

ANNEXURE—4
**SCHEDULE OF POWERS DELEGATED TO STATION DIRECTORS AND ASSISTANT STATION
 DIRECTORS IN CHARGE OF STATIONS**

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. The power of Asstt. Station Directors in charge of Stations in this regard is, however, limited upto officers of equal status. Cases of officers holding higher posts like Station Engineer should be referred to the Directorate.	Ministry of I&B letter No. 12(15)/58-B(M)-1, dated 28-3-60* and corrigendum No. 12(15)/58-B(M), dated 15-11-61.
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 substitute in their places and (ii) to all other gazetted and non-gazetted staff under their administrative control where no substitutes are required. The power of Asstt. Station Director-in-Charge of Stations in this regard is, however, limited upto officers of equal status. Cases of officers holding higher posts like Station Engineers should be referred to the Directorate.	-do-
II. Financial Powers.			
1	Payment by Cheques.	Power to make payment by cheques of bills of expenditure on contingencies.	Ministry of I&B letter No. 12(3)/56-B(M), dated 24-5-57.

- 2 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. Payment to an artist or a group of artists in a financial year exceeding Rs. 1,500 to be referred to DG. AIR. Min. of I&B letter No. 1/1/68-B(B), dated 9-6-69.
- 3 Engagement of Staff Artists. Power to engage staff artists on approved fee-scale whose starting basic 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. The heads of AIR Stations will also exercise this power in respect of auxiliary and Vividh Bharati Centres which are attached to their Stations for programme purposes. Ministry of I&B letter No. 8/5/66-B(A), dated 30-7-66.
- 4 T.A. to Staff Artists. Power to sanction payment of T.A. and advance of T.A. to Staff Artists at rates laid down for regular Govt. servants of equivalent grades provided the period of tour does not normally exceed 10 days and an Artist is not sent more than six times in a calendar year. Min. of I&B letter No. 6/2/75-B(P) dated 5-3-76.
- 5 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:— Ministry 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;

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(ii)	the advance of fee granted on transfer from one station to another shall not exceed fee for one month drawn by the Staff Artists concerned.		Ministry of I&B letter No. 1/17/67-B(B), dated 25-3-68 and corrigendum, dated 6-7-68.
(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.		
6	Entertainment to Artists etc.		Ministry of I&B letter No. 1/1/68-B(P), dated 25-11-70.
(i)	upto Rs.250 p.m. in the case of Station Directors, Delhi, Bombay, Calcutta and Madras.	Power to sanction entertainment to artists (including prospective artists) speakers, play-wrights, distinguished visitors and the press.	
(ii)	upto Rs. 150 p.m. in the case of Station Directors/Assistant Station Directors in-charge of other AIR Stations.		
	The expenditure on tea, dinner etc. will not, however, exceed the following limits:—		

Sl. No.	Nature of Power	Extent of Power Delegated			Authority				
		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					
7	Payment of Royalties.	Full power to sanction royalties to owners of copyright works in accordance with the conditions laid down by Govt. from time to time and further subject to the condition that not more than Rs. 3,000 p.m. is paid in any one case.			Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.				
8	Payment for articles etc. for publication in AIR Journals (applies only to Station Director, Madras, Ahmedabad and Calcutta).	Power to sanction the payment of remuneration to contributors for articles, photographs, book reviews etc. and enter into contract with them for casual employment provided the contract is not made for a period exceeding one year and does not involve the payment of a sum of more than Rs. 100 in each case subject to availability of funds in the budget for this purpose. In the case of payment made to Government servants, the amount of honorarium shall be restricted to 50% of the remuneration admissible to outsiders.			Ministry of I&B letter No. 6/2/75-B (P), dated 5-3-76.				
9	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958).	<table border="0"> <tr> <td>Recurring</td> <td>Rs. 100 in each case.</td> </tr> <tr> <td>* Non-recurring</td> <td>Rs. 500 in each case.</td> </tr> </table>			Recurring	Rs. 100 in each case.	* Non-recurring	Rs. 500 in each case.	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.								

