

CHAPTER IV (Manual-3)

**RULES, REGULATIONS, INSTRUCTIONS, MANUALS
AND RECORDS HELD/USED FOR DISCHARGING
FUNCTIONS**

Rules, Regulations, Instructions, Manuals and Records held/used by DAVP for discharging functions are given below:

S.No.	Name/title of the document/ with brief write up(includes information where the document are available alongwith / fee charged if any)	Type of the document
PRESS ADVERTISEMENTS		
1	Advertisement policy of Government of India Contains guidelines of empanelment of newspapers/journals & procedure for renewal of rate contract besides procedure for release of government advertisements. The document is available on DAVP website.	Policy document
2	Criteria for empanelment for UPSC advertisements The document specifies criteria for inclusion of the newspapers for release of UPSC/SSC advertisements. The document is available on DAVP website.	Guidelines
3	Rate Structure Committee Report. The document contains the formula for computation of DAVP advertisement rates. The document is for internal official use.	Report
4	Panel of Publications. It contains the list of newspapers/journals empanelled with DAVP for release of government advertisements. The document is available on DAVP website.	Others
AUDIO VISUAL PUBLICITY		
1	Guidelines for empanelment of AV producers The document contains eligibility/procedures and conditions for empanellement of audio-video producers. The document is available on DAVP website.	Guidelines
2	Terms & conditions for AV productions It gives the requirements to be met by audio-video producers while making AV productions. The document is available on DAVP website.	Guidelines
3	Procedure for empanelment of private TV/Radio channels for broadcast/telecast The document contains eligibility criteria and the documents clients are require to submit alongwith application form for empanelment. The document is available on DAVP website.	Guidelines
4	Panels of producers/agencies and TV/Radio channels. It contains the list of AV producers and TV/Radio Channels empanelled with DAVP for production/telecast/broadcast of programmes/spots. The document is available on DAVP website.	Others
PRINTED PUBLICITY		
1	Procedure for empanelment of Printers. The document contains the procedure and requirement for empanellement of printers. The document is available on DAVP website.	Guidelines
2	Procedure for assigning jobs relating to Printed Publicity to printers. The document gives the detailed procedure adopted by DAVP for assigning printing jobs to the printers. The document is available on DAVP website.	Guidelines
3	Panel of Printers It is the list of printers empanelled with DAVP for assigning printing jobs. The document is available on DAVP website.	Others

OUTDOOR PUBLICITY		
1	Procedure for empanelment of Outdoor agencies. The document gives the requirements and procedures for empanelment of outdoor publicity agencies. The document is available on DAVP website.	Guidelines
2	Procedure for assigning jobs relating to Outdoor Publicity to agencies. It gives the detailed procedure for awarding outdoor jobs to the agencies. The document is available on DAVP website.	Guidelines
3	Panel of agencies. It contains the list of outdoor agencies empanelled with DAVP for undertaking outdoor publicity jobs.	Others
GENERAL/ADMINISTRATION/FINANCIAL		
1	DAVP manual. It gives a detailed account of the organization and functioning of various wings. The Manual is voluminous and is used as a reference book for official purposes only.	Manual
2	The following rules/regulations are referred for general administrative vigilance and financial purposes which are under the control of the nodal Ministries viz. Finance, DOP&T etc. Fundamental Rules and Supplementary Rules. CCS (Conduct) Rules CCS (CCA) Rules. CCS (Pension) Rules. CCA (Leave) Rules. General Financial Rules Delegation of Financial Power Rules. Staff Car Rules.	Rules