CHAPTER – I

Introduction

1.1. Background of this hand-book (Right to Information Act – 2005).

Right to Information is the basic right for the Citizens of India. An Act passed by the Parliament provides the practical regime of Right to Information for Citizens to secure access to Information in order to promote transparency and accountability in the working of every Public Authority.

1.2. Objective / Purpose of this hand-book.

The objective and purpose of the hand book is to ensure transparency and accountability in the Administration for the public and thereby to have easy access towards varied schemes and programmes of the Government from time to time.

1.3. Who are the intended users of this hand-book?

This hand book is useful for any onlooker or public who wants to know the activities of the Information and Publicity Department.

1.4. Organisation of the Information in this hand-book.

The Organisation and Administration set up of the Information and Publicity can be seen from the tabular column as provided in the booklet.

1.5 Definitions

Director of Information and Publicity means Public Information Officer as per Right to Information Act. Formerly the Post was known as Public Relations Officer. Similarly, there are Four Assistant Directors, one J.A.O and one Superintendent for looking after the major activities of the Department.

1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Thiru T.R. Seshaachalam, J.A.O. / Assistant Public Information Officer – I

1.7. Procedure and Fee Structure for getting information not available in the hand-book.

Whenever a petition is received from the Public for redressal, a minimum time limit is taken for redressal. Similarly, letters received from other states regarding updated version of Information and other related aspects immediate steps will be taken to furnish the same - without levying any fee.

CHAPTER – II (Manual – I)

Particulars of Organisation, Functions and Duties

2.1. Objective / Purpose of the public authority.

The Objective / Purpose is to make the public aware of various schemes and programmes being operative in this Directorate.

2.2. Mission / Vision Statement of the public authority.

The Directorate of Information and Publicity wields around a Network of hubbing activity like projecting the ideas, ideals and policies of the Government, disseminating Information on the schemes of the Government to the door steps of the public, effectively making use of the mass media of communication and thus acting as a Bi-polar process. The flow of Information from the Government to the people and vice versa for planned growth is well ensured by this.

2.3. Brief history of the public authority and context of its formation.

The Public Authority, here in called, **Directorate of Information and Publicity,** previously known as **Public Relations Office** in French Parlance, came into being in 1956. Formerly, it was Directorate of Information, Publicity and Tourism and finally got bifurcated, leaving Tourism Department as a separate entity and till date it has been functioning as **Directorate of Information and Publicity.** The Post of Public Relations Officer was redesignated as Director of Information and Publicity in 1972 following remerger of Tourist Office with the Directorate of Information and Publicity in 1973. The Director in his capacity as Ex-Officio Under Secretary dealt with policy matters. As an executive officer he was responsible not only for formulating and executing plan schemes, but also for organizing all Publicity and Public relation activities on behalf of the Administration. Now, he is a PCS Officer.

2.4. Duties of the public authority.

The Directorate of Information and Publicity in the context of being the Public Authority functions as a via-media in the release of Government Advertisements / Notices of various Government Departments, Undertakings and Corporations to the dailies, Publishes periodicals like monthly magazines and Citizen Charter for the benefit of the public detailing Government Schemes, Celebrations besides observance of Birth and Death Anniversaries of National and Local Luminaries of repute etc., In addition to his multifaceted activities invariably acts as a State Protocol Officer for extending hospitality to the visiting VVIPs and Dignitaries and state guest as per rules. In addition to this, this Directorate organizes ceremonial occasions such as Independence Day, Republic Day and Swearing–in-ceremonies of assumption of Office by the Lt. Governor, including newly elected council of ministers as and when required.

2.5. Main activities/functions of the public authority.

The Public Authority meticulously, stipulates to, protocol arrangements for visiting VVIPs and Dignitaries and implements various welfare measures for the media persons as this Directorate being a via media between the Government and the public for extending a good rapport with the press. In a nutshell, this Directorate of Information and Publicity is a double-edged sword.

2.6. List of services being provided by the public authority with a brief write-up on them.

The Public Authority extends a wider ambit of services to the public in the dissemination of Information and schemes of the Government to the public through mass media of communication such as field publicity, conducting of functions of National events like Independence Day and Republic Day besides conducting of film festivals in coordination with Navadharshan Film Society, Pondicherry and Directorate of Film Festivals, Government of India, New Delhi.

2.7. **Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc**

Organizational & Administrative Set-up

Secretary to Government (Information) (Head of Department) / Appellate Authority for RIA

Director / State Protocol Officer (Head of Office) / Public Information Officer for RIA

Protocol Section
Assistant Director (Protocol) (1)
Public Relations Assistant (1)
Upper Division Clerk (1)
Lower Division Clerk (1)
Driver (3)

Guest House
Public Relation Assistant (1)
Receptionist (2)
House Keeper (1)
Wire man (1)
Guest Attendant (4)
Attendant (10)
Sanitary Assistant (2)
Watch man (3)
Gardener (1)
Sanitary Assistant (DT) (1)
Gardener (PT) (1)
Attendant (DR) (1)

Publicity Section
Assistant Director (Publicity) (1)
Field Publicity Assistants (2)
Public Relation Assistants (2)
Library Information Assistant (1)
Peon (1)
Attendant (1)
Attendant (DR) (1)
Watch man (1)

Press Section
Assistant Director (Press) (1)
Public Relation Assistant (1)
Reporters (2)
Lower Division Clerk (1)
Driver (1)
Artist (1)
Peon (1)
Attendant (1)
Sanitary Assistant (PT) (1)

Publication Section
Assistant Director (Publication) (1) / Assistant Public Information Officer – II for RIA
Sub-Editor (1)
Public Relation Assistant (1)
Radio-cum-TV-Supervisor (1)
Stenographer (1)
Peon (1)
Attender (1)
Attendant (1)

Accounts Section & Establishment Section
Jr. Accounts Officer (1) / Assistant Public Information Officer – I for RIA
Superintendent Gr. I (1)
Assistant (1)
U.D.C. (4)
Stenographer (1)
L.D.C. (1)
Store Keeper (1)
Driver (2)
Attender (2)
Peon (4)
Watchman (2)
Sanitary Assistant (DR) (2)

Karaikal Region
Assistant Director (1)
Public Relations Assistant (2)
Radio-cum-TV (Mechanic) (1)
L.D.C. (1)
Projector Operator (1)
Library Information Assistant (1)
Driver (1)
Peon (1)
Attender (1)
Watchman (1)
Sanitary Assistant (DR) (2)
Attendant (DR) (3)

Mahe Region
Public Relations Assistant (1)

Yanam Region
Public Relations Assistant (1)
Sanitary Assistant (PT) (1)

2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The public authority is aware of enhancing the quality of service and its delivery by enhancing the varied activities of the department in all its spheres in order to usher-in all-round progress and development. Steps will be taken to upgrade its efficiency inconsonance with the present requirements in keeping with the Information Technology related activities making use of Computer facilities and Internet as now it is a Boom of Internet era.

