at G.I.P. Ring Road, New Delhi.

v) To obtain address labels of subscribers from Addressograph Section and send them to Gazette Distribution Unit at G.I.P. Ring Road, New Delhi for distribution/packing the issues of Gazette of India and Delhi Gazette.

vi) To arrange back supply/casual supply to the subscribers/indentors.

vii) To prepare distribution vouchers as well as back supply and casual supply vouchers for posting in Store ledgers Accounts.

viii) To maintain the account of the amount of subscription received from the subscribers and to arrange refund of the un-utilised amount where involves.

ix) To issue renewal notices to the subscribers.

x) To arrange supply of attested copies of old Gazette to interested parties on payment.

xi) Production of Gazette in courts as per court's summons.

xii) Maintenance of Gazette record from 1969 onwards.

xiii) Recovery of difference of the amount of subscription from the subscribers in case of enhancement of subscription with retrospective effect.

xiv) To attend to complaints and other correspondence on all matters relating to Gazette of India and Delhi Gazette.

xv. To watch the print orders in respect of Gazette of India and Delhi Gazette.

xvi. To discontinue supply in the event of non-renewal of subsciption and to get the address plates removed from the cunent box in Addressograph Section.

5 STORE & DESPATCH (PERIODICAL) SECTION:-

This Section is headed by a Deputy StoresKeeper. He is responsible for proper maintenance of Stores, Store Account and supply of copies of Periodical and other allied work. The functions of Store & Despatch (Periodical) Section are briefly listed below:-

i) Proper maintenance os stores of periodicals.

ii) Proper maintenance of store account in the prescribed store ledgers (U.P.45-B) in respect of each and every issue of the periodicals stored therein.

iii) Receiving all kinds of issue vouchers in respect of periodicals supplied in the course of general/initial distribution from the respapective sections and posting them in the store ledgers.

iv) Picking up the copies of the periodicals against the indents/vouchers/local sale counters slips in respect of the casual/back supply, sending them to Civil Despatch or Section concerned, as the case may be and posting of vouchers in the store ledgers.

v) Posting of 'Return Forms' in store ledgers.

vi) Preparing of the Gate Passes in respect of the copies sent to the sections located outside the main building.

vii) Giving all sorts of information required on publishing files in respect of periodicals.

viii) Preparing the lists for the periodicals due for weeding out and sending the necessary proposals to Weeding Out Section.

ix) Getting the store ledgers audited by the Internal Auditor eith reerence to the relevant vouchers/cash memo/return forms, press challan etc. and preparing the Pfogressive Store Account.

6 ADDRESSOGRAPH SECTION:-

This section is headed by Senior Addressograph Operator Incharge under the over all charge of supervising officer, periodical section. The function of this section are as under:-

1. To emboss address plates for all subscibers.
2. To amend plates on instructions of sections concerned.
3. To retain the removed plates and to keep them at proper places in current boxes on instructions from the section.
4. To maintain current plates in cabinet by arranging them periodically after printing of labels and check lists etc.
5. To remove the discarded plates on receipt of instructions from the sections concerned.
6. To blank the used plates to make them re-usable and re-emboss them when needed.
7. To dut the adress labels on paper cutting machine for use on the printing machines.
8. To print address labels with check lists

separately for all periodicals-weekly, monthly etc. as the case may be.

9. To print short reply post cards after embossing plates as per material supplied by the sections concerned.

10. To print pay bills. To prepare Distribution Lists of periodicals by taking impressions of plates on blank papers etc.

11. To emboss and maintain Address Plates for Army Units separately and to keep them in secret boxes duly locked for security reasons.

12. Hindi Embossing machine is used for Hindi work. All other items of work as above are applicable to Hindi work also.

13. To supply address labels to sections concerned for further distribution.

14. To attend to daily cleaning/oiling of embossing/printing machines etc. in the section.

CHAPTER-IX

(6) PERIODICAL & GAZETTE SECTION

GENERAL PROCEDURE

REALISATION OF SUBSCRIPTION

(1) Subscriptions are to be realised from the interested parties in cash, by cheques, bank drafts and postal orders etc. Subscriptions are accepted by Publication Department for Gazette of India, Delhi Gazette and other periodicals i.e. weekly, monthly, quarterly, half-yearly (which includes corrections

and amendments slips as well) irrespective of whether the periodicity of those issues is regular or otherwise. Lists of such publications showing the rates of annual subscription appears in an Appendix IXI & in to the Catalogue of Civil publications brought out by the Department from time to time. Subscriptions in respect of the Gazette of India, Delhi Gazette, and direct Taxes Bulletin are accepted for the financial year i.e. from 1st April to 31st March next year. Subscriptions in respect of other periodicals except Indian Trade Journal (weekly) are accepted for the calendar year. In the case of Indian Trade Journal (weekly) the subscription is charged from July to June next year. In case of those enlisting their names as subscribers during the currency of the prescribed subscription year, the period of subscription should not extend beyond the close of the subscriptions are not issued nor subscriptions are realised by V.P.P. Unless subscriptions are renewed, supply automatically ceases after the expiry of the period for which subsciption had already been paid. The above rules for pre-payment of subscription in respect of all kind of periodicals including Gazette of India and Delhi Gazette are equally applicable to all Central and State Governments as also to Semi-Govt. institutions.

8 1/5 NOTING OF SUBSCRIPTIONS:-

When a subscription is received for the first time in respect of a periodical/Gazette, it should be noted with full details in the card, if already maintained in the name of that particular subscriber.

If, however, a particular subscriber has not already subscribed, a new card (D.P.100) should be prepared in his name wherein all details about his subscription should be noted. The balance left, in any, after adjustment of subscription, should be noted in red ink in the subscription card and the party informed that it will be adjusted against the subscription next year unless a request for refund is received. Particulars of subscribers for various periodicals and Gazette of India should be maintained through separate Distribution List (D.L. registers) containing full details e.g. C.B.S. No., renewal period, copies on indent etc. to facilitate referencing and ensure correct supply. Subscribers are not normally enlisted/re-entisted with retrospective effect.

Arranging the Subscription Card in the Cabinet:-

All subscription cards are arranged alphabetically in Cabinets. The cards are also numbered serially with a run-on number and indexed accordingly to these numbers. If the subscription is discontinued, the card should be removed from the Cabinet of current cards after taking necessary action in respect of any balance that might be shown in the card at the credit of the party. No card should be relegated to the bundle of the discontinued subscribers cards eithout first refunding the outstanding balance. It is possible that some parties may not reply to the renewal notice. To take the above action in those cases, the whole Cabinet of current cards should be examined once a year after 3 months of the commencement of the subscription year and unrenewed cards packed out and action in respect of the renewal and refund of balance amount if any taken. The removed cards should normally be preserved for a period of three years.

10 Renewal of subscription:-

(i) A reminder for payment towards renewal of subscription in form D.P. 41 will be issued to every subscriber well in advance. The reminders shall normally be issued at least two months prior to the expiry of period of subscription. The reminders are to be issued as a matter of courtesy and not in compliance with any rules and the subscribers are also expected to renew their subscriptions suo-moto before the begining of the next subscription year without waiting for the renewal notices. When issuing renewal notices, any already at credit, should be indicated and necessary details furnished. When the required amounts have been received, the adjustment of the outstanding balance should, while noting the renewals, also be noted in the previous columns of the cards with asterisks against the entries of the balance.

(ii) The rates of subsciption shall normally be revised and co-related with the periodicity of the periodical/Gazette etc. and intimation to this effect shall be sent to the subscriber/or interested party etc. well in time, and not in between the year of subscription. Where the subscriber/party has remitted only the subscription at the prevailing rates, the difference on account of enhanced rates shall realized in the meantime at the discretion of the Assistant Controller (Periodical).

(14) Enquiries about subscriptions:-

(i) All enquiries in respect of subscriptions, whether about the rates of subscription, receipts, adjustments and balances etc. or otherwise in respect of Gazette of India and other periodicals are dealt with by the concerned section e.g. Gazette Section and periodical Sections as the case may be. The concerned section is also answerable to the subscribers/parties on all matters including non-supply and missing issues etc.

Preparation of address labels in respect of Subscribers:-

(ii) After the addresses to which the copies are to be sent have been noted by the Section concerned in the subscriber's lists(Registered No.71) for the different periodicals along with the serial numbers and the concerned section asks the Addressograph Section to arrange for embossing the necessary address plates and return the letters with impressions of those plated to the section concerned for further action.

(12) Supply of back issues of periodicals:-

In the case of subscriptions paid by any subscribers covering the supply of back issues as may be available as also the current issues shall be arranged by the official concerned in each section.

13 Refunds:-

Apart from what has been stated in paragraph 8 of this Chapter on the subject of refunds it has also been laid down that if the subscription, is discontinued say, within three months, the subscriber should be charged the price of single copies before allowing the refund of the subscription, there being no justification for the concession according to the subscription rated. (Cf. paragraph 2 of the Controller remarks dated the 29th March, 1944 on the Audit Reports on the accounts of the Publication Branch for 1942-43-CP & S u/o No. 23/2/44/A and F dated the 4th April, 1944).

14 Checking of labels:-

The Address labels received from Addressograph Section for distribution/supply of periodical to subscribers should invariably be checked by the dealing hand concerned with reference to the distribution list. Further 5% checking of labels may be done by the Supervisors concerned in each Section.

15

Supply of checked labels to the Govt. of India Presses for distribution:-

The address labels duly checked up alongwith the respective check list are sent to the Govt. of India Press, where a particular periodical (other than Gazette Of India and Delhi Gazette) is printed, for distribution of issues of the periodical to the subscribers and return of check list when done with. The Government fo India Press concerned supply the issues of the periodical as per address lable and check list sent by this Department to them for distribution of the particular issues and return the check list to this Department in token of having distributed the copies. The copies of the issues left after distribution are sent to this Department.

Complete distribution of the Indian Trade Journal which is printed at the Govt. of India Press, Santragachi, Howrah is carried out by that Press on the basis of the labels supplied by the Publication Department. The checked address labels alongwith the check list for the purpose should be supplied by Periodical Section to the Press every week in advance and despatched promptly so that the periodical is despatched without delay by the press.

16

Maintenance of Free Distribution List of the Periodicals:-

One gratis copy each of the Gazette of India (all parts) and also of other periodicals including Indian Trade Journal etc. are supplied to the National Libraries viz- Central Library, Bombay, National Library, Calcutta and Connemera Public Library, Madras and Delhi Public Library which are governed by the delivery of books (Public Libraries) Act 1954 (Cf O.O.No.90/27/56-G dated 23.3.1957 and 16/O&M/81(50103) dated 15.3.82. The free distribution lists of the periodicals as authorised by the sponsoring Departments are maintained by the respective sections.

