



GOVERNMENT OF ASSAM

**Office of the Sub Divisional Information and Public Relations Officer**  
Maibang, North Cachar Hills

---

**SUO MOTU DISCLOSURE UNDER SECTION 4 (1) b**

**i. The Particulars of its Organisation, function and duties**

**Introduction**

The Department of Information and Public Relations which is popularly known as JANASANYOG has been working as the mouthpiece of the Government to reach to the people and to inform the Government regarding the public opinion. Actually, it has been the catalyst agent in regards to decimating the official news such as press releases, messages, news with close focusing on day to day happenings, developments taking place, policies and programmes of the Government. In one word, the Department is the linkage between the Government machinery and the people.

**Administrative Set-up of the Department**

The following administrative Establishments of the Department of Information and Public Relations are in existence in North Cachar Hills to administer, supervise and look after the day to day activities of the Department.

**1. Office of the Additional Director of Information and Public Relations (Hills), Assam, Haflong**

The office is situated at Upper Bageter and was established in the early eighties as the Zonal Head of North Cachar Hills and Karbi Anglong District for looking after the implementation of departmental activities. At that time, the responsibility of the office was planning, budgetary works and administrative works for both the Hill Districts of Assam. Later on as per MoU agreement in the year 1996, this office becomes the Zonal Head of the Department in N C Hills and in respect of the Karbi Anglong District, this office only controls the Non Salary Components under the Non Plan Sector.

**2. Office of the District Information and Public Relations Officer (DIPRO), Haflong**

District Information and Public Relations Officer (DIPRO) is responsible for implementation of the objectives of the Department in the District. The office was established in the year and the office is situated at the Old Dak Bungalow Building at Haflong in the office campus of Deputy Commissioner.

**3. Office of the Sub Divisional Information and Public Relations Officer (SDIPRO), Maibang**

At the Sub-Divisional level the responsibility is lying with the Sub Divisional Information and Public Relations Officer (SDIPRO). The office was established in the year 1993 and is situated in a rented house at Maibang.

## **The main activities & functions of the Department are**

The Department has earmarked specific works to various wings so that it worked like a well-oiled machinery. The clear-cut division of work facilitates smooth functioning of the department.

- The Department of Information and Public Relations which is popularly known as JANASANYOG has been working as the mouthpiece of the Government to reach to the people and to inform the Government regarding the public opinion. The Department is the linkage between the Government machinery and the people.
- 
- Dissemination of news, features and articles regarding developmental schemes, relief, disaster, law and order and other programmes through print and electronic media, photo and Video documentation of all important events, publication of posters, books, Newsletter, production of TV quickies and CDs, have been regularly done for ensuring greater public awareness about Council's and Govt's efforts for peace, progress and harmony. The Department is also providing Cinema Slides on various awareness topics regularly to the local Cinema Halls for screening.
- Conducted Press Tours to highlight the developmental activities, innovative initiatives and policies of N C Hills Autonomous Council.
- Public Address System has been regularly provided to all Govt. meetings, seminars, field programmes and functions. Public Address System has been also provided free of cost to non Govt. programmes other than the religious and political nature.
- Field publicity activities have been maintained to ensure positive public opinion for smooth implementation of welfare and developmental schemes.
- The Department of Information & Public Relations has been making all - out efforts to popularize the development schemes, plans and policies of the North Cachar Hills Autonomous Council and the State Government and for enlisting people's constructive co-operation in their successful implementation.
- The Department has been constantly endeavouring to forge greater progressive unity and harmony among all communities and all sections of people of N C Hills through sustained and subtle use of all modes of PR exercises.
- The Media has been playing a pivotal role in successfully backing and supplementing the Council's efforts for peace and progress in the District by moulding public opinion against the terror and violence through sustained and well-coordinated exercises of the Department.
- The Fixed Loud Speaker System (FLS) of the Department of Information and Public Relations is one of the direct media through which the Government can reach to the general people. Any kind of information and notices which has public utility can be transmitted easily and directly to the people. So, the installation of FLS System at Haflong and Maibang not only brings the administration closer to the people but also helps in proper maintenance of law and order situation.

## **ii. The Powers and duties of its Officer and employees:**

- The Additional Director of Information and Public Relations (Hills), Assam, Haflong, who is the Zonal Head of the Department in N C Hills is to administer, supervise and look after the day to day activities of the Department. The responsibility of the office is for planning, budgetary works and administrative works for N C Hills District of Assam.
- District and Sub-divisional Information and Public Relations Officers are entrusted to function as ear and voice of the Government in the field level. These officers frequently organize various exercises to generate and mould public opinion in support of the policies of the Government through means of audio visual media etc.
- District and Sub-divisional Information and Public Relations Officers also have the responsibility of preparing Speeches, Messages etc. for VIPs on all the important occasions. Moreover, coverage of Government functions and VIP programmes are also done by them.
- The DIPRO and SDIPRO functions 365 days throughout the year and prepares, handles and disseminate official news backed by photographs, where necessary to the print and electronic media. Clarification etc. against faulty news and views published in the media are issued by them.

