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**OFFICE OF THE
DIRECTOR GENERAL PUBLIC RELATIONS
INFORMATION DEPARTMENT
GOVERNMENT OF SINDH**

96, SINDH SECRETARIAT 4B, KARACHI.

Karachi, the Dated 12th June, 2023

Compliance of Section 6

PROACTIVE DISCLOSURE INFORMATION DEPARTMENT, GOVT. OF SINDH DIRECTORATE GENERAL PUBLIC RELATIONS SINDH (HEAD OF ATTACHED DEPARTMENT)

& DIRECTORATE @ HQ AND DIVISIONAL DIRECTORS/ DISTRICT OFFICES.

Information under section 6 (a) to (o) is as under:-

a)	Organization, function and duties.	<p>ORGANOGRAM OF INFORMATION DEPARTMENT, GOVERNMENT OF SINDH.</p> <ul style="list-style-type: none">• The Information Department is custodian and manager of publicity related activities of Government of Sindh. This Department works round-the-clock to bridge the gap between Government of Sindh and masses by disseminating timely information through print, electronic and social media.• Information Department not only monitors the public issues, problems, and requirements of common man but also keeps aware the Departments concerned of the same appearing in press.• Information Department highlights activities of Governor Sindh, Chief Minister, Ministers, Advisors and all government Departments/functionaries through media by issuing handouts and arranging press conferences/ briefings while its other prime responsibilities include the publication of all government and semi government advertisements in the press under "Sindh Government Advertisement Policy 2015" approved by the Sindh Cabinet.• The Secretary to Government of Sindh is the administrative head of the Department while Director General Public Relations is Head of attached Department. The attach Department comprises of (12) Directorates at Headquarter, 5 Divisional
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		Directorates and 18 District Offices through the Province.
b)	Powers and Functions of its Officers and Employees.	Job description of officers of the Information Department is updated under the heading “Job Descriptions and Powers”.
c)	Norms and criteria set by it for the discharge of its daily functions.	Every Officer shall discharge their daily duties/ functions as per the Job Descriptions assigned to each officer.
d)	Rules, regulations, notifications, circulars, instructions and other legal instruments being enforced, issued or used by it or being used by its employees in the discharge of its functions.	<ul style="list-style-type: none"> a) The Sindh Transparency & Right to Information Act, 2016. b) Rules of the Sindh Information Commission (Conduct of Business) Rules, 2020. c) Accreditation Card Policy 2010. d) The Press & Books Ordinance, 2001. e) Advertisement Policy, 2021. f) The Sindh Protection of Journalist & Other Media Practitioners Act, 2021. g) The Sindh Protection of Journalist & Other Media Practitioners Rules, 2021. h) Grant-in-Aid/ Financial Assistance Policy/ SOP etc. i) Cinematography Act (Directorate of Films of this Department) j) Dramatic /Censorship Act (Directorate of Films of this Department) k) PEMRA Act, 2001. l) Departmental Recruitment Rules Notified in the year 1994, 1996, 2006, 2008, 2012 and 2020.
e)	Statement of categories of information that are under its control.	<ul style="list-style-type: none"> 1) Mass Awareness through print, electronic and social media. 2) Issuance of Accreditation Cards to working Journalists/ Free Lance Journalists. 3) Annual Grant in Aid/ Financial Assistance to individual Journalists, Journalists Associations, Press Clubs/ Journalists Bodies. 4) Monitor TV Channels for any positive (coverage)/ adverse news and hate contents for taking immediate action by the quarters concerned. 5) NOCs for holding of Stage Shows/ Plays/ Dramas/ Variety shows, Musical Concert/ Programmes throughout province. 6) Prepare documentaries, short video clips to highlight various Government activities. Endeavours for the benefit of masses. 7) Ensure implementation of Press, Newspapers, News Agencies and Books Registration Ordinance, 2002. 8) N.O.Cs of names for new publications and newspapers. 9) Implement cancellation of declaration order by various Deputy Commissioners.

		10) Seek feedback from general public about the policies and activities of the government on various social media / digital media platforms.
f)	Description of its decision making processes.	Any policy/ administrative decision would be taken through a process as defined in Sindh Government Rules of Business 1986 as update time to time. The matter routed through Proper Channel through head of attached department Director General (PR)s Sindh an Officer of (BS-20) to Secretary Information/ Minister as required for necessary approval and after seeking proper approval decision have been taken accordingly as required.
g)	Details of all its administrative and developmental decisions.	An agreement signed between National Telecommunication Company (NTC), Govt. of Pakistan for monitoring of Electronic and Social Media platforms at large for official purpose.
h)	Directory of its officers and employees with their qualifications and respective remuneration perks and privileges.	a) Telephone Director of Officers. b) List of Officers (BS-16 to 20) and their salaries. c) List of employees (BS-01-15) and their salaries.
i)	Budget including details of all proposed and actual expenditures	<ul style="list-style-type: none"> List of expeditioners operational/ administrative nature during the financial year 2022-23. List of expenditures Development port-folio financial year 2022-23. Budget Book 2023-24.
j)	Manner of execution of subsidy/ programme.	a) Grant-in-Aid/ Financial Assistance Policy/ SOP etc. b) Scrutiny Committee Notifications for grant in Aid/Financial Assistance to individual Journalists/Press Clubs, Journalist Associations/ Bodies etc.
k)	Full particulars of the recipients of concessions, permits or authorizations granted by it.	List of Grant-in-Aid/ Financial Assistance provided to individual various journalists, Journalists Associations, Press Clubs/ Bodies etc during financial year 2022-23 with their names/ Fathers names, CNIC, organisations cheque numbers and amount/ granted/ paid.
l)	Facilities available with the public body for obtaining information held by it.	Anyone can apply in writing mentioned therein his complete particulars and copy of CNIC and Cell number in his / her use which must be in his / her name for information which he / she intends to seek from this department.
m)	Complete particulars of its public information officers.	Mr. Akhtar Ali Surhio Director Information (BS-19) HQ, Karachi Contact Number Cell# 0300-2574322 Landline 021-9920
n)	Any other information as may be prescribed.	NIL
o)	Maintenance of record in respect of applications received and actions taken thereto:	The Designated Officer/ officials shall maintain the record and the action taken thereto.