2.9. Arrangements and methods made for seeking public participation / contribution.

Steps will be taken for public adequate participation in the activities of the department by conducting Song and Drama programmes highlighting social evils such as evils of drinking, AIDS Awareness, Untouchablity, Dowry menace, Child Labour, Atrocity on Women abortion of female foetus and topics of General interest like Education, Agriculture, Industries, Small savings etc. Apart from this, local drama troupes are being given participation to enact plays as a way of encouragement. In fact, these drama programmes are being staged both in rural and urban areas on the aforesaid themes.

2.10. Mechanism available for monitoring the service delivery and public grievance resolution.

1. Maintaining of the 'Complaint Box' in the Department.

2. Display of 'Notice Board' on the Information to public about the awareness of Vigilance.

3. Daily Press Clippings are being sent to His Excellency, the Lt. Governor, Hon'ble Chief Minister, Hon'ble Ministers, Chief Secretary, Secretary to Government (Information) etc.

4. Grievances reflected in newspapers are also being forwarded to the Government Departments concerned for taking necessary action on the score, as per the instructions of Department of Personnel and Administrative Reforms, Chief Secretariat, Pondicherry.

2.11. Address of the main office and other offices at different levels

1. **Thiru. S. CHANDRASEKARAN,**
Director / Public Information Officer,
Directorate of Information & Publicity,
No.25, Lauristan Street,
Pondicherry,
Contact Phone: 2334398

2. **Thiru T.R. Seshaachalam,** J.A.O./Assistant Public Information Officer – I
Contact Phone: 2337078 & 2336415

3. **Thiru K.G. Dominic Savio,** Assistant Director / Assistant Public Information Officer – II
Contact Phone: 2337078 & 2336415

4. **Thiru V.K. Vinod Kumar,** Assistant Director / Assistant Public Information Officer, Karaikal.
Contact Phone: 04368-222596

5. **Tmt. P. Shoba,** Public Relations Assistant / Assistant Public Information Officer, Mahe.
Contact Phone: 0490-2332222

6. **Thiru B. Eswara Rao,** Public Relations Assistant / Assistant Public Information Officer, Yanam.
Contact Phone: 0884-2321223 / 2321243

2.12 Working Hours of the office: **Morning Session**
8.45 AM to 1.00 PM

Lunch – Break **From 1.00 PM to 2.00 PM**

Evening Session
2.00 PM to 5.45 PM

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers and Employees

3.1. Powers and Duties of Officers and Employees of the Organisation.

Secretary to Government (Information & Publicity) – Head of Department / Appellate Authority for RIA

Director of Information & Publicity – Head of Office / Public Information Officer for RIA

Junior Accounts Officer – Drawing and Disbursing Officer / Assistant Public Information Officer – I for RIA

Section Heads Incharge of the Directorate

a. Superintendent Gr. I – Establishment and Accounts Section

b. Assistant Director (Publicity) – Publicity Section

c. Assistant Director (Press) – Press Section

d. Assistant Director (Publication) – Publication Section / Assistant Public Information Officer – II for RIA

e. Assistant Director (Protocol) – Protocol Section

Karaikal region

a. Assistant Director – Branch Office of Information & Publicity, Karaikal

Mahe region

a. Public Relations Assistant

Yanam region

a. Public Relations Assistant

CHAPTER – 4 (Manual – 3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

4.1. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

A. State Guest Rules being adopted in treating State Guests as per rules since the Public Authority is also the State Protocol Officer. The State Hospitality is governed by a G.O. Rt. No.183 dated 29-12-1988.

B. Table of Precedence being followed during ceremonial occasions particularly in the celebration of Independence Day and Republic Day and also during the visit of VVIPs and other dignitaries. The Table of Precedence has been published in accordance with the Table of Precedence published by President's Secretariat in 1979 vide G.O. Ms. No.5 dated 11-08-1986.

c. Grant of Financial Assistance to the Media persons of Rs.25,000 as per norms in force vide G.O. Ms. No.8-106/OCM/A2/98-99 dated 03-02-1999. A committee constituted for the purpose governs the same

D. Press Accreditation Rules termed as 'PONDICHERRY PRESS REPRESENTATIVES ACCREDITATION RULES – 1984' accords press accreditation status to the accredited press correspondents of the Union Territory of Pondicherry as per a Press Accreditation Committee Constituted for the purpose which was reconstituted vide G.O. Ms. No.9 dated 26-12-1991

E. Scheme of Pensional Benefits to the Journalists of the Union Territory of Pondicherry of Rs.2000/- per month on completion of 58 years of age, with a minimum of 20 years of service vide G.O. Ms. No.1 dated 09-01-2003. A selection committee constituted for the purpose governs the same.

G. Constitution of High Level Committee for giving recommendation to the Government of India for the conferment of 'Padma' Awards such as 'Padma Vibhushan', 'Padma Bhushan', Padma Shri and 'Bharat Ratna' vide G.O. Ms. No.11 dated 13-07-2004

A. State Guest Rules:-

Receiving of V.V.I.P.s / V.I.P.s and treating them as State Guests as per 'State Guest Rules' is one of the functions of the protocol section. The Director of Information and Publicity is also the State Protocol Officer. Extending of state hospitality is governed by a G.O. Rt. No.183 dated 29-12-1988 and for those who are not covered in that order, arrangements are being made with the approval of Hon'ble Chief Minister and His Excellency the Lt. Governor for extending state hospitality. Normally, the "State Guests" are provided accommodation in the Government Guest House, Indira Nagar, Pondicherry. Certain categories of state guests are given accommodation in Raj Nivas with the approval of His Excellency the Lt. Governor. In some cases when guests come in large numbers, accommodation is arranged in Star Hotels conveyance facilities are also being provided to State Guests.

