

Chapter 1

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

Functions and Duties

4. 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)