

## Department of Information and Publicity Citizen Charter

We sincerely commit ourselves to provide responsive, value based, timely services to the people and to the media, in our ultimate endeavor to provide information and related services. We also commit ourselves to promote better acceptance and understanding of the Government, its policies and programmes by the people.

### Aim

We commit ourselves to enlighten the public on policies and schemes of the Government

We dedicate ourselves to the cause of promoting better understanding between the Government and the people and between the Government and the media.

### Objectives

- ❖ To effectively propagate the ideas, ideals, and policies of the Government.
- ❖ To carry information of the Schemes of the Government to the door steps of the people.
- ❖ To effectively use mass media for dissemination of such information
- ❖ To create awareness among people particularly among the rural masses about the welfare measures through publicity.
- ❖ To disseminate information on policies and programmes and achievements of the Government through exhibitions.
- ❖ To function as a Nodal Agency for release of advertisements of various Governments departments, Undertakings, and Corporations.
- ❖ To bring out periodicals for the benefit of the public, detailing Government schemes/programme.
- ❖ To honor renowned leaders by celebrating their birth and observing their death anniversaries. Also to honor freedom fighters during solemn occasions like the Independence Day and the Republic Day.
- ❖ To conduct Film Festivals like the 'Indian Panorama', French Film Festivals, and Children's Film Festivals etc. in coordination with Navadarshan Film Society, Puducherry, Alliance Francaise Puducherry and the Directorate of Film Festivals, Government of India, Mumbai.
- ❖ To extend hospitality to visiting V VIPs and State Guests

- ❖ To organize ceremonial occasions like the Independence Day, the Republic Day and Swearing-in ceremonies
- ❖ To ensure protocol arrangements wherever necessary
- ❖ To implement welfare schemes for media persons and to help betterment of their professional skills

#### Approved programme for allotment

- ❖ Song and drama
- ❖ Government functions-Solemn functions like the Independence day and the Republic day
- ❖ Receptions
- ❖ Protocol
- ❖ Press coverage
- ❖ Press Meet
- ❖ Film shows
- ❖ Commemoration of birth / death anniversaries of National /State leaders - about 46 functions a year
- ❖ Indian Panorama
- ❖ French Film Festival
- ❖ Children's Film Festival
- ❖ Erection of statue of leaders
- ❖ Placing of wreath at the French War Memorial

## PUBLICATION AND EXHIBITION SECTION

### **Activities**

- ❖ Forwarding of daily press clippings
- ❖ Conducting of Exhibitions

Daily press clippings relating to the Union Territory of Puducherry, taken from various news papers , both English and Tamil including news items of national importance are being dove-tailed and sent to the Lt. Governor, Chief Minister, Ministers and Secretaries to the Government.

The public grievances reflected in the newspaper are brought to the knowledge of the concerned Departments/Offices then and there for quick redressal.

About 66 Radio Rural Forums and 66 TV Centers are being maintained under the Community Listening Scheme/Community Viewing Scheme for educating the common man on the policies of the Government and getting necessary feed back in respect of agriculture and allied subjects.

Plan Exhibitions on 20-point programme and other exhibitions had been conducted in the past highlighting the salient features of Govt. programmes./ Schemes including Freedom Fifty Photo Exhibition highlighting the freedom struggle in Puducherry against the French Regime.

### Special Publications

Speeches of the Lieutenant Governor and Chief Minister during the Independence Day and the Republic Day are being published for wider circulation. Speeches for the Chief Minister on special occasions and messages for Souvenirs are also being prepared and published as a routine feature.

## PRESS SECTION

### ACTIVITIES

- ❖ Press coverage
- ❖ Press meet
- ❖ Photographic & Video graphic Coverage of Government functions
- ❖ Schemes/ Welfare measures for media persons and other initiatives to improve their professional competence.
- ❖ Observance of National Press Day
- ❖ Issue of Identity Cards, Free Medical Treatment Cards& Accreditation Cards to media persons
- ❖ Maintenance of the Press Club
- ❖ Releasing of Government advertisements &Publication of Government tender Notices in newspapers
- ❖ Publication of special supplements in news papers on activities / achievements of the Government.
- ❖ Maintaining departmental website & E –Governance initiatives

Press coverage is organized for functions participated by the Lt.Governor, Chief Minister, and other Ministers.

Press meets are arranged for the Lt. Governor, Chief Minister, Speaker, Ministers, and Deputy Speaker and for other visiting dignitaries.

Photographic and Video graphic coverage are also arranged for important Government functions by engaging Government approved photographers/ videographers.

Press releases, press notes, invitation cards to various Government functions and Government photographs are issued to all media organizations on regular basis for keeping them abreast of the Government activities and also for vide media publicity.

Transport arrangements are also made to take media persons for coverage of Government functions organized outside the Municipal limit of Puducherry and within the town on special occasions.

Releasing of advertisements about the progress and achievements of the Government, particularly during the occasion like the Independence Day and Republic Day, Year-completion of the popular Government in power and as and when special supplements are brought out by journals to mark various occasions.

Brings out special features, supplements, advertorials in national dailies and journals focusing Puducherry.

Publicize Government tender notices/notifications in newspapers ensuring uniformity and equality of distribution amongst media organizations.

During elections, a media centre is made functional at the Chief Secretariat for providing information to the media regarding election related matters.

### **WELFARE MEASURES FOR JOURNALISTS**

The welfare of media persons is ensured with following schemes

- ❖ Grant of Financial Assistance to media persons from Chief Minister's Relief Fund
- ❖ Issue of Medical Identity Cards
- ❖ Issue of Press Identity cards.
- ❖ Issue of Press Accreditation Cards
- ❖ Issue of Free Bus Pass in Puducherry Road Transport Corporation buses.
- ❖ Scheme for grant of pension benefits to journalists serving in indigent circumstances (This scheme is being modified to enhance the pension amount and also to grant such benefits also to the nominated family member of a deceased journalist )
- ❖ Scheme to purchase professional equipments like Laptop Computers on 50% Subsidy
- ❖ Maintenance of Press Club
- ❖ Ensuring good rapport with Press like distribution of gift coupons, gifts on Special occasion's etc,
- ❖ Provision for grant of ex-gratia to journalists in certain cases
- ❖ Commemoration of National Press Day & Organizing of Workshop/training/seminars /discussions for media persons on media related matters

### **PRESS ACCREDITATION**

Press Accreditation Rules termed as the **Pondicherry Press Representatives Accreditation Rules- 1984**; accords press accreditation status to the eligible press correspondents of the Union Territory of Puducherry.