**iii. The procedure followed in the decision making process, including channels of supervision and accountability:**

The office is under the Administrative control of the N C Hills Autonomous Council and all the staffs are under its control and deputed by the State government. As per the Government guidelines and as per the approval and recommendation of the N C Hills Autonomous Council the decision making process is done.

**iv. The norms set by it for the discharge of its functions**

As per the prescribed Government norms the officer is discharging its functions.

**v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function**

All the related rules, regulations, instructions, manuals and records are kept in respective file for use and guidance of the officers and staffs.

**vi. A statement of the categories of documents that are held by it or under its control.**

Sl. No.	Categories of Documents
1.	Personal Files
2.	Fund Files & Register
3.	Registers for head-wise expenditure
4.	GPF & Challan Register
5.	Stock Registers
6.	Cash Book
7.	Cheque Book Register
8.	Voucher File
9.	Bill Register
10.	Diary/Dispatch Register
11.	Cheque Issue & Receipt Register
12.	Transit Register
13.	Contingency Register
14.	FLS Announcement Register
15.	File, Note Register
16.	Leave Register
17.	Office Order Register
18.	Acquaintance Roll
19.	TA Bill Register

**vii. The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

No such arrangements exist.

**viii. A statement of the boards, council, committees and other bodies consisting of two or more persons constitute as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

No such boards, council, committees and other bodies exist.

**ix. A directory of its officers and employees**

In Annexure I

x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

In Annexure II

xi. The budget allocated in each of its agencies indicating the particulars of all plans proposed expenditures and reports on disbursements made

In Annexure III

xii. The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes.

Not Applicable

xiii. Particulars of recipients of concessions, permits or authorizations granted by it.

Not Applicable

xiv. Details in respect of the information available to or held by it reduced in an electronic form

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	CD on N C Hills	The Land People and Culture of N C Hills	Yes	Yes, available on the website <a href="http://www.diprnchills.gov.in">www.diprnchills.gov.in</a>

xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Sl. No.	Facility	Description (Location of facility/names etc.)	Details of Information made available
1	Notice Board	Notice Board at Office	Notice, office orders, Tender Notice, Advertisements & Programme Details
2	News Paper Reports	At DIPRO Office	Positive news, negative news appeared in the News papers in respect of all activities in the District. Success stories on different activities. News reports pertaining to programmes/ meetings addressed by VIPs/ Press Releases etc.  What is reported in the Print Media concerning the District and the functioning of the Government is constantly monitored and Clippings of news and views are regularly made available to concerned officials.
3	Information Centre	In all the offices	Information Centers are there at ADIPR (H), DIPRO and SDIPRO offices with sufficient books and reference materials which are meant for both discerning and general ones interested to know the various facts of the District.
4	Public Information	Through Radio, TV & News Paper	News and advertisement through Radio, TV and News papers.
5	Public Announcement	Through Fixed Loud Speaker System at DIPRO and SDIPRO Office	The Fixed Loud Speaker System (FLS) of the Department is one of the direct media through which any kind of information and notices which has public utility is regularly transmitted easily and directly to the people.
6	News	AIR News through FLS System	Telecasting of AIR Assamese news is done every evening.
7	Press Liaison		The DIPRO and SDIPRO functions 365 days throughout the year and prepares, handles and disseminate official news backed by photographs. where necessary to the print and electronic media. Clarification etc. against faulty news and views published in the media are issued by them which also have the responsibility of preparing Speeches, Messages etc. for VIPs on all the important occasions. Moreover, coverage of Government functions and VIP programmes are also done by this Section.
8	Publications	a. Monthly Bi-Lingual News Bulletin "Hasao Bublin" in English and Dimasa b. Yearly "N C Hills Teleguide" c. Various Books, Brochures, Posters, Leaflets and Post Cards	Information regarding all types of developmental activities in the district etc.  Telephone Directory of N C Hills  Highlighting the District of N C Hills
9	Departmental Website		"A to Z" information on N C Hills
10	Photograph	Information Centre at DIPRO office	The Department has to photograph almost all important official functions. These are distributed for publication in mass media. Digital Photo Documentation of all activities in the District
11	Display Board	Information Centre at DIPRO and SDIPRO office	Displayed the photographs on the land and people of N C Hills prominently

**xvi. The names, designation of other particulars of the Public Information Officers.**

**List of the Assistant Public Information Officer**

Sl. No.	Name & Designation of Officer designated as APIO	Postal Address	Telephone No./ Mobile No.	E. Mail Address	Demarcation of Area/ Activities, if more than one APIO is there
1	Shri Wangneikambe Jeme UDA, Office of the SDIPRO, Maibang	Office of the SDIPRO, Maibang, N C Hills	99572-17531	NIL	

