

## ANNEXURE—8

**SCHEDULE OF POWERS DELEGATED TO THE DIRECTOR TRANSCRIPTION AND  
PROGRAMME EXCHANGE SERVICE, ALL INDIA RADIO**

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. 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 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-
3	Grant/Withhold of increment to Staff Artists.	Power to grant/withhold increment to the staff artists under his administrative control.	-do-
4	Grant of Certificate.	Power to certify that but for his/her promotion or appointment to the higher fee scale a staff artist would have continued to officiate in the lower fee scale.	-do-
<b>II. FINANCIAL POWERS</b>			
1	Expenditure on entertainment to Artists etc.	Power to incur expenditure upto Rs. 250 p.m. on the entertainment to Artists (including prospective Artists), Speakers, Playwrights, distinguished visitors and the Press, etc.	-do-

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

Tea or reception —Rs. 2.75 per head.

Lunch or dinner —Rs. 7.50 per head.

G. I., Min. of I&B letter 12(21) 60-B(M), dated 7-8-61 and 18-11-61.

## 2 Remunerations to Artists etc.

Power to sanction the grant of remuneration to Artists and enter into contracts 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.e. 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.

G. I., Min of I&B letter No. 12(30) 59-B(M), dated 14-5-60.

## 3 Engagement of Staff Artists.

Power to engage staff artists on approved fee scale whose starting basic fee is below Rs. 550 p.m.

Min. of I&B letter No. 12(43)/76/B-(A), dated 19-8-76.

The exercise of this power will be subject to such conditions as may be issued from time to time, regulating the appointment of Staff Artists in AIR.

## 4 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 purchase.

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

## 5 Hire of instruments and furniture.

Power to sanction the hire of musical instruments and furniture for outside broadcasts and special programmes upto Rs. 250 on each occasion, subject to an annual limit of Rs. 1,000 provided hiring is manifestly preferable to the purchase of such instruments and furniture.

Min. of I&B Corrigendum No. 12/9/63-B(M), dated 31-8-63.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
6	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958).	<p>Recurring Rs. 100 in each case. 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.
7	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. 1,000 on each occasion.	Min. of I&B letter No. 12(30)/59-B(M), dated 14-5-60.
8	Liveries.	Full power to sanction the supply of liveries to Class III and Class 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.
9	Recording of Measurements.	Power to record measurement in measurement books, prepare bills and other claims for payment in respect of works executed departmentally. (Administrative approval of the Director General is to be obtained in each case, before the work is actually taken in hand).	Min. of I&B letter No. 12(30)/59-B(M) dated 14-5-60.
10	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.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
11	Payment of Royalties.	Full powers 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 per month is paid in any one case.	-do-
12	Payment to Government Servants.	Power to make payments of honoraria to Government Servants on the following rates :—	Ministry of I&B letter No. 12(30)/59-B(M), dated 14-5-60.

Rs. 25 for talks not connected with Government Servant's work; and Rs. 10 for talks connected with his work.

- 13 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. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 14 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. Min. of I&B letter No. 12(30)/59-B(M) dated 14-5-60.
- 15 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.
- 16 Public Relations and publicity. Power to sanction expenditure upto a limit of Rs. 50 in each case subject to availability of funds on public relations and for securing publicity of All India Radio programmes in Newspapers, Journals and Cinemas, etc. Min. of I&B letter No. 12(30)/59-B(M), dated 14-5-60.
- 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. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 18 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.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
19	Engagement of casual labour.	Power to engage casual labour of various categories on daily wages for specific work for a period not exceeding 21 days at a time. Such labour shall ordinarily be paid at the C.P.W.D. scheduled rates.	Min. of I&B letter No 12(30)/59-B(M), dated 14-5-60.
20	Payment by cheque.	Power to make payment by cheques of bills of expenditure on contingencies.	-do-
21	Refund of revenues relating to Wire Broadcasting Service.	Power to sanction refund of revenue relating to Wire Broadcasting Service upto a limit of Rs. 20 in each case.	Min. of I&B Corrigendum No. 12(30)/59-B(M), dt. 27-10-61 and letter No. 12(16)/61-B(M), dated 28-11-61.
22	Printing charges.	Power to get the emergent and unforeseen petty printing jobs executed locally through private agencies upto a limit of Rs. 300 in each case in respect of pamphlets etc. The rates need not be got approved by the Chief Controller, Printing and Stationery.	Ministry of I&B letter No. 25/44/65-B(A), dated 29-7-66.
23	T.A. to Staff Artists.	Power to sanction the tours of staff artist within his jurisdiction and sanction T.A. for them at the rates laid down for regular Government Servants and in accordance with the grade prescribed for them. Also power to grant advance of T.A. to them, subject to the conditions that advances are granted to persons who are lower in rank.	G. I., Min. of I&B letter No. 12(12)/61-B(M), dated 4-5-62.

**NOTE:** It has been clarified that the term 'lower in rank' should be interpreted to mean that the 'Head of the office' should be considered as of higher rank than any staff artist who draws his emoluments at that Station/Office irrespective of his monthly fee or designation.

DG. AIR. MEMO No. 9(1)/62-B(A), dated 16-7-62.

**24 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), dt. 25-3-68 & 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 advance should be made on obtaining a surety from a permanent Government Servant of a comparable or higher status, in the standard surety Bond Form.
- 25 Write off/strike off from stock books, gramophone records, furniture, etc.**
- (i) Power to declare items as unserviceable and strike off from stock books, gramophone records, furniture and other stores which have become unserviceable due to normal wear and tear, upto a limit of Rs. 10,000 in each case. Min. of I&B Corrigendum No. 12(15)/58-B(M), dt. 26-6-1962 and Corr. No. 12(15)58-B(M), dated 8/12-11-63.
  - (ii) Power to write off from stock books, gramophone records and furniture, etc. which have become unserviceable due to other causes, before the expiry of normal life upto a limit of Rs. 100 in each case.
  - (iii) Power to sanction write off of losses on stores etc. due to theft, fraud or negligence of individuals upto a limit of Rs. 100 in each case.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
26	Electric, gas and water charges.	Full Powers.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
27	Employment of contingent Paid staff.	-do-	Min. of I&B letter No. 12/9/62-B(M) dated 10-7-62.
28	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.
29	Postal and Telegraph Charges.. Charges for the 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.
30	Purchase and repairs of bicycles.	Full powers subject to conditions laid down in D.F.P. Rules 1958.	-do-
31	Demurrage charges	Upto Rs. 250 in each case.	-do-
32	Miscellaneous expenditure.	<i>Recurring</i> (i) Rs. 750 p.a. in each case. <i>Non-recurring</i> (ii) Rs. 2,000 in each case.	-do-
33	(a) Purchase of type-writers.	Full powers.	-do-
	(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, up keep of and repairs to such machines shall be incurred subject to general or special orders issued in this behalf.	-do-

- 34 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 CCP&S. -do-
- 35 Hiring of Transport for conveyance of stores. Power to sanction expenditure on hiring of transport for conveyance of office equipment up to Rs. 250 in each case and other 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. -do-
- 36 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. -do-
- 37 Local purchase of rubber stamps and office seals. Rs. 25 per annum, subject to a limit of Rs. 10 at a time. -do-
- 38 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. -do-