

## ANNEXURE—9

## SCHEDULE OF POWERS DELEGATED TO THE DIRECTOR TELEVISION CENTRE

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.	Min. of I&B letter No. 12(33)/61-B(M), dated 3-1-62.
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 substitute 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	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 <i>i.e.</i> 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 2 or more months to be referred to the Director General.	Min. of I&B letter No. 12(33)/61-B(M), dated 3-1-62.
2	Engagement of Staff Artists.	Power to engage staff artists on approved fee scale whose starting fee is less than Rs. 250 p.m. The exercise of this power will be subject to such conditions and procedural instructions which have been laid down or may be issued in future from time to time, regulating the appointment of staff artists in AIR.	Min. of I&B letter No. 8/66-B(A), dated 30-7-66.

Min. of I&B letter No. 12 (33)/61-B(M), dated 3-1-62.

Power to sanction expenditure on entertainment of artists (including prospective artists), speakers, playwrights, distinguished visitors and the Press upto Rs. 250 p.m.

3 Entertainment to Artists.

Min. of I&B letter No. 9/6/66-B&A, dated 20-5-66.

Full powers to sanction royalties to owners of copyright works in accordance with the conditions laid down in AIR Manual subject to the condition that not more than Rs. 500 p.m. is paid in any one case.

4 Payment of Royalties.

Min. of Finance (Deptt. of Expenditure) O.M. No. F. 10(13)-E (Coord)/75 dated 10-4-75.

- Recurring Rs. 100 in each case.
- Non-recurring Rs. 500 in each case.

5 Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958)

Min. of I&B letter No. 1501/1/75-TV dated 3-12-75.

6 Purchase and repairs of equipment/stores.

Power to incur expenditure upto a limit of Rs. 5,000 on each occasion on the purchase and repairs of electrical apparatus and stores, engineering stores required for the operation and maintenance, musical instruments, books, newspapers, periodicals, maps, gramophone records, costumes, stage sets, properties, make-up materials and other stores required for office purposes.

Min. of I&B letter No. 9/6/66-B&A, dated 20-5-66.

Upto Rs. 2,500 per annum.

7 Purchase & repair of furniture.

Min. of I&B letter No. 12(33)/61-B(CM), dated 3-1-62.

Power to sanction the hire of musical instruments and furniture on each occasion subject to an annual limit of Rs. 2,000 provided hiring is manifestly preferable to the purchase of the above articles.

8 Hire of instruments and furniture.

Min. of I&B letter No. 12(33)/61-B(M), dated 3-1-62.

Power to sanction the supply of uniforms to class III and IV staff under his administrative control according to the scale prescribed by the Government from time to time.

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10	Stationery.	Power to obtain stationery on payment from the office.	Min. of I&B letter No. 12(33)/61-B(M), dated 3-1-62.
11	Local purchase of Stationery	Power to sanction local purchase of stationery upto Rs. 20 in each case subject to a maximum limit of Rs. 250 per annum and subject to the conditions stipulated by Government from time to time.	-do-
12	Freight charges.	Full powers to incur expenditure on freight charges, Air lifting of stores should be resorted to only in rare cases of extreme urgency and a report of all such cases should be submitted by them periodically to the next higher administrative authority.	Min. of I&B letter No. 25(8) 65-B(A), dated 29-9-65 & Corrigendum dated 9-12-65.
13	Expenditure on publicity propaganda, public relations & advertisements.	Publicity, propaganda and public relations—Upto Rs. 500 in each case subject to availability of funds.	Min. of I&B letter No. 9/6/66-B&A, dated 20-5-66.
14	Travelling Allowance.	Advertisement charges—Upto Rs. 2,000 in each case subject to availability of funds.	Min. of I&B letter No. 12(33)/61-B(M), dated 3-1-62.
15	Grant of advance of Pay & T.A.	Power of Controlling Officer in regard to the travelling allowance bills of the establishment under him.	-do-
		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 with undertaking and risk subject to the production of adequate security.	

NOTE: The power has been raised to Rs. 500 per annum in case of Heads of Offices till further orders vide Min. of Finance O.M. No. 12(75) EII(A), dt. 6-8-60. The above delegation does not extend to the purchase of paper for printing purposes except with the prior concurrence of the C&P&S.

