

Proactive Disclosure Under Section 4(i) (b) of RTI, 2005 Act

1.1 Particulars of its organization, functions and duties

i. Name and address of the organization

Biju Pattanaik Film & Television Institute of Orissa
Medical Road,
PO- Engineering School
Cuttack-753007
Odisha
Email : bpftio123@gmail.com
Website : www.bpftio.org

ii. Head of Organisation

Principal

iii. Vision, Mission and key objective

Mission : To impart technical education and training in the sphere of Films and Television. BPFTIO offers Diploma program focused on Film & Television Production. Our unique educational model balances theory and hands-on production so that, after completion of course, one can make his/her career in Film & Television Sectors, Media Channel etc. Our mission is to ensure BPFTIO Diploma holders gain the confidence and knowledge to launch that career and begin to fulfill their dreams.

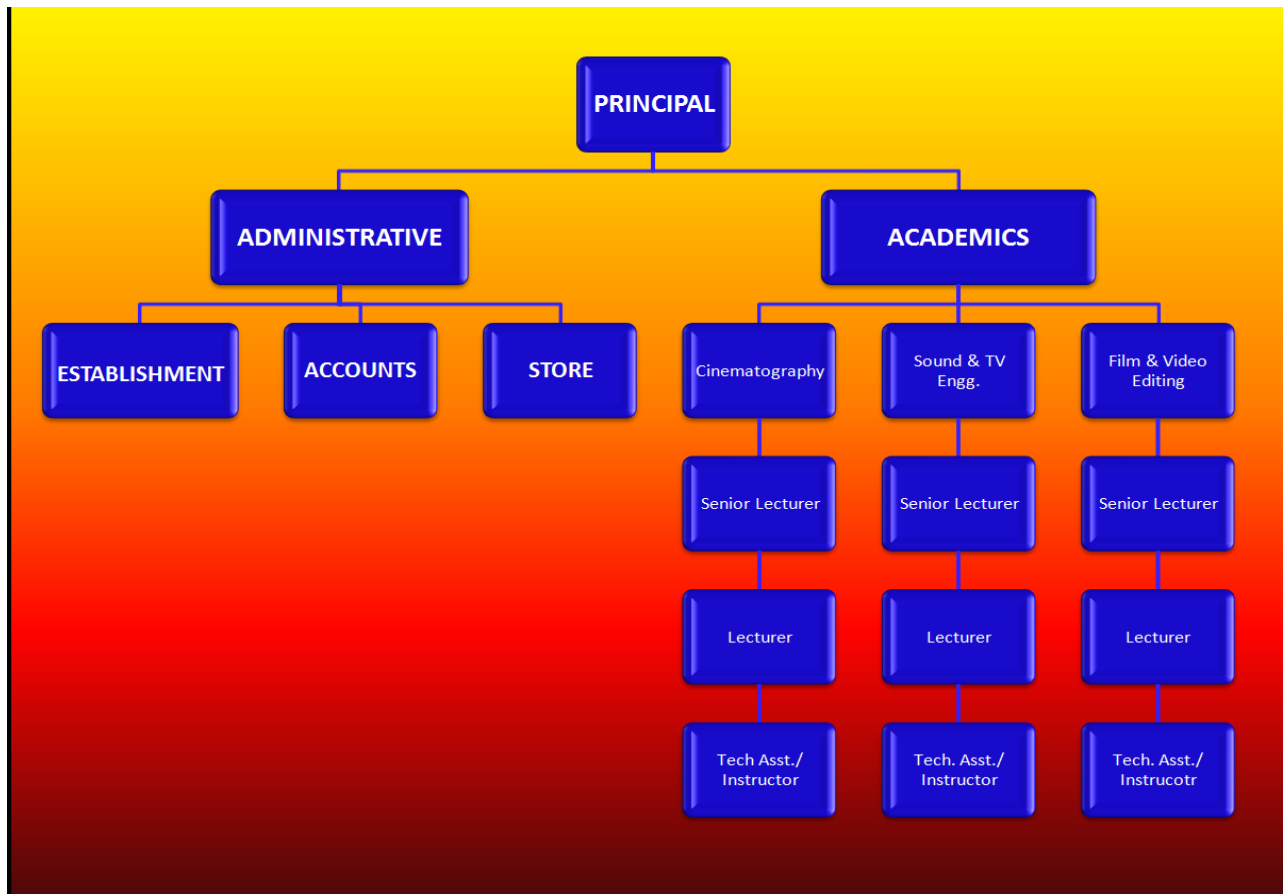
Vision : The Institute, in consonance with the objectives which had been spelt out for it, has today emerged as the premier institution for imparting film and television training in the State and for providing trained manpower for the growing needs of the film and television industry with the objective of developing World class Skilled work forces.

iv. Function and duties

To impart technical education and training in the sphere of Films and Television. Government of Odisha have established an autonomous Institute in the name of BijuPattnaik Film & Television Institute of Odisha

(BPFTIO) under World Bank assisted scheme to meet the emerging demand of well trained technical manpower in the field of television network and film production activities. The institute offers diploma courses in 3 disciplines such as **Cinematography, Sound & TV. Engineering and Film & Video**

v. Organization Chart



1.2 Powers and Duties of Officers and employees

The officers and employees are appointed by the Government of Odisha. They discharge their official duties in accordance with the directions and instructions given by Government from time to time. However some the duties and responsibilities are indicated below :

| Sl No. | Cadre | Job Responsibilities |
|--------|---|--|
| 1. | Principal | <ul style="list-style-type: none"> - Academic and administrative management of the institution - Providing academic and administrative leadership - Promotion of Industry-Institution collaboration and Industry oriented Research and Development - Monitoring and evaluation of academic activities in the institutions. - Campus discipline and maintenance - Public relations and interaction with community. - Organising and coordinating consultancy services. - Participating in policy and system planning at State Regional and National levels for development of Technician Education - Promoting and coordinating continuing education activities. |
| | Senior Lecturer / Head of the Department | <ul style="list-style-type: none"> - Teaching Diploma Post Diploma courses (Lecturers & Tutorials) - Design and Developing of Laboratory instructions. - Student assessment and evaluation - Innovation in instruction - Developing resource materials and assisting in curriculum development. - Continuing Education activities - Co-curricular and extra-curricular activities - Department administration |

Lecturer

- Student counseling
- Assisting in the administration of the institution
- Public relations and interact on with the community
- Teaching Diploma & Post Diploma courses including lecturers and tutorials and conducting laboratory practicals.
- Planning and implementation of instruction in laboratory.
- Student assessment and evaluation
- Developing resource material.
- Assisting in extension services to the industry & community.
- Assisting in continuing education activities.
- Co-curricular and extra-curricular activities.
- Student counselling
- Assisting the Head of the institution for general administration & overall development of the institution as and when necessary.

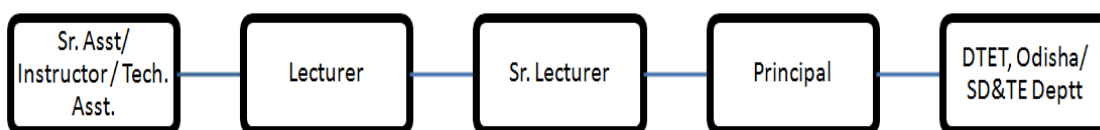
Technician / Tech. Asst.

- Arrange materials, samples, demonstration, instruments, tools and equipment required for Laboratory
- Receives stores and issues materials samples, specimens, instruments, tools and equipment required for Laboratory
- Maintains the instruments, tools and equipment in working condition
- Assists students and faculty members in their projects
- Checks equipment etc before students operate them

1.3 The procedure followed in the decision making process, including channels of supervision and accountability

Decisions making points varies from case to case however, all the decisions are taken as per the approved Government policies.

All the major decisions are taken in the Governing Body. The recommendation of the Governing body is carried out by the Member Convener with due approval of the Government. Besides, there is a Finance Committee and the function of the Finance Committee is to finalise the accounts and budget estimate of the Institute and to make recommendations to the Governing Body, to make recommendation on all establishment matters including creation and filling up of posts and laying down conditions of service and staff welfare measures connected with the Institute, to examine proposals and to make recommendations regarding all security measures, construction of buildings and other infrastructure facilities of the Institute and to examine and advise on matters related to finance and establishment of the Institute. The flow chart of channels of supervision and accountability is indicated below



1.4 The norms set by it for the discharge of its functions

The Department discharges its functions as per the extant rules of the Government on various matters and as per the procedure enumerated in Service condition.

1.5 The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

The Institute follow the various instructions issued by Government from time to time on the subjects they are dealing with.

1.6 A statement of the categories of documents that are held by it or under its control

- Correspondence with other Organizations, Departments, State Governments and letters/E-mails from individuals seeking information etc.
- Personal files and service book (including leave account) of its employees
- Court related litigation files
- Salaries and allowances payable
- Admission
- Examination
- Other Miscellaneous matters
- Procurement
- Files related to budget and budgetary allocation
- Affiliation from AICTE
- All India Survey of Higher Education
- Stock and Store
- Insurance of Equipment

1.7 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

i) Name of Boards, Council, Committee etc

Governing Body

Finance Committee

ii) Composition

Governing Body :

| | | |
|----|---|----------------|
| 1. | Sri Devdas Chhotray | Chairman |
| 2. | Commissioner-cum-Secretary to Government, Skill Development & Technical Education & Training, Odisha, Bhubaneswar | Co-Chairman |
| 3. | Director, Technical Education & Training, Odisha, Cuttack | Vice- Chairman |
| 4. | Additional Secretary to Government , Finance Department | Member |
| 5. | Joint Secretary to Government , SD&TE Department, dealing with Diploma | Member |

| | | |
|-----|---|------------------|
| | | |
| 6. | Director Information & Public Relation, Odisha | Member |
| 7. | Managing Director, Odisha Film Development Corporation, Cuttack | Member |
| 8. | Director Doordarshan Kendra, Bhubaneswar | Member |
| 9. | Pradyumna Kumar Lenka, Film Producer | Member |
| 10. | Basanta Sahoo, Film Director | Member |
| 11. | One Senior faculty, Biju Patnaik Film & Television Institute of Odisha to be nominated by Principal, BPFTIO | Member |
| 12. | Dean, Satyajit Ray Film & Television Institute, Kolkata | Member |
| 13. | Principal, Biju Pattanaik Film & Television Institute, Odisha | Member Secretary |

Finance Committee :

| | | | |
|----|---|---|-----------------|
| 1. | Director of Technical Education & Training, Odisha | | Chairman |
| 2. | One Member of Governing Body to be nominated by Chairman, BPFTIO | - | Member |
| 3. | F.A-cum-Joint Secretary/ AFA-cum-Dy Secretary/AFA-cum-Under Secretary, SD&TE Department, Odisha | - | Member |
| 4. | Deputy Secretary, Finance Department | - | Member |
| 5. | Representative of SD&TE Department, not below the rank of Under Secretary to be nominated by the Secretary, SD&TE Department. | - | Member |
| 6. | Addl. Director/ Joint Director/ Deputy Director to be nominated by DTE&T, Odisha | - | Member |
| 7. | Principal, BOSE, Cuttack | - | Member |
| 8. | Accounts Officer, DTE&T, Odisha | - | Member |
| 9. | Principal, BPFTIO, Cuttack | - | Member Convener |

The meetings of the above Committees are not open to public. However, the minutes of the meeting of these Committees are accessible to public.