Sl. No.	Eligibility	How to Apply	Whom to apply	Appellate Authority
<p>1.</p> <p>2.</p> <p>3.</p>	<p>Minimum three years experience as journalist</p> <p>Should be a working journalist as defined in the Working Journalist Act and employed as a full-time press representative.</p> <p>Should be a resident of the Union Territory of Puducherry as per the working Journalist and other Newspaper Employees (Conditions of Service) and Miscellaneous Provision Act, 1955 (Central Act 45 of 1955) and employed whole time as a correspondent.</p>	<p>Application with following Certificates/Documents.</p> <ol style="list-style-type: none"> <li>1. Previous experience Certificate.</li> <li>2. Appointment order copy</li> <li>3. Pay Certificate</li> <li>4. Recommendation letter from the Editor</li> <li>5. Two stamp size colour photographs</li> </ol>	<p><b>Puducherry</b></p> <p>The Director Directorate of Information and Publicity, Govt. of Puducherry, 18 Bellcombe Street, Puducherry Pin : 605 001</p> <p>Tele fax: 0413- 2334398 Tel(B).2336415 &amp; 2337078</p>	<p>The Director, Directorate of Information and Publicity 18, Bellcombe Street, Puducherry Pin-605001</p>
			<p><b>Karaikal :</b></p> <p>The Assistant Director Department of Information and Publicity, 5, Jawaharlal Nehru St, Karaikal. Phone :04368 - 222596</p>	
			<p><b>Mahe :</b></p> <p>The Regional Administrator, Government House Mahe</p> <p>Phone: 0490-2332720</p> <p>Fax: 0490-2332960</p>	

			<b>Yanam:</b> <b>The Regional Administrator,</b> <b>Yanam</b> <b>Phone:0884-2321223</b> <b>Fax: 0884-2321843</b>	
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Presently, eleven media persons in Puducherry are accredited with the Government.

The Press Accreditation Committee has been reconstituted with the following members on 12<sup>th</sup> December 2007 and published in the official Gazette dt.25.12.2007 in pursuance of the rule 3 of the Pondicherry Press Representatives Accreditation Rules, 1984.

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|-----|---|-----------------------------|
| (1) | <b>The Director,</b><br><b>Directorate of Information and Publicity</b><br><b>Puducherry</b>                      | <b>Convener-cum- Member</b> |
| (2) | <b>Thiru. K. Durairaj,</b><br><b>Special Correspondent</b><br><b><i>The Hindu- Puducherry</i></b>                 | <b>Member</b>               |
| (3) | <b>Thiru. Kuppan</b><br><b>Senior Staff Reporter</b><br><b><i>Dinamani-Puducherry</i></b>                         | <b>Member</b>               |
| (4) | <b>Thiru. P.A. Benny,</b><br><b>Correspondent</b><br><b><i>U.N.I., Puducherry</i></b>                             | <b>Member</b>               |
| (5) | <b>Thiru.R. Dharmarajan</b><br><b>Editor-</b><br><b><i>Dinakaran &amp; Tamizh Murasu</i></b><br><b>Puducherry</b> | <b>Member</b>               |

The term of the office of the non-official members of the committee shall be two years from the date of reconstitution of the committee .The Committee shall meet once in three months and discharge the functions enumerated in the said rules.

Time limit for issue of accreditation cards: One month from the date of holding the meeting of the Accreditation Committee

## GRANT OF FINANCIAL ASSISTANCE TO THE PRESS REPORTERS OF PUDUCHERRY

### Eligibility Criteria

(1) Should be a citizen of India and native of the Union Territory of Puducherry by virtue of birth or by continuous residence for a period of not less than five years in the Union Territory of Puducherry.

(2) Should have served in Newspaper / Magazine duly registered with the Registrar of Newspapers, Government of India, New Delhi, continuously for a period of not less than 10 years.

### Amount of financial assistance

The amount of financial assistance is Rs. 25,000/-

### Making Application

Application for the grant of financial assistance should be submitted to the Member Secretary-cum-Treasurer in Form-I accompanied by the following certificates.

- (a) Nativity and Nationality Certificate in Form-II obtained from an officer of Revenue Department not below the rank of a Deputy Tahsildar.
- (b) A service certificate in Form-III from the competent authority of the Newspaper / Magazine concerned.
- (c) Verification certificate in Form-IV from the Director of Information and Publicity, Pondicherry.

### Mode of Selection

A committee consisting of the following officers shall select the beneficiaries under the respective bye-laws:

1)	Secretary to Government (Information)	Chairperson
2)	Deputy Secretary/Under Secretary to Government (Information)	Member
3)	Director of Information and Publicity	Member
4)	Regional Executive Officer of the respective region concerned.	Member

The Committee on being satisfied with the application of the media person can recommend for the grant of financial assistance as per the bye-laws:

### Disbursement of financial assistance

On sanctioning the financial assistance, the Member-Secretary-cum-Treasurer, shall arrange for drawing of the amount by way of a crossed cheque in favour of the applicant and hand over the same to the Director of Information and Publicity, Puducherry who will



in turn transmit the cheque to the applicant after obtaining necessary receipt thereof from the applicant in the prescribed Form-V.

Time limit for granting financial Assistance to an eligible applicant: Three weeks from the date of submission of the application with complete required documents.

### **MEDIA PERSONS IDENTITY CARDS**

All media persons coming under the “working journalist and other newspaper employees (conditions of service and miscellaneous provision act 1955-central Act 45 of 1955)” who are functioning in the Union Territory of Puducherry are being issued with media persons identity card from the Directorate to enable them to be identified for various Government functions/ collection of news etc. from the Government.

To get the media persons identity card, the employer of the media organization has to send a formal letter to the Director -Information & Publicity,18 Bellcombe Street, Puducherry-1, recommending the issue of identity card to their representatives along with necessary details like name, designation, contact address, residential address, blood group, and telephone numbers etc. along with two stamp sized photographs. The Directorate will make an enquiry as deem fit to satisfy itself about the credentials of the person before issuing the identity card. Further, the media organization making the request, also has to be established itself for a sufficient duration before approaching the Directorate for issue of identity cards to its media persons. The identity card will be valid only for a period of one year from the date of issue. For renewal of the card, the media person has to get the case recommended by his employer formally and surrender his old card and also to submit 2 stamp sized photographs.

Time limit for issue of new cards to an eligible media person belonging to an established media organization: One week.

Time limit for renewal of the old card to an eligible media person: Two working days.

### **FREE MEDICAL CARD FOR MEDIA PERSONS**

As per the notification issued vide G.O Ms no.97 dated 31<sup>st</sup> Dec.1987 the Government has decided to provide free medical facility to the press correspondents and members of their family in Government hospitals /institutions under the control of the Administration. This will include free treatment in the Government hospitals /institutions of Puducherry with entitlement of A class Special Wards. In the absence of such wards, wards of next lower category shall be provided. The free medical facility will also include hospital stoppages, investigation charges etc. The Press section of the Directorate of Information & Publicity issue Identification Cards /Certificates to the eligible media persons for this purpose. To obtain the Medical identity card, the eligible media person has to send a formal letter to the Director enclosing therewith a copy of the valid media persons identity card issued to him from this Directorate and also two pass port size photographs. Then, the Free Medical Card will be issued within a working day.

