

**“Details of the Organisation”
Information & Public Relations Department, H.P. Shimla-2**

Sr. No.	Particulars	Details
i)	The particulars of its organization, functions and duties;	<p><u>Organization:</u> The Information & Public Relations Department of Himachal Pradesh is headed by Director, Information & Public Relations, at Directorate level, he is assisted by 2 Additional Directors, 1 Joint Director, 1 Deputy Director, 6 Information Officers, 1 Senior Technical Officer, 1 Public Relations Officer (Song & Drama), 1 Superintendent Grade-I, 2 Senior Editor, 2 Editors, 1 Reporter, 2 Film & Photo Officers, 2 Assistant Editors, 4 APROs, 1 SO (SAS), 3 Superintendents Grade-II, 1PA, 7 Sub-Editors. Whereas the department/Director Information & Public Relations is assisted and represented by DPROs at the district headquarters APROs at the Sub-divisional level and Deputy Directors at Press Liaison office Chandigarh, Delhi and HPLO, Jalandhar besides Deputy Director at Zonal Office, Dharmshala. In addition to the above other supporting staff is also assisting the Director in publicity and other Public Relations works. The detail of the work assigned to each of the above is defined below:</p> <p><u>Functions & Duties:</u></p> <ol style="list-style-type: none"> 1. To disseminate and facilitate the follow disseminate information to the public on the policies, programmes and activities of the Government and at the same time assess reactions of the people to keep the Govt. informed of such feedback information. 2. To identify the sources from where the information emanates and arranges to gather such information. 3. To identify the target audiences to whom these messages and information must reach. 4. Positive steps to achieve goodwill. 5. Action to safeguard. Reputation (Image) of the Government. 6. Internal Relationship. 7. Explain the concept of a democratic government and its functions. 8. To organise and coordinate the Public Relations activities of government in various sectors. 9. Identify the factors, which necessitate the practice of public relations in government. 10. Understand the media and methods that are used for disseminating information and to take steps to maintain liaison with the media.
ii)	The powers and duties of its officers and employees;	<p><u>Director:</u></p> <ol style="list-style-type: none"> 1. Head of the Department. 2. Liaison with the Govt., Ministers, Secretaries and other important functionaries of the State Government relation to information. 3. Inter State Liaison with print media as well as with electronic media.

		<p><u>Addl. Director: I</u></p> <ol style="list-style-type: none"> 1. General Administration. 2. Establishment. 3. Control of Vehicles. 4. Coverage of functions. <p><u>Addl. Director :II</u></p> <p>Attached with His Excellency to the Governor as P.R.O.</p> <p><u>Addl. Director-III</u></p> <ol style="list-style-type: none"> 1. All over incharge in the Giriraj office. 2. Supervision over publication of Giriraj and Himprastha. 3. Write speeches of VIPs and Article, feature and success stories. 4. Interviews of VIPs on important policies and programs for publication in Giriraj Weekly. <hr/> <p><u>Joint Director:</u> Incharge of Publication Budget & Planning., Special Supplements. Pension cases. ENG Section/Technical Section Coverage of functions/meeting. Messages of Chief Secretary. Photo Section.</p> <hr/> <p><u>Deputy Director: (Press)</u></p> <ol style="list-style-type: none"> 1. Incharge of Press Wing 2. Advertisement. 3. Clarifications, contradictions & News clippings. 4. Prohibition. <p><u>Deputy Director (Zonal Office):</u></p> <ol style="list-style-type: none"> 1. The Officer Incharge, Zonal office comprising of districts Chamba, Lahaul & Spiti, Una, Kangra, Mandi, Kullu and Hamirpur will function under the over all control and supervision of the Director of Public Relations and regulate his activities in his Zone. 2 To ensure proper progress and efficient functioning of various publicity medias and schemes in the districts in his zone so as to ensure intensive publicity of programmes and policies of the government and achievements made in the field of development.
--	--	--

