

NORTHERN RAILWAY

No. 100-PR/15/2022

Dated: 1.04.2022

Duty List of Public Relations Ministerial Staff

Shri Praveen Kumar, COS./Incharge

1. Shri Praveen Kumar, CO. S. will function as CO.S/Incharge of Ministerial department.
2. Checking and processing the advertising bills.
3. Maintaining the upto date records of expenditure figures related with incurrence of the expenditure on account of display, tender and important notices in the newspapers and also be business given to each advtg. Agency for Railway Board/Parliament Questions.
 - (i) Language wise
 - (ii) Newspaper wise for information of the Railway Board & reply to Parliament Questions and for routine information of CPRO. The figures will have to be put up to officers through CPI after every fortnigh/month or as and when required. CPIs will provide details information/data for Railway Board/Parliament Questions.
4. Maintenance of files and liaisoning with regards to Empanelment of Advertising Agencies.
5. Correspondence of general maintenance of PR Office.
6. Proposal for holding exhibitions, inviting tenders/rate quotations for designing and printing of publicity material, checking and processing of bills thereof and closing the file.
7. All cases related with upgrading/maintenance (House keeping) of PR Office premises.
8. Empanelment of newspapers, magazines & periodicals etc. for releasing of advertisements.
9. He will be responsible for maintenance of the list of daily newspaper empanelled with N.Rly. and also exercise strict checks of the documents submitted by the newspapers for empanelment. He will check up that the DAVP rates as claimed by the newspaper/documents given in support of the DAVP rates as correct and cross check the same with website of the Directorate of the Auto & Visual Publicity and ensure that the claim of the newspaper in respect of the DAVP rate is correct. He will also ensure to properly check up the copies of newspapers submitted for verification and

detail out the discrepancy, if any noticed. The RNI registration certificate, the detailed breakup of the circulation of the newspapers in each area and also cross check/tally the advertisement published in the voucher can be attached and the photocopy of the Release Orders attached with the application as that the paper is being permitted with the other organization also.

10. On the occasion of organizing a ceremonial function, he will be responsible for check up of the bills of the taxis on hire charges without any delay. He will also exercise checks and process the bills pertaining to purchase of press kit for media persons for ceremonial function and also for conducted press tour and other bills bills related to press conference and ceremonial function.
11. Collecting information from concerned deptts. for reply to audit objection.
12. General administration, Personal and Establishment matters.
13. Preparation of budget for PR office, timely action for August review of PR office budget, appropriation of PR Office budget and maintenance of the details of the expenditure incurred by PR Office including expenditure on advertising (classified/display ads.), ceremonial function and other publicity campaign, details of expenditure will be supplied by CPI concerned.
14. Maintenance of Hospitality/Office Imprest, processing the related bills and recoupment.
15. Files relating to SOP and related matters.
16. Any official work as assigned by the PROs and the CPRO in the administrative interest.

Smt. Anupama, O.S.

1. Establishment cases of officers, Class III & IV employees of Public Relations account, medical I/cards, staff attendance register.
2. Files pertaining to staff office awards and their pay orders etc.
3. Issuance of Passes (Duty, Privilege)/PTO, Kit Pass and MST related correspondence.
4. To maintain the inventory register of all the files available in the PR Office and with entries of their dispatch to particulars deptts. & return back to the office with their dates.
5. General administration, personal and establishment cases of Class III & IV employees including officers of P.R. Office's posting, transfer, promotion, deputation, selection, TA bills, leave account, medical I/cards, staff attendance register and issuance of Free Parking labels to media persons.
6. Maintenance of the files containing important letters/circulars issued by-

- (i) Ministry of Railways
 - (ii) Northern Railway HQs office
 - (iii) Divisional HQs
 - (iv) Other deptts. of Northern Railway, Central and State Govt. PSUs etc.
7. To maintain the index register to open new case file of the P.R. Office.
 8. Maintain all files containing Office Orders issued/circulated from time to time and also maintenance of files related to Misc. nature work.
 9. Smt. Anupama, O.S., will ensure to complete and put up the pending bills of small publications, periodicals, magazines, etc. for the period 2007 to 2013. Position will be put up to PRO/P-IV at the week end.
 10. Any official work as assigned by the PROs and the CPRO in the administrative interest.
 11. All files will be put up to concerned officer through Sh. Praveen Kumar, COS./Incharge.

Shri S.K. Philip, O.S.

1. Checking and processing the advertising bills.
2. Maintenance of tool & plants ledger and its timely updation. He will also ensure that the items pertaining to Tools & Plants register are available in the office, sent to railway stores for disposal.
3. Procurement of T&P stock items and non-stock T&P items and procurement of C.P. items. He will keep the files pertaining to T&P stock items, non-stock T&P items and procurement of C&P items readily available and apprised their officers concerned every week.
4. Processing of cases for procurement of material from stores/local purchase office.
5. Procurement of furniture and maintenance thereof.
6. Procurement of cartridges and consumable items for computers, Scanner, telephones, Photostat machine, FAX machine and Maintenance & AMC thereof under supervision of Shri Kultar Singh.
7. Process of cases for procurement of material from stores/local purchase office.
8. Disposal of old newspapers and hawkers/cable bills.
- 9.. Checking and processing bills related to Photocopy machine and all items procured through CMM. Making indent for procurement of all items through CMM and correspondence thereof.

10. Immediate necessary action to liquidate small kinds of problems/technical faults related to computer and hardware equipments, networking & printers etc.
11. All works related to hiring of office vehicles and billing etc.
12. Maintenance of the CUG file and processing of cases thereof.
13. Any official work as assigned by the PROs and the CPRO in the administrative interest.
14. All files will be put up to concerned officer through Sh. Praveen Kumar, O.S./Incharge.

Sh. Anil Chattri –Chief Photographer

1. Incharge of Photo section.
2. He will ensure all the photography /videography coverage of all major/minor ceremonial events and also ideal photography.
3. Procurement related to photography goods/tools/articles etc.



Chief Public Relations Officer

A handwritten signature in blue ink, likely belonging to the Chief Public Relations Officer.