1.8 Directory of officers and employees

| Sl.No. | Name of the Staff | Designation | Contact No. |
|--------|------------------------|---------------------------------|-------------|
| 1 | Dillip Kumar Panda | Principal | 9437193509 |
| 2 | Suvra Ranjan Ray | Sr.Lecturer (Cinematography) | 9437248708 |
| 3 | Rakesh Kumar Das | Sr.Lecturer (Sound & Tv Engg.) | 9437069564 |
| 4 | Sarat Kumar Nayak | Lecturer (Film & Video Editing) | 9439978071 |
| 5 | Sudarshan Prasad Nayak | Lecturer (Cinematography) | 9437295238 |
| 6 | Jagannath Murmu | Lecturer (Cinematography) | 7381902666 |
| 7 | Girija Sankar Tudu | Lecturer (Film & Video Editing) | 8895109950 |
| 8 | Debasish Swain | Lecturer (Sound & Tv Engg.) | 9673247121 |
| 9 | Dillip Kumar Pani | Technical(Assistant) | 9438466912 |
| 10 | Subash Chandra Dash | Technician (Video) | 9437364826 |
| 11 | Nitya Sriranjan | Instructor (TV) | 9338104616 |
| 12 | Kaibalya Kishore Das | Instructor (TV) | 9437545385 |
| 13 | Artatran Behera | Instructor(Photography) | 9937804856 |
| 14 | Samarenda Biswal | Technician (Light) | 9438748308 |
| 15 | Batakrushna Palai | Technician (AC) | 9437311175 |
| 16 | Dillip Kumar Mishra | Sr. Assistant | 9937352044 |

1.9 Monthly Remuneration received by officers & employees

| | | |
|-----|-----------------------------|-------------|
| 1. | Sri D.K.Panda, Principal | Rs.88,510/- |
| 2. | Sri S.R.Ray, Sr. Lecturer | Rs.75,824/- |
| 3. | Sri S.P.Nayak, Lecturer | Rs.58,408/- |
| 4. | Sri R.K.Das, Sr. Lecturer | Rs.79,352/- |
| 5. | Sri S.K.Nayak, Lecturer | Rs.76,550/- |
| 6. | Sri J.Murmu, Lecturer | Rs.58,106/- |
| 7. | Sri G.S.Tudu, Lecturer | Rs.58,106/- |
| 8. | Sri D.Swain, Lecturer | Rs.54,524/- |
| 9. | Sri B.K.Palai, Technician | Rs.52,154/- |
| 10. | Sri A.Behera, Instructor | Rs.55,170/- |
| 11. | Sri K.K.Das, Instructor | Rs.55,170/- |
| 12. | Sri S.Biswal, Technician | Rs.51,744/- |
| 13. | Sri D.K.Mishra, Sr.Asst. | Rs.31,530/- |
| 14. | Sri N.Sriranjan, Instructor | Rs.74,280/- |
| 15. | Sri S.C.Dash, Technician | Rs.78,792/- |
| 16. | Sri D.K.Pani, Tech. Asst. | Rs.62,225/- |

1.10 Name, designation and other particulars of public information officers

Sri Dillip Kumar Panda,
Principal cum First Appellate Authority
Cell No. – 9437193509
Email – dillipanda@gmail.com

Sri Rakesh Kumar Das
Senior Lecturer and Public Information Officer
Cell - 9437069564
Email – itslinku@rediffmail.com

Sri Kaibalya Kishore Das
Instructor and Asst. Public Information Officer
Cell – 9437545385
Email – ltndas55@gmail.com

1.11 No. of employees against whom Disciplinary action has been proposed/taken

Nil

1.12: Programmes to advance understanding of RTI

Nil

1.13 Transfer policy and transfer orders

NA

2. Budget and Programme

2.1 Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc

| | | |
|------------|---|----------------|
| Salary | – | Rs.1,29,46,000 |
| Non Salary | - | Rs. 82,45,000 |

2.2 i) Foreign and domestic tours

There is no budget provision provided by the Government for foreign tour. For the LTC a budget provision of Rs.1.00 lakh is provided by the Government for the year 2019-20.

(ii) Information related to procurements.

The Department is using GeM platform for tender enquiries and award of work/service contract. Further there is Procurement Committee. All the procurement are made by following the due procedure of the Purchase Committee.

2.3 Manner of execution of subsidy programme

Not Applicable

2.4 Discretionary and non-discretionary grants

Not Applicable

2.6 CAG & PAC paras

The compliance report for para raised by the Comptroller and Auditor General of India have been submitted to CAG to drop the para. There is no such para under PAC is pending for settlement.