

ANNEXURE-1

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, functions and duties)

Sr.No.	Name of the Organisation/Department/Board/Corporation/Institution	Function and duties (in brief)
1.	Public Relations Department	<ol style="list-style-type: none"> 1. Release of Press Notes, highlighting activities and achievements of all the Departments of Administration and their future plans and programmes. 2. Issue of Advertisements. 3. Coordination with Press Reporters, Editors. 4. Holding/sponsoring cultural programmes & promoting budding artists. 5. Coordination with all the Departments of the Administration. 6. Press coverage of functions of Administration and important meeting, VVIP visits. 7. Photo coverage. 8. Maintaining records of Newspapers. (for a period one year). 9. Bringing news of material importance to the notice of Adviser to the Administrator, Home Secretary, Finance Secretary, Deputy Commissioner. 10. Matter relating to office establishments. 11. Constitution of Press Accreditation Committee. 12. Accreditation of Journalists and Empanelment of Newspapers

ANNEXURE-2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Sr.No.	Name of the Post	Powers and duties (in brief)
1.	Secretary Culture and Public Relations	Administrative Head.
1.	Director Public Relations	Overall Incharge for monitoring the day-to-day working of the Department.
2.	Public Relations Officer	Issue of Press Notes, Advertisements, supervision of office work including establishment, management of personnel, coverage of functions and meetings.
3.	Assistant Public Relations Officer-I	Press Clipping work, issue of Press Notes of programmes and coverage of functions & meetings, compilation of telephone directory and telephone chart.
4.	Assistant Public Relations Officer-II	
5.	Section Officer	Works relating to accounts & establishment of the department.

ANNEXURE-3

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
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(The procedure followed in the decision making process, including channels of supervision and accountability)

Sr. No.	Nature/Type of work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1.	Press Coverage	Public Relations Officer	Public Relations Officer	Director Public Relations.
2.	Advertisement	Clerk	Public Relations Officer	Director Public Relations.
3.	Accreditation	Assistant	Public Relations Officer	Director Public Relations.
4.	Clipping	Peon	Public Relations Officer	Director Public Relations.

ANNEXURE-4

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(The norms set for the discharge of its functions)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr.No.	Item of work	Norms set by the department (number of days taken for decision making)
1.	Press Release for Publicity	Same day.
2.	Advertisement	As per the schedule given by client Deptt.
3.	Accreditation	5 days after the clearance by the Press Accreditation Committee.
4.	Clipping	Same day

ANNEXURE-5

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
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(The rules/regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr. No.	Name of work	Name of the Rules	Name of the Manuals	Instructions (Write circular No./date)	Any other Record/Document
1.	Accreditation	Chandigarh Press Accreditation Rules 2001	-	-	-
2.	Accounts & Establishment	Punjab Civil Services Rules	As issued from time to time	As issued from time to time	-

ANNEXURE-6

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
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(Statement of the categories of documents that are held or under control)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr.No.	Category of documents
	Record of press releases by the Department is being preserved in on the official website www.chdpr.gov.in .

ANNEXURE-7

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr.No.	Category of documents
1.	In the matter of grant of accreditation to the correspondents/photo journalists, decision is being taken by a committee, including the Editors of major publications. They are also associated while framing guidelines in this context. In the absence of Committee, DPR can take the decision.

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(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr. No.	Name of the Board(s)	Name of Council(s)	Name of Committee(s)	Name of Other bodies(s) constituted by the deptt.	Whether meetings of these bodies are open to the public (Yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1.	-	-	Press Accreditation Committee	Sub Committee of Press Accreditation Committee	No.	No.

ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005

(Directory of the officers and employees)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr. No.	Name of the Officer/employees	Designation	Telephone Number(O)
1	Smt. Navjot Kaur, PCS	Director	2740056
2.	Smt. Swati Munjal	Public Relations Officer	2740946
3	Ms. Swati Kamra,	Asstt. Public Relations Officer-I	2740946
4.	Ms. Arzoo Sharma,	Asstt. Public Relations Officer-I	2740946
5.	Sh. Mandeep Kumar	Section Officer	2740025

ANNEXURE-10

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005
(Monthly remuneration received by the officers and employees)

Name of the Department/Board/Corporation/Institution/Office: **Director Public Relations**

(as on March 2017)

