

Chapter 2

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

Powers and Duties of all Officers

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A) 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)

B) Jt. Director, Information & Publicity

1. Prepares Media plans of different units of the department.
2. Supervise and coordinate publicity related matters of Department.
3. Formulate proposals of departmental publications including diaries and calendars and advise government departments on publications and related matters including purchase of books.
4. Supervise and control administration of the department.
5. Initiate proposals for R-Day tableau and Press Accreditation Committee and attend meetings of related subjects.
6. Liaise with offices of Ministers and other dignitaries for the purpose of publicity.
7. Act as nodal officer for publicity of all Government departments.
8. Handles publicity on electronic media.
9. Responsible for organization of publicity / photo coverage of Department and other Government Departments.
10. Co-ordination of Department and other Government publicity programmes.
11. To organize field publicity such as exhibition, trade fairs, festivals, and other outdoor publicity.
12. To provide feedback on press reports and national newspapers to Director/ Secretary (Information).
13. Access the books for departmental purchases.
14. Function as Drawing and Disbursing Officer
15. Administration & Establishment
16. All matters pertaining to Goa State Information Commission

C) Information Officer (Films)

1. Entertainment Society of Goa
2. Public Information Officer
3. Public Grievance Officer
4. Field Publicity
5. Photo Exhibition
6. IITF
7. R-Day Float
8. Development Stories of various Schemes/Programs of the State Government
9. Designs/Artwork/Messages/Speeches
10. Programs/Functions/Songs and Drama Scheme
11. Coffee Table Books
12. Purchase of Books/Newspapers
13. Vigilance Officer
14. Community Listening Scheme
15. Swearing in Ceremonies
16. Nave Parva
17. Records Management/Weeding of Records
18. Any other work assigned by the Director
19. Production of feature, documentary, Short and Ad films
20. Publications related to achievements of the State Government.
21. Chhatrapati Shivaji Maharaj Jayanti Celebration
22. Tripurari Poornima.
23. LAQ Matters
24. Maintenance of Departmental Website

D) Information Officer (Publicity)

1. Press Relations Officer.
2. Departmental Press notes.
3. Official Coverage.
4. Assembly Matter.
5. Electronic Media Publicity.
6. Computer / Laptop Schemes.
7. Publicity
8. Press Releases / Coverage's10.
9. Translation and Devanagri Typing
10. Clarifications to the Press / Media
11. Schemes
12. Achievements of the Government / Dept. of Information & Publicity
13. Performance Budget of the Department
14. Audit Paras / Audit Report
15. Photo and Video Services
16. Advertisements/paid publicity/Hoardings
17. LAQ matters
18. Citizens Charter

19. Diaries / Calendars / Directory
20. Administrative Reforms / recruitments / promotions / Cleaning of the office premises / Swatch Bharat Mission
21. E-governance / maintenance Website /computerization / Network
22. Budget Control Register and fortnightly progress of achievements in the Department
23. Any other work assigned by the Director
24. State Level Functions

E) Office Superintendent

1. Overall supervision of the work dealt with by the staff of Administration Section.
2. Direction of Administration.
3. Strengthening of Administration.
4. Goa State Information Commission and RTI matters in department.
5. Monitoring and implementation of bio-metric and file management system of the Department.
6. Monitoring of e-governance, compilation and maintenance of Departmental website.
7. Timely processing of creation/filling/revival of posts.
8. Monitoring of registers, details of posts, budget wise posts and post based registers.
9. Monitoring of TBPS, ACPS, MACPS, promotions, recruitment rules, seniority, probation, creation of posts confidential matters and disciplinary cases.
10. Processing of continuation of temporary posts, budget matters (admn), processing of pension cases of staff retirement and superannuation, family pension and disciplinary cases and legal cases.
11. Transport including acquisition of new vehicles, hiring of vehicles and maintenance of drivers.
12. Maintenance of ACRs including timely completion of ACRs.
13. Supervision of distribution of invitation cards for official Government functions.
14. Officials purchases including acquisition of stationery, machinery and implements.
15. Monitoring maintenance/cleanliness of the office and sub-offices.

F) Assistant Accounts Officers

1. Preparation of Budget Estimate, Revenue and Capital, including Revised Estimate.
2. Preparation of Estimates of Revenue and Receipts.
3. Matters related to re-appropriation of funds.
4. Matters related to obtaining of supplementary grants as per the Requirements.
5. Checking of monthly salary bills, FVC bills TA / DA bills and related Invoices
6. Scrutiny of quarterly Income Tax Returns of non-gazetted staff, third party and issue of TDS certificate etc.
7. Scuritny of monthly GST returns.
8. Issue of Form 16 & based on payments made to the staff of this Directorate.

9. Matters related to surrender of funds at the end of the financial year.
10. Replies to Legislative Assembly question pertaining to Accounts section.
11. Scrutiny of Cash Book recorded and maintained by the cashier.
12. Scrutiny of Availability of Fund Certificates.
13. Scrutiny of orders pertaining to all the bills.
14. Ensuring timely compliance of the correspondence received by the Accounts section.
15. Monitoring the expenditure undertaken by the Department.
16. Providing of financial guidance to the staff as and when required
17. Overall Supervision relating to accounts of the Department.
18. Ensuring maximum utilization of the funds provided in the budget. The budget estimate during Financial Year.
19. Access the books for departmental purchases. Function as Drawing and Disbursing Officer

g) Assistant Information Officers

1. Entertainment Society of Goa
2. Goa State Information Commission.
3. Publication of Nava Parva and other publication
4. Purchases of books and Library
5. Newspapers / Magazines
6. Nodal Officer of e-Governance including Goa Board Band Networks/SNAs (System Network Administrators).
7. Monitoring of e-governance including Goa Board Band Networks/SNAs (System Network Administrators).
8. LAN-Hub, Switches, TCP/IP, Crises Management Plan for Cyber Security and Cyber Terrorism.
9. Updating of information and Departmental Website.
10. Uploading of orders, tenders, notifications etc.
11. Departmental website and Departmental section of State Portal
Administration of NIC e-mail account of the Department.
12. Liaisoning with DOIT, ITCGL & Website Developer.
13. All the purchases, issues and maintenance of computer and its peripherals, printers, UPS, software, storage media, networking hardware and cables etc.
14. All the schemes of the Department.
15. Press Accreditation.
16. IITF
17. Republic Day Parade
18. Shiv Jayanti
19. National Press Day
20. State Level celebrations
21. Telephone Directory
22. Diaries & Calendars
23. Songs & Drama Services
24. Exhibition
25. Administration
26. Advertisement
27. RTI matters
28. Coverage /functions of VIPs