

GOVERNMENT INFORMATION SERVICE

- 14.62 The Government Information Service (GIS), which envisions to be the leading communication hub of Government, operates under the *aegis* of the Prime Minister's Office (Home Affairs Division).
- 14.63 Its mission is to disseminate accurate information on Government policies, programmes, services and activities in a timely manner, with a view to generating public support for Government policies, programmes, services and activities.
- 14.64 The main objectives of the GIS are to collect, process and disseminate accurate and timely information of Government policies, programmes and activities; archive information to facilitate access and retrieval; act as an interface between Government and the local/international media; provide facilities to Ministries/Departments in respect of conference audio and video system, photographic services, recording, sound system, video and LCD projection; and extend facilities for the coverage of state visits, regional/international conferences, workshops, seminars and working sessions.
- 14.65 The GIS was previously organised under four sections, namely the Information Section; Audio-Visual Section; Documentation and Press Section; and Overseas News Section. However, following a Government Decision in 2015, the Overseas News Section has been closed down.
- 14.66 In the context of this review exercise, both Management and the staff side made representations for the restyling and creation of grades. We have examined all the proposals made by both Management and Unions and are making appropriate recommendations for those requests that have valid justifications.

Overseas News Section

- 14.67 The Overseas News Section (ONS) was responsible for the production of Overseas News Bulletins which reproduce and propagate information from Reuters and Agence France Presse. The Bulletins were issued thrice daily to both paid and free subscribers. By virtue of the nature of its deliverables, the ONS was operating on a 24/7 basis and the pattern of work was on a shift system to ensure the continued operation of the section.
- 14.68 Over the past years, developments in the IT Sector resulted to a decrease in the number of paying subscribers. In 2015, Government decided to close down the ONS of the GIS in view of the availability of substitutes to the Overseas News Bulletins, recent developments in the IT-related news sector, and the relatively high cost of operations.

14.69 During consultations, Management apprised the Bureau that the Overseas News Section was manned by an Acting Head, News Officer cadre; three Senior News Officers; and four News Officers. Government has decided to redeploy the remaining officers within the GIS with a framework of a new scheme of duties and a new grade appellation. We are making appropriate provisions to implement the decision of Government.

Recommendation 13

14.70 We recommend the creation of a grade of Information Support Officer/Senior Information Support Officer to absorb serving officers in the grades of Senior News Officer and News Officer of the former Overseas News Service of the Government Information Service.

14.71 Incumbent would be required to perform, *inter alia*, daily press review exercise; classification of documents/press cuttings in appropriate files; scanning of documents and maintaining appropriate folders; processing of official communiqués; and computerisation and storage of recordings of pictorial display in a database, for future use.

14.72 We also recommend that the grade of Information Support Officer/Senior Information Support Officer be made evanescent after all the serving officers in the grades of Senior News Officer and News Officer have been absorbed in the grade.

14.73 We further recommend that the Ministry should consider the possibility, if any, for the redeployment of the concerned officers, if they so wish, in other Ministries/Departments in the event posts with similar duties exist in those organisations.

Information Section

Time-Off

14.74 The Information cadre at the GIS comprises officers in the grades of Information Officer; Senior Information Officer; Principal Information Officer; Assistant Director, Information Services; and Director, Information Services.

14.75 In our last Report, provision was made for officers of the Information cadre who, by nature of their duties, are required to work regularly outside normal working hours especially for Cabinet Decisions and for coverage of official functions during weekends and public holidays. We are maintaining this provision.

Recommendation 14

14.76 We recommend that arrangements should continue to be made for officers of the Information cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their jobs, for the grant, on application, of equivalent time-off for the extra hours put in. However, where it has not been possible for management to grant time off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.

Press Section

Special Allowance

14.77 Some officers posted in the Press Section of the GIS are being paid a monthly special allowance in view of the sensitive nature of their duties. We are maintaining this provision.

Recommendation 15

14.78 We recommend that officers in the grades of Senior Publicity/Documentation Officer and Publicity/Documentation Officer, posted in the Press Section of the Government Information Service, should continue to be paid a special monthly allowance equivalent to three increments at the point reached in their respective salary scales.

GOVERNMENT INFORMATION SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
10 095 097	Rs 86000 x 3000 – 92000 Director, Information Services
10 085 094	Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000 Assistant Director, Information Services
10 075 089	Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Principal Information Officer

Salary Code	Salary Scale and Grade
10 069 085	Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Head, Documentation Unit Senior Information Officer
10 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Information Officer
10 050 070	Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 Principal Publicity/Documentation Officer
10 043 065	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350 Senior Publicity/Documentation Officer
10 029 062	Rs 12675 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27425 Publicity/Documentation Officer
AUDIO VISUAL SECTION	
10 059 078	Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575 Head, Audio-Visual Production Officer
10 052 075	Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900 Principal Audio-Visual Production Officer
10 045 073	Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850 Senior Audio-Visual Production Officer
10 033 070	Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 Audio-Visual Production Officer

Salary Code	Salary Scale and Grade
EX - OVERSEAS NEWS SECTION	
10 057 071	Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 Head, News Officer Cadre (Personal to officers in post as at 31.12.15)
10 030 071	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 Information Support Officer/Senior Information Support Officer (New Grade)
10 048 067	Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 Senior News Officer (Personal to officers in post as at 31.12.15)
10 030 064	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425 News Officer (Personal to officers in post as at 31.12.15)
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
24 001 038	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375 General Worker