Sr. No.	NAME AND DESIGNATION	AMOUNT TO BE CREDITED (Rs.)
1	Smt. Navjot Kaur, PCS	82857
2.	Sh. Mandeep Kumar, Section Officer	52122
3.	Smt. Swati Munjal, PRO	44400
6	Sh. Tejinder Kumar Pathak, Sr. Asstt.	67592
7	Sh. Dinesh Singh, Sr. Asstt	45247
8	Smt. Kiran, Sr. Asstt.	52668
9	Sh. Ranjit Singh, Sr. Photographer	69370
10	Sh. Abhimanu, Jr. Photographer	47537
11	Sh. Deepak Yadav, Clerk	40541
12	Sh. Gurvinder Singh, Clerk	42734
13	Sh. Amit Sharma, Steno-typist	17199
14	Sh. Malkeet Singh, Driver	26398
15	Sh. Brijmohan, Peon	39501
16	Sh. Jorawar Singh	35847
17	Sh. Rajinder Kumar, Attendant	32568
18	Sh. Khem Chand, PRA	37688
19	Sh. Rajpal, Helper	37478
20	Sh. Sonpal, Sweeper-cum-Chowkidar	37878
21	Sh. Nirbhay Tiwari, Driver	21600
22	Sh. Narinder, Peon	15200

Contractual Employees

1	Ms. Swati Kamra, APRO-I	22195
2	Ms. Arzoo Sharma-II	22195
3	Sh. Naresh Kumar, Data Entry Operator	17199
4	Ms. Ritika, Data Entry Operator	17199

ANNEXURE-11

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)
OF THE RIGHT TO INFORMATION ACT, 2005(Budget allocated to each of its agency, indicating the particulars of all plans, proposed
expenditures and reports on disbursements made)

Name of the Department/Board/Corporation/Institution/Office: Director Public Relations

Head of Account	BE 2017-2018 (Amount in Thousands)
2205- Art and Culture.	
102- Promotion of Arts and Culture.	
04-Other Schemes	
040002- Wages	1000
040011-Domestic Travel Expenses	0
040031- Grants-in-aid-General	18400
040050- Other Charges	32400
Total: 04	51800
Total: 2205	51800
2220- Information and Publicity	
01- Films	
001-Direction and Administration	
01-Public Relation	
010001-Salaries	8692
010006- Medical Treatment	200
010011-Domestic Travel Expenses	20
010013-Office Expenses	13400
Total: 01	22312
60- Others	
101- Advertising and Visual Publicity.	
03-Establishment	
030001- Salaries	3888
030006- Medical Treatment	100
030026- Advertising and Publicity	5200
TOTAL: 03	9188
TOTAL: 2220	31500
TOTAL: 190-PUBLIC RELATION	83300

ANNEXURE – 12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(B)(xii)
OF THE RIGHT TO INFORMATION ACT,2005

(The manner of execution of subsidy programmes, including the amounts allocated and the details
of beneficiaries of such programmes)

Name of the Department/Board/Corporation/Institution/Office : Director Public Relations

Sr No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Details of beneficiaries
No such Scheme				

ANNEXURE -13

PUBLICATION OF INFORMATION REGARDING ITEMS; SPECIFIED IN RULE 4
(i)(b)(xiii) OF THE RIGHT TO INFORMATION ACT,2005

(Particulars of recipients of concessions, permits or ; authorizations granted)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr. No.	Concessions/Permit/ Authorization grant	Name of the recipient	Address of the recipient
- N.A -			

ANNEXURE-14

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(b)(xiv)
OF THE RIGHT TO INFORMATION ACT, 2005

(Details in respect of the information, available, reduced in an electronic form.)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr No.	Type of Information
	Record of press releases by the Department is being preserved in on the official website www.chdpr.gov.in .

ANNEXURE – 15

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(b)(xv)
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(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr No.	Facilities available	Remarks (No. of days in week/timings etc.)
1.	The information regarding the programmes, notices & schemes of Administration meant for the welfare of general public are disseminated in the form of Press Notes to make them aware and avail the facilities.	As per requirement

ANNEXURE – 16

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(b)(xvi)
OF THE RIGHT TO INFORMATION ACT,2005

(Names, designations and other particulars of the Public Information officers)

Name of the Department/Board/Corporation/Institution/Office : **Director Public Relations**

Sr No.	Name of the State Publication Information Officer	Designation	Telephone No. (office/residence)	Residential address	Assistant State Publication information Officer	Telephone number (office/residence)	Residential address
1	Sh. Mandeep Kumar,	Section Officer	2740025	H.No.2623 Sector 22-C Chd.	Sh. Dinesh Singh	2740539	1353-A Sec. 19-B, Chd.