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
10	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 operation and maintenance, books, newspapers, periodicals, and musical plays, and other stores required for office purpose.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
11	Purchase and repairs of furniture.	Up to Rs. 5,000 per annum per office, Subject to such conditions and Scales as may be prescribed by Ministry of W H & S.	-do-
12	Hire of Instruments and furniture.	Power to sanction the hire of musical instruments and furniture for outside broadcasts and special programmes upto Rs. 1,000 on each occasion subject to annual limit of Rs. 5,000 provided hiring is manifestly preferable to the purchase of such instruments and furniture, and also subject to the general conditions laid down at Sl. No. 10 above.	Ministry of I&B letter No. 6/2/75-B(P) dated 16-9-75.
13	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.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
14	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.

- 15 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 & 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. Ministry of I&B letter No. 6/9/75 B(P)(ii) dated 21-6-76.
- 16 Purchase of Gumboots etc. Power to sanction purchase of gumboots and rain coats with caps upto Rs. 75 (Rupees seventy five) 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. Ministry of I&B letter No. 9/7/64-B&A, dated 15-7-66.
- 17 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.
- 18 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.
- 19 Expenditure on publicity, Propaganda, public relations and advertisement. Power to sanction expenditure upto Rs. 1,000 in each case subject to availability of funds on public relations and for securing publicity for AIR programmes in newspapers, journals, cinemas etc. Ministry of I&B letter No. 1/1/68-B(B) dated 9-6-69.
- 20 Travelling Allowance. Advertising charges-upto Rs. 2,500 in each case subject to availability of funds. Ministry of I&B letter No. 6/2/75-B (P) dated 5-3-76.
Power of Controlling Officer in regard to the travelling allowance bills of the establishment under them. Ministry of I&B letter No. 12(3)/56-B(M) dt. 24-5-57.

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21	Grant of advance of Pay and T.A.	Power to grant advance of T.A. on four 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.	Ministry of I&B letter No. 12(15)/58-B(M), dt. 19-12-60.
22	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 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.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
23	Hiring of taxis.	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) dt. 5.3.76.
24	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.	Min. of I&B. letter No. F. 1/30/69-B(P) dated 14-7-70.
25	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 buildings owned by AIR, subject to the observance of Rules 137 and 141 to 142 of GFRs; and (ii) Rs. 2,000 per annum non-recurring in the case of hired and requisitioned buildings provided such expenditure may be in-	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.

curring 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.

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| 26 | Recording of Measurements. | Power to record measurement in measurement books, prepare bills, and other claims for payment in respect of works executed departmentally. | Ministry of I&B letter No. 12(15)/58-B(M)1, dt. 28-3-60. and 12(15)/58-B(M), dated 24-9-60. |
| 27 | Demurrage Charges | Upto Rs. 250 in each case. | Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76. |
| 28 | 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- |
| 29 | Rental of Telephone Lines. | Power to sanction the maintenance of and payment of rent of telephone lines required for broadcasting upto a limit of Rs. 2,500 on each occasion. | -do- |
| 30 | Maintenance of Gardens and lawns departmentally at places other than Delhi. | Power to maintain Gardens and lawns attached to All India Radio buildings and offices departmentally and to incur expenditure thereon not exceeding Rs. 200 per acre per month, subject to a maximum of Rs. 500 per month excluding Mali charges irrespective of the fact whether the offices of CPWD exist at those places or not. This is subject to availability of funds under the relevant head of account. | Ministry of I&B letter No. 6,2,75-B (P)(ii) dated 5-3-76. |
| 31 | 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 in respect of pamphlets etc. The rates need not be got approved by the Chief Controller, Printing and Stationery. The limit will be Rs. 1,000 | Ministry of I&B letter No. 6/2/75-B (P)(ii) dated 5-3-76. |

