

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

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 publicizing 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 Government programmes through interpersonal communication. Bring about attitudinal changes in the minds of the people. Mobilise 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.

The Directorate of Field Publicity, Uttarakhand and Uttar Pradesh (North-West) region covers states of Uttarakhand and Uttar Pradesh (North-East) with 13 and 24 districts respectively. The state of Uttarakhand which had come in existence on 09 November, 2000, is famous for its religious and tourist places like – Char Dham viz... Badrinath, Kedarnath, Gangotri, Yamunotri, besides Hemkund Sahib, Har ki Pauri, Haridwar, Rishikesh, Queen of Hills, Mussoorie, Nainital, Kosani, etc. The state also known for its hydro-electric power generation plants. In U.P, Agra is a tourist place whereas districts of Meerut, Muzaffarnagar, Bagpat, Shamli, Saharanpur, Moradabad, Aligarh, Bareilly, Badaun, Rampur are mainly agriculture produce districts. The region has 11 FPU's under it out of which six FPU's are located in hilly and difficult areas like – Gopeshwar, Uttarkashi, Pauri, Nainital, Pithoragarh and Ranikhet (Almorah district) whereas rest five FPU's viz- Agra, Aligarh, Bareilly, Meerut and Moradabad are located in UP (NW).

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. As leader of FPOs, the Director guides them. He also undertakes tours every month and visits all units under his jurisdiction on a rotation basis. Director is assisted by Administrative Officer and other supporting staff viz. Accountant (1), UDC (1), Cashier (1), LDCs (2), and Driver (Inspection Vehicle) Daftari, Peon and Chowkidar one each, in the Regional Office. Administrative Officer supervise all administrative & accounts matters. He also acts as Drawing & Disbursing Officer. Accounts matters of the Region are handled with the help of Accountant and it is his duty to ensure that the payment of salaries, TA claims etc, are made to the staff of the region in time. The UDC and LDC assist in maintaining the office records and scrutinizing cases pertaining to units.

At unit level field Publicity Officer plans and holds publicity programmes according to directives from the Directorate/Regional Office in coordination with local official and not official agencies. He is assisted by Technical Assistant/Field Publicity, LDC, Driver, Peon and Chowkidar. Field Publicity Officer exercises administrative control over staff in his unit as the representative of Directorate and Regional Office.

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

Field units organize film shows, oral communication programmes, photo exhibitions, Song and Drama programmes, Special Interactive Programmes like Seminars/Symposia, Expert lectures, Essay – Drawing & other Competitions, Rallies, Group Discussion, Healthy Babby 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 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 six night halts, ensuring coverage of 80% rural, backward and semi urban areas. Tours are carried out normally in tow 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 local official and non official back 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, DAVP etc, Ministry of I&B, New Delhi. The audit of accounts is done by audit parties from Internal Audit of Ministry of I & B and Accountant General.

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 : 04 (ii) Field Publicity Units :-

No. of FPU's	Tour Days with Night Halt	Film Shows	Oral Comm.	Photo . Exh.	Feed Back	Sp. Prog .	No. of Village to be covered	Audience
6 Units in difficult areas	36	60	90	60	24	12	60	28800
5 Units in General areas	30	60	100	60	25	10	60	28000
Total	66	120	190	120	49	22	120	56800

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, manuals and records : Website = www.dfp.nic.in
- (v) Fee charged by the Department For a copy of rules, regulations, instructions, manuals 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 : 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
- 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 : 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
- 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 : 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
- 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 : Attached

