

# **PRESS INFORMATION BUREAU**

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## **Information Manual**

### **Under**

## **Right to Information Act,2005**

This information manual contains details about the Press Information Bureau for use of all Citizens under the Right to Information Act,2005

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# **Chapter 1**

## **Introduction**

The history of Press Information Bureau can be traced back to the first World War Years, when a Central Publicity Board came into existence under the Home Member of the colonial Government. Later a Cell was set up in the Home Department in June 1919 under Dr. L. F. Rushbrook Williams, to prepare every year a report on India, for presentation to British Parliament. In the following year, the functions of the Cell were amplified to provide and supervise “the distribution of correct information on all India questions” and to inform Departments of Government of “particular questions on which public opinion is exercised and on which further information is needed”. Towards the end of 1920, the Cell was rechristened as ‘Central Bureau of Information’ and Dr. L.F.Rushbrook Williams became its Director. The designation of the Head of the Bureau was changed from Director to Principal Information Officer in 1938. Shri J.Natarajan became the first Indian in 1941 to be appointed as Principal Information Officer and the Organization’s name was changed to Press Information Bureau in 1946. The bureau’s functions as visualized by Dr.Williams were as follows:

- (i) To present material in the form required by the Press i.e news stories.
- (ii) To provide an “agency” news service, reporting facts without comment.
- (iii) To exclude any material of a communal nature; and
- (iv) Rigorous exclusion of political or controversial nature, except when attributable to a definite source.

Upon attainment of Independence, the scope of the Bureau underwent further changes. The Bureau was not only to give factual information on the programmes, policies and activities of the Government but was also entrusted with additional and more delicate task of interpreting those facts and Government policies. With the advent of sophisticated media related technology, expansion of Government activities and varied media requirements, the role of PIB has, since independence, been expanding and become more complex.

PIB is the nodal agency of the Central Government to disseminate information to the print, electronic and online media on government’s policies, programme initiatives, welfare activities and achievements. It is an interface between the Government and media, facilitating communication between the two. It acts as a bank of official data and provides background information to all media for launching multi-media campaigns, indicating thrust areas and hence acting as a consortium leader. It is in regular and close contact with all the Ministries and Departments of Government of India at Headquarters and through its Regional/Branch Offices with Central field agencies and media in the States. The Bureau has its Officers attached to all Ministries and Departments of the Central Government. They issue/explain/interpret the Government policies and disseminate factual information. The Bureau disseminates information through Press notes, handouts, backgrounders and features in English, Hindi and Urdu from Headquarters and through Regional languages from its Regional and Branch Offices. The Bureau is therefore able to reach Press in all languages simultaneously. These are made available on Bureau’s website (<https://www.pib.gov.in>). The Regional and Branch Offices of PIB are connected with the Headquarters through all the latest means of communication like Fax, internet etc. The Bureau has 5 Zonal offices headed by DGs

and 34 Branch Offices headed by ADGs. They also provide independent information and PR support to various Government of India organizations in their jurisdiction and to the visiting GOI functionaries through press conferences, press releases, press visits and other media instructions.

The Press Information Bureau, under the Ministry of Information and Broadcasting aims to facilitate the dissemination of information from the Central Government to the media, both print and electronic, through more and more modern, efficient, accurate and fast systems.

- Providing state-of-the art information retrieval facilities from its website.
- Developing an all encompassing electronic photo library, covering development issues as well as photographs of historic interest.
- Providing friendly and efficient media facilitation for its clients.
- Dissemination of information about Government policies, programmes and activities
- Providing feedback from the media to various Government departments and public sector organizations under various Ministries on how these policies and activities are received by the people, through the media.
- Advising the Government on its information strategy.
- Giving source material and launch of multi-media awareness campaigns.
- Providing explanation and background for official pronouncements.

Press Information Bureau in a nutshell performs following functions:-

1. Acts as an interface between the Government and media facilitating communication between the two.
2. Disseminates information to media – Official and non-Official
3. Reaches Government policies, programmes, their implementation and achievements to people through the media
4. Government's spokesman
5. Resource media for multi media campaigns and provision of background information.
6. Indication of thrust areas.
7. Corrects misinformation and issues clarifications
8. Gives feedback from media in Press analysis reports.
9. PR with media
10. Media accreditation to facilitate access to official sources of information.
11. Public relations counseling to Government Ministries & Departments.
12. Fact check on news

## **DEFINITIONS**

**Press Communiqué** : A Press Communiqué is issued when an important Government decision is to be published or an announcement of a noteworthy nature is to be made. It is formal in character and is always issued over the imprimatur of the Ministry or Department concerned. It is published in the Gazette of India. The Ministry/Department concerned has full responsibility for its issue.

**Press Note** : A Press Note is also issued over the imprimatur of the Ministry/Department concerned but is less formal in character than the Press Communiqué. It is issued primarily to give publicity to a Government decision.

**Hand-out** : A hand-out is less formal type of Press Release than either the Press Communiqué or the Press Note. It is issued to convey authentic information pertaining to day to day activities of the Ministries/Departments, proceedings of conferences and meetings etc., speeches by Ministers and senior officials and other information.

**Backgrounders** : A backgrounder is a self-contained press release meant to help the writers. It can also be used by sub-editors with a spot news story. Backgrounders need not normally go to a press correspondent.

**Press Conferences & briefings** : To supplement and reinforce conventional written publicity, press conferences and briefings are held. Press Conference are held by a Minister only, or under his direction, by the Secretary of a Ministry/Department. It is open to all correspondents. Press briefings are arranged to explain the background to a event or a news story.

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**Chapter-2**  
**Particulars of Organization, Function and Duties**

# **PRESS INFORMATION BUREAU, “A ” WING, SHASTRI BHAWAN, DR. RAJENDRA PRASAD ROAD, New Delhi – 110001**

## **1. FUNCTIONS**

The Press Information Bureau, as the main authorized channel of communication between the Government and the media, functions upon the basic premise that a democratic Government which depends upon popular backing must ensure that its policies, programmes and its activities are properly presented and interpreted to the public. PIB is therefore an interface between the Government and media, facilitating communication between the two. The main functions of PIB are :

- Communication of information about Government policies, programmes and activities
- Feedback on how these policies and activities are received and
- To advise the Government on its information policy.

The Press Information Bureau employs a variety of means to discharge its functions of putting out information on Government policies, programmes and activities. These include release of written material, photographs, press conferences and briefings and conducted tours. Press releases account for a substantial part of the written material issued by the PIB. They include Press Notes and Handouts, Backgrounders, Press Communiqué, features and newsletters are also issued. To perform these functions, Departmental Publicity Officers of the Bureau are attached to various Ministries and they are expected to communicate to the media their day-to-day activities. As a part of the visual publicity, PIB arranges photo coverage of Government activities and functions. A large number of photo prints are supplied to the print media to supplement written material. PIB also conducts Press Tours to development projects for an on the spot study by the media persons. Such tours are conducted from its Regional /Branch Offices as well as from the Headquarters. The Bureau also facilitates access of the media – both Indian and foreign – to official information by granting accreditation. As on date there are more than 1500 accredited media persons at PIB Headquarters. PIB also analysis the reactions of the Press on topical issues pertaining to various Ministries and other important economic, social and political issues. The Bureau prepares a daily digest of news and views with special emphasis on editorial comments and articles carried by the print media. These digests are prepared after scrutinizing the national dailies, periodicals and feedback material received from the Regional and Branch Offices of the Bureau.

## **2. ORGANIZATION:**

The Press Information Bureau is the nodal agency of the Central Government to disseminate information to the print, electronic and online media, on Government policies, programme initiatives, welfare activities and achievements. PIB is headed by the

Principal Director General (Media & Communication) (Secretary level officer assisted by DG (M&C) and Addl.DG(M&C). Below them are the Departmental Publicity Officers (DPOs)( Directors, Joint Director, Dy. Director, Asstt. Director and MCO). The Departmental Publicity Officers are attached to different Ministries and Departments to assist them in dissemination of information and giving feedback on the peoples reaction, as reflected in the media towards governments policies and programmes and giving professional advise to the Ministry on media affairs. They brief the Minister/Secretary on important issues appearing in the media. They attend important meetings/functions conducted by the concerned Ministry and issue Press Releases or Backgrounders, arrange Press Conferences for the Minister or Secretary or Senior Officials of the Ministry for important announcements. Media people are taken to senior level functionaries in the Ministry by the Departmental Publicity Officers for formal/informal briefings. PIB with its Headquarters in Delhi has 8 regional and 34 Branch Offices linked with each other through modern communication facilities. The Regional and Branch Offices disseminate information emanating from headquarters in their respective regional languages. They also provide independent information and PR support to various Government Organization in their jurisdiction and to the visiting GOI functionaries through press conferences, press releases, press visits and other media instructions. Departmental Publicity Officers of the Bureau are attached to various Ministries and they are expected to communicate to the media their day-to-day activities. PIB supplies a large number of photographs dealing with the activities of the Government to all important newspapers. In addition to this, the publicity of Ministry of Parliamentary Affairs and of the discussions on the working of the various Ministries and Departments in PIB are handled by PIB. Media and Communication Officer or Dy. Director of PIB is on regular duty in the Press Gallery of each of the two Houses of Parliament during its session. To attend to immediate publicity work received in the Bureau after office hours, an officer is available in the News Room duty from 6.00 p.m to 9.00 p.m on weekdays and from 3.00 p.m to 9.00 p.m on holidays through out the year.

A list of Sections/Units of Press Information Bureau are listed below:

**1. Sections/Units supporting publicity**

- i. Press Relations Section (PRS)
- ii. Press Media Section (PMS)
- iii. Departmental Publicity Section (DPS)
- iv. Feature Unit
- v. Feedback Cell
- vi. Photo Unit
- vii. Hindi Unit
- viii. Urdu Unit
- ix. Fact Check Unit

## **2. Administration Wing**

- i. Administration I (Admn.I) Section
- ii. Administration II (Admn.II)Section
- iii. Administration III(Admn.III)Section
- iv. Vigilance
- v. Cash Section
- vi. Budget & Accounts Section (B&A)
- vii. General Section
- viii. Office Automation Section
- ix. Receipt & Dispatch Section (R&DS)
- x. Official Language Unit (OLU)

### **1. PRESS RELATIONS SECTION**

1. To process the applications received from mediapersons for grant of accreditation at the headquarters of the Govt. of India
2. To process the applications received from accredited mediapersons for renewal of accreditation.
3. To make hospitality arrangements for journalists in the interest of official publicity.
4. To process the applications received from Hqrs./Branch offices of PIB for conducting of press tours.
5. To process the applications received from accredited mediapersons for allotment of Govt. accommodation under press pool.
6. To process the applications for granting financial assistance to journalists from 'Journalists Welfare Fund'.
7. Conducting of press conferences/press briefings.
8. To issue necessary certificate of accreditation to accredited journalists seeking facilities such as Customs duty exemption for import of professional equipment, Railway concession, etc.
9. To grant special accreditation to mediapersons on the occasions of national/international events like IFFI, Pravasi Bharatiya Diwas etc.
- 10 To Coordinate/Conduct Press Tours.

### **II. PRESS MEDIA SECTION**

1. Policy regarding Government relationship with Press Organisation, Foreign Publicity Organisation and maintenance of information about newspapers and news agencies.
2. Purchase of newspapers for Headquarters Office(excluding Defence Wing) and Information Center; references from Regional and Branch Offices regarding purchase of newspapers.

