

<b>MANUAL - 1</b>		
<b>PARTICULARS OF ORGANISATION, FUNCTIONS &amp; DUTIES</b>		
<b>[Section 4(1)(b)(i)]</b>		
<b>1.</b>	<b>Aims and Objectives of the organization</b>	The Information and Public Relations Department serves as a link between people and the Government. This department not only informs the public on the plans, policies and programmes of the Government, but also endeavors to ensure people's participation in the successful implementation of different developmental programmes. To implement these programmes and to make them people-oriented, this Department also functions at District and Sub-divisional levels.
<b>2.</b>	<b>Mission / Vision</b>	In its mission to inform, educate and entertain the people, the Information and Public Relations Department acts as a catalyst of change. Disseminating information and gathering feedback on the implementation of developmental programmes, this department attempts to improve the standard of living of the target public by assessing their information needs and undertaking simultaneously a plan of action. This department also seeks to elicit public co-operation towards the process of development.
<b>3.</b>	<b>Brief history &amp; background of its establishment</b>	The Department was created originally as a part of the Home Department and was named as Home (Public Relations) Department. Subsequently it was separated from the Home Department on the 8 <sup>th</sup> July, 1978 and started functioning as an independent Department of the State Government in the name of Information & Public Relations Department.
<b>4.</b>	<b>Organization Charts</b>	Organisational Charts ( <i>File : ORG_CHART.doc</i> )
<b>5.</b>	<b>Allocation of Business</b>	As delineated in the Orissa Government RULES OF BUSINESS including instructions of General Administration Department from time to time.
<b>6.</b>	<b>Duties to be performed to achieve the mission</b>	Applying print, electronic, folk, audio-visual and oral media the department shoulders onerous responsibility to design, develop and execute information campaigns to achieve its mission.
<b>7.</b>	<b>Details of services rendered</b>	I. PUBLICATIONS II. PRESS INFORMATION SERVICE III. T.V. NEWS PRODUCTION IV. PHOTO SERVICE V. FILM UNIT VI. COMMUNITY VIEWING SCHEME VII. AUDIO VISUAL PUBLICITY VIII. ADVERTISEMENT IX. RESEARCH, REFERENCE AND TRAINING X. FEED BACK GATHERING MECHANISM (O.T.) XI. INFORMATION CENTRE-CUM-READING ROOM XII. EXHIBITION XIII. SPECIAL CELEBRATION XIV. SONG & DRAMA <b>More ... (File : Activity.doc)</b>
<b>8.</b>	<b>Citizen's Interaction</b>	Involving target public, this department executes participatory information programmes in the field.
<b>9.</b>	<b>Postal address of the main office, attached/subordinate office/Field units</b>	<u>Main office Address</u> : Lokasampark Bhawan" Information & Public Relations Department,Unit-5 Bhubaneswar-751001,Orissa <b>MORE... (File : Off_Add.doc)</b>

10.	<b>Map of Office Location</b>	Sketch of Location (File : ipr-map.psd)
11.	<b>Working hours both for office and public</b>	10 A.M. to 5 P.M.
12.	<b>Public Interaction</b>	While organizing interactive programmes, the officers of the Department at the field level involves the public in all types of oral communication approaches.
13.	<b>Grievance Redress Mechanism</b>	<p><b>Minister :</b> Monday to Thursday : 10.30 AM to 12.30 PM on working days only.</p> <p><b>Secretary:</b> Wednesday &amp; Saturday at 4 PM to 5 PM on working days only.</p> <p><b>Director:</b> Every Saturday 4 PM. to 5 PM on working days only.</p>