

PRESS INFORMATION BUREAU

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

Price : Rs.

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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 (www.pib.nic.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 8 Regional Offices and 34 Branch Offices. 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.

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.

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 M&CO). 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

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 media persons for grant of accreditation at the headquarters of the Govt. of India as per Central Media Accreditation Guidelines (CMAG)-2022.
2. To process the applications received from accredited media persons for renewal of accreditation.
3. To make hospitality arrangements for journalists in the interest of official publicity as required.
4. To process the applications for granting financial assistance to journalists under 'Journalist Welfare Scheme' as per JWS guidelines- 2019.
5. Conducting of press conferences/press briefings.
6. To issue necessary certificate of accreditation to accredited journalists seeking facilities as Railway concession, CGHS, etc.
7. To grant special accreditation to media persons on the occasions of national/international events like IFFI etc..

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.

VII हिन्दी इकाई

पत्र सूचना कार्यालय की हिन्दी इकाई में प्रतिदिन होने वाले कार्यकलापों में अंग्रेजी, विज्ञापितियों का अनुवाद, विशेष लेख तैयार करना, फोटो कैप्शन आदि का हिन्दी में अनुवाद व टंकण कार्य शामिल है। विशेष अवसरों जैसे गणतंत्र दिवस पर विशेष लेख जारी किये जाते हैं। आर्थिक सर्वेक्षण, रेल बजट, सामान्य बजट के समय विशेष ड्यूटियों का आयोजन होता है। स्वतंत्रता दिवस की पूर्व संध्या पर प्रसारित होने वाले भाषण तथा स्वतंत्रता दिवस के अवसर पर प्रधानमंत्री द्वारा लाल किले की प्राचीर से दिये गए भाषण का मूलपाठ व सारांश प्रस्तुत किया जाता है।

इसके अतिरिक्त सरकार के कार्यकाल की वार्षिक उपलब्धियों के लिए विशेष सामग्री को तैयार करना। अंतर्राष्ट्रीय फिल्म महोत्सव, अप्रवासी भारतीय सम्मेलन, चुनाव संबंधी कार्यों के संदर्भ में विशेष कार्य शामिल है।

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.

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.(Sr. PPS/PPS/PA/Stenographers)
 - (iv) C.S.O.L (Dy. Director/Assistant Director/SHTO/JHTO).
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. Passport related matters.
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/PPS/PS/Stenos/SHTO/JHTO.
8. All matters relating to Implementation of Right to Information

Admn.II Section

1. All administrative matters relating to ASO, SSA, JSA, MTS and Ex-cadre posts of PUB(HQ).
2. Internal Transfer/Posting of Asstts, UDCs, LDCs and all Group 'C' 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. All matters relating to CGHS and First Aid.
9. Appointment of AMA.
10. Nodal Section for the accommodation/e-sampada related matters
11. Deployment of MTS staff for News Room Duty
12. Monitoring of Biometric Attendance System (AEBAS).

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 (including Administrative Officer)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

- a) Preparation of Non-Plan Budget including RE and Final Grant.
 - b) Monthly statement of Non-Plan expenditure.
 - c) Re-conciliation/Re-appropriation of Non-Plan/Plan expenditure.
 - d) Distribution of Non-Plan funds under RE/BE/Final Grant.
 - e) Review of Non-Plan expenditure.
 - f) Quarterly statement of expenditure on Pay & Allowances.
 - g) Vote on Accounts.
 - h) All proposals relating to Non-Plan expenditure.
 - i) Economy in expenditure – instructions regarding.
-
- a) Abolition of posts – a measure of economy.
 - b) Creation of Non-Plan posts, upgradation of posts/abolition/conversion/revival of posts.
 - c) Preparation of material for Annual Report.
 - d) Performance Budget.
 - e) Miscellaneous work allotted by Dy. Director.
 - f) Audit objections and their follow-up.
 - g) Write off of losses.

- h) Review of Imprest money of the Regional/Branch offices and Hqrs.
- i) Entertainment Allowance

- a) Continuation of temporary posts.
- b) SIMCON matters
- c) Consultative Committee matters
- d) Delegation of Financial and other powers.
- e) Advice on Financial and other related matters.
- f) Loans and advances to Government servants – Estimates and Distribution of.
- g) Recoveries from Ministry of Railways and Ministry of Communications.
- h) Family Welfare Budget and its monthly reports.
- i) Declaration of Head of Department in Hqrs. and Regional offices and Head of office in Hqrs.
- j) Sanctioned Strength – Compilation of the statement showing the permanent and temporary posts.

