

RAJYA SABHA SECRETARIAT
(PRINTING & PUBLICATIONS SERVICE)

Parliament House Annexe
New Delhi.

No. RS./43/2019/P&P

Dated the 12th April, 2019

C I R C U L A R

SUB : Prior Administrative approval mandatory for publication jobs.

It has been observed by the Printing & Publications Service that sometimes the Printing jobs are sent to it without obtaining prior Administrative Approval from the competent authority. As per administrative guidelines, this is mandatory to do so.

2. All the Sections/Branches of the Rajya Sabha Secretariat are requested to obtain Administrative Approval of the competent authority **for each Financial Year** before sending printing jobs to this Service.

(RAM DEO SHARMA)
ADDITIONAL DIRECTOR (P&P)
23034073

To,
All PSs/PAs to Officers and Sections