

ANNEXURE-10

POWERS DELEGATED TO THE DIRECTOR OF SALES, CENTRAL SALES UNIT,
COMMERCIAL BROADCASTING SERVICE, BOMBAY

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
ADMINISTRATIVE POWERS			
1	Grant of Casual Leave.	Power to grant Casual Leave to all Gazetted Officers and non-Gazetted Officers under his administrative control.	Min. of I&B letter No. 6/9/75-B(P) (i) dated 21-6-76.
2	Grant of leave other than Special Disability Leave.	Power to grant leave other than special disability leave under the rules applicable in each case :- (i) to all categories of staff for whom he is the appointing authority and to engage substitutes in their places; and (ii) to all other gazetted and non-gazetted staff under his administrative control where no substitutes are required.	-do-
3	Grant/Withhold of increment to Staff Artists.	Power to grant/withhold increment to the staff artists under his administrative control.	-do-
4	Grant of Certificate.	Power to certify that but for his/her promotion or appointment to the higher fee scale a staff artist would have continued to officiate in the lower fee scale.	-do-
FINANCIAL POWERS			
1	Sanction of tour within his sphere of duty.	Power to sanction the tour programmes of gazetted and non-gazetted officers working under his administrative control. Also power to sanction advance of T.A. on tour.	-do-

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2	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958)	<p>Recurring Rs. 100 in each case.</p> <p>Non-recurring Rs. 500 in each case.</p>	Min. of Finance (Deptt. of Expenditure) O.M. No. F.10(13)-E (Coord)/75 dated 10-4-75.
3	Purchase and Repairs of Stores.	Power to incur expenditure upto a limit of Rs. 2,000 on each occasion on the purchase and repairs of electric apparatus and stores, engineering stores required for the operation and maintenance, books, newspapers, periodicals and musical plays, and other stores required for office purpose.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
4	Liveries.	Power to sanction the supply of liveries to class III and IV Staff under his administrative control according to the scale sanctioned by the Government from time to time.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
5	Stationery.	Full power to obtain stationery on payment from the Central Stationery office, Calcutta subject to the general or special instructions contained in the "Rules for the Supply and use of Stationery Stores" and other instructions issued from time to time.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
6	Purchase of Gumboots etc.	Power to sanction purchase of gumboots and rain coats with caps upto Rs. 75 in each case for use by members of Class III and Class IV staff who have to work in rain, mud or similar other circumstances requiring the use of such items, after every three years.	Min. of I&B letter No. 1/15/68-B(B) dated 14-1-69
7	Expenditure on Publicity Propaganda, Public relations and advertisement.	Publicity propaganda, advertisements and public relations upto Rs. 750 in each case subject to availability of funds.	-do-

Advertisement charges—up to Rs. 2,000 in each case subject to availability of funds. Ministry of I&B letter No. 1/15/68-B(B), dated 14-1-69.

Power to sanction expenditure on hiring of transport for conveyance of office equipment upto Rs. 250 in each case and other stores, upto Rs. 250 per day subject to the monthly limit of Rs. 1,000 (inclusive of Agents' Commission, Municipal charges etc.) provided there is no Government transport belonging to All India Radio available for the purpose. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

Power to hire not more than two taxis or other conveyance upto seven days at a time at the scheduled rates if the car belonging to AIR requires major repairs and is laid up in a repairing garage. A register should be maintained showing particulars of journeys made. Hiring of conveyance shall be subject to the orders or instructions issued by Govt. from time to time. Min. of I&B letter No. 6/2/75-B(P) dated 5-3-76.

Upto Rs. 250 in each case. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

Write off of the irrecoverable value of stores and cash or stamps lost by accident, fraud, robbery, negligence or other causes upto Rs. 5,000 in the case of stores and Rs. 1,000 in the case of cash or stamps provided that the loss does not disclose:— Min. of I&B letter No. 1/15/68-B(B), dated 14-1-69.

(i) a defect of system the amendment of which requires the orders of higher authority,

(ii) serious negligence on the part of some individual officers which might possibly call for disciplinary action requiring the orders of higher authority.

