

**ASSIGNED BUSINESS/SUBJECTS ALLOCATED TO**  
**MINISTRY OF INFORMATION AND BROADCASTING**  
**(Rules of Business, 1973)**

1. Policy relating to internal publicity on national matters including the administration of the provisions of the Post Office, Act, 1898, in section 5(1) (b) of the Telegraph Act, 1885, in so far as they relate to the Press
2. Broadcasting including television
3. Production of films on behalf of Government, its agencies, Government controlled Corporations, etc.
4. Press relations, including delegations of journalists and other information media
5. Provision of facilities for the development of newspapers industry
6. (i) Policy regarding government advertisement; control of advertisement and placement  
(ii) Audit of circulation of newspapers
7. Administration of the Newsprint Control Ordinance, 1971
8. National Anthem
9. Liaison and coordination with agencies and media on matters concerning government policies and activities
10. Administration of the Information Group
11. External Publicity
12. Pakistan National Centers (Defunct)
13. (i) Administration of:
  - a. Pakistan Broadcasting Corporation Act, 1973 and
  - b. Associated Press of Pakistan (Taking Over) Ordinance, 1961(ii) Matters relating to:
  - a. The Pakistan Television Corporation
  - b. The Shalimar Recording Company
14. Training facilities for Radio and Television personnel

(Cont'd...P/2)

15. Special facilities Board for selection of Press Officers for posting in Pakistan Mission abroad
16. Administration of the Newspapers Employees (Coordination of Service) Act, 1973 (LVIII of 1973)
17. National Fund for Cultural Heritage (NFCH) transferred from defunct M/o Culture vide Cabinet Division's Notification No.1-1/2011-Devolution Cell, dated 18<sup>th</sup> April, 2011.
18. Pakistan Culture and Arts Foundation Relief Fund transferred from defunct M/o Culture vide Cabinet Division's Notification No.1-1/2011-Devolution Cell, dated 18<sup>th</sup> April, 2011.
19. Central Board of Films Censor (CBFC)

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**ENTITIES**  
**MINISTRY OF INFORMATION AND BROADCASTING**

**WINGS**

1. Administration & Coordination Wing, Islamabad
2. Internal Publicity Wing, Islamabad
3. External Publicity Wing, Islamabad
4. Cyber Wing, Islamabad
5. Digital Media Wing, Islamabad

**DEPARTMENTS**

1. Directorate of Electronic Media & Publication (DEMP), Islamabad
2. Press Information Department (PID) , Islamabad
3. Central Board of Films Censor (CBFC)

**SUB-ORDINATE OFFICES**

1. Information Service Academy (ISA), Islamabad

**CORPORATIONS & COMPANIES**

1. Pakistan Television Corporation (PTVC), Islamabad
2. Pakistan Broadcasting Corporation (PBC), Islamabad
3. Associated Press of Pakistan Corporation (APPC), Islamabad
4. Shalimar Recording & Broadcasting Company (SRBC), Islamabad

**AUTHORITIES**

Pakistan Electronic Media Regulatory Authority (PEMRA), Islamabad

## **ALLIED ORGANIZATIONS**

1. Press Council of Pakistan (PCP), Islamabad
2. Audit Bureau of Circulation (ABC), Islamabad
3. Information Tribunal on Newspaper Employees (ITNE)
4. 8<sup>th</sup> Wage Board Award for Newspapers, Islamabad

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**BUSINESS DISTRIBUTION PLAN**  
**MINISTRY OF INFORMATION AND BROADCASTING**

