

**GOVERNMENT OF INDIA
DIRECTORATE OF FIELD PUBLICITY
MINISTRY OF INFORMATION AND BROADCASTING
REGIONAL OFFICE, MMT REGION
SHILLONG, MEGHALAYA**

INFORMATION UNDER SECTION 4(1) (b) OF THE ACT 4(1) (b)

(i) The particulars of its organization, functions and duties:

The Directorate of Field Publicity, MMT Region is one of the Media Units of the Ministry of Information and Broadcasting, engaged in interpersonal communication with the people. DFP spread the information of government's plans, schemes and policies to give awareness to the people which in turn bring the attitudinal changes towards government plans and programmes. DFP also collects measureable and analyzable feedback for the Union Government for course correction.

The Regional Office, Meghalaya, Mizoram & Tripura (MMT) Region is located at Nongthymmai, Shillong. It has 8 Field Units- **Agartala** and **Kailashahar** in Tripura; **Aizawl** and **Lunglei** in Mizoram; **Jowai, Nongstoin, Tura** and **Williamnagar** in Meghalaya. These 8 FPU's covered 27 districts. The Regional Office located at Shillong is provided with budget by Headquarters/ Ministry under Non Plan Head. The Regional Office controls the budget of Field Units under its jurisdiction. The audit of accounts is done by audit parties from Internal Audit of Ministry of Information & Broadcasting and Accountant General.

| SI No | Designation of the Officers/ Employees | No of Post sanctioned | No of Post filled | Remarks |
|-------|--|-----------------------|-------------------|----------------------------------|
| 1 | Director | 1 | 1 | |
| 2 | FPO | 8 | 0 | |
| 3 | TA | 1 | 1 | |
| 4 | Field Publicity Assistant | 7 | 6 | Tura & Williamnagar dual-charged |
| 5 | Accountant | 1 | 0 | |
| 6 | UDC | 1 | 0 | |
| 7 | LDC | 6 | 6 | |
| 8 | Steno | 1 | 0 | |
| 9 | Daftry | 1 | 1 | |
| 10 | Driver | 9 | 9 | |
| 11 | Multi Tasking Staff/ Peon | 5 | 5 | |
| 12 | Chowkidar | 7 | 7 | |

(ii) The powers and duties of its officers and employees:

| SI No | Designation | Powers and duties |
|-------|-------------|--|
| 1 | Director | Inspection of Field Programmes and Unit offices. Controlling Officer of the Field Publicity Units of the Region. Exercises administrative as well as financial control over the Regional Office and Eight field units. Issues instructions, guidelines to the field functionaries from time to time. Undertakes tours every month and visits all eight units on a rotation basis for inspection of Field Programmes and Office works. Co-ordination with DFP Headquarters New Delhi, central and state government, Media organizations, NGO's and IMPCC etc. |

| | | |
|----------|----------------------------------|---|
| 2 | Field Publicity Assistant | Taking incharge of Field Publicity Officer in organizing field programmes, film shows and to operate and maintain Audio visual equipments, publicity campaigns, Special publicity programmes, observe days/weeks in coordination with district administration and non official agencies as per the directives issued by the Directorate/Regional Office. To exercise administrative control over staff of the Unit. |
| 3 | Accountant | To ensure payment of salaries, T.A. claims and other payments, Usual work as Accountant, Dealing RTI and court case files. |
| 4 | LDC | Maintanenance of Office Records, scrutinizing cases pertaining to units. To settle T.A.Claims, Educational allowance, Medical expenditure claims and other official works. |
| 5 | Daftry | Diary, Maintain records of received letters, dispatched letters, bank duty, etc. |
| 6 | Driver | To maintain and drive vehicle and assist in field programmes. |
| 7 | Multi Tasking Staff/ Peon | Physical Maintenance of records, documents, General cleanliness & upkeep of the section/unit, Photocopying, making sets, stapling, spiral bindings, FAX etc. |
| 8 | Chowkidar | Opening and closing of Office doors and windows on time, to keep and watch the office property. |

(iii) The procedure followed in the decision making process including channels of supervision and accountability:

In case of any complaints received under Section 18 of the RTI Act the Regional Office disposes the appeal as per the provision of the Act.