Distribution of weekly and Extra-Ordinary issues of Gazette of India and Delhi Gazette:-

Gazette of India and Delhi Gazette including their extra-ordinary issues are printed at Govt. of India Presses, Ring Road, Minto Road, New Delhi and Faridabad. As per recommendation of the DP & AR contained in para 99.14 of their XXth Report on the study of this Department, Gazette Distribution Unit has been set up at Govt. of India Press, Ring Road, New Delhi w.e.f.15.7.82 (Cf.O.O. No.9/3/82-Estt. dated 14.7.82. The printed copies of the Gazette of India and Delhi Gazette are received there from the different presses for distribution to the subscribers.

The Gazette Section at the main office has to send the checked labels of the Gazette of India and Delhi Gazette for the ensuing week, to the said unit well in advance every week to avoid delay in distribution to the various agencies. The said unit will be responsible for correct distribution of Gazette of India and Delhi and Delhi Gazette.

The Draft Notifications to be published in the Gazette of India Extraordinary are sent for publication by the sponsoring Department to the Presses at short notice and its distribution is intended to be made simultaneously. In order to avoid delay in its distribution, the Ministries and Departments concerned are required to inform the Publication Department as soon as possible atleast 24 hours before the day on which distribution of Gazette Extraordinary has to be made. The required intimation to the publication Department may be given by an official or unofficial communication or in emergent cases on telephone. Any departure in this regard shall be brought to the notice of the Ministry or the Department concerned.

Copies of the Extraordinary Gazette of India shall be made available for sale at the Publication Department Sale Depot/Counter as soon as possible after publication.

Accounting for the copies of each issue of periodical supplied in the course of general distribution:-

The relevant vouchers in respect of supply of each issue of periodicals which are distributed by G.I. Press, wherethose are printed, are prepared by the Sections concerned on receipt of the balance copies alongwith the Press Challans showing the details of copies supplied direct to the Department concerned, other agencies and reguler subscribers (payment as well as free) from the Govt. of India Press concerned. In case of Gazette of India and Delhi Gazette, such vouchers are prepared by the Gazette Distribution Unit at Maya Puri, who undertake the distribution, after the issues are actually distributed. One copy each of such vouchers is sent to Store & Despatch (Periodical) Section for posting in the Store Ledgers. In case of periodicals, which are distributed from this Department on receipt of copies from the presses, the distribution vouchers are prepared by the section concerned and sent to Stock R&R Section who send the required number of copies to Civil Despatch Section alongwith the relevant vouchers for distribution of the copies. The particulars of such supply alongwith the relevant voucher numbers are intimated by Stock R&R Section through a challan to store & Despatch Section (Periodical) Section for posting in the relevant Store Ledgers.

The copies of the vouchers are also sent to the Accounts-I and Credit and Deposit Account Section as the case may be.

18 **Supply of attested copies of old Gazette to interested parties on payment:-**

Where original copies of the Gazette of India and Delhi Gazette (current or weeded out) can not be supplied, but the customers are in their need, the typed copies of the required issues duly attested by Assistant Controller of Publication may be supplied on payment of Rs.1.00 per typed page plus Rs.2/- as attestation fee (Cf.O.O. No. 26/OAM/67 dated 16.2.68 amended from time to time)

Check over the number of copies of periodicals to be printed:-

The dealing clerks of the Branch concerned with the distribution of the periodical e.g. the Gazette of India and Indian Trade Journal etc. shall be resposible to review the distribution/supplies effected and the number of left over copies and thus to suggest any reduction or increase in the number of copies to be printed of the future issues. They should, therefore, at the time of preparing the consolidated voucher or compiling an account of the copies distributed, suggest the periodical section regarding revision of the print order, if so required.

20 Complaint about non-receipt from the subscribers:-

Complaints regarding non-receipt of any particular issue of the periodicals and Gazette should be lodged with this Department within a fortnight from the date on which it is due. On receipt of such complaints an enquiry may be made either from the Despatch Section or from the Press concerned whether the supply in the usual course was made and further action taken on the basis of the information obtained. A register in the following form is to be maintained by Periodical Section and Gazette Section:-

Sl.No.	Name &Address of the subscriber	Ref. No. & Date	Date on which the distribution of issue was made.	Action taken on complaint.

The register is to be put up to the Branch Officer after the end of each month invariably.

21 Return of copies sent to regular subscribers:-

If copies supplied to the regular receipients of periodicals, who have paid their subscription, are received back for any reason, the fact should be intimated to the parties concerned and an enquiry made as to whether they want the supply to be discontinued or the copies to be sent back again at the same or revised address. Such returned packets of periodicals should go to the periodical section or Gazette Section, as the case may be, for taking action as stated above.

In case the packet is received back undelivered due to incomplete address printed on the address label, it should be re-despatched giving the correct and complete address on the label. Other-wise the packet should be sent to Stock R&R Section with necessary instructions to prepare the 'Return Form' and necessary credit be afforded to the subscriber under intimation to him

22 Supply of sample copies of the Indian Trade Journal:-

Sample copies of Indian Trade Journal may be supplied free of cost to intending subscribers at the discretion of Deputy Controller/Controller of Publications. Such copies will be supplied on gratis voucher to be prepared by Periodical Sections under intimation to the Accounts Section. (Cf.No.3226-Pub. dated 18.5.1951 from the D.G.C.I.S. Calcutta).

23) Fixation of Standard Sale Price and Subscription of Periodicals:-

Periodicals are having different periodicity e.g. weekly (Gazette and Indian Trade Journal) monthly, quarterly and half yearly. While the price of Gazette of India is fixed by the Department of Publication but the price fixation of other periodicals is done by the sponsoring Departments based on the production cost factors as per assessment made by the Department of Publication. The price of Gazette is fixed in April and that of

Indian Trade Journal in July every year. While calculating the price formula, the Department of Publication shall add 60% or more of cost of production (ascertained from the Presses concerned) as Departmental charges and sponsoring Departments informed accordingly for their concurrence. The sponsoring Departments may approve the price so arrived at or fix the same at subsidized rates in case of any particular periodical so as to boost up sales thereof, depending upon the nature of the particular periodical etc. The subscription is generally fixed after multiplying the number of issued expected to be published during the year by the standard price of each issue.

Casual Supply of Periodicals:-

The indents for casual supply of periodicals are also to be attended to by Periodical Section or Gazette Section on prepayment. Supplies are also to be made by V.P.P. on a specific request from the indentor where the value of order is below Rs.100/-.

Financial Review of Indian Trade Journal and other periodicals:-

The financial position of Indian Trade Journal is intimated every year to the Director General of Commercial Intelligence and Statistics, I-Council House Street, Calcutta-700001 under intimation to the Ministry of Works & Housing, and Ministry of Commerce, New Delhi. For this purpose as soon as a Financial year is over, information regarding various items for that year shall be arranged to be collected from different source so that a statement showing the expenditure incurred and the revenue derived during two consecutive years may be drawn up and forwarded with suitable remarks. Similar action is taken in respect of other periodicals as and when the sponsoring Departments review the position about consideration of printing the periodicals.

CHAPTER

ADDRESSOGRAPH SECTION

Control of the Section

This section is headed by Senior Addressograph Operator Incharge under the over all supervision of Supervising Officer of the Periodical Section. The Addressograph Section is designated as a secret section. No-body other than the members of the staff of the section is allowed admittance to it. This restriction does not, however, apply to the staff of the other sections, who will be required to bring to or take from the section official papers on official business. The Army portion of the work done by this section is to be supervised by the Army Suprintendent. All files or notes in connection with the Army Unit in the Section should be submitted by the Section Incharge to the Assistant Controller (Stores) through the said Suprintendent.

Compating of Labels:-

After the labels are printed or written by hand, The addressograph Section will send them to the Section concerned (Gazette/Periodical Army) for checking up the same for any omission and also to examine whether the labels have been printed in respect of items as per distribution list. The Sections concerned will also arrange to insert the code number and the number of copies on such labels, where necessary.

Duties of the Senior Addressograph Operator Incharge:-

The duties of the Senior Addressograph Operator Incharge consist in seeing that the relevant plates maintained in the section are duly amended whenever changes are intimated by the concerned sections and the labels are properly used, watching the receipt and disposal of distribution list through relevant registers, inspectig daily all the machines (Bradma Printing, embossing and paper cutting Machines) in the section and arranging for putting them in order as soon as possible. Keeping close watch on the stock of papers, plates, watching proper counting of machine parts received from General Branch. From General Branch and taking proper care of security and secret documents like List of Army Units etc. It is incumbent on the Incharge of the

Addressergaph Section to see that the List of Units is not leaked out to any member of the staff who is not concerned with it. He should also ensure that the copies of the List is deposited with him whenever Senior Addressograph Operator in the section who uses it, leaves his seat. When the Incharge himself leaves his seat , he should leave such instructions with the Senior Addressograph Operator to see that the List in the section is not handled by any unauthorised person. He is also responsible for making necessay arrangement whereby the List may not be kept on the tables when the operators are not in their seats. At the end of the day, the List should be kept by him under lock and key and the same got sealed in his presence.

86 Embossing and maintenance of plates:-

The Senior Addressograph Operator emosses plates on the Bradma Embossing Machine. He is also responsible for maintaining the plates properly, inserting new plates whenever required, and taking out the plates that become obsolete or worn out. He is further responsible for the maintenance of the plates in the respective boxes in the pigeon-hole almirah in such a manner as to enable him to take out the plates and again put them back intheir proper places. The plates are required to be arranged according to the Distribution List of publication/periodicals. An index showing their

their location should be maintained in a proper Register.

Printing and preparation of labels, check lists and postcard etc.:-

The Junior Addressograph Operator, who work under the direction of the Senior Addressograph Operator and also helps him in his day-to-day work, is required to operate the Bradma Printing Machine and labels are printed as per requisition submitted by the concerned sections (Gazette/Periodical/Army etc.

The labels should be printed and made ready according to the requirements of the sections concerned. In the case of non-periodical publications and also in respect of parties for whom plates have not been embossed, labels shoud be written by hand by staff in the sections concerned according to the Distribution List available with them. For check lists both sides of paper should be used. For this purpose brown kraft, imitation or such other type of paper should be used.

As labels are prepared in lakhs by the Addressograph Section, their consumption should be closely watched in the interest of paper economy. A proper account in a Register showing the paper received and cosumed every month should be maintained by the Addressograph Section.

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Blanking out of plates for re-use:-

The Civil plates which are in good condition and can be re-used, should be blanked out completely by the Senior Addressograph Operator for re-use in the interest of economy. A proper account of such plates should be maintained by the Section.

30 Maintenance of Bradma embossing, Printing and Paper Cutting Machines:-

The Senior Addressograph Operator rectifies the minor defects in all the machines. He is responsible for cleaning, oiling and maintaining properly the Bradma Embossing Machine, while the Junior Addressograph Operators are required to extend helping hand to the Seniors in the maintenance of these machines. In the event of any major repairs to the machines, the matter should be reported to the General Section for taking necessary action.

31 Indents for spare parts:-

The Addressograph Section is to furnish a list of spare parts required every year to the General Section. The General Section will process such cases of procurement of spare parts for the Bradma Embossing Printing and cutting Machines through the local representatives of the manufacturing concern of these machines etc. In case of emergency such parts should be procured under the competence of the Controller of Publications from the source other than the manufacturing concern, if need be.