3. Evaluation of publicity, publication of Magazines, periodicals by foreign companies following FDI in print media.
4. Indo-Pakistan Information Consultative Committee
5. Parliament Questions – coordination of.
6. Matters relating to Conference of Information Ministers(SIMCON)/ State Directors Conferences/ Conference of Ministers Information of Non-Aligned Countries(COMINAC)
7. Cultural Exchange Programmes with different countries and Joint Agreements and Joint Commissions , MOUs relating to Information
8. National Integration work.
9. All matters relating to United Nations and its Organisations.
10. Press Legislation and Press Codes.
11. Inter-Media Publicity Coordination Committee.
12. Committees, Conference, Councils and Seminar, Recommendations Reports etc.
13. Press Advising and Censorship.
14. Matters relating to Diaspora
15. All matters relating to SAARC
16. Subscription of news and feature agencies.
17. Engagement of persons on casual assignment basis for outsourcing miscellaneous publicity work.
18. Processing of bills of writers, translators, consultants, urdu computer operators etc.
19. Purchase of photographs.

### **III. DEPARTMENTAL PUBLICITY SECTION**

1. Correspondence with Ministries relating to Press releases and their issue supply of spare copies of Press releases.
2. Correspondence relating to reports and publications and their issues and receipt of reports and publications from various Ministries / Departments, for distribution.
3. Planning of publicity in Hindi and Urdu including correspondence with language newspapers.
4. Publicity campaigns through Branch Offices including Headquarters.
5. Returns from Branch Offices relating to publicity items.
6. Coordination of action on Minutes of Pr. Director General's meeting with Officers, streamlining work of PIB – Instructions relating to.
7. Weekly, Monthly and Annual meetings with Officers.
8. Liaison with Parliament Secretariat.
9. Mailing lists – Supply of publicity material in English.
10. Mailing Lists – Supply of publicity material in Hindi.
11. Public inquiries and maintenance of reference material.
12. Mailing lists of Newspapers and receiving Bureau's material
13. Mailing lists – Supply of publicity material in Urdu.
14. Appreciation and suggestions.
15. Technical Publicity Rules.
16. Purchase of Books for Regional / Branch Offices.
17. Supply of material for MIB.'s budget brief and performance budget.
18. Supply of material and updating information on PIB to various annual year books, Directories, etc.
19. Correspondence relating to distribution of official journal and Gazette of India.
20. Arrangements for the distribution of General Budget and Railway Budget.

21. Holiday Notices.
22. Meetings held by MIB, Secretary, Ministry of I&B and Pr. Director General(M&C) with PIB Officers including issue of Minutes.
23. Mass Media National and International.
24. Action on official languages 'HINDI' returns.
25. Life sketches.
26. List of Central Ministers, State Governors and Chief Ministers etc.
27. Gazettes of India – Payment of Annual Subscriptions.
28. MIB References.
29. Miscellaneous – publicity matters.
30. Control Chart of Press releases.
31. Duty roster for News Room duty
32. Preparation of Annual Report of PIB`

#### **IV FEATURE UNIT**

PIB's Feature Unit is responsible for issuing comprehensive write-ups on all aspects coming under PIB's publicity purview. They include the activities going on in different central ministries and departments. The contributors are both in-house or journalists specializing in different subjects. Features are released on PIB's website and on hard copy. They are widely used by newspapers in all languages across the country.

Apart from regular features, which reflect different programmes and policies of the Ministries, we issue **special features** on the occasion of Republic Day, Independence Day and One Year of Government and on request from Principal Director General(M&C) on any topic which needs to be highlighted.

Compilation of feedback report is done on a weekly basis. Photocopies of the features which have been published in the newspapers are sent to concerned journalists and DPOs to be put up before Ministers and Secretaries.

Every month the Unit also issues features on the topic suggested by the Inter Media Publicity Co-ordination Committee (IMPCC) of the Ministry of I & B.

## **V FEED BACK CELL**

The Feedback Cell prepares a Daily Digest of News and Views on each working day, which is sent to PMO, President's Office, all Ministers and Secretaries to the Government and to senior officers of each Ministry/Department. The information is culled from national papers, regional papers and prominent magazines. It provides comprehensive coverage of the news of the day along with specific comments on emerging issues, particularly related to programmes and policies of the Government. Apart from local newspapers, material received from Regional/Branch offices is incorporated in the digest.

A Weekly Media Report on Economic Issues is also prepared on each Monday, which is being sent to PMO.

The Cell also produces Special Digests on Emerging issues, which require the focus of attention of the PMO and concerned Ministries, including the Minister In-Charge. Prominent among these Digests are Union Budget, Railway Budget and Economic Survey. In addition, a weekly digest on 'Public Concerns' is also prepared highlighting the difficulties faced by the cross-section of the society which otherwise should derive the benefit from Government-sponsored schemes and programmes.

The Cell also contributes its mite in various projects handled by the Bureau each year.

## **VI PHOTO UNIT**

1. Keeping records of day to day news photos released in the computer and in the albums.
2. Attending Journalists & Visitors in the Photo Library & Selection of Photos.
3. Coordination of Departmental. of Publicity Officers including PIB Regional/Branch Officers to supply them old photographs as and when required.
4. Maintenance of photo albums of more than Eight Lakhs hard prints as old albums have been in a dilapidated condition.

### **Photo Publicity Unit**

The PPU sit late in the evening to complete the day to day photo releasing work of VIPs like President, Vice President, PM, Cabinet Ministers,

visiting dignitaries from abroad and other official functions of different Ministries round the year.

The pictures are selected, captioned and put on the net for the worldwide release. Apart from this, the help of Photo Division is taken to make the hard prints, which are again captioned and distributed physically to the Press.

PPU Coordinate with the Photo Division and other ministries for the coverage. It maintains the record of the incoming and the released photos. The net is manned from morning till evening.

Due to the exigencies of work PPU functions from morning to late in the evenings till the work is over on the working days. Apart from this the Unit is opened on all Holidays, Gazetted holidays and festivals.

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## **VIII URDU UNIT**

Translation, vetting and preparation of digest from Urdu newspapers and periodicals and vetting of Urdu translation from releases, features, articles and speeches of the President, Prime Minister and other VVIPs and VIPs, General Budget, Railway Budget and economic survey and other important assignments occasionally, also providing assistance in vetting and translation at PMs office and residence in connection with the speeches of the Prime Minister. Liaison with the Urdu Press and offering of hospitality to Urdu Journalists, attending to their complaints and problems regarding press matter, accreditation etc. and coordination of publicity in Urdu Newspapers, scanning and monitoring these papers and periodicals of Delhi and other parts of country for their content. Updating the Daily and All India list of Urdu Newspapers and periodicals and other miscellaneous assignments given by the senior officers.

Translation of press releases from Hindi to Urdu and English to Urdu. Proof reading of press releases and features. Monitoring from Urdu newspapers (which include UNI teleprinter) Record entries of features. Special duties include Railway Budget and Film festival duty and annual NRI Conference etc. Translation of press releases from Hindi to Urdu and English to Urdu. Proof reading of press releases and features. Monitoring from Urdu newspapers (which include UNI teleprinter) Record entries of features. Special duties include Railway Budget and annual NRI Conference etc.

### **Feedback Unit**

The Press Information Bureau, the publicity arm of the Central government, launched its own fact-checking arm. The PIB's multilingual website allows anyone to put up for scrutinizing information to be true. The Unit uses their twitter handle to publicize the fake news/misinformation encountered by them.

### **Admn. I Section**

1. All administrative matters relating to: -
  - (i) I.I.S. (All Grades);
  - (ii) C.S.S.(Joint Director/dy. Director and SOs);
  - (iii) C.S.S.S.(Stenographers); All Grades

- (iv) Ex-Cadre post of Hqrs. matter relating to AOs/Stenos/SCDs etc. of Regional/Branch Office..
2. Administrative matter inter-alia including recruitment, appointment, promotions, fixation of pay, maintenance of service books, postings and transfers, leave, pension cases including cases of Regional Head grant of increments, maintenance of personal files. Cadre Review.
3. All matters relating to training (foreign as well as training in India).
4. Grant of honorarium to the Officers and Staff of the Bureau.
5. Allocation of work between different Sections.
6. Forwarding of applications.
7. Casual Leave Account of Officers/PS/Stenos
8. All matters relating to
9. Implementation of Right to Information

### **Admn.II Section**

1. All Personal/Leave/Pension matters relating to Asstts, UDCs, LDCs and all Group 'D' employment in PIB (Hqrs.) and Information Centre.
2. Internal Transfer/Posting of Asstts, UDCs, LDCs and all Group 'D' employees of PIB (Hqrs.)
3. All administrative matters relating to Casual Labourers (TS).
4. Recruitment/Promotion/Seniority List/ ACP Scheme relating to Group 'D' Staff.
5. Benevolent Fund.
6. Recreation Club.
7. Observance of Army Flag Day/Anti Terrorist Day/Sadbhavana Diwas/Quami Ekta Week etc.
8. Women's Cell.
9. All matters relating to CGHS and First Aid.
10. Appointment of AMA.
11. Welfare parties for retiring staff etc.

### **Admn.III Section**

1. All establishment matters. (Excluding Budget, Continuance of temporary posts/Conversion of Temporary posts into permanent and computers) of Regional/Branch office.
2. Nodal Section in establishment matters of non-IIS (excluding A.O., Steno. And SCD)of Regional/Branch Offices, tendering of advice and seeking approval of the Ministry where required.
3. Coordination, collection and compilation of all reports regarding establishment matters from Regional/Branch Offices including Hqrs. To be furnished to M/o I&B etc.
4. Construction of PIB buildings where land has been allotted by the Govt. excluding Hqrs.
5. Inspection of Regional/Branch Offices.

6. Holding Conferences/meeting of Heads of Regional/Branch Offices.
7. Matters related to Accommodation of Regional/Branch Offices including hiring.
8. All co-ordination works.

### **Vigilance Section**

1. Departmental Security instructions, their implications and application.
2. All Vigilance work of the Bureau.
3. Initiation of disciplinary cases/proceedings after approval of the competent authority has been taken by the concerned administrative section.
4. Preparation of "Agreed list."
5. Completion/Maintenance of ACRs.
6. Custody of Secret papers.
7. Property Returns (including purchase and sale of properties)
8. Allocation of work between sections.
9. O&M work of the Bureau.
10. Study by SIU of M/o Finance.
11. Appointment of Grievance Officer, Liaison Officer for SC/ST, Liaison Officer for OBC etc.
12. Control and Management of Departmental Record Room.
13. Grievance cases and furnishing of returns of returns related to grievance.
14. Reporting of loss due to fire, theft etc to concerned authority and decide contribution negligence.