## **SCHEME FOR GRANT OF PENSION BENEFITS TO JOURNALISTS-2002**

The object of the scheme is to grant financial assistance in the form of monthly pension to such journalists in indigent circumstances in this Union Territory of Puducherry keeping in view of the special nature of the services rendered by them to the society in creating a sense of socio-political awareness among the people

### **Eligibility conditions:**

- 1. The beneficiary shall be a citizen of India and resident of the Union Territory of Puducherry by birth or by continuous residence for a period of not less than 5 years**
- 2. The beneficiary must have completed 58 years of age at the time of applying for pension**
- 3. The beneficiary must have put in not less than 20 (Twenty) years of service as a full time Editor/Reporter/Sub-Editor/Press Photographer/Correspondent of a Newspaper/ Periodical / News Agency, including newspapers and periodicals published in the Union Territory of Puducherry and News Agencies having Headquarters outside the States. The beneficiary must also have been an Accredited media person with Government of Puducherry.**
- 4. At the time of applying for pension, the family income of the applicant from all sources (including pension, if any, being received by the beneficiary) shall not exceed Rs. 36,000/- (Rupees thirty six thousand only) per annum.**
- 5. Gratuity and other retirement monetary benefits, if any, received by the beneficiary from the former employer should not have exceeded Rs. 50,000/- (Rupees fifty thousand only)**
- 6. The emoluments received/professional income earned by the beneficiary during his/her service / active career should not have exceeded Rs. 60,000/-) per annum**
- 7. In the case of journalists who are unable to pursue their profession on account of chronic ill-health or are permanently incapacitated from performing their job, pension under this scheme shall be sanctioned if they have put in a service of at least 10 (Ten) years in any capacity as mentioned in Sr.no.3 above, irrespective of their present age, if they satisfy the other conditions laid down as above.**
- 8. Pensioners who are already receiving pension/honoraria under the schemes like the old age pension scheme, scheme for financial assistance to physically handicapped persons or under the scheme for honoraria/pensions to artists, writers, if they are selected for assistance under this scheme, may opt for either receiving assistance under this scheme or continuation of assistance being received by them under any of the aforesaid schemes.**
- 9. The journalists who have applied for pension under this scheme shall not receive any pension/honoraria from Central/State Governments.**

### Quantum of pension:

The quantum of pension shall be Rs.2, 000/- (Rupees two thousand only) per month or as may be fixed by the Government from time to time. (The Government has proposed to enhance this amount to Rs.4, 000/- per month)

### Making of application:-

The application for grant of pension under this scheme shall be submitted to the Director of Information and Publicity, Puducherry in Form-I accompanied by the following certificate, namely:-

- (a) Nationality/Nativity/Residence and Income Certificate obtained from an officer of the Revenue Department not below the rank of a Deputy Tahsildar;
- (b) Birth Certificate or Transfer Certificate/School Leaving Certificate for proof of the age;
- (c) Experience Certificate showing the designation, period of service and the place of work from the former employer in Form-II;
- (d) Certificate regarding (i) Date of retirement, (ii) Gratuity and (iii) Maximum salary drawn per year at the time of retirement;
- (e) Certificate regarding any pension/honoraria received from Central or State Government under the schemes, like the old age Pension Scheme, Scheme for financial assistance to Physically Handicapped persons or the scheme for honoraria/pension to Artists, Writers, etc;
- (f) Medical Certificate (For Physically Handicapped or those suffering from incurable diseases)

### Sanction of Pension:

All the applications received from the journalists under the Scheme shall be placed before the Selection Committee comprising of the following officials along with a certificate of verification by the Assistant Director / Public Relations Assistant of Information and Publicity Department in Form-III

(i)	Secretary to Government (Information and Publicity)	Chairperson
(ii)	Joint Secretary (Revenue )	Member
(iii)	Under Secretary/Deputy Secretary to Government (information)	Member
(iv)	Under Secretary / Deputy Secretary to Government (Finance)	Member
(v)	Collector/Regional Administrator of the Region concerned (for applicants from outlying District /Regions only)	Member
(vi)	Director of Information and Publicity	Member - Secretary

The Committee after satisfying itself about the genuineness of the application may sanction the pension, after which the Director of Information and Publicity shall issue a sanction order in Form-IV.

Time limit for sanction of pension to an eligible applicant: 45 working days form the date of submission of application with complete documents.

### FINANCIAL ASSISTANCE FOR PURCHASE OF LAPTOP COMPUTERS TO MEDIA PERSONS

This is a new scheme announced by the Hon'ble Chief Minister on the floor of the Assembly during the Budget Session 2006-07. Under this scheme, financial assistance to an extent of 50% of the cost of Laptop computer is proposed to be sanctioned to a beneficiary media person working in the Union territory of Puducherry. (The scheme is yet to be notified.)

### PROVISION OF EX-GRATIA TO MEDIA PERSONS

An amount of Rs.2, 00,000/- (Rupees two lakhs) is proposed to be paid to the family of deceased journalists, who have served for a considerable period of time in the Union Territory of Puducherry. The scheme is under the active consideration of the Government.

### SCHEME FOR PROVIDING FREE BUS PASS FACILITY TO MEDIA PERSONS

This is a new scheme introduced from April 2007. The scheme is meant to provide free bus pass facility to media persons working in Puducherry in Puducherry Road Transport Corporation buses (except town buses) to undertake journeys for their professional requirements. The scheme has been notified.

#### **Eligibility:**

1. The eligible media person, under this scheme, should be a citizen of India and a resident of the Union Territory of Puducherry for a period of not less than 5 years. A nativity/ residence certificate from competent revenue authority should be attached with the application form.
2. Should have at least three years service as media person in the Print / Electronic Media/ News Agency in the Union Territory of Puducherry.
3. Should be working in any of the Print / Electronic Media / News Agency as a Media Person at the time of submission of his application for grant of free bus passé.

**"Media person"** for the purpose of issue of Free Bus Pass means, person who has rendered service within the Union territory of Puducherry as a full time Editor/ News Editor/Sub Editor/Reporter/ Press Photographer/Videographer / Correspondent of Print/Electronic Media/News Agency.

### **Making of application form:**

Application form in Form 1, along with three stamp sized photographs, service certificate in Form 11, and residence certificate should be submitted to the Director-Information Publicity, 18- Bellcombe street, Puducherry 1. The validity of the bus pass issued will be only for a period of one year.

Renewal of the pass could be done on applying in the prescribed application Form 111 along with attested copy of the Bus pass already issued and a photograph.

Time limit for issue of free Bus pass (new) to an eligible media person: Two weeks from the date of submission of application along with complete documents and photographs.

Time limit for renewal of the Bus pass to an eligible media person: Two days from the date of submission of application and required documents.

### **PRESS CLUB**

A Press Club, to help build-up a common platform for professional journalists has been set up in a Government owned building with all kinds of facilities such as Newspapers / Journals, Colour TV, Telephone and Fax Machine at No.1 Manakula Vinayagar Koil street -Puducherry- 1 and is looked after by a fulltime Govt. employee. Similar Press Clubs have been set up in Karaikal and Yanam regions also.

### **NATIONAL PRESS DAY:**

'National Press Day' is being celebrated on 16<sup>th</sup> November annually to honor the Media Personnel for their meritorious services towards the cause of Journalism and also to maintain cordial relationship between the fourth estate and the Government. Seminar/Workshop/Discussions /Training sessions to journalists are also organized simultaneously with the observance of National Press Day .The Directorate also encourages building up of professional competence among media persons and has in the past deputed selected media photographers from Puducherry to participate in National Seminar on subjects like Digital Photography .etc.

### **E-GOVERNANCE INITIATIVES**

The Press section has established broadband connection for easy and effective dissemination of information to the media. With this facility, the department has started sending all media communications like Press releases, Government Orders, photographs taken during Government functions, invitations to media persons, and other Press notes to media persons in Puducherry through email also besides sending them by person. All Government departments could now, send their Press communications to the Information & Publicity department by E-mail for effective and faster service.