Sanction for disposal by sale or otherwise of unserviceable or obsolete stores including process scraps upto a limit of Rs. 5,000

8 Hire of transport for conveyance of stores.

9 Hiring of Taxis.

10. Demurrage charges.

11 Write off of losses

(a) Cash and stamps, irrecoverable loans and advances and loss of revenue.

(b) Stores.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
12	Electric, gas and water charges.	Full powers. on each occasion and on the rate list value of such stores and write off of loss arising out of such disposal.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
13	Employment of contingent paid.	-do-	Min. of I&B letter No. 1/15/68-B(B) dated 14-1-69.
14	(a) Purchase of type-writers.	-do-	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
	(b) Repairs to type-writers.	Power to sanction expenditure on servicing and repairs to type-writers upto Rs. 200 per machine per annum and full power in respect of replacement of parts. The expenditure on the purchase, hire, upkeep of and repairs to such machines shall be incurred subject to general or special orders issued in this behalf.	
15	Purchase and repairs of bicycles.	Full powers subject to conditions laid down in D.F.P. Rules 1958.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
16	Hot and cold weather charges.	Expenditure on hot and cold weather charges, including the pay of establishment and necessary fittings, provided that the costs does not exceed Rs. 5,000 per annum. The expenditure should be sanctioned subject to such instructions as have been issued by C.P.W.D. etc.	Min. of I&B letter No. 1/15/68-B(B) dated 14-1-69.
17	Declaring equipment as surplus or unserviceable.	Power to declare equipment or stores as surplus or unserviceable upto a limit of Rs. 5,000 on each occasion.	-do-
18	Miscellaneous expenditure.	Recurring (i) Rs. 750 per annum in each case.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

Non-recurring
(ii) Rs. 2,000 in each case.

-do-

19. Freight charges other than air Full powers.
lifting of stores.

-do-

20 Postal and Telegraph charges/ Full powers, subject to general conditions laid down in the Delegation of Financial powers Rules, 1958.
charges for issue of letters telegrams etc.

21 Entertainment to Artists etc. Power to sanction entertainment to artists (including prospective artists) speakers, play-wrights, distinguished visitors and the press, including important advertisers and representatives of Advertising Agency upto Rs. 250 p.m. Min. of I&B letter No. 1/1/68-B(P), dated 25-11-70.

The expenditure on tea, dinner etc. will not, however, exceed the following limits :—

	For tea or reception per head	For lunch per head	For dinner per head
	Rs.	Rs.	Rs.
Stations in 'A' Class cities	3	9	12.50
Stations in 'B' Class cities	2	6	7.50
Stations in 'C' Class cities	1	3	5.00

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22	Purchase and repairs of furniture.	Power to sanction purchase and repairs of furniture upto a limit of Rs. 5,000 p.a. per office. The exercise of this power shall be subject to such conditions and scales as may be prescribed by Ministry of WH&S.	Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
23	Local purchase of Petty Stationery Stores.	Power to sanction local purchase of stationery articles as are ordinarily supplied by the Government Stationery Department upto Rs. 3,000 per annum subject to the condition laid down by the Government from time to time provided that such purchase is unavoidable and is in the public interest and also subject to instructions contained in the "Rules for Supply and use of Stationery Stores" The powers do not extend to the purchase of papers for printing purposes except with the prior concurrence of C.C.P. and S.	-do-
24	Printing charges.	Power to get the emergent and unforeseen petty printing jobs executed locally through private agencies upto a limit of Rs. 500 in each case. The rates need not be got approved by the Chief Controller of Printing and Stationery.	Min. of I&B letter No. 1/15/68-B(B), dated 14-1-69.
25	Payment of commission, rebate and discount.	Power to pay commission, rebate and discount to advertising agents and advertisers at rate approved by Government.	-do-
26	Refund of charges for advertisement.	Power to sanction refund of advertisement charges upto Rs. 1,000 in each case.	-do-
27	Remuneration to Artists.	Power to sanction the grant of remuneration to Artists and enter into contract with them either for casual employment or for regular employment on a monthly basis provided that the contract is not made for a period exceeding one year and does not involve the payment of more than Rs. 500 p.m. in any one case,	Min. of I&B letter No. 1/15/68-B(P), dated 1-8-70.

i.e. to any one artist or any one group of artists irrespective of the number of performances given. Payment to an artist or a group of artists exceeding Rs. 1,000 over two or more months to be referred to DG AIR.

