

SECTION AND SUBJECT



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A&G

S. No.	Work Assigned	Time of Disposal
1	Sanction of House Building Advance to Officers and & staff at Headquarters and all AIR Stations/Offices including P&D Unit.	30 working Days excluding date of receipt.
2	Sanction of advance for the purchase of Motor Car/Motor Cycle/Scooter etc. to officers and staff at Headquarters and all AIR stations/offices including P&D Unit.	30 working Days excluding date of receipt.
3	G. P. Fund/G. P. Fund withdrawal in respect of Officers and staff of AIR stations/offices.	7 working Days excluding date of receipt
4	Framing/ amendment of rules of allotment in respect of residential accommodation.	30 working Days excluding date of receipt.
5	Policy regarding allotment of residential AIR quarters to AIR Officers/Staff.	30 working Days excluding date of receipt.
6	Recovery of rent and water charges in respect of AIR quarters.	7 working Days excluding date of receipt
7	Requisition of residential accommodation from the State Govt./Private parties.	15 working Days excluding date of receipt
8	Eviction of unauthorized occupation of AIR premises.	Within given period of Time
9	General circulation of instructions received from Directorate of Estates on allotment of residential	5 working Days excluding date of

	<i>accommodation</i>	<i>receipt</i>
10	<i>Sanction of TA/TTA advances to Heads of the AIR Stations/Offices.</i>	<i>10 working Days excluding date of receipt</i>
11	<i>Extension of time limit for the movement of families on transfer of officers/staff of AIR stations/offices</i>	<i>10 working Days excluding date of receipt</i>
12	<i>General policy on L.T.C. As well as grant of concession to Head of AIR of AIR offices.</i>	<i>10 working Days excluding date of receipt</i>
13	<i>Fixation of duty hours/holidays etc. of the shift duty staff of AIR of offices.</i>	<i>20 working Days excluding date of receipt</i>
14	<i>Payment of O.T.A. To the staff of AIR stations beyond the delegated powers.</i>	<i>20 working Days excluding date of receipt</i>
15	<i>Preparation of Budget Estimates/Revised Estimates kin respect of loans and advances.</i>	<i>Half Yearly</i>
16	<i>Use of AIR transport for official purposed and also by the members of staff for transportation etc.-fixation of transport charges.</i>	<i>15 working Days excluding date of receipt</i>
17	<i>Payment of (a) Bad climate allowance (b) compensatory allowances (c) Water allowances (e) House Rent allowances (f) City Compensatory Allowances etc circulation of instructions/orders received from the Ministry of Finance, DAR&PG etc.</i>	<i>15 working Days excluding date of receipt</i>
18	<i>Conveyance allowance to orthopadically handicapped and blind employees</i>	<i>10 working Days excluding date of receipt</i>
19	<i>Sanction of flood and cyclone relief.</i>	<i>Immediate</i>
20	<i>Sanction of expenditure on food packets etc. to the staff retained on overnight duty.</i>	<i>Immediate</i>
21	<i>Theft cases in respect of salary and write of losses.</i>	<i>NA</i>
22	<i>Sanction for the payment of heating material/Allowance to the staff of AIR Station Leh, Srinagar</i>	<i>Twice in a year</i>
23	<i>Hot and Cold Weather arrangements at the AIR stations/offices-purchase/maintenance</i>	<i>Twice in a year</i>

24	<i>Sanction for the purchase of furniture & furnishings in respect of AIR stations.</i>	<i>20 working Days excluding date of receipt</i>
25	<i>Miscellaneous allied matters requiring financial/administration sanctions.</i>	<i>20 working Days excluding date of receipt</i>



