

Title	Publication Procedure Manual	Clause No	Rev. No.
Document No	Yashada/S04/PUB	6.3	NIL

**Procedure NO.1:**

**Publication of Journals**

Sr No	Work Activity	Time Limit	Person/s responsible
1.	Obtain articles and research papers	D-90 to D-60	Editor / Asst. Prof.
2.	Refer set of articles to editorial committee	D-60 to D-50	Editor / Asst. Prof.
3.	Finalize contents of the issue	D-50 to D-35	Editorial Committee
4.	Carry out DTP, Proof Reading and editing of the draft	D-35 to D-15	Asst. Prof. / Publication Assistant
5.	Seek approval for printing cost and issue work order to Printing Contractor	D-15 to D-10	R.O. (Pub)
6.	Receive delivery of Printed Copies	D-10 to D	R.O. (Pub)
7.	Receive bill/s, Make entries in Stock Register, Processing of bill/s and payment of Honorarium	D to D+15	R.O. (Pub)
8.	Uptodation of Mailing List	D to D+5	R.O. (Pub)
9.	Commence Distribution	D to D+15	R.O. (Pub)

**Reference Documents:**

1. Policy Circular No: PC/2003-04/YMRC/001 dated 29.3.04
2. YASHMANTHAN and ASHWATTHA Files

**Records:**

1. Subscription Forms and register
2. Mailing lists
3. Contributor's Honorarium Records (Receipt Format)
4. Sale records (As per YASHADA Formats) Cash book, Register

Prepared by Sign Date	MR  23/07/2010	Approved by  Sign Date	DG  25/07/10
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**Procedure NO.2:**

**Publication of Brochures, Publicity Material etc**

Sr No	Work Activity	Time Limit	Person/s responsible
1.	Obtain write-ups inputs from all relevant YASHADA sources	D-60 to D-40	R.O. (Pub)/A.P.
2.	Compile and Refer materials to Head, YMRC	D-40 to D-35	R.O. (Pub)/A.P.
3.	Finalize contents and typeset material	D-35 to D-25	R.O. (Pub)/A.P./P.A.
4.	Proof read, edit and carry out DTP	D-35 to D-20	R.O. (Pub) / P. A.
5.	Obtain Administrative and Financial Approval	D-20 to D-15	R.O. (Pub)
6.	Receive delivery of printed copies	D-15 to D	R.O. (Pub)
7.	Receive and process bill and make entry in Publications Register	D to D+15	R.O. (Pub)
8.	Commence Distribution	D to D+ $\alpha$	R.O. (Pub)

**Reference Documents:**

1. Policy Circular No: PC/2003-04/YMRC/001 dated 29.3.04

**Records:**

1. Publication specific file
2. Indents received from various sections of YASHADA

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**Procedure NO. 3:**

**Publication of Books**

Sr No	Work Activity	Time Limit	Person/s responsible
1.	Receive indent for publication of book and manuscript	D-∞ to D-270	R.O. (Pub)/ A. P.
2.	Obtain administrative approval	D-270 to D-240	R.O. (Pub)/ A. P.
3.	Refer for content and language editing	D-240 to D-180	R.O. (Pub)/ A. P.
4.	Carryout DTP of 1st draft	D-180 to D-150	P.A.
5.	Refer for Proof Reading	D-150 to D-120	R.O. (Pub)/ A. P.
6.	Make corrections and carryout D.T.P. of 2nd Draft	D-120 to D-90	R.O. (Pub)/P.A.
7.	Refer to proof-reader and or author for finalization of draft	D-90 to D-60	R.O. (Pub)/ A. P.
8.	Obtain financial approval and print-out on tracings and issue work order	D-60 to D-45	R.O. (Pub)/ A. P.
9.	Follow-up and receive delivery of printed copies and process	D-45 to D	R.O. (Pub)
10.	Receive and process bill/s and make entry in the stock Register	D to D+15	R.O. (Pub)
11.	Conduct releasing ceremony and commence Distribution / Sale	D to D+30	R.O. (Pub)

