

Chapter 2

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

Powers and Duties of Employees

2. Power and Duties of Employees

a) Translator (Marathi)

Translation of Press Notes, Articles, Speech etc.

b) Translator (Konkani)

Translation of Press Notes, Articles, Speeches etc.

c) Information Assistants

1. Press conferences.
2. Email management, intimating press regarding conferences /other official events,
3. Coverages.
4. Press Accreditation.
5. Messages and Speeches.
6. Press Relations, Assembly
7. Publications including Nave Parva, Coffee Table Book.
8. Purchase of Books.
9. Telephone Directory.
10. RTI Matter
11. Field Publicity including IITF, R-Day Parade.
12. E.S.G.
13. Songs and Drama Scheme.
14. Performance Budget of the Department.
15. Achievements of the Government/Department of Information and Publicity.
16. Citizen Charter.
17. Films.
18. State Level Functions.
19. Swearing in Ceremonies.
20. Advertisement.
21. Paid Publicity/Hoarding
22. L.A.Q.
23. Clarification to the Press/Media.
24. Media Monitoring.

d) Videographer

1. Recording of important functions and feed to Doordarshan and News Channel

e) Accountant

1. Time Bound Bills such as Telephones/ Mobiles/A.C bill etc.

f) Head Clerk

1. To look after establishment unit-Supervisory capacity.
2. Distribution of duties to the clerical, drivers and peons supervisory capacity.
3. Monitoring of TBPS, ACPS, MACPS, probation, confidential matters and disciplinary cases.
4. Timely processing of creation/filling/revival of posts.
5. To supervise the work of distribution of invitation cards to all State and other function.
6. Deployment of duties in rotation.
7. General supervision of the maintenance of the office & sub-officers.
8. Advice and guide the subordinate staff in disposal of their day-to-day work.
9. Attending Lok Sabha and Rajya Sabha question pertaining to this Department
10. Processing of continuation of temporary posts, budget matters (Admn), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases
11. To carry out the work of framing Recruitment Rules / Revision of Recruitment Rules for all the post of this Department/GSIC.
12. All matters pertaining to GSIC

g) Photographer

1. Photography of functions/coverages & releasing to press.

h) Radio cum T.V. Mechanic

Community listening scheme (Installing sound system for the State level functions, swearing in ceremony, meeting, etc.

i) Jr. Steno English

Taking dictation & typing.

j) Marathi Steno

Typing Marathi handouts/articles

Artist

Indoor / outdoor designing & visualizing layouts & artwork like leaflets, folders, booklets, diaries, calendars, etc. Illustration / line drawing for prestigious publications. Computer proficiency for preparation of all art work designing invitation cards of state level functions/swearing-in-ceremony. Preparing labels & seat marking for VVIPs / VIPs for State level function.

k) UDC's

Services matters including maintaining of personal files/ department files. Putting up all proposals as regards recruitment of advertisement, etc. keeping of records of books, publication, bills, etc.