### **Cash Section**

1. Receipt and disbursement of cash, Maintenance of Cash Book etc.
2. Preparation of pay bills in r/o JD(A), DD(A), SOs, AD, MCO(Non IRLA), Assistants, PAs, IAs, UDCs, Stenos, LDCs, NR, Ex-cadre posts, Group 'D', Daily wagers, New Pension scheme employees.
3. Preparation and payment of bills like TA/DA, OTA, Conveyance, Children Education Allowance etc.
4. Preparation and payment of Contingent bills, and Non Plan bills of Hospitality/Entertainment, OAE, Publication, Professional Services, Other charges, Advt. & Publicity and Plan-Revenue/Capital, bills relating to Ministry of Rural Dev./ Health and Family Welfare etc.
5. Reconciliation of Accounts with P&AO (MS) & Budget control and work relating to IRLA Officers etc.
6. Booking of Air Tickets/ Issue of exchange vouchers for air
7. To maintain the GPF account of Non Gazetted staff of PIB, Hqrs.
8. Medical reimbursement/advances.
9. All advances like Car, Computer, Scooter, Cycle etc., House Building Advance, Festival advance etc.
10. Advance/Claim of LTC, Advance/Withdrawal of GPF etc

### **B&A Section**

1. Preparation of Non-Plan Budget including RE and Final Grant.
2. Monthly statement of Non-Plan expenditure.
3. Re-conciliation/Re-appropriation of Non-Plan/Plan expenditure.
4. Distribution of Non-Plan funds under RE/BE/Final Grant.
5. Review of Non-Plan expenditure.
6. Quarterly statement of expenditure on Pay & Allowances.
7. Vote on Accounts.
8. All proposals relating to Non-Plan expenditure.
9. Economy in expenditure – instructions regarding.
10. Abolition of posts – a measure of economy.
11. Creation of Non-Plan posts, upgradation of posts/abolition/conversion/revival of posts.
12. Preparation of material for Annual Report.
13. Performance Budget.
14. Miscellaneous work allotted by Dy. Director.
15. Audit objections and their follow-up.
16. Write off of losses.
17. Review of Imprest money of the Regional/Branch offices and Hqrs.
18. Entertainment Allowance
19. Continuation of temporary posts.
20. SIMCON matters
21. Consultative Committee matters
22. Delegation of Financial and other powers.
23. Advice on Financial and other related matters.
24. Loans and advances to Government servants – Estimates and Distribution of.
25. Recoveries from Ministry of Railways and Ministry of Communications.
26. Family Welfare Budget and its monthly reports.
27. Declaration of Head of Department in Hqrs. and Regional offices and Head of office in Hqrs.
28. Sanctioned Strength – Compilation of the statement showing the permanent and temporary posts.
29. Preparation of Plan Schemes – Five Year Plan & Annual Plan.
30. Preparation of Plan Budget (BE, RE, Final Grant and distribution of funds to Regional offices.
31. Material for Standing Committee on Information Technology.
32. VIP references and other related matters including Parliament Questions on the above subjects.
33. Monthly expenditure statement – Plan Schemes.

### **General Section**

1. Modernisation of PIB Hqrs.
2. Matters related to National Press Centre.
3. Procurement of stationery/binding work.

4. Purchase of furniture and other articles.
5. Liveries.
6. Annual physical verification of stocks maintained by the section.
7. Disposal of unserviceable articles.
8. General “bandobust”, Office cleanliness, fire precautions, repairs, white-washing, electrifications installations, water supply etc.
9. Petty purchases.
10. Employment of mazdoors including payment of bills thereof.
11. Hot & cold weather arrangements and air- conditioning arrangements refrigerators, fans etc.
12. Telephones/Mobile/Broadband connection all matters pertaining to.
13. Maintenance of Conference Hall.
14. Purchase/Maintenance of Staff Car/hiring of DLY Taxis.
15. I/Cards/Library cards.
16. Fording of applications for residence quarters to Dte. of Estates.
17. Write of losses in respect of articles dealt with by the Section.
18. Matter relating to Canteen/ Cafeteria/Fruits& Betal Shop and entertainment.
19. Security and liaison with Nodal Ministry of Shastri Bhawan.

#### **Office Automaton Section**

1. Plan Scheme related to Computerization and allied technology.
2. Procurement and maintenance of Computers and its accessories/ computer stationery.
3. Procurement and maintenance of Riso/photocopier fax machines and other equipment’s related to office automati0ojn and its accessories (except telephone).
4. Computer related training of Officer/Staff.
5. Liaison with NIC/NIC Officers.
6. Liaison with Web Administration Cell.
7. Annual Physical Verification of stocks maintained by the section and write off of losses.

#### **Receipt and Distribution Section**

1. Dispatch of Parliament Questions to the Parliament House during Parliament Session.
2. Dispatch of the releases to the Regional and Branch Offices / Press / Correspondents / Cameramen / Local Newspapers through Peons/Dispatch Riders/By Air/By Rail and by Post.
3. Receipt of dak and its distribution to the various Officers/Sections in the Bureau.
4. Dispatch of the letters/files etc. meant for other Ministries/Departments.
5. Maintenance/Repairs of the apparatus / machines e.g. Motor Cycles/ Gestetner/Addressograph Machines/Stitching Machines/Frinking Machines etc.
6. Procurement of Service Postage Stamps and the maintenance of their records.
7. The clearing of transportation charges bills concerning Railway/Indian Airlines.
8. Maintenance of the log books concerning Motor Cycles being used in the R&D

- 9 Section and payment of the Petrol Bills concerning thereto.  
Issue of telegrams and control of expenditure relating to it.

## ®ΕΥΕΛΕΕ-ΕΕ ΑΒΕΕΒΕΕ

1. +ΈχΕÖ'ÉÉn ΒΕΕΕᾶΕÇ
2. àÉÖJᾶΕÉᾶᾶᾶ ΒΕΕΕÖ ®ΕΥΕΛΕΕ-ΕΕ ΒΕΕΕᾶΕΕÇx'ÉᾶÉχÉ ὀΕΕÊàÉÉÊiÉ ΒΕΕΕÖ ᾱÉè~ΒΕΕᾶ ᾱÉÖᾶÉ'ÉÉχÉÉ \*
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7. àÉÖJᾶΕÉᾶᾶᾶ/ΦÉᾶjÉÉÖᾶᾶ/®ÉÉjÉÉ ΒΕΕΕᾶΕΕÇᾶᾶᾶᾶ àÉᾶ ΕËcnÉÖ {ÉnÉᾶ ΒΕΕΕ ὀÉβVÉχÉ \*
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9. ΕËcnÉÖ ΕÊn'ÉὀÉ/ὀÉ{iÉÉc /{ÉjÉ'ÉÉbᾶ ΒΕΕΕ +ΕΕᾶÉÉᾶVÉχÉ \*
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15. |ÉᾱÉᾶνÉ, |É'ÉÉÖhÉ +ΕΕè® |ÉÉYÉ |ÉÉÊ®ÉFÉhÉ \*
16. ΕËcnÉÖ jÆΒΕΕhÉ, ΕËcnÉÖ +ΕΕ®ÉÖÉᾶᾶᾶ{ÉΒΕΕ |ÉÉÊ®ÉFÉhÉ \* (ΒΕΕᾶ{ᾶÉÚ}® {É®)

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20. àΈÖJªΈΈãΈΈÉ/ΈΈäjΈΈÒªÉ/ŒΈΈjΈΈ ΒΈΕΈªΈΈçãΈΈä ΒΈΕΈ ΈËcnÉÒ ΒΈΕä ΒΈΕΈªΈΈç ΒΈΕä °ΈÆðΈÆνΈ àΈä ΈΈxÉ®ΈÒFÉhÉ \*
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29. ΈΈ®ΒΈΕΈbç | ΈðΈÆνΈxΈ \*

## **Chapter –3**

### **Powers and Duties of Officers and Employees**

## **Powers and Duties of Officers and Employees**

All administrative and financial powers delegated to Heads of Departments of Government of India under the Delegation of Financial Powers Rules are available with the Principal Director General (M&C). Further, powers of the Head of Office have been delegated to the Deputy Director (Administration).

2 Officers of Indian Information Service at different levels from Media and Communication Officer to Addl. Director General (M&C) function as Departmental Publicity officers. They are attached to different Ministries and Departments to assist them in dissemination of information and giving feedback on the peoples reaction, as reflected in the media towards governments policies and programmes and giving professional advise to the Ministry on media affairs. They brief the Minister/Secretary on important issues appearing in the media. They attend important meetings/functions conducted by the concerned Ministry and issue Press Releases or Backgrounders, arrange Press Conferences for the Minister or Secretary or Senior Officials of the Ministry for important announcements. Media people are taken to senior level functionaries in the Ministry by the DPOs for formal/informal briefings.

3 Publicity were relating to information dissemination on behalf various Ministries/ Departments of Government of India is carried out by officers by Indian Information Service in the Press Information Bureau in accordance with para 119 of the Manual of Office Procedure (MOP) of the Government of India, O.M. No. 1/4/72-MUC dated 23.11.1972 of Ministry of I&B under Technical Publicity Rules under 1997 of PIB

## **Chapter –4**

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

Name/title of the documents	Type of document	Brief write-up on the Documents	From where one can get a copy of rules, regulations, instructions, manual and records	Fee charged by the department for a copy of rules, regulations, instructions, manual and records(if any)
Central News Media Accreditation Rules	Rules	PIB grants accreditation to journalists representing various news organisations, at the headquarters of the Govt. of India. The Accreditation procedure is governed by the Central News Media Accreditation Rules-1999 as approved by the Ministry of I&B.	Director (Press Facility)  Room No.115, 'A' Wing, Shastri Bhavan, New Delhi. Tel:23386602.	Nil
Guidelines for allotment of Govt. residential accommodation to journalists under press pool	Instructions	These guidelines which are approved by the Directorate of Estate, are followed by PIB for recommending the cases of accredited journalists for allotment of Govt. residential accommodation under "press pool".	As above	Nil
Guidelines for ex-gratia payment for Journalists' Welfare Fund.	Instructions	These guidelines which are approved by the Ministry of I&B are followed by PIB for recommending the cases of journalists/dependents for ex-gratia payment from "Journalists Welfare Fund" administered by Ministry of I&B.	As above	Nil
Conducted Press Tour Rules-1996.	Rules	PIB conducts Press Tours of journalists to backward, hilly, tribal and other areas for official publicity of various centrally sponsored schemes/Plan	As above	Nil

		Projects. The press tours are governed by the Conducted Press Tour Rules-1996 as approved by the Ministry of I&B.		
Hospitality Rules	Rules	In the interest of official publicity, PIB extends hospitality to Indian and foreign journalists, strictly in accordance with the Hospitality Rules as approved by the Ministry of I&B.	As above	Nil.
Individual files of accredited journalists	Record	PIB maintains and preserves personal files of every journalist who are seeking accreditation	As above	Nil
Files pertaining to CPAC/ Screening Committee meetings.	Record	PIB maintains files related to Constitution of CPAC and its every meeting. Also there are files related to Screening Committee on Govt. Accommodation from Press Pool.	As above	Nil
Guard Files of minutes of meeting of CPAC /Screening Committee.	Record.	A Guard Files containing minutes of previous meetings of CPAC and Screening Committee on Govt. Accommodation from Press Pool are also maintained by PIB	As above	Nil
Registers related to issue of custom duty exemption certificate to journalists	Record	PIB issues authorisation letter to accredited journalists for availing customs duty exemption on import of professional equipment as allowed by the Ministry of Finance and a register containing details of journalists who are being issued the authorisation letters is being maintained by PIB.	As above	Nil
Technical Publicity Rules 1997	Guidelines for publicity	These are set of guidelines for internal use and reference of PIB officers engaged in Information dissemination activities.	Director (Coord)	As specified in RTI Act

## **Chapter –5**

**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**

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relations to the formulation of its policy or implementation thereof.

Formulation of Policy.

Sl. No	Subject/Topic	Is it mandatory to ensure public participation(Yes/No)	Arrangements for seeking public participation.
1.	Rules for grant of accreditation to journalists at the headquarters of the Govt. of India.	Yes	The Accreditation Rules are framed after detailed consultation with the members of the Central Press Accreditation Committee which consists of a maximum of 19 members nominated from various journalists' organisations/ associations.

**Implementation of Policy**

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1.	Grant of accreditation to journalists at the headquarters of the Govt. of India.	Yes	Accreditation cases are processed in accordance with the Accreditation Rules. Central Press Accreditation Committee (CPAC) has been constituted by the Govt. to look into the accreditation cases of journalists. A journalist is granted accreditation only if his case is recommended by the CPAC.

