

## 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/Instituion	Function and duties (in brief)
1.	Public Relations Department	<ol style="list-style-type: none"> <li>1. Release of Press Notes, highlighting activities and achievements of all the Departments of Administration and their future plans and programmes.</li> <li>2. Issue Advertisements.</li> <li>3. Coordination with Press Reporters, Editors.</li> <li>4. Holding/sponsoring cultural programes &amp; promoting budding artists.</li> <li>5. Coordination with all the Departments of the Administration.</li> <li>6. Press coverage of functions of Administration and important meeting, VVIP visits.</li> <li>7. Photo coverage.</li> <li>8. Maintaining records of Newspapers. (for a period one year).</li> <li>9. Bringing news of material importance to the notice of Adviser to the Administrator, Home Secretary, Finance Secretary, Deputy Commissioner.</li> <li>10. Matter relating to office establishments.</li> <li>11. Constitution of Press Accreditation Committee.</li> </ol>

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	<ul style="list-style-type: none"> <li>• Planning media strategy &amp; interacting with journalists.</li> <li>• Organising Press conference, sending media invites esp. those of Administrator and AA.</li> <li>• Drafting messages &amp; speeches.</li> <li>• Allocation &amp; issue of advertisements.</li> <li>• Open Hand- Design, layout &amp; content.</li> <li>• Supervision of office work including management of personnel.</li> <li>• Supervision of Photographers' and APROs' work.</li> <li>• Visits of Ministers and Secretaries of GOI.</li> </ul>
3.	Assistant Public Relations Officer-I	<ul style="list-style-type: none"> <li>• Press Accreditation.</li> <li>• Work related to press notes.</li> <li>• Coverage of functions and meetings: Administrator, Adviser, Home Secretary, Finance Secretary.</li> <li>• Organizing Press conferences and sending media invites.</li> <li>• Alignment with DC office regarding dignitary visits.</li> </ul>
4.	Assistant Public Relations Officer-II	<ul style="list-style-type: none"> <li>• Daily updating of websites regard Press release, events, etc.</li> <li>• Calendar, Diary &amp; Directory work.</li> <li>• Work related to press notes.</li> <li>• Coverage of functions and meetings: Administrator, Adviser, Home Secretary, Finance Secretary.</li> <li>• Organizing Press conferences and sending media invites.</li> <li>• Alignment with DC office regarding dignitary visits.</li> </ul>
5.	Section Officer	Matters relating to accounts & establishment of the department.

### ANNEXURE-3

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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	APRO	Public Relations Officer	Director Public Relations.
4.	Clipping	APROs	Public Relations Officer	Director Public Relations.

ANNEXURE-4

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

(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 <a href="http://www.chdpr.gov.in">www.chdpr.gov.in</a> .

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.

ANNEXURE-8

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.	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	Sh.Yogesh Kumar, HCS	Director	2740056
2.	Smt. Aanandika Sood	Public Relations Officer I	2740025
3	Sh. Ramesh Chand	Section Officer	2740539
4.	Sh. Digvijay Dhanju	Asstt. Public Relations Officer-I	2740946
5.	Ms. Aastha Kaushik	Asstt. Public Relations Officer-II	2740946

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:

Regular Staff:

**Director,**  
**Public Relations**

(as on June , 2011)

NAME AND DESIGNATION	AMOUNT TO BE CREDITED (Rs.)
Sh. Yogesh Kumar, HCS, DPR	40786/-
Sh. Ramesh Chand, Section Officer	34610/-
Sh. Sham Lal, Sr. Asstt.	35080/-
Smt. Veena Kumari, Sr. Assistant	40209/-
Sh. Ranjit Singh, Sr. Photographer	35108/-
Sh. Tejinder Kumar Pathak, Sr. Asstt.	35336/-
Sh. Abhimanu, Jr. Photographer	23678/-
Sh. Dinesh Singh, Jr. Scale Stenographer	24471/-
Smt. Kiran, Jr. Asstt.	25052/-
Sh. Sanjeev Kumar, Steno	17143/-
Sh. Deepak, Clerk	16921/-
Sh. Gurvinder Singh, Clerk	16921/-
Sh. Rajpal, Helper	19041/-
Sh. Rajinder Kumar, Attendant	16413/-
Sh. Khem Chand, PressRoomAtt.	19251/-
Sh. Brij Mohan, Peon	19705/-
Sh. Sonpal, S/Chowkidar	19241/-
Sh. Malkeet Singh, Driver	14486/-
Sh. Jorawar Singh	20546/-

Contractual Staff:-

Name/Designation	Pay Details(Rs.)
Smt. Aanandika Sood, PRO	26700/-
Sh. Digvijay Dhanju, APRO -I	19800/-
Ms.Aastha Kaushik , APRO-II	19800/-
Sh. Narinder Singh, Peon	8950/-
Sh. Nirbhay Tiwari, Driver	11900/-

ANNEXURE-11

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)(i)  
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(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

Sr. No.	Head/Item of the budget	Proposed expenditure during the year (2011-12) (Rs in Lakhs)	Disbursement made till 31.5.2011 (Rs in thousands)
2.	2220-Information & Publicity Advertising & Visual Publicity (Plan Scheme)		
	(i) Spl. Publication & Spl. Campaign	30.00	0080
	(ii) Publicity of the achievements of the administration	10.00	
		40.00	0080

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 <a href="http://www.chdpr.gov.in">www.chdpr.gov.in</a> .

ANNEXURE – 15

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

(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. Ramesh Chand	Section Officer	2740539	319, Sec 22A, Chandigarh	Sh. Dinesh Singh	2740056	323, Harmilap Nagar, Phase – I, Chandigarh.