		<p>Press Liaison Offices: <i>(JD/DD/IO/Editor whosoever is posted there)</i> He is overall incharge of the Press Liaison Office and its administrative Head. It falls in the prime duty of the PLO to forge perfect rapport and liaison with all the media persons based in their respective jurisdiction including Print, Electronic and other media. In coordination with the Directorate. He is to ensure the timely and proper coverage/publicity of all the functions of the State Government on these media network.</p> <p>Sr. Editors (2):</p> <ol style="list-style-type: none"> 1. Supervision,Editing of material for production of publicity literature. 2. Editing, printing, advertising and publication of Giriraj Weekly and Himprashtha monthly Magazine. 3. Writes speeches of VIPs and Article, feature and success stories. 4. Interviews of VIPs on important policies and programs for publication in Giriraj Weekly. 5. Layout, designing, page making of all publications. 6. Prepration of pamphlets, booklets and publicity material. 7. Editorial Writing. 8. Incharge of Giriraj/ Himprastha publication. 9. Look after circulation and marketing of Giriraj and Himparastha. 10. Backround publicity material for press consumption. 11. Editing and improvement of publicity literature of various government department.
		<p>Information Officers: Press duty. Prepare messages of VIPs, coverage of important meetings, functions of different departments. Feature writing, Translation work, Preparation of Talking points, speeches of concerned ministers attached with each Information Officer. Preparation of clarifications, contradictions and statements of ministers</p>
		<p>Sr. Technical Officer:</p> <ol style="list-style-type: none"> 1. Incharge of Technical Unit of the Department. 2. Incharge of TV Studio. 3. Supervision of technical staff and installation of Public Address services when provided for the functions of VVIPs. 4. To check the monthly progress reports of all technical staff. 5. To ensure that all the equipments installed in the Department function properly both at the Head Quarter and in the districts/PLOs. 6. To assist in procurement of equipments for the Department. 7. To extend technical co-ordination for making "Himachal Diary" and other developmental documentaries. 8. To assists superior officers for ensuring audio/video/photo coverages of all Government functions. 9. To assist in arranging dispatch of video and photo coverages of functions to Doordarshan/Private Channels/Press for telecast/publication well in time. 10. To ensure that the public address system works properly in Vidhan Sabha during Vidhan session as well as in the district during VVIP and other major functions including international fairs and festivals. 11. To ensure proper video coverage of Question Hour in Vidhan Sabha during session.

		<p>12. All correspondence related to technical section/TV Studio/Photo Section of the Department for technical matters only.</p> <p>13. Correspondence with the Ministry of Information and Broadcasting regarding installation/maintenance of VLPTs/LPTs and HPTs of AIR and Doordarshan in the State.</p> <p>14. Condemnation/Writing-off of obsolete/ surplus/unserviceable articles of technical stores.</p> <p>15. Procurement and maintenance of Dish antennae and TV Sets under Community Viewing scheme and their timely transportation/supply to the concerned districts.</p> <p>16. Procurement/maintenance of computers/Photostat Machines/Fax Machines in the Head Quarters and other offices of the department.</p> <p>17. To fix the physical target for video shows and to ensure that this target is met.</p> <p>18. To ensure supply of quality equipment to all districts, PLOs including Public Address System, Computers, Fax machines etc. and keep perfect co-ordination with the field officers incharge for all matters related to equipment and technical section.</p>
		<p>Public Relations Officer (Songs & Drama):</p> <p>1. Incharge of State Drama Troupe.</p> <p>2. Arrangement of Drama Troupes for cultural performance on important functions and festivals.</p> <p>3. To look after and regulate budgetary matters related to drama units all over the State and coordinate with DPROs for the requirements of the Units concerned.</p> <p>4. Preparing songs States, Plays etc. or different developmental & Welfare, Programmes of the Government to extending tour all the districts and ensure that all the problems of the drama units/sangeet parties are properly and timely redressed.</p>
		<p>Reporter:</p> <p>Transcribing of speeches of Hon'ble C.M. in the field & assembly and maintenance speech records and also working as incharge to supply information to various quarters after collecting it from the concerned quarters in the State.</p>
		<p>Drawing & Disbursing Officer (Any Gazetted Officer whosoever is entrusted the duties)</p> <p>Controlling and regulating budget and expenditure supervision of store and purchase besides repair and maintenance of vehicles. Setting of Audit Paras, Auction of condemned store items. Maintenance of records related budget and other financial matters including, cash book, bills sanctions, payments etc.</p>
		<p>Superintendent Gr.-I:</p> <p>1. To supervise all the work relating to all sections of the Department.</p> <p>2. To go through the dak received and mark the papers to the concerned section and also to give directions for its disposal.</p> <p>3. To ensure punctuality in attendance in the section and to advise the staff on matters of conduct and discipline.</p> <p>4. Deputing all class –IV and Class-III officials on duties including drivers etc. and checking up their day-to-day functioning.</p> <p>5. To ensure that all dealing hands and the diarist maintain all required registers and keep the same updated. Also check these registers at regular intervals.</p> <p>6. To keep a careful watch on any hold up in the movement of dak and files between the section and higher officers.</p> <p>7. To prepare papers and compile data for meetings and ensure timely submission. Ensure timely submission of fixed date cases, other important cases and papers required by the officers and keep a watch on progress of action.</p> <p>8. To make arrangements for disposal of work of officials of the</p>

