

Information under Section 4 of RTI Act pertaining to Regional Office, DFP, Bangalore

1. Particulars of organization, functions and duties :-

The Directorate of Field Publicity is one of the Media Units of the Ministry of Information and Broadcasting. It is engaged in the task of publicising programmes and policies of the Government through interpersonal communication.

DFP envisages informing government's plans, schemes, policies thereby empowering the people with awareness on Central and State Government programmes through interpersonal communication. Bring about attitudinal changes in the minds of the people. Mobilize public opinion in favour of implementation of welfare and developmental programmes. Get measureable and analyzable feedback for the Union Government for course correction.

For this purpose, DFP, at present, has a network of 207 Field Publicity Units under the control and supervision of 22 Regional Offices located in various States capitals in our country.

The Directorate of Field Publicity, Karnataka Region which is one of the progressive states of India with vibrant culture and idyllic nature with 30 districts. The Regional Office is located in Bangalore and is operational since 1953. The Karnataka Region has 9 Field Units and each Field Unit has 2-3 districts under its area of operation as its jurisdiction. The 9 Field Units are located at Bellary, Bijapur, Chitradurga, Dharwad, Gulbarga, Hassan, Mangalore, Mysore and Shimoga.

2. Powers and duties of its officers and employees :

The Director is the Controlling Officer of the Field Publicity Units of the Region. He exercises administrative and financial control over all the units under him. Field Publicity Unit is headed by Field Publicity Officer. The Director issues necessary guidance to FPOs. then and there on organising and conducting field programmes. He also undertakes tours every month and visits units.

Director is assisted by an Administrative Officer and other supporting staff viz. Accountant, UDC, FPA and two LDCs and one is handling cash.

Driver (Inspection Vehicle) Three MTSs (Daftly & Peon) in the Regional Office located at Bangalore. Administrative Officer supervises all administrative & establishment including financial and accounts matters. He also acts as Drawing & Disbursing Officer. All accounts matters of the region are handled with the help of Accountant and it is his duty to ensure that all payment including salaries, TA claims etc. are made to the staff of the region in time. The UDC and LDCs assist in maintaining the office records and scrutinizing cases pertaining to units and settling the other payments to staff and unit offices.

At unit's level, the Field Publicity Officer plans and holds publicity programmes according to the instructions from the Directorate/Regional Office in coordination with local state and central officials and non-official agencies. He is assisted by a Technical Assistant/Field Publicity Assistant, LDC, Driver, Peon (MTS) and Chowkidar (MTS) and controls his/her staff of the unit.

3. Procedure followed in the decision making process, including channels of supervision and accountability :

Field units organize film shows, oral communication, photo exhibitions, Song and Drama Programmes, Special Interactive Programmes like Seminars/Symposia, Expert Lectures, Essay – Drawing & other Competitions, Rallies, Group Discussions, Healthy Baby Shows etc. and distribute publicity material. The major regular themes on which units concentrate are National Integration and Communal Harmony, Health and Family Welfare, Removal of Social Evils, Rural Development, Water Conservation, AIDS, New Economic Policies, Revamped Public Distribution System etc.

While chalking out their programmes, units not only keep in mind the prescribed norms for each activity but also ensure a balanced coverage of the areas within their jurisdiction. They also determine the theme and thrust areas for a particular period of their coverage while ensuring at the same time that, with the multiplicity of themes, there is no diffusion of important basic themes of programmes. While the norms of activities of the units are revised from time to time keeping in view the requirements of various areas and handicaps, the unit are required to be on tour for 12 days in a month with five night halts, ensuring coverage of 80 % rural, backward and semi urban areas. Tours are carried out normally in two spells.

Units are equipped with audio-visual equipment i.e. portable video projector, generator and adequate number of films. Print material provided by DAVP and other Govt. agencies is widely distributed. Song and Drama programmes are organized by units with the help of Song and Drama Division. Field programmes are organized in coordination with local official and non official agencies. In this process, units also gather public reactions, success stories and feedback are sent to Government and thus act as an effective two way communication channel between people and the Government.

Regional Offices are provided budget by Headquarters/Ministry under Non Plan and Plan. The Regional Office controls the budget of Field Units under its jurisdiction.

The Regional Office properly reconciles its accounts with PAO, DDK, Chennai. All accounts will be audited by Internal Audit party of Ministry of I & B, Chennai and Accountant General in Bangalore..

