

Press Branch

Superintendent



Sangeeta Dua
Mobile-

Sr. Translator-IT
(One Assistant)

1T

- 1 Preparation of annual list of Newspapers.
- 2 Disposal of newspaper bill and maintenance of its attendance register.
- 3 Preparation of FIR report and information regarding tone Policy to DPR.
- 4 Preparation of defective in print reports.
- 5 Examination of objectionable material.

Jr. Translator

3T (abolish)

- 1 Examination of Newspaper and periodicals Published from Haryana starting with alphabets from A to L.
- 2 Maintenance of Newspapers registers (alphabets from A to L).
- 3 Issuing of reminders for supply of Newspaper U/s 11-A preparation of report U/s 5 (5a) 5 (5b), 5 (6) and 5 (7) of press Act (alphabets from A to L).
- 4 Preparation of FIR of Newspapers (alphabets from A to L)
- 5 Preparation of defective in print reports (alphabets from A to L).
- 6 Information regarding newspaper i.e. tone policy and regularity for supplying to other department and DPR for advertisement (alphabets from A to L).
- 7 Preparation of quarterly statement regarding starting & ceasing of publications of newspapers/periodicals from Haryana (aphbabet from to A to L).
- 8 Examination of Amar Ujala, Times of India, Danik Bhaskar, Indian Express.

Jr. Translator

4 T (Abolish)

- 1 Examination of Newspaper and periodicals Published from Haryana starting with alphabets from M to Z.

- 2 Maintenance of Newspapers registers (alphabets from M to Z).
- 3 Issuing of reminders for supply of Newspaper U/s 11-A preparation of report U/s 5 (5a) 5 (5b), 5 (6) and 5 (7) of press Act (alphabets from M to Z).
- 4 Preparation of FIR of Newspapers (alphabets from M to Z)
- 5 Preparation of defective in print reports (alphabets from M to Z).
- 6 Information regarding newspaper i.e. tone policy and regularity for supplying to other department and DPR for advertisement (alphabets from M to Z).
- 7 Preparation of quarterly statement regarding starting & ceasing of publications of newspapers/periodicals from Haryana (alphabets from M to Z).
- 8 Examination of Hindustan Times, Hari Bhoomi, The Tribune, and Punjab Kesari.

Assistant

1 PB

- 1 Installation of printing presses U/s 4 of press Act.
- 2 Proscription of objectionable material.
- 3 Preparation of quarterly statement regarding objectionable material/writing to G.O.I. and Minority cell of Home Department (Govt. of Haryana).
- 4 Preparation of Annual statement of presses.
- 5 Furnishing of information of P.M.-15 point programme (regarding Point 7) Replies of Lok Sabha, Rajya Sabha and haryana Vidhan Sabha questions.
- 6 Misc. work (Leave account).
- 7 Prosecution of Editors and Printer/publishers of Newspapers and Books under press Act of IPC.
- 8 Forfeiture of Books & Newspapers.

Assistant

2 PB

- 1 Regulating the supply of newspapers and Periodicals Published from Haryana.
- 2 Correspondence with DC/SDM regarding declaration of Newspaper.
- 3 Correspondence with Registrar of Newspapers for India New Delhi.

- 4 Preparation of list of pending cases more than six month and its supply to A.r. Branch.
- 5 Press council Act and Complaints received from press Council under Press Council act and Complaints received from press Council under Press Act and Publications.
- 6 Supply of Information to DPR for advertisement purpose.
- 7 printing of Performa/registers ect. From printing press.
- 8 Disposal of old newspapers and periodicals through store keeper

Steno

Vacant

All type works of Press branch in Hingi & English.

Clerk

- 1 Diary.
- 2 Dispatch of the branch & Misc. work

Resporer

vacant

- 1 Preparation of press cuttings of the daily press.
- 2 Mainteance of record of press Branch.