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

S. No.	Name of Officer/Official	Designation	Basic Pay	Grade Pay	Gross Pay	Deduction	Net Payable
1	Sh. Vivek Gaur	Director	46380	8700	133084	32648	100436
2	Padam Singh,	Astt.Dir	23110	5400	65922	22505	43417
3	Lal Singh	AO	18870	4800	56394	25120	31274
4	U.B. Singh	TA	17640	4600	49424	25465	23959
5	Rakesh Regmi	-do-	16060	4600	48236	16090	32146
6	D. Kumar	-do-	15120	4200	44104	12090	32014
7	J.S. Panwar	-do-	1592	4200	46852	15090	31762
8	Deepak Sharma	FPA	13800	4200	40120	8560	31560
9	Nathi Singh	-do-	12720	4200	38824	16460	22364
10	M.S.Chauhan	-do-	12720	4200	38824	10285	28539
11	Bhupendra Singh	-do-	12720	4200	40132	12435	27697
12	Lila D. Pandey	-do-	8830	2800	26873	8405	18468
13	Ramesh Kumar	Acctt.	13760	4200	41832	19460	22372
14	Baldev Singh	UDC	10700	2800	32020	17530	14490
15	Dinesh Chitoria	LDC	10700	2800	28600	6400	22200
16	Chandra Mani	-do-	10150	2800	30810	12030	18780
17	Gaje Singh	-do-	10140	2400	29908	8485	21423
18	Smt. Kusum	-do-	9480	2000	26428	7405	19023
19	Ajay Kumar	-do-	8940	2000	25668	5230	20438
20	M.R. Bhatt	-do-	10620	2400	31942	7030	24912
21	Amar Singh	-do-	10430	2400	31543	12905	18638
22	Ratan Singh	-do-	6310	1900	18862	1797	17065
23	H.C.Upreti	Dvr	10310	2400	31381	12405	18976
24	Deewan Singh	-do-	9560	2400	27526	9030	18496
25	Johari Prasad	-do-	9490	2000	26968	5030	21938
26	Birendra Singh	-do-	9310	2000	26161	10030	16131
27	Dev Raj	-do-	9120	2000	26364	8405	17959
28	A.K. Thapa	Daftary	10970	2400	32034	13405	18629
29	Prem Prakash	Peon	11000	2400	30760	10030	20730
30	Smt Lalita Devi	-do-	10270	2400	29564	30	29534
31	Smt Krishna Devi	-do-	9900	2400	29470	11405	18065
32	Ramesh Chand	-do-	10270	2400	29564	15530	14034
33	Fateh Singh	-do-	9220	2000	26584	12030	14554
34	Smt Ishrat Jahan	-do-	8030	1900	23536	5030	18506

35	Krishan Singh	-do-	8500	1900	26530	8030	18500
36	Bakhtawar Singh	-do-	8050	1900	23305	7105	16200
37	Jot Singh	Chowki	10610	2400	32011	8030	23981
38	Nagendra Singh	-do-	9220	2000	27094	9355	17739
39.	Charan Singh	-do-	8510	2000	24812	7405	17407
40.	R.N. Sonkar	-do-	8270	1900	23767	9030	14737

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	OC	WAGES	Publications	Advt. & Publicity	Total
1	16120	16	1261	580	65	970	10	880	367	120	20	40	20449

11. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes : Nil
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. : Administrative Reports, CMPR, Tour programmes of Field units.
14. CPIO/Appellate Authority

- (i) CPIO : Sh. Lal Singh, Administrative Officer, Regional Office (Dehradun & UP (North West), Ministry of I & B, Govt. of India, 38-D, Tilak Road, Dehradun, Uttarakhand-248001. Phone/Fax : 0135-2626340, 0135-2521074
- (ii) Appellate Authority : Sh. Vivek Gaur, Director, Regional Office, (Dehradun & UP (North West), Ministry of I & B, Govt. of India, 38-D, Tilak Road, Dehradun, Uttarakhand-248001. Phone/Fax : 0135-2626340, 0135-2521074

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

**Directory of Officers and Employees of Regional Office,
DFP, Dehradun and FPU.**

Name of Unit	Name & Designation	Address	Telephone No.
REGIONAL OFFICE	Sh. Vivek Gaur, Director	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Lal Singh, A.O.	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Ramesh Kumar, Accountant	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Baldev Singh, UDC	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Chandramani Thapliyal, Cashier	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Gaje Singh, LDC	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Arun Kumar Thapa, Daftari	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Sh. Nagendra Singh, Chowkidar	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
REGIONAL OFFICE	Smt. Krishna Devi, Peon	Regional Office, DFP, 38-D, Tilak Road, Dehradun-248001	0135-2626340 0135-2521074
FPU, Agra	Sh. Dinesh Kumar LDC	Field Publicity Officer, DFP, CGO Complex, B, Wing, Kendriya Parisar, Sanjay Palace, Agra-282002	0562-2520644
FPU, Agra	Sh. Fateh Singh, Peon	Field Publicity Officer, DFP, CGO Complex, B, Wing, Kendriya Parisar, Sanjay Palace, Agra-282002	0562-2520644
FPU, Aligarh	Sh. Nathi Singh Nayal FPA	Field Publicity Officer, DFP, 4/9, Jonson Compound, Jail Road, Aligarh-202001	0571-2401495
FPU, Aligarh	Sh. Johari Prasad, Driver	Field Publicity Officer, DFP, 4/9, Jonson Compound, Jail Road, Aligarh-202001	0571-2401495
FPU, Aligarh	Smt. Ishrat Jahan, Peon	Field Publicity Officer, DFP, 4/9, Jonson Compound, Jail Road, Aligarh-202001	0571-2401495
FPU, Bareilly	Sh. Padam Singh A.D.	Field Publicity Officer, DFP, Third Floor, Jyoti Nirman, C-18, Deen Dayalpuram, Bareilly-243122	0581-2300353
FPU, Bareilly	Smt. Lalita Devi, Peon	Field Publicity Officer, DFP, Third Floor, Jyoti Nirman, C-18, Deen Dayalpuram, Bareilly-243122	0581-2300353
FPU, Meerut	Sh. M. S. Chauhan FPA	Field Publicity Officer, DFP, 270-C, Tandel Mohalla, Meerut Cantt-250001	0121-2648669
FPU, Meerut	Sh. Ratan Singh, LDC	Field Publicity Officer, DFP, 270-C, Tandel Mohalla, Meerut Cantt-250001	0121-2648669