Secrecy to be observed:-

Mention has already been made of the special care to be taken about the Lists of Army Units and also of the restrictions on the entry of members of other sections in this Section. All labels and plates should be properly handled in the section and every member of the section should take particular care to see that these do not fall in any unauthorise hands.

Store & Despatch (Periodical Section)

The Store & Despatch (Periodical) Section is headed by a Deputy Store Keeper. The duties and functions of this section are broadly explained below:-

33 (1) Maintenance of Stores

The Store &Despatch (Periodical) Section is responsible for maintenance of stores of the periodicals handled by this department in the following manner:-

i) All the racks erected in godown as well their shelves should be got numbered.

ii) The separate racks, as far as possible, should be allotted to each periodical.

iii) Every periodical should be stored in its allotted racks systematically keeping in view the year, month and issue there of.

iv) The location of each and every issue of the periodical should be indicated on the respective ledger head.

v) The indication of the periodical stored may also be given on the respective racks.

vi) Though it will be the duty of each store alerk to get his store dusted regular inorder to keep the books neat and clean, but the Dy. Store Keeper is also responsible for proper maintenance of stores relating to all the stors clerks in his section.

33 (2.) Maintenance of Store ledgers

Store account of each and every issue of each periodical should be maintained in the prescribed store ledgers (D.P.-45.B) on receipt of a fresh arrival, the ledger headings should be opend in accordance with the respective Press Challan/Office Challan, as the case may be. The necessary entries in respect of direct supply/initial distribution etc. should be recorded in the store ledgers and the same should be got verified and initiated by the Internal Auditor attached to the section.

On receipt of Indents/Vouchers in respect of casual/back supply, the concerned store clerk should make the necessary entries in the respective store ledgers and pass on the same alongwith the relevant vouchers to the Internal Auditor for verification of the entries in the store ledgers and putting his initials on both the voucher and store ledger at the appropriate places in token of having the entries verified/ audited by him.

(3.) Picking up the copies from the stores:-

After the vouchers are verified and initiated by the Internal Auditor, the store clerk should get the required copies picked up from the stores through the indent picking staff and pass them on to Civil Despatcher/r the section concerned, as the case may be, alongwith the rel relevant vouchers after a through checking. One copy of the each voucher should be retained in the section for record.

(4.) Supply of copies to Sale Counter at main Office:-

As regards supply of periodicals demanded by the Sale Counter at main Office an indent slip in triplicate, the store clerk should keep the third copy of the slip and supply the required number of copies per bearer of the slip alongwith the first and second copy of the slip. The second copy of the slip should be retained by the watch and ward staff at the gate. On receipt of the respective cash memo from the sale counter, the store clerk should make necessary entries in store ledgers and get the same verified and initiated by the Internal Auditor. The copy of cash memo, so received, should be preserved by the store clerk concerned.

(5.) Preparation of the Gate Pass (out pass)

When the copies of periodicals against the vouchers are required to be sent to the sections located outside the main building (Store Wing), the store clerk concerned should prepare the prescribed gate pass (D.P.51) indicating the voucher number and the number of copies supplied against it. The gate pass (out pass) should bear the name and address and signature of the person authorised to carry the copies. The gate pass The gate pass should invariably be checked by the Deputy Store Keeper and signed at the appropriate place and passed on to A.C.(Store)/ A.C. (Periodical)as the case may be, for his signature. After getting the gate pass signed by the Assistant Controller of Publication concerned, the gate pass alongwith the copies should be handed over to the person authorised to take out the copies. The gate pass should be given to the watch and ward staff posted at the gate and the counterfoil should remain in the gate pass pad for verigication in future when needed. The staff posted at the gate for checking the copies should check/count the copies with reference to the gate pass before allowing the person to take out the copies.

33 (6.) Accounting of the periodicals received back:-

On receipt of a 'Return Form' alongwith the copies mentioned therin, the store clerk should make necessary entries in the respective store ledgers in receipt side and get the entries verified and initiated by the Internal Auditor. The copies so received should be merged in the store.

33 7. Weeding out of periodicals:-

The store clerk should prepare the list of such periodicals which have become due for weeding out under the prescribed weeding out Rules 1978 and send necessary proposal to weeding out Section. When the distribution/transfer/reduction order in respect of periodical, are received from the weeding out Section, necessary action should be taken according to the destruction/transfer/reduction orders and the required number of copies should be taken out of the stores and handed over to the Weeding Out Section under proper receipt for further necessary action.

33 8. Valuation of Stores:-

At the end of each financial year every store clerk should calculate the total valuation of the entrire store of periodicals in his charge. The Deputy Store Keeper should consolidate the valuation of stores calculated by the store clerks and furnish the same to Accounts-I Section within a reasonable time.

Chapter 9

STORES BRANCH

STORE BRANCH

The Store Branch of the Department of Publication functions under the charge of Assistant Controller of Publications (Stores) and consists of the major stores i.e. (i) Civil Stores and (ii) Army Stores.

Civil Stores

GENERAL RULES & PROCEDURE

DIVISION OF CIVIL STORE

The Civil Store consists of the following Sections:-

a) Stock Receipt and Return Section

b) Whole Sale Store Section (Under D.S.K.-I)

c) Retail Store I (under D.S.K-II)

d) Retail Store II (under D.S.K-IV)

e) Civil Despatch Section.

DUTIES OF THE STORE KEEPER-I:-

2. The Store Keeper is in complete charge of the Stock Receipt and Return Section in addition, he exercises general supervision over the Whole Sale Store and Civil Retail Stores-II and IV as well. All the cases of Civil Stock Wing are to pass through him. The transfer of Stock (after initial distribution supply) to whole sale store and Retail Stores is supervised by him. He is responsible for maintenance of account of old packing cases and gunny bags received in Stock Receipt & Return Section. He is also to maintain the attendance of the office carpenter alongwith other staff working under his charge. He has to get the distribution of weeded out publications done according to the instructions received from Weeding Out Section. He should carry out proper check of store ledgers and the work done by the clerks under his supervision. The out of stock statement are to be submitted through him.

DUTIES OF THE DY. STORE KEEPER:

3. There are three Dy. Store Keepers incharge of the Stores of Civil Publications. One Deputy Store Keeper is Incharge of the Whole Store. The other two are Incharge of two Retail Stores. The Dy. Store Keeper carries out proper check of store ledgers and of the work done by the clerk under his supervision. He is also responsible to sent 'out of stock' statements to the Publishing Section through the Store Keeper-I for getting the publication reprinted. He is also to keep a close watch about the cleanlinges and property of stock, racks stocking of the stores in racks etc. He shall also be required to furnish the stock position (including Whole Sale Store balance) of a particular publication stocked in his store and and when required. He shall also prepare a list in April each year about the publications which have become due for weeding out as per 'Weeding Out Rules, 1978' appearing in Appendix. The proposal for weeding out such publications should be sent to the Weeding Out Section through Asstt. Controller (Stores) by 30th April each year for necessary action. Necessary proposal for weeding out a publication should be submitted during the currency of year, if a revised edition thereof is received for sale.

DUTIES OF STORE CLERKS:

4. Each store clerks is responsible for proper storage of publications entrusted to him; checking of supplies with indents/vouchers, making entries in store ledgers getting the entries verified and initialed by Internal Auditor, submission of 'Out of Stock' statements in respect of the publications nearing exhaustion,

furnishing information about the stock balances, drawing the copies from Whole Sale Store when the copies in retail store in respect of any item is exhausted, giving the requirements in respect of sale quota of a publication on publishing files. Store clerks shall sign against every remarks like 'Out of Stock' 'Not Available' on indents, files, letters and vouchers etc. Store Clerks shall be held personally responsible for omission about the information with regard to the stock position of the publications as and when furnished. They must verify each and every item in the statements by checking the counting as made by the Indent Pickers, Daftries etc. Each store clerk should maintain daily out turn in the following Forms-

FORM

Daily Report for ____________

Name of the Store ________ Dated ______

Name of the Store Clerk ____________

No. of vouchers brought forward	No. of vouchers received during the day.	Total	Compliance		No. of vouchers in balance
			Voucher Nos.	No. of titles covered	

Signature of store clerk____

Signature of D.S.K.________

For the purpose of number of titles referred in the Form, the kind of publications or the number of issues of periodicals will constitute the No. of titles. The D.S.K concerned should also ensure that the daily out turn Forms are maintained by each store clerk and submitted to Asstt. Controller (Stores) once a week positively.

DUTIES OF INDENT PICKERS/RECORD KEEPERS/DAFTRIES:

5. The Indent Pickers/Record Keepers/Daftries in stores are required to pick up the publications from stores with reference to Indents/issue vouchers. The stock in hand should generally tally with the balances shown in the store ledgers. If any discrepency is found in certain cases, it should be brought to the notice of the store clerk concerned who will reconcile the discrepency by checking the ledger balances with reference to entries made therein. They are also required to pick up the Weeded Out Publications from the stores as per instructions given in the destruction/ Reduction/Transfer Orders received from the Weeding Out Section.

ARRANGEMENT OF STOCK:

6. The stock of publications/corrections remains with the stock R&R. Section until their distribution is completed. The residual stock is then sent to the retail Stores and/ or Whole Sale Store through a challan indicating the No. of copies received, No. of copies supplied direct from the Press and also supplied in the course of initial distribution/supply from this Department by Stock R&R Section to be kept on the racks. The publications should be arranged according to the Department and under each Department according to the Serial Nos. in their symbols, Where corrections of amendments to a particular

Publication are very few in number, they may be stocked by the side of the publication itself in the relevant store for facility of supply alongwith the publication. In the case of corrections issued regularly and in large numbers, they should be kept separately in the racks meant for corrections and amendments. Corrections to one publication should not be mixed up with those of others. The corrections to every publication should be kept arranged Serially or according to the dates of issue separately. In the case of corrections grouped under Sections e.g. where a single list contains corrections to several publications, the same should be kept arranged according to the month of their issue.

STOREAGE ACCOMMODATION FIGURES:

7. In connection with the preparation of the working cost statement, the Accounts Sections requires every year the storage accommodation figures in respect of publications of different Ministries and Departments. These figures should be worked out by actual measurement thereof occupied by the Store Keeper and Deputy Store Keepers concerned personally and should be throughly accurate.

MAINTENANCE OF STORE LEDGERS:

8. Separate store ledgers are prescribed to be maintained by Retail Stores, Whole Sale Store and Stock R.R. Section. The ledgers should be prepared a fresh every year carrying forward the closing balances to the next years ledgers. These closed ledgers should be sent to Account-I Section for necessary action and record.

The location of each and every publication should be indicated on the respective ledger heads, for this purpose all the racks/shelves should be got numbered.