(iv) The 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 Regional Office are set by DFP, Headquarters, New Delhi. The norms of Field Publicity activities to be organized by Field Publicity Units and Regional Office every month during 2014-15 are as under :-

i) Regional Head:

| Tour Days | | Inspection of Field Units |
|-------------|---------------------|---------------------------|
| Night halts | Without Night halts | |
| 3 | 1 | 1 |

ii) Field Publicity Units:

| Tour Days | | Films Shows | Oral Communication | Phot Exh. | Feedback | Special Programme | No. of villages to be covered | Audience |
|-------------|---------------------|-------------|--------------------|-----------|----------|-------------------|-------------------------------|----------|
| Night halts | Without night halts | | | | | | | |
| 6 | 4 | 10 | 15 | 10 | 4 | 2 | 10 | 4800 |

B. Norms for Administrative & Accounts matters-

The norms for administrative and accounts matter are followed as per CCA and GFR financial rules.

(v) The 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 : Swammy's Handbook
ii) Type of Document : Guide Book.
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 : -
- II. i) Name of Document : FRSR
ii) Type of Document : Leave 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 : FRSR
ii) Type of Document : General 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 : 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 : -
- V. 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 : -
- 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 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 : -

| | |
|-------|---|
| VII. | i) Name of Document : Uniforms for Grade C & D Employees 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 : - |
| VIII. | i) Name of Document : CEA ii) Type of Document : Fundamental Rules & Supplementary 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 : - |

| | | | | | |
|-------------|---|-----------------------|---|--|------------------------------------|
| (vi) | A statement of the categories of documents that are held by the Regional Office, MMT Region: | | | | |
| | SI No | Subject | Type of Document file/muster/register voucher etc. | Particulars Heading/type in the document | Periodicity of preservation |
| | 1 | Administration | Files | Files related to administration | As per rule |
| | 2 | General/Miscellaneous | Files | General matter related to RTI or Miscellaneous non-RTI matters | |
| | 3 | Office accommodation | Files | Files related to accommodation | |
| | 4 | Annual Report | Files | Materials furnished by Department for Annual Report | |

| | | | | | |
|--------------|--|--|--|--|--|
| (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: | | | | |
| | NIL | | | | |

| | | | | | |
|---------------|--|--|--|--|--|
| (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 | | | | |

| | | | | | | |
|-------------|---|-----------------------|---|--------------------------------------|-------------------|------------------|
| (ix) | A directory of its officers and employees: | | | | | |
| | SI No | Name | Designation of Officer/ Employee | Name of Unit/ Regional Office | Contact No | Email Id |
| | 1 | Dr. Engam Pame | Director | RO Shillong | 0364 - 2534223 | dfpmmt@gmail.com |
| | 2 | Smti. D. Wanlah | LDC | RO Shillong | 0364 - 2534044 | do |
| | 3 | Sri. J. Bhattacharjee | LDC | RO Shillong | do | do |
| | 4 | Smti.D. Lama | MTS/Peon | RO Shillong | do | do |
| | 5 | Smti. Zoramthangi | MTS/Peon | RO Shillong | do | do |
| | 6 | Sri.L.K. Khar | Driver | RO Shillong | do | do |