The e-mail address for press communication is: [pondyinformation@gmail.com](mailto:pondyinformation@gmail.com)

The e-mail address for inter-departmental communications is: [info@pon.nic.in](mailto:info@pon.nic.in)

### **DEPARTMENTAL WEBSITE:**

The Directorate of Information & Publicity coordinated with the assistance of the National Informatics Centre- Puducherry , to establish the official website of the department .The website could be accessed under [url:http://info.puducherry.gov.in](http://info.puducherry.gov.in) The activities/information on all schemes of the department, all application forms , general information to the public, details about government function, advertisement released to media organizations and media- specific services like issue of press releases , press notes, invitation cards, photographs, video footages etc. could also be accessed through the Website and downloaded free of cost. The content of the website would be kept updated by the Press Section every now and then.

### **GRIEVANCE REDRESSAL MECHANISM:**

The staff of the Press Section of the Directorate of Information & Publicity accord priority to sort out grievance of the public, particularly of the media persons. Incase of any complaints, with regard to its functioning or deviations from its accepted commitments of service, the Section Officer i.e. the Asst.Director (Press) could be contacted personally during office hours or over phone (PH: 0413-2337078) The complaint will be also received formally and acknowledged.

In case, not satisfied with the action taken by the branch officer, The Director – Information & Publicity-the Head of office of the Directorate also could be approached personally during office hours or over phone.(Ph.0413-2336415,fax-2334398)

Complaint box is also kept in the Directorate for enabling the public to come forward to speak out their complaints/suggestions for improvements in its functioning. Complaints received will be monitored for action taken. Complaints could also be e-mailed to the Directorate to: [info@pon.nic.in](mailto:info@pon.nic.in).

The Secretary –Information & Publicity, 2<sup>nd</sup> Floor, Chief Secretariat, Puducherry-1 is the Head of the Department in respect to the information &Publicity Department. Secretary is the appellate authority with regard to all grievances of the Department as well as under Right to Information Act. An aggrieved person can meet the Secretary on any working day on prior appointment.

## PUBLICITY SECTION

The Publicity Section conducts Film Festivals, in coordination with Navadarshan Film Society, Puducherry and Directorate of Film Festivals, Government of India, annually. Best Award winning films of various languages are being screened and the Film Director is honored with cash award and memento on such occasions.

State Information Centre-cum-Reference Library is being maintained with latest journals, periodicals, books and magazines for the needs of common public. Similar State Information Centers are also functioning in other pockets of the Union Territory of Puducherry.

The Publicity Section also furnishes the required updated materials to the Ministry of Home Affairs, Ministry of Information & Broadcasting about the Government of Puducherry as and when required.

## INDIAN PANORAMA

This Department celebrates 'Indian Panorama' Film Festival every year in co-ordination with the Navadarshan Film Society and Directorate of Film Festivals, Government of India, New Delhi and institutes 'best film award' in the name of Sankaradass Swamigal. The award will be restricted to one of the films screened in three languages viz. Tamil, Telugu and Malayalam. The best film carries a cash award of Rs.10,000 and a memento to the Director of the film. It is decided to give a separate award to the best film / documentary which has been taken in the landscape of the Union territory of Puducherry highlighting the cultural heritage of Puducherry. This award will carry a cash prize of Rs. 1,00,000/- and a memento to the producer of the film/documentary.

## FIELD PUBLICITY WING

It arranges the distribution of Publicity literature, posters, slides, pamphlets, etc. received from Government of India and other States / Union Territories.

Social problems like Family planning, evils of drinking, AIDS awareness, unsociability, Dowry menace, Child labor, Atrocities on women, Abortion of female fetus and topics of general interest like Education, Agriculture, Industries, small savings are being highlighted through Song and Drama programme. Local Drama Troupes are given participation to enact plays as a way of encouragement. About 135 Dramas have been conducted in both Rural and Urban areas on the aforesaid schemes.

The Government of Puducherry celebrates birth anniversaries and observes death anniversaries of following national/notable leaders and literary luminaries in recognition of their services to the society and to the nation.

<b>Sl. No</b>	<b>Name of the Leader</b>	<b>Birth Day</b>	<b>Memorial Day</b>
	<b>Tvl.</b>		
<b>1</b>	<b>Thiruvalluvar</b>	<b>15 January</b>	<b>-</b>
<b>2.</b>	<b>M.G. Ramachandran</b>	<b>17 January</b>	<b>24 December</b>
<b>3</b>	<b>V. Subbiah</b>	<b>07 February</b>	<b>12 October</b>
<b>4</b>	<b>M. Singaravelar</b>	<b>18 February</b>	<b>11 February</b>
<b>5</b>	<b>Dr. B.R. Ambedkar</b>	<b>14 April</b>	<b>06 December</b>
<b>6</b>	<b>Poet Bharathidasan</b>	<b>29 April</b>	<b>21 April</b>
<b>7</b>	<b>Ansari P. Duraisamy</b>	<b>02 July</b>	<b>27 April</b>
<b>8</b>	<b>K. Kamaraj</b>	<b>15 July</b>	<b>02 October</b>
<b>9</b>	<b>Poet Vaanidasan</b>	<b>22 July</b>	<b>07 August</b>
<b>10</b>	<b>M.A Shanmugham</b>	<b>25 July</b>	<b>06 June</b>
<b>11</b>	<b>E. Goubert</b>	<b>29 July</b>	<b>14 August</b>
<b>12</b>	<b>G.K. Moopanar</b>	<b>19 August</b>	<b>30 August</b>
<b>13</b>	<b>Rajiv Gandhi</b>	<b>20 August</b>	<b>21 May</b>
<b>14</b>	<b>Jevanandham</b>	<b>21 August</b>	<b>18 January</b>
<b>15</b>	<b>V.O. Chidambaram Pillai</b>	<b>05 September</b>	<b>18 November</b>
<b>16</b>	<b>C.N. Annadurai</b>	<b>15 September</b>	<b>03 February</b>
<b>17</b>	<b>E.V.R. Periyar</b>	<b>17 September</b>	<b>24 December</b>
<b>18</b>	<b>Sivaji Ganesan</b>	<b>01 October</b>	<b>21 July</b>
<b>19</b>	<b>Mahatma Gandhi</b>	<b>02 October</b>	<b>30 January</b>
<b>20</b>	<b>Pudhuvai Sivam</b>	<b>23 October</b>	<b>31 August</b>
<b>21</b>	<b>Pt. Jawaharlal Nehru</b>	<b>14 November</b>	<b>27 May</b>
<b>22</b>	<b>Indira Gandhi</b>	<b>19 November</b>	<b>31 October</b>
<b>23</b>	<b>Mahakavi Subramania Bharathiar</b>	<b>11 December</b>	<b>11 September</b>
<b>24</b>	<b>V. Venkata Subba Reddiar</b>	<b>18 December</b>	<b>06 June</b>



## PROTOCOL SECTION

Receiving of V VIPs/ VIPs and State Guests is one of the functions of the Protocol Section. The Director of Information and Publicity is also the 'State Protocol Officer'. He is assisted by one Assistant Director (Protocol) and two Public Relations Assistants.. Extending of state hospitality is governed by a Government order and for those who are not covered in that order, ratification is made with the approval of Chief Minister and the Lt. Governor for extending State hospitality. Normally, the "State Guests" are provided accommodation in the State Guest House (Government Guest House, Indira Nagar). Certain categories of State Guests are given accommodation in Raj Nivas subject to the approval of the Lt. Governor. In some cases, and when guests come in large numbers, accommodation is arranged in Private hotels and the bills are settled by this Directorate.

