

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

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 and State Government programmes through interpersonal communication.

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, Bihar region covers one of the important states of India with vibrant culture and idyllic nature Bihar, the ancient land of Buddha, has witnessed golden period of Indian history. The state of Bihar has 39 districts but 31 districts fall under the Bihar region. The Regional Office is located in Patna and is operational since 1962-63. The Bihar Region has 7 Field Units. Each field Unit has 3-5 districts under its area of operation. The 7 units are located in Munger, Bhagalpur, Forbesganj, Kishanganj, Darbhanga, Sitamarhi and Chapra units.

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 other supporting staff viz. Accountant (1), UDC (1), Cashier (1), LDCs (2), and Driver (Inspection Vehicle) Daftary, Peon & Chowkidar one each, in the Regional Office.

In this region, Director 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 LDCs 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 non official agencies. He is assisted by Technical Assistant/Field Publicity Assistant, 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 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 six 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, situation reports and feed 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, DDK, Kolkata. 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 : 08 i) Inspection of Field Units : 01 unit

ii) Field Publicity Units :_

Tour Day	Films Shows	Oral Comm.	Phot Exh.	Feed Back	Sp Prog.	No. of village to be covered	Audience
6 Tour Days (with Night Halt) & 6 tour days (without Night Halt)	12	20	12	5	2	12	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
 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 : N/A
- 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 : N/A
- 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 : N/A
- 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 : N/A
- 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 : --

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, 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	OC	PP &S	Publications	Advt. & Publicity	Total
1	12000	40	839	425	35	826	85	491	233	44	20	40	15078

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 : Shri Ajay Kumar, Field Publicity Officer, Directorate of Field Publicity, Ministry of Information & Broadcasting, Rajendra Sarowr, Chapra- Phone No. 06152-233881.

ii) Appellate Authority: Shri Shailesh Kumar Malviya, Director, Regional Office (Bihar Region), Ministry of I & B, Govt. of India, Ganpat Sadan, East Boring Canal Road, Patna-800001. Phone/Fax no. 0612-2533927.

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

SALARY FOR THE MONTH OF JULY,2014

Sl. No	Name of Employee (s/Smt.)	Desig.	Pay	G.P	Total Basic Pay	Spl. pay/store	Cash All.	HRA	DA	Tr.all	W.A	G. Total	I. Tex	CGHS	CGEIS	GPF cont.	GPF. adv.	Cycle Adv.	Interest	Total deduction	Net Payable
1	AJAY KUMAR	FPO	20640	4600	25240	0	0	0	25240	1600	0	52080	2200	0	60	15000	0	0	0	17260	34820
2	MD.KHURSHID ALAM	FPA	15660	4200	19860	400	0	1986	19860	1600	0	43706	500	0	30	10000	0	0	0	10530	33176
3	GHEYAS AKHTAR	FPA	15340	4200	19540	0	0	1954	19540	1600	0	42634	500	0	30	8000	0	0	0	8530	34104
4	SUNIL KUMAR CHOUDHARY	FPA	14630 (-)375	4200	18455	400	0	1883	18830	1600	0	41168	500	0	30	13000	0	0	0	13530	27638
5	MD.RAJA ALAM	FPA	14710	4200	18910	0	0	1891	18910	1600	0	41311	500	0	30	8000	12000	0	0	20530	20781
6	NAWAL KISHOR JHA	FPA	11220(-)375	2800	13645	0	0	1402	14020	1600	0	30667	0	125	30	5000	6500	0	0	11655	19012
7	BIRANJAN KUMAR SINHA	ACCTT	11940(-)375	2800	14365	0	0	2948	14740	1600	0	33653	0	125	30	1500	2800	0	0	4455	29198
8	SAROJ SRIVASTAVA	UDC	12210(-)375	2800	14635	0	0	3002	15010	1600	0	34247	0	125	30	3500	3500	500	0	7655	26592
9	NAZRE ALAM	LDC	10310	2400	12710	0	0	1271	12710	1600	0	28291	0	0	30	8000	0	500	0	8530	19761
10	AMRENDRA MOHAN	FPA	10230 (375)	2800	12655	0	0	1303	13030	1600	0	28588	0	125	30	7500	0	0	0	7655	20933
11	RAJKISHOR PRASAD	LDC	9960 (375)	2000	11285	0	0	1166	11660	1600	0	25711	0	0	30	2500	5000	0	0	7530	18181
12	YOGENDRA PRASAD	LDC	9270 (-)375	2000	10895	210	450	2254	11270	1600	0	26679	0	125	30	8000	3500	0	0	11655	15024
13	ARJUN LAL HARIJAN	LDC	9620 (-)375	2000	11245	0	0	1162	11620	1600	0	25627	0	0	30	7000	0	0	0	7030	18597
14	SHAMIM AZHAR	LDC	9620	2000	11620	0	0	1162	11620	1600	0	26002	0	0	30	3000	0	0	0	3030	22972
15	SURESH KR. SHARMA	Driver	13340(-)375	2800	15765	0	0	1614	16140	1600	90	35209	0	0	30	5000	3000	0	0	8030	27179
16	SHYAM KISHOR SHARMA	Driver	11960(-)375	2800	14385	0	0	1476	14760	1600	90	32311	0	0	30	9000	0	0	0	9030	23281
17	SURENDRA CHOUDHARY	Driver	11240(-)375	2400	13265	0	0	2728	13640	1600	90	31323	0	125	30	6000	5000	0	0	11155	20168
18	ANIL KUMAR	Driver	10020(-)375	1900	11545	0	0	1192	11920	1600	90	26347	0	0	30	5000	0	0	0	5030	21317
19	CHARITRA RAM	Driver	8770(-)375	1900	10295	0	0	1067	10670	1600	90	23722	0	0	30	5000	5150	0	0	10180	13542
20	G.N.KUMAR	Daftary	11890(-)375	2400	13915	0	0	2858	14290	1600	90	32753	0	125	30	8000	0	0	0	8155	24598

