

## Details of Directorate of Field Publicity, Odisha Region for publication Under Section 4 of Right to Information Act, 2005.

### Section 4(1)(b)(i)

#### 1. Particulars of the organization, functions and duties:

Name of the Organization: – Directorate of Field Publicity, Odisha Region  
Ministry of Information and Broadcasting,  
Government of India.

Address: – 25-P, Gajapati Nagar, Bhubaneswar-764005

Contact Details :- Tele/Fax (0674)2302033

Telephone –(0674) 2301022

Website : [www.dfp.nic.in/bhubaneswar](http://www.dfp.nic.in/bhubaneswar)

[www.dfp.nic.in](http://www.dfp.nic.in)

E-mail : ro.bhubaneswar.dfp@nic.in

The Directorate of Field Publicity, Odisha Region is one of the Media Units of the Ministry of Information and Broadcasting, Government of India. Located in the state capital, Bhubaneswar the Regional Office with its nine field Units located in Baleswar, Baripada, Berhampur, Bhawanipatna, Jeypore, Keonjhar, Puri, Phulbani and Sambalpur plays a significant role in dissemination of information particularly in rural, semi-urban and Left wing Extremism (LWE) affected areas with special attention to those areas which have poor mass media penetration. The Regional Office of DFP, Odisha has been functioning since 1st April 1958.

#### **Function of the Organisation:**

Nine Field Publicity units of Odisha Region disseminate information on various policies, projects and schemes introduced by the Government from time to time with the help of various means of inter-personal communication like Seminar, Symposia, Group Discussion, Rally, Elocution, Film-show, Photo-exhibition and different kinds of sports activities to create awareness and ensure greater public participation in all developmental activities. The major regular themes on which units concentrate are health, education, rural development, women empowerment, welfare of minorities and marginalized sections of society, Child Rights, Environment protection, Water conservation, Right to Information, Systematic Voters Education and Electoral Participation (SVEEP) and other schemes and policies which are decided by the Government from time to time.

The norms of activities of the units are revised from time to time keeping in view the requirements of various areas. The units are required to undertake 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 two spells. Field Units during publicity programmes make extensive use of audio-visual equipment i.e. portable LCD video projector, generator and adequate number of films. Print material provided by DAVP and other Govt. agencies are also distributed among the Public. During the field programs the units also gather feedbacks in the form of public reactions, success stories and send it to Government.

The Regional Office located at Bhubaneswar is provided with budget by Headquarters/Ministry under Non Plan Head. The Regional Office controls the budget of Field Units under its jurisdiction. The Regional Office properly reconciles its accounts with PAO,DDK,Kolkata. The audit of accounts is done by audit parties from Internal Audit of Ministry of Information & Broadcasting and Accountant General.

For the efficient performance of their functions so far sixty one (61) posts of different categories have been sanctioned by the Government. A list of posts filled is given here under:-

| <u>Sl No.</u> | <u>Designation of the Officers/Employees</u> | <u>Pay Scale (as on January 2014)</u>             | <u>No. of posts sanctioned</u> | <u>No. posts filled</u> | <u>Remarks</u>                                      |
|---------------|--|---|--------------------------------|-------------------------|---|
| 1.            | Additional Director General                  | PB-4, Rs.37,400 – 67,000, Grade Pay- Rs. 10,000/- | 1                              | 1                       |   |
| 2.            | Administrative Officer                       | PB-II, Rs.93,00 - 34,800, Grade Pay- Rs. 4,600/-  | 1                              | --                      |   |
| 3.            | Field Publicity Officer                      | PB-II, Rs.9300-34800, Grade Pay- Rs. 4,600/-      | 9                              | 3                       |   |
| 4.            | Field Publicity Assistant                    | PB-1, Rs.5,200 - 20,200, Grade Pay- Rs. 2800/-    | 9                              | 7                       | Recruitment for one post of FPA has been completed. |
| 5.            | Accountant                                   | PB-I, Rs.5200 - 20,200, Grade Pay- Rs. 2800/-     | 1                              | 1                       |   |
| 6.            | U.D.Clerk                                    | PB-I, Rs.5200-20,200, Grade Pay- Rs. 2400/-       | 1                              | 1                       |   |
| 7.            | L.D.Clerk                                    | PB-I, Rs.5200-20,200/-Grade Pay- Rs. 1900/-       | 11                             | 4                       |   |
| 8.            | Driver                                       | PB-1, Rs.5200-20,200, Grade Pay-1900/-            | 7                              | 6                       |   |
| 9.            | Multi Tasking Staff                          | PB-1, Rs.5200-20,200, Grade Pay Rs. 1800/-        | 21                             | 11                      |   |

