

Section- 4(1)(b) (ii)

The powers and duties of its officers and employees of DIPR, Manipur:

Sl. No	Designation	Power & Duties
1.	Director	Director is the Head of Department. He/she performs responsibilities for preparation of Budget Estimate, Revised Estimate, according Technical Sanction and overall Supervision and monitoring of the Department and responsible for guiding various units/ sections, managing resources and achieving departmental objectives.
2.	Additional Directors	AD is generally assists the HoD in all aspect, entrusted with the preparation of budget and all works under planning. He/she assists the Director in other administrative works from time to time.
3.	Joint Directors	Joint Directors (PR) supervises the works of publicity & public relation of the department. He/she helps Director in other Administrative Work from time to time. He/She is also responsible for overall Supervision of Departmental works.
4.	Deputy Directors	Deputy Director (HQ) is attached with the Director in the Headquarters and is responsible for administration and other works of the Directorate and also helps Director in other administrative works. Deputy Director (Press & Publication) is responsible for various works under Press & Publication Sections. At district level, they are the head of the office.
5.	Assistant Publicity Officers	Assistant Publicity Officers' role is to look and assist in any type of Press/ Publicity/ Field / Administration work for the Government/ Directorate.
6.	Manager of Publications	MP heads the Publication Section which publishes all the publications of DIPR such as Calendar, Diary, Monthly Magazine (Manipur Today), booklets, Coffee Table Book and other publications from time-to-time. The Manager of Publication also looks after translations, draft speeches of VVIPs, etc.
7.	Editor	The Editor looks after the content and edits materials for publications such as Calendar, Diary, Monthly Magazine (Manipur Today), booklets, Coffee Table Book, and other publications from time-to-time.
8.	Public Relation Officers	PROs plans publicity strategies and campaigns by writing and producing presentation and press release. PROs are attached to Governor and CM Secretariat. A PRO generally deals with

		public, press and related organizations and organizes and attends promotional events etc.
8.	District Information Officers	District Information Officers are the Heads of Office and Drawing and disbursing Officers of the District offices. They are in charge of dissemination of Government related news in the concerned district.
10.	Librarian	A Librarian is in-charge of collecting, organising and issuing library resources such as book, films and articles files. Librarian work includes issuing resources, cataloguing books and conducting regular audits ,clarify the use of library amenities and provide information about library policies, manage budgeting and planning etc. oversee the check-out process for books and other materials.
11.	Designer	Designer's role is to design display advertisements for print media and outdoor advertisements, designs tableaux on the occasion of Republic Day, display for exhibitions of various kinds.
12.	Producer(Audio-Visual)	Production of documentary films based on Government's policies, programmes, achievements etc.
13.	Stenographer	Stenographer types and takes dictation in shorthand and to transcribe it accurately. He/She is to keep an accurate list of engagement, meeting etc.
14.	Assistant Librarian	To assist the Librarian in checking-out and circulation of library materials; to assist staff in collecting, cataloguing, preparing and organizing library materials according to established policies; to maintain library records and ensure updates, to provide research and reference materials of scholars to students of colleges and university.
15.	Field Supervisor	Field Supervisor is responsible for management of files and inventory of the cinema section of DIPR. He plans and prepare schedule for all works assignment of the field staff and maintain registers.
16.	Accountant	Accountant is administering payrolls and controlling income and expenditure, auditing financial information, compiling and presenting reports, budgets and financial statements, analyzing accounts and business plans, preparing accounts and tax returns, managing colleagues, workloads and deadlines.
17.	Head Clerk	Head Clerk performs all clerical duties associated with office procedure, provide administrative assistance to Director and Deputy Director and supervise junior clerical staff. He maintain all the files and inventive of all stocks and provide training, plan and prepare roster duties etc.

