

## ANNEXURE-6

## SCHEDULE OF POWERS DELEGATED TO THE DIRECTOR OF MONITORING, ALL INDIA RADIO, SIMLA

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
<b>I. ADMINISTRATIVE POWERS</b>			
1	Grant of Casual Leave.	Power to grant Casual Leave to all Gazetted Officers and non-Gazetted Officers under his administrative control.	Ministry of I&B letter No. 6/9/75-B(P)(i) dated 21st June, 1976.
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-
<b>II. FINANCIAL POWERS</b>			
1	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 purposes.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76
2	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958)	<p style="text-align: center;"><b>Recurring</b></p> <p>Rs. 100 in each case.</p> <p style="text-align: center;"><b>Non-recurring</b></p> <p>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	Liveries.	Full Power to sanction the supply of liveries, to Class III and IV staff under his control in accordance with the scale sanctioned by Government from time to time.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

- 4 Grant of advance of Pay and T.A. Power to grant advance of 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 without undertaking any risk subject to the production of adequate security. Ministry of I&B letter No. 6/1/71-B(P), dated 1-9-71.
- 5 (a) 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. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- (b) Local purchase of petty Stationery Stores. -do-  
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.
- 6 Maintenance of lawns and gardens. Power to maintain gardens and Lawns attached to All India Radio buildings and offices departmentally and to incur expenditure thereon not exceeding Rs. 25 per acre per month subject to a maximum of Rs. 100 per month excluding Mali Charges irrespective of the fact whether the offices of Central Public Works Department exist at those places or not. Min. of I&B letter No. F.F. 6/1/71-B(P) dated 23-11-72.
- 7 Electric, Gas and Water charges. Full powers. Ministry of I&B letter No. 6/9/75 B(P)(ii) dated 21-6-76.
- 8 Employment of contingent paid staff. -do- Ministry of I&B letter No. 12(9)/62-B(M) dated 10-7-62.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
9	Freight charges other than air lifting of stores.	Full powers.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
10	Advertisement charges.	Power to sanction expenditure on advertisements upto Rs. 500 in each case.	Ministry of I&B letter No. 25 (29)/65-B(A), dated 6-8-65.
11	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.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
12	Purchase and repairs of Bicycles.	Full powers. Subject to conditions laid down in D.F.P. Rules 1958.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
13	(a) Purchase of type-writers. (b) Repairs to type-writers.	Full powers. 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.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
14	Demurrage Charges.	Upto Rs. 250 in each case.	-do-
15	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	-do-

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.

- 16 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. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 17 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. Ministry of I&B letter No. 6/1/71-B(P) dated 1-9-71.
- 18 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 stores up to 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. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 19 Write off/striking off from stock books gramophone records, furniture etc. (i) Power to declare items as unserviceable and strike off from stock books, furniture and other stores which have become unserviceable due to normal wear and tear, upto a limit of Rs. 5,000 in each case. Min. of I&B letter No. 6/1/71-B(P) dated 1-9-71.  
-do-  
(ii) Power to write off from stock books, furniture etc. which have become unserviceable due to other causes before expiry of normal life upto a limit of Rs. 100 in each case. -do-  
(iii) Power to sanction write off of losses of stores etc. due to theft, fraud or negligence of individuals upto a limit of Rs. 100 in each case. -do-
- 20 Hot and Cold Weather charges. Power to sanction/incur expenditure including the pay of establishment and necessary fittings, upto Rs. 5,000 per annum subject to such instructions as have been issued or may be issued in future by C.F.W.D. etc. -do-

Sl. No.	Nature of Power	Reference to rules or orders	Extent of Power	Remarks
21	Administrative approval and expenditure sanction for Works.	Power to accord administrative approval and expenditure sanction upto a limit of Rs. 5,000 in each case of non-residential works. The work may be executed through CPWD or State PWD or if necessary departmentally or through approved contractors. The delegation of powers is subject to the usual conditions that there is a budget provision and the usual procedures and instructions laid down in the relevant rules are observed.		Ministry of I&B, letter No. F 6/1/71-B (P) dated 26-10-1972.
22	Grants in aid	Full powers to sanction recurring grants-in-aid for the provision of the amenities, to his recreation Clubs, on terms & condition 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-110/17/61/72-WL dated 17-2-75.
23	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 dt. 28-12-1962 and such general orders as have been and may be issued from time to time on the subject.		Min. of I&B, letter No. B. 110 110/71/61/72-WL dated 17-2-75.

The powers are subject to the conditions that funds are available within the sanctioned budget grant.

NOTE:—The power to sanction interest free loans referred to in the 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.

24 Miscellaneous expenditure.	Recurring (i) Rs. 750 p.a. in each case.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
	Non-Recurring (ii) Rs. 2,000 in each case.	
25 Municipal rates & 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-
26 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.	-do-
27 Rental of telephone lines.	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.	-do-
28 Local purchase of rubber stamps and office seals.	Rs. 25 per annum, subject to a limit of Rs. 10 at a time.	-do-
29 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-