**Additional Secretary**

- ❖ Administration and budget matters of Ministry its attached Departments and all other entities
- ❖ All policy matters relating to development projects of the PBC, PTVC, APPC, DEMP and projects.
- ❖ All matters relating to Directorate of Electronic Media and Publications, Pakistan National Centre (Defunct), Audit Bureau of Circulation, Information Service Academy, Press Information Department, Cyber/Internet Wing, External Publicity Wing,
- ❖ Implementation of the President's/Prime Minister's directives
- ❖ Implementation of the Cabinet/Government decisions
- ❖ Training under Technical Assistance Program
- ❖ Projection of vital installations (Key Points)
- ❖ Policy relating to internal and external publicity on national matters
- ❖ Broadcasting including television
- ❖ Production of films on behalf of the Government, its agencies and Government controlled Corporations etc
- ❖ Press relations including delegations of journalists and other information media
- ❖ Provision of facilities for the development of newspapers industry
- ❖ Policy regarding government advertisement, control of advertisement and placement in the Central Media List and Audit of Circulation of Newspapers
- ❖ National Anthem
- ❖ Liaison and coordination with agencies and media on matters concerning Government policies and achievements
- ❖ Matters relating to Pakistan Television Corporation, Pakistan Broadcasting Corporation and Shalimar Recording & Broadcasting Company and all other entities of the Ministry
- ❖ Matters relating to Special Selection Board for selection of Press Officers for posting in Pakistan Mission Abroad
- ❖ Matters relating to the selection of officials for posting in Pakistan's Missions Abroad

**BUSINESS DISTRIBUTION PLAN**  
**INFORMATION & BROADCASTING DIVISION**

**(ADMINISTRATION & COORDINATION WING)**

**JS (Admn&Coord.)**

- ❖ Personnel administration of the Information & Broadcasting Division
- ❖ Matters of coordination and budget including ADP and business relating to Finance Accounts and Public Accounts Committee
- ❖ Matters pertaining to Information Group
- ❖ Administrative and financial matters relating to attached departments of the I&B Division, Information Service Academy, Associated Press of Pakistan, Shalimar Recording Company, National Press Trust and Pakistan National Center (defunct)
- ❖ Domestic and international training of officers/officials of the I&B Division
- ❖ Administrative matters relating to premises of the I&B Division /security matters
- ❖ Public Sector Development Programme (PSDP)/local and foreign funded projects of all entities of the Division

**DS (Personnel)**

- ❖ Administrative matters pertaining to Information Group/other officers posted in the I&B Division
- ❖ Domestic/international training of officers of the I&B Division other than Information Group
- ❖ Service matters pertaining to non-gazetted officials (BS-7 to BS-15) in the I&B Division including External Publicity Wing, Audit Bureau of Circulation
- ❖ Domestic and international training of the officers/officials of the I&B Division
- ❖ Maintenance of confidential service record of the officers (Confidential Record Section)

<b><u>Section</u></b>	<b><u>Subjects</u></b>
Section Officer (E.I)	<ul style="list-style-type: none"> <li>❖ Administrative matters (excluding Information Group Officers) pertaining to all officers/officials including Cyber Wing of Information &amp; Broadcasting Division</li> <li>❖ All service matters including appointment, posting, transfer, promotion of officials from BS-1 to BS-16</li> <li>❖ Maintenance of confidential service records of officials of BS-1 to BS-16 of all employees of I&amp;B Division and Audit Bureau of Circulation (ABC)</li> <li>❖ Census of Central Government employees posted in the I&amp;B Division and Audit Bureau of Circulation</li> <li>❖ Matters of Pakistan Culture and Arts Foundation Relief Fund</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Matters pertaining to domestic and international training/local and foreign visits of the officers of the I&amp;B Division</li> <li>❖ Cases of advances of officers/officials of the I&amp;B Division</li> <li>❖ Matters/cases pertaining to regularization of contract/daily wages and sacked employees of I&amp;B Division and its all entities</li> <li>❖ Administrative matters of Information Service Academy &amp; Institute of Regional Studies</li> <li>❖ All matter related to Digital Media Wing</li> </ul>
Section Officer (E.II)	<ul style="list-style-type: none"> <li>❖ All matters (policy, administrative, budgetary and financial) pertaining to Press Information Department (PID), Directorate of Electronic Media &amp; Publications (DEMP) and Pakistan National Centers (PNC) (defunct)</li> <li>❖ Promotion/up-gradation cases in respect of PID, DEMP and their Regional Offices</li> <li>❖ Cases pertaining to condemnation of official vehicles of PID, DEMP and their Regional Offices</li> <li>❖ All grievances/complaint cases regarding PID, DEMP and PNC (defunct) received from President's Secretariat, Prime Minister's Office, National Assembly, WafaqiMohtasib and Members of the Parliament</li> <li>❖ Input/replies to the Parliament Business pertaining to the PID, DEMP and PNC (defunct)</li> <li>❖ Service matters/court cases/retirement cases/medical disbursement claims/hiring of residential accommodations, pertaining to officers/officials of PNC (defunct)</li> <li>❖ Release of Current Budget to following organizations: <ul style="list-style-type: none"> <li>○ PTVC (English news channel, Multan Centre)</li> <li>○ PBC</li> <li>○ APPC</li> </ul> </li> </ul>
Section Officer (Lit)	<ul style="list-style-type: none"> <li>❖ All the court cases of the Main Ministry and its organization in which secretary Information and Broadcasting is the party.</li> </ul>
Section Officer (Information Group)	<ul style="list-style-type: none"> <li>❖ All administrative matters relating to postings, transfers, promotion, seniority etc. of the officers of Information Group from BS-17 to BS-21 (excluding posting abroad)</li> <li>❖ Maintenance of confidential service record of officers from BS-17 to BS-21 of Information Group.</li> <li>❖ Maintenance of confidential service record of officers posted in I&amp;B Division (other than Information Group Officers) from BS-17 to BS-19</li> </ul>

