

Chapter – II

Right to information and obligations of Public Authorities

4.1.b (i) The particulars of its organization, functions and duties :

The District Information and Public Relations Office at Gajapati District, Headquarters, Parlakhemundi is functioning under the administrative Control of Information and Public Relations Department, Govt. of Orissa since 1979. The Information and Public Relation Wing of the District is the hyphen between district administration and public. The main role of this office is to disseminate various developmental activities of district administration through electronics and print media and through organizing seminars, exhibitions and song and drama programmes. This wing also organizes the observance of the National Days like Republic Day, Independence Day, Gandhi Jayanti, etc. and State Days like Utkal Divas, besides undertaking publicity of important programmes, law and order situation, epidemic and other natural calamities etc. Communication of important programmes are being done through Public address system and audio visual for the information of general public.

(ii) Powers and duties of its officers and employees :

The main duty of the officer is to communicate and disseminate information through different media as mentioned in (b) (i) above.

(iii) The procedure followed in the decision making process including channels of supervision and accountability

The District Information and Public Relations Office is under the control of the district administration in decision making and is also accountable to Government in Information and Public Relation Department. So far channels of supervision are concerned the Deputy Director, Information and Public Relations (Southern Division), Berhampur and Director of Information and Public Relations Department at Bhubaneswar are the supervising authorities.

(iv) The norms set by it for the discharge of its function

NIL

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

This office is functioning as per the rules and regulations framed by Govt. of Orissa.

(vi) The statement of the categories of documents that are held by it or its control

NIL

(vii) The 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 there of :

The policy adopted by the Govt. of Orissa is being implemented by the Office

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :

NIL

(ix) A directory of its officers and employees :

1. Gurbir Singh, District Information and Public Relations Officer, Gajapati.
2. Sri Sachita Nanda Panigrahi : Senior Clerk
3. Sri Jasowant Patnaik : Projectionist
4. Sri Birendra Pradhan : Driver (on deputation)
5. Sri Achyuta Nanda Bastia : Junior Store Keeper (Ad hoc)
6. Sri Biswanath Panda : Group – D
7. Sri Daliga Sethi – Group – D
8. Sri Trinath Behera – Group – D
9. Smt. Duhita Dandasena – Group – D

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :

Sl. No.	Name	Pay	D.P.	D.A.	HRA	OA	Total
1.	Gurbir Singh	6,500	3250	4583	488		14821
2.	Sri S.N.Panigrahi, Sr. Clerk	6000	3000	3150	450	60	12660
3.	Sri Jasowant Patnaik, Projectionist	5750	2875	3019	431	--	12075
4.	Sri B.N.Panda, Group – D	3280	1640	1722	246	--	6888
5.	Sri Trinath Behera, Group – D	3280	1640	1722	246	24	6912
6.	Sri Daluga Sethi, Group – D	3280	1640	1722	246	--	6888
7.	Smt. Duhita Daudseva, Group – D	3200	1600	1680	240	--	6720
8.	Sri Achyuta Nanda Bastia Jr. Store Keeper (Ad hoc)	3050	1525	1601	229	--	6405
9.	Sri Birendra Pradhan, Driver on deputation	The salary is drawn at D.I & P.R.O. Office, Kalahandi					

(xi) The budget allocated to each of its agency indicating the particulars of all planes, proposed expenditures and reports an disbursements made:

Proposed budget allocate for the year 2008 – 09

Pay	:	6,09,450/-
D.P	:	2,94,750/-
D.A.	:	3,52,626/-
HRA	:	48,500/-
OA	:	1,008/-
Electricity Dues	:	10,000/-
M.V.	:	25,000/-
Telephone	:	5,000/-
O.C.	:	15,000/-

The expenditure reports are being submitted to Information and Public Relations Department each month. The remunerations are being disbursed through S.B. Accounts & cheques.

Allotment of funds: (excepting salary head):

The following allotments of funds have been received for the financial year 2008-09 from the I & PR department:

- a. T. E Rs.3000/-
- b. telephone Rs.4000/-
- c. MV (POL) Rs 8000/-.)
- d. OE (o-c) Rs. 20,000/- for purchase of furniture and stationeries for the just supplied computer. (Not utilized as the guidelines have been only recently received.)
- e. OE (ICRR) Rs. 6240/- This amount is meant for the purchase of newspapers and magazines and for maintenance of the Reading Room. Instruction is to spend only Rs.520/- per month towards purchase of newspapers etc including maintenance of the ICRR.
- f. OE (o-c) Rs. 2000/- for office maintenance which include purchase of service postage stamps, Xerox, stationery and miscellaneous expenditure for the whole year.
- g. electricity charges: Rs. 5000/-
- h. RCM: Rs. 2000/-

i.. SPECIAL CELBRATION: The following allotments have so far been received from the government for organization for special celebrations this year.

Republic day	26.01.08	Rs.20,000/-	Utilized
Orissa day	1.4.08	Rs. 20,000/-	Utilized
Maharaja Jayanti	26.4.08	Rs. 5,000/-	Utilized
Car festival	July 4	Rs. 2000/-	Utilized
Independence Day	August 15	Rs. 10,000/-	Utilized.
Ambedkar Jayanti	April 14	Rs. 3000/-	Utilized
Mahasivratri			Not received
Gandhi Jayanti	October 2	5000/-	Not received

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

NIL

(xiii) Particulars of recipients of concessions, permits or authorization granted by it:

NIL

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

NIL

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

An information Centre – cum – reading room is functioning in the premises of District Information and Public Relations Office, Gajapati. The working hours of reading room is 8 A.M. to 11 AM and 5 PM to 8 PM daily excluding Government holidays. The weekly holiday of the reading room is every Monday of the week.

The library has books as follow:

As per stock register, (I &PR provided books): 3886

Books received from RRLF, Kolkota- 1202

Book packets received from RRLF in packets: 30 packets

Books received from Orissa Sahitya Academy: 1032

1. The Samaja 2. Samaya 3. Sambad 4. The Statesman (English) 5. The Pioneer (English) 6. Dharitri 7. Pragativadi 8. Anupam Bharata and 9. The Employment News (weekly English)). 10. Odisha Bhaskar

Free/complimentary copies of the following newspapers and

magazines are received:

1. Dainik Asha 2. Amari Katha 3. Dinalipi 4. Khabar 5. Sambad Kalika 6. Utkal Mail 7. Abartan 8. Orissa times (English) 9. Krusak Bandhu (monthly) 10. Sasi (monthly) 11. Sainika Samachar (English) 12. Photo News (English weekly) 13. Matrubhasa 14. EPA weekly (Oriya) 15. Nijukti Khabar (Oriya employment weekly) 16. Lipimaya (weekly) 17. Pratidina (Oriya daily) 18. Suna Bhauni (children's weekly magazine)

(xvi) The names, designators and other particulars of the public information officers:

Sl. No	Name of the Pubic authority	Name of the PIO with designation	Name of the A.P.I.O with designation	Name of the 1 st appellate authority with designation
1	2	3	4	5
1	District Information and Public Relations Officer, Gajapati, Parlakhemundi	Gurbir Singh, O.I.S. District Information and Public Relations Officer, Gajapati	--	Sri Mohapatra Pradhan, (O.I.S – 1), Dy. Director (Southern Division) Information and Public Relations Berhampur

(xvii) Such other information as may be prescribed and thereafter update these publications ever year:

The library has books as follow:
As per stock register, (I &PR provided books): 3886
Books received from RRLF, Kolkata- 1202
Book packets received from RRLF in packets: 30 packets
Books received from Orissa Sahitya Academy: 1032

. Total number of Card Holding Members: 367
Total amount of membership fee: Rs.8150/-