- 16 Hiring of transport for conveyance of Stores (or office equipment.) Power to sanction expenditure upto Rs. 20 in each case subject to a limit of Rs. 100 per annum. Min. of I&B letter No. 12(33)/61-B(M), dated 3-1-62.
- 17 Hiring of taxis. -do-  
Power to hire not more than two taxis or other conveyance upto 4 days at a time at the scheduled rates in emergency when a station car goes out of order. A register should be maintained showing particulars of journeys and payments made. Hiring of conveyances shall be subject to the orders or instructions issued by the Government of India from time to time.
- 18 Demurrage/Wharfage Charges. Normal powers delegated under contingent expenditure (vide S. No. 5 above) Each case exceeding Rs. 250/- should be reported to DG, AIR. Min. of Finance (Deptt. of Expenditure) O.M. No. F.10(13)-E (Coord)/75, dated 10-4-75.
- 19 Repairs to Motor Vehicles. Full powers on maintenance of motor vehicles including expenditure on repairs, spray, painting, new bodies, petrol, oil and grease, tyres, tubes, spares and accessories, stocking of spares etc. Min. of I&B letter No. 9/6/66-B&A, dated 20-5-66.
- 20 Payment by Cheques. Power to make payment by cheques of bills of expenditure on contingencies. Min. of I&B letter No. 12(33)/61-B(M), dated 5-1-62.
- 21 Purchase/hire of the films. Power to sanction purchase/hire of films from Films Division and/or other sources upto Rs. 3,500 only on each occasion. Min. of I&B letter No. 9/6/66-B&A, dated 23-6-66. and No. 12/19/72-TV dated 8-8-74.
- 22 Write off of losses :  
(a) Cash and stamps irrecoverable loans and advances and loss of revenue. 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—  
(i) a defect of system the amendment of which requires the order of higher authority.

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(b) Stores.	(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 of obsolete stores including process scraps upto a limit of Rs. 5,000 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 Corrigendum No. 12(33)/61-B(M), dated 7-7-62.
23	Payment of printing charges.	Power to sanction expenditure to make payment of printing charges upto Rs. 500 (Five hundred only) in each case in respect of pamphlets etc. in accordance with the terms of contract with the printers.	Min. of I&B Corrigendum No. 12(9)/62-B(M), dated 10-7-62.
24	Electric, gas and water charges.	Full power.	Min. of I&B letter No. 12(9)/62-B(M), dated 10-7-62.
25	Employment of contingent paid staff.	-do-	-do-
26	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. (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.	Min. of I&B letter No. 9/6/66-B&A, dated 20-5-66.
27	Advance of T.A. and monthly fee to Staff Artists on transfer.	Power to grant advance of Travelling Allowance and advance of monthly fee on transfer to Staff Artists of All India Radio subject to the following conditions:	Min. of I&B letter No. 1/17/67-B (B), dated 25-3-68 and Corrigendum, dated 6-7-68.

- (i) the advance of T.A. should not exceed in any case the actual railway fare;
- (ii) the advance of fee granted on transfer from one station to another shall not exceed fee for one month drawn by the Staff Artist concerned.
- (iii) the advance of fee should be recovered from the fee of Staff Artists in not more than three monthly instalments; the recovery commencing from the month's fee or/and Leave Salary on joining his new station;
- (iv) the advance granted on transfer should be adjusted from the final T.A. bill of the Staff Artist concerned; and
- (v) the payment of the advances should be made on obtaining a surety from a permanent Government servant of a comparable or higher status, in the standard surety Bond Form.
- 28 Municipal Rates and Taxes. Full powers to sanction recurring payment of Municipal and other rates and taxes. (This will be subject to the condition that the rates and taxes are duly assessed). Min. of I&B letter No. 9/6/66-B &A, dated 20-5-66.
- 29 Purchase of typewriters. Full powers. -do-
- 30 Purchase and repairs of bicycles. Full powers. Min. of I&B letter No. 1/22/67-B (B), dated 24-8-68 and 21-2-70.
- 31 Hot and Cold weather charges. Expenditure on hot and cold weather charges, including the pay of establishment and necessary fittings, provided that the cost does not exceed Rs. 5,000 per annum. (The expenditure should be sanctioned subject to such instructions as have been issued in future by C.P.W.D. etc.) Min. of I&B letter No. 9/6/66-B &A, dated 20-5-66.

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32	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.	Min. of I&B letter No. 9/6/66-B&A, dated 20-5-66.
33	Purchase of gumboots and rain coats.	Sanction for purchase of gumboots and rain coats with caps upto Rs. 75 in anyone 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, every three years.	-do-
34	Miscellaneous expenditure.	Recurring (i) Rs. 500 per annum in each case. Non-recurring (ii) Rs. 1,000 in each case.	-do-
35	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. 25/11/65-B(A), dated 27-6-66.
36	Custom Duties.	Full Powers.	Min. of I&B letter No. 5/3/72-TV dated 26-11-73.
37	Petty Works and repairs in case of hired and requisitioned buildings.	Power for repairs and alterations to hired and requisitioned buildings upto Rs. 2,000 per annum non-recurring provided such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released, Government should have the right to remove any installation or material added to the building.	Min. of I&B letter No. 1501/1/75-TV at 3-12-75.
38	Petty works and repairs in case of buildings owned by All India Radio.	Rs. 2,000 in each case subject to the observance of Provisions of Rules 137, 141 and 142 of the General Financial Rules.	-do-