



GOVERNMENT OF INDIA
DEPARTMENT OF PUBLICATION
CIVIL LINES, DELHI – 110 054.
Website: www.deptpub.gov.in
Email: acop-dep@nic.in (& pub.dep@nic.in)
TEL.: 2381 7823 /2381 9689 .
Fax: 2381 7846.

File No. 750/2013-O&M

Dated: 03rd October, 2013

Office Memorandum

Subject: Policy to categorize the Posts and Sections into sensitive & non-sensitive in the Department of Publication

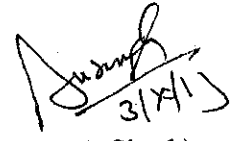
The undersigned is directed to refer to the meeting taken by JS&CP on 24-09-2013 at 12.30 PM with a view to streamline the functioning of this Department, to formulate a policy to categorize the Posts and Sections into Sensitive & Non- Sensitive in this Department & consider other aspects relating to vigilance matters, and to circulate herewith, the details of the rotational transfer policy for information and necessary action by all concerned as follows:

2. As per guidelines of DOPT & CVC, all the Ministries/ Departments are required to identify and categorize their Posts/ Sections as **Sensitive or Non- Sensitive** based on the nature of work being performed by them and officials deployed in such Sections are required to be replaced or rotated every after 2-3 years, so that they do not develop vested interests due to continued deployment especially in sensitive Posts/Sections. Accordingly classification of the Sections/ Posts in this Department has been made as under:-

Sl. No.	Name of the Posts/ Sections	Classification
1.	Assistant Controller (Administration.)	Sensitive
2.	Assistant Controller (Business)	Sensitive
3.	Financial Officer	Sensitive
4.	Establishment	Sensitive
5.	O & M	Sensitive
6.	General	Sensitive
7.	CRT	Non- Sensitive
8.	Publishing	Non- Sensitive
9.	PDL	Non- Sensitive

10.	Advertisement	Sensitive
11.	A/c-I	Non- Sensitive
12.	A/c-II	Non- Sensitive
13.	A/c-III	Non- Sensitive
14.	A/c-IV	Non- Sensitive
15.	Hindi	Non- Sensitive
16.	Cash	Sensitive
17.	Gazette	Sensitive
18.	Addressograph	Non- Sensitive
19.	DSK-I	Non- Sensitive
20.	DSK-II	Non- Sensitive
21.	DSK-III	Non- Sensitive
22.	DSK-IV	Non- Sensitive
23.	SK-I	Non- Sensitive
24.	SK-II	Non- Sensitive
25.	e-Gazette	Non- Sensitive
26.	Weeding Out	Sensitive
27.	Sale-I	Non-Sensitive
28.	Sale-IV	Non-Sensitive
29.	General Enquiry	Non-Sensitive
30.	Sale-II	Sensitive
31.	Army Dispatch	Non-Sensitive
32.	Army	Non-Sensitive
34.	Care Taker	Sensitive
35.	Sale Counter	Non-Sensitive
36.	G D U	Non-Sensitive
37.	Sale Counter, Kitab Mahal, Baba Khareg Singh marg, N. Delhi.	Non-Sensitive
38.	Sale Counter, 8, K.S. Roy Road, Kolkata	Non-Sensitive
39.	Sale Counter, Nishtha Bhawan, New Marine Lines, Mumbai	Non-Sensitive
40.	Sale Counter, Delhi High Court, N. Delhi.	Non-Sensitive
41.	Sale Counter, Kendriya Sadan Kormangala, Bangalore	Non-Sensitive

3. **Transfers** of the officials should be made as per DOPT's guidelines so as to ensure rotational transfer of officials to the extent possible from sensitive section/ post to non-sensitive section/ post and Vice-Versa. These transfers should be considered every year on financial year-basis and this process should be finalized and completed latest by June every year. This policy will be applicable to all the posts in this Department.
4. This issues with the approval of J.S. & C.P.


3/7/13
(A.K. Singh)

Asstt. Controller (Admn.)
@/C P/ce
03/10/13
03/10/13

Copy to :

1. The Deputy Secretary (PSP), Ministry of Urban Development, Nirman Bhawan, New Delhi - 110018
2. The Under Secretary (Vigilance), Ministry of Urban Development, Nirman Bhawan, New Delhi - 110108
3. The Senior Technical Director, National Informatics Centre, Nirman Bhawan, New Delhi with the request to upload the O.M. on the website of this Department:
4. P.A to JS & C.P.
5. P.A. to F.O.
6. e-Gazette Section - with the request to co-ordinate with NIC to get the O.M. uploaded on the website of this Department.
7. All Section In-Charges
8. S.O. Kitab Mahal
9. Sale Counter, Delhi High Court
10. Book Depot, Kolkatta
11. Sale Counter Bangalore
12. Notice Board
13. Guard File