



**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION & PUBLICITY**

No. 958/DIP/AD(Press)/2012-13

Puducherry, dated 20.06.2013

CIRCULAR

Sub: DIP – Provision of minimum facilities to Media Representatives covering Government programmes/functions – Guidelines – Issued.

Ref: This Directorate Circular No. 6576/DIP/AD(Press)/2001 dated 15.10.2001

Planned under Nohi...

With reference to above, it is reiterated that whenever Media Representatives are invited to cover Government Programmes/Functions, some minimum facilities like seating arrangements, Drinking water, Provision of light refreshment, supply of press release etc., should be made available to them, so that they could discharge their duties without any difficulty. This has been reiterated many times by this department official who accompanies with the Media people to such Government functions/programmes being organized by various departments/agencies.

2. But, the Directorate of Information and Publicity is receiving complaints from the Media Representatives about the lack of such facilities in the Government functions/programmes causing much embarrassment to this department, as it is the nodal department for dealing with the press and other media. This has also led to adverse criticism of the Government by the press, which could be avoided if a little attention is paid by the Departments/Offices/Agencies who organize such functions/programmes.

3. All the Heads of Departments/Agencies/Corporation/Public Sector Undertakings /Societies are therefore requested to provide the following minimum facilities to the Media persons whenever they are invited to cover any functions/programmes to be organized by them, so that they could discharge their duties without any difficulty.

A. SEATING ARRANGEMENT:

Atleast 20 seats should be provided for the press in a conspicuous place so that they could cover the events without any hindrance. In order to reserve the seats, a "PRESS" tag may be tied/attached in the seats earmarked for the press. A responsible person from the host Department may look after the press people so that difficulties if any could be settled then and there.

B. PROVISION OF LIGHT REFRESHMENT:

A light refreshment may be arranged for the press people as they are made to wait to cover the programme/function. Besides this, arrangements may be made to provide drinking water whenever they require it.

C. ISSUE OF PRESS RELEASE:

A Press release containing the highlights of the Programme/function may be arranged to be released immediately soon after the function is over so that the press could project the programme/function in the correct perspective.

D. INTIMATION OF EXACT TIME OF FUNCTION/PRESS MEET:

The exact time of the function/press meet may be informed since the Media Representatives are often complaining that they are kept waiting for long time to cover the function and thereby not able to attend the other engagements in time.

4. Therefore, it is once again requested that the above guidelines may be strictly adhered to in future by all concerned so that the relationship with the press and the Government continuous to be smooth and cordial in all aspects.

/By Order of the Secretary (Information)/

K.T. Alagiri
(K.T. ALAGIRI)
DIRECTOR

To

1. All Heads of Departments/Corporations/Public Sector Undertakings/Societies, Puducherry
2. All Press/Media Associations, Puducherry

Copy Submitted to:

1. All Secretaries to Government, Puducherry
2. The District Collector, Karaikal
3. The Regional Administrator, Mahe
4. The Regional Administrator, Yanam
5. The Private Secretary to H.E. the Lt. Governor, Puducherry
6. The Private Secretary to Hon'ble Chief Minister, Puducherry
7. The Private Secretary to Chief Secretary, Puducherry

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