## **Chapter –6**

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

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

Sl.No	Category of documents	Name of the document and its introduction in online	Procedure to obtain the document.	Held by/under the control of
1.	Unclassified	Central News Media Accreditation Rules-1999 (Introduced online)	Downloadable from PIB's web-site ( <a href="https://www.pib.gov.in">https://www.pib.gov.in</a> ) Hard copy also available from Director (Press Facility), PIB.	Director/Joint Director
2.	Unclassified	Guidelines for allotment of Govt. residential accommodation to journalists under Press Pool (To be introduced online)	Hard copy available from Director (PF), PIB.	-do-
3.	Unclassified	Guidelines for ex-gratia payment from Journalists' Welfare Fund (To be introduced online)	-do-	-do-
4.	Unclassified	Conducted Press Tour Rules (To be introduced online)	-do-	-do-
5.	Unclassified	Hospitality Rules (To be introduced online)	-do-	-do-
6.	Confidential	Individual files of accredited journalists.	-do-	-do-
7.	Unclassified	Files pertaining to CPAC/Screening Committee meetings	-do-	-do-
8.	Unclassified	Guard Files of minutes of meeting of CPAC/Screening Committee	-do-	-do-
9.	Unclassified	Registers related to issue of custom duty exemption certificates to journalists.	-do-	-do-
10.	Confidential	Technical Publicity Rules 1991	Director (Coordination)	-do-

## **Chapter –7**

**A statement of boards, council, committees and other bodies  
constituted as its part**

Statement of boards, council, committees and other bodies constituted as its part

Name and address of the Affiliated Body	Central Press Accreditation Committee(CPAC)
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	The Central Press Accreditation Committee, with a tenure of two years from the date of its first meeting, is constituted by the Govt. to consider and give recommendation/advice on the accreditation cases of journalists at the headquarters of the Govt. of India.
Role of the Affiliated Body	Advisory
Structure and Member of Composition	The Committee consists of Principal Director General (M&C) as its Chairman and a maximum of 19 members nominated from various journalists' organisations/associations.
Head of the Body	Principal Director General (M&C)
Address of main office and its Branches.	Press Information Bureau, Shastri Bhavan, New Delhi-110001.
Frequency of meetings	Once in 3-4 months
Can public participate in the meetings	No
Are minutes of the meetings prepared	Yes

Statement of boards, council, committees and other bodies constituted as its part

Name and address of the Affiliated Body	Screening Committee for allotment of Govt. accommodation to journalists and press-cameramen
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	The Screening Committee for allotment of Govt. accommodation to journalists and press cameramen is constituted on 28 June, 2005 by the Ministry of I&B. The committee considers the cases of allotment of Residential Govt. Accommodation to Journalists under Press Pool.
Role of the Affiliated Body	Advisory
Structure and Member of Composition	The Committee consists of Principal Director General (M&C) as its Chairman and 6 other members including 4 journalists nominated by the Ministry of I&B.
Head of the Body	Principal Director General (M&C)
Address of main office and its Branches.	Press Information Bureau, Shastri Bhavan, New Delhi-1.
Frequency of meetings	No fixed-time
Can public participate in the meetings	No
Are minutes of the meetings prepared	Yes

## **Chapter –8**

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

**F. no. I-11013/1/2018-Admn-1**  
**GOVERNMENT OF INDIA**  
**PRESS INFORMATION BUREAU**  
**(Ministry of Information & Broadcasting)**

...

*New Delhi, Dated the 15<sup>th</sup> February, 2021*

**OFFICE ORDER**

Subject: Appointment of CPIOs & AA in PIB-Hqrs., New Delhi

In Supersession of all earlier orders, the following officers of Press Information Bureau (Hqrs.) are hereby designated as Appellate Authority (AA) and Central Public Information Officer (CPIO) with immediate effect, in respect of the specific subject matters mentioned against their names, in terms of Section 5 (1) & 19 (1) of the Right to Information Act, 2005:-

Sr. no.	Name & designation of CPIO with address & Telephone Number	Concerned Section/ Unit/	Name of A.A. with address & Telephone Number
1.	Sh. Nimish Rustagi, Director, Room No. 112A, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23388517	Coordination (PMS & DPS)	Ms. Vasudha Gupta, DG, Room no. 102, Shastri Bhawan, New Delhi. Tel. no. : 23381075
2.	Sh. Saurabh Singh, Deputy Director, Room No. 212, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23488115	Social Media Cell & Fact Check Unit	
3.	Sh. R. K. Pillai, Assistant Director, Room No. 221, National Media Centre, Raisina Road, New Delhi. Tel No. 23488064	Administration I, II & III	Sh. B. Narayanan, ADG Room No. 108, National Media Centre, Raisina Road, New Delhi Tel No. 23488165
4.	Sh. Arun Kumar P, Deputy Director, Room No. 713, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23385991	Office Automation Section (OAS) & General Section (GS)	
5.	Smt. Mukta Aggarwal, Deputy Director, Room No.717, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23382145	Official Language Unit (OLU)	
6.	Shri Sadhu Singh Deputy Director, Room no. 714 A Wing, Shastri Bhawan, New Delhi-110001. Tel No. 23384684	Cash Section & Budget & Accounts Section	
7.	Shri Jyoti Swaroop Asthana, Deputy Director, Room No. 219, National Media Centre, Raisina Road, New Delhi. Tel No. 23488088	NMC	

8.	Sh. Manish Gautam, Director, Room No. 10, National Media Centre, Raisina Road, New Delhi Tel No. 23488148	Hindi Unit	Smt. Alpana Pant Sharma, ADG, Room No.105, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23389223
9.	Smt. Tejaswi Menda, Deputy Director Room No. 322, National Media Centre Raisina Road, New Delhi Tel No. 23488347	Press Facilities	Smt. Kanchan Prasad Mandlaus, ADG Room No. 107, National Media Centre Raisina Road, New Delhi Tel No. 23488021
10	Sh. Arun Kumar P, Deputy Director, Room No. 713, A Wing, Shastri Bhawan, New Delhi-110001 Tel No. 23385991	PM Unit & Feedback	Shri Dhiraj Singh, ADG Room No. 203, National Media Centre Raisina Road, New Delhi Tel No. 23488053

2. In absence of any regular incumbent on account of leave, training, other official duty, tour, the link of that CPIO/AA will automatically be designated as the CPIO/ AA for the work under the regular incumbent for that duration.

3. Also, in case of subsequent changes in work allocation/ transfer/ posting of the officer, the new incumbent will be automatically designated the CPIO/ AA of the work under him/her.

4. This issues with the approval of competent authority.

(Beena Yadav)  
ADG (Nodal Officer of RTI)  
Tel: 23488048

To,

- 1 All Concerned.
- 2 Ministry of I&B {US (PPC/IFC)}.
- 3 All Officers/Sections/Units at PIB (Hqrs.)
- 4 All Regional/ Branch Offices.
- 5 PPS to Pr. DG (M&C)/ PS to Dir (A)
- 6 Intra net (NIC, PIB).
- 7 Guard File.



## **Chapter –9**

### **Procedure followed in Decision Making Process**

Procedure followed Publicity/Information dissemination related matters.

The PIB is the nodal agency of the Central Government to disseminate information to the print and electronic media. Officers of the Indian Information Service (IIS) cadre are attached to different Ministries and Departments to assist them in dissemination of information. There is no specific channel for submission of publicity related matters by the Departmental Publicity Officers. The DPOs have access to the Minister and Secretary of the Ministry/Department allocated to them. The publicity material received from the Ministries are scrutinized and Principal Director General (M&C) is generally consulted before releasing any important press release. The work relating information dissemination and publicity of the Ministries and Department of the Government of India is under taken in accordance with para 119 of the Manual of Office Procedure (MOP) O.M. NO 1/4/72-M dated 23.11.1972 of the Ministry of I&B and Technical Publicity Rules, 1991 of PIB.

Procedure followed in administrative matters.

The procedure followed to take a decision for various administrative matters is done in accordance with the procedure prescribed in the Fundamental Rules & Supplementary Rules (FRs & SRs), the General Financial Rules (GFRs), Delegation of Financial Power Rules (DFPRs) and the Manual on Office Procedure (MoP). The procedures and the level of disposal of cases have been prescribed in the Fundamental Rules & Supplementary Rules (FRs & SRs), the General Financial Rules (GFRs), Delegation of Financial Power Rules (DFPRs) and the Manual on Office Procedure (MoP). The decision making process is initiated at the Section level. The Section Officer submits the case to the Under Secretary/ Deputy secretary level Officer who is designated as Deputy Director/Joint Director respectively in PIB. The case then moves to the Additional Director General (A) and then finally to the Principal Director General (M&C) While exercising the powers of Head of Department, the Principal Director General (M&C) is the final authority who vets the decision. However, while exercising the powers of a Ministry/Department, the Integrated Finance Division i.e. the AS&FA vets the final decision.

## **Chapter –10**

**Norms set by it for the discharge of its functions**

## 1. **GENERAL TERMS OF ACCREDITATION**

- 1.1 Accreditation will be given in accordance with these rules to news media representatives of various categories in different types of News-Media organisations as per eligibility conditions laid down in schedule I and within the Quota limits specified in Schedule II & III of these rules.
- 1.2 Accreditation shall be granted only to those representatives who reside at Delhi or its periphery.
- 1.3 Accreditation shall not confer any official or special status on news media representatives, but shall only recognise their identity as a professional working journalist.
- 1.4 Accreditation of representatives of only those media organisation will be considered which have been functioning or operating for at least one year, continuously.
- 1.5 The publication should carry at least 50 per cent of its contents as news and/or comments of general public interest. It should also include news and information emanating from the headquarters of the Government of India.
- 1.6 Publications containing information of sectional interest such as house journals, technical/professional publications etc. are not eligible for accreditation.
- 1.7 The organisations owned and run by Cable Operators providing Cable television service through Cable Television Network will not be eligible for accreditation.
- 1.8 Accreditation shall be withdrawn as soon as the conditions on which it was given cease to exist. Accreditation is also liable to be withdrawn/suspended if it is found to have been misused.
- 1.9 If an applicant or a media organisation is found to have supplied false/fraudulent/forged information/documents the representative/media organisation shall be debarred from accreditation upto a maximum of five years but not less than two years, as decided by CPAC.
- 1.10 The CPAC reserves to itself the right to recommend or reject grant of accreditation. In all accreditation cases, decision of the CPAC will be final.

## **2. PROCEDURE FOR ACCREDITATION**

- 2.1 The procedure for accreditation shall be laid down by the Principal Director General in consultation with the CPAC.
  - 2.2 The Principal Director General can call for any information and documents considered necessary for the purpose of ensuring credibility and genuineness of cases of accreditation, at the time of accreditation or at its renewal or at any other time if so required.
-

**ELIGIBILITY CONDITIONS**

(Rule 6.1)

(A) **News Representatives**

Sl. No.	Category	Conditions
1.	Correspondents/Camera man and other categories except freelance	Minimum 5 years professional experience as a full time working journalist/cameraman in news organisation(s).
2.	Freelance Correspondents / Camerapersons	(a) Minimum 15 years professional experience as a full time working journalist. (b) Annual income not less than Rs. 36,000/- per financial year from the journalistic work only, for correspondents and still photographers. (c) For TV camerapersons/correspondent-cum-cameramen, a minimum revenue of Rs. 5 lakh per year from news related programmes.

(B) **News Organisations (Print Media)**

Sl. No.	Category	Conditions
1.	Newspapers(Daily)	Circulation should not be less than 10,000 copies of 4 full size pages per publishing day.
2.	Newspaper (Weekly/fortnightly)	Circulation should not be less than 10,000 copies of 4 full size pages or 8 pages of tabloid size per publishing day.
3.	Periodicals/Magazines (Upto fortnightly only)	Circulation should not be less than 10,000 copies with a minimum of 40 pages per publishing day.
4.	Wire News Agency	(a) Annual Revenue not less than Rs. 20.00 lakh (b) Should have at least 30 news subscribers.