In order to provide transport facilities to the State Guests, the Directorate has got one A/C Qualis car. When this car is not adequate to meet the requirements, cars are being hired from private travels for providing conveyance facilities to the State Guests to places of interest in and around Puducherry like Ashram, Auroville, and Boat House etc. In addition to this, boarding facilities for State Guests are also looked after by this department. Mementos are also presented to State Guests and some paying guests like Ambassadors, when they call on the Chief Minister or the Lt. Governor.

Organizing ceremonial occasions like the Independence Day and Republic Day are the main functions of the Protocol section. All Gazetted Officers in the State and Central Government, Public Undertakings, Board and Autonomous Bodies are invited for these two functions besides President of the Political Parties, Voluntary Organizations, Trade Unions, Bar Associations and Notables / Prominent Citizens. The Protocol Section also maintains a computerized VIP list for extending invitations to all Government functions and copies are issued to indenting Departments / Offices. This list is being updated twice every year, i.e. in August and January. Arrangements for the Swearing-in-Ceremony of the Lt. Governor, Chief Minister, and Ministers are also made by this Directorate.

Providing seating arrangements to VIPs on ceremonial occasions, printing of names on invitations for such occasions are governed by a Government order called the "Table of Precedence". This Directorate has published a subsidiary Table of Precedence in 1986 to the Central Table of Precedence published by the President's Secretariat in 1979 so as to determine the rank and precedence of VIPs and officers and to adhere with the same on ceremonial occasions.

Hosting of 'At Home' to the dignitaries by the Lt. Governor at Raj Nivas and to freedom fighters by the Chief Minister at Puducherry respectively, on ceremonial occasions like the Independence Day and the Republic Day are also arranged by the Department of Information & Publicity .Protocol assistance is also extended whenever any visiting dignitaries/Ambassadors and Consul General of other countries visit Puducherry.

## GENERAL INFORMATION

**Contact Address:**

**THE DIRECTOR**

Directorate of Information and Publicity,  
18, Bellcombe Street,  
Puducherry. 605 001

Telephone: Office: 0413 - 2334398

Res. : 0413 - 2255523

Fax : 0413 - 2334398

E-mail : [info@pon.nic.in](mailto:info@pon.nic.in)

Website: <http://info.puducherry.gov.in>

### Key officials of the Directorate and their portfolios

Sl. No	Designation	Nature of Work	Phone	
			Office	Res.
(1)	(2)	(3)	(4)(a)	(4)(b)
	<b>Puducherry</b>			
1	The Assistant Director	Publicity	0413- 2337078 2336415	2250568
2	The Assistant Director	Press		
3	The Assistant Director	Publication		
4	The Assistant Director	Protocol		
5	The Junior Accounts Officer	Accounts		
	<b>Karaikal</b>			
6	The Assistant Director	Protocol, Press relations, Publicity	04368- 222596	
	<b>Mahe</b>			
7	The Public Relations Assistant C/o The Regional Administrator	Press relations, Publicity & Protocol	0490- 2332222	
	<b>Yanam</b>			
8	The Public Relations Asst. Yanam	Press relations, Publicity & Protocol	0884- 221243	

**ORGANISATIONAL AND ADMINISTARTIVE SET-UP**

**SECRETARY INFORMATION**

**DIRECTOR**

**PUDUCHERRY**

**KARAIKAL**

**MAHE**

**YANAM**

**Publicity**

AD	1
FPA Gr.1	2
PRA	2
LIA	1
Peon	1
Atnt.	1
Atnt (DR)	1
W.man	1

**Press**

AD	1
P.R.A	2
LDC	1
Driver	1
Artist	1
Peon	1
Atnt.	1
S.A(DR)	1

**Publication**

AD	1
S.E	1
RTVS	1
Reporter	2
Steno	1
Peon	1
Attr.	1
Attnt.	1

**Protocol**

AD	1
P.R.A	1
UDC	1
Driver	3
G.A	4
LDC	1

**Guest House**

PRA	1
Recpt.	2
H.Kpr	1
Wr.Man	1
Attnt.	12
S.A.	2
W.Man	3
Gdnr.	1
S.A(DR)	1
Gdnr(DR)	1
Atnt.(DR)	1

**Accounts**

JAO	1
UDC	1
Attr.	2

**Establishment**

Supdt.	1
Asst.	3
UDC	1
Steno	1
LDC	1
S.K.	1
Driver	2
Peon	4
W.Man	2
S.A (DR)	2

**Publicity**

AD	1
PRA	2
TVRM	1
LDC	1
PO	1
LIA	1
Driver	1
Peon	1
Attr.	1
W.Man	1
S.A(DR)	2
Atnt (DR)	3

**P.R.A 1**

**P.R.A - 1  
S.A(PT) -1**

- A.D. --Asst Director
- Asst. -- Assistant
- Atnt. - Attendent
- Atnt.(D.R) - Attendent (Daily Rate)
- H.Kpr - House Keeper
- P.R.A - Public Relations Assistant
- Gdnr.(PT) - Gardener (Part Time)
- Gdnr --Gardener
- G.A --Guest Attendent
- F.P.A. - Field Publicity Assistant
- L.I.A. - Library Information Assistant

- L.D.C. - Lower Division Clerk
- P.O - Projector Operator
- T.V.R.M - T.V & Radio Mechanic
- Rcpt. - Receptionist
- Repr - Reporter
- RTVS - Radio & T.V. Supervisor
- S.A - Sanitary Assistant
- S.A(DR) - Sanitary Assistant (Daily Rate)
- SA(PT) - Sanitary Assistant (Part Time)

- S.E - Sub-Editor
- Steno - Stenographer Gr.III
- Supdt. - Superintendent
- J.A.O - Junior Accounts Offr.
- UDC - Upper Division Clerk
- W.Man - Watch man

**FORM – I**  
(See Clause 6)

**Application for Pension Benefits to the Journalists**

1. Name of the applicant and :  
Designation
- 2 Date of Birth & Age of the applicant :  
(With a proof of Date of Birth)
- 3 Nationality :
- 4 Whether the applicant is the native :  
of U.T. of Puducherry by Birth or by  
Continuous residence (Native /  
Residence Certificate must be  
attached)
- 5 Address :  
Present :
  
- Permanent :
- 6 Period of residence in the present :  
address
- 7 Father's Name :
- 8 Mother's Name :
- 9 Name of the spouse :
- 10 Name of the Newspaper/Journals/ :  
Agency in which the applicant has  
worked
11. Periodicity :
- 12 Length of Service in the field :  
(Certificate issued by the  
Newspaper/Journal/Agency  
authority to be attached in original)
- 13 Whether the applicant served as a :  
full time employee

- 14 Whether the applicant is receiving :  
any Pension/Honoraria from  
Central/State Government under any  
scheme. If yes, please furnish the  
details
- 15 Whether the applicant is Physically :  
Handicapped or suffering from  
incurable diseases/unable to pursue  
their profession on account of  
chronic ill-health, or if any. (If yes,  
please furnish the Medical  
Report/Certificate)
16. Date of retirement (Certificate issued :  
by newspaper/Journal/Agency  
authority to be attached in original)
- 17 Whether the applicant received :  
Gratuity and other retirement  
monetary benefits, If any, from the  
former employer. If yes, please  
furnish the amount and details of the  
same
- 18 Income of the applicant and family :  
from all sources (Certificate should  
be obtained from an officer of  
Revenue Department not below the  
rank of Tahsildar)
- 19 Whether the applicant is an :  
Accredited Journalist (If yes, please  
furnish the details)

#### **DECLARATION**

I..... hereby solemnly affirm and declare that the particulars furnished above are true and I have not suppressed any material fact that will disentitle me for the grant of Pension Benefits.