Section 4(1)(b)(ii)

Powers and duties of Officers and employees:

| <u>Sl. No.</u> | <u>Designation</u>          | <u>Powers and Duties</u>   |
|----------------|-----------------------------|--|
| 1              | Additional Director General | General superintendence, 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 Nine field units. Issues instructions, guidelines to the field functionaries from time to time. Undertakes tours every month and visits all nine units on a rotation basis for inspection of Field Programmes and Office works.Co-ordination with DFP Headquarters New Delhi, central and state Govt. Media organizations, NGO's and IMPCC etc. |
| 2              | Administrative Officer      | General Administration. Drawing and Disbursing of finance.   |
| 3              | Field Publicity Officer     | To organize field programmes, 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.   |
| 4.             | Field Publicity Assistant   | To assist field Publicity officers in field programmes, Organise film shows and to operate and maintain Audio visual equipments.   |

|   |            |   |
|---|------------|---|
| 4 | Accountant | To ensure payment of salaries, T.A. claims and other payments, Usual work as Accountant, Dealing RTI and court case files.  |
| 5 | U.D. Clerk | Maintenance of Office Records, scrutinizing cases pertaining to units.  |
| 6 | L.D. Clerk | To settle T.A. Claims, Educational allowance, Medical expenditure claims and other official works.  |
| 7 | Driver     | To maintain and drive vehicle and assist in field programmes.   |
| 8 | M.T.S.     | Physical Maintenance of records, documents, General cleanliness & upkeep of the section/unit, Photocopying, making sets, stapling, spiral bindings, sending of FAX etc., Watch and ward duties. |

#### Section 4(1)(b)(iii)

Procedure followed in the decision on Appeals and Complaints under the RTI Act, 2005: 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.

#### Section 4(1)(b)(iv)

### 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 :- i) Tour Days: - 04 (ii) Night halts :-03 (iii) Inspection of Field Units : 01 unit.

ii) Field Publicity Units: \_

| Tour Days | Films Shows | Oral Communication | Phot Exh. | Feed Back | Special Programme. | No. of villages to be covered | Audience |
|-----------|-------------|--------------------|-----------|-----------|--------------------|-------------------------------|----------|
|           |             |                    |           |           |                    |                               |          |

|   |    |    |    |   |   |    |      |
|---|----|----|----|---|---|----|------|
| 6 Tour Days (with Night Halts) & 6 tour days (without Night Halt) | 12 | 20 | 12 | 5 | 2 | 12 | 5600 |
|---|----|----|----|---|---|----|------|

B Norms for Administrative & Accounts matters- The norms for administrative and accounts matter are followed as per CCA and GFR financial rules.

Section 4(1)(b)(v)

Rules, regulations, instructions, manuals followed 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  
v) Fee charged by the Department for a copy of rules, regulations, instructions, manual and records : Nil
- 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 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 : --

Section 4(1)(b) (vi)

Statement of the categories of documents held by the Regional Office, Bhubaneswar.

| <u>Sl. No.</u> | <u>Subject</u> | <u>Type of Document file /muster/register voucher etc.</u> | <u>Particulars Heading/type in the document</u> | <u>Periodicity of preservation</u> |
|----------------|----------------|--|---|------------------------------------|
|                |                |  |   |                                    |

|    |                           |       |  |              |
|----|---------------------------|-------|--|--------------|
| 1. | Administration            | Files | Files related to administration                                | As per rule. |
| 2. | General/<br>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            |              |

Section 4(1)(b)(vii)

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-

Section 4(1)(b)(viii)

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.

Section 4(1)(b)(ix)