18.	Upper Division Clerks	Upper Division Clerk assists the Head Clerk in day to day work of establishment/accounts, daily disposal of files of administrative and other matters put up by LDC. His/Her duties include recording, endorsing, periodical weeding of papers, daily allocation of work to LDC and supervise its completion.
19.	Office Assistant	Dealing office files, maintaining DAK, preparation of pay bills, dealing and handling of accounts matters, maintaining records of newspapers & magazine.
20.	Reporter/Information Assistant	The works of News staff are accompanying VIP/ Minister on tour for news coverage, preparation of Press Releases of Govt., Election, Assembly Sessions, Achievements, Media Liaison, Task for Tour, Announcement for Important function like Republic Day, Statehood Day and other Department functions.
21.	News Scanner	A News Scanner monitors Print Media report and makes News clippings regularly. Prepared News clippings were sent to the Ministers /HODs concerned.
22.	Announcer	The announcer conducts all the important National, State and official functions organized by the State Government.
23.	Journalist	The role of the Journalist is to prepare draft speeches for VIP/VIPs in Manipuri and English for State and National functions.
24.	Translators ( Manipuri)	A Manipuri Translator's job is to translate texts from English to Manipuri and vice versa. Besides, a Translator performs translation of Finance Minister's Budget speeches and Governor's Address during Assembly Sessions, schemes, projects, guidelines, handbook of various Government Departments both central and state Government from English to Manipuri or vice versa. They also take an active role in publication of DIPR annual publications such as Calendar, Diary, Monthly Magazine (Manipur Today), booklets, Coffee Table Book, and other publications from time-to-time.
25.	Translator( Hindi)	A Hindi Translator's primary duty is to translate Hindi to English/Manipuri of letters received from various ministries of Central Government, union ministers, NGO's etc received by the Chief Minister's Secretariat. Besides, translation of letters in Hindi from various departments under the Government of Manipur. A Hindi Translator also transcribe and transliterate speeches given in Hindi to English/ Manipuri during the visits of Hindi Speaking dignitaries like Prime Minister or Union Home Minister.

26.	Translator (Dialects)	The Dialect Translators (Kabui, Thadou, Hmar, Tangkhul, Zou, Paite, Poumai, Vaiphei, Liangmai) translate government programmes/schemes from English to the concerned dialects for dissemination of the programmes/schemes to the concerned dialect speaking citizens. Translation of a Press Release for Dialect newspapers to English / Manipur and newspaper clippings in concerned dialects to English are also performed by a Dialect Translator.
27.	Artist	o assist Designer in designing of magazine covers published by the DIPR, designing of hoardings and billboards highlighting Government achievements, policies and programmes, designing of display advertisement of the Government.
28.	Film Librarian	To maintain and archiving of Award winning films and to supervise the staff of cinema section. 36. Producer- To prepare script for video documentary on Government achievements, policies and programmes by compiling video footages and press releases and to monitor video coverage of VVIPs, VIPs and other important functions.
29.	Cinema Operators & Light Assistant	Handling of movie projector and other cinema related equipment in the field publicity, multimedia campaign, handling operation and installation of PA system in State, National and other Government functions, publicity of Government announcement through PA system.
30.	Tape Recordist	Audio Recording of National & State functions, VVIPs/ VIPs programmes, assembly sessions, etc.
31.	Video Editor	Video editing of news, video documentary, special reports on Assembly Sessions, etc.
32.	Video Cameraman/Cameraman/ Movie Cameraman	Their roles are video coverage of tour programmes of VIPs, video coverage of National & State functions, election and assembly sessions. They take videos of the activities and special occasions of the State Government for making TV documentaries.
33.	Photo Technician	A Photo Technician supervises Photo Section and chalk out programmes for capturing of photographs. Maintenance of the photographic equipments and upkeep are also looked after by a Photo Technician.
34.	Photographer	Photographers accompany VIPs on tours, functions, festivals, etc. They capture photographs of VIPs attending important functions, programmes, national & State, election and assembly sessions.
35.	Dark Room Assistant	Compiling & editing of photographs submitted by photographers, archiving photographs and issuing photographs to the VIPs/ HODs concerned as per demand.

		They also issue photographs as supporting photos for related press release.
36.	Data Entry Operator	Typing of VIP speeches in English and Manipuri along with regular digital art, designing and layout of Monthly Magazine (Manipur Today), journals /publications published by the DIPR, Manipur. The DEO also uploads Press Releases and other official documents in the DIPR website and social media handles.
37.	Drivers	Transportation of officials in official duties/functions/programmes, transportation of officials and news staff in accompanying VIP/VVIPs' programme for news coverage, transportation of PA system and other equipment for State, National and other functions.
38.	Counter Attendant	Greet patrons as they come into the library and offer his/her assistance with their orders, maintain attendance register of patrons visiting the library, to man the counter of the library and issue and receipt books, newspaper etc. as well as arrangement to the library section.
34.	Group- D/ Grade-IV	Utilized as DAK Runner and assist the officers of DIPR and other superior officials & maintain cleanliness etc.