Signature of the Applicant

Place:

Date :

**FORM - II**

[See Clause 6(c)]

**SERVICE CERTIFICATE**

(To be issued by the Employer)

Certified that Thiru/Tmt/Selvi ..... S/o, W/o, D/o  
..... had worked continuously for the period  
of.....years from ..... to ..... as Full Time Editor / Sub-  
Editor / Reporter/ Correspondent of the Newspaper/Journal/Agency viz.,  
..... registered with the Registrar of Newspapers for India, Ministry of  
Information and Broadcasting, Government of India, New Delhi vide No.  
.....

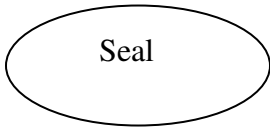
Place:

Date :

Signature :

Name :

Designation:



**FORM - III**

[See clause 7(1)]

**VERIFICATION CERTIFICATE**

(To be verified and certified by the Assistant Director,  
Directorate of Information and Publicity)

Certified that the application of Thiru/Tmt. .... S/o,  
W/o, D/o ..... for providing Pension  
Benefits to the Journalists of Union Territory of Pondicherry has been scrutinized and the  
particulars furnished by him/her therein are found to be correct.

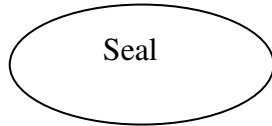
Place:

Signature :

Date:

Name :

Designation:



FORM – IV

[See Clause 7(2)]

GOVERNMENT OF PUDUCHERRY  
DIRECTORATE OF INFORMATION AND PUBLICITY

-oooOooo-

No.                    DIP/PRESS/                    /200                    Puducherry, dated

**ORDER**

**Sub:** DIP – Payment of Pension under the scheme for grant of Pension Benefits to Journalists 2002 – Sanction conveyed – Reg.

**Ref:** His/Her application dated .....  
-oooOooo-

In pursuance of Clause 7(2) of the scheme for grant of Pension Benefits to Journalists in the Union Territory of Puducherry , 2002 ,sanction of the Selection Committee is hereby conveyed for payment of Rs. 2,000/- (Rupees two thousand only) per month to Thiru / Tmt / Selvi.....with effect from .....

The Pension Number allotted to him/her is .....

DIRECTOR OF INFORMATION AND PUBLICITY

To  
Thiru/Tmt/Selvi .....  
.....  
.....



**FORM-I**

(See Bye law - 6)

**Application for Grant of Financial Assistance to Media Person**

1. Full name of Media Person ...
2. Father's name ...
3. Mother's name ...
4. Name of spouse ...
5. Name of the Journal  
(specify the periodicity) ...
6. Length of service in the field  
(Certificate issued by the journal  
authority to be attached in original) ...
7. Date and place of birth ...
8. Address:-  
    Present ...  
  
    Permanent ...
9. Period of residence in the  
present address ...

**DECLARATION**

I..... hereby solemnly affirm and declare that the particulars furnished above are true and I have not suppressed any material fact that will disentitle me for the grant of financial assistance.

Place

Date

Signature of the applicant

**FORM - II**

[See bye-law 6(a)]

**CERTIFICATE of NATIONALITY AND NATIVITY**

This is to certify that Thiru ..... is a citizen of India.

2. He is a native of Puducherry by virtue of birth / continuous residence for not less than five years and he is residing at present continuously from ..... to .....

Place :

Signature

Date :

Name in Block Letters

Designation

Seal

---

**FORM - III**

[See bye-law 6(b)]

**SERVICE CERTIFICATE**

Certified that Thiru..... son of Thiru..... has been serving continuously for more than 10 years as Media Person in the Newspaper/Magazine Viz..... registered with the Registrar of Newspapers, Government of India, New Delhi.

Place

Signature

Date

Name in block letters

Seal

Designation

**FORM - IV**

[See bye-law 6 (c)]

**VERIFICATION CERTIFICATE**

Certified that application of Thiru..... son of  
Thiru..... for financial assistance from the Chief  
Minister's Welfare Fund has been scrutinized and the particulars furnished by him therein  
are found to be correct

Place

Signature

Date

Name in block letters

Designation

---

**FORM-V**

[See bye-law 9]

**RECEIPT**

Puducherry, Dated

Received with thanks a sum of Rs... (Rupees  
.....) vide Cheque  
No..... dated ..... from the Hon'ble Chief Minister,  
Puducherry towards the grant of financial assistance from Chief Minister's Welfare Fund.

Identified by

Director of Information and Publicity

Signature:

Name and address :

FORM-I

(See Clause 6)

**Application for grant of Ex-Gratia to the Family of  
Deceased /Incapacitated Press Personnel**

- 1 Name of the Applicant :
- 2 Relationship to the Deceased Press Persons :
- 3 Father's/Husband's name of the applicant :
- 4 Name of the Deceased Press Personnel :
- 5 Name of other dependent family members :
- 6 Name                      Occupation                      Relationship                      Age
- 7 Date of Death :
- 8 Nature of Death : Natural/Accident/Chronic Disease  
(Please furnish certificate from Municipality or Commune Panchayat/Police/Doctor)
- 9 In case of permanent disability, nature and extent of disability (Please enclose disability Certificate) :
- 10 Name of the Media in which the deceased Person has worked :
- 11 Periodicity :
- 12 Nature of duty (Please enclose service certificate issued by the Employer) :
- 13 Length of service of the deceased Press persons in the filed (Certificate issued by the Newspaper/Journal/Agency or other Media Authority to be attached in original) :
- 14 Whether he is a full time employee : Yes / No
- 15 Whether the deceased Press Person has been a member of any other Journalist Association of Puducherry Union Territory.  
(If yes, please furnish a recommendation from any Journalist Association of Puducherry Union Territory) :
- 16 Whether the deceased Press Persons Accredited Press Persons (If Yes, please furnish details ) :
- 17 Nationality of the Applicant :
- 18 Whether the applicant is a native of U.T. of Puducherry either or by continuous residence (Nativity / Residence Certificate to be attached) :

19 Address : Present :

Permanent :

20 Whether the applicant is a legal heir of the deceased Press Person (Please furnish the Legal Heir Certificate from the competent authority) :

:

:

**DECLARATION**

I ..... hereby solemnly affirm and declare that the particulars furnished above are true and I have not suppressed any material fact that will disentitle me for the grant of Ex-gratia under “**PRESS PERSONNEL FAMILY WELFARE SCHEME-2005**”

Place :

Signature of the Applicant

Date :

**FORM – II**

(See Clause 6 (d))

**SERVICE CERTIFICATE**

Certified that Thiru/Tmt .....S/o, W/o  
..... had worked continuously for the period of  
.....years from ..... to..... as Full time Editor/Sub-  
Editor/Reporter/Correspondent of the Print/Electronic Media  
viz..... registered with the Registrar of Newspapers  
of India/Ministry of Information and Broadcasting, Government of India, New Delhi vide  
No.....