INTERNAL AUDIT OF STORE LEDGERS:

9. Each and every entry made by the store clerks in store ledgers should be got checked by the internal auditor with reference to the relevant receipt or issue voucher. The Internal auditor is required to initial both the vouchers and the ledger at the appropriate placés in tooken of his having checked the entries.

MAINTENANCE OF RECORD OF VOUCHERS:

10. The Record of all sorts of receipts, returns and issue etc. should be maintained in the relevant retail stores or in Whole Sale Store and their destruction may be ordered only after getting records of the stores (including Publication Store Account) by the Audit Party deputed by the Director of Commercial Audit.

VALUATION OF STORES:

11. The valuation of fresh receipt as well as Return publication should be worked out by the Stock R&R Section and intimated to Accounts-I Section for preparation of the publication Store Account. As far as the valuation of publications lying in the retail Stores and Whole Sale Store at the end of every year, the Deputy Store Keepers of the retail stores as well as of the Whole Sale Store shall prepare the statements showing the balances struck

out at the end of every year and the sale price per copy in respect of the each item separately. The statements so prepared should be sent to Accounts-I Section for calculation of the total valuation. The valuation worked out by Stock R&R Section should also be checked by Accounts-I Section on the comptometre machine. Un-priced publications, if any, should not be exhibited in the Publication Store Account.

DISPOSAL OF DAMAGED COPIES:

12. Copies with their covers slightly damaged may be got renovated by sending them to the press. If, however, they are badly damaged their cost may be written off with the approval of the Dy. Controller or the Controller of Publications as the case may be

PROTECTION OF STOCK AGAINST WHITE ANTS ETC. AND ~~GENERAL~~ cleanliness of racks and shelves:

13. Regular watch should be kept over the stocks and all possible steps taken by the Store Keepers/Deputy Store Keepers concerned for the protection of stock from White Ants etc. The racks and shelves should be cleaned and dusted in regular turns by the farashes attached to the Stores particularly for the purpose. To safeguard the stocks from white ants etc. D.D.T. should be sprinkled over the stock regularly.

WEEDING OUT OF PUBLICATIONS:

At the close of financial year the store clerk shall prepare a list of publications which have become due for weeding out as per Weeding Out Rules,1978. The proposal for weeding out such publications should be submitted to Dy. Store Keeper concerned by 15th April, each year for scrutiny and onward transmission to the weeding out section through the Asstt. Controller (Stores).

PROCEDURE WITH REGARD TO RECEIPT OF NEW PUBLICATIONS:

The printed copies of Civil Publications/ Periodical and Corrections are received from the different Presses alongwith challans giving details about the copies sent to the Deptt. of Publication and also supplied/distributed directly. The Govt. Presses normally use challan form No.D.P.29 for the purpose and the private presses use their own Forms. One copy is to be returned to the press duly acknowledged and signed. In the case of receipt from the Govt. of India Presses, the method of counting the copies adopted is to count the contents of one bundle and multiply the figure thus obtained by the total No. of bundles received. The receipts from the private presses should however be counted in respect of the contents of each bundle separately by the counters. Where the printed copies are received without a proper challan, an office challan in the prescribed form is prepared by the receipt clerk here. The Store Keeper I/C (Receipt and Return) Section should see that no challan from such presses is acknowledged until and unless the total number of copies entered there-in are physically verified by actual counting. In cases where the No. of copies received from the press does not tally with the No. of copies shown in the challan, that particular challan must be returned not later than the following day with a separate letter signed by the Asstt. Controller (Store) reporting the shortage. The challan to be returned should show actual No. of receipts as "Received copies."

(ii) Consignments containing publications, periodicals and corrections printed at the Presses outside Delhi, New Delhi and Faridabad are sent by them by rail. The Railway Receipts are handled by the Civil Despatch Section and other relevant papers/vouchers by Stock (R&R) Section. The stock (receipt and return) section is also required to maintain a register (D.P.67) to record the receipt of consignments, on the basis of papers/vouchers received from C.R.T. Section. In the event of inordinate delay (not exceeding 4-6 weeks) for not receipt of any consignment, the matter should be reported to the management in writing for obtaining necessary orders for preferring claims etc. against Railways.

(iii) Each entry in the consignment register in the Section must be signed by the receipt clerk concerned in token of having received the consignment. The duty of the clerk maintaining the register is to see that the entries are duly signed by the respective receipt clerks. Any deviation to this procedure should be brought to the notice of Store Keeper concerned.

IV The receipt clerks should at the time of receiving the copies of publication verify that the correct symbol No. appears on them and the sale price has been correctly printed. Thereafter they should make necessary entries in receipt register (D.P.45-D) which should invariably be got checked and signed by the Internal Auditor. The Internal Auditor is also required to sign the receipt vouchers in token of having checked the relevant entries in the receipt register.

5. The receipt clerks are also responsible for immediate supply of advance copy of every new publication (with the exception of confidential) alongwith the daily list to Librarian and Publishing Section (for periodical - Periodical Section) for necessary and immediate action about initial supply/distribution etc. One copy of the daily list should also be sent to each of Controller of Publications/Dy. Controller of Publications/Asstt. Controller (Sales) & Asstt. Controller (Stores) for their information. In the case of confidential or due date publications the advance copy should not be sent but immediate intimation regarding receipt must be sent to the Section concerned. The return of these advance copies from the sections concerned should be watched by the receipt clerk through a register maintained in this connection.

6 DISTRIBUTION VOUCHERS:

On receipt of distribution/initial supply vouchers from the sections concerned, the Stock (R&R) Section should supply the copies against them after removing the ledger copy of the vouchers and post the issues in the receipt register (D.P.45-D). The other copies of the vouchers alongwith the publication should thereafter be made over to Civil Despatch Section for further action. The ledger copies should be made over immediately to the retail store concerned for further necessary action and record.

TRANSFER OF RESIDUAL STOCKS TO THE RETAIL STORES AND WHOLE SALE STORE:

After the distribution/initial supply whatever stock of publication is left that should be made over to the retail stores concerned. Where the residual stock of a publication is heavy, some portion thereof may be made over to retail store and the remaining to whole sale store. A challan in respect of such transmission of residual stock shall be prepared in the prescribed proforma by the receipt clerk concerned showing all the details about the copies received in this office, supplied direct from the Press, copies supplied in the course of distribution/initial supply, etc. and made over to retail stores concerned as well as to whole sale store.

RETURN OF PUBLICATION :

(1) The publication received as Returns may be carefully checked by the return clerks and a report as to the copies received less or in excess or not received be made to the party immediately. The obsolete or weeded out publications should not be taken as return but only current publication stocked in this office should be entered in Return Forms (D.P.44). Other publications, if received should be kept separately and the party informed to advise their disposal within a specified period, failing which it may be suggested that they will be disposed of to the best advantage of the Govt. The stock (RR) Section should be very carefully in handling the return stock

from Agents and local customers. Under the erms of agency unsold copies upto a maximum of 25% of the No. of copies of each publications purchased may be taken back within 3 months from the date of despatch of the publication from this office provided that they are received back in satisfactory (Saleable) condition, and postage/freight paid. The unsold copies on returned by the Agent should not bear any rubber stamp either of their firm or the customers. In the cases of despatched copies the decision of the Dy. Controller or for Controller of the Publications shall be final. The price of copies of publication accepted as Return from the Agents, will be credited to the Agents deposit account. In case of local customers purchasing copies against cash sale vouchers, no return should be accepted unless the Controller/Dy. Controller of Publications has specifically approved the acceptance of the Return.

(2) Return of copies of the Import Policy obtained locally or despatched by post within 1st seven days of its release will not be accepted. Returns against the supplies thereafter may however, be accepted to a maximum of 25% within a period of 3 months of their supply or the last day of the month preceeding the month upto which the policy is valid whichever is earlier. Return against supply of less than four copies will not be accepted. The periodicals will not at all be accepted as return. However, if the copies of periodicals supplied in the course of general distribution are received back undelivered, the returned packet should be sent to the Periodical/Gazette Section, as the case

may be, who will verify the reasons for non-delivery of the packet to the addressee and take necessary action. The Return Form (DP.44) in respect of such periodical should be prepared on written orders of the Asstt. Controller (Periodicals) copies accounted for should be made over to the Detail stores concerned alongwith one copy of return Form under which they have been accounted for. The said store will put the copies in the relevant racks after making necessary entries in the store ledger under due attestation by the Internal Auditor.

The services of counters in the Stock (RR) Section shall be utilised, whenever necessary, for sorting out the return publications.

The Return group is also required to handle all packets containing publications whether received by ordinary or registered post. Some of these packets may contain publications other than the return ones. Contents of every packet should, therefore, be examined thoroughly. Packets containing new publications or corrections, if any, should be made over to the receipt clerk concerned for necessary action and those containing returned publications dealt with in the return group. Proper record should be maintained of the number of all packets received and their disposal.

DISPOSAL OF OLD PACKING CASES AND GUNNY PACKINGS ETC.:

An account of old packing cases shall be maintained in D.P.124 Form and dispose them of according to orders on the subject.

The account of old gunny bags is also to be maintained by Stock R&R Section in register No.37(Audited).

A physical Verification not exceeding 5 percent of the residual stock is to be made by the Asstt. Controller (Store) once a year. The serviceable bags left over at the end of the year are to be utilized to the best advantage of Govt. and unserviceable bags be disposed of by auction through General Section. (Cf paragraph 29 of C.P.&.S letter No.23/6/47-A&F dated 30th Dec.,1947 to the A.G.C.R).

CONSIGNMENTS LYING UNDELIVERED AT THE LOCAL RAILWAY STATIONS:

While the van clerk in Civil Despatch Section is responsible for taking delivery of and bringing to office all consignments for which he has received Railway Receipts from the C.R.T. Section, there are often accumulation of consignments at the local Railway Stations for which no railway receipts are received in this office. Indeminity bonds may be issued by the Cash Section to the Van Clerk for such of these consignments as have clear marks noted on them and for which intimation are given to him by the Railway authorities.

CLAIMS FOR SHORT OR NON DELIVERIES:

While the Civil Despatch Section is responsible for prefering claim, against the Railways authorities for non-receipt of any consignment as a whole, claims for short delivery i.e. in the case of receipt of two boxes against three in a consignment, are to be preferred by the Stock (Receipt and Return) Section. For this, the time limit of six months within which all claims must be preferred should be kept in view.

CIVIL RETAIL STORES:

The retail stores are responsible for proper maintenance of prescribed store ledgers (D.P.45-B) in respect of each and every publications stored their in and supply, the copies against issue vouchers indents received from various Sale Sections. On receiving the vouchers from Sale Sections, the store clerk should make entries in the concerned store ledgers and give the ledgers and give the ledger and vouchers to the auditor who should verify the entries and initiate both the vouchers and the ledger at the appropriate places and return the ledgers and vouchers to the retail store clerk. Thereafter clerk will takes out the books from the stores and pass them on to the packing and Despatch Section. The auditor should also check and initial entries about receipt and return of publications made by the retail store clerk. Thus all entries in these retail stores ledgers should be continuously audited and the register should always be accurate and upto-date. The Store Clerk should also check stock physically and tally with the balances shown in the ledgers. In case any discrepancy is found, it should be reconciled.