		<p>section on leave.</p> <ol style="list-style-type: none"> 9. To ensure that all Manuals, Rules, Instructions, Guard files and Precedent Registers of the Sections are kept up to date by inserting correction slips. 10. For ensuring availability of staff posted under on holidays or early of late hours, maintain local address with phones of the entire staff. 11. To train and guide the staff posted in the section and to point out their shortcomings and deficiencies. 12. To allocate evenly, work of the section to the staff posted in the section with the approval of the Branch officer and maintain an updated distribution list of work amongst the dealing hands in the section. <p><u>Film & Photo Officer:</u></p> <ol style="list-style-type: none"> 1. Incharge of Film and Photo Section. 2. Photographing of important functions and festivals. 3. Preparation of multiple portraits for exhibition unit and photo features. 4. Coverage of Hon'ble Chief Minister, Ministers, other dignitaries and other important functions of the State Government. 5. Issue of Photographs to the Press and also to individuals on payment. <p><u>Editor-1</u></p> <ol style="list-style-type: none"> 1. Editing of material for production of publicity literature. 2. Editing printing, advertising and publication of Giriraj Weekly . 3. Writes speeches of VIP's and article, feature and success stories. 4. Interviews of VIP's on important policies and programmes for publication in Giriraj Weekly. 5. Layout, designing, page making of all publications. 5. Preparation of pamphlets, booklets and publicity material. 6. Editorial writing. 7. Incharge of Giriraj weekly. 8. Look after circulation and marketing of Giriraj . 9. Talking points for VIP's. 10. Background publicity material for press consumption. 11. Editing and improvement of publicity literature of various government departments. <p><u>Editor-2:</u></p> <ol style="list-style-type: none"> 1. Editing of material for production of publicity literature. 2.Editing printing, advertising and publication of Himprashtha monthly Magazine. 3.Editing printing, advertising and publication of Himprashtha Magazine. 4. Writes speeches of VIP's and article, feature and success stories. 5.Interviews of VIP's on important policies and programmes for publication in Giriraj Weekly. 6. Layout, designing, page making of all publications. 7. Preparation of pamphlets, booklets and publicity material. 8. Editorial writing. 9. Incharge of Himprashtha. <p><u>Asstt. Editor (2)</u> To assist in preparation of publicity literature, feature writing, talking points, speeches of VIPs, and translation work and Hindi Press notes and allied works at the Headquarters. Whereas the Assistant Editor posted in the Giriraj carries out the work related to the publication</p>
--	--	---

		<p>and preparation of material including subbing etc. of these weekly and monthly , newspaper & journal respectively. Besides writing features, press notes speeches and translation work.</p> <p><u>Sub Editors:</u> To assist in preparation of publicity literature, feature writing, talking points, speeches of VIPs, and translation work and Hindi Press notes and allied works at the Headquarters.</p> <p><u>Asstt. Public Relations Officers</u></p> <ol style="list-style-type: none">1. To assist DPRO's in field publicity, coverage of functions of various media's in the district.2. To assist DPRO's in organizing of functions/festivals/programmes at district level.3. Writing of articles/developmental stories.4. Look after the work and responsibility of DPRO's in his absence.5. The APRO's in his Sub-Division look after all publicity works related to govt. policies and programmes.6. Keep liason with Sub-Division level department and carry out publicity campaign in the villages with field officers and Press.
--	--	--

