

Important Information to Subscribers of Publications Division's journals

It is the endeavour of Publications Division to ensure timely delivery of Journals and thereby provide maximum satisfaction for its subscribers.

- Usually **there would be a time gap between the initiation of subscription by the user and the first delivery of the subscribed Journal**. The time gap is due to two reasons, dispatch date and cut off date.
 - **Dispatch date:** - is the date on which journals are dispatched together from the Publications Division's Journal Unit. This date is given by Department of Posts and has to be adhered to.
 - **Cut off date:**- is the date on which the concerned Publications Division's Journal Unit will print the subscription list for next month's issue/volume. Any new subscription after this date will only be considered for the subscription list of next month only.
- The difference between cut off date and dispatch date is the time required to print the concerned number of journals and to make them post ready.

For online subscriptions

For example: - Cut off date for Yojana English for next month's issue/volume is 18th of a month. Its dispatch date is 25th /26th of the month.

➤ **Scenario 1:- Customer subscribes Yojana English on or before 18th of March**

Outcome: Customer will be included in the subscription list for April issue Yojana English. The April issue Yojana English journal will be dispatched through Dept of Post on 25th or 26th of March.

➤ **Scenario 2:- Customer subscribes Yojana English after 18th of March**

Outcome: Customer will be included in the subscription list for May issue Yojana English. The May issue Yojana English journal will be dispatched through Dept of Post on 25th or 26th of April.

Please refer the table placed below to know the cut off dates and dispatch dates of various Journals published by Publications Division.

Table 1: Cut off Dates/Dispatch dates of various Journals

Name of Journal	Cut off date for receiving online subscription	Dispatch date
Aajkal Urdu	8 th of previous month	15/16 th of previous month
Bal Bharti	11 th of previous month	18/19 th of previous month
Aajkal Hindi	14 th of previous month	21/22 of previous month
Kurukshetra English	25 th of previous month	2 nd /3 rd of same month
Kurukshetra Hindi	28 th of previous month	5 th /6 th of same month
Yojana English	18 th of previous month	25/26 th of previous month

Yojana Hindi	22 nd of previous month	29/30 th of previous month
Yojana Assamese	20 th of previous month	2 nd week of same month
Yojana Bangla	28 th of previous month	2 nd week of same month
Yojana Gujarati	20 th of previous month	2 nd week of same month
Yojana Kannada	28 th of previous month	2 nd week of same month
Yojana Marathi	29 th of previous month	2 nd week of same month
Yojana Malayalam	24 th of previous month	2 nd week of same month
Yojana Odiya	26 th of previous month	1 st week of same month
Yojana Punjabi	26 th of previous month	1 st week of same month
Yojana Tamil	29 th of previous month	2 nd week of same month
Yojana Telugu	5 th of same month	2 nd week of same month
Yojana Urdu	26 th of previous month	1 st week of same month

For offline subscriptions

Offline subscription involves

- Receiving of subscription details from subscriber
- Processing of DD /Postal Order/Money order sent by the Subscriber.
- Adding into subscription list for next month
- Giving print orders for next issue
- Dispatch of subscribed journal through post

This entire process takes time and hence there is an inevitable time gap between the date of subscription request and delivery of subscribed journals.

- Concerned unit of Publications Division will dispatch the next available issue after processing the subscription.

Estimated dispatch time for journals: - 15 days to 6 weeks depending on the date of subscription.

For any query/complaint.

Contact : Officer-in-Charge of Journals Unit, Publications Division, Room No. 48-53, Soochna Bhawan, CGO Complex, Lodi Road, New Delhi 110 003.

E-mail: pdjucir@gmail.com

Ph No:- 011-24367453

Phone is available on all working days (Monday to Friday) during office hours (9.30 am to 6.00pm).

Additional Information to subscribers

Mode of dispatch of Journals

All the journals are sent to subscribers through ordinary post. It is pertinent to mention here that Department of Posts does not provide any tracking number or proof of delivery for the same.

Refund Provisions

Is there any provision of refund/adjustment of subscription fee in case of non-receipt of journals?

There is no such provision.

Change of Address

Can I change my address during subscription period?

Yes, you can change your address any time by informing us your old as well as new address. A request for change has to be given in writing.