**8. Directory of its officers and employees:**

| Sl.No | Name & Designation  | Telephone Number | E-mail ID                 |
|-------|---|------------------|---------------------------|
| 1     | Shri Debanjan Chakrabarti ,Additional Director General, Regional Office,DFP,Bhubaneswar | (0674) 2301022   | ro.bhubaneswar.dfp@nic.in |



|    |   |               |  |
|----|---|---------------|--|
|    |   |               |  |
| 2  | Shri Duryadhan Pradhan, Accountant, Regional Office, DFP, Bhubaneswar | (0674)2302033 |  |
| 3  | Shri Rajesh Kondulna, UDC, Regional Office, DFP, Bhubaneswar          | -Do-          |  |
| 4  | Shri R.K.Swain, LDC, Regional Office, DFP, Bhubaneswar                | -Do-          |  |
| 5  | Shri K.K.Sahoo, LDC, Regional Office, DFP, Bhubaneswar                | -Do-          |  |
| 6  | Shri G.Mahakuda, Driver, Regional Office, DFP, Bhubaneswar            | -Do-          |  |
| 7  | Shri D.Barik, MTS, Regional Office, DFP, Bhubaneswar                  | -Do-          |  |
| 8  | Shri Rangadhar Naik, MTS, Regional Office, DFP, Bhubaneswar.          | -Do-          |  |
| 9  | Shri Khirendra Behera, MTS, Regional Office, DFP, Bhubaneswar         | --Do-         |  |
| 10 | Shri Tankadhar Das, MTS, Regional Office, DFP, Bhubaneswar            | -Do-          |  |
| 11 | Shri Rajendra Kumar Pradhan, Driver, Field Publicity Office, Puri.    | (06752)223257 | fpor.puri.dfp@nic.in   |
| 12 | Shri Jarka Munda, MTS, Field Publicity Office, Puri.                  | -Do-          |  |
| 13 | Shri J.R.patnaik, FPA, Field Publicity Office, Baripada.              | (06792)252392 | <a href="mailto:fpor.baripada.dfp@nic.in">fpor.baripada.dfp@nic.in</a> |
| 14 | Shri. Kishore kumar Behera, Driver, Field Publicity Office, Baripada. | -Do-          |  |
| 15 | Shri Kalicharan Singh, MTS, Field Publicity Office, Baripada.         | -Do-          |  |

|    |  |               |  |
|----|--|---------------|--|
| 16 | Shri Mana Mohan Padhy, Field Publicity Officer, Field Publicity Office, Berhampur        | (0680)2282492 | <a href="mailto:fpor.berhampur.dfp@nic.in">fpor.berhampur.dfp@nic.in</a>     |
| 17 | Shri Promod Kumar Sabat, Driver, Field Publicity Office, Berhampur                       | -Do-          |  |
| 18 | Shri Khagesh Baipai, Field Publicity Assistant, Field Publicity Office, Balasore         | (06782)262265 | <a href="mailto:fpor.balasore.dfp@nic.in">fpor.balasore.dfp@nic.in</a>       |
| 19 | Shri Raghu nath Rout, MTS, Field Publicity Office, Balasore                              | -Do-          |  |
| 20 | Shri Mahendra Prasad Jena, Field Publicity Officer, Field Publicity Office, Bhawanipatna | (06670)230227 | <a href="mailto:fpor.bhawaniptna.dfp@nic.in">fpor.bhawaniptna.dfp@nic.in</a> |
| 21 | Shri Abhimanyu Naik, LDC, Field Publicity Office, Bhawanipatna                           | -Do-          |  |
| 22 | Smt. Sushila Dei, MTS, Field Publicity Office, Bhawanipatna                              | -Do-          |  |
| 23 | Shri Manoj kumar Patro, Field Publicity Assistant, Field Publicity Officer, Keonjhar     | (06766)258588 | <a href="mailto:fpor.keonjhar.dfp@nic.in">fpor.keonjhar.dfp@nic.in</a>       |
| 24 | Shri Pradeep Kumar Nayak, Driver, Field Publicity Office, Keonjhar                       | -Do-          |  |
| 25 | Shri Rupadhar Bhoi, MTS, Field Publicity office, Keonjhar                                | -Do-          |  |
| 26 | Smt. Santi lata Seth, MTS, Field Publicity Office, Keonjhar                              | -Do-          |  |
| 27 | Shri Tapan Kumar Maharana, Field Publicity Officer, Field Publicity Office, Sambalpur    | (0663)2540892 | <a href="mailto:fpor.sambalpur.dfp@nic.in">fpor.sambalpur.dfp@nic.in</a>     |
| 28 | Shri Bishnu Charan Sahoo, Field Publicity Assustant, Field Publicity Office, Sambalpur   | -Do-          |  |
| 29 | Shri Santosh Kumar Biswal, Technical Assistant(S), Field Publicity Office, Phulbani      | (06842)253312 | <a href="mailto:fpor.phulbani.dfp@nic.in">fpor.phulbani.dfp@nic.in</a>       |
| 30 | Shri Subash Chandra Mukhi, Driver, Field Publicity Office, Phulbani                      | -Do-          |  |
| 31 | Shri Jeevan Kumar Samnata Singher, Field Publicity Assistant, Field Publicity            | (06854)251456 | <a href="mailto:fpor.jeypore.dfp">fpor.jeypore.dfp</a>                       |

|    |  |      |                                      |
|----|--|------|--------------------------------------|
|    | Office,Jeypore   |      | <a href="mailto:@nic.in">@nic.in</a> |
| 32 | Shri Manoj kumar Bisi, MTS,Field Publicity Office, Jeypore | -Do- |                                      |