**Reference Documents:**

1. KRA Policy
2. Annual Publication Plan / Budgetary provisions
3. Applicable Acts and Laws/Bye-laws

**Records: (Files, Formats, Registers, etc.)**

1. Publication specific file and containing project proposal for book publication
2. Delivery Challans
3. Publication Register
4. Stock Book
5. Requisition form for non-price and complimentary copies of price publications

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**Format of Subscription for Yashmanthan**  
**यशदा यशमंथनच्या वर्गणीदारांसाठी अर्जाचा नमुना**

मला / आम्हाला ..... ते ..... या कालावधीसाठी 'यशदा यशमंथन' ची त्रैमासिक वर्गणी भरावयाची इच्छा आहे.

मला / आम्हाला खालील पत्त्यावर 'यशदा-यशमंथन' चे अंक पाठविण्यात यावेत.

नांव (व्यक्ती / संस्था) \_\_\_\_\_

पद \_\_\_\_\_

पोस्टाचा पत्ता \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

शहर / जिल्हा \_\_\_\_\_ पिन कोड :

दूरध्वनी क्र.

फॅक्स क्र.

ई-मेल

ह्यासोबत रु. २००/- (दोनशे रुपये फक्त) ची मनी ऑर्डर पाठविण्यात येत आहे.

सही

नांव \_\_\_\_\_

<p>प्रति</p> <p><b>संशोधन अधिकारी (प्रकाशन)</b> यशवंतराव चव्हाण विकास प्रशासन प्रबोधिनी (यशदा) राजभवन आवार, बाणेर रोड, पुणे ४११ ००७ दूरध्वनी : ०२०-२५६०८२२७ फॅक्स : ०२०-२५६५९९३५</p>
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### Format of Subscription for Ashwattha

The Yashwantrao Chavan Academy of Development Administration (YASHADA) brings out its English journal Ashwattha on a quarterly basis. Thus in a year, we bring out four issues of the journal for the periods January-March, April-June, July-September and October-December. From the July-September, 2001 issue, Ashwattha has become a priced publication. The price per copy being Rs.20, the annual and three yearly subscription charges are Rs. 200 respectively. If you wish to subscribe to Ashwattha, kindly fill in the necessary details as mentioned below.

### Subscription Form

I/We would like to subscribe to Ashwattha for the following period : (Tick mark the appropriate column)

Sr No	Period	Duration (mm/yr to mm/yr)	No of Issues	Price (In Rupees)	Tick Mark ( ✓ )
1.	One Year		4	80/-	
2.	Two Years		8	160/-	
3.	Three Years		12	200/-	

I/We would like to receive Ashwattha on the address as mentioned below:

**Name & Designation:**

\_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address :**  
\_\_\_\_\_  
\_\_\_\_\_

**City/District :** \_\_\_\_\_ **Pin Code :** \_\_\_\_\_

**Tel No :** \_\_\_\_\_ **Fax No :** \_\_\_\_\_

**E-mail :** \_\_\_\_\_

Enclosed herewith is a DD / MO bearing the No. \_\_\_\_\_, dated \_\_\_\_\_, for Rs. \_\_\_\_\_, drawn in favor of the Director General, YASHADA, Pune.

**Signature & Date**

<p><b>To,</b>  <b>The Editor, Ashwattha</b>  <i>Yashwantrao Chavan Academy of  Development Administration</i>  <i>Raj Bhavan Complex, Baner Road</i>  <b>Pune 411 007. Tel. : 020-25608227</b></p>
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**Format of Register for Subscriber's Mailing List**

<i>Sr. No.</i>	<i>Name of Address of the Subscriber</i>	<i>Receipt No.</i>	<i>Period</i>	<i>Member ID</i>

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### Format for Making Payment to Contributors of Journals

#### RECEIPT



**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION, PUNE**

***Name of the Journal*** :

**Volume No and Issue** :

**Name and Address of Contributor** :

Received Cheque No. \_\_\_\_\_, dated \_\_\_\_\_, drawn on \_\_\_\_\_  
for the sum of \_\_\_\_\_, by way of honorarium for  
contributing an Article titled \_\_\_\_\_ for  
from the Yashwantrao Chavan Academy of Development Administration (YASHADA),  
Pune – 411 007, on the date \_\_\_\_\_.