**List of the Public Information Officer**

Sl. No.	Name & Designation of Officer designated as PIO	Postal Address	Telephone No.	E. Mail Address	Demarcation of Area/ Activities, if more than one APIO is there
1	Zahid Ahmed Tapadar Sub Divisional Information and Public Relations officer, Maibang	Office of the SDIPRO Maibang N C Hills	03673-239214 94350-77630	dipro-nch-as @nic.in	Maibang Sub Division

**First Appellate Authority in the Department**

Sl. No.	Name & Designation of Officer designated as First Appellate Authority	Postal Address	Telephone No.	E. Mail Address	Demarcation of Area/ Activities, if more than one Appellate Authority is there
1	Shri Dinesh Chandra Deka Director, Information and Public Relations, Assam Dispur, Last Gate, Guwahati-6	Director, Information and Public Relations, Assam Dispur, Guwahati-6	0361-2262830	janasanyog@assam.nic.in	

**xvii. Such other information as may be prescribed and thereafter update this publications every year.**

Updates are done every year

Sub Divisional Information & Public Relations Officer  
Maibang, N C Hills

**FORMAT I**

**Suo Motu Disclosure under Section 4(1)(b)**

REPORTING YEAR : 2008

Sl. No.	Department	No. of Public Authorities	No. of Public Authorities which published the 17 Manuals under Section 4(1)(b)	No. of Public Authorities which updated the 17 Manuals during the year	No. of Public Authorities which displayed the 17 Manuals Online
(1)	(2)	(3)	(4)	(5)	(6)
1	Information and Public Relations	1	1	1	1

**FORMAT II**

**Designation of PIOs/APIOs and Appellate Officers**

Sl. No.	Department	No. of Public Authorities	No. of Public Information Officers Designated	No. of Assistant Public Information Officers Designated	No. of Appellate Officers Designated
(1)	(2)	(3)	(4)	(5)	(6)
1	Information and Public Relations	1	1	1	1

**FORMAT III**

**DISPOSAL OF INFORMATION REQUESTS BY PUBLIC INFORMATION OFFICERS**

REPORTING YEAR: 2008

Name of Deptt.	No. of Requests Pending at end of Last Year	No. of Requests Received during the year	Total No. Requests	No. of Requests Disposed	No. of Requests Rejected	No. of Requests deemed to be Refused:2(2)	% of Cases Access to Information Denied.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Information and Public Relations	NIL	NIL	NIL	NIL	NIL	NIL	NIL

Sub Divisional Information & Public Relations Officer  
Maibang, N C Hills

**FORMAT IV**

**INFORMATION REQUESTS REJECTED BY PUBLIC INFORMATION OFFICERS**

REPORTING YEAR : 2008

Name of Department.	Total No. of Requests Rejected	No. of Requests Rejected Section 8	No. of Requests Rejected Section 9	No. of Requests Rejected Section 11	No. of Requests Rejected Section 24	No. of Requests Rejected other Sections
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Information and Public Relations	NIL	NIL	NIL	NIL	NIL	NIL

**FORMAT V**

**DISPOSAL OF FIRST APPEALS BY DESIGNATED APPELLATE OFFICERS**

REPORTING YEAR: 2008

Name of Deptt.	No. of First Appeals Pending with Appellate Officers	No. of First Appeals preferred during the year	Total No. First Appeals with Appellate Officers	No. of First Appeals Disposed	No. of First Appeals Rejected	% of First Appeals Rejected	No. of First Appeals pending for more than 45 days.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Information and Public Relations	NIL	NIL	NIL	NIL	NIL	NIL	NIL

**FORMAT-VI**

**Summary of cost, fees, & charges collected.**

REPORTING YEAR: 2008

Name of Deptt.	Cost collected Section 4 (4)	Fee collected Section (1)	Fee collected Section 7(1)	Fee collected Section 7(2)	Other charges Collected (specify)	Total Collected
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Information and Public Relations	NIL	NIL	NIL	NIL	NIL	NIL

Sub Divisional Information & Public Relations Officer  
Maibang, N C Hills

## FORMAT-VII

Significant initiative taken by Government/public authorities in SUO MOTU Disclosure  
REPORTING YEAR: 2008

Name of Deptt.	Key initiatives undertaken during the year
Information and Public Relations	Publication of Suo Motu Discloser

- N.B. (1) Name of the web site should be clearly indicated in this regard  
(2) A copy of the SOU MOTU disclosure on 17 points should be enclosed by each of the public authorities.

## FORMAT -VIII

Significant initiatives taken by Government/public authorities to implement the RTI Training, & Awareness building programme.

REPORTING YEAR: 2008

Department	No. of PIOs/ APUIOs/Other Officials trained	No. of CSO/ NGO/Citizen Group/Public Representative Trained.	Awareness Building Activities undertaken.
Information and Public Relations	1	Nil	Awareness was done through FLS System

- N.B.(1) Awareness Building Activities Undertaken mean workshops/Meetings/Seminars/Awareness campaign/Songs/Dramas etc. for creating awareness amongst the public.  
(2) Please also mention if any awareness activities were undertaken in rural and backward areas.

Sub Divisional Information & Public Relations Officer  
Maibang, N C Hills