

# **Chapter 1**

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

### **Particulars of Organization, Functions and Duties**

## Proactive Disclosure under Section 4 (1) (b)(i) of the Right to Information Act, 2005 Particulars of Organization, Functions, and Duties

(i) Name and address of the Public Authority

**Department of Information & Publicity**

3rd Floor, Udyog Bhavan, Panaji – Goa,

Pin Code :- 403001

Telephone No :- 0832-2226047 / 0832-2223157

Email id :- [dipgoa@gmail.com](mailto:dipgoa@gmail.com)

Office Timings :

Morning : 9.30 a.m. to 1.15 p.m.

Afternoon: 2.00 p.m. to 5.45. p.m.

Lunch Break : 1.15 p.m. to 2.00 p.m.

(ii) Vision, Mission and Key Objectives of the Public Authority

**A) Vision of the Department of Information and Publicity :-**

The Department of Information & Publicity, Government of Goa disseminates information about the policies decisions & programs of the Govt. of Goa to the media, both print and electronic, using appropriate means of communication.

- Providing state-of-the-art information retrieval facilities.
- Developing an all encompassing electronic photo library, covering developmental issues as well as photographs of historic interest.
- Organising exhibitions, Publicity Campaigns as multimedia awareness programmes for the beneficiaries of the programmes.
- Providing friendly and efficient media facilitation.

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### **B) Mission of the Department of Information and Publicity :-**

The core functions of the Department of Information and Publicity are:-

1. Dissemination of information about Govt. of Goa policies, programmes and activities.
2. Providing feedback from media to various government Departments and Public Sector Organizations under various Ministries on how these policies and activities are received by the people.
3. Advising the Government on its information /media strategy
4. Organising exhibitions on Campaigns.
5. Providing explanation and background on official pronouncements.
6. Providing accreditation to media persons based in Goa.

### **C) Objective of the Department of Information and Publicity :-**

The mandate of the Department is as follows:-

- 1) Effectively propagate ideals, policies and programmes of the Government.
- 2) To disseminate information on the welfare schemes of the Government and to ensure that the same is percolated down at the doorstep of the people and to effectively use mass media for dissemination of such information
- 3) To create awareness among the people particularly among the rural masses about the welfare measures through publicity.
- 4) Disseminating policies and programmes of the Government through print, electronic media, social media, advertisements, exhibition, publications, traditional media and others.
- 5) To act as a nodal agency for release of advertisements of various Government Departments.
- 6) Printing of Government publications such as diaries, calendars, books, pamphlets, posters, telephone directories, Nave Parva magazines, Election Reference Books, portraits etc. is undertaken by the Department.
- 7) Organise National Press Day, RTI Day and State Level Chhatrapati Shivaji Maharaj Jayanti celebration.
- 8) Act as a Nodal agency for Right to Information Act, 2005.
- 9) Enforce Press Accreditation Rules and grant accreditation to journalists.
- 10) Organise State/National/International Film Festivals.
- 11) Produce short films/documentaries/Ad films, snippets etc.

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- 12) Provide Photo Services to entire Government and to press and media- local, national and international.
- 13) Conduct tours of journalists to enable them acquaint with projects inside and outside the State and also intra-state and inter-state tours to acquaint with development projects underway and undertaken by the Government.
- 14) Assist in organising ceremonial occasions like Independence Day, Liberation Day, Goa Revolution Day, Republic Day, Tripurari Poornima festival, Swearing-in Ceremonies and days of national importance.
- 15) Advertise and create brand image for Goa through advertisements / advertorialsetc.
- 16) Function as administrative Department for Entertainment Society of Goa and Goa State Information Commission.
- 17) Act as Nodal Agency for presentation of Goa Tableaux at Republic day parade at New Delhi and to participate in mega fairs such as India International Trade Fair in and outside the country.
- 18) Implement Goa State Journalist Welfare Scheme and other schemes for the welfare of journalists.

### **(iii) Brief History and Context of Formation of the of the Department of Information and Publicity :-**

## **History of Department of Information and Publicity**

### **About Department of Information and Publicity:**

The Department of Information and Publicity is nodal agency of the State Government to disseminate information to the print, electronic, social media and other media channels regarding various Government policies, programmes, schemes, initiatives and achievements.