REPLENISHMENT OF STOCK:

Each Store Clerk should see that the stock of a publication is invariably intimated to the sponsoring Ministry or Department immediately through Publishing Section as and when it is reduced to 10 percent of the total number of copies printed. For this purpose each store clerk should continuously check the stock balances of the publications in his charge and submit the out of stock statement in Form No.D.P.47 to Publishing Section who shall promptly take the case with the sponsoring Department. While submitting the out of stock statement, necessary remarks to this effect should invariably be kept on the relevant ledger. Further a separate register should be maintained in each retail store indicating the symbol numbers and titles of the publication in respect of which 'Out of Stock' statement has been submitted. The number and date of the 'Out of Stock' statement should also be indicated against each. A copy of the Out of Stock statement should also invariably be sent to Asstt. Controller (Sales) for information.

FURNISHING INFORMATION REGARDING STOCK BALANCES OF CIVIL PUBLICATION:

There are some Ministries and Departments who have standing instructions with the Department of Publication for informing them periodically about the stock position of certain categories of their publications. Some other Ministries and Department can call for such information from time to time. In addition such information is also required to be sent to the Publishing Section for getting publications reprinted. Such information on each occasions should correctly and accurately be furnished after personally checking by the Store Clerk.

SUPPLY OF THE WEEDED OUT PUBLICATION:

Each retail store is also responsible for supply of weeded out publications to the Department concerned or other parties as per advice received from the weeding out section. The copies indicated in the advice letters should be picked up and the same alongwith the relevant advice letters handed over to the Despatch Section for further necessary action. The No. of copies of a publication lying with wholesale store should also be taken into account while handing over the weeded out publication to Weeding Out Section.

6 WHOLE SALE STORE :

The Whole Sale Store Section has to maintain the prescribed Store Ledger (D.P.45) in respect of the publications transferred to them by the Stock (R&R) Section and to supply the copies to various retail stores on receipt of their requisition in the prescribed proforma. Each and every entry regarding receipt and issue made in the store ledger should be verified by the Internal Auditor with reference to the Challans and requisitions received from Stock R&R Section and retail Stores respectively. The entries in the Store Ledger as well as the Challan or requisition, as the case may be, should be intialed by the Internal Auditor in token of his having varified the same.

The weeded out publications lying with Whole Sale Store can be handed over to the Weeding Out Section straightway but an intimation with regard to the number of copies handed over should invariably be given to the relevant retail store to keep a note of it in the revelant store ledger.

The functions to be performed by the Stock Receipt & Return Section, Whole Sale Stores, Retail Store-I and Retail Store II as per rules and procedure prescribed in the preceding paragraphs are briefly mentioned below:-

Stock Receipt & Return Section :

The stock receipt and Return Section is headed by Store Keeper-I. The functions of this section are listed below:-

1. To receive new arrivals of Civil Publications and Periodicals from different Govt. of India as well as Private Presses and also from sponsering Ministries/Departments.

2. To enter the new publication in the prescribed receipt register under attestation by Internal Auditor.

3. To give intimation of receipt of new arrivals to the sections concerned and also officers through daily list for their information and further necessary action regarding preparation of vouchers for initial supply/distribution etc.

4. To make arrangement for initial supply/distribution as per vouchers received from the Sections concerned and handing over the required number of copies to Civil Despatch Section alongwith relevant vouchers for packing and despatch the copies.

5. To transfer the residual copies of publication/periodical to Whole Sale Store, Retail Store I and II or Store and Despatch (Periodical) Section, as the case may be, under an office challan (~~Annexure~~ Appendix. XII...) indicating the particulars of copies printed, supplied direct from the Press, supplied by that section in the course of initial supply/distribution etc.

6. To send one copy of the Press Challan or Office Challan, as the case may be, to the respective Retail Store I & II on Store/Despatch (Periodical) Section/Accounts-I Section for necessary action and record for the purpose of preparation of Progressive Store Account.

7. To accept the returned publication/periodicals, according to the prescribed procedure and to prepare necessary Return Form (D.P.44) in respect thereof.

8. To send one copy of the Return Form to Accounts-I Section and the other copy alongwith the publication(s) to the Retail Stores concerned.

9. To do valuation of new publication/periodicals received and also returns and to intimate the same to Accounts-I Section at the end of a financial year.

10. To maintain the Account of Receipt and Disposal of all packing cases and gunny bags.

11. To compile a list of print orders pending with the Presses for more than 3 months and send the same to Publishing Section to remind the presses. The Publishing Section should perseu such cases on their relevant files and return the list to Stock R&R Section after recording necessary remarks thereon. This list should be brought up to date by stock R&R Section every month by the 10th and shown to Publishing Section regularly (Cf. O.O. 25/75 dated 28.7.1975).

12. To prepare every month a list of publications held up in that section due to non-receipt of release

instructions from Publishing Section and send the same to A.C.(Business) to expedite the release instructions.

28 WHOLE SALE STORE SECTION :

Whole Sale Store Section is headed by a Deputy Store Keeper. The functions of this Section are as under which are to be performed according to general Rules and Procedures prescribed in the preceeding paragraphs:-

1. To receive and store the bulk supply of publications transferred to this Section by the Stock Receipt and Return Section.

2. To receive and store the reserve stock of publications transferred by Stock R&R Section or otherwise as per instructions of the sponsoring Departments.

3. To maintain store ledgers in respect of publications received in the Section duly verified by the Internal Auditor with reference to the press challans/office challans etc.

4. To supply copies of the publications as requisitioned by the Retail Stores I & II and Store and Despatch (Periodical) Section.

5. To turn over the publications periodically in order to avoid any damage/menace.

6. To handed over to the copies to weeding out section as per destrictepm/reduction/transfer orders issued by that section in respect of weeded out obsolete publications.

29 RETAIL STORES I & II :

Both the Retail Store I & II Sections are headed by the Deputy Store Keepers. All publications (Except the periodicals covered by a fixed subscription) of the following Ministries/Departments, who generally issue corrections/amendments, are stored in Retail Store II Section:-

1. Ministry of Law (Publications and Acts)
2. Election Commission
3. Ministry of Finance
4. Comptroller & Auditor General
5. Ministry of Railway (with specifications).
6. D.G.S.&.D. (with specifications)
7. Central Board of Revenue.
8. Posts and Telegraphs
9. Ministry of Urban Development.
10. All kinds of corrections.

The publication (except periodicals covered by a fixed subscription) of all other Ministries/Departments who normally do not issue corrections) are stored in Retail Store I Section (Cf. O.O. No.1 of 1.1.1974).

The duties and functions of both the Retail Store I & II are similar and they are given below which are to be performed according to the general rules and procedure prescribed in the preceeding paragraphs:-

i) To receive publications alongwith the relevant challans sent by Stock R&R Section.

ii) To open and maintain store ledgers (D.P.45) in respect of all publications received in store duly verified by the Internal Auditor.

iii) To maintain the stores of all publications properly and get the same dusted regularly.

iv) To supply copies of publications as per vouchers/indents received from different Indent & Sale Sections.

v) To maintain record of all challans, under which copies are received from Stock R&R Section.

vi) To maintain record of all kind of issue vouchers against which copies have been supplied from the stores.

vii) To prepare gate pass in respect of copies of publications which are required to be sent alongwith the relevant vouchers/indents to the Sections located outside the main (old) building of this Department.

viii) To calculate the valuation of the entire store available in stock at the end of each financial year.

ix) To attend to the enquiries about the availability, sale price etc. of publications.

x) To submit out of stock statement to Publishing Section in time when the stock of a publication is reduced to 10%.

xi) To submit proposals for weeding out of obsolete publications to weeding out section.

CIVIL DESPATCH SECTION.

30 (1) Civil Despatch Section is headed by a Head Clerk. Special duties of the Head of Despatch Section:

1. The following are the special duties and responsibilities of the Head of the Despatch Section in addition to the normal duties as the Head of the Section.

a) Maintenance of accounts for service and ordinary postage stamps.

b) Personal supervision of the packing of due date and confidential publications.

c) Supervisions of the despatch of consignments by rail.

d) Observance of economy in the use of packing paper, paste, jute twine and other packing materials.

e) Proper observance of priority in all cases.

f) Keeping himself thoroughly conversent with all postal rules and rates tariff.

g) Arrangements for delivery of local packets.

h) Regular posting of all articles required to be despatched in convenient instalments throughout the day by personal contact with the local postal authorities, where-ever necessary.

DISTRIBUTION

2. When-ever any new publication/periodical is received in this office and is required to be distributed, the publishing section and Periodical Section will make over the voucher for the required number of copies to the stock (Receipt & Return) Section and the addressographed labels to the Despatch Section. The stock (Receipt & Return) Section will then hand over the required number of copies to Despatch Section to carry out the distribution according to the labels received. In the case of periodicals the distribution must be completed within the time laid down. Any delay in the despatch of copies of registered periodicals will mean for-efeiture of the privilege of the concessional rate admissible under the postal rules against their registration arranged by the Department of Publication.

3. The Despatch Section is required to maintain a register (No.58 Misc.) showing indicating the details of copies distributed.

INDENT FOR STAMPS :

4. Requisitions for Ordinary postage stamp is made out in Form No.D.P.24 in duplicate or triplicate according to the amount of stamps intended for at a time e.g.Rs.2,000 or more. The requisition is to be submitted to the Accounts-I Section for checking and passing it on the Cash Section after getting it signed by the Financial Officer. If the Cash Section has a collection in hand on account, of stamps received in office as remittances towards the cost of publications, that Section can make over the requisite quantity of stamps indented for to the Despatch Section alongwith a copy of the requisition. The record copy of the requisition issued as supporting voucher for the contingent bill to be prepared by Cash Section. The third copy of the requisition, which is prepared only when the cost of stamps indented is over Rs.20/- is sent with the contingent bill of Cash Section to the Pay & Accounts Office.

5. Ordinary postage stamps, which are indented for from the G.P.O. by the Cash Section on the basis of despatch Section's requisitions i.e. where the collection in hand does not meet the requirements of Despatch Section, are kept in the custody of Cash Section and are supplied as wanted on receipt of requisition voucher in D.P.110. The requisition vouchers are submitted to the Accounts Section, checked by that Section and made over to the Cash Section for compliance after the Financial Officer has signed.

6. Service postage stamps are requisitioned in Form No.T.R.35 in quadruplicate. This requisition is submitted by Despatch Section to the Accounts Section who checks it and passes on to Cash Section after getting it signed by Financial Officer. A contingent bill is prepared by Cash Section on receipt of this requisition, two copies of which are sent alongwith the bill to the Pay & Accounts Office, one copy retained on Cash Section and the fourth copy returned to Despatch Section quoting the contingent bill No. etc. Unlike the ordinary postage stamps, the service postage stamps when-ever received from Head Post Office are made over to the bulk to Despatch Section.