From where one can get a copy of rules, regulations, instructions, manual and records:

Directorate of Information and Publicity, Pondicherry
Telephone: 2334398
2337078
2336415

Fax: 2334398

Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any):

Free of cost

B. Table of Precedence:

Organising ceremonial occasions like Independence Day and Republic Day is the main function of the protocol section. All Gazetted Officers in the State and Central Government, Public Undertakings, Boards and Autonomous Bodies are invited for these two functions besides of President of Political Parties, Voluntary Organisations, Trade Unions, Bar Associations and Notable / Prominent Citizens. The Protocol Section also maintains a computerized VIP list for extending invitations to all Government functions.

Providing of seating arrangements to VIPs on ceremonial occasions, printing of names in invitations for such occasions are governed by a Government Order called the "Table of Precedence" vide G.O. Ms. No.5 dated 11-08-1986. This Directorate has published a subsidiary Table of Precedence n 1986 to the Central Table of Precedence published by President's Secretariat in 1979, so as to determine the rank and Precedence of VIPs and Officers for use of ceremonial occasions. This nomenclature is being adopted for swearing – in – ceremonies and similar functions.

C. Grant of Financial Assistance to the Media persons vide G.O. Ms. No.8-106/OCM/A2/98-99 dated 03-02-1999.

Eligibility Criteria

(1) Should be a Citizen of India and native of Union Territory of Pondicherry by birth or by continuance residence for a period of not less than five years.

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

Quantum of Assistance

Rs. 25,000/-

Method of application

Application for the grant of financial assistance should be submitted to the Member Secretary-cum-Treasurer in Form – 1 accompanied by the following certificates.

(a) Nativity and Nationality Certificates 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 will be selecting the beneficiaries under the byelaws:

1. The Secretary to Government – Chairpersons (Information)

2. Under Secretary to Government – Member (Information)

3. Director of Information & Publicity – Member – Pondicherry Region

4. The Regional Administrator of the other regions – Member

The General Committee on being satisfied with the application of the Press Reporter can recommend for the grant of financial assistant as per the byelaws.

Disbursement of financial assistance

The Member Secretary – cum – Treasurer, on the financial assistance being sanctioned by the General Committee, shall arrange for drawing of the amount by way of crossed cheque in favour of the applicant and hand over the same to the Directorate of Information & Publicity, Pondicherry who will in turn transmit the cheque to the applicant after obtaining necessary receipt thereof from the applicant in the prescribed Form – V.

D. Press Accreditation:

Press Accreditation Rules termed as 'PONDICHERRY PRESS REPRESENTATIVES ACCREDITATION RULES – 1984' accords press accreditation status to the accredited press correspondents of the Union Territory of Pondicherry.

As on date, Press Accreditation has been given to all eligible Press Accredited Correspondents of leading Dailies/Agencies.

The Press Accreditation Committee has been reconstituted with the following members on 29-10-2001 vide G.O. Ms. No. 9, dated 26th December 1991, in pursuance of the rule 3 of the Pondicherry Press Representatives Accreditation Rules, 1984. The term of the Office of the Committee is two years.

The Director,	**-**	Convenor-cum-Member
A representative from a National English Daily		– Member
A representative from a National Tamil Daily		– Member
A representative from a News Agency		– Member
A representative from a Local Vernacular Daily		- Member

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 periodically and discharge the functions enumerated in the said rules.

E. SCHEME FOR GRANT OF PENSION BENEFITS TO THE JOURNALISTS VIDE G.O. MS. NO.1 DATED 09-01-2003

Object:- The object of the scheme is to grant financial assistance to the journalists in indigent circumstances in this Union Territory of Pondicherry, keeping in view the special nature of the services rendered by them to the society in creating a sense of socio-political awareness among the people.

1. **"Journalist"** means an Accredited media person who has completed 20 years of continuous service in a News Paper/Periodical/ News Agency, as Full time Editor/Reporter/Sub-Editor/Press Photographer/Correspondent.

2. **"News Agency"** means an agency, which is engaged in the business of collecting news and selling them to the Media Organisation.

3. **"Newspaper/Periodical"** means any newspaper/periodical duly registered with the Registrar of Newspapers of India, Government of India, New Delhi.

Eligibility Conditions:- The following shall be the criteria for becoming eligible for assistance under this scheme.

1. The beneficiary shall be a citizen of India and resident of the Union Territory of Pondicherry by birth or by continuous residence for a period of not less than 5 years.

2. The beneficiary must have completed 58 (Fifty eight) years of age at the time of applying for the 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 Pondicherry and News agencies having headquarters outside the State.

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.

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.

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

1. Nationality/ Nativity / Residence and Income Certificate obtained from an Officer of the Revenue Department not below the rank of a Deputy Tahsildar.

2. Birth Certificate or transfer Certificate / School Leaving Certificate for proof of the age.

3. Experience Certificate showing the designation, period of service and the place of work from the former employer in Form – II.

4. Certificate regarding (i) Date of retirement, (ii) Gratuity, and (iii) Maximum salary drawn per year at the time of retirement.

5. 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.

6. Medical Certificate (For Physically Handicapped or those suffering from incurable diseases)

Sanction of Pension: - 1. All the applications received from the Journalists under this scheme shall be placed before the Selection Committee comprising of the following officials, along with a certificate of verification by the Assistant Director/Public Relation Assistant of Information and Publicity Department in Form – III.

