

**GREATER CHENNAI CORPORATION
PUBLIC RELATIONS OFFICE**

S.No.	Particulars	Reply
I.	The particulars of its organization , functions and duties;	<p>Public Relations Office is headed by Deputy Director/Public Relations Officer and acts as a bridge between the public and Departments and the Zonal Offices. Consolidated news regarding National disaster Precautionary measures, Public development programmes is being informed to the public by this department. This Office plays a vital role in informing the people for the activities related to Greater Chennai Corporation. Public Relations Offices analyses the grievances and bring them to the attention of the Departments and the Zonal Offices for speedy redressal.</p> <p>The Public are being informed and educated by this office about the various schemes and performances such as improvement of basic amenities, Public projects in Greater Chennai City through press releases, News Paper Advertisements, FM Channels and TV Channels and thereby enlist public Co-operation for the successful implementation of various schemes.</p> <p>The Greater Chennai Corporation related News and complaints received from the Daily News Papers are being forwarded to the Commissioner and the Deputy Commissioners as paper clippings for their reference.</p> <p>Public Complaints received through Daily newspapers and RTI applications within purview of Greater Chennai City is being forwarded to the related departments and Zonal Offices for redressal of their grievances.</p> <p>Action taken reports on complaints received from Zonal Offices and departments is being submitted as a consolidated report to Hon'ble Minister for Municipal Administration, Rural Development and Special Programme Implementation, Principal Secretary to Government MA&WS, Commissioner, Deputy Commissioner (works), and Under Secretary MA&WS.</p> <p>Complaint Petitions, Newspapers and Journals received from Public are being brought to the notice of the concerned Head of the Departments and the Zonal Officers to take necessary actions. Public petitions and requests to the concerned departments for their remedial action.</p> <p>Tender advertisements and Notice advertisements received from Departments and Zonal Offices are being published in Daily News Papers through DIPR (Directorate of Information and Public Relations). A weekly Tender bulletin (Seithi Malar) in tamil is being published and distributed to the registered contractors by this Department.</p>
II.	The powers and duties of Public Relations Officer	<p>Overall control of the Public Relations office . The Public Relation Officer is head office for Public Relation Office of Greater Chennai Corporation. He exercises general supervision and over all control of the staff and Asst. Public Relation Officer's day to day work.</p> <p>The other major duties of Public Relation Officer is</p>

		<p>forwarding the Public Complaints of paper cutting published in the all newspaper to all zonal Office and department for taking action department for redressal of public grievances. A report consisting of action taken replies on public complaints received from Zonal Office and department are being sent to Hon'ble Minister for Local Administration and urban development through this Office.</p> <p>Public Relation Officer is "Nodal Agency" for the publication of advertisement, e-tender advertisement and notices of the various departments and Zonal Office of the Greater Chennai Corporation in tender bulletin of Greater Chennai Corporation by weekly and news papers as per the Government order in force.</p>
III.	The duties of Assistant Public Relations Officer	<p>Publication of press release and publicity related to the development schemes of Greater Chennai Corporation.</p> <p>Arrangements and communication to Media about Programmes and Meeting related to GCC</p> <p>Attending awareness programmes/Meetings conducted by Commissioner and Hon'ble LA Minister related to Greater Chennai Corporation.</p> <p>To effectively propagate the ideas, ideals and policies of the Greater Chennai Corporation</p> <p>To carry information on the schemes of the Greater Chennai Corporation to the doorsteps of the people.</p> <p>To effectively use mass-media for dissemination of such information.</p> <p>Publication of periodicals for the benefit of the public, detailing of Greater Chennai Corporation scheme.</p> <p>Taking necessary action for Public Complaints received through Daily newspapers and other media and RTI applications relating to Public Relations Office, Greater Chennai Corporation.</p>
IV.	The norms set by it for the discharges of the functions;	-
V.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	-
VI.	A statement of the categories of documents that are held by it or under its control;	-
VII.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	-
VIII.	A statement of the boards, councils,	-

	committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	
IX.	A directory of its officers and employees;	-
X.	The monthly remuneration received by each of its offices and employees including the system of compensation as provided in its regulations;	-
XI.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	-
XII.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries, of such programmes;	-
XIII.	Particulars of recipients of concessions, permits or authorizations granted by it;	-
XIV.	Details in respect of the information, available to or held by it, reduced in an electronic form;	-
XV.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;	-
XVI.	The names, designation and other particulars of the public information officers;	-
XVII.	Such other information as may be prescribed; and thereafter update these publications every year;	-