Audience Research Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Budget estimates and financial sanction-preparation of briefs and annual reports</i>	<i>7 to 15 working Days excluding date of receipt</i>
<i>2</i>	<i>Complaints/suggestions and requests made by public/press other organizations regarding Listeners Research/AIR programme.</i>	<i>14 working Days excluding date of receipt</i>
<i>3</i>	<i>Inspection Reports on Audience Research work at AIR station</i>	<i>14 working Days excluding date of receipt</i>
<i>4</i>	<i>Listening Field Survey/Main Survey/Panel Survey of various AIR programmes.</i>	<i>4 Months</i>
<i>5</i>	<i>Planning of Audience Research activities in AIR</i>	<i>7 working Days excluding date of receipt</i>
<i>6</i>	<i>Training of all level Audience Research staff.</i>	<i>15 working Days excluding date of receipt</i>
<i>7</i>	<i>Organizing and compiling weekly qualitative quick feedback statements</i>	<i>15 working Days excluding date of receipt</i>
<i>8</i>	<i>Follow up action on Audience study reports</i>	<i>15 working Days excluding date of receipt</i>
<i>9</i>	<i>Forwarding Audience Research report to concerned departments and follow up action thereof.</i>	<i>15 working Days excluding date of receipt</i>
<i>10</i>	<i>Allied special Research oriented assignments.</i>	<i>3 Months</i>
<i>11</i>	<i>Issue of financial sanction for Audience</i>	<i>7 working Days</i>

	Research Survey/study.	excluding date of receipt
12	Listeners' correspondence Statement (AIR Statement) received from AIR stations, ESD, DT&PES.	15 working Days excluding date of receipt
13	All establishment matters relating to Group "A" posts in grades Director, Deputy Director, and Audience Research Officer in AIR and Doordarshan, such as appointment, promotion, confirmation, termination of probationary period and crossing of efficiency bar.	To be specified against each head
14	All administrative matters relating to Group "B" (Non-gazetted) posts in the grades of (a) Statistical Officer (b) Statistician (c) Investigator (d) Sr. Cartographer (e) Research Assistants.	7 working Days excluding date of receipt
15	All administrative matter relating to Group "C" posts of (a) Investigator (b) Statistical Assistant (c) Statistical Computer (e) Machine Operator (f) Punch & Verifier Operator.	7 working Days excluding date of receipt
16	All administrative matters relating to the post of Sorter	7 working Days excluding date of receipt
17	Preparation and circulation of seniority lists	Yearly
18	Framing and amendment of the R/Rules.	3 Months
19	Deputation/Foreign Services.	2 working Days excluding date of receipt
20	Issue of 'No Objection Certificate' for going abroad	5 working Days excluding date of receipt
21	Fixation of pay.	7 working Days excluding date of receipt
22	Issue of sanction under CCS (Conduct) Rules	15 working Days excluding date of receipt
23	Service tribunal/Court Cases	3 working Days excluding date of receipt
24	Review cases under FRs/Pension rules.	7 working Days excluding date of receipt

25	<i>Extension of service beyond the age of superannuation.</i>	<i>15 working Days excluding date of receipt</i>
26	<i>Permission for change of Home Town.</i>	<i>3 working Days excluding date of receipt</i>
27	<i>Permission for change of Home Town.</i>	<i>3 Months</i>
28	<i>Any other work relating to the administrations of above staff.</i>	<i>Within the given time limit</i>



Budget and Accounts Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Appropriation Accounts (Recurring Grant)</i>	<i>5 working Days excluding date of receipt</i>
<i>2</i>	<i>Budget Estimates.</i>	<i>30 working Days excluding date of receipt</i>
<i>3</i>	<i>Budget Estimates-Recurring of AIR (Revenue- Non-Plan)</i>	<i>15 working Days excluding date of receipt s</i>
<i>4</i>	<i>Budget Estimates- Revenue Receipts</i>	<i>15 working Days excluding date of receipt</i>
<i>5</i>	<i>Monitoring of expenditure and preparation of Monthly expenditure statement (Revenue Non- Plan)</i>	<i>within 5 Days After receiving from Stations</i>
<i>6</i>	<i>Monthly Statements- Revenue Receipts</i>	<i>Monthly</i>
<i>7</i>	<i>Monthly expenditure reconciliation statements</i>	<i>NA done by PAO</i>
<i>8</i>	<i>Payments made by Indian Missions abroad or behalf of AIR</i>	<i>NA</i>
<i>9</i>	<i>Performa Accounts of All India Radio</i>	<i>On Yearly Basis</i>
<i>10</i>	<i>Parliament Question relating to budget expenditure.</i>	<i>2 to 3 working Days excluding date of receipt</i>
<i>11</i>	<i>Revised Estimates (Revenue Non-Plan).</i>	<i>15 working Days excluding date of receipt</i>
<i>12</i>	<i>Revised Estimates (Revenue Non-Plan)</i>	<i>15 working Days excluding date of receipt</i>
<i>13</i>	<i>Re-appropriation of Fund-Recurring Grant.</i>	<i>5 working Days</i>