It acts as an interface between Government and the media and also serves to provide feedback to the Government on citizen reactions as reflected in the media.

The Department disseminates information through different modes of communication such as press releases, feature articles, social media post, backgrounders, photographs, traditional media etc and organises on behalf of the

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Government press conferences, press briefings, interviews of the Chief Minister, Deputy Chief Minister, Ministers, Secretaries and other senior officers for sensitizing media persons on important policy initiatives of the Government.

The Department plays a pivotal role in the promotion of schemes and policies that lead to a greater and better understanding between the Government and the people. It also works as communication medium between Government and media and initiates measures to take welfare schemes to the doorsteps of the people and facilitate them to reap its benefits.

The Department has been designated/nominated as the Nodal Department for conducting programmes / activities for the commemoration of 60th year of Goa Liberation and ongoing Azadika Amrut Mahotsav of India's Independence.

### **HISTORY:**

A Central Office of Statistics and Information was established by the end of the year 1945. Its Statistics section focused on compiling data and analyzing the economic and cooperative issues of the territory, while the Information section managed publications such as Noticias de Estado da India (a Portuguese fortnightly bulletin of information), the Portuguese India News Bulletin (a monthly publication in English), and Collecção de Divulgação (an occasional propaganda bulletin).

In 1958, the Information section was separated but continued operating under the Directorate of Economy for two years. It was only in 1960 that a dedicated Directorate for Information and Tourism, known as the Centre of Information and Tourism, was formally established.

The Centre of Information and Tourism comprised two divisions-Information and Tourism-along with an Administration unit. However, it effectively operated three sections: Information, Tourism, and Popular Culture. The Section of Popular Culture for the purpose of Legislative Diploma was a part of the Tourism division.

The Information section was responsible for press publicity, producing literature, and organizing exhibitions on various topics. The Tourism section focused on catering to tourists, creating facilities, and promoting tourism. Initiatives such as conducted tours, beach beautification, and enhancing tourist attractions were introduced for the first time on western lines.

Simultaneously with the Information and Statistics Office, a separate unit known as the Press Section of the Cabinet operated within the Secretariat under the direct supervision of the Chief of the Cabinet of the Governor General. This section played a

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significant role in managing press news and press relations, especially in the period leading up to Liberation.

After Liberation, the Press Section of the Cabinet was upgraded to a full-fledged Directorate of Information and Publicity. Consequently, the functions of the former Centre of Information and Tourism were limited exclusively to tourism.

Press releases, press and photo coverage, news bulletins, literature production, and the organization of entertainment and other programs were integrated into the district's development plans.

Similarly, the Directorate of Tourism was aligned with tourist offices across the country. Special initiatives were implemented to address the acute accommodation shortage, including the construction of hotels, procurement of buses for conducted sightseeing tours, beautification of beaches and other tourist destinations, acquisition of boats and dinghies for pleasure cruises, provision of recreational facilities at beaches, and improvement of roads significant to tourism.

To streamline government operations and enhance coordination among various agencies, the Departments of Tourism and Information and Publicity were merged on March 1, 1966.

The reorganized department's core functions include issuing press releases and advertisements, providing press and photo coverage for significant official events, coordinating the programs of the Lieutenant Governor and Ministers, and managing publicity for visiting dignitaries. It also organizes press conferences and journalist tours, maintains liaison with the press, arranges audio-visual publicity, oversees regional information centers, and publishes the monthly magazine "Nave Parva." Additionally, it handles the production and distribution of official publicity materials such as brochures and pamphlets, organizes exhibitions, manages the research and reference section, and supervises the sale and distribution of promotional materials. The department is also responsible for providing tourist facilities and amenities

Beyond these regular duties, the department took on additional responsibilities to ensure the systematic and planned development of information and tourism in the district.

The department, in the field of information and publicity, has distributed radio sets to various village panchayats under the Community Listening Scheme. This initiative aims to disseminate information about the government's developmental activities at different levels, fostering emotional integration and economic progress. Notable progress has also been made in establishing the Radio Rural Forum.