A. Secretary to Government (Information & Publicity) - Chairperson

B. Joint Secretary (Revenue) – Member

C. Under Secretary/Deputy Secretary to Government (Information & Publicity) – Member

D. Under Secretary/Deputy Secretary to Government (Finance) – Member

E. Regional Administrator of the Region concerned (for applicants from outlying regions only) – Member

F. Director of Information & Publicity – Member – Secretary

2. The Committee after satisfying itself 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 appended to this scheme.

3. The Committee may reject any application for reasons to be recorded in writing.

4. The Director shall maintain a Register of Sanction in Form – V /Pension.

Effect & Tenure of Sanction:- 1. Pension shall become payable from the first of the month in which it is sanctioned.

2. Pension shall become due for payment only on the expiry of the month to which it relates.

3. Sanction once issued shall be valid as long as the Pensioner is alive or till the necessity therefore ceases.

Date and Mode of Payment: - Payment shall be made on the 10th of each month in cash by the Department of Information and Publicity.

Records of Payment of Pension:- Records of all the payments of pension shall be maintained in the Register of payment of Journalist Pension in Form – VI.

Powers of the Director of Information and Publicity:- The Director shall be incharge of implementing the scheme.

G. Conferment of "Padma" Awards to eminent personalities of Pondicherry like 'Padma Vibhushan', 'Padma Bhushan', 'Padma Shri' and 'Bharat Ratna'

Constitution of a High Level Committee for giving recommendations to the Government of India for the conferment of "Padma" Awards

Consequent to the suggestion of the Government of India, Ministry of Home Affairs, New Delhi, vide G.O. Ms No.11 dated 13th July 2004, the Lieutenant Governor of Pondicherry Constituted a High Level Committee for giving recommendations to Government of India for the conferment of "Padma" Awards such as 'Padma Vibhushan', 'Padma Bhushan', 'Padma Shri' and 'Bharat Ratna' as follows:

(i) His Excellency the Lieutenant Governor	- Chairman
(ii) Hon'ble Chief Minister	– Vice – Chairman
(iii) Hon'ble Speaker	– Member
(iv) Hon'ble Ministers	– Members
(v) Hon'ble Deputy Speaker	– Member
(vi) MP (RS)	- Member
(vii)MP (LS)	- Member

(viii) Chief Secretary to Government – Member

(ix) V.C. of Pondicherry University - Member

(x) Secretary to Government (Information and Publicity) – Member

(xi) Director of Information and Publicity – Member Secretary

The Committee shall meet as and when the applications are received from Government Departments or from any individual requesting for the conferment of 'Padma' Awards, screen the applications and will recommend the names to Government of India for conferment of "Padma" Awards.

CHAPTER - 5 (Manual – 4)

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

FORMULATION OF POLICY – Will be implemented

IMPLEMENTATION OF POLICY – Will be implemented

CHAPTER – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

1. **PROTOCOL**
2. **PUBLICITY**
3. **PRESS**
4. **PUBLICATION**

CHAPTER – 7 (Manual – 6)

A Statement of Boards, Council, Committees and Other Bodies constituted as its part

1. Press Accreditation Committee

2. High Level Committee for giving recommendations to the Government of India for the conferment of 'Padma' Awards

CHAPTER – 8 (Manual – 7)

The names, designations and other particulars of the Public Information Officers

8.1. Contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format.

Assistant Public Information Officers:

Sl. No.	Name Thiru/Tmt.	Designation	STD Code	Phone Nos.		Fax	e-mail	Address
				Office	Residence			
1.	T.R. Seshaachalam	Junior Accounts Officer	0413	2337078 2336415	5205067	2334398		No. 25, Lauristan Street, Pondicherry – 1.
2.	K.G. Dominic Savio	Assistant Director	0413	2337078 2336415	2255168	2334398		No. 25, Lauristan Street, Pondicherry – 1.
3.	Vinod Kumar . V.K.	Assistant Director	04368	222596			adip@kkl.pon.nic.in	Branch Office of the Department of Information & Publicity, Karaikal.
4.	Shoba. P	P.R.A.	0493	2332222	2358140	2332960		Regional Administrative Office, Mahe.
5.	Badagu Eswara Rao	P.R.A.	0884	2321223 2321243	2323663	2321843		Regional Administrative Office, Yanam.

Public Information Officer:

Sl. No.	Name Thiru.	Designation	STD Code	Phone Nos.		Fax	e-mail	Address
				Office	Residence			
1.	S. Chandrasekaran	Director	0413	2337078 2336415	2279482	2334398		No. 25, Lauristan Street, Pondicherry – 1.

Department Appellate Authority:

Sl. No.	Name Thiru.	Designation	STD Code	Phone Nos.		Fax	e-mail	Address
				Office	Residence			
1.	A.K. Singh, I.A.S.	Secretary to Government (Information and Publicity)	0413	2336115	2272258	2336115	secyhousing.pon.nic.in	Chief Secretariat, Pondicherry.

CHAPTER – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1. what is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

Usual procedures are followed as per Government Business rules in the Business Manual in respect of mooting out files to the Government for favour of approval / clearance.

9.2. what are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Usual rules and regulations are being adopted as per Criteria.

9.3. What are the arrangements to communicate the decision to the public?

Circulars will be issued and advertisements will be published in dailies and also notifications will be displayed in the Notice Board of the Office regarding the decision taken on the matters related for enabling the public to know the same as a way of transparency in Government schemes and programmes and thereby encourage a people-friendly Government.

9.4. Who are the officers at various levels whose opinions are sought for the process of decision making?

Public authority namely Director of Information and Publicity, Public Information Officer (JAO) Assistant Public Information Officer (Assistant Director – Publication) being the Nodal Officer for Citizen Charter and Right To Information are the concerned officers.

9.5. Who is the final authority that wets the decision?

Secretary to Government (Information) being the Administrative Secretary for the Department of Information and Publicity is the final Authority. He is the Appellate Authority also.