STAMP ACCOUNTS :

7. The stamp accounts for ordinary and service postage stamps are maintained in two separate registers - one showing abstracts of issue of service stamps collected from different registers and the other for ordinary postage stamps only. The monthly accounts of all kinds of stamps prepared by the Despatch Section in the first week of every month in respect of the previous month are checked by Accounts Section and submitted to Assistant Controller (Store) for his signature. The stock of ordinary postage stamps is physically verified by Asstt. Controller (Store) every month. The physical verification of service postage stamps is done quarterly by Asstt. Controller (Store). A copy of the verified statement of the balance held in stock should be submitted by Despatch Section to the Accounts Section. The head of Despatch

Section is also required to verify the amount of the ordinary postage stamps used in each registered packet issued by this office with the postal receipts on the date of issue. A check to the extent of 25% in this connection is also to be done by Accounts Section on the following day.

PACKING :

8. The Head of the Despatch Section should satisfy himself personally that all precautionary measures have been adopted in the matter of packing publications going out of the Deptt. of Publication.

9. For the purpose of packing and despatch the publications are devided into three groups :-

A) Board, Cloth or Leather bound publications with or without plates.

B) Paper cover publications with plates.

C) Paper cover Publications without plates.

For (A) - (i) when sent by post :-

Before preparing packets, Card Boards of a slightly bigger size should be placed above and below:-

a) Publications priced at not less than Rs.10/-

b) Publications are containing plates printed on art paper richly bound with cloth or leather.

For the rest, discretion may be applied in providing card boards, previous orders being taken in all doubtful cases. The use of water proof packing paper, for publications grouped in (a) and (b) is permissible when sending packets overseas during the winter months and for inland packets containing similar publication in rainy season. After completion of this process, the packets should be wrapped with packing paper in several layers where necessary according to the size, weight and importance of the publication.

(ii) When sent by Train:-

a) Boxes - Packing Paper should be spared on all sides and books placed in packets of available sizes, water proof packing paper being used in the circumstances mentioned in (i) above. In no circumstances publications should be placed loose within the boxes, all empty spaces should be filled up completely with paper cuttings before the boxes are finally closed.

b) Gunny Cloth:- The procedure indicated in (A) (i) above should be followed safguarding the borders with twisted card boards as protection against rough handling en-route. The packets may then be sewen with cloth.

for(B) - (i) when sent by post:-

The methods suggested at (A) (i) above should be followed.

(ii) When sent by Train:-

(a) Boxes:- Same as in A(ii) (a) above

(b) Gunny Cloth: Packets are to be prepared first in accordance with the method suggested at A(i) above. Necessary safeguards being kept for the borders as at A(ii) (b) above.

for (C) (i) When sent by post:-

Ordinary Wrapper or packing paper may be used for the preparation of packets.

(ii) When sent by train :-

(a) Boxes : The procedure shown in (A) (ii) should be observed excepting the use of water proof packing paper.

(b) Gunny Cloth:- Packets should be prepared with thick packing paper before these are wrapped in cloth, the board being specially protected with twisted card boards as at (A) (ii) (b) above.

10. The packers in Despatch Section are grouped table-wise and the packets packed on each table are stamped with a rubber stamp giving a particulars Serial Number so that in the event of any complaint about bad packing, the particular group of packers responsible for the bad work may be found out on the basis of the Serial Number stamped on the label received with the complaint. Indentification of the Group leads eventually to the identification of the individual packer at fault.

STAMP AFFIXING :

11. The stamp Affixer in the Section weight all packets on the weighing machines and fix the stamps of the required amount on them. If a lesser number of stamp of higher denominations serves the purpose in a particular case, it should be preferred to the affixing of a greater number of stamps of smaller denominations. Service Postage Stamps are affixed on all inland packets. Ordinary postage stamps are affixed on packets to be sent abroad.

ACCOUNTS OF PACKING MATERIALS :

12. The account of packing cases, wire, nails and G.I. wire, orders for which are to be placed by the Accounts Section in the following form are maintained (in Forms

No. D.P.125, 126 and 127) by that section as already started:-

1. Order No.
2. Date
3. Balance in hand
4. Average consumption per month.
5. Description of material required.
6. No. or the quantity required.

13. The head of the Despatch Section is to submit requisition (D.P.139) for the packing cases, wire nails and G.I. Wire required by him through the Asstt. Controller (Store) who will personally verify the demand with reference to the publications to be despatch. If in the openion of the Asstt. Controller (Store), packing cases are not required and gunny packing will do, he will amend the demand. The requisition as approved by the Asstt. Controller (Store) is passed on to the Asstt. Controller (Admn.) who shall arrange the supply/issue of required material.

14. The requisition books used by the Despatch Section are serially numbered and the requisitions in each book are also numbered serially. The requisitions (D.P.110 duly adopted is in the following Form:-

Requisition No.	Date	Articles required a)Packing cases size No. b)Wire nails-quantity c) G.I. Wire No. of Coils-quantity.	Signature of the Supdt.	Receipt by the head of the Despatch Section
(1)	(2)	(3)	(4)	(5)

The requisition books should be kept by the Head of the Despatch Section who will sign for them. All used up books are to be returned to the Accounts-I Section. The books should be used commencing from Sr. No.1. The Head of the Despatch Section should maintain an account of receipts and issues of old and new packing cases, G.I. Wire and Wire-nails in Forms D.P.121, 122 and 123 respectively in chronological order. A weight of 50 grams of 2 inch nails and 60 grams of G.I. Wire is allowed per box of 30" X 15½ X 12" size. Wire spoiled in the course of wire binding should be recorded as such in his account by the head of Despatch Section. At the end of each day the Asstt. Controller (Store) should be check the number of boxes as entered in the Despatch Section and initial the entries therein. The physical verification of stock should be conducted at the end of each financial year, by the Asstt. Controller (Store). A certificate to that effect is to be recorded in the register.

15 An account (Register No.57-Misc.) of packing paper (Both big and small sizes) received from the General Section and consumed daily, with the daily balances shown in respect of each size is also maintained in the Despatch Section and is submitted through the Accountant to Asstt. Controller (Store) once in a month for inspection. Other packing material like Jute, Twine, hessian cloth, card boards, paste etc. are indented for by the Despatch Section from General Section as they are required.

DESPATCH OF CONSIGNMENTS BY RAIL :

16. Boxes and Gunny Bags duly packed and pasted with the address lable are made over, alongwith forwarding Forms (D.P.34) showing details of consignments, etc. and credit notes where admissible to the Van Clerk who is required to carry them to the Railway Station, to book them freight paid by the first available passenger train or Goods Train unless some

specific train is mentioned by office. He shall produce a railway receipt for each consignment booked to this office. The weight, freight, other details etc. noted on the railway receipt should be recorded by the Despatch Section in a register (D.P.54).

DISPOSAL OF RAILWAY RECEIPTS :

17. The Railway receipts, duly recorded in the Register mentioned in the preceeding paragraph, along-with the papers of the section concerned are made over to the Section at whose instance the Despatch was arranged. The latter prepares the advice Memos in Form No.P.34-A, writes the forwarding covers for despatch of the receipts by registered post and makes over all papers duly completed and ready for despatch on the very day to Central Registry & Type Section who shall get it posted after affixing the requisite stamps and entering in dak register. Any delay in getting the Railway Receipt by the consignees would mean consequent delay in effecting clearance of the consignments at the destination stations and accurual of demurrage charges. Therefore, handling of railway receipt in all its stages in the office should receive high priority.

LOCAL DELIVERIES :

18. Packets intended for delivery to local offices in Delhi and New Delhi are sent through office Van/Truck.

POSTAL NOTICES AND CIRCULARS :

Postal Notices and Circulars circulated by Postal authorities are received in Civil Despatch Section direct or through the General Section. The Head of

Despatch Section should be thoroughly familiar with the contents of these notices and circulars and see that they are properly brought to the notice of all concerned in his section. He should also supervise that any changes introduced by these circulars are being properly followed by every body in his section.

DESPATCH OF PACKETS :

20. All packets sent by this Department are generally despatched by ordinary or registered book post. The labels are invariably written by sales sections, publishing section and Periodical Section etc. Unless there are exceptional reasons to the contrary, all packets (other than V.P. Packets) containing publications worth below Rs.10/- should be sent by ordinary book posts.

DESPATCH OF PACKETS OUT OF INDIA :

21. The packets of the foreign private parties are sent by post. The packets meant for Indian Diplomatic Missions/ Ambassies in foreign countries are sent by Diplomatic bag through the Ministry of External Affairs.

DISPOSAL OF VOUCHERS :

22. The date of despatch should be stamped on copies of the voucher meant for the Accounts-I Section and these copies should be serially arranged, entered in a transit register and sent daily to the Accounts-I Section by Despatch Section.

TRANSMISSION OF PACKETS TO THE POST OFFICE :

23. All the Inland packets other than V.P. Packets which are ready after posting in the relevant registers should be sent to Publication Sorting Office in batches through out the day by Despatch Section with the help of the Trolleys

drawn by Labourers. The packets to be sent to Foreign Countries and all V.P. Packets are posted at Civil Lines, Post Office, Delhi.

INSURED AND AIR MAIL ARTICLE :

24. Whenever any packets is to be sent by Air Mail written orders of the Deputy Controller of Publication (or during his absence, of the Asstt. Controller (Store) should always be obtained before-hand.

CLEARANCE OF INCOMING CONSIGNMENTS FROM LOCAL RAILWAY STATION :

25. The Van Clerk attached to Civil Despatch Section is responsible for collecting all the incoming consignments from the local Railway Stations and their delivery to the Sections concerned. In case any consignment in respect of any Railway Receipt is not received within a reasonable time, the matter should be referred to the Railway authorities prefering the claims within the prescribed time limit of six months.

GENERAL INSTRUCTION FOR DESPATCH SECTION :

26. The time limit for the receipt of packets, consignments etc. by Despatch Section is upto 5.30 P.M. (in respect of consignments) and upto close of the office (in respect of packets).

27. Every Clerk in the Despatch Section should be thoroughly conversant with the provisions of posts and Telegraph Guide. It is not sufficient merely to stamp the cover with the rubber stamp of the office but the Despatched must also affix his signature or initial the the same. (Cf. O.M.No.221/44-Public(C) dated 10.10.1944 from Govt. of India. Home Department).

INFORMATION REQUIRED ABOUT THE DATE OF DESPATCH :

28. The date of despatch of a packet is stamped on the copy of the Voucher concerned meant for Accounts-I Section. In the case of general distribution/initial supply of a publication when a consolidated voucher has been prepared and also where the distribution is spread over several days, information regarding the actual date of despatch in any particular case of complaint of non-receipt of supplies may be called for from Despatch Section who should find out the actual posting of the particular serial No. of the receiptent from the dak register before furnishing the information to the Section concerned.