		<i>excluding date of receipt</i>
14	<i>Supplementary Grant-Recurring Grant.</i>	<i>15 working Days excluding date of receipt</i>
15	<i>Revised Estimates Budget Estimates (Family welfare).</i>	<i>NA</i>
16	<i>Surrender of funds-recurring Grant.</i>	<i>15 working Days excluding date of receipt</i>
17	<i>Monthly expenditure statement (Family Welfare).</i>	<i>NA</i>
18	<i>Fixation of Final Grant, Re-appropriation and surrender funds (Family Welfare).</i>	<i>NA</i>
19	<i>Economy instructions.</i>	<i>5 working Days after receiving from Ministry & PB Sectt.</i>
20	<i>Departmentalized Accounts System.</i>	<i>NA done by PAO</i>
21	<i>Mid-term budget review.</i>	<i>Within the time frame fixed by PB Sectt.(around 10 working Days)</i>
22	<i>General budgetary matters involving coordination with other budget sections in Directorate.</i>	<i>10 working Days excluding date of receipt</i>

Cash Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
1	<p><i>Sanctioning of the following advances to the staff at the Headquarters :-</i></p> <p>(a) <i>Pay.</i></p> <p>(b) <i>Traveling Allowances/Daily Allowance.</i></p> <p>(c) <i>Leave Travel Concession.</i></p> <p>(d) <i>General Provident Fund.</i></p> <p>(e) <i>Festival.</i></p> <p>(f) <i>Table Fans.</i></p> <p>(g) <i>Cycles</i></p>	<p><i>10 working Days</i></p> <p><i>3 working Days</i></p> <p><i>3 working Days</i></p> <p><i>2 working days</i></p> <p><i>2 working Days</i></p> <p style="text-align: center;"><i>NA</i></p> <p style="text-align: center;"><i>NA</i></p>
2	<p><i>Preparation of the following bills :-</i></p> <p>(a) <i>Monthly Pay and Allowances in respect of Head-quarters staff, staff training institute(P), staff Artists, NLF and Family welfare</i></p> <p>(b) <i>Arrears of pay due to re-fixation of pay etc.</i></p> <p>(c) <i>T.A./D.A. and Leave Travel Concession in respect of Gazetted And Non- Gazetted Staff.</i></p> <p>(d) <i>G.P.F. Temporary and non-refundable.</i></p> <p>(e) <i>Festival Advance.</i></p> <p>(f) <i>Table Fans.</i></p> <p>(g) <i>Cycles, Motor Cycle, Scooter, Car and House Building Advance.</i></p> <p>(h) <i>Contingent expenditure.</i></p> <p>(i) <i>Honorarium.</i></p> <p>(j) <i>Medical re-imburement.</i></p> <p>(k) <i>Overtime Allowance.</i></p> <p>(l) <i>Re-imburement of Tuition Fee/Children Educational</i></p>	<p><i>7 working Days</i></p> <p><i>1 working Day</i></p> <p><i>2 working Days</i></p> <p><i>2 working Days</i></p> <p style="text-align: center;"><i>NA</i></p> <p><i>3 working Days</i></p> <p><i>3 working Days</i></p> <p><i>3 working Days</i></p> <p><i>3 working Days</i></p> <p><i>3 working Days</i></p> <p><i>7 working Days</i></p> <p><i>3 working Days</i></p>

	allowance. (m) Royalty bills.	
3	<i>Drywall and disbursement of pay, allowances, contingent payment to gazette officers, staff Artists and payments to firms.</i>	<i>3 working Days</i>
4	<i>Maintain of G.P.F. Accounts in respect of class IV staff.</i>	<i>Time to Time</i>
5	<i>Submission of the statement of GPF to P&AO of respect of class IV staff of the</i>	<i>7 working Days excluding date of receipt</i>



