

## POLICE CIRCULAR ORDER NO. 194

Consequent upon the creation of the post of a Publicity Officer for the Publicity Cell attached to the Orissa Police State Headquarters, the following duties shall be performed by him.

### Details of work of Publicity Officer

#### 1. Press Liaison :

- (a) Preparation and issue of press handouts, articles and feature articles, etc. on Police to Press and A.I.R.
- (b) Preparation of draft Press Note for onward submission to Government whenever necessary.
- (c) Arrangement for casual Press briefing by I.G.
- (d) Publication of newspaper supplement whenever necessary.
- (e) Conduct Tour of Press party
- (f) Issue of feature and articles to Utkal Prasanga and Orissa Review and other Magazines for publication.

#### 2. Press-Clipping :

- (a) Daily submission of Newspaper cutting to A.I.-G.
- (b) Following-up action for collection of information on adverse publications in News papers on Police and issue of contradictions or clarifications or news to Press as considered necessary.
- (c) Submission of fortnightly press-reaction report to A.I.-G.

3. Collection of information, success stories and other background materials on Police from district officers for preparation of features and articles ,etc.

4. Press and news coverage of all Police functions including conference and meetings, etc.

5. Publication : —Preparation of folders, booklets, etc. for publication, whenever necessary.

6. Audiovisual Publicity : —Screening of films on Police activities, Traffic control and reformatory activities, etc. in district Jails and Juvenile centres in close co-ordination with the District Public Relation Officers and district police authorities.

7. Preparation of exhibits and organisation of exhibitions wherever required.

8. Such other publicity works as may be entrusted to him by I.-G. from time to time.

Sd/P.J. Joseph  
For I.-G. of Police Orissa, Cuttack.