9.6. Important matters on which the decision is taken by the public authority.

Subject	Remarks
Subject on which the decision is to be taken	As and when arises
Guideline/Direction, if any	Guideline / Directions as and when in force
Process of Execution	As per criteria
Designation of the officers involved in decision making	Public Authority namely Director of Information and Publicity
Contact information of above mentioned officers	Public Information Officer namely JAO
If not satisfied by the decision, where and how to appeal.	As per rules

CHAPTER 10 (MANUAL 8)

DIRECTORY OF OFFICERS AND EMPLOYEES (PONDICHERRY)

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Residence			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	S. Chandrasekaran	Director	0413	2337078 2336415	2279482	2334398		No. 1, "H" Lane, V.V.P. Nagar, Thattanchavady, Pondicherry - 6.
2	T.R. Seshaachalam	Junior Accounts Officer	0413	2337078 2336415	5205067	2334398		No. 16, Sixth Cross, Thanthai Periyar Nagar, Ellaipillaichavadi, Pondicherry -5
3	V.Manickasamy	Asst. Director (Publicity)	0413	2337078 2336415		2334398		405, Cuddalore Road, Nainarmandapam, Pondicherry-4
4	Dr. P.Padmanabhan	Asst. Director (Press)	0413	2337078 2336415	2258603	2334398		No. 2, Bhagath Singh Street, III Cross St., Divan Kandappa Mudaliar Nagar, Nainarmandapam, Pondicherry-4
5	K.G.Dominic Savio	Asst. Director (Publication)	0413	2337078 2336415	2255168	2334398		I Block, I Floor, 14, Ashok Nagar, Housing Board, Lawspet, Pondicherry-8.
6	S.Radjindiran	Asst. Director (Protocol)	0413	2337078 2336415	2250568	2334398		No. 9, Ilango St., Shanthi Nagar, Lawspet, Pondicherry-8
7	Moganaradjou Raymond	Superintendent Grade I	0413	2337078 2336415	2211531	2334398		No. 2, 11th Cross, Thiruvalluvar Nagar, Pondicherry - 3.
8	M. Tamilarasan	Assistant	0413	2337078 2336415	2241002	2334398		No. 3, I Cross, Gnanaprakasam Nagar, Pondicherry -8.
9	S.Gunasekaran	Sub-Editor	0413	2337078 2336415	2256942	2334398		Mo. 1, II Cross, Venkateswara Nagar, Navarkulam, Pondicherry -8.
10	K.Kulasegaran	P.R.A.	0413	2337078 2336415		2334398		No. 16, Vanjeenathan St., Bharathipuram, Pondicherry-1

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
11	R.Balaji	P.R.A.	0413	2337078 2336415		2334398		R8, Govt. Quarters, Lawspet, Pondicherry-8
12	M. Dhanasekaran	P.R.A.	0413	2337078 2336415		2334398		No. 11, Muthamizh Street, Amritha Nagar, Thatttanchavadi, Pondicherry - 9.
13	J. Kumaran	P.R.A.	0413	2337078 2336415	2243797	2334398		No.16, IV Cross, Chellaperumal Koil Street, Kosapalayam, Pondicherry 13.
14	A.J. Abdul Kader	P.R.A.	0413	2337078 2336415		2334398		No. 21, Solai Nagar Main Road, Muthialpet, Pondicherry -3
15	L. Sivaraman	L.I.A	0413	2337078 2336415	2238412	2334398		No.4, First Cross Street, Samipillaithottam, Lawspet, Pondicherry -8.
16	G.Radhakrishnan	F.P.A	0413	2337078 2336415		2334398		No. 1, 5th Cross, Angalamman Nagar, Muthiapet, Pondicherry-3
17	A.Dhanaraj	F.P.A	0413	2337078 2336415		2334398		No. 3, East St., Old Saram, Pondicherry-13
18	N.Nagappan	U.D.C	0413	2337078 2336415	2290517	2334398		No. 23, II Cross St., Dr.Radhakrishnan Nagar, Moolakulam, Pondicherry-10
19	R.Batmavathi	U.D.C	0413	2337078 2336415	2224957	2334398		No. 120, Kamatchiamman Koil St., Pondicherry-1
20	B.Jayanthi	U.D.C	0413	2337078 2336415	2223287	2334398		No.4, Bharatha Matha Street, V.O.C. Nagar, Pondicherry-3
21	Prashant Kuniyil	U.D.C	0413	2337078 2336415	2227283	2334398		No.3, Ananda Nivas, Chemont Street, Pondicherry-1(near Railway Station)
22	A.Robert Roche	Reporter	0413	2337078 2336415		2334398		No. 18, 13th Cross, Rainbow Nagar, Pondicherry-11
23	I.Ganapathy	Reporter	0413	2337078 2336415	2257151	2334398		No.7, Vinayagar Koil Street, Shanthi Nagar, Lawspet, Pondicherry-8

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
24	G.Danalatchoumy	Steno Gr.III	0413	2337078 2336415		2334398		No. 2, Roja St., Annai Teresa Nagar, New Saram, Pondicherry-13
25	K. Kamalraj	Steno Gr.III	0413	2337078 2336415	2202708	2334398		No.E-43, H.B. Colony, Jawahar Nagar, Pondicherry-5
26	K.Sankar	Receptionist	0413	2337078 2336415	9443292554	2334398		No. 57, 6th St., Pudunagar, Reddiarpalayam, Pondicherry-10
27	M.Sellappan	Receptionist	0413	2337078 2336415		2334398		North St., Kanagachettikulam (Kuppam), Pondicherry
28	V.Manivannan	Driver Gr.III	0413	2337078 2336415	5538314	2334398		No. 5, Cheran St., Venkateswara Nagar West, New Saram, Pondicherry-13
29	D.Nagaiyan	Driver Gr.III	0413	2337078 2336415	9443536505	2334398		No. 6/20, Bharathi St., Uthiravaginipet, Villianur Post, Pondicherry-110.
30	O.Rajagopal	Driver Gr.III	0413	2337078 2336415	2340040	2334398		No.100, Canteen Street, Pondicherry-1.
31	K. Subramanian	Driver Gr.III	0413	2337078 2336415	2210481	2334398		No. 58, Anthoniar Koil Street, Kumaragurupallam, Pondicherry -1
32	M. Prabhu	Driver Gr. III	0413	2337078 2336415	2357704	2334398		No. 221, Divan Kandappa Mudaliar II Cross Road, Nainarmandapam, Pondicherry-6
33	R.Lakshmi	L.D.C	0413	2337078 2336415		2334398		No. 48, "O" Block, Housing Board, Thiyagu Mudaliar Nagar, Mudaliarpet, Pondicherry -4.
34	V. Vinayagamoorthy	L.D.C.	0413	2337078 2336415		2334398		No. 234, Murugan Koil Street, Pillaiyarkuppam & Post, Bahour Commune, Pondicherry
35	R. Kanimojy	L.D.C.	0413	2337078 2336415	9443076609	2334398		No. 21, Ignacy Maistry Street, Pondicherry -1
36	A.Rajendiran	Artist	0413	2337078 2336415	2202475	2334398		No. 8A, VI Cross, Ponnagar, Reddiarpalayam, Pondicherry-10.
37	M.Ramalingam	Housekeeper	0413	2337078 2336415		2334398		No. 5, First Cross Street, Thanthai Periyar Nagar, Pondicherry 5.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
38	S.Krishnaraj	Wireman	0413	2337078 2336415	2280849	2334398		No. 242, Dr. Ambedkar Salai, Mudaliarpet, Pondicherry-4
39	R. Candassamy	Peon	0413	2337078 2336415		2334398		No. 3, III Cross, Culve Bungalow, Pondicherry - 11.
40	J. Sivasangaran	Attender	0413	2337078 2336415		2334398		No. 313, Kamaraj Salai, Pillaithottam, Pondicherry-13
41	R.Veeramuthu Romain	Attender	0413	2337078 2336415		2334398		95, Mariamman Koil St., Kombakkam, Pondicherry-110
42	Sridaran Rodin	Guest Attendant	0413	2337078 2336415		2334398		No. 9, Kasturibai Gandhi St., Netaji Nagar, Uppalam, Pondicherry-1
43	A.Sivalingam	Watchman	0413	2337078 2336415	2206377	2334398		No. 6, Villianur Road, Reddiarpalayam, Pondicherry -10
44	A.Mudiazhagan	Watchman	0413	2337078 2336415		2334398		No. 31, Maraimalai Adigal St., Chinna Veeramapattinam, Ariyankuppam, Pondicherry-7
45	K.Subramanian	Watchman	0413	2337078 2336415	2225974	2334398		No. 68, Indira Gandhi St., Vaithikuppam, Pondicherry-12
46	P.Tamil Mani	Watchman	0413	2337078 2336415		2334398		No. 10, Cholan St., Pudu Nagar, Nainarmandapam, Pondicherry-4
47	R.Selvaraj	Watchman	0413	2337078 2336415		2334398		No. 23, Second Cross, Pavender Nagar, Moolakulam, Pondicherry 11.
48	P.Ravichandran	Watchman	0413	2337078 2336415	2240220	2334398		No. 150, Lenin St., Kuyavarpalayam, Pondicherry-13
49	E.Kathirvelu	Attendant	0413	2337078 2336415		2334398		No. 47, Mariamman Koil St., Ramji Nagar, Madukarai, Pondicherry.
50	S.Marie Joseph	Attendant	0413	2337078 2336415		2334398		BA 5, Dr. Abdul Kalam Nagar, Government Quarters, Bharathi Mill Road, Mudaliarpet, Pondicherry-4

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
51	T.Thinakaran	Attendant	0413	2337078 2336415	2245347	2334398		No. 38, Third Cross Street, Venkateswara Nagar Extension, Venketa Nagar, Pondicherry
52	P.Vidyanandan	Attendant	0413	2337078 2336415	2641014	2334398		Anbu Illam, Thiruvalluvar St., Suguna Nagar, Kalitheerthal Kuppam, Madagadipet PO, Pondicherry.
53	Kamar Basha	Attendant	0413	2337078 2336415		2334398		No. 12, Narayana Das Street, Kamaraj Nagar, Pondicherry -11.
54	S.Thangarassou	Attendant	0413	2337078 2336415	2246261	2334398		No. 19, Sathani St., Kuyavarpalayam, Pondicherry-13
55	A.Mohammed Yassin	Attendant	0413	2337078 2336415		2334398		No. 2, Noor Mohammed St., Rahamath Nagar, Kottakuppam.
56	R.Julien	Attendant	0413	2337078 2336415		2334398		No. 106, Rodierpet, Pondicherry
57	M.Munisamy	Attendant	0413	2337078 2336415		2334398		19, Annai Priyadarshini St., Jeevanandapuram, Pondicherry-8
58	M.Kuppu	Attendant	0413	2337078 2336415	2292559	2334398		No. 23, I Cross, J.J.Nagar, Moolakulam, Pondicherry-10
59	R.K.Kader Bi	Attendant	0413	2337078 2336415		2334398		No. 12, Narayana Das Street, Kamaraj Nagar, Pondicherry -11.
60	G.Ezhilarasan	Attendant	0413	2337078 2336415	5531267	2334398		No. 32, III CrossStreet, Snakaradoss Nagar, Pondicherry 3
61	K. Shanmugaraj	Room Attendant	0413	2337078 2336415	2600827	2334398		75, Mariamman Koil Street, Chinnya Trusampalayam, Ariankuppam, Pdy.7
62	S.T.Kalyani @ Seeniammal	Peon	0413	2337078 2336415	2257224	2334398		No. 14, I Floor, Block I, Housing Board Colony, Kavikuyil Street, Ashok Nagar, Lawspet, Pondicherry-8
63	P. Velayutham	Peon	0413	2337078 2336415		2334398		No. 27, Vinoba Street, Periyar Nagar, Nellitope, Pondicherry - 5.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
64	S. Manibalan	Peon	0413	2337078 2336415		2334398		No. 83, Mariamman Koil Street, Karikalampakkam, Pondicherry -7
65	M. Kathamuthu	Peon	0413	2337078 2336415		2334398		4, Mariamman Koil St., Kandanpet, Pillaiyarkuppam Post, Bahour Commune, Pondicherry-8
66	P.Jeeva	Peon	0413	2337078 2336415		2334398		No. 11, Subbaiah St., Indira Nagar, Mudaliarpet, Pondicherry.4
67	A.Pattinathan	Peon	0413	2337078 2336415		2334398		No. 38, St. Rozario Street, Muthialpet, Pondicherry-3
68	R. Ramapathiran	Gardener	0413	2337078 2336415		2334398		No. 2, II Street, Sringeri Nagar, Reddiarpalayam, Pondicherry 10
69	B.Muthulakshmi	Sanitary Asst.	0413	2337078 2336415	2200556	2334398		No. 60, Othavadai St., Orleanpet, Pondicherry-1
70	K.Anjalai	Sanitary Asst.	0413	2337078 2336415	2247999	2334398		No. 3, Vallalar Street, Kosapalayam, Pondicherry - 13.
71	V. Sivacoumar	Store Keeper Grade III	0413	2337078 2336415	9443293737	2334398		No.31, Kavikuil Street, Block I, Ashok Nagar, Lawspet, Pondicherry - 8.

DIRECTORY OF OFFICERS AND EMPLOYEES (KARAIKAL)

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Residence			

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Vinod Kumar V.K.	Assistant Director	04368	222596		adip@kkl.pon.n		Block IV, Government Servants Quarters, Nehru Nagar, Karaikal.
2	M. Kadirvelayutham	P.R.A.	04368	222596				No. 6, Panchatcharapuram, Nedungadu -609603
3	E. Kumar	P.R.A.	04368	222596	231402			No. 34, Sinnakovilpathu, Thalatheru (Post), Karaikal -609605
4	K. Vijayakumar	Projector Operator	04368	222596	231213			No.7, Iyyanar Koil Street, Keeazkasakudi, Karaikal - 609609
5	B. Sridevi	L.D.C.	04368	222596	226579			No. 3, Kailasanathar Koil Street, Karaikal -609602
6	S. Pandian	Radio & T.V. Mechanic	04368	222596				Mariamman Koil Street, Sedarapet & Post, pon 605101
7	V. Kaliappan	Driver Grade III	04368	222596	224672			No. 13, Karukkalachery Road, Keezhaoduthurai, Karaikal - 609602
8	P. Maruthan	Attender	04368	222596	233780			No. 29, North Street, Polagam, T.R. Pattinam
9	R. Marie Joseph @ Arputharaj	Peon	04368	222596				No. 98, Gnanaprakasam Street, Karaikal - 609602
10	A. Thatchinamurthy	Watchman	04368	222596	262003			No. 64, Manalmedu, Nedungadu - 609603

DIRECTORY OF OFFICERS AND EMPLOYEES (MAHE)

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Residence			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Shoba. P	P.R.A.	0490	2332222	2358140	2332960		C.V. House, P. O, Pandakkal, Mahe - 673310
			PBX	2332560 2333235				

DIRECTORY OF OFFICERS AND EMPLOYEES (YANAM)

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	e-Mail	Address
				Office	Residence			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Badagu Eswara Rao	P.R.A.	0884	2321223 2321243	2323663	2321843		2-255, Thota Street, Yanam

CHAPTER – 11 (Manual – 10)

The Monthly Remuneration Received by each of its Officers and Employees, including the System of Compensation as provided in regulations

Remunerations of Rs.250/- are being paid on monthly basis to TV Operators for maintaining TV Centres located in rural areas under the **Community Viewing Scheme** and contingencies of Rs.50/- per month are being paid covering a period of 6 months in two spells to Radio Rural Forum convenors under **Community Listening Scheme**

CHAPTER – 12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars to all plans, proposed expenditure and report on disbursement made)

For Public Authorities responsible for developmental, construction, technical works:

12.1. Details of the budget for different activities under different schemes:

Sl.No.	Name of the Scheme / Head	Amount provided in B.E. 05-06	Actual expenditure in 2004-2005	Responsible Officer for the quality and the complete execution of the work
1.	**Major Head: 2220 (Plan)**			
	Strengthening of Directorate and Training in Mass Communication	31.75	58.56	
2.	Exhibition and Audio Visual Publicity	9.14	2.13	Director of Information & Publicity, Pondicherry
3.	Advertisement and Publication	48.73	49.06	
4.	Strengthening of State Information Centre	5.38	5.19	
5.	Welfare Programmes for media persons	5.00	4.10	
		100.0	119.04	

CHAPTER – 13

The Manner of Execution of Subsidy Programme

Subsidy Programmes will be implemented as and when required

CHAPTER – 14 (Manual – 13)

Particulars of Recipients of Concessions, permits of authorization granted by it

Press Reporters are being given Pensional benefit of Rs.2000 per month, free Bus Pass facility, financial assistance of Rs.25000, free medical treatment and other facilities as a way of maintaining good rapport with the press, as they are the mouthpiece between the Government and the public. Accordingly, the welfare of press is being ensured by such schemes.

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CHAPTER – 15 (Manual – 14)

Norms set by it for the discharge of its functions

This Directorate is functioning in four sections.

1. **Protocol**
2. **Publicity**
3. **Press**
4. **Publication**

Protocol

Protocol deals with the treating of State Guests as per State Guest Rules, extending of State Hospitality to the visiting V.V.I.P.s, V.I.Ps and other dignitaries besides organizing ceremonial occasions like Independence Day and Republic Day and also arranging for swearing-in ceremony of the Lt. Governor, Chief Minister and the council of Ministers. In addition to this, this section also makes arrangements for honouring Freedom Fighters whenever His Excellency, the Lt. Governor / Hon'ble Chief Minister hosts 'Tea' to them on important occasions.

Publicity

The Publicity section is connected with organisation of celebration and observance of Birth and Death Anniversaries of renowned Leaders and Freedom Fighters of Pondicherry besides conducting of Film Festivals in coordination with Navadharshan Film Society, Pondicherry as well as with the Directorate of Film Festivals, New Delhi. As per the guidelines of Song and Drama Division of Ministry of Information and Broadcasting, Government of India, Dramas and Music Programmes are being conducted in rural areas highlighting Social Evils for Public Awareness and Welfare.

Apart from this, erection of statues and construction of Memorial Towers for the National as well as local Leaders are also being dealt with by this section. The chronology of Calendar of Events in regard to the conducting of Birth and Death Anniversaries of National and Local luminaries besides other functions are as follows:

CALENDAR OF EVENTS

Month	Date	Event
January	15/16	Birth Anniversary of Thiruvalluvar
	17	Birth Annerversary of M.G. Ramachandran
	18	Death Anniversary of Jeevanandham
	26	Republic Day
	30	Death Anniversary of Mahatma Gandhi
February	03	Death Anniversary of Perarignar Anna
	07	Birth Anniversary of V. Subbiah
	11	Death Anniversary of Sinthanai Sirpi Singaravelar
	18	Birth Anniversary of Sinthanai Sirpi Singaravelar
April	14	Birth Anniversary of Dr. Ambedkar
	21	Death Anniversary of Bharathidasan
	29	Birth Anniversary of Bharathidasan
	27	Death Anniversary of Ansari Duraisamy
May	08	Victory of Second World War Memorial Day
	21	Death Anniversary of Rajiv Gandhi
	27	Death Anniversary of Jawaharlal Nehru
June	06	Death Anniversary of Venkata subba Reddiar
July	02	Birth Anniversary of Ansari Duraisamy
	14	French National Day Festival
	15	Birth Anniversary of Kamarajar
	29	Birth Anniversary of E. Goubert
August	14	Death Anniversary of E. Goubert
	15	Independency Day
	20	Birth Anniversary of Rajiv Gandhi
	21	Birth Anniversary of Jeevanantham
	31	Death Anniversary of Puduvai Sivam
September	05	Birth Anniversary of V.O. Chidambaram Pillai
	11	Death Anniversary of Bharathiar
	15	Birth Anniversary of Perarignar Anna
	17	Birth Anniversary of E.V.R. Periyar
	02	Celebration of Film Festival for three days
October	02	Birth Anniversary of Mahatma Gandhi
	02	Death Anniversary of Kamaraj
	12	Death Anniversary of V. Subbaiah
	23	Birth Anniversary of Puduvai Sivam
	31	Death Anniversary of Indira Gandhi
November	11	Victory of First World War Memorial Day
	14	Birth Anniversary of Jawaharlal Nehru
	16	National Press Day
	18	Death Anniversary of V.O. Chidambaram Pillai
	19	Birth Anniversary of Indira Gandhi
December	06	Death Anniversary of Dr. Ambedkar
	11	Birth Anniversary of Bharathiar
	18	Birth Anniversary of Venkata Subba Reddiar
	24	Death Anniversary of E.V.R. Periyar
	24	Death Anniversary of M.G. Ramachandran

Press

The Press Section wields with Press Media in extending coverage of Government functions being attended by the Lt. Governor, Chief Minister, Ministers, etc., besides looking after the Publication of Notifications / releasing of advertisements, looking after the welfare of Media Persons in the issue of Press Identity Cards / Medical Identity Cards for free medical treatment provision of vehicles for coverage, grant of financial assistance to Media Persons, from the Chief Minister's Relief Fund, Maintenance of Press Club etc. Press Accreditation Rules termed as **'PONDICHERRY PRESS REPRESENTATIVES ACCREDITATION RULES – 1984'** accords press accreditation status to the accredited press correspondents of the Union Territory of Pondicherry, as per a Press Accreditation Committee Constituted for the purpose.

Photographic and Video Coverage is being extended to important Government functions by utilizing the services of Government approved Photographers / Videographers.

Press releases and press note are being issued daily for the information of the media persons for keeping them abreast of the Government activities and also for publication of news items in their dailies.

Releasing of advertisements about progress and achievements of the Government particularly on the occasion of National events like Independence Day and Republic Day, when special supplements are being brought out by various dailies to mark the occasion.

During Election times, a 'Media Centre' is being opened for feeding information to the press regarding Electoral process.

The Welfare of Press persons is being ensured by various schemes as follows:

- Press Coverage.

- Grant of Financial Assistance to Media persons from Chief Minister's Relief Fund.
- Issue of Medical Identity Cards.
- Issue of Press Identity Cards.
- Maintenance of Press Club.

* Pensional Benefits of Rs. 2000 per month / Family Welfare Scheme providing One-time Exgratia amount of Rs. 2.00 lakhs for the family members of deceased media personnel, who die in service.

Publication

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

The Public grievances reflected in the Newspapers are being brought to the knowledge of concerned Departments / Offices then and there with the disposal of cases and press releases are being issued on the score.

Citizens' Charter has been brought out for the benefit of public detailing Government schemes/ Programmes and other activities of the Department of Information and Publicity.

The Last Plan Exhibition titled 'Expo' 95 was conducted in 1995 and subsequently the Golden Jubilee Year Exhibition was conducted in 1997 in Karaikal. As per the instruction of Hon'ble Chief Minister, it is proposed to conduct a Plan Exhibition on an estimate of Rs.1.75 crores during this current financial year 2005-06.

CHAPTER – 16 (Manual – 15)

Information available in an electronic form

TV Centres and Radio Rural Forums are being maintained under the Community Viewing Scheme and Community Listening Scheme respectively. Computer facilities have been provided in the Directorate and also in the Press Club with media facilities for the facility of the Press persons. The Computer facility at the National Informatics Centre, at the Chief Secretariat is being used as and when required in preparing the pay slip etc.,

CHAPTER – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining Information.

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

As per the guidelines of Song and Drama Division of Ministry of Information and Broadcasting, Government of India, Dramas and Music Programmes are being conducted in rural areas highlighting Social Evils for Public Awareness and Welfare.

CHAPTER – 18 (Manual – 17)

Other Useful Information

18.1. Frequently Asked Questions and their Answers by Public

Grievances reflected in newspapers are also being forwarded to the Government Departments concerned for taking necessary action on the score, as per the instructions of Department of Personnel and Administrative Reforms, Chief Secretariat, Pondicherry.

18.2. Related to seeking Information

1. 'Complaint Box' is being maintained bin the Department for Public Redressal.

2. Display of 'Notice Board' on the Information to Public about the awareness of Vigilance.

18.3. With relation to training imparted to Public by Public Authority

Will be implemented as and when required.