### **DS (Coordination & Development)**

- ❖ Coordination within I&B Division and its entities and other stakeholders / Ministries / Divisions
- ❖ General administration
- ❖ Preparation, scrutiny and coordination of development/current budget of the I&B Division and its entities
- ❖ Service matters (appointment, leave, discipline, transfer etc.) of officials in Grade.1-4 in the I&B Division
- ❖ Matters pertaining to office and residential accommodations
- ❖ Administrative matters relating to premises of the Ministry/security matters
- ❖ Matters pertaining to pay/allowances/pension of the officers/officials of the I&B Division
- ❖ All PSDP projects/initiatives of the I&B Division and its entities
- ❖ Matters pertaining to CBFC, Film Policy, National Fund for Culture Heritage, Pakistan Culture Arts Foundation Relief Fund.

Section Officer (General Administration)	<ul style="list-style-type: none"> <li>❖ All matters pertaining to General Administration of I&amp;B Division</li> </ul>
Section Officer (Budget & Cash)	<ul style="list-style-type: none"> <li>❖ All budgetary and financial matters pertaining to all demands of I&amp;B Division including budgetary provisions/grants for all entities of the I&amp;B Division</li> <li>❖ Processing/liaison with AGPR and Finance Division for operationalization/execution of budget/finance matters</li> <li>❖ Focal point for coordination with Chief Finance &amp; Accounts Officer (CFAO) for convening of Departmental Accounts Committee and Public Accounts Committee</li> </ul>
Section Officer (Coordination)	<ul style="list-style-type: none"> <li>❖ Coordination within Wings and entities of I&amp;B Division</li> <li>❖ Matters requiring coordination with the other Ministries/Divisions</li> <li>❖ Collection, circulation, consolidation of information requiring consultation and coordination</li> <li>❖ Issuance of official/security passes to all officers/officials of the I&amp;B Division</li> <li>❖ Processing and issuance of passports under the policy</li> <li>❖ Issuance of all administrative circulars</li> <li>❖ Vigilance/security measures in collaboration with the Cabinet Division/Cabinet Block</li> <li>❖ Hiring of residential accommodation of officers/officials of I&amp;B Division including all Wings and Audit Bureau of Circulation</li> <li>❖ Billing of Digital Media Wing</li> </ul>



Assistant Chief (Development)	<ul style="list-style-type: none"><li>❖ Processing and submission of all PC-Is of projects pertaining to main Ministry and all its entities</li><li>❖ Liaison/coordination for PSDP allocation, releases, implementation and progress reporting with the Ministry of Planning and Development/Finance Division and other stakeholders</li><li>❖ Periodical reviews in terms of financial and physical progress on each project included in the PSDP programme</li><li>❖ Processing of Cash/Work Plans for submission to the Ministry of Planning and Development for all PSDP projects of the Ministry and its entities through online Project Management and Evaluation System (PMES)</li><li>❖ Matters of CBFC &amp; Film Policy</li></ul>
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## BUSINESS DISTRIBUTION PLAN