General Administration Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Provision for RE/BE of Directorate Headquarters relating to matters dealt with in G.A. Section.</i>	<i>Twice in a Year</i>
<i>2</i>	<i>Binding of books, registers, ledgers, pay-bills etc. Printing of Identity Cards, Greetings Cards, and Invitation Cards Visitors Register etc. Procurements of Calendars and their purchase and supply for Headquarter.</i>	<i>15 working Days excluding date of receipt</i>
<i>3</i>	<i>Purchase and supply of curtains and covers to Headquarters and passing of Bills after supplies are executed.</i>	<i>30 working Days excluding date of receipt</i>
<i>4</i>	<i>Procurement and distribution of all cleaning material and passing of bills thereof.</i>	<i>3 working Days excluding date of receipt</i>
<i>5</i>	<i>Purchase, Repairs polishing and shifting of furniture and their supply to all officers and staff in the Directorate.</i>	<i>20 working Days excluding date of receipt</i>
<i>6</i>	<i>Hot and cold weather arrangements for Headquarters-calling quotations and passing bills therefore.</i>	<i>Twice in year</i>
<i>7</i>	<i>Clearance of Railway receipts for Headquarters, Maintenance of the carrying contractor.</i>	<i>NA</i>
<i>8</i>	<i>Staff- cars- maintenance, purchase of spare parts, maintenance of log-book scrutinsing of overtime allowance bills in r/o staff car driver etc. and scrutinsing of bills of petrol etc, therefore.</i>	<i>10 working Days excluding date of receipt</i>
<i>9</i>	<i>Procurement stationery and forms and supply thereof to all officers and sections in the Date. Passing bills etc. therefore.</i>	<i>20 working Days excluding date of receipt</i>
<i>10</i>	<i>Annual verification of stores.</i>	<i>Yearly</i>
<i>11</i>	<i>Purchase and supply of sundry articles like Dusters, Brooms, Floor Brushes, bulbs, towels, electric lamps etc. for Headquarters.</i>	<i>Monthly</i>

12	<i>Procurement and distribution of Typewriter, duplicating machines and their accessories for the Headquarters. Passing the bills relating to repairs and services of machines.</i>	NA
13	<i>Installation of shifting of telephones in Dte. and passing of bills etc.</i>	<i>3 working Days excluding date of receipt</i>
14	<i>Purchase of cloth for liveries, stitching and supply to Headquarters staff and passing of bills therefore.</i>	<i>Twice in a year</i>
15	<i>Disposal of unserviceable articles by auction etc.</i>	<i>Yearly</i>
16	<i>Sanction for purchase of liveries, stationery and other miscellaneous office equipment</i>	<i>Twice in Year</i>
17	<i>Purchase and maintenances of gadgets for the Directorate.</i>	<i>20 working Days excluding date of receipt</i>
18	<i>Annual contract for scooter/cycle stand.</i>	NA
19	<i>Issue of circulars regarding uniforms.</i>	<i>Twice in a year</i>
20	<i>Preparation of Rubber Stamps, Name Plates, Sign Boards, Banners for DG: AIR.</i>	<i>3 working Days excluding date of receipt</i>
21	<i>Sanction to AIR Stations/Offices for Printing /purchase of forms and Registers etc.</i>	NA
22	<i>Any other allied matter.</i>	<i>As & when received</i>

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Vigilance Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
1	1. Complaints regarding:- a) <i>Corruption lack of integrity on the part of officers and staff of AIR.</i> b) <i>Favoritism and nepotism in appointment, purchases and onward of contracts.</i> c) <i>Neglect of family by AIR employees.</i>	20 working Days excluding date of receipt
2	2. Institution of disciplinary proceedings :- a) