

ANNEXURE-12

**SCHEDULE OF POWERS DELEGATED TO THE DY. CHIEF ENGINEER/ENGINEERS-IN-CHARGE,
HIGH POWER TRANSMITTERS, ALL INDIA RADIO**

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
I. ADMINISTRATIVE POWERS			
1	Grant of Casual Leave.	Power to grant Casual leave to all Gazetted Officers and Non-gazetted Officers under their administrative control.	Ministry 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 they are the appointing authority and to engage substitutes in their places; and (ii) to all other gazetted and non-gazetted staff under their administrative control where no substitutes are required.	-do-
II. FINANCIAL POWERS			
1	Execution of Petty works and repairs departmentally.	Power to execute departmentally works and repairs costing not more than:- (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.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76. -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	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 Supply and use of Stationery Stores", and other instructions issued from time to time.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
4	Local purchase of petty Stationery Stores.	Power to sanction local purchase of stationery articles as are ordinarily supplied by the Govt. Stationery Depot upto Rs. 5,000 per annum subject to the conditions laid down by Govt. 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 paper for printing purposes except with the prior concurrence of Chief Controller, Printing and Stationery.	-do-
5	Liveries.	Full power to sanction the supply of liveries to Class III and IV staff under their administrative control according to the scales sanctioned by the Government from time to time.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
6	Hire of Furniture.	Power to sanction the hire of furniture upto a limit of Rs. 100 per month in any one case provided hiring is manifestly preferable to the purchase of such furniture.	Min. of I&B letter No. 12(15)-58-B(M) dated 19-12-60.
7	Hiring of Transport for conveyance of stores.	Power to sanction expenditure on hiring of transport for conveyance of office equipment upto Rs. 250 in each case and other	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

stores upto Rs. 250 per day subject to the monthly limit of Rs. 1,000 (inclusive of Agent's Commission, Municipal Charges etc.) provided there is no government transport belonging to All India Radio available for the purpose.

8 Maintenance of Lawns and Power to maintain Gardens and Lawns attached to AIR buildings Min. of I&B letter No. 12(19)/ Gardens (at places other than and Offices departmentally and to incur expenditure thereon not exceeding Rs. 25 per acre per mensem, subject to a maximum of Rs. 100 per month excluding Mali charges, irrespective of the fact whether the offices of the Central Public Works Department exist at those places or not. 60-B(M), dated 28-11-60.

9 Grant of advance of Pay and T.A. on tour and pay and T.A. on transfer to temporary staff of his office subject to the condition that the advance is granted in case of absolute necessity with undertaking and risk subject to the production of adequate security. Min. of I&B letter No. 12(15)/ 58-B(M), dated 19-12-60.

10 Entertainment. -do- Power to sanction expenditure on entertainment of distinguished visitors and the Press upto Rs. 25 p.m.

NOTE :—The above power is subject to the condition that expenditure on tea, dinner etc. will not exceed the following limits :—

HPTs at Delhi, Tea or reception Lunch or dinner: Madras and Bombay Rs. 2.75 per head. Rs. 7.50 per head.

11 Electric, gas and water charges. Full powers. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

12 Employment of contingent paid staff. -do- Min. of I&B letter No. 12(9)62-B(M) dated 10-7-62.

13 Freight charges other than air lifting of stores. Full powers. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

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14	Advertisement charges.	Power to sanction expenditure on advertisements upto Rs. 500 in each case.	Min. of I&B letter No. 25(29)/65-B(A), dated 6-8-65.
15	Postal and Telegraph Charges. Charges for issue of letters, telegrams etc.	Full powers, subject to general conditions laid down in the Delegation of Financial Powers Rules, 1958.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
16	Purchase and repairs of bi-cycles.	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.
17	Repairs to motor vehicles.	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.
18	Demurrage charges.	Upto Rs. 250 in each case.	-do-
19	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.	-do-
20	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, news papers, periodicals and musical plays, and other stores required for office purpose.	-do-
21	Purchase of gum-boots and rain coats.	Upto Rs. 75 in any one case for use by members of Class III or IV staff who have to work in rain, mud or in similar other circumstances.	Min. of I&B letter No. 9/18/66. B&A, dated 17-4-69.
22	Miscellaneous Expenditure.	Recurring : Rs. 750 per annum in each case. Non-recurring : Rs. 2,000 in each case.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

- 23 Repairs to residential Quarters. Rs. 50 on any one occasion, subject to a maximum of Rs. 100 per quarter or Rs. 2,500 per annum. Min. of I&B letter No. 9/18/66-B&A dated 17-4-69.
- 24 (a) Purchase of typewriters. Full powers. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 22-6-76.
- (b) Repairs to typewriters. -do-
Power to sanction expenditure on servicing and repairs to typewriters 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.
- 25 Hot and Cold weather charges. Rs. 5,000 per annum including the pay of establishment and necessary fittings. Min. of I&B letter No. 9/18/66-B&A dated 17-4-69.
- 26 Write off of losses.
(a) Cash or Stamps, 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 case of stores and Rs. 1,000 in the case of cash or stamps provided that: (i) the loss does not disclose a defect of system the amendment of which requires the order of higher authority, and
(ii) serious negligence on the part of some individual which may call for disciplinary action requiring the order of higher authority. Min. of I&B letter No. 9/18/66-B&A, dated 17-4-69.
- (b) Irrecoverable loans and advances; and
(c) Loss of revenues.
- 27 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. Ministry of I & B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 28 Power to dispose of equipment declared surplus or un-serviceable. Upto Rs. 5,000 on each occasion and on the rate list value of such a store. Min. of I&B letter No. 9/18/66-B&A dated 17-4-69.
- 29 Hiring of Taxi. Power to hire not more than one taxi at a time at the scheduled rates in emergency when the office car goes out of order. Min. of I&B letter No. 9/18/66-B&A, dated 21-10-69.
- 30 Grants in aid. Full powers to Heads of All India Radio Stations/Offices located at places other than Delhi/New Delhi to sanction recurring 61/72-WL dated 17-2-75.

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31.	Subsidy to departmental/Co-operative Canteen and Tiffin Rooms.	<p>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.</p> <p>Full powers to sanction subsidy to departmental/Cooperative 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.</p> <p>The powers are subject to the conditions that funds are available within the sanctioned budget grant.</p>	Min. of I&B letter No. B.11017/ bar 61/72-WL dated 17-2-75.
32.	Rental of telephone lines.	<p>Power to sanction the maintenance of and payment of rent for telephone lines required for broadcasting upto a limit of Rs. 2,500 on each occasion.</p> <p>Rs. 25 per annum, subject to a limit of Rs. 10 at a time.</p>	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
33.	Local purchase of rubber stamps and office seals.	Rs. 25 per annum, subject to a limit of Rs. 10 at a time.	-do-
34.	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-