V.P. JOURNAL :

29. The Civil Lines Post Office have allotted to this office 500 numbers of V.P. Article Slips to be pasted on the packets sent by this office per V.P.P. The V.P.P. Journal is made out in duplicate and is sent alongwith the packets with postage stamps and V.P. Articles slips duly affixed thereon to the Post Office for stamping one of the copies and returning the same to this office for use as office copy of the Journal for the purpose of Accounts in the Department of Publications. The original copy alongwith the packets is accepted by the Post Office for necessary action in respect of the V.P. Packets while the office copy duly stamped is received back. It is made over by the Civil Despatch Section to the Cash Section for watching the payment and for keeping monthwise record. To connect the Postal Articles with the relevant records of

this office, the Civil Despatch Section shall note down the V.P. Vouchers Nos. against each article No. in the Journal and also the corresponding article number on the V.P. Money Order Form.

INDEMNITY BOND :

30. When intimation are received about consignments lying undelivered at the local railway stations against which no railway receipt has been received in this Department, necessary details are entered in a separate register called the Indemnity Bond Register, wherein the same column headings are as those in the Railway Receipt Registers. An Indemnity Bond (obtainable from Railway Autherities) of each consignment and the details, as far as possible, are entered in the Register. When the consignments against the Bonds are received, further details to complete the Railway Receipt Register may be noted down. The weight in the Register should however, be put down by the Van Clerk by actual weighment of the consignments, when received.

ARMY STORES

DIVISION OF ARMY STORES :

The Army Store consists of the following Sections:-

1. Army Section.
2. Mobilisation Section
3. Army Stores.
4. Army Despatch Section.

SUPPLY OF MILITARY PUBLICATION :

1. General Rules and Orders

General Restrictions.

1. Except in the case of a few publications, there are general restrictions on the issue of Military publications. Official indents for publications of the General Staff Branch, Directorate of Medical Services and Air Headquarters, India and for technical publications of the Master General of Ordinance Branch are complied with only with the prior permissions of the respective Departments. The parties who send their indents direct to this Department are advised to approach the sponsoring Department for permission through proper channel. Indenters for publications issued by other branches of Army Headquarters or the Defence Ministry are asked to apply to the Director of Military Regulations and Forms or the concerned Department of Army Headquarters, as the case may be. In view of the growing public interest in military training, the Government of India have however, agreed to issue of General Staff Training Publications on payment to Civilian Organisations included by the Department concerned in the relevant distribution list.

SUPPLIEDTO CENTRAL/STATE GOVERNMENT OFFICES :

2. Supplies of military publications to the Central Government Offices unless autherised by the proper autherities to be made free of cost, are made on cash payment of the published price less 15% discount.

SUPPLIES TO THE HIGH COMMISSIONER FOR INDIA :

3. The High Commissioner for India is supplied free of cost with such number of copies of a particular publication as are autherised to him in the distribution list for that publication. Casual indents received

from the High Commissioner for India for supply of any publication for sale are referred by this Department to the proper authorities of the Defence Department for necessary orders. Such supplies, where approved by them, are made under Form D.P.17 as in the case of Civil publications.

SUPPLIES TO AGENTS :

4. The publications [illegible] their sale can be supplied to agents in [illegible] with the terms and conditions of [illegible] 15.3.1940)

SUPPLIES OF DEPARTMENTAL CODES TO THE STAFF OF MILITARY AUDIT AND ACCOUNTS OFFICES :

5. A rebate of 25% is allowed on the cost of publications controlled by the Controller General of Defence Accounts purchased by them and also by the Controllers of Defence Accounts, Air Forces, Naval Army Factory Accounts, and others and Audit Officer for the use of candidates appearing in the Departmental Examinations (Cf. Letter No.511-Acctts-G, dated 16.12.1943 from the Financial Adviser, Military Finance). Similar rebate is allowed on the purchase, by the above officers, of Military publications controlled by the Defence Ministry for the same purpose. (Cf.G.O.I. Defence Deptt. letter No.785/III/I/PF&S dated 01-12-1943). 25% commission is not, however, allowed on the cost of publications supplied to the candidates for S.A.S. Examination (Cf. Memo. No.8190-R dated 7.12.1942 from the Military Acctt. General).

SUPPLIES TO THE PUBLIC IN INDIA :

6. As already stated in paragraph 2 of the chapter

there are only a few publications which are open for sale. These publications can be supplied at their full published price to the general Public. In the case of other publications on which there are restrictions the indenters are informed that the same can not be supplied without proper authority from the Sponsoring Department.

FIXATION OF NOMINAL PRICES :

Unpriced Military publications are in some special cases authorised to be supplied on payment. The nominal (i.e. assessed) prices to be charged in the voucher in such cases are required to be got fixed by the Publishing Section.

SUPPLIES OF COPIES TO THE MINISTRY OR DEPARTMENT IN connection with reprinting arrangements :

7. If for reprinting purposes any Branch of the Army Headquarters or the Defence Ministry wants a copy of its own publication, it is supplied under a Gratis Voucher.

[illegible]

DUPLICATE SUPPLIES AND WRITE OFF :

9. In the case of a complaint of non-receipt of supply made by this Department, the complaint is informed of the date and mode of despatch and asked to make enquiries at his end. If he still reports about non-receipt and the supply had not been made by Registered

post and office is satisfied that a duplicate supply is justified, Deputy Controller's orders are taken for making a second supply. This supply, if approved, is made by Registered Post under a fresh voucher which is a chargeable or gratis one as the original voucher was and against which the remarks 'Written off' are noted The details of the original supply as well as the duplicate one are entered in the write off register maintained in this section for obtaining the Deputy Controller's permission through Accounts Section.

REPLACE OF DEFECTIVE COPIES :

10. Defective copies received back in office shall be replaced by fresh ones provided that there is no reason to doubt that they were so at the time of supply, by this Department. The stock section should, however arrange to take further action regarding the write off or the completion of the defective copies according as the press is unable or able to print the copies of the pages missing.

TRANSMISSION OF INDENTS TO ARMY RETAIL STORE :

11. The Army Section passes on the indents containing more than 25 items, which are admitted for compliance, to the Army Retail Store with the necessary marking Gr. [redacted]., P.P., etc. without attaching any vouchers simply for segregation of store. Vouchers are prepared by Army Section afterwards.

SOME INSTRUCTIONS TO VOUCHER-WRITERS :

12. The instructions to voucher writers on the Civil supply side as in Chapter VII para XVI should

also be followed by the voucher writers on the Army side also. Apart from the general instructions for voucher writers, the voucher writers in Army Section are to follow the following special instructions:-

i) The cost of priced publications must be entered in the vouchers including gratis vouchers.

ii) In case of charging the nominal price, clear remark 'Nominal Price' must be given just on the top of prices of vouchers for correct accounting.

iii) The publications which are not priced should be shown as N/P in the voucher.

CONSTITUTION OF THE ARMY SECTION :

13. Army supply section consists of three divisions. One of the divisions deals with the distribution of publications controlled by the General Staff Branch, the quarter Master General's Branch and the Engineer-in-Chief's Branch and of the periodicals viz. Army instructions, Army orders and Extract from Gazette. It also deals with the casual indents and the correspondence relating to the above. Another division is concerned with the work of the rest of the Military publications and also with all cases of correspondence relating thereto. The remaining division deals with the preparation of vouchers against casual indents.

DUTIES OF ARMY SUPERINTENDENT :

14. The Army Superintendent is entrusted with the general supervision on the three groups of Army Section. He also marks the dak of the section indicating the

requisite priority and watches the disposal of the cases according to the priority indicated thereon. The army portion of the work done by the Addressograph Section is also to be supervised by the Army Superintendent.

15. The Army Superintendent can sign for the Controller of Publications, the routine correspondence addressed to units etc. Drafts for correspondence addressed to the Ministries of the Government of India and the Army Headquarters as put up by the Army Section should pass through Army Superintendent but should issue over the signature of the Deputy Controller (Marketing) or the Assistant Controller (Stores). The Army Superintendent is not authorised to issue any telegram over his signature or to instruct the Army Despatch Section to despatch any packet by Air Mail.

CASUAL INDENTS :

PROCEDURE OF DEALING WITH THE CASUAL INDENTS :

16. Casual indents for military publications are marked with the proper classification of priorities to the respective dealing clerks, who deal with the distribution of the particular publications indented for. The dealing clerks shall reply to such of the indents as can not be complied with due to either restrictions on the supply of the publications or the books being not available in stock. Those indents which are found to be authorised or can be complied with safely are marked by the dealing clerk as Cr. P.P., V.P. etc. and passed on to the voucher writer for preparation of voucher accordingly. These vouchers should be passed on to the

Army Retail Store. On receipt of the indents for more than 25 items back with books the voucher writing group shall prepare the kinds of vouchers from the pads according to the markings Gr. P.P., ~~V.P.~~ etc., on the same and also note the serial numbers of the Army Retail Store just above the voucher Nos. and encircle them. The office copies of the vouchers should not be detached from the pads by the voucher writers. The Accounts Section's copies should also be sent to the Army Despatch Section alongwith the packets containing books for despatch. After despatch of the packets, Accounts copy should be sent to Accounts Section noting the date of despatch, Registered No. etc.

PRIORITIES :

There are 4 kinds of the priorities i.e. 'A', B, C, and D. The details regarding which appear in Rule 2 of the rules to ensure prompt supplies of Army publications as reproduced in Appendix XI-B to this manual. Although no time limit has been mentioned against priority D, generally 10 days are taken to comply with the indents classed under that priority.

HOW THEY ARE OBSERVED:

All indents received in Army Section are classified to the different priorities and their disposal within the time limit is watched by the Superintendent (Army) through the forward Register Sheets. (D.P.50). All Sections required to deal with the indents in some phase or other should see that priority indents particularly those marked A,B,C are on no account delayed in any aspect of their disposal and that the time limits fixed in regard to their compliance by the office as a whole are born in mind. Further details about the observance of the system are preferred to in the rules mentioned in the preceding paragraphs.

17. In complying with the indents, the voucher writers shall take proper notice of the class of priority marked on the indents and see that the time limit for that class is not exceeded. The indents after compliance should be sent back by the voucher writers to the dealing clerk concerned for any further action to be taken if any, or issue of file orders.

18. CHECKING OF VOUCHERS :

No vouchers for payment supplies should issue until the Superintendent (Army) has checked and initialed them. The payment vouchers being small in number on the Army side, Superintendent (Army) can check them for the one hour in the Army Voucher writing group. The nature of the check to be effected by the Superintendent is to check the correctness of all calculations (cost of publications, total, admissibility of discount etc.) in all payment vouchers and also to check the correct kind of vouchers used in particular cases.

On receipt of vouchers alongwith books back to Army Section, the books are packed by the packer attached to Army Section and the packets are sent to Army Despatch for affixing stamp after weighing the packets and then despatch.