- a) Preparation of Plan Schemes – Five Year Plan & Annual Plan.
- b) Preparation of Plan Budget (BE, RE, Final Grant and distribution of funds to Regional offices.
- c) Material for Standing Committee on Information Technology.
- d) VIP references and other related matters including Parliament Questions on the above subjects.
- e) Monthly expenditure statement – Plan Schemes.

General Section

1. Modernisation of PIB Hqrs.
2. Procurement of stationery/binding work.
3. Purchase of furniture and other articles.
4. Liveries.
5. Annual physical verification of stocks maintained by the section.
6. Disposal of unserviceable articles.
7. General “bandobust”, Office cleanliness, fire precautions, repairs, white-washing, electrifications installations, water supply etc.
10. Petty purchases.
11. Employment of mazdoors including payment of bills thereof.
12. Hot & cold weather arrangements and air- conditioning arrangements refrigerators, fans etc.
13. Telephones/Mobile/Broadband connection all matters pertaining to.
14. Maintenance of Conference Hall.
15. Purchase/Maintenance of Staff Car/hiring of DLY Taxis.
16. I/Cards/Library cards.
17. Write of losses in respect of articles dealt with by the Section.
18. Matter relating to Canteen/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/Franking 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 Section and payment of the Petrol Bills concerning thereto.
9. Issue of telegrams and control of expenditure relating to it.

राजभा-ना एकक

1. अनुवाद कार्य
2. मुख्यालय की राजभा-ना कार्यान्वयन समिति की बैठकें बुलवाना ।
3. सूचना और प्रसारण मंत्रालय की हिंदी सलाहकार समिति से संबंधित कार्य ।
4. सूचना और प्रसारण मंत्रालय की राजभा-ना कार्यान्वयन समिति से संबद्ध कार्य ।
5. हिंदी के प्रगामी प्रयोग के संबंध में वार्षिक रिपोर्ट ।
6. केन्द्रीय राजभा-ना कार्यान्वयन समिति की बैठक से जुड़े कार्य ।
7. मुख्यालय/क्षेत्रीय/शाखा कार्यालयों में हिंदी पदों का सृजन ।
8. हिंदी कार्यशाला का आयोजन ।
9. हिंदी दिवस/सप्ताह /पखवाडे का आयोजन ।
10. राजभा-ना के वार्षिक कार्यक्रम का अनुपालन और कार्यान्वयन ।
11. मुख्यालय/क्षेत्रीय /शाखा कार्यालयों की हिंदी के प्रयोग से संबंधित तिमाही प्रगति रिपोर्ट ।
12. मुख्यालय/क्षेत्रीय/शाखा कार्यालयों को हिंदी शिक्षण योजना से संबंधित छमाही रिपोर्ट ।
13. सरकारी कामकाज मूल रूप से हिंदी में करने संबंधी अधिकारियों तथा कर्मचारियों के लिए प्रोत्साहन योजना ।
14. विभिन्न मंत्रालयों/विभागों द्वारा प्रकाशित पत्र-पत्रिकाओं के लिए प्रकाशन सामग्री।

- जुटाना तथा पत्रिकाओं का वितरण ।
15. प्रबोध, प्रवीण और प्राज्ञ प्रशिक्षण ।
 16. हिंदी टंकण , हिंदी आशुलिपिक प्रशिक्षण । (कम्प्यूटर पर)
 17. गहन हिंदी प्रशिक्षण ।
 18. कोड, मैनुअल और फार्मों के बारे में पत्राचार ।
 19. हिंदी अनुवादकों के लिए प्रशिक्षण ।
 20. मुख्यालय/क्षेत्रीय/शाखा कार्यालयों का हिंदी के कार्य के संबंध में निरीक्षण ।
 21. कार्यालयों को नियम 10(4) के अंतर्गत अधिसूचित करना ।
 22. नियम 8(4) के अंतर्गत निर्देशित वि-यों के संबंध में पत्राचार ।
 23. इंदिरा गांधी पुरस्कार योजना ।
 24. संसदीय राजभा-ना समिति के निरीक्षण से जुड़े कार्य ।
 25. केन्द्रीय हिंदी समिति की बैठक से संबद्ध कार्य ।
 26. पुस्तकालय के लिए हिंदी पुस्तकें खरीदना।
 27. बजट संबंधी कार्य ।
 28. क्षेत्रीय कार्यान्वयन कार्यालय द्वारा ब्यूरो का निरीक्षण से संबंधित कार्य ।
 29. रिकार्ड प्रबंधन ।