**Section 4(1)(b)(x)**

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

| <u>Sl. No.</u> | <u>Designation of the posts</u> | <u>Pay scale of the post</u>                     |
|----------------|---------------------------------|--|
| 1.             | Additional Director General     | PB-4, Rs.37,400 – 67,000,Grade Pay- Rs. 10,000/- |
| 2.             | Administrative officer          | PB-II, Rs.93,00 -34,800,Grade Pay- Rs. 4,600/-   |
| 3.             | Field Publicity Officer         | PB-II, Rs.9300-34,800,Grade Pay- Rs. 4,600/-     |
| 4.             | Field publicity Assistant       | PB-1, Rs.5,200-20,200,Grade Pay- Rs. 2800/-      |
| 5.             | Accountant                      | PB-I, Rs.5200 -20,200,Grade Pay- Rs. 2800/-      |
| 6.             | U.D.Clerk                       | PB-I, Rs.5200-20,200,Grade Pay- Rs. 2400/-       |
| 7.             | L.D.Clerk                       | PB-I, Rs.5200-20,200/-Grade Pay- Rs. 1900/-      |
| 8.             | Driver                          | PB-1, Rs.5200-20,200,Grade Pay- 1900/-           |
| 9.             | M.T.S.                          | PB-1, Rs.5200-20,200,Grade Pay- 1800/-           |

Section 4(1)(b)(xi)

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  | PP &S | Publi-cations | Advt. & Publicity | Total |
|-----|--------|-----|-----|-----|---------|------|----|-----|-----|-------|---------------|-------------------|-------|
| 1.  | 12610  | 25  | 944 | 622 | 270     | 1050 | 20 | 691 | 267 | 00    | 20            | 40                | 16559 |

Section 4(1)(b)(xii)

Details of manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. : Nil

Section 4(1)(b) (xiii)

Details particulars of recipients of concessions, permits or authorizations granted : NIL

Section 4(1)(b)(xiv)

Details of information available in electronic form:

The vital information related to Administrative Reports, CMPR, Tour programmes of Field units are available in the Regional Office an

d are uploaded in the Website [www.dfp.nic.in/bhubaneswar](http://www.dfp.nic.in/bhubaneswar) and are updated regularly.

Section 4(1)(b)(xv)

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:

The Regional Office, Directorate of Field Publicity, Bhubaneswar has not set up a library or reading room. However information is also available in the website [www.dfp.nic.in/bhubaneswar](http://www.dfp.nic.in/bhubaneswar) which is updated regularly and contains all the relevant information which may be visited by any citizen.

Section 4(1)(b)(xvi)

The names, designation and other particulars of the Public Information Officers:

| DIRECTORATE OF FIELD PUBLICITY, ODISHA REGION |                           |   |                        |
|---|---------------------------|---|------------------------|
| 1.  | Shri Debanjan chakrabarti | Additional Director General,Regional<br>Office, Directorate of Field Publicity<br>,Bhubaneswar,25-P,Gajapati Nagar,<br>764005.<br>Tele/fax-(0674) 2301022<br><br>Email:-ro.bhubaneswar.dfp@nic.in | Appellate<br>Authority |
| 2.  | Shri Tapan kumar Maharana | Field Publicity Officer, Field Publicity<br>Office, At: Hill view,P.O.Budharaja.Dist.<br>Sambalpur. Pin -768004.<br><br>Tele:-(0663) 2540892<br><br>Email:-fpor.sambalpur.dfp@nic.in              | CPIO                   |

Section 4(1)(b)(xvii)

Such other information as may be prescribed : Other relevant information are also available under link website of DFP, Bhubaneswar under 'Citizen Charter', 'About us' 'RO/Field units' & 'Organisation Set Up', 'Themes covered'. Important Information is also available on the Notice Board of Regional Office, DFP, Bhubaneswar.

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