		<p><u>Technical Assistant.</u></p> <ol style="list-style-type: none"> 1. To provide Public Address Services. To arrange video shows 2. Repair and maintenance of audio/video equipments. 3. Installation and maintenance of Direct Reception Sets. 4. Distribution of Departmental publications such as Giriraj, Himprastha and other literature published by the Department from time to time. 5. If required, they will conduct the stage and apprise their superior about the contents of the speeches of VVIPs. 6. They will hold Group discussions/Talks and will apprise DPRO the response of masses towards the various programmes/policies of the Government. 7. They will also assist APRO/DPRO in organising the government functions. 8. Any other work that may be assigned to them from time to time. superior about the contents of the speeches of VVIPs. 9. They will hold Group discussions/Talks and will apprise DPRO the response of masses towards the various programmes/policies of the Government. 10. Any other work that may be assigned to them from time to time. <p><u>Radio Mechanic/Projector Operator</u></p> <ol style="list-style-type: none"> 1. To provide Public Address Services. 2. To arrange video shows. 3. Repair and maintenance of audio/video equipments. 4. Installation and maintenance of Direct Reception Sets. 5. Distribution of Departmental publications such as Giriraj, Hamprastha and other literature published by the department from time to time. 6. If required, they will conduct the stage and apprise their superior about the contents of the speeches of VVIPs. They will hold Group discussions/Talks and will apprise DPRO the response of masses towards the various programmes/policies of the Government. <p>Any other work that may be assigned to them from time to time.</p>
iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	All the decision in the Deptt are taken by the Director. Whenever application/letter pertaining to any subject is received in the deptt, it is delt by the Dealing Asstt concerned and put before the section incharge with facts. The Section Incharge ut it before Dy.Director/Joint Director/Additional Director with comments. Barring some routine matters, the Dy.Director/Joint Director/Additional Director records his comments and put the file to worthy Director for final decision. Some matters such as Video Coverage of function, P.A.services etc which are routine nature are disposed off by the section incharge.
iv)	The norms set by it for the discharge of its functions;	Disseminate information to the public on the policies, programmes and activities of the Government and at the same time assess reactions of the people to keep the Govt. informed of such feedback information.
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<ol style="list-style-type: none"> i) Press Accreditation Rules ii) Award to Journalists Rules iii) Advertisement Policy

vi)	A statement of the categories of documents that are held by it or under its control;	No such documents.
vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	Most of the decisions are taken by the Administration of the Deptt. without the public participation. However, deciding the matters such as accreditation to the Correspondents is decided in a State Accreditation Committee in which the eminent journalist are active members.
viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	N.A.

CITIZEN CHARTER OF INFORMATION & PUBLIC RELATIONS DEPARTMENT

Our Motto: To keep people and Government informed.

INTRODUCTION:

The department of Information & Public Relations has been entrusted with responsibility of disseminating the policies and programmes of the Government to the public and keep Government informed about the peoples reaction in regard to these.

Presently, all modes of communication viz-personal contact, Song and Drama, Audio-Video, Photo exhibition, Print/Electronic Media are being used by the Department to achieve this objective. The department has its own website in which Govt. decisions in support of policies and programmes are incorporated time to time so that maximum number of people could be informed

within and out side the state. The department is utilizing latest technique for transmitting information to print and electronic media. All the offices of the department are computerized.

PUBLIC INTERFACE:

The client or customers of the department is people of the state in general and media persons in particular as through them the information is provided to the masses from time to time.

The department issues News releases/Press notes and advertisements, organizes Press conferences for informing public. Besides development articles, features, articles and backgrounders are also issued.

Himachal diary of 30 minutes is regularly being produced by the department, which highlights the developmental aspects and events. This is being telecast thrice in a month on 1st, 3rd and 5th Sunday at 7.15 P.M. from Doordarshan National channel including local cable network. Publicity material viz. Booklets, Calendars, pamphlet etc from time to time which provides information about various on going developments schemes.

-2-

-2-

OUR STAFF:

The department is headed by the Director located in the Suchna Avam Jan Samapark Bhawan, near Majitha House, Chhotta Shimla. It consists of various wings such as Press Section, Feature Section, Advertisement section, Photo Section, ENG Unit, Song and Drama Unit, Exhibition Unit, Publication wing, Establishment Section and Accounts Sections. The directorate controls, administers and gives guidelines to its subordinate offices i.e. District Public Relations Offices, which are located in every districts headquarters in the state and are headed by Distt Public Relations Officers. The department has Press Liaison Offices at Delhi, Chandigarh, Jalandhar and one Zonal Office at Dharamshala and all these are headed by Deputy Directors at present. The department has its offices at Sub-division level headed by Assistant Public Relations Officers and at Tehsil level by field functionaries- Projector Operator and Radio Mechanic. All the Public Relations Officers/officials are engaged to publicize the policies and programmes of the Govt. through various media's.

KEEPING YOU INFORM:

The department is bound to keep itself informed of all the policies and programmes as well as projects and schemes related to every department, which are being implemented in the field. The department collects information from all the developmental activities undertaken by various departments and publicises the same for general public. In view of this the department is always in the need of information related to various departments and government decisions taken from time to time.

In natural calamity and major accidents cases the timely information is vital for public and media persons. But as top government functionaries are out to places of mishap to supervise/assist relief and rescue work. It becomes tough to PR personal to obtain the details and

further dissemination of correct information. Being government department, the responsibility to provide right, factual and timely information is more important.

-3-

-3-

In such cases if incident occurs in some remote and far-flung corner of the state, the things get more complex as delay occurs in getting authentic information. The next higher official or officer of the department such as APRO, DPRO and state headquarter should be informed frequently in these particular cases. The higher official or officials are expected to address the situation and get the complete information/details from the concerned quarters as soon as early possible.

The department can help by providing right feedback to the Government if some policy and programmes are not acceptable to the public.

-0-

Annexure-‘A’

Name of the Department/Offices: Information & Public Relations
E-mail address: dprhp @ yahoo.com., dprhp @ himachal pr.gov.in

Details of PIO, APIOs

	Designation	Complete Office Address	Office Telephone No.	E-mail Address	Jurisdiction/ Units under the control for

					which he will rendering information to applicants.
State Public Information Officer at Department level	Director	Suchna Avam Jan Sampark Bhawan, H.P.Shimla-2	2621853	: dprhp @ yahoo.com.,	Throughout the State.
Assistant Public Information Officers at Department level	1. Additional/Joint/Deputy Director 2. Distt Public Relations Officers 3. Assistant Public Information Officers	Suchna Avam Jan Sampark Bhawan, H.P.Shimla-2 In every Distt In their place of posting		dprhp @ yahoo.com.,	Within their area of jurisdiction. Within the concerned Distt. Within the concerned Sub-Division.
A) Shri Jugvir Singha, Public Information Officer (PIO)	Deputy Director	Directorate of Information & Public Relations, H.P.Shimla-2	95177-2621328	dprhp @ yahoo.com.,	All offices of the Department in the State as well as PLO's
B) Smt. Arti Gupta, Assistant Public Information Officers (APIO)	Information Officer	Directorate of Information & Public Relations, H.P.Shimla-2	95177-2621328	dprhp @ yahoo.com.,	All offices of the Department in the State as well as PLO's
C) Shri Shiv Dutt Garag, Appellate Authority.	Joint Director	Directorate of Information & Public Relations, H.P.Shimla-2	95177-2621328	dprhp @ yahoo.com., : dprhp @ yahoo.com.,	All offices of the Department in the State as well as PLO's

Annexure

List of Bodies, which needs to be brought under the purview of Right to Information Act, 2005 of Government of India.

Sr. No.	Nomination	Activities performed	Nature and extent of ownership by owned/controlled/substantially financed	Extent of financial assistance provided directly or indirectly
	-N.A-	-N.A-	-N.A-	-N.A-