

Chapter 4

Proactive Disclosure under Section 4 (1)(b)(iv) of the Right to Information Act, 2005

**Norms set for the
discharge of functions**

(i) Norms set for the discharge of functions

The existing provisions of the Rules lay down the norms regarding discharge of duties in carrying out the functions of the said rules.

A statement of the categories of documents that are held by it for under its control Register:-

1. Muster Roll.
2. Inward register
3. Outward Register
4. Service Postage Stamp Accounts Register.
5. Dead Stock Register.
6. Consumable items Register.
8. Service Book Records of Staff.
9. Casual / Earned leave / Commuted leave / Register.
10. 100 pt. Roster System Register for GEN / SC / ST / OBC and PH
11. Record Book of documents dispatched to Publications / Secretarial Files.
12. Movement of files Register

Files:-

1. Files/records for promotion/recruitment/creation of new posts.
2. Records of Confidential Reports (CRs).
3. Office Order Files.
4. Miscellaneous File
5. Personal files.
6. Files related to the concerned subject matters.

2) Decision making process (including channels of supervision and accountability)

The Director in consultation with the Secretary (I&P) arrives at a particular decision on important matters to ensure smooth and effective functioning of the department. The Director has the authority to exercise all financial and disciplinary and other powers. The final authority in the decision making process rests with the Director with the approval of the Government.

3) Norms set for Discharge of its functions

The Department is headed by the Director who is Head of Department and assisted by Joint Director who is Head of Office. There are two information officers, AAO and OS in the department who handle directly subjects allocated to them.

4) Rules, regulations, instructions, manual and records for discharging functions

Guidelines/Circulars/Office orders issued to employees from time to time.

5) Statement of Categories of documents held by authorities.

- Administrative
 - a) Service matters including GSIC
 - b) All documents relating to general Administration
 - c) Recruitment/Promotions
 - d) Purchase and Stores
- Films
 - a) Goa State Film Festival organised by ESG
 - b) Film Finance Scheme implemented by ESG
- Field Publicity
 - a) Exhibitions
 - b) IITF
 - c) Republic Day
 - d) ShivJayanti
 - e) Tripurari Poornima
 - f) Statehood Day
 - g) RTI Day etc

- Publications
 - a) Printing of books, viz Nave Parva, Coffee table book and other Publication brought out by department
 - b) Telephone Directory
 - c) Diaries and Calendars
- GSIC
 - a) Release of Grant in Aid
- RTI
 - a) Notifications issued under RTI Act 2005 / Circulars issued to Public Authority
- Photo Unit
 - a) Miscellaneous, notings, circulars
 - b) Repairs and servicing of Cameras Body, Lenses, Flash Guns etc.
 - c) Empanelment of photo journalist, Video Journalist and Video Services.
 - d) File regarding preservation of important video filming as well as photographs of VVIPs programmes
- Journalists Welfare Scheme
 - a) Purchase of Laptops/Computers
 - b) Patrakar Kridnodynata Nidhi
- Prestige advertisements to local / national dailies
 - a) Advertisement released on various State level celebrations / festivals.
 - b) Release of advertisements for souvenirs, magazines, aid for publications of Goa State scheme.