FPU, Meerut	Sh. Ramesh Chand, Peon	Field Publicity Officer, DFP, 270-C, Tandel Mohalla, Meerut Cantt-250001	0121-2648669
FPU, Moradabad	Sh.Dharmendar Kumar T.A.	Field Publicity Officer, DFP, B-74, Zigar Colony, Moradabad-244001	0591-2436350
FPU, Moradabad	Sh. Ajay Kumar, LDC	Field Publicity Officer, DFP, B-74, Zigar Colony, Moradabad-244001	0591-2436350
FPU, Moradabad	Sh. Devraj, Driver	Field Publicity Officer, DFP, B-74, Zigar Colony, Moradabad-244001	0591-2436350
FPU, Gopeshwar	Sh.J.S. Panwar T.A.	Field Publicity Officer, DFP, Zila Parishad Bhawan, Gopeshwar(Chamoli)-246401	01372-252174
FPU, Gopeshwar	Sh. Jot Singh, Chowkidar	Field Publicity Officer, DFP, Zila Parishad Bhawan, Gopeshwar(Chamoli)-246401	01372-252174
FPU, Gopeshwar	Sh. Krishan Singh, Peon	Field Publicity Officer, DFP, Zila Parishad Bhawan, Gopeshwar(Chamoli)-246401	01372-252174
FPU, Nainital	Sh. Deepak Sharma FPA	Field Publicity Officer, DFP, Tulsi Kutir, Tallital, Nainital-263001	05942-235331
FPU, Nainital	Sh. Deewan Singh, Driver	Field Publicity Officer, DFP, Tulsi Kutir, Tallital, Nainital-263001	05942-235331
FPU, Nainital	Sh. Rajesh Narayan, Sonkar, Chowkidar	Field Publicity Officer, DFP, Tulsi Kutir, Tallital, Nainital-263001	05942-235331
FPU, Pauri	Sh. Leeladhar Pandey, FPA	Field Publicity Officer, DFP, Mall Road, Durga Niwas, Pauri Garhwal-246001	01368-222238
FPU, Pauri	Sh. Virendar Singh, Driver	Field Publicity Officer, DFP, Mall Road, Durga Niwas, Pauri Garhwal-246001	01368-222238
FPU, Pauri	Sh. Prem Prakash, Peon	Field Publicity Officer, DFP, Mall Road, Durga Niwas, Pauri Garhwal-246001	01368-222238
FPU, Pithoragarh	Sh. Bhupendra Singh FPA	Field Publicity Officer, DFP, Adhikari Bhawan, Cinema Line, Pithoragarh-262501	05964-225292
FPU, Pithoragarh	Sh. Amar Singh, LDC	Field Publicity Officer, DFP, Adhikari Bhawan, Cinema Line, Pithoragarh-262501	05964-225292
FPU, Pithoragarh	Sh. H.C. Upreti, Driver	Field Publicity Officer, DFP, Adhikari Bhawan, Cinema Line, Pithoragarh-262501	05964-225292
FPU, Ranikhet	Sh. U.B. Singh T.A.	Field Publicity Officer, DFP, Mall Road, Ranikhet-263645	05966-220623
FPU, Ranikhet	Smt. Kusumlata, LDC	Field Publicity Officer, DFP, Mall Road, Ranikhet-263645	05966-220623
FPU, Ranikhet	Sh. Baktawar Singh, Peon	Field Publicity Officer, DFP, Mall Road, Ranikhet-263645	05966-220623
FPU, Uttarkashi	Sh. Rakesh Regmi T.A.	Field Publicity Officer, DFP, Ramola Bhawan, Gyansu, Uttarkashi-249193	01374-222159
FPU, Uttarkashi	Sh. Mastram Bhatt, LDC	Field Publicity Officer, DFP, Ramola Bhawan, Gyansu, Uttarkashi-249193	01374-222159