- 28 Engagement of Staff Artists.** Power to engage staff artists on approved fee scale whose starting basic fee is below Rs. 550 p.m. The exercise of this power will be subject to such conditions as may be issued in future from time to time regulating the appointment of staff artists of AIR. Min. of I&B letter No. 12(43)/76-B(A) dated 19-8-76.
- 29 T.A. for Staff Artists.** (a) Within jurisdiction: May sanction payment of T.A. including advance of T.A. to Staff Artists at the rates laid down for Government servants of equivalent grades. Min. of I&B letter No. 1/15/68-B(P) dated 1-8-70.
- (b) Outside jurisdiction: May sanction payment of T.A. and advance of T.A. to Staff Artists at rates laid down for regular Government servants of equivalent grades provided the period of tour does not normally exceed 7 days and an Artist is not sent more than 3 times in a calendar year.
- 30 Grant of Special Advance from GPF/CPF.** Power to sanction special advance from GPF/CPF in respect of non-gazetted staff under him. Such delegation will, however, be limited to the sanctioning of only one special advance at a time and not a withdrawal from the Funds and subject to the condition that such authorities will not be entitled to sanction second special advance when the recovery of earlier special advance is pending. Min. of I&B letter No. 1/1/68-B(P), dated 25-11-70.
- 31 Grants in aid.** Full powers to Heads of All India Radio Stations/Offices located at places other than Delhi/New Delhi to sanction recurring grants-in-aid for the provision of the amenities, to their recreation Clubs, on terms and conditions stipulated in Min. of H.A.O. M. No. 2/169/59-Welfare dated 10-3-1961 as also such other general orders as have been or may in future be issued from time to time on the subject. The powers are also subject to conditions that funds are available within the sanctioned budget grant. Min. of I&B letter No. B-11017/61/72-WL dated 17-2-75.

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32	Subsidy to departmental/Co-operative Canteen and Tiffin Rooms.	Full powers to sanction subsidy to departmental/Co-operative Canteen and Tiffin Rooms as envisaged in Para 3(iii) of the Min. of H.A. O.M. No. 7/1/62-WII dated 28-12-1962 and such general orders as have been and may be issued from time to time on the subject. The powers are subject to the conditions that funds are available within the sanctioned budget grant.	Min. of I&B letter No. B-11017/61/72-WL dated 17-2-75.
33	Repairs to motor vehicles.	NOTE: The power to sanction interest free loans referred to in O.M. dated 28-12-1962 and grants to cover the cost of suitable initial equipment referred to in the Cabinet Secretariat (Department of Personnel and Administrative Reforms) O.M. No. 6/39/69-Welfare dated 10-12-1971 will, however, continue to be exercised only by DG, AIR. Full powers on maintenance of motor vehicles including expenditure on repairs, spray painting, petrol, oil, and grease, tyres, tubes and accessories stocking of spares etc.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
34	Municipal Rates and taxes.	Full power to sanction recurring payment of municipal rates and taxes. The expenditure shall be incurred in accordance with the Rules for the payment of Municipal Rates and Taxes on Buildings.	-do-
35	Execution of petty works and repairs departmentally.	Power to execute departmentally works and repairs costing not more than :—	-do-
		(i) Rs. 2,000 in each case for building owned by AIR subject to the observance of instructions contained in paras 137 and 141 to 142 of G.F.R.	

(ii) Rs. 2,000 p.a. non-recurring in the case of hired and requisitioned buildings. Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released Govt. should have the right to remove any installation or material added to the building.

36 Local purchase of rubber stamps and office seals. Rs. 25 per annum, subject to a limit of Rs. 10 at a time. -do-

37 Shifting of Residential tele-phones. Full powers provided that it shall not be shifted to the residence of any officer who is not entitled to residential telephones. -do-