Signature of Assistant Professor & OIC, (Pub.)

Signature of Contributor, Ashwattha

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**Yashwantrao Chavan Academy of  
Development Administration (YASHADA), Pune**

**Publications Cell**

**Requisition form for non-priced and complimentary copies of  
priced publications**

(Books / Journals / Annual Report / Brochures / Catalogue)

1. The requisition slip to reach Research Officer (Pub) at least 24 hours before requirement.
2. The requisitions for all priced publications should be approved by DDG/HoD, Publications Cell
3. The requisitions for all non-priced publications/journals will be approved by OIC, Publications Cell

Date:

To,  
The Asst. Prof. & Officer Incharge,  
Publications Cell,  
YASHADA, Pune – 411 007.

Kindly provide for the under mentioned purpose the complimentary copies of the publications specified below:

Sr.	Title of the Publication	No. of copies
1		
2		
3		

Purpose for which required:

Name of the delivery receiver:  
(To whom copies to be delivered)

*Signature:*  
*Name:*  
*Designation of Indenting*  
*Officer:*

**OIC, Publications Cell**

**Director, CMP**

**HoD, Publications Cell**

*Receivers Signature*

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### **Format for Project Proposal for Book Publication**

*Proposed title of the Publications*

Name of Author / Editor / Compiler

Brief Description of Contents of the Book  
(Attach additional sheets if required))

*Utility of the Book*

*Target audience*  
(No. of copies)

*Terms and Conditions with Author/s*  
(copyright and Royalty etc.)

Whether sponsored / or not

**Author / Proposer**

**Assistant Professor & OIC (Publications)**

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**Format of Stock Book for Priced Publication**

**Delivery Challan cum Bill**

**Yashwantrao Chavan Academy of Development Administration  
Publication Cell**

Raj Bhavan Complex, Baner Road, Pune 411 007. Ph : 020-25608227

To. \_\_\_\_\_ No. \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

<i>Sr. No.</i>	<i>Title of Publication</i>	<i>No. Of Copies</i>	<i>Printed Price</i>	<i>Discount</i>	<i>Amount (Rs.)</i>
				Total Rs.	

Complimentary Copy / Receipt No.

Receiver's Sign

for **YASHADA** (Publication Cell)

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<i>Date</i>	<i>Opening Balance</i>	<i>Receipt No. / Complimentary Copies</i>	<i>Nos.</i>	<i>Closing Balance</i>

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**Format for the Register of YASHADA's Publications**

<i>Sr. No.</i>	<b>Title of the Publication</b>	<i>Particulars</i>	<i>No. of Copies</i>	<i>Contractor's / Supplier's Name, Bill No. &amp; Date</i>	<i>Amount of Bill (Rs.)</i>	<i>Signature</i>

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**Procedure NO. 4:**

Organise Radio & TV talks by Resource Persons

<i>Sr. No.</i>	<i>Work Activity</i>	<i>Time Limit</i>	<i>Person/s responsible</i>
1.	Obtain script from concerned faculty members / resource person	D-90 to D-60	R.O. (Pub)
2.	Obtain approval from OIC, Publication	D-60 to D-55	R.O. (Pub)/A.P.
3.	Refer the script to AIR / Doordarshan Centre	D-55 to D-50	R.O. (Pub)
4.	Receive intimation letter	D-50 to D-20	R.O. (Pub)
5.	Organise resource person/s visit to studio for recording	D-20 to D	R.O. (Pub)
6.	Intimate CAVP to record the telecast	D to D+5	R.O. (Pub)

Reference Documents:

1. KRA Policy

Records: (Files, Formats, Registers, etc.)