### MINISTRY OF INFORMATION AND BROADCASTING

#### INTERNAL PUBLICITY WING

<b>Director General</b>	
<b>Director (Media)</b>	
<u>Section</u>	<u>Subjects</u>
Deputy Director (TV Section)	<ul style="list-style-type: none"><li>❖ Administrative/policy matters of the following:<ul style="list-style-type: none"><li>• Pakistan Television Corporation (PTVC)</li><li>• Pakistan Electronic Media Regulatory Authority (PEMRA)</li></ul></li></ul>
Deputy Director (PBC Section)	<ul style="list-style-type: none"><li>❖ All administrative matters pertaining to Pakistan Broadcasting Corporation (PBC) including court cases</li><li>❖ Administrative/policy matters pertaining to Institute of Regional Studies including court cases</li></ul>
<b>Director (Press)</b>	
Deputy Director (Press)	<ul style="list-style-type: none"><li>❖</li></ul>
Assistant Director (Press-I Section)	<ul style="list-style-type: none"><li>❖ Redressal of grievances of journalists and advertising agencies</li><li>❖ Policy/Financial assistance/supplementary grants for journalists, Press Clubs and News Agencies</li><li>❖ Print media related court cases</li><li>❖ Cases of fixation of advertisement rates of newspaper/periodicals</li><li>❖ Issues related to APNS/CPNE</li><li>❖ Implementation of President, Prime Minister and Cabinet's directives</li></ul>
Assistant Director (Press-II)	<ul style="list-style-type: none"><li>❖ All matters i.e policy/administration, pertaining to Associated Press of Pakistan (APPC) including court cases</li><li>❖ All matters pertaining to Shalimar Recording and Broadcasting Company (SRBC) including court cases</li><li>❖ Directorate of Electronic Media and Publications (DEMP)</li><li>❖ Constitution of 8<sup>th</sup> Wage Board Award</li></ul>

<p>Assistant Director (Press-III)</p>	<ul style="list-style-type: none"> <li>❖ Cases for inclusion in the Central Media List (CML)</li> <li>❖ Administrative/policy matters of Press Council of Pakistan (PCP) and related court cases</li> <li>❖ Administrative/budget matters of Implementation Tribunal for Newspapers' Employees (ITNE) and the related court cases</li> <li>❖ Domestic and foreign training (professional officers belonging to PTVC, PBC, APPC, SR, etc.) (Cont'd.....P/2)</li> <li>❖ Cases for civil awards in respect of media personnel including artists and journalists</li> <li>❖ Coordinate participation of representatives of the Ministry and related organizations in the international conferences</li> <li>❖ President/Prime Minister's messages to Newspapers/Periodicals</li> <li>❖ All internal publicity matters/campaigns (print &amp; electronic)</li> </ul>
<p><b>Director (Audit Bureau of Circulation)</b></p> <ul style="list-style-type: none"> <li>❖ Performance of circulation audit</li> <li>❖ Certification of net paid circulation required by all the newspapers/periodicals for enlistment on Central Media List, fixation of public sector advertisement rates, entitlement for public sector advertisement</li> </ul>	
<p>Deputy Director (ABC-I)</p>	<ul style="list-style-type: none"> <li>❖ Functions of Audit Bureau of Circulation at Headquarters</li> </ul>
<p>Deputy Director (ABC-II)</p>	<ul style="list-style-type: none"> <li>❖ Functions of Audit Bureau of Circulation at Headquarters</li> </ul>
<p>Assistant Director (Karachi)</p>	<ul style="list-style-type: none"> <li>❖ Functions of Audit Bureau of Circulation at Karachi Region</li> </ul>
<p>Assistant Director (Lahore)</p>	<ul style="list-style-type: none"> <li>❖ Functions of Audit Bureau of Circulation at Lahore Region</li> </ul>
<p>Assistant Director (Islamabad)</p>	<ul style="list-style-type: none"> <li>❖ Functions of Audit Bureau of Circulation at Islamabad Region</li> </ul>
<p><b>Deputy Director Counsel</b></p>	
<p>Counsel Section</p>	<ul style="list-style-type: none"> <li>❖ Parliament business of M/o IB&amp;NH and its entities</li> <li>❖ Input/coordination for meetings of Standing Committees of the National Assembly and the Senate</li> <li>❖ Submission of replies/briefs pertaining to the Parliament business</li> <li>❖ In-house briefing on the Parliament business to the Secretary and Minister for M/o IB&amp;NH</li> <li>❖ Coordination with the Parliaments</li> </ul>

# **BUSINESS DISTRIBUTION PLAN**

## **MINISTRY OF INFORMATION AND BROADCASTING**

### **EXTERNAL PUBLICITY WING**

#### **Director General**

- ❖ Building Pakistan's image within and outside the country
- ❖ Obtain sympathetic understanding of government's policies in opinion making circles
- ❖ Build relations with foreign media
- ❖ Arrange foreign media interactions of President, Prime Minister, Federal Ministers, higher officials
- ❖ Arrange media coverage of Pakistan's political leadership and important personalities during their visit abroad
- ❖ Manage media coverage of visiting foreign dignitaries
- ❖ Arrange/coordinate media related international workshops, conferences
- ❖ Coordinate MOUs/bilateral agreements
- ❖ Facilitate Pak-based foreign journalists- visas, accreditation cards etc.
- ❖ Issuance of NOCs for placing public sector advertisements in foreign media
- ❖ Monitor foreign media and provide feedback for policy making
- ❖ Counter negative reports in print, electronic and social media
- ❖ Liaise with foreign media teams for production of documentaries on Pakistan.

#### **Director-I**

<b><u>Section</u></b>	<b><u>Subjects</u></b>
Deputy Director (America)	❖ Matters pertaining to America and allied issues
Deputy Director (Far East)	❖ Matters pertaining to America and allied issues
Assistant Director (America-I)	❖ Matters pertaining to America and allied issues
Assistant Director (America-II)	❖ Matters pertaining to America and allied issues
Assistant Director (Far East-I)	❖ Matters pertaining to Far East and allied issues
Assistant Director (Far East-II)	❖ Matters pertaining to Far East and allied issues
Section Officer (EP)	❖ General administration and financial matters of EP Wing

<b>Director-II</b>	
Deputy Director (South Asia)	❖ Matters pertaining to South Asia and allied issues
Deputy Director (Europe)	❖ Matters pertaining to Europe and allied issues
Assistant Director (South Asia)	❖ Matters pertaining to South Asia and allied issues
Assistant Director (Europe)	❖ Matters pertaining to Europe and allied issues
Assistant Director (Arab World and Africa)	❖ Matters pertaining to Arab World & Africa and allied issues
Assistant Director (Protocol)	❖ Matters pertaining to protocol of delegations and dignitaries
<b>Director-III</b>	
Deputy Director (Projection)	❖ Issuance of NOCs for the advertisement related to the Ministries/Divisions and Public Corporations of the Federal Government and the Provincial Governments
Deputy Director (Social Media)	<ul style="list-style-type: none"> <li>❖ Preparation of daily social media reports</li> <li>❖ Preparation of daily reports on social media components i.e Twitter, Facebook, Blogs, Youtube</li> <li>❖ Quantification of social media interactions of EP Wing and Information Sections abroad</li> <li>❖ Provision of comments on social media components favourable to the government</li> </ul>
Deputy Director (Foreign Press)	<ul style="list-style-type: none"> <li>❖ Supervision of the daily foreign media summary, Research and Reference Cell, social media monitoring and updation of EP Wing's website.</li> <li>❖ Preparation of daily foreign media summary</li> <li>❖ Scanning of the daily press summaries sent by the Information Sections abroad.</li> <li>❖ Provision of publicity material to Information Sections abroad/ Missions by email and web-based applications</li> <li>❖ Sending foreign press briefings reports to the Missions abroad</li> </ul>
Assistant Director (Projection)	❖ Issuance of NOCs for the advertisement related to the Ministries/Divisions and Public Corporations of the Federal Government and the Provincial Governments

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Assistant Director (Social Media)	<ul style="list-style-type: none"><li>❖ Preparation of daily social media reports</li><li>❖ Preparation of daily reports on social media components i.e. Twitter, Face book, Blogs, YouTube</li> <li>❖ Quantification of social media interactions of EP Wing and Information Sections abroad</li><li>❖ Provision of comments on social media components favourable to the government</li></ul>
Assistant Director (Foreign Press-I)	<ul style="list-style-type: none"><li>❖ Supervision of the daily foreign media summary, Research and Reference Cell, social media monitoring and updation of EP Wing's website.</li><li>❖ Preparation of daily foreign media summary</li><li>❖ Scanning of the daily press summaries sent by the Information Sections abroad.</li></ul>
Assistant Director (Foreign Press-II)	<ul style="list-style-type: none"><li>❖ Provision of publicity material to Information Sections abroad/ Missions by email and web-based applications</li><li>❖ Sending foreign press briefings reports to the Missions abroad</li></ul>
Assistant Director (R&R & Website)	<ul style="list-style-type: none"><li>❖ Supervision of the daily foreign media summary, Research and Reference Cell, social media monitoring and updation of EP Wing's website.</li></ul>