| | | | | | |
|----|------------------------------|-----------|--------------|----------------|-----------------------------|
| 7 | Sri.P.K. Das | Daftry | RO Shillong | do | do |
| 8 | Sri.N.K. Singh | Chowkidar | RO Shillong | do | do |
| 9 | Sri. K. Goswami | FPA | Agartala | 0381 - 2226259 | dfpagt@gmail.com |
| 10 | Sri.S. Dey | MTS/Peon | Agartala | do | do |
| 11 | Sri.K. Nandi | Driver | Agartala | do | do |
| 12 | Sri. Suman Paul | Chowkidar | Agartala | do | do |
| 13 | Sri. M.C. Lianmawia | FPA | Aizawl | 0389 - 2344134 | dfpazlunit@gmail.com |
| 14 | Smti. M.K. Kim | LDC | Aizawl | do | do |
| 15 | Sri.H. Lianvela | MTS/Peon | Aizawl | do | do |
| 16 | Shri. Kitborlang Kharakor | Driver | Aizawl | do | do |
| 17 | Sri.S. Rimai | FPA | Jowai | 03652 - 223772 | dfpjowai@gmail.com |
| 18 | Sri.A.P. Chakravarty | LDC | Jowai | do | do |
| 19 | Shri. Chang H Kamei | Driver | Jowai | do | do |
| 20 | Sri.H. Laloo | Chowkidar | Jowai | do | do |
| 21 | Sri. Chunthai pou Pamei | FPA | Kailashahar | 03824 - 222213 | kl sdfp@gmail.com |
| 22 | Smti. M. Nandi | LDC | Kailashahar | do | do |
| 23 | Sri. G. Dey | Driver | Kailashahar | do | do |
| 24 | Sri.N. Das | Chowkidar | Kailashahar | do | do |
| 25 | Sri. Haihungbe M.Pame | FPA | Lunglei | 0372 - 2324815 | lungleidfp@gmail.com |
| 26 | Sri. P.C. Lalnuntlunga | LDC | Lunglei | do | do |
| 27 | Sri. R. Lalremliana | MTS/Peon | Lunglei | do | do |
| 28 | Meakinson Wankhar | Driver | Lunglei | do | do |
| 29 | Sri.T.L. Dawla | Chowkidar | Lunglei | do | do |
| 30 | Sri.B.R. Khongwar | TA | Nongstoin | 03654 - 280549 | dfp.nongstoinunit@gmail.com |
| 31 | Sri.S.K. War | Driver | Nongstoin | do | do |
| 32 | Sri.P. Ryntong | Chowkidar | Nongstoin | do | do |
| 33 | Sri.G.W. Momin | Driver | Tura | 03651 - 232371 | dfpmmttura2011@gmail.com |
| 34 | Sri. Erawang Pame | FPA | Williamnagar | 03658 - 220511 | dfpwilliamnagar@gmail.com |
| 35 | Sri.P.S. Chetri | Driver | Williamnagar | do | do |
| 36 | Sri.B.M. Marak | Chowkidar | Williamnagar | do | do |

(x)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

| SI No | Designation of the Post | Pay Scale of the Post | |
|-------|---------------------------|-----------------------|-----------------------|
| 1 | Director | PB: Rs. 37400-67000 | Grade Pay: Rs. 8700/- |
| 2 | Field Publicity Assistant | PB: Rs. 5200-20200 | Grade Pay: Rs. 2800/- |
| 3 | Accountant | PB: Rs. 5200-20200 | Grade Pay: Rs. 2800/- |
| 4 | LDC | PB: Rs. 5200-20200 | Grade Pay: Rs. 1900/- |
| 5 | Driver | PB: Rs. 5200-20200 | Grade Pay: Rs. 1900/- |
| 6 | Daftry | PB: Rs. 5200-20200 | Grade Pay: Rs. 1800/- |
| 7 | Multi Tasking Staff/ Peon | PB: Rs. 5200-20200 | Grade Pay: Rs. 1800/- |
| 8 | Chowkidar | PB: Rs. 5200-20200 | Grade Pay: Rs. 1800/- |