5.	News Agency/News Agency	Photo Feature	(a) Annual Revenue not less than Rs. 2.50 lakh  (b) Should have at least 20 paying subscribers.
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(C) **News Organisations (Electronic Media)**

Sl. No.	Category	Conditions
1.	<u>TV Programme Production/ Telecast Organisations</u>  (i)TV/Radio News Production Organisations having air time arrangements with Channels/Stations  (ii)Satellite Channels  (iii)News magazine producing organisations having telecast/broadcast tie-up with TV Channels/Stations.	(a) Should have at least one news bulletin/programme of minimum 15 minutes duration per day.  (b) At least 15 percent of their respective air-time (approx. 3.5 hours in a 24 hours cycle) dedicated to telecast/transmission of news and news related programmes per day.  (c) A minimum total cumulative programme duration of 60 minutes per week on news and news related contents.
2.	Television/Radio News Agencies	(a) A minimum annual revenue of Rs. 15.00 lakh from news clips etc.  (b) Should supply news clips to at least 5 subscribing Satellite TV/Radio organisation on regular basis.

(D) Foreign News Media Representatives and Organisations will also be governed by the same eligibility as mentioned at (A), (B) and (C) of this schedule. However, **no foreign freelance journalist** will be eligible for grant of accreditation.

**Schedule – II**

**SCHEDULE OF QUOTAS FIXED FOR VARIOUS CATEGORIES OF  
NEWSPAPERS/MEDIA ESTABLISHMENTS**

(Rule 6.1)

**PRINT MEDIA**

<b>1. Newspapers Belonging To Chains And Common</b>	Maximum
No. of	
<b><u>Ownership Units With Aggregate Circulation :</u></b>	<b><u>Accreditation</u></b>
1. Between 75000 and One lakh	10
2. Between 1 lakh and 2 lakh	12
3. Between 2 lakh and 3 lakh	22
4. Between 3 lakh and 5 lakh	30
5. Between 5 lakh and 10 lakh	40
6. 10 lakh and above	45
<b>2. <u>Dailies with Circulation :</u></b>	
1. Between 10,000 and 15,000	01
2. Between 15,000 and 25,000	02
3. Between 25,000 and 35,000	03
4. Between 35,000 and 50,000	04
5. Between 50,000 and 75,000	05
6. Between 75,000 and one lakh	08
7. 1 lakh and above	10
<b>3. <u>Periodicals with Circulation :</u></b>	
1. Between 10,000 and 25,000	02
2. Between 25,000 and 75,000	03
3. Between 75,000 and 1 lakh	04
4. Between 1 lakh to 1.5 lakh	06
5. Between 1.5 lakh to 2 lakh	08
6. 2 lakh and above	12
7. Periodicals belonging to chains with common ownership/multi-lingual editions and combined circulation above 5 lakh	15

4.	Cartoonist and Cartographers of Newspapers	01
5.	<b><u>Cameramen :</u></b>	
1.	Circulation between 10,000 and 25,000	01
2.	Circulation between 25,000 and one lakh	03
3.	Circulation between one lakh and 5 lakh	08
4.	Circulation above 5 lakh	15
6.	<b><u>News Agencies (Wire) with Gross Annual Revenue:</u></b>	
1.	Between Rs. 20 lakh and 1 crore	12
2.	Between Rs. 1 crore and Rs. 5 crore	18
3.	Between Rs. 5 crore and Rs. 10 crore	25
4.	Rs. 10 crore and above (Having services in one or more languages)	40
7.	<b><u>News Feature Agencies with Gross Annual Revenue :</u></b>	
1.	Between Rs. 2.50 lakh and 5 lakh	02
2.	Rs. 5 lakh and above	04
8.	<b><u>Indian News Photo Agencies with Gross Annual Revenue:</u></b>	
1.	Between Rs. 2.50 lakh and Rs. 5 lakh	02
2.	Rs. 5 lakh and above	05
3.	Photo (Wire) Agencies	10
9.	<b><u>Foreign Based Dailies and Periodicals</u></b>	05
10.	<b><u>Foreign News Agencies:</u></b>	
1.	Foreign News Agencies	10
2.	Foreign Photo News Agencies	05

**SCHEDULE OF QUOTAS FIXED FOR VARIOUS CATEGORIES OF  
ELECTRONIC MEDIA**

(Rule 6.1)

**1. TV News Production/Telecast/Organisation:**

- |   |  |
|---|--|
| ➤ The Electronic Media Organisation having news Bulletins/current affairs programmes of a minimum of 15 minutes per day   | 3 Cameramen and<br>3 Correspondents      |
| ➤ An electronic media organisation having news Bulletins/Current Affairs programmes of more than 15 minutes and upto 30 minutes per day                             | 5 Cameramen<br>and<br>5 Correspondents   |
| ➤ An electronic media organisation having news Bulletins/Current Affairs programmes for more than 30 minutes per day  | 10 Cameramen<br>and<br>10 Correspondents |
| ➤ A TV Programme production/telecast organization producing a minimum total cumulative programme duration of 60 minutes per week on news and news related contents. | 2 Cameramen<br>and<br>2 Correspondent    |

**2. Electronic Media News Agencies:**

The eligibility of quota of accreditation in respect of TV/Radio News Agencies from news and news related programmes with a verifiable revenue will be as follows:

- |   |  |
|---|--|
| ➤ Revenue of Rs. 15 lakh to 25 lakh per annum           | 2 Cameramen<br>and<br>2 Correspondents |
| ➤ Revenue of more than Rs. 25 lakh to 75 lakh per annum | 4 Cameramen<br>and<br>4 Correspondents |

- Revenue of over 75 lakh and upto 2 crore per annum  
6 Cameramen  
and  
6 Correspondents
- Revenue of more than 2 crore and upto Rs. 10 crore per annum  
8 Cameramen  
and  
8 Correspondents
- Revenue of more than Rs. 10 crore Per annum  
10 Cameramen  
and  
10 Correspondents

**3. Foreign Electronic Media:**

- Radio Broadcasting Organisations  
3 Correspondents
- TV News Telecasting Organisation and News Agencies  
5 teams of one  
Cameramen and  
one Correspondent  
each
- TV and Radio News Channels with hourly telecast of News and current affairs programmes  
8 teams of one  
Correspondent and  
one cameraman each

***RULES FOR GRANT OF ACCREDITATION TO NEWS MEDIA REPRESENTATIVES AT THE HEADQUARTERS OF THE GOVERNMENT OF INDIA AND THE NORMS FOR THE CONSTITUTION OF CENTRAL PRESS ACCREDITATION COMMITTEE***

**1. SHORT TITLE**

These rules may be called 'The Central Newsmedia Accreditation Rules, 1999'.

**2. COMMENCEMENT AND SCOPE**

- 2.1 These rules shall come into force from the date of notification by the Government.
- 2.2 These rules shall apply to the grant of accreditation to representatives of news media organisations at the headquarters of the Government of India and shall supercede all previous rules in this regard.

**3. AMENDMENTS**

The Central Press Accreditation Committee or the Principal Director General can make recommendations to the Central Government for amendment of the rules from time to time as considered necessary.

**4. DEFINITIONS**

- 4.1 "Central Press Accreditation Committee" means a Committee constituted by the Government of India under these Rules.
- 4.2 "Newspaper" shall have the same definition as given in the Press and Registration of Books Act, 1867.

- 4.3 News Media' shall include newspapers, wire service and non-wire service news agencies, News Feature Agencies, Electronic Media Agencies and organisations containing news and comments on public news.
- 4.4 A 'Daily Newspaper' shall be published on not less than five days in a week or as defined in the PRB Act.
- 4.5 A Weekly' and 'Fortnightly' newspaper shall have not less than 45 or 22 issues in a year, respectively.
- 4.6 Principal Director General' means the Principal Director General to the Government of India, hereinafter referred to as the Principal Director General.
- 4.7 Working Journalist' means any working journalist as defined in the Working Journalist (conditions of Service and Miscellaneous Provision) Act, 1955.
- 4.8 Accreditation' means recognition of news media representatives by the Government of India for purpose of access to sources of information in the Government and also to news materials, written or pictorial, released by the Press Information Bureau and/or other agencies of the Government of India.
- 4.9 Electronic News Media Organisation' (Television or Radio) will include any TV/Radio News Programme Production Unit and TV/Radio News Agency.

## **5. THE CENTRAL PRESS ACCREDITATION COMMITTEE**

- 5.1 The Government of India shall constitute a Committee called the Central Press Accreditation Committee (hereinafter referred to as the CPAC) to discharge the functions laid down under these rules.
- 5.2 The CPAC shall consist of Principal Director General as Chairperson and a maximum of 19 other members, representing Associations /Organisations of working journalists/mediapersons who should otherwise be eligible for accreditation under these rules.
- 5.3 The CPAC once constituted shall function for a period of two years from the date of its first meeting.
- 5.4 The CPAC shall meet generally once in a quarter or more frequently, as considered necessary.

- 5.5 The decisions of the CPAC shall be taken on the basis of majority of the members present and voting.
- 5.6 There will be a Standing Sub-Committee of the CPAC consisting of five Delhi based members to consider and take decisions on the accreditation cases of urgent nature and other related matters. These cases will be placed before the CPAC at its next meeting.
- 5.7 The Principal Director General will have the power to grant regular accreditation in cases where an accredited news media representative changes his organisation to another accredited organisation.

### **3. Rules regulating the Entertainment Grant of the Press Information Bureau**

- 3.1 The grant is meant for Hospitality of foreign and Indian editors, correspondents, other categories of journalists, etc. in the interest of official publicity.
- 3.2 Provision will be made every year by inclusion of funds for this purpose through the regular budget of the Press Information Bureau under the Sub-Head "other Administrative Expenses" or other head of account prescribed for the purpose.
- 3.3 The grant will be operated on by the Principal Director General and no expenditure against the grant will be incurred without his prior approval. He is empowered to sanction "On Account" advances for meeting on the spot expenses in this connection. The contingent bills in which the funds are drawn from the treasury will be accompanied by detailed vouchers from hotels, clubs. etc. and a certificate in the form given at the end of these rules.
- 3.4 If Hospitality is arranged at clubs which are open only to members and their guests, the officer authorised by the Principal Director General to incur expenditure in this behalf should submit the club's bill, duly supported by detailed vouchers which, after countersignature by the Principal Director General, will be attached to the contingent bill. A proper receipt should be taken from the Officer at the time of payment.
- 3.5 In case where Hospitality is arranged at an Officer's residence as per rule 9, if it is not possible or expedient to support a payment by a voucher, the expenditure incurred by the Officer will be reimbursed to him on furnishing a certificate specifying therein full particulars (including the number of guests entertained) of the claim as required under Rule 206 of the Treasury Rules, Vol.I.
- 3.6 When arrangements for Hospitality are made at places where bills for items of food presented are exclusive of tipping charges, tips may be paid up to but not exceeding in any case 10% of the total Hospitality Charges incurred.
- 3.7 The number of invitees on each occasion will be decided by Principal Director General keeping in view the context in which such hospitality is extended. However, it shall not exceed seventy for luncheons and dinners and one hundred for Receptions. Principal Director General may try to keep the number of invitees to the barest minimum in view of the budgetary constraints. Care shall be taken to ensure that the expenditure

is kept to the minimum without comprising with the quality of the entertainment.

- 3.8 (i) The maximum limit of expenditure per head will be as per the tariffs fixed by ITDC, Ashok Hotel, from time to time for same or similar menu and other items.
- (ii) Alcoholic beverages and smokes may not be served ordinarily. But these may be served when the Principal Director General entertains a journalist personally. When alcoholic beverages and smokes are served, the expenditure thereon per head will be limited to Rs.120/- and Rs.30/- respectively including taxes.
- 3.9 The grant may also be utilised by the Principal Director General for personally entertaining the category of persons (as under Rule 1) in a less formal fashion in his own home or elsewhere, in the manner considered most appropriate for the occasion or purpose, but reimbursement will be made subject to a ceiling of Rs.100/- for lunch/dinner and Rs.50/- for reception/evening party, inclusive of soft drinks but exclusive of alcoholic drinks and smokes – expenditure on which is subject to a limit of Rs.120/- and Rs.30/- per head respectively, including taxes as prescribed 8(ii) above.
- 3.10 The overall ceiling on the expenditure in a financial year will be the approved Budget provision under the distinct sub-head “Other Administrative Expenses” or other relevant head of accounts prescribed for the purpose. The Budget provision will not be increased by re-appropriation without the approval of Government.
- 3.11 Ministry of I&B will be empowered to make relaxation of any rule/provision whenever required in the interest of official publicity.

4. **GUIDELINES FOR ALLOTMENT OF GOVERNMENT ACCOMMODATION TO THE JOURNALISTS AND PRESS CAMERAMEN**

- 4.1 The allotment of accommodation in Press Pool shall be made after taken into consideration the recommendations of the Screening Committee set up by the Ministry of Information & Broadcasting, headed by Principal Director General, of which Joint Secretary/Addl. Secretary, Ministry of Urban Development & Poverty Alleviation and Director of Estates shall be ex officio members and four journalists to be nominated by the Ministry of Information & Broadcasting as members.
- 4.2 The Screening Committee will have a tenure of two years from the date of its first meeting and will be reconstituted every two years. Except the ex officio members, no other member will continue as member for more than two terms.
- 4.3 The Press Pool shall consist of 100 units.
- 4.4 Journalists/press-cameramen will be divided into the following two categories for the purpose of allotment of Government accommodation from the Press Pool:
- ❖ Journalists drawing emoluments upto to Rs.10,000/- per month (excluding conveyance allowance) – Category-I, and
  - ❖ Journalists drawing emoluments between Rs.10,001/- and Rs.20,000/- p.m. (excluding conveyance allowance) – Category-II.
  - ❖ Journalists drawing emoluments upto Rs.10,000/- p.m. may be allotted Type –IV accommodation and
  - ❖ Journalists drawing emoluments between Rs.10,001/- to Rs.20,000/- p.m. may be allotted accommodation in Type IV-Special.
- 4.5 The duration of allotment shall be 5 years for Category-I and 3 years for category-II.
- 4.6 The facility of allotment of Government accommodation to journalists/press-cameramen shall be available for a period of five years and the system would be phased out thereafter.
- 4.7 There would be periodic review of accreditation of press correspondents/news cameramen by the Ministry of Information & Broadcasting and the result of such review would be informed to the Directorate of Estates to enable cancellation of allotment. The non-

entitled journalists shall be allowed 6 months time to vacate the premises – two months on payment of normal rent and another four months on twice the rent. in case where a person becomes ineligible because of change of rule, retention would be allowed for a period of six months –four months at normal rent and two months on double the rent. In case of death, the family of the deceased allottee shall be allowed retention for a period of 6 months on payment of normal license fee.

- 4.8 Only those journalist/press-cameramen who do not own a house or flat as an owner or a holder of power of attorney in his/her or in the name of a family member or a dependent in the NCT of Delhi, which besides Delhi, includes the municipal limits of Ghaziabad, NOIDA, Gurgaon, Faridabad, Bahadurgarh and Sahibabad shall be eligible for allotment of accommodation from the Press Pool. Any transfer of ownership within a period of 5 years period to the application/allotment shall tender the applicant ineligible. Subsequent acquiring of a house by a journalist either as an owner or a holder of power of attorney in his name or in the name of his family members or dependent in the NCT of Delhi, will render him ineligible for retaining of Govt. accommodation of such a house.
- 4.9 No correspondent, unless accredited by the Press Information Bureau of the Government of India, would be eligible for Government accommodation. Journalist who are not Indian Nationals and / or who do not represent the Indian Media, though accredited with PIB, will not be eligible for Govt. accommodation.
- 4.10 Editors/Editor-cum-Correspondents and freelance journalists as well as journalists engaged on contract basis, though accredited, will not be eligible for allotment of Government accommodation from the Press Pool.
- 4.11 Allottee shall be required to pay flat rate of license free under FR 45-A plus House Rent Allowances recoverable from the employer.
- 4.12 No request for allotment of accommodation to journalist/press-cameramen from the discretionary quota of Ministry of Urban Development & Poverty Alleviation over and above 100 units allocated shall be considered.



## **5. CONDUCTED PRESS TOURS RULES – 1996**

### 5.1 Short Title and Commencement:-

- (a) These Rules may be called the Conducted Press Tour Rules 1996.
- (b) They shall come into force on the 15<sup>th</sup> of January, 1996.
- (c) All other rules and instructions on the subject are hereby superseded.

### 5.2 Application:-

These rules shall apply to :-

- (i) Conducted tours of journalists and photographers to backward, tribal, hilly and other areas, for their on the spot studies and assessment of developmental activities there.
- (ii) Conducted tours of journalists, photographers, authors, poets, artists, script writers etc., organised in the interest of Government Publicity for Plan projects.

5.3. (a) The list of persons proposed to be invited to participate in the conducted tours, the itinerary, the level of expenditure to be incurred and the composition of the team will be approved by the Principal Director General himself before the commencement of the tour.

- (b) The Press party including the conducting officer shall not exceed 10 persons at any time. The total period of the tour shall not exceed 10 days.

5.4 (a) Mode of travel, that is, whether by road, rail, steamer or air and the class of travel will be decided by Principal Director General depending on the standing of the participants and/or of their parent organisation, destination, journey-time and other factors.

- (b) Whenever any travel concession is admissible to any individual/group under the rules of the railways, or shipping services or airlines, the actual expenditure will be limited to the fare after availing of the concessions.

5.5 After the composition and itinerary of the Press Tour is approved by Principal Director General, Joint Director in-charge of the regions and Joint Director (PR) (for tours to be undertaken from the Headquarters) at

the Headquarters shall have the authority to sanction expenditure for the press tour, within the limits prescribed under these rules and subject to availability of funds placed at their disposal by Principal Director General for the purpose. They may also draw 'On Account' advance equivalent to the amount sanctioned for the purpose.

5.6 Expenses on lodging at places of halt shall be sanctioned by Principal Director General keeping in view the local conditions, facilities and standing of the participant's and/or of their organisations and shall not exceed the following ceilings in accordance with the discretion of the Principal Director General:-

- (a) Metropolitan cities: Upto Rs.2,000/- per head per day as decided by Principal Director General, or actual expenditure of the bill whichever is less.
- (b) Other places: Upto Rs.1,000/- per head per day as decided by Principal Director General, or the actual expenditure whichever is less.
- (c) For the purpose of covering expenses on boarding and food at the place of stay: Upto Rs.400/- per head per day, or actual expenditure whichever is less, depending upon the standing of the participant and/or his present organisation. No expenditure on food is allowed during journey if the fare is inclusive of food. In other cases: a ceiling of Rs.150/- per head per day of travel or actuals whichever is less. Tips not exceeding 10% of the bill at hotels or restaurants will be allowed within the ceilings mentioned in here, if service charges are not included in the bill.

5.7 (a) Where a journalist etc. is to join the Press Party from a place other than the place from where the Press Party originates mode of journey by the shortest route for onward and return journeys and a single day's halt at the place where the tour starts before the commencement of the tour or following the conclusion of the tour will be allowed in accordance with the provisions of rules 4(a) and 6 respectively.

- (b) Members of the party who normally reside outside the place from where the tour starts, should as far as possible, be requested to join the party enroute, instead of coming to the place where the tour starts if the programme permits of such an arrangement.

5.8. (a) The conducting officer will be treated as a member of the party. He will travel with the party and stay with it at the same hotel/guest house etc., at Government expenses and will draw daily allowance on the analogy of Government of India's decision No.13 below SR 36 of the SR and SR Volume 1.

- (b) Other officials, if any, accompanying the party will draw raveling allowance and daily allowance from their respective Departments as admissible under the normal rules.
- 5.9 The Conducting Officer will be responsible for disbursement of Cash and Payment of bills within the limits defined in these rules and for submission of accounts with bills, vouchers etc., within three weeks from the date of conclusion of tour. The Joint Director in-charge of the region will scrutinize the bills, vouchers etc., submitted by the conducting officer and invite clarifications where necessary and settle the accounts. He will also render account of the 'On Account' advance within three weeks of the drawl of the advance.
- 5.10 The conducting officer will submit a report to Principal Director General, within a month of the completion of the tour. The report shall include the actual statement of expenditure incurred, places covered during the tour, together with the write ups of journalists and also the press clippings.
- 5.11 No expenditure will be incurred from Government funds on serving alcoholic drinks.

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## 6. SCHEME FOR CONSTITUTION AND ADMINISTRATION OF THE JOURNALISTS WELFARE FUND

TITLE OF THE SCHEME	The Scheme may be called the 'Journalists Welfare Fund'.
PERIOD OF OPERATION	It shall come into force with effect from the financial year 2001-02 and shall be operative in the subsequent years.
PURPOSE OF THE FUND	<p>To provide one time ex-gratia relief on urgent basis to: -</p> <ul style="list-style-type: none"><li>(i) members of the family of the journalists who suffer loss of life, or</li><li>(ii) journalists who suffer permanent disability, rendering them incapable of discharging their duties</li></ul> <p>due to unnatural causes and in the course of their duty.</p> <p>(iii) Cases of extreme hardship on account of untimely death of the sole bread-earner who is a journalist may also be considered for assistance from the Fund.</p>
CONSTITUTION AND ADMINISTRATION OF THE FUND	<p>The Fund will be constituted under the Ministry of Information and Broadcasting and will be administered by a Committee comprising: -</p> <p><u>Patron(s)</u> Minister/Minister of State of the Ministry of Information &amp; Broadcasting, Government of India.</p> <p>Secretary(I&amp;B) - Chairperson</p> <p>AS&amp;FA - Member PDG - Member JS(P) - Member</p>

Dy. Secretary/Director, - Member  
Secretary  
Ministry of I&B handling  
Press matters.

#### CORPUS OF THE FUND

The Fund will be set up with the receipts of:  
(i) Need based Grant made by the Government of India;  
(ii) Any amount received from donations for the purpose;  
The amounts available in the fund would be kept in the section 'Reserve Funds bearing interest' in the Public Account of India.

#### INCOME TO THE FUND

Interest at the rate of 9% per annum shall be allowed on the balances available in the fund at the end of the year.

#### PAYMENTS FROM THE FUND

The payment should be restricted to the interest earnings only. The actual principal should not be allowed to be eroded.

#### ELIGIBILITY FOR AVAILING ASSISTANCE FROM THE FUND

A journalist as defined below shall be eligible for relief from the Fund, provided that-

- a) He/she is a citizen of India,
- b) He/she is ordinarily resident of India, and
- c) He/she should be accredited to PIB at the Headquarters of the Govt. of India or at the Headquarters (Capitals) of the State Governments.

A Journalist for the purpose of this scheme would mean to be a Working Journalist as defined under the Working Journalists and Other Newspaper Employees (Conditions of Service) and Miscellaneous Provisions Act, 1955 and who is performing field duty.

#### PROCEDURE FOR SANCTION FROM THE FUND

Proposals for assistance from the Fund will be initiated by the Principal Director General with specific recommendation and supporting documents.

The recommendation will be considered and decided by the Committee. However, in cases of urgency, the decision may be taken with the approval of the Chairman of the Committee and reported to the next meeting of the Committee.

ASSISTANCE  
AVAILABLE UNDER THE  
FUND

One time ex-gratia relief of an amount of Rs.1.00 lakh may be provided to the victim of permanent disability or dependents of the deceased.

ACCOUNTS AND AUDIT

The Committee shall maintain proper accounts and other relevant records and prepare an annual statement of accounts. The Fund shall be non-lapsable in nature as the accounts are closed to balance.

The Fund shall be subject to internal audit of Chief Controller of Accounts, M/o I&B and statutory audit of Comptroller and Auditor General of India.

RELATIONSHIP OF THE  
FUND WITH GENERAL  
REVENUES

The periodic contributions to the Fund shall be kept within the Government Account in the section "Reserve Fund bearing interest" in the Public Account of India. The fund would be classified under the Major Head '8121-General and Other Reserve Funds'.

GENERAL

Grant of financial assistance from the Fund to any working journalist is not a matter of right. Assistance would be extended depending on the Committee's satisfaction regarding the eligibility/merits of the cases and the financial resources available for the purpose. The Committee reserves the right to reject or accept any application without assigning any reasons therefore.

## **Guidelines for commissioning of features by Regional/Branch Offices and PIB Hqrs.**

1. Only journalists/academics/specialized writers may be invited to write features for PIB on suitable remuneration. PIB officials/staffers willing to contribute may be encouraged to do so without any remuneration as publicising developments in their assigned areas of activity comes under the domain of their responsibility. Similarly, other Government officials who volunteer to write for PIB on their own volition in the fields they are working would not get any remuneration. They will have to be content with their bylines and the subjective satisfaction of seeking their names in newspapers/Journals along with their write-ups.
2. All contributors must have adequate and in-depth experience of writing in their fields of specialization.
3. All write-ups irrespective of language should be written in simple words which may be understood by any literate person.
4. The models of content and style can be seen from feature released from the HQ. All subject that come under the purview of PIB's publicity covered in the feature and are available for guidance for all prospective writers on PIB's website; [pib.nic.in](http://pib.nic.in)
5. Writers should be given honoraria depending on the content and wordage of each write-up. The minimum remuneration to the writers with at least 5 years experience should be Rs. 500/-. Senior writers with 10 years experience in the field be considered for payment up to Rs. 750/-. At the HQ all distinguished contributors who are invited to write may be considered for honoraria up to Rs. 1000/-. The honoraria may be fixed only with prior approval of the competent authority and subject to availability of funds.
6. If a regional/branch office would like to commission their features at national level, it would be released first by the Head quarters and thereafter by the concerned office and no vice-versa. The features by regional/branch office to be commissioned by Hqrs should be of national interest and perspective.
7. The features/write-ups should be written exclusively for PIB.

8. If Regional/Brach office would like to release a feature at national level, prior permission from Hqrs is necessary.
9. PIB offices will obtain prior approval of competent authority(PIO/Regional head) for expenditure sanction before commissioning and assigning the features to a Journalist/Academician etc. to ensure timely payment.
10. Editorial right will be with PIB.

## **Chapter –11**

### **Information available in an electronic form**

This Handbook is also available in electronic form in Press Information Bureau's website, [www.pib.nic.in](http://www.pib.nic.in)

## **Chapter –12**

### **Particulars of the facilities available to citizens for obtaining information**

Detailed information on the Press Information Bureau is available in the Bureau's website, [pib.nic.in](http://pib.nic.in)

**Chapter –13**  
**Other Information**

## **1 Application Procedure for requesting information.**

Apply in writing or through electronic means in English or Hindi or in the official language of the area, to the C-PIO/C-APIO, specifying the particulars of the information sought for. ( list of C-PIO and C-APIOs available in Chapter-8)

Reasons for seeking information are not required to be given; Pay fees as prescribed below (if not belonging to the below poverty line category).

## **2 Payment of fee.**

A request for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Section Officer (cash), Press information Bureau, Shastri Bhawan, New Delh110001.

1. The fee charged is rupees two for each page for information requested in print /photocopy form, rupees fifty for information provided on a floppy and Rs. 100 for CD.
2. If further fees are required, then the same will be intimated in writing with calculation details of how the figure was arrived at;
3. Applicant can seek review of the decision on fees charged by the C-PIO by applying to the appropriate Appellate Authority;
4. No fee will be charged from people living below the poverty line.
5. Applicant will be provided information free of cost if the C- PIO fails to comply with the prescribed time limit.

## **3 Time limit to get the information.**

1. 30 days from the date of application
2. 48 hours for information concerning the life and liberty of a person

3. 5 days shall be added to the above response time, in case the application for information is given to Central- Assistant Public Information Officer.
4. If the interests of a third party are involved then time limit will be 40 days (maximum period + time given to the party to make representation).

Failure to provide information within the specified period is a deemed refusal.

**FORMS :**

1. **Application for seeking Information : FORM –A** The application form should be simple and the Dealing hand at the facilitation counter should give reasonable assistance to the applicant to fill up the forms.
2. **Performa for acknowledgement.**
3. **Performa for transfer of application. – FORM -B**
4. **Performa for rejection order – FORM –C**
5. **Format of register to be maintained by the Public Information officer.**

**The forms are as follows:**

**Form 'A'**  
**Form of application for seeking information**  
**(See rule 3)**

**I.D.No** \_\_\_\_\_  
**(For official use)**

**To**

**The Competent Authority,**

.....  
.....

1. Name of the Applicant :
2. Address :
3. 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 :
4. I state that the information sought does not fall within the restrictions contained in the Right to Information Act,2005 and to the best of my knowledge it pertains to your office.
5. A fee of Rs. \_\_\_\_\_ has been deposited in the office of the Competent authority  
Vide No \_\_\_\_\_ dated \_\_\_\_\_.

Place : .....

Date : .....

Signature of Applicant

E-mail address, if any .....

Tel. No. (Office) .....

(Residence) .....

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Note :- (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No \_\_\_\_\_

Dated: \_\_\_\_\_

1. Received an application in Form A from Shri/Ms. \_\_\_\_\_ resident of \_\_\_\_\_ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case 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 Shri. \_\_\_\_\_ between 11 A.M to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.
6. *The applicant may also consult Web-site of the department from time to time to ascertain the status of his application.*

Signature and Stamp of the  
Authority accepting the application

E-mail address:.....

Web-site : .....

Tel.No .....

Dated .....

**Form 'B'**  
**TRANSFER OF APPLICATION FORM**

From \_\_\_\_\_

No. F. \_\_\_\_\_

Date :

.....

To,

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

Sir / Madam,

Please refer to your application; I.D. 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 referred  
herewith to Shri \_\_\_\_\_
3. This is supersession of the acknowledgement given to your on \_\_\_\_\_

Yours faithfully,

Competent Authority.

E-mail address : .....

Web-site : .....

Tel.No.....

**Form 'C'**  
**Rejection Order**  
**[See rule 8&9]**

From \_\_\_\_\_

No. F. \_\_\_\_\_

Dated :

.....

To,

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

Sir/ Madam,

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 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority , within 30 days of the issue of this order.

Your faithfully,

Competent Authority.  
E-mail address :.....  
Web-site : .....  
Tel. No.....







New Delhi, dated: 22-3-2021.

Subject :- Allocation of Budget Estimate 2021-22 of the Press Information Bureau under the schemes viz. 'Development Communication and information Dissemination (DCID) (including NE Region)'- regarding.

The allocation of funds in Budget Estimates 2021-22 for the Central Sector Schemes viz. 'Development Communication and information Dissemination (DCID)' (including NE Region) under the PIB's component 'Media Outreach Programme & Publicity for Special Events' under the sub-heads. viz. 'Other Administrative Expenses', 'Advertising & Publicity' & 'Professional Services' in respect of PIB among Regional Offices of PIB and concerned Sections/Cells in PIB Hqrs., is given below :-

(Rs. in lakhs)

Sl.No. Name of the Scheme 'Development Communication and information Dissemination'  
'Media Outreach Programme & Publicity for Special Events'

Budget Estimates 2021-22

REVENUE

1.	MOP Cell (PIB Hqrs.)	88.00	
2.	PR Section (PIB Hqrs.)	48.00	(Including Rs. 40.00 lakhs for IFFI)
3.	PM Section (PIB Hqrs.)	45.00	
4.	PIB Chandigarh	50.00	
5.	PIB Chennai	55.00	
6.	PIB Thiruvananthapuram	25.00	
7.	PIB Mumbai	45.00	
8.	PIB Hyderabad	65.00	
9.	PIB Bhopal	15.00	
10.	PIB Lucknow	15.00	
11.	PIB Kolkata	60.00	
12.	PIB Guwahati	52.00*	(no funds shall be utilized till the re-appropriation order regarding re-appropriation of funds from Non-functional head to functional head is received )
13.	PIB Patna	5.00	
14.	PIB Jaipur	5.00	
15.	PIB Ahmedabad	35.00	
16.	PIB Srinagar	5.00	

**Total (Revenue)** = **613.00**

2. Scheme/sub-head wise distribution is enclosed as Annexure.
3. This may be adhered to and strict budgetary control may be exercised not only under different sub-heads but also in respect of individual items of expenditure. The Controlling Units are requested to ensure that the funds allotted are fully utilized during the financial year itself for the Schemes as indicated in the Annexure. Attention is also invited to the guidelines on Cash Management System in Central Government, which provide, inter alia for 25% expenditure during the last quarter and limiting of expenditure to 10% of the Budget Estimates during the month of March, 2022.

4. This issues with the approval of the Pr. DG (M&C).
5. Hindi version will follow.

*Sadhu Singh*  
(Sadhu Singh)  
Deputy Director (B&A)  
Tele : 23384684

Copy to:-

1. The Regional Offices at Chandigarh, Bhopal, Lucknow, Chennai, Hyderabad, Kolkata, Guwahati Mumbai, ADG Patna, ADG(Jaipur), ADG (Ahmedabad), ADG (Thiruvananthapuram) & ADG(Srinagar) (with the request to provide a copy of the same to their respective PAOs)
2. The Pay & Accounts Officer, CGO Complex, Soochna Bhawan, New Delhi in r/o PIB Jaipur.
3. The Pay & Accounts Office, (MS), Ministry of I&B, Shastri Bhawan, New Delhi.
4. The Pay & Accounts Officer, Films Division Building, 24-Peddar Road, Mumbai.
5. The Pay & Accounts Officer(DD), AIR, Aakashwani Bhavan, Eden Garden, Kolkata-700001.
6. The Pay & Accounts Officer, Akashvani Bhavan, Vidhan Sabha Marg, Lucknow 226001.
7. The Pay & Accounts Officer, DDK, Swami Sivananda Salai, Chennai-600005.
8. The Pay & Accounts Officer, PAO (NER), Doordarshan, H.No. 5 to H.No. 4 Samannya Path, Survey, Baltol, Guwahati-781028.
9. The Chief Controller of Accounts, Ministry of I&B, New Delhi.
10. Ministry of I&B (S.O., B&A Section/S.O., Press Section), Shastri Bhawan, New Delhi.
11. PPS to Pr.DG (M&C).
12. ADG(Admn.)/ ADG(PF )/Dir.(MOP & Coord.)
13. Cash Section/PRS/MOP Cell/PMS in PIB (HQs.).
14. O.L.U. for Hindi Version.
15. NIC for uploading the same on PIB Website.
16. Guard File.

**SCHEME/OBJECT HEAD-WISE DISTRIBUTION OF BUDGET ESTIMATES 2021-2022 (REVENUE) OF PIB HEADQUARTERS AND REGIONAL OFFICES UNDER THE SCHEMES 'DEVELOPMENT COMMUNICATION INFORMATION DISSEMINATION' UNDER DEMAND NO. 60**

(IN RUPEES LAKHS)

Sl. No	Name of the Sub-heads	PIB Hqrs.			Regional Offices of PIB									ADG Regions					Total
		MOP Cell	PRS	PMS	Chandi-garh	Chennai	Mumbai	Hydera-bad	Bhopal	Luckn-ow	Kolkata	Guwahati	Patna	Jaipur	Srina-gar	Ahme-dabad	Thiru vananth apuram		
	<b>REVENUE SECTION</b>																		
	2220 – Information & Publicity(Major Head)(Contd.)																		
	60.101 –Advertising & Visual Publicity (Minor Head)																		
	<b>07 Development of Communication and information Dissemination</b>																		
	07.01 Establishment																		
	07.01.11 Domestic Travel Expenses	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
1	07.01.11 Domestic Travel Expenses	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
2	07.01.13 Office Expenses	0.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40.00	
3	07.01.20 Other Admn.Expenses (for IFFI)	-	40.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40.00	
4	07.01.26 Advertising & Publicity	73.00	8.00	40.00	50.00	55.00	45.00	65.00	15.00	15.00	60.00	52.00*	5.00	5.00	5.00	35.00	25.00	553.00	
5	07.01.28 Professional Services	15.00	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20.00	
	07.01.28 Professional Services	15.00	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20.00	
	<b>TOTAL</b>	<b>88.00</b>	<b>48.00</b>	<b>45.00</b>	<b>50.00</b>	<b>55.00</b>	<b>45.00</b>	<b>65.00</b>	<b>15.00</b>	<b>15.00</b>	<b>60.00</b>	<b>52.00*</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>35.00</b>	<b>25.00</b>	<b>613.00</b>	

\* Though the funds have been allocated to PIB Guwahati, yet the same shall not be utilised till the re-appropriation order regarding re-appropriation of funds from Non-functional head to functional head in respect of NE Region is received from Ministry of I&B.

received )

13. PIB Patna

5.00

14. PIB Jaipur

5.00

15. PIB Ahmedabad

No. G-20014/1/2021 - B&AS  
Government of India  
Press Information Bureau  
(B&A Section)

Shastri Bhawan, New Delhi-110001  
Dated: 12.03.2021

Subject:- Allocation of Budget Estimates 2021-22 under Category-I Establishment Expenditure of the Press Information Bureau (PIB) - regarding.

The allocation of funds under Budget Estimates 2021-22 under Category-I Establishment Expenditure in respect of PIB (Hqrs.) and the Regional offices of the Bureau is given below:-  
(Rupees in Thousands)

S.NO.	NAME OF THE REGION*	B.E. 2021-2022	
1.	PIB (HQ.) New Delhi	669360	<b>Details in Annexure</b>
2.	Photo Division	52600	
3.	Chennai (SR)	17360	
4.	Hyderabad (SCR)	30225	
5.	Mumbai (WR)	60290	
6.	Bhopal (CR)	14885	
7.	Chandigarh (NR)	26965	
8.	Lucknow (ECR)	17340	
9.	Kolkata (ER)	29815	
10.	Guwahati (NER)	48400	
11.	PIB Patna	9485	
12.	PIB Jaipur	14015	
13.	PIB Ahmedabad	14470	
14.	PIB Srinagar	12180	
15.	PIB Thiruvananthapuram	12510	
	<b>Total</b>	<b>1029900</b>	

2. Regional Offices/Cash Section (HQs.) are requested to keep their expenditure strictly within the provision indicated above. This may be adhered to and strict budgetary control may be exercised not only under different sub-heads but also in respect of individual items of expenditure. It should be ensured that the expenditure is incurred keeping in view the provisions of GFRs/DFPRs. Attention is also invited to the guidelines on Cash Management System in Central Government, which provide, *inter alia*, for 25% expenditure during the last quarter and limiting of expenditure to 10% of the Budget Estimates during the month of March.

3. This issues with the approval of Pr. DG (M & C).

*Sadhu Singh*  
(Sadhu Singh)  
Deputy Director (Budget)  
Tele:23384684

Copy to:-

1. The Regional Offices at Chandigarh, Bhopal, Lucknow, Chennai, Hyderabad, Kolkata, Guwahati Mumbai, ADG Patna, ADG(Jaipur), ADG (Ahmedabad) & ADG(Srinagar) (with the request to provide a copy of the same to their respective PAOs) ADG (Thiruvananthapuram)
2. Director, Photo Division.
3. The Pay & Accounts Officer, (IRLA), CGO Complex, New Delhi.

4. The Pay & Accounts Office, (MS), Ministry of I&B, Shastri Bhawan, New Delhi.
5. The Pay & Accounts Officer, Films Division Building, 24-Peddar Road, Mumbai.
6. The Pay & Accounts Officer(DD), AIR, Akashvani Bhavan, Eden Garden, Kolkata-700001.
7. The Pay & Accounts Officer, Akashvani Bhavan, Vidhan Sabha Marg, Lucknow-226001.
8. The Pay & Accounts Officer, DDK, Swami Sivananda Salai, Chennai-600005.
9. The Pay & Accounts Officer, PAO (NER), Doordarshan, H.No. 5 to H.No. 4 Samannya Path, Survey, Baltol, Guwahati-781028
10. C.C.A Ministry of I&B, New Delhi.
11. Ministry of I&B (B&A Section/Press Section).
12. US (B&A) Ministry of I&B, New Delhi.
13. PPS to Pr.DG (M&C) .
14. ADG(PF)/ADG(Admn.)/~~Dir(MOP & Coord.)~~
15. DD(GS)(NMC)/DD(B&A)/DD(Admn.)
16. Cash Section, PIB (HQs.)
17. O.L.U. for Hindi Version.
18. NIC for uploading the same on PIB website. .
19. Guard File.

## STATEMENT SHOWING THE ALLOCATION OF B.E. 2020 2021-22

Demand No.	60	
Major- Head	:	2220 - Information & Publicity
	:	60 - Others
	:	60.103 - PRESS INFORMATION SERVICES
	:	01 - PRESS INFORMATION BUREAU

PIB AS A WHOLE (Incl. Photo Division)

(Rs. in thousands)

Sl. No.	Units of appropriation	2021-22
1	01.01.01- Salaries	636400
2	01.01.02- Wages	4060
3	01.01.03- Over Time Allowance	150
4	01.01.06 Medical Expenses	10350
5	01.01.11- Domestic Travel Expen.	15650
6	01.01.12- Foreign Travel Expen.	500
7	01.01.13- Office Expenses	206175
8	01.01.14- Rents, Rates & Taxes	39315
9	01.01.16- Publications	3625
10	01.01.20- Other Admn. Expenses	5000
11	01.01.21- Supplies and Materials	2700
12	01.01.26- Advertisement & Publicity	2100
13	01.01.27 Minor Works	36000
14	01.01.28- Professional Services	22550
15	01.01.31- Grants in Aid	0
16	01.01.50- Other Charges	3340
17	01.99 - Information Technology	
	01.99.13 - Office Expenses	950
18	01.02 - Journalist Welfare	
	01.02.50- Other Charges	30665
19	01.96 Swachhata Action Plan	
	01.96.13-OE	10370
	<b>TOTAL</b>	<b>1029900</b>

(Rs. In Thousands)

Sl. NO	Units of appropriation	PIB-HQRS	PHOTO DIVISION	PIB - CHENNAI	PIB-HYDERABAD	PIB-MUMBAI
		BE 2021-22	BE 2021-22	BE 2021-22	BE 2021-22	BE 2021-22
1	Salaries: (PAO IRLA)	240000				
	(PAO-MS)	172000				
		<b>412000</b>	29000	11200	19000	32000
2	Wages	100	50	100	600	200
3	Over Time Allowance	50	50	0	0	0
4	Medical Expenses	4700	700	200	500	1000
5	Domestic Travel Expen.	5850	700	600	1000	1000
6	Foreign Travel Exp.	500	0	0	0	0
7	Office Expenses	165025	7000	2500	3500	3500
8	Rents, Rates & Taxes	7515	0	2075	3650	5500
9	Publications	1690	0	80	500	250
10	Other Admn. Expenses	3375	0	150	275	160
11	Supplies and Materials	0	2700	0	0	0
12	Advertisement & Publicity	800	0	90	300	150
13	Minor works	20000	400	0	0	15600
14	Professional Services	12000	8500	60	300	100
15	Grants-in-aid	0	0	0	0	0
16	Other Charges	370	2700	5	100	30
17	Information Technology (OE)	0	500	0	0	250
18	Journalist welfare (OC)	30665	0	0	0	0
19	Swachhata Action Plan	4720	300	300	500	550
	<b>TOTAL</b>	<b>669360</b>	<b>52600</b>	<b>17360</b>	<b>30225</b>	<b>60290</b>

(Rs. In Thousands)

		PIB-BHOPAL	CHANDIGARH	PIB LUCKNOW	PIB KOLKATA	PIB GUWAHATI
Sl.	Units of appropriation	BE 2021-22	BE 2021-22	BE 2021-22	BE 2021-22	BE 2021-22
1	Salaries	9000	18000	12000	19000	35000
2	Wages	150	50	300	1600	550
3	Over Time Allowance	5	0	0	25	20
4	Medical Expenses	400	800	450	400	300
5	Domestic Travel Expen.	1200	400	500	1000	1500
6	Foreign Travel Expenses	0	0	0	0	0
7	Office Expenses	2000	3700	2500	3300	4800
8	Rents, Rates & Taxes	1000	3115	420	3110	5000
9	Publications	180	150	150	150	200
10	Other Admn. Expenses	180	175	100	50	130
11	Supplies and Materials	0	0	0	0	0
12	Advertising & Publicity	150	10	70	150	150
13	Minor Works	0	0	0	0	0
14	Professional Services	120	15	350	300	200
15	Grants-in-aid	0	0	0	0	0
16	Other Charges	0	50	0	30	50
17	Information Technology (OE)	0	0	0	0	0
18	Journalist welfare (OC)	0	0	0	0	0
19	Swachhta Action Plan	500	500	500	700	500
	<b>TOTAL</b>	<b>14885</b>	<b>26965</b>	<b>17340</b>	<b>29815</b>	<b>48400</b>

(Rs. in thousands)

		PIB PATNA	PIB JAIPUR	PIB AHMEDABAD	PIB Srinagar	PIB Thiruvananthapuram
Sl.	Units of appropriation	BE 2021-22	BE 2021-22	BE 2021-22	BE 2021-22	BE 2021-22
1	Salaries	7200	10000	6400	8800	7800
2	Wages	20	40	0	200	100
3	Over Time Allowance	0	0	0	0	0
4	Medical Expenses	100	100	300	200	200
5	Domestic Travel Expen.	200	350	350	600	400
6	Foreign Travel Exp	0	0	0	0	0
7	Office Expenses	650	1200	3500	1500	1500
8	Rents, Rates & Taxes	710	1800	3220	200	2000
9	Publications	30	75	50	50	70
10	Other Admn. Expenses	15	60	150	80	100
11	Supplies and Materials	0	0	0	0	0
12	Advertising & Publicity	10	60	0	100	60
13	Minor Works	0	0	0	0	0
14	Professional Services	50	80	300	150	25
15	Grants-in-aid	0	0	0	0	0
16	Other Charges	0	0	0	0	5
17	Information Technology (OE)	0	0	200	0	0
18	Journalist welfare (OC)	0	0	0	0	0
19	Swachhta Action Plan	500	250	0	300	250
	<b>TOTAL</b>	<b>9485</b>	<b>14015</b>	<b>14470</b>	<b>12180</b>	<b>12510</b>