4. Norms set by it for the discharge of its functions : -

A. Norms for Programme Activities:-

The norms for organization of field programmes for Field units and RO are set by DFP, Headquarters. The norms of Field Publicity activities to be organized by Field Publicity Units and ROs every month in 2014-15 are as under :-

i) Regional Head :- i) Tour Days : 08 i) Inspection of Field Units : 01 unit

ii) Field Publicity Units :

Tour Day	Films Shows	Oral Comm.	Phot Exh.	Feed Back	Sp Progr.	No. of village to be covered	Audience
6 Tour Days (with Night Halt) & 6 tour days (without Night Halt)	20	20	15	As Assigning by Hqrs.	As Assigning by the RO.	20	5600

B Norms for Administrative & Accounts matters are as per CCA and GFR financial rules.

5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

- I. i) Name of Document : Handbook of Directorate of Field Publicity
 ii) Type of Document : Guide Book.
 iii) Brief write-up of document : The Handbook deals with the organizational set-up, duties and responsibilities of the officials of the Department.
 iv) From where one can get a copy of rules, regulations, instructions, manual and records : Website = www.dfp.nic.in/BANGALORE
 v) Fee charged by the Department for a copy of rules, regulations, instructions, manual and records : N/A
- II. i) Name of Document : FR & SR
 ii) Type of Document : Rules
 iii) Brief write up of document : Govt. of India's Instructions from time to time
 iv) From where one can get a copy of rules, regulations, instructions, manual and records : Open Market.
 v) Fee charged by the Department for a copy of rules, regulations, instructions, manual and records : --
- III. i) Name of Document : CCS(CCA) Rules
 ii) Type of Document : Rules
 iii) Brief write up of document : Govt. of India's Instructions from time to time
 iv) From where one can get a copy of rules, regulations, instructions, manual and records : Open Market.
 v) Fee charged by the Department for a copy of rules, regulations, instructions, manual and records : --
- IV. i) Name of Document : Establishment and Administration
 ii) Type of Document : Rules
 iii) Brief write up of document : Govt. of India's Instructions from time to time
 iv) From where one can get a copy of rules, regulations, instructions, manual and records : Open Market.

- v) Fee charged by the Department : --
for a copy of rules, regulations,
instructions, manual and records
- V. i) Name of Document : CCS (Conduct) Rules
- ii) Type of Document : Rules
- iii) Brief write up of document : Govt. of India's Instructions from time to time
- iv) From where one can get a copy : Open Market.
of rules, regulations, instructions,
manual and records
- v) Fee charged by the Department : --
for a copy of rules, regulations,
instructions, manual and records
- VI. i) Name of Document : CCS (Pension) Rules
- ii) Type of Document : Rules
- iii) Brief write up of document : Govt. of India's Instructions from time to time
- iv) From where one can get a copy : Open Market.
of rules, regulations, instructions,
manual and records
- v) Fee charged by the Department : --
for a copy of rules, regulations,
instructions, manual and records

6. 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.

Nil

7. 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.

8. Directory of its officers and employees : Available in the website.

9. Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations : Attached.

10. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Non Plan

IN THOUSAND

Sr.	Salary	OTA	DTE	OE	Medical	RRT	MW	POL	0C	PP &S	Publications	Advt. & Publicity	Total
1.	16010.0	70.0	1156.0	845.0	490.0	900.0	57.0	554.0	334.0	25.0	20.0	40.0	20501.0

11. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. : NA

12. Particulars of recipients of concessions, permits or authorizations granted by it. :- NA

13. Details in respect of the information, available to or held by it, reduced in an electronic form. : Some Administrative Reports like monthly expenditure, monthly vacancy, court cases, RTI reposts, disciplinary reports, CMPR, Tour programmes of Field units.

14. CPIO/Appellate Authority

i) **CPIO** : Shri. M.Sekar, Administrative Officer, Ministry of I & B, Govt. of India, Regional Office (Karnataka Region), Kendriya Sadan, F Wing, 6th Floor, Kormangala, Bangalore- 560 032. Phone/Fax :080 - 25527291

ii) **Appellate Authority**: Shri M.Nagendra Swamy, Director, Ministry of I & B, Govt. of India, Regional Office (Karnataka Region), Kendriya Sadan, F Wing, 6th Floor, Kormangala, Bangalore-560 032. Phone/Fax : Phone: 080-25538191.

Also refer to information available under link 'Citizen Charter', 'About us' 'RO/Field units' & 'Organisation Set Up', 'Themes covered' on DFP, Bangalore website.

(M.Sekar)
Administrative Officer & CPIO