| <p>(xi)</p> | <p>The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:</p> <p style="text-align: center;"><u>NON PLAN</u></p> <p style="text-align: right;">(In Thousands)</p> <table border="1" data-bbox="201 216 1471 359"> <thead> <tr> <th>Sr</th> <th>Salary</th> <th>OTA</th> <th>DTE</th> <th>OE</th> <th>Med-ical</th> <th>RRT</th> <th>MW</th> <th>POL</th> <th>OC</th> <th>PP &S</th> <th>Public ations</th> <th>Advt. & Pub</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>13540</td> <td>80</td> <td>1300</td> <td>950</td> <td>280</td> <td>1002</td> <td>180</td> <td>619</td> <td>267</td> <td>3</td> <td>20</td> <td>40</td> <td>17927</td> </tr> </tbody> </table> | | | | | | | | | | | | | Sr | Salary | OTA | DTE | OE | Med-ical | RRT | MW | POL | OC | PP &S | Public ations | Advt. & Pub | Total | 1 | 13540 | 80 | 1300 | 950 | 280 | 1002 | 180 | 619 | 267 | 3 | 20 | 40 | 17927 |
|--|---|---|---------------------|-----|----------|------|-----|-----|-----|-------|---------------|-------------|-------|--|--------|-----|-----|----------|-----------------------|---|---------------------|-----|----|-------|---------------|-------------|-------|---|-------|----|------|-----|-----|------|-----|-----|-----|---|----|----|-------|
| Sr | Salary | OTA | DTE | OE | Med-ical | RRT | MW | POL | OC | PP &S | Public ations | Advt. & Pub | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 13540 | 80 | 1300 | 950 | 280 | 1002 | 180 | 619 | 267 | 3 | 20 | 40 | 17927 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>(xii)</p> | <p>The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:</p> <p style="text-align: center;">NIL</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>(xiii)</p> | <p>Particulars of recipients of concessions, permits or authorizations granted by it:</p> <p style="text-align: center;">NIL</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>(xiv)</p> | <p>Details in respect of the information available to or held by it reduced in an electronic form:</p> <p>The information related to Administrative Reports, CMPR, Tour programmes of Field units, etc are available in the Regional Office, also uploaded in the DFP Website: www.dfp.nic.in/shillong.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>(xv)</p> | <p>The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:</p> <p>The Regional Office, Directorate of Field Publicity, Shillong has not set up a library or reading room. However, the informations of MMT Region are available in the website: www.dfp.nic.in/shillong. If the require information is still missing, you can contact us through e-mail or call which is given in the website.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>(xvi)</p> | <p>The names, designations and other particulars of the Public Information Officers:</p> <table border="1" data-bbox="201 1289 1511 1707"> <thead> <tr> <th colspan="4" style="text-align: center;">DIRECTORATE OF FIELD PUBLICITY, REGIONAL OFFICE (MMT), SHILLONG</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Dr. Engam Pame</td> <td> Director, Directorate of Field Publicity, Ministry of I&B, Govt. of India, Regional Office, MMT Region, Margret Syiem Building, Nongthymmai, Shillong- 793014 Phone: 0364-2534223; FAX: 2534044 Email Id: ro.shillong.dfp@nic.in, dfpmmt@gmail.com </td> <td style="text-align: center;">Appellate Authority</td> </tr> </tbody> </table> | | | | | | | | | | | | | DIRECTORATE OF FIELD PUBLICITY, REGIONAL OFFICE (MMT), SHILLONG | | | | 1 | Dr. Engam Pame | Director, Directorate of Field Publicity, Ministry of I&B, Govt. of India, Regional Office, MMT Region, Margret Syiem Building, Nongthymmai, Shillong- 793014 Phone: 0364-2534223; FAX: 2534044 Email Id: ro.shillong.dfp@nic.in, dfpmmt@gmail.com | Appellate Authority | | | | | | | | | | | | | | | | | | | | |
| DIRECTORATE OF FIELD PUBLICITY, REGIONAL OFFICE (MMT), SHILLONG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Dr. Engam Pame | Director, Directorate of Field Publicity, Ministry of I&B, Govt. of India, Regional Office, MMT Region, Margret Syiem Building, Nongthymmai, Shillong- 793014 Phone: 0364-2534223; FAX: 2534044 Email Id: ro.shillong.dfp@nic.in, dfpmmt@gmail.com | Appellate Authority | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>(xvii)</p> | <p>Such other information as may be prescribed:</p> <p>Others relevant information are also available in the website: www.dfp.nic.in/shillong Like- About Us, Details of FPU's and Regional Office, Organisation Set Up, Themes covered, etc.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |