

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI

Misc-1/001/09/2020-HR-C

Dated : 11.05.2020

Subject : Competent Authority in respect of issues of Contractuals and their Performance Appraisal engaged under the provisions of CEP 2012.

Contractual persons are being engaged, under provisions of CEP 2012, in Directorates including their field units/various verticals related to common services of Prasar Bharati and at PB Secretariat. These engagement are for various Programme, Engineering, Administration and News related. Policy guidelines for addressing various issues related to such contractuals are being considered in this office from time to time.

2. There have been some references received regarding Competent Authority for Contractuals at DDKs/ AIR Stations. The matter has been examined and with a view to remove any doubt, it has now been decided that the Contractuals engaged at DDKs/ AIR Stations will report to their Controlling Officers as per their offer of contract. For the other issues of Contractuals e.g. leaves, tour, performance report, payments, grievances etc the concerned Competent Authorities will be as under:

Issue	Competent Authority
Leave	Controlling Officer
Evaluation of work - Annual appraisal and periodic review of the performance	Controlling Officer shall be reporting Officer for annual appraisal. Review shall be done by reporting officer of the Controlling officer. In case, Head of any Wing (Admin/ Prog/ Engg/ News) is the Controlling/ Reporting Officer, the reviewing officer may be decided by concerned Regional/Zonal ADG of concerned Wing and ADG RNU at News HQ for contractuals engaged in News Wing.
Renewal of contracts (proposal to be submitted to Selection-cum-Screening Committee of respective Directorate/ Vertical)	Head of Office with the recommendation of Head of concerned wing through Zonal/ Regional ADG in case of Admin/ Prog/ Engg. streams. However, in case of News, RNU Head through ADG RNU at News HQs.
Grievances	(a) Administrative grievances - Head of Office. (b) Professional & work related grievances - Head of concerned wing .
Tour	Concerned Regional/Zonal ADG and ADG RNU at News HQs as the case may be.

Payment of Monthly remuneration	Head of Office as per the attendance details and satisfactory performance received from Head of concerned Wing.
Issuance of NOC, I-Card, TDS deduction & other Misc. Admin matters.	Head of Office

3. Generally, the Controlling Officers shall be Head of Programme for contractuels engaged for Programme and Programme production related activities, Head of News (RNU) for contractuels engaged for News related activities, Head of Engineering for Engineering activities, Head of Office for contractuels engaged for Administrative matters in DDKs/ AIR Stations.

4. For assessment of the performance of the contractual, targets should be assigned to the contractuels from the beginning of their contract. Their performance should be reviewed periodically, and any shortcomings in the performance be communicated to them from time to time so as to improve the outcome and the efficiency.

5. The numerical grading should be adequately justified by the Reporting and Reviewing Officers with respect to specific targets and accomplishments thereof. Systematic evaluation should leverage to distinguish between non-performers and outstanding performers.

6. The performance appraisal report should be filled with due care and attention after devoting adequate time. The reviewing of performance appraisal would be carried out by the officer who is one step senior to the Reporting Officer of respective wings (Programme, News, Admin and Engg.) available at Kendra/Station/RNU or at respective Regional/Zonal Office or concerned Directorate/vertical as the case may be.

7. For consideration of cases for extension or revision of wages or otherwise, duly completed original appraisals, instead of photocopy, should be forwarded to concerned Directorate, at least two months before the completion of the contract.

This issues with the approval of the CEO, PB.

(Sunil Bhatt)
Deputy Director (HR-C)

To,

- i) DG: AIR, DG: DD, Pr. DG: NSD, DG: DD (N&CA)
- ii) Engineering-in-Chief (BO), Engineering-in-Chief (SI & CS)
- iii) ADG (A), ADG(F), ADG(HR), Prasar Bharati Sectt.

- iv) ADG (A) DG: AIR; ADG (A) DG: DD; ADG (A) NSD AIR; ADG(A) DD News; ADG(NABM); ADG (Kisan); ADG(Sports);CE(CCW) .
- v) ADG (B&R), ADG (ER), ADG (Mktg), ADG (IT); ADG (Archives), DDG(Sports), Head of Sales, Head of PBNS, Prasar Bharati
- vi) Regional ADG(Programme) /Zonal ADG(E).
- vii) DDK, Patna w.r.t. to letter no. DDK/PAT/HOO/ (Pgm)/2020 dated 09/01/2020.

Copy for information to:

- i. SO to CEO, Prasar Bharati
- ii. PS to M(F), Prasar Bharati