DISTRIBUTION

GENERAL PROCEDURE OF DISTRIBUTION :

19. As soon as the army store (Receipt and Return) Section furnishes an advance copy of any new publication or

correction list to Army Section, steps are taken to obtain the distribution list for the sponsoring Department if not already received to start distribution. The Addressegraph Section is asked immediately to furnish the printed labels according to the distribution list by a stipulated date. These labels are scrutinised in Army Section on receipt by labels preparation group with the list and the number of copies on each label is written by hand by Lable preparation group. At the same time rubber stamp bearing code number of the distribution and number of items, which are to be distributed are affixed on the labels and then passed on to the Army Despatch Section for necessary action. A consolidated distribution voucher is also prepared and sent to Army Store (RR) Section alongwith the advance copies of publications simultaneously with the sending of labels to the Army Despatch Section alongwith a proforma of completion report. The Army Despatch Section informs the Army Section about the completion of the distribution in the prescribed proforma (D.P.X). These reports of completion of distribution are signed by the Head Clerk of Army Despatch Section. Each distribution clerk shall maintain a register showing action taken by him in respect of the distribution of the publication.

20. The distribution of General staff Branch training manuals should be completed within one week of the date of their receipt in this Department. The Army Section should see that this time table is accurately followed.

As regards the publication other than training publications, the distribution should be completed as soon as possible.

21. After the distribution according to the distribution lists is completed, the supply to regular receipiants who are enrolled subsequently should be taken up.

MAINTENANCE OF DISTRIBUTION LISTS AND LISTS OF UNITS :

22. (i) All distribution lists are treated as confidential and shall be kept under lock and key in the Almirah of the Army Superintendent. The distribution clerk should handle the lists with such proper care as is required to be taken for the confidential documents.

ii) Some of the distribution lists have been standardised while similar action may be taken in due course by the Defence Authorities in respect of the remaining ones as far as possible. In such cases no amendment is made without the specific instructions from the competent authority.

iii) In the case of publications, the control of which is the responsibility of DMRF, when a publication is issued to a formation unit the party should be placed on the distribution list for the same unless instructions are issued to the contrary by the D.M.R.F.

iv) The list of units is a secret document and should be kept with the Assistant Controller (Stores) under lock and key when ever it is not in use in the Section or at the close of each day. The Army Superintendent is to see that the list is not looked into by any of the staff not connected with it. The list of units is corrected by hand in the Army Section by the dealing clerk concerned on the authority of the amendment lists received from the proper authority. When a new edition of the list is received, the old edition should be taken to the Assistant Controller (Stores) and destroyed by burning in his presence. A certificate to this effect is furnished to defence authorities concerned over the signatures of Head of Office or the authority so authorised by Head of Department by specific orders.

CHECKING OF LABELS :

23. After preparation and initial check of the labels in the Addressegraph Section, the labels should be sent to the distribution clerks in Army Section for further action. The label preparing Group in Army Section is to check each any every lable with the relevant distribution list and mark number of copies on each label. Simultaneously rubber stamp bearing code number and number of items contained are affixed thereon.

MOBILIZATION SECTION

SPECIAL FUNCTIONS OF THIS SECTION :

24. The Mobilization Section shall maintain a limited reserve stock of certain Military publications for supply to units and formations against special orders of the Defence authorities. The Section ensure that copies of all amendments published to each and every edition of the publications stocked by it are placed (loose) inside the covers of the books.

MAINTENANCE OF STOCK :

25. Stock should be maintained in Mobilization Section according to two lists of publications. A little over 500 copies each of the publications included in one of the

lists and about 150 copies of these in the other one kept in reserve in Mobilization Section. Whenever the stock of any publication is reduced by a good number of copies, more copies shall be brought over from the Stock Section to replenish the stock.

DISPOSAL OF INDENTS :

26. The Mobilization Section deals with the indents for initial supply in accordance with the prescribed scales of issue to newly raised units, overseas units which have returned to India, and units re-organised and converted from War Establishments to peace establishments etc. These special indents are all required to be approved by the Defence Ministry. All subsequent supplies, casual or otherwise except in respect of publications which have not been supplied at all initially are made to these units by the Army Section.

27 The packing work in respect of these indents complied with by the Mobilization Section is done in that section itself and packets are sent to Army Despatch Section after entering them in a transit register.

ISSUES :

28. All issues from this Mobilization Section against indents shall be generally made under Gratis Voucher. All such vouchers issued by that Section should be stamped Mobilization Section and sent to Stock Section, immediately as they are prepared. The Mobilization Section should also use one Voucher pad only at a time and voucher for copies as soon as they are taken down from the racks except in very rate cases in which copies are kept ready for issue pending receipt of final instructions from the Ministry.

RETURN OF COPIES :

29. Copies of publications supplied by the Mobilisation Section only being received back from the units for one reason or other should not be taken back in the Mobilisation Section. They shall be received by this Stock Section as in the return of other publications. A copy of the Return Form will however be sent to Mobilisation Section for necessary action.

SECRECY TO BE OBSERVED :

30. The Mobilisation Section has been designated as a 'Secret' Section. No body other than the members of the Staff of the section is allowed admittance to it. In fact the entry in the section by others is treated as an offence. It some times happens that Military Officers from out side come to this Section to take books or on their official business. They should be required to prove their bonafides by producing their Identity Cards or such other documents.

31. The Mobilization Section should send every 'Secret Paper' for despatch in closed covers, with all preliminaries like addressing sealing etc. duly completed through the transit register.

32. No body in the Mobilization Section should under any circumstances remove any official paper from this Department. Any pressure of work or arrears should be coped with by internal adjustment.

33 Army Section, Army Store Section and Addressograph Section have also been declared as Secret Sections. As a measure of security, the entry to these sections is restricted only to such of the employees, who are working

there. The peons and labourers of other sections who are required to deliver the official dak etc. are, however, permitted to enter these sections on official business. Any other persons requiring to enter these sections on official business is required to take permission from the Superintendent (Army).

Outside officials from Defence service etc. who call at these sections in connection with official work should invariably be asked to produce their Identity Cards any they should be checked by the Superintendent (Army) before he attends to them. They should also be required to sign in the register which should be maintained with the Supdt. (Army) with the following headings:-

1. Date
2. Full signature of the official
3. Designation and office address
4. Purpose of visit
5. Time of arrival
6. Time of departure

Any one found violating the above instructions will render himself liable to severe disciplinary action as may be permissible under the rules (Cf. O.O. No.18/O&M/71 dated 12.11.1971).

34 DISTRIBUTION/SUPPLY OF ARMY ORDERS/INSTRUCTIONS TO ARMY HEADQUARTERS AND OTHER LOCAL UNITS :

Army orders/instructions etc. should invariably be sent to Army Head Quarters and other local units by conveyance immediately on receipt from the Press and according top priority. (Cf.O.O.No.23/74 dated 1.8.1974).

FUNCTIONS :

The functions of the Sections in Army side are briefly given below:-

ARMY SECTION :

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Army section is headed by Superintendent (Army). This section is responsible to perform the following functions:-

i) Maintenance of distribution lists and lists of units.

ii) Arranging distribution and casual supply of all Army publications according to the prescribed procedure and rules.

iii) Undertaking all sorts of correspondence relating to army publications.

iv) Checking of labels and giving code number of distribution, number of items, number of copies etc. thereon.

v) Preparing all sorts of issue vouchers in respect of Army publications.

vi) Sending such packets of Army publications, which are packed in Army Section to Army Despatch Sections.

vii) Attending to any work connected with Army Publications.

35 ARMY STORES SECTION :

Army Store Section is headed by a Store Keeper. The functions of this section areas follows:-

i) To receive all fresh army publications from the presses or otherwise.

ii) To send advance copies of new army publications to Army Section for information and further action regarding their distribution/supply etc.

iii) To receive all undelivered/returned copies of Army Publications, to prepare the prescribed 'Return' form in respect of the same and to merge it in stores.

iv) To send all the Return Forms to Army Section for further action.

v) To maintain prescribed Receipt Register in respect of all Army publications.

vi) To supply the number of copies of Army publications to Army Despatch Section as per distribution voucher received from Army Section.

vii) To stock the residual copies in stores and to maintain store ledger in respect of each and every Army publications in the same way as is done in Civil Retail Stores.

viii) To pick up and supply copies of Army publications against casual supply vouchers/indents.

ix) To post all sorts of issue vouchers in the respective store ledgers duly verified by the Internal Auditor.

X) To submit out of stock statements in respect of Army publications when their balance comes down to 10% to Army Section who should pass them with their remarks to publishing section for further necessary action.

xi) To weedout the obsolete Army publications as per prescribed rules and procedure.

xii) Furnishing information about Army publications.

xiii) Submission of stock balance statements.

xiv) The general duties and responsibilities of Store Keeper and Store Clerk in Army Store are the same as are in Civil Stores.

36 ARMY DESPATCH SECTION :

Army Despatch Section is headed by a Head Clerk. This Section is responsible for packing and despatch of Army publications as per issue vouchers received from Army Section. The duties and functions of this Section are the same as are of Civil Despatch Section. Over and above Army Despatch Section is to inform the Army Section about the completion of distribution of Army publications in the prescribed proforma.

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Hindi Section

Hindi Section had come into exisistance in the year 1975 with the creation of one post of Hindi Translator. One post of Hindi Typist already exisisted. The section was placed under the charge of Asstt. Controller (Adm.).

Now there are 2 Hindi Translators working under Asstt. Director (OL)

One post of Hindi Officer now re-designated as Assistant Director (Official Language) and 3 more posts of Hindi Translators were subsequently created w.e.from 1.3.1981 and the Hindi Section started functioning under the charge of Hindi Officer on his appointment w.e. from 1.8.1981.

Functions of Hindi Section and the duties of the Assistant Director (Official Language) Department of Publication, Delhi:-

Hindi Section comprises of One Assistant Director (O.L) and four Hindi Translators (Junior)

The duties of Asstt. Director (O.L) is to ensure implementation of Govt.'s Policy, Programmes, Schemes and Orders issued by the Govt. from time to time with regard to the propagation, promotion acceleration and use of Hindi in the official work in the Department of Publication.

1. To conduct workshop to ensuring practice for the use of Hindi by the officials possessing working knowledge of Hindi as prescribed.
2. To conduct/convene meetings of the Official Language Implementation Committee of the Department of Publication.
3. To assist the Controller of Publications to attend the similar meetings held at higher level viz. Meeting of the Hindi Salahakar Samiti of the Govt. of India Ministry of Urban Development, New Delhi and other meetings convened by the Department of Official Language.
4. To attend similar meetings of the Ministry of Urban Development.

5. To arrange obligatory training in Hindi Typing for the officials of the Department of Publication.

6. To conduct inspection/to help conduct of inspection by the Branch Officers to watch the progress in the use of Hindi in the sections under their charge and to ensure implemention of the orders on the subject.

7. To compile and submit the periodical returns to the Ministry of Urban Development/Ministeries for the progressive use of Hindi in the work of the Department.

8. To implement Cash Award Scheme regarding promotion of Hindi.

9. To supervise the section, to vet the translation done by the Hindi Translators and to control the work of Hindi Typing.

10. To supervise and control the library of Hindi literature purchased with a view to promote Hindi.