



**Department of Information and Publicity**  
**Government of Goa**  
Udyog Bhavan, 3rd Floor, Panaji, Goa, Pin 403 001, India  
Telephones: 2223157 / 2422675 / 2226047 / Fax: 2224211  
email: dipgoa@gmail.com

No.DIP/PU/EMP-PHO/VIDEO/2023-2024/PFIII/1884

Dated: 07/07/2023

### Empanelment of Photographers and Videographers

The Department intends to empanel experienced Photographers and Videographers from all 12 talukas to cover the various Official functions /programmes and projects/ schemes taken up throughout Goa by Goa Government.

The terms and conditions for Empanelment are as under:-

1. The Photographers /Videographers should possess Digital Photo Camera and for Video Digital HD Camera.
2. He/She should be minimum SSC pass and should have flair for writing.
3. He/She should have a mobile phone number, Aadhar Card, Pan Card and email id.
4. The Photographers / Videographers should have knowledge of Photoshop and should be Computer savvy.
5. The Empanelled Photographers / Videographers should cover the functions at the intimation from the Department of Information & Publicity and submit photos and video footage of the function assigned along with caption of the function through E-mail, whatsapp and up load the same immediately after covering the function/ event in the Photo Unit of DIP.
6. The Empanelled Photographers will be paid at the following rates:-
  - a) The Photographer- will be paid an amount of Rs. 1000/- per assignment, Rs.2000/- per half day and Rs. 3,500/- which is considered as full day. Rates inclusive of transport arrangement within 10 kms. range.
  - b) The Videographer- will be paid an amount of Rs.1,500/- per assignment upto 02:00 hrs. and Rs.3,000/- per assignment for half day i.e 06.00 hrs. and maximum ceiling of Rs. 5,000/- per day (For Full Day Videography assignment for more than 08.00 hrs). Rates inclusive of Editing, Titling and Transport arrangements within 10 kms. range.
  - c) The Empanelled Photographers / Videographers are required to submit the bills of the functions covered by them within one month of the office work order. Failure to submit the same, to this Department shall not be responsible for non-payment of the bills.
7. The aforementioned arrangements include the uploading of soft copies /

footage of the event / function in the Photo Unit of this Department immediately after the event/ function is over on the same day.

8. The Department of Information & Publicity may empanel one or more Photographers / Videographers in each taluka.
9. The Photographs and Video Footage of the Earmarked Events /Functions by the Empanelled Photographers & Empanelled Videographers is the property of this Department and not to disseminate the same to any individual Organisation or any Publication houses, media houses etc. without the permission by the Director of Information & Publicity, Panaji- Goa.
10. In case of default, the Department has the right to delete the name from the Empanelment list.
11. The term of Empanelment is for one year i.e - w.e.f August 1, 2023 to July 31, 2024.
12. The Department of Information & Publicity does not ensure any quantum of work. Depending upon the programmes/ functions and unavailability of our Departmental Photographers.
13. Empanelled Photographers /Videographers shall submit the applications on the prescribed format to the Department of Information & Publicity during the office hours up to July 24, 2023 by 10.30 a.m. The application form is available in the office and also available on the official website of the Department [www.dip.goa.gov.in](http://www.dip.goa.gov.in)
14. The Director of Information & Publicity reserves the right to withdraw the process or any part thereof to accept or reject any / all applications at any stage of the process and / or modify the process or any part thereof or to vary any term without any reasons whatsoever.

**(Dipak Bandekar)**

Director, Information & Publicity

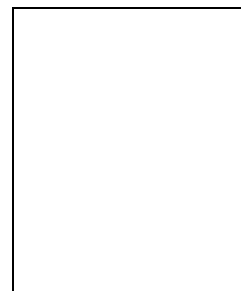


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**APPLICATION FORM FOR EMPANELLED  
PHOTOGRAPHERS AND VIDEOGRAPHERS  
(Fill in with Capital Letters)**



1. Full Name: \_\_\_\_\_
2. Age :- \_\_\_\_\_ Sex:- \_\_\_\_\_
3. Present Address:- \_\_\_\_\_  
\_\_\_\_\_
4. Permanent Address:- \_\_\_\_\_
5. Educational Qualification (attach photo copies):- \_\_\_\_\_
6. Residential ID Proof:- \_\_\_\_\_
7. Applied for Empanelled Photographer ( ) /Empanelled Videographer ( )
8. Experience in the field of Photography/ Videography:- \_\_\_\_\_ Years  
(Attach Photo Copies if any)
9. Mobile No.:- \_\_\_\_\_ Whatsapp No. \_\_\_\_\_
10. Land Line No:- \_\_\_\_\_
11. Details of Camera used:- \_\_\_\_\_
12. Email address if any:- \_\_\_\_\_
13. Office / Studio address if any:- \_\_\_\_\_
14. Two more passport size photographs to be enclosed:- \_\_\_\_\_

Date :- \_\_\_\_\_

Place :- \_\_\_\_\_

Signature:- \_\_\_\_\_