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
		<p>in the case of Station Directors Delhi, Bombay, Calcutta, Madras and Director, ESD.</p>	
		<p>Power to make payment of printing charges for programme journals in accordance with the terms of contract with the printers. (This is for Station Directors, Madras, Vijayawada, Ahmedabad and Director, ESD. only).</p>	
32	<p>Commission to Agents concerned with the publication of Radio Journals.</p>	<p>Power to make payment of commission to book-sellers and agents for selling copies of AIR publications and for securing advertisements in accordance with the scale approved by Director General, AIR.</p>	<p>Ministry of I&B letter No. 25/14/65-B (A), dated 29-7-66.</p>
33	<p>Write off of losses (a) Cash and stamps, irrecoverable loans and advances and loss of revenue.</p>	<p>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:—</p>	<p>Ministry of I&B letter No. 9/7/64-B&A, dated 16-10-65.</p>
		<p>(i) a defect of system the amendment of which requires the orders of higher authority.</p>	
		<p>(ii) serious negligence on the part of some individual officers which might possibly call for disciplinary action requiring the orders of higher authority.</p>	
(b)	Stores.	<p>Sanction for disposal by sale or otherwise of unserviceable or 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.</p>	

34	Electric, gas and water charges.	Full powers.	Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
35	Employment of contingent paid staff.	-do-	Min of I&B letter No. 12(9)/62-B(M) dated 10-7-62.
36.	Advance payments for booking of auditoria.	Power to make advance payment upto a limit of Rs. 1,000 in each case in connection with booking of auditoria etc. by major Stations of AIR.	Min. of I&B letter No. 6/2/75-B(P) dated 5-3-76.
37	(a) Purchase of type writers.	Full powers.	Ministry 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.	-do-
38	Purchase and repairs of bicycle.	Full powers subject to conditions laid down in D.F.P. Rules 1958.	-do-
39	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.	Ministry of I&B letter No. 9/7/64-B&A, dated 16-10-65.
40	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-
41	Miscellaneous expenditure.	Recurring Rs. 750 per annum in each case Non-recurring Rs. 2,000 in each case.	Ministry of I&B letter No. 6/9/75-B (P)(ii) dated 21-6-76.

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42	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.
43	Power to enter into the lease of sites for erection of poles for masts and stays for Receiving Centres and Transmitters and for payment of rental.	Power to enter into the lease of sites for a period not exceeding 10 years and for payment of rental for erection of poles for masts and stays for the Receiving Centres and Transmitters provided that the rent of the site for each mast and stay does not exceed Rs. 5 per mast or stay per year.	Ministry of I&B letter No. 1/2/67-B(B), dated 3-1-69.
44	Presentation of radio publications to radio talkers.	Power to present free of cost copies of books and publications containing AIR talks etc. to such radio talkers as are interested in the contents of the books/publications provided that the cost of the books/publications does not exceed Rs. 100 in a year.	Ministry of I&B letter No. 6/2/75-B(P) dated 5-3-76.
45	Power to extend transmission.	Power to extend transmission at AIR Stations, Auxiliary Centres, and Vividh Bharati Centres, as the case may be, on an <i>ad hoc</i> basis to accommodate special programmes on specific occasions provided that such extension is not for more than six hours per transmitter in any one day provided the expenditure can be met from within the sanctioned budget grant of the Station/Centre.	Ministry of I&B letter No. 6/2/75-B (P) (ii) dated 5-3-76.
46	Grant of Special Advance from GPF/CPF.	Power to sanction special advances from GPF/CPF in respect of non-gazetted staff under them. 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.	Ministry of I&B letter No. 1/1/68-B(P), dated 25-11-70.

47 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 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-11017/61/72-WL dt. 17-2-75.

48 Subsidy to departmental/Co-operative Canteen and Tiffin Rooms.

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 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. 11017/61/72-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.

49 Local purchase of rubber stamps and office seals.

Rs. 25 per annum, subject to a limit of Rs. 10 at a time.

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

50 Shifting of Residential telephones. Full powers, provided that it shall not be shifted to the residence of any officer who is not entitled to residential telephones.

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