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Additionally, the Directorate operates a Tourist Hostel in Panaji, a Tourist Resort in Calangute, and tourist cottages in Colva and Ponda, along with a dormitory in Calangute, to enhance tourist convenience. It also manages popular picnic spots such as Dona Paula, Maem Lake, and the Bondla Forest Complex.

It provides luxury buses for guided sightseeing tours, as well as speed boats and dinghies for pleasure cruises.

Several roads of touristic significance have been upgraded, and major beaches such as Gaspar Dias, Calangute, Colva, and Baina have undergone beautification. Additionally, the beautification of the Miramar-Campal zone and the Children's Park has been successfully completed.

The department operates its own Film Unit, which screens films across the territory to widely publicize the country's development and achievements, with a particular focus on the region. To promote the territory, literature highlighting various development initiatives is produced, and prestige, advertisements are released. To preserve and celebrate Goan culture, the department organizes cultural programs and ensures prominent festivities like Shigmo and Carnival receive due recognition and grand celebrations.

Recently, the department was divided into two distinct wings:

- (1) Department of Information and Publicity and
- (2) Department of Tourism.

### **Objectives:**

After creating independent Department on May 05, 1977, works as a nodal agency of the State Government to disseminate information to general public by using various medium like print & electronic. The mandate of the Department is as follows.

- 1) Effectively propagate ideals, policies and programmes of the Government.
- 2) To carry information on the schemes of the Government to the doorstep of the people and to effectively use mass media for dissemination of such information.
- 3) To create awareness among the people particularly among the rural masses about the welfare measures through publicity.
- 4) Disseminating policies and programmes of the Government through print, electronic media, social media, advertisements, exhibition, publications, traditional media and others.
- 5) To act as a nodal agency for release of advertisements of various Government Departments.
- 6) Printing of Government (planner/organiser), calendars, books, pamphlets, posters, telephone publications such as diaries directories, Nave Parva

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magazines, Election Reference Books, portraits etc. is undertaken by the Department.

- 7) Organise National Press Day celebration and State Level Chhatrapati Shivaji Maharaj Jayanti celebration.
- 8) Act as a nodal agency for Right to Information Act, 2005.
- 9) Enforce Press Accreditation Rules and grant accreditation to journalists.
- 10) Organise State/National/ International Film Festivals.
- 11) Produce short films/documentaries/Ad films, snippets etc.
- 12) Provide Photo Services to entire Government and to press and media-local, national and international.
- 13) Conduct tours of journalists to impart better understanding of projects inside and outside the State; organise intra-state and inter-state tours to acquaint the journalists with development projects underway and undertaken by the Government.
- 14) Assist in organising ceremonial occasions like Independence Day, Liberation Day, Goa Revolution Day, Republic Day, Tripurari Poonima festival, Swearing-in Ceremonies and days of national importance.
- 15) Advertise and create brand image for Goa through advertisements/advertorials etc.
- 16) Function as administrative Department for Entertainment Society of Goa and Goa State Information Commission.
- 17) Act as nodal Agency for presentation of Tableaux at Republic day parade at New Delhi and to participate in mega fairs such as India International Trade Fair in and outside the country
- 18) Implement Goa State Journalist Welfare Scheme and other schemes for the welfare of journalists.