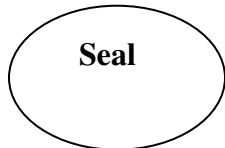
Place:

Signature:

Date :

Name :

Designation :



**FORM – III**

**See Clause 7 (1)**

**VERIFICATION CERTIFICATE**

(To be Verified and Certified by the Assistant Director,  
Directorate of Information and Publicity)

Certified that the application of Thiru/ Tmt..... S/o, W/o.  
..... for providing one time ex-gratia to  
the family of deceased / incapacitated Press person of Puducherry Union Territory has  
been scrutinized under the “Grant of Press Personnel Family Welfare Scheme-2005” and  
the particulars furnished by him/her therein are found to be correct.

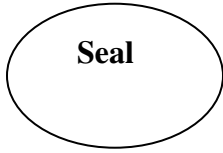
Place:

Signature :

Date:

Name :

Designation:





**nra;jpahsh; mq;fPfhuj;jpw;fhd tpz;zg;gk;**  
**APPLICATION FOR PRESS ACCREDITATION**

- 1 ehspjo; / nra;jp epWtdj;jpd; ngah; jkpo; kw;Wk; :  
Mq;fpyj;jpy; )  
**Name of the Newspaper / Media (Tamil & English)**
- 2 ehspjo; / nra;jp epWtdj;jpd; jd;ik :  
**Nature of the Newspaper / Media**
- 3 mr;rplg;gLk; gpupjfspd; vz;zpf;if :  
gad;ngWNthh; vz;zpf;if  
**Circulation / Professional Standing of the Agency**
- 4 Kfthp :  
**Address**
- 5 njhiyNgrp vz; / /Ngf;]; vz; :  
**Telephone No. / Fax No. :**
- 6 tpz;zg;jhuh; ngah; (jkpo; kw;Wk; Mq;fpyj;jpy;) :  
**Name of the Applicant (Tamil & English)**
- 7 gjtpapd; ngah; :  
**Designation**
- 8 gpwe;j Njip kw;Wk; taJ :  
**Date of birth and Age**
- 9 gzpapy; Nrh;e;j ehs; :  
**Date of appointment**
- 10 mDgtk; :  
**Experience**
- 11 (m) ciof;Fk; gj;jphpf;ifahsh; rl;l;jpw;F :  
cl;gl;L gzpGhpgtuh ?  
**Is he / she working as a Journalist as per the  
Working Journalist Act?**
- (M) KO Neu Copauh ? :  
**Is he /she a fulltime employee?**
- 12 ,Ug;gpl Kfthp kw;Wk; njhiyNgrp vz; :  
**Residential Address & Phone No :**
- 13 ,izf;fg;glNtz;ba rhd;wpjo;fs; tptuk; :  
**Copies to be enclosed :**
- (m) gzpapy; Nrh;e;jikf;fhd Mid :  
**Appointment Order**
- (M) mDgt rhd;wpjo;fs; :  
**Experience Certificates**
- (,) rk;gsr; rhd;wpjo; (ntsp khepy ntspaPLfSf;F :  
kl;Lk;)  
**Pay –slips in the case of Correspondents  
of upcountry papers**

ehs; Date :

,lk Place :



epWtdj; jiythpd; ifnahg;gk;  
**Signature of the Editor / Head of the Media  
With Date and Seal**

**ACCREDITATION**  
**mq;fPfhuj;jpw;fhd tpz;zg;gk;**  
**(FACT SHEET)**  
**jfty; gbt;**

- 1 tpz;zg;jhuh; ngah; (jkpo; kw;Wk; Mq;fpyj;jpy;) :  
Name of the Applicant (Tamil & English)
- 2 gjtpapd; ngah; Designation :
- 3 gzpGhpAk; epWtdj;jpd; ngah; :  
Name of the Organisation
- 4 gzpGhpAk; epWtd Kfthp :  
( njhiyNgrp vz; kw;Wk; /Ngf;]; vz;)  
Address of the Organisation (phone No / Fax No.)
- 5 gpwe;j Njjp :  
Date of Birth
- 6 epue;ju ,Ug;gpl Kfthp :  
Permanent Residential Address
- 7 jw;Nghija ,Ug;gpl Kfthp :  
Present Residential Address
- 8 ,Ug;gpl njhiyNgrp vz; :  
Residential Phone No. / Cell No.

Njjp :  
Date

tpz;zg;gj;jhuh; ifnahg;gk;  
Signature of the applicant

Fwpg;G : mQ;ry;jiy mstpyhd tpz;zg;gk; Gifg;glk; xd;W jdpahf ,izf;fg;gl Ntz;Lk;  
Note : One stamp size colour photograph to be enclosed separately.

mYtyfg; gaDf;F kl;Lk; (For Office Use only)

1. nra;jpahsh; mq;fPfhuf; FOtpd; :  
ghprPyid ehs;
2. mq;fPfhuk; toq;fg;gl;jh? : Mk; / ,y;iy
3. mq;fPfhu vz; :
4. ,ju Fwpg;Gfs; :

**FORM-I**

(See Clause 5)

**APPLICATION FOR ISSUE OF FREE BUS PASS TO MEDIA PERSON IN THE UNION TERRITORY OF PUDUCHERRY IN PONDICHERRY ROAD TRANSPORT CORPORATION BUSES**

1. Name of the Applicant :
2. Designation :
3. Name of the Media :
4. Date of Joining in the Media :
5. Whether the Service Certificate is enclosed
6. Whether the applicant is a Native of U.T. of Puducherry either by virtue of birth or by continuous Residence (Nativity/Residence certificate to be attached) :
7. Address: Present :
8. Address: Permanent :
9. Phone Number : (O)  
(R)
10. Blood Group :

**DECLARATION**

I, ..... hereby solemnly affirm and declare that the particulars furnished above are true and I have not suppressed any material fact that will disentitle me for the grant under the scheme for the grant of Free Bus Passes to Media Persons in the Union Territory of Puducherry in the Pondicherry Road Transport Corporation (PRTC) Buses -2006 .I also affirm that the bus pass issued to me shall be used only for my bonafide journalistic purposes.

Place :

Signature of the Applicant

Date :

**FORM – II**

(See Clause 5)

**SERVICE CERTIFICATE**

Certified that Thiru/Selvi/Tmt .....S/o, D/o, W/o  
..... is working continuously for the period of  
.....years from ..... to..... as Full time Editor/Sub-  
Editor/Reporter/Press Photographer/Correspondent/Cameraman of the Print / Electronic  
Media / News Agency viz..... Registered with the Registrar  
of Newspapers of India/Ministry of Information and Broadcasting, Government of India,  
New Delhi vide No.....

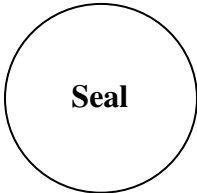
Place:

Signature of the employer:

Date :

Name:

Designation:



**FORM-III**

(See Clause 8)

**APPLICATION FOR RENEWAL OF FREE BUS PASS IN THE PONDICHERRY  
ROAD TRANSPORT CORPORATION BUSES**

1. Name of the Applicant :
2. Designation :
3. Name of the Media :
4. Date of Joining in the Media :
5. Whether continuing the service in the same firm  
(Service Certificate is to be enclosed) :
6. Whether the applicant is a Native of U.T. of  
Puducherry either by virtue of birth or by  
continuous Residence (Nativity/Residence  
certificate to be attached) :
7. Bus Pass .No. & Code Number (Issued by the  
Government earlier) :
8. Address: Present :
9. Address: Permanent :
10. Phone Number : (O)  
(R)

**DECLARATION**

I, ..... hereby solemnly affirm and declare that the particulars furnished above are true and I have not suppressed any material fact that will disentitle me for the grant under the scheme for the grant of Free Bus Passes to Media Persons in the Union Territory of Puducherry in the Union Territory of Puducherry in the Pondicherry Road Transport Corporation (PRTC) Buses-2006. I also enclose herewith an attested copy of the original bus pass and I shall return the original bus pass when a new bus pass is issued to me.