1. Requisitions for Organising Programmes on AIR/Doordarshan
2. Collection of Audio and Video Cassettes / CDs

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**Format for Requisition of Organising Programme on AIR/ Doordarshan**

**आकाशवाणी / दूरदर्शन कार्यक्रम सादर करण्यासाठी**

1. आकाशवाणी / दूरदर्शनसाठी सादर करावयाचा कार्यक्रमाचा विषय
2. मुलाखत / चर्चासत्र / भाषण
3. सहभागी व्यक्तींची नावे
4. अवधी
5. कार्यक्रम सादर करण्याचा विषय आपणास ठरवून दिलेल्या KRA शी संबंधित आहे / नाही
6. यापूर्वी कार्यक्रम सादर केलेली तारीख
7. यापूर्वी सादर केलेल्या कार्यक्रमाचा तपशील
8. सोबत कार्यक्रमाची संहिता जोडली आहे / नाही

विद्याशाखा अधिकाऱ्याचे नाव व स्वाक्षरी

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Procedure No. 5

Publication of Articles in Newspapers

<i>Sr. No.</i>	<i>Work Activity</i>	<i>Time Limit</i>	<i>Persons / responsible</i>
1.	Receive indent for publication of article in Newspaper	D-30 to D-20	R.O. (Pub)
2.	Obtain approval from OIC, Publication	D-20 to D-15	R.O. (Pub)
3.	Send to relevant Newspapers	D-15 to D-10	R.O. (Pub)
4.	Follow-up and get it published	D-10 to D	R.O. (Pub)
5.	Distribute the cuttings to concerned resource person and collection file	D to D+5	R.O. (Pub)

Reference Documents:

1. KRA Policy

Records: (Files, Formats, Registers, etc.)

1. Requisitions for Publication of Articles in Newspapers
2. File for Preservation of Published Articles

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## Format of Requisition for Publication of Articles in News Papers

### वृत्तपत्रांमध्ये लेख प्रकाशित करण्यासंबंधी

1. लेखाचा विषय
2. लेख प्रकाशित करण्याचा उद्देश
3. लेख KRA शी संबंधित आहे / नाही
4. प्रकाशित करण्याची संभाव्य तारीख

विद्याशाखा अधिकाऱ्याचे नाव व स्वाक्षरी

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**Procedure No. 6:**

Publication of News items in Newspaper

<i>Sr. No.</i>	<i>Work Activity</i>	<i>Time Limit</i>	<i>Person/s responsible</i>
1.	Receive indent for Publicity		R.O. (Pub)
2.	Finalise the draft of news item		R.O. (Pub)
3.	Deliver the news item to Newspaper / Radio / TV		R.O. (Pub)
4.	Intimate the concerned officials about publication and display on notice board		R.O. (Pub)
5.	Preserve in collection of news items		R.O. (Pub)

Reference Documents:

1. KRA Policy

Records: (Files, Formats, Registers, etc.)

1. Requisitions for Organising Programmes on AIR/Doordarshan
2. File for preservation of published News Items

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**Format of Requisition for Publication of News Items in News Papers**

**प्रसारमाध्यमांसाठी बातमी देण्यासाठी**

1. कार्यक्रमाचे नाव
2. कार्यक्रमाची तारीख व वेळ
3. कार्यक्रमाचे स्थळ
4. प्रमुख उपस्थितांचे/मान्यवरांचे नाव
5. आकाशवाणी/दूरदर्शन/वृत्तपत्रे यापैकी कोणत्या माध्यमांसाठी बातमी द्यावयाची त्याचा तपशील
6. फोटो/व्हीडीओ क्लिप किंवा बाहेरील पत्रकारांना निमंत्रित करावयाचे आहे / नाही

विद्याशाखा अधिकाऱ्याचे नाव व स्वाक्षरी

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