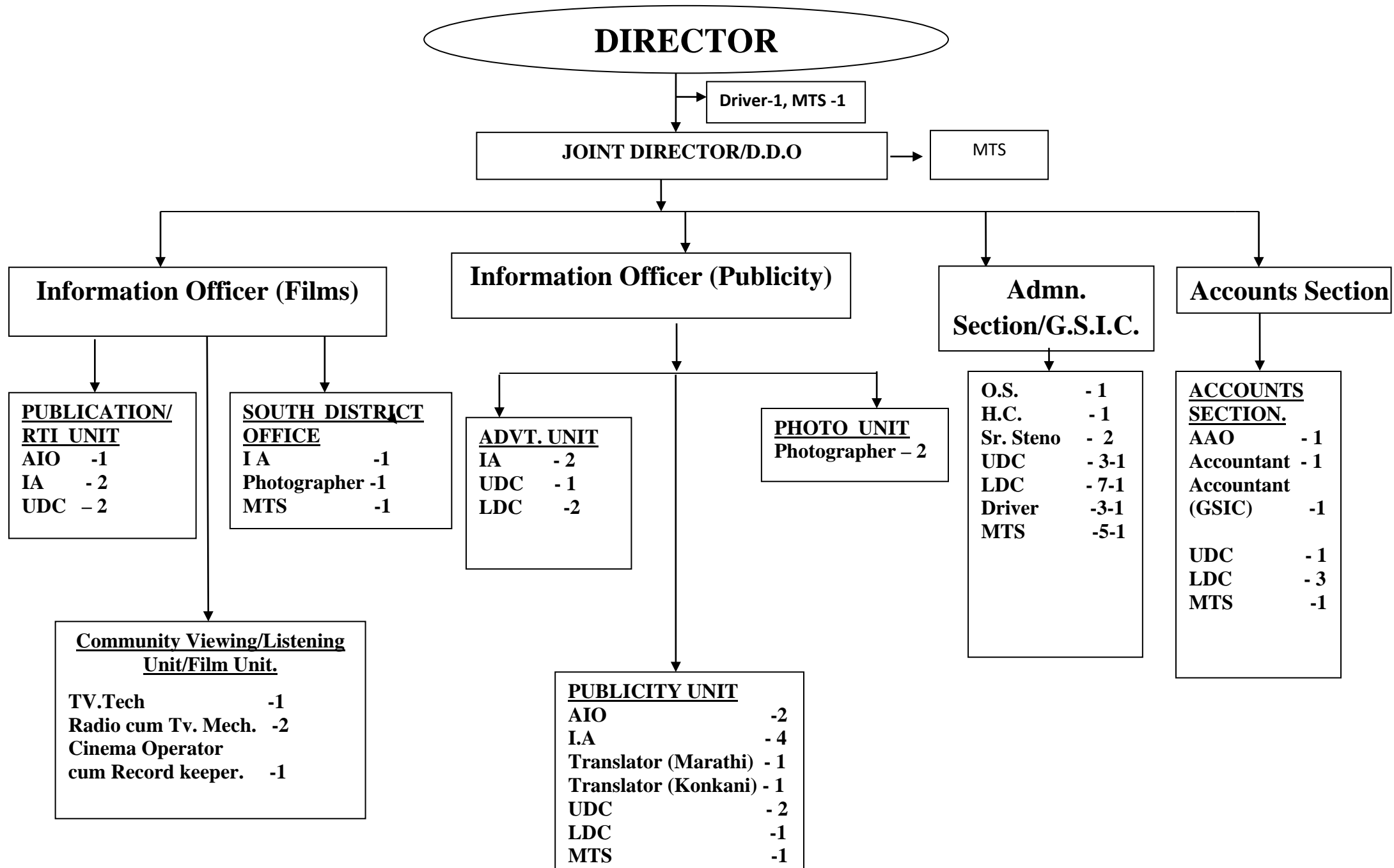
(iv) **Functions and duties of the of the Department of Information and Publicity**

**Director**

1. Controls and supervise financial and administrative matters pertaining to Department of Information & Publicity.
2. Prepares media plan for publicity of Government programmes and policies.
3. Prepares publicity programmes of the Department.
4. Provides feedback to the Government on the reports appearing on the newspapers/press conferences and other media related activities.
5. Releases advertisements of various Government Departments to print media and electronic media.
6. Functions as spokesman of the Government.
7. Maintains cordial relations with press and also enforce Press Accreditation Rules.
8. Attends all the Government meetings as far as information and publicity is concerned.
9. Act as nodal officer of Right of Information Act.
10. Director Information is also ex-officio Jt. Secretary to Government of Goa.
11. To provide feedback on press reports on local and national press to Chief Minister/Chief Secretary/ Secretary(Information)

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(v) STRUCTURAL ORGANISATION CHART OF THE DEPARTMENT OF INFORMATION & PUBLICITY INCLUDING G.S.I.C..



## **Proactive Disclosure Manual under Right to Information Act, 2005**

### **(vi) Working hours with Lunch Break**

**Morning Session:** 9:30 AM to 1:15 PM

**Lunch Break:** 1:15 PM to 2:00 PM

**Evening Session:** 2:00 PM to 5:45 PM

**Operating Days:** Monday to Friday