Place :

**Signature of the Applicant**

Date :

## **IMPLEMENTATION OF RIGHT TO INFORMATION ACT 2005**

The Government of Puducherry has designated following Public Authorities in the Directorate of Information & Publicity as Public Information Officers with respect to Information & Publicity Department.

1. Thiru .S Chandrasekaran  
**Director/ Public Information Officer**  
Directorate of Information & Publicity  
No.18 Bellcombe Street  
Puducherry  
Ph:0413 - 2334398

2. Thiru TR Seshachalam  
**JAO/Assistant Public Information Officer-1**  
Ph: 0413- 2337078 & 2336415

3. Thiru K.G Dominic Savio  
**Assistant Director/Assistant Public Information Officer-11**  
Ph: 0413 -2337078 , 2336415

4. Dr.Padmanabhan  
**Assistant Director / Assistant Public Information Officer -Karaikal**  
Ph:04368-222596

5. Tmt. P Shobha  
**Public Relations Assistant / Assistant Public Information Officer- Mahe**  
Ph. 0490- 2332222

6. Thiru B Iswara Rao  
**Public Relations Assistant / Assistant Public Information Officer -Yanam**  
Ph: 0884 - 2321223/2321243

The Secretary to Government (Information & Publicity) Chief Secretariat, Puducherry is the appellate authority in respect of the Directorate of Information & Publicity under RTI Act. The prescribed application forms for obtaining information under the act are appended herewith

**RIGHT TO INFORMATION ACT**  
**Form - A**  
**Form of application for seeking information**  
(see rule 3)

To

**The Competent Authority**

.....  
.....  
.....

**Name of the applicant** :

**Address** :

**Particulars of Information:-** :

**a. Concerned Department** :

**b. Particulars of information required** :

**i) Details of information required** :

**ii) Period for which information asked for** :

**iii) Other details** :

2. I state that the information sought does not fall within the restrictions contained in Section 6 of the Act and to the best of my knowledge it pertains to your office.

1. A fee of Rs\_\_\_\_\_ has been deposited in the office of the Competent Authority vide No\_\_\_\_\_ dated \_\_\_\_\_

**Place**

**Date**

**e-mail address, if any**

**Tel. No (office)**

**Residence**

**Signature of the applicant**

**Note: Reasonable assistance can be provided by the competent authority in filling up Form A. Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.**

**RIGHT TO INFORMATION ACT  
ACKNOWLEDGEMENT OF APPLICATION IN FORM –A**

I.D. No...

Dated .....

1. Received an application in Form-A from Sri/Ms ..... resident of.....under section 5(1) of the Right to Information Act
2. The information is proposed to be given normally within 15 days and in any case within 30 days from the date of receipt of application and incase it is found that the information asked for cannot be supplied , the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact the undersigned on—— between 11A.M. to 1 P.M.
4. Incase the applicant fails to turn up on the scheduled date ,the Competent Authority shall not be responsible for delay , if any
- 5 The applicant shall have to deposit the balance fee, if any, within the authorized person before collection of information
- 6 The applicant may also consult Website of the department from time to time to ascertain the status of his application.

Signature and Stamp of the  
Competent Authority

E-mail address: info@pon.nic.in

Website: <http://info.puducherry.gov.in>

Tel No. 0413-2337078

Dated



**RIGHT TO INFORMATION ACT**  
**Form -B**  
**Outside the jurisdiction of the competent authority**  
[See rule 4(1)]

From

dated .....

.....  
.....  
.....  
.....

No. F. ....

To

.....  
.....  
.....

Sir/Madam,

1. Please refer to your application ID No. .... Dated ..... addressed to the undersigned regarding supply of information on .....
2. The requested information does not fall within the jurisdiction of this Competent Authority and therefore your application is being returned herewith
3. This is in suppression of the acknowledgement given to you on .....
4. You are requested to apply to the competent authority

Yours faithfully,

Competent authority

E-mail address: [info@pon.nic.in](mailto:info@pon.nic.in)

Website: <http://info.puducherry.gov.in>

Tel No. 0413-2337078

**RIGHT TO INFORMATION ACT**

**Form –C  
Rejection Order**

**From**

.....  
.....  
.....  
.....

**Dated,.....**

**No. F. ....**

**To**

.....  
.....  
.....  
.....

**Sir,**

1. Please refer to your application I.D. No. .... dated ..... addressed to the undersigned regarding supply of information on .....
2. The information asked for cannot be supplied due to following reasons
  - (i) .....
  - (ii) .....
3. As per section of the Right to information Act you may file an appeal to to the .....within 30 days of the issue of this order

**Yours faithfully,**

**Competent Authority**

**E-mail address: info@pon.nic.in**

**Website: <http://info.puducherry.gov.in>**

**Tel No. 0413-2337078**

**RIGHT TO INFORMATION ACT**  
**Form D**  
**Form of supply of information to the applicant**  
See rule 4 (3)

From ..... dated

.....  
.....  
.....  
.....

No F .....

To

.....  
.....  
.....  
.....

Sir,

Please refer to your application ID No ..... dated .....  
addressed to the under signed regarding supply of information on .....

2. The information asked for is enclosed for reference (OR) The following partly  
information is being enclosed:

- (i) .....
- (ii) .....

3. The remaining information about the other aspects cannot be supplied due to  
following reason

- (i) .....
- (ii) .....

4. The requested information does not fall within the jurisdiction of this competent  
authority. As per the Right to Information Act you may file an appeal  
to the ..... within 30 days of the issue of this order.

Yours faithfully,

Competent Authority

E-mail address: info@pon.nic.in

Website: <http://info.puducherry.gov.in>

Tel No. 0413-2337078

**RIGHT TO INFORMATION ACT**  
**Form E**  
**Appeal under section 7(1) of the Right to Information Act**

ID No. ....

For official use

The Secretary,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1 Name of the applicant

2 Address

3 Particulars of the Competent Authority

Name

Address

4 Date of submission of Form - A

5 Date on which 30 days from submission of Form - A lapses

6 Reasons for appeal :

a) No response received in Form-B or C within 30 days of submission of Form A

b) Aggrieved by the response received within prescribed period (A copy of the reply receipt be attached)

c) Grounds for appeal

7 Last date of filling the appeal

**8 Particulars of information**

- (i) Information requested
- (ii) Subject
- (iii) Period

**9 A fee of Rs.50 for appeal has been deposited in .....vide receipt No.**

Place:

Signature of Appellant

Dated:.....

e-mail address, if any .....

Tele.No. (office) .....

Residence .....

.....  
**ACKNOWLEDGEMENT**

**I.D. No.**

**Dated.** .....

Received Appeal application from Shri ..... resident of  
.....under Right to information Act, 2005.

Signature of the Receipt Clerk

Tele. No .....

E-mail Address .....

website.....

By order and the name of the Lt. Governor of the Union Territory of Puducherry

Signature of Competent Authority