# **BUSINESS DISTRIBUTION PLAN**

## **MINISTRY OF INFORMATION AND BROADCASTING**

### **CYBER WING**

<b>Director General</b>	
<ul style="list-style-type: none"><li>❖ Prepare daily online social media monitoring report</li><li>❖ Project and promote soft image of Pakistan</li><li>❖ Counter anti-state and anti-government propaganda</li><li>❖ Updating Ministry and attached Departments' websites</li><li>❖ Resource management/support of IT infrastructure</li><li>❖ Development and management of websites of President of Pakistan, M/o IB&amp;NH and others</li><li>❖ Monitoring and report generation</li><li>❖ Technical initiatives and projects</li></ul>	
<b>Director (Policy)</b>	
<b><u>Section</u></b>	<b><u>Subjects</u></b>
Deputy Director (Policy-I)	<ul style="list-style-type: none"><li>❖ Prepare daily online social media monitoring report</li><li>❖ Project and promote soft image of Pakistan</li></ul>
Deputy Director (Policy-II)	<ul style="list-style-type: none"><li>❖ Counter anti-state and anti-government propaganda</li></ul>
Assistant Director (Policy-I)	<ul style="list-style-type: none"><li>❖ Input for daily online social media monitoring report</li></ul>
Assistant Director (Policy-II)	<ul style="list-style-type: none"><li>❖ Input for projection &amp; promotion of soft image of Pakistan</li></ul>
Assistant Director (Policy-III)	<ul style="list-style-type: none"><li>❖ Input for counter anti-state and anti-government propaganda</li></ul>
<b>Director (Information Technology)</b>	
Deputy Director (IT-I)	<ul style="list-style-type: none"><li>❖ Updating Ministry and attached Departments' websites</li><li>❖ Resource management/support of IT infrastructure</li></ul>
Deputy Director (IT-II)	<ul style="list-style-type: none"><li>❖ Development and management of websites of President of Pakistan, M/o IB&amp;NH and others</li><li>❖ Technical initiatives and projects</li></ul>
Research Associate	<ul style="list-style-type: none"><li>❖ Research based IT support</li></ul>
Research Associate	<ul style="list-style-type: none"><li>❖ Research based IT support</li></ul>
Research Associate	<ul style="list-style-type: none"><li>❖ Research based IT support</li></ul>

Web Developer	❖ Development of websites
Network Administrator	❖ Resource management/support of IT infrastructure
Computer Programmer	❖ Analysis/software issues
Computer Programmer	❖ Analysis/software issues
Computer Programmer	❖ Analysis/software issues
<b>Director (News)</b>	
Deputy Director (News-I)	❖ Monitoring (Print and Electronic)
Deputy Director (News-II)	❖ Report generation
Assistant Director (News-I)	❖ Input for monitoring (Print & Electronic)
Assistant Director (News-II)	❖ Input for report generation
Assistant Director (News-III)	❖ News monitoring (Print & Electronic)



## **BUSINESS DISTRIBUTION PLAN**

### **MINISTRY OF INFORMATION AND BROADCASTING**

#### **CHIEF FINANCE & ACCOUNT OFFICER (CF&AO)**

- ❖ Functions as determined in the System of Financial Control & Budgeting, 2006 notified by the Finance Division

<b><u>Section</u></b>	<b><u>Subjects</u></b>
Accounts Officer (F&A)	<ul style="list-style-type: none"><li>❖ Assist the Chief Finance &amp; Accounts Officer</li><li>❖ Internal Audit of the Main Ministry and its organizations</li></ul>

**BUSINESS DISTRIBUTION PLAN**

**MINISTRY OF INFORMATION AND BROADCASTING**

<b>PRESS REGISTRAR</b>	
<b><u>Section</u></b>	<b><u>Subjects</u></b>
Deputy Press Registrar	Matters pertaining to Press as mandated