)375																		
21	SURESH PRASAD	MTS	10490(-)375	2400	12515	30	0	2578	12890	1600	90	29703	0	125	30	10000	0	0	0	10155	19548
22	BHOLA RAM	MTS	10970(-)375	2400	12995	0	0	1337	13370	1600	90	29392	0	0	30	7000	0	0	0	7030	22362
23	H.S.PRASAD	MTS	10970(-)375	2400	12995	0	0	1337	13370	1600	90	29392	0	0	30	8000	0	0	0	8030	21362
24	MOTI LAL SAFI	MTS	9520(-)375	2000	11145	0	0	1152	11520	1600	90	25507	0	0	30	7000	0	0	0	7030	18477
25	RAMESHWAR RAM	MTS	10950	2400	13350	0	0	1335	13350	1600	90	29725	0	0	30	10000	0	0	0	10030	19695
26	HARIKISHOR OJHA	MTS	10960(-)375	2400	12985	210	0	2672	13360	1600	90	30917	0	125	30	12000	0	0	0	12155	18762
27	RAJU KUMAR SONI	MTS	9160(-)375	1900	10685	0	0	1106	11060	1600	90	24541	0	0	30	7000	0	0	0	7030	17511
28	SANJAY KUMAR RAY	MTS	11390	1900	13290	0	0	1329	13290	1600	90	29599	0	0	30	8000	0	0	0	8030	21569
29	C.N. MISHARA	MTS	10960(-)375	2400	12985	0	0	1336	13360	1600	90	29371	0	0	30	5000	7000	0	0	12030	17341
30	GIRJA NATH JHA	MTS	8690	1900	10590	0	0	1059	10590	1600	90	23929	0	0	30	6000	0	0	0	6030	17899
31	SRI PRASAD MANDAL	MTS	8790	1900	10690	0	0	1069	10690	1600	90	24139	0	0	30	10000	0	0	0	10030	14109
32	SHEOPUJAN SAHAY	MTS	11220	2400	13620	0	0	2724	13620	1600	90	31654	0	125	30	10000	0	0	0	10155	21499
	TOTAL:-				442075	1250	450	53353	449950	51200	1620	999898	4200	1250	990	238000	53450	1000	0	298890	701008

SALARY OF NPS STAFF BILL OF FOR THE MONTH OF JULY, 2014

Name of Employee (s/Smt.	Desig.	Pay	G.P	Total Basic Pay	Spl. pay/store	Cash All.	HRA	DA	Tr.all	W.A	G.Total	I. Tex	CGHS	CGEIS	GPF cont.	GPF.adv.	Cycle Advance	Interest	Total deduction	Net Payable
RAKESH KUMAR	DRIVER	6560 (-)375	1900	8085	0	0	846	8460	800	0	18191	0	0	30	1692	0	0	0	1722	16469
VIJAY KUMAR KESHRI	L.D.C	6310	1900	8210	0	0	1642	8210	800	0	18862	0	125	30	1642	0	0	0	1797	17065
SUDARSHAN KISHORE JHA	F.P.A	8560	2800	11360	0	0	1136	11360	1600	0	25456	0	0	30	0	0	0	0	30	25426
TOTAL:-				27655	0	0	3624	28030	3200	0	62509	0	125	90	3334	0	0	0	3549	58960