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 Mannual 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 Guidelines-2022	Guidelines	PIB grants accreditation to journalists representing various news organizations, at the headquarters of the Govt. of India. The Accreditation procedure is governed by the Central News Media Accreditation Guidelines-2022 as approved by the Ministry of I&B.	Press Relations Section, Room No. 320, National Media Centre, New Delhi <u>Tel:23488371</u> Available on pib.gov.in	Nil
Guidelines for assistance under Journalist Welfare Scheme (JWS)	Guidelines	PIB processes the application received from journalists/dependents under JWS for consideration of JWS committee for financial assistance under “Journalist welfare Scheme” by Ministry of I&B.	As above	Nil

Hospitality Rules	Rules	In the interest of official publicity, PIB extends hospitality to Indian and foreign journalists, strictly in accordance with the rules of Government of India	Press Relations Section, Room No. 320 National Media Centre, New Delhi Tel <u>23488371</u>	Nil.
Files pertaining to Central Press Accreditation Committee(CPAC) / Now Central Media Accreditation Committee (CMAC)	Record	PIB maintains files related to Constitution of CPAC/CMAC and its meetings.	As above	Nil
Guard Files of minutes of meeting of CPAC/ Now Central Media Accreditation Committee (CMAC)	Record.	A Guard File containing minutes of previous meetings of CPAC/CMAC is maintained by PIB	Confidential as it pertains to third party information. Other parts of the minutes, not concerning third party information can be shared.	Nil
Individual files of accredited journalists	Record	PIB maintains records of journalists, accredited by PIB	Confidential	Nil

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	No	The Accreditation Rules were framed after detailed consultation with the members of the Central Press Accreditation Committee (Now Central Media Accreditation Committee (CMAC) which consists of a maximum of 25 members nominated from various journalists' organizations/associations.

Implementation of Policy

Sl. 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	No	Accreditation applicants are processed in accordance with the Accreditation Guidelines, as amended form time to time by M/o I&B. Central Media Accreditation Committee (CMAC) is constituted by the Govt. to recommend accreditation to journalists as per the guidelines.

Chapter –6

A 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 Guidelines. Now, the process of accreditation is completely online	Downloadable from PIB's web-site https://www.pib.gov.in Hard copy also available from Press Relations Section, PIB	ADG(PF) /Director)PF(
2.	Unclassified	Guidelines for financial assistance under Journalist Welfare Scheme	-do-	-do-
3.	Confidential	Individual files of accredited Journalists.	NA	-do-
4.	Unclassified	Files pertaining to CPAC/CMAC	Hard copy available from Press Relations Section, PIB.	-do-
5.	Unclassified	Guard Files of minutes of meeting of CPAC.	Partly confidential where it pertains to third party information	-do-

Chapter –7

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

Name and address of the Affiliated Body	Central Media Accreditation Committee
Type of Affiliated Body	Committee
Brief Introduction of the Affiliated Body	The Central Media Accreditation Committee, with a tenure of two years from the date of its first meeting, is constituted by the Govt. of India to consider and give recommendation/advice on the accreditation applications 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 25 members nominated from various Journalists' organizations/ associations.
Head of the Body	Principal Director General (M&C)
Address of main office and its Branches.	Press Information Bureau, Shastri Bhawan, New Delhi – 110001
Frequency of meetings	Once in quarter or more
Can public participate in the meeting	No
Are minutes of the meetings prepared	Yes

Chapter –8

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

**List of CPIOs and First Appellate Authority in PIB (Hqrs)
available at:**

<https://static.pib.gov.in/WriteReadData/specificdocs/documents/2024/mar/doc202431315901.pdf>

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. Grant of financial assistance to media-persons under Journalist Welfare Scheme (JWS):

Guidelines available at:

https://accreditation.pib.gov.in/jws/guidelines_english.pdf

Chapter –11

Information available in an electronic form

This Handbook is also available in electronic form in Press Information Bureau's website, www.pib.gov.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: www.pib.gov.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.

Appellate Authority

Following Appellate Authorities in all cases pertaining to the Press Information Bureau is available in Chapter-8.

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)

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.....

