

**GOVT OF INDIA  
DIRECTORATE OF FIELD PUBLICITY  
MINISTRY OF I & B  
REGIONAL OFFICE, RANCHI**

**Surya Bhawan  
Kilburn Colony,Hinoo  
Ranchi ,Dated : 26.06.2014**

**Information under section 4 of RTI Act pertaining to Regional office, DFP,  
Ranchi**

**1. Objective/Purpose of public authority:**

**Objective / Vision**

The directorate of field publicity has the mission to inform and empower the people specially in the rural and backward areas. The main objective of DFP is to create awareness among people in regard to central government plans and policy through interpersonal communication. The department has the vision:

A . To bring about attitudinal changes in the minds of the people specially in the media shadow areas.

B. To mobilize public opinion in favour of implementation of welfare of developmental programmes.

C.To get measurable and analysable feedback for the central government.

D. DFP informs educates and also some time entertains the people through interpersonal communication.

E. DFP empowers the peoples especially the weaker section of society living in rural, remote and disturb areas.

F. DFP promotes basic values for national integration communal harmony and democracy principal among the people.

**2. Brief history of public authority**

The Directorate of field publicity one of the media units of Ministry of Information and broadcasting for publicizing programmes and policies of the central Government. DFP at present has a network of 22 regional offices comprising of 207 field publicity units. The DFP Jharkhand and central bihar covers altogether 31 districts in which 24 districts are situated in Jharkhand whereas rest of the seven districts fall under Bihar. The regional office is located in Ranchi, state capital of Jharkhand, which was carved out of erstwhile Bihar on 15<sup>th</sup> Nov. 2000.

The Regional Office, Ranchi was established on 02<sup>nd</sup> January, 1978. Altogether Ranchi region has seven units. Six units, Chaibasa, Daltonganj, Dhanbad, Dumka, Gumla and Jamshedpur are operational in Jharkhand whereas Gaya unit is functioning in Bihar.

**3 . Powers and duties of Officers and employees:**

The Regional head (Dy. Director) is the controlling officer of Jharkhand and Central Bihar Region. The regional head exercises administrative and financial control all the units under him. Field publicity units are headed by Field Publicity Officers, who are assisted by field publicity assistant in various units. The Regional head guides all the Field Publicity Units under the region in carrying out various campaign for creating awareness among the people in their respective areas. The regional head also undertakes tour every month and monitors the field programmes apart from conducting inspection of the units on a rotational basis. The Regional head is assisted by D.D.O. cum Field Publicity Officer and other supporting staff i.e Accountant, UDC, Cashier, L.D.C. and some group D employees in Regional office.

#### 4. Organisational structure of Jharkhand and Central Bihar Region:

Regional Head (Dy. Director)

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F.P.O. Dhanbad cum DDO

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(REGIONAL OFFICE)

1. ACCOUNTANT
2. U.D.C.
3. CASHIER
4. L.D.C.

FIELD PUBLICITY UNITS (7)

1. FPU CHAIBASA
2. FPU DALTONGANJ
3. FPU DHANBAD
4. FPU DUMKA
5. FPU GAYA
6. FPU GUMLA
7. FPU JAMSHEDPUR

5. Procedure being followed in decision making and supervision:

Field publicity units organize various programmes including film shows, Oral communication, Photo exhibition, Song and Drama and special programmes like Seminar, Drawing and other competition, Rallies, Group discussion, Health baby shows, Lectures by the specialist etc. Various publicity materials as well as awards and prizes are also distributed during the programmes. In general various units organize programmes related to National Integration and Communal Harmony, Health and family welfare, Aids, Rural Developments etc.

The FPU's are supposed to chalk out their programmes on the basis of special themes prescribed by DFP Hqtr. Various Units are required to conduct tour after the approval of Regional Head for twelve days a month with six night halt. Normally the tours are carried out in two spell during the first fortnight.

The FPU's have been provided audio visual equipment such as portable video projector, generator, PA system, and other significant equipment so that they can carry out various programmes during their tours. Print materials are also being provided by DAVP and other government departments which are distributed during the tour programme. The FPU's have been instructed to organize field programmes with proper cooperation with local administration, Panchayati Raj institution and Non-governmental organization for effective communication regarding governments plans and policies.

6. Budget of Regional office:

The Regional office has been provided budget by the ministry/DFP Hqtrs under plan and non plan. The Regional controls the entire budget under their jurisdiction. The Regional Office every month reconcile with its accounts to PAO Kolkata. Internal Audit of Ministry of I & B and Accountant General is also been done with the help of Audit parties who visit the regional office occasionally. The Budget for 2014-15 for DFP, Ranchi is as under

**Budget Estimate 2014-15 (Non-Plan)**

**Rs. In thousands**

SL. NO	REGION	SALARY	OTA	DTE	OE	MEDICAL	RRT	MW	POL	OC	PUBLICATIONS	ADVT	TOTAL
1	JHARKHAND	138080	20	1300	425	140	635	55	600	115	20	40	16430

7. The Norms regarding programmes activities:

The DFP Hqtrs. Chalk out the norms in regard to tour programme to be conducted by regional office and Field publicity units. Keeping in view the financial constants the DFP Hqtrs has fixed the norms of tour programmes for 2014-15 as follows:

A Regional Head - Four days and three nights for monitoring of field programmes conducted by FPU per month.

B. Field Publicity units:

Tour days	Film shows	Oral com.	Photo exh.	Feed back	Spl. Prog.	Villages to be covered	Audience
Twelve days(Six days without night halt)	12	20	12	5	2	12	5600

**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 : --
- 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.

**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 Shahid Rahman, FPO cum DDO, Regional Office (Jharkhand & Central Bihar), Ministry of I & B, Govt. of India, Surya Bhawan, Kilburn colony, Hinoo, Ranchi. PIN- 834002 Phone/Fax :0651-2251081

ii) Appellate Authority: Shri Neeraj Nath Pathak, Regional Office (Jharkhand & Central Bihar), Ministry of I & B, Govt. of India, Surya Bhawan, Kilburn colony, Hinoo, Ranchi. PIN- 834002 Phone/Fax :0651-2251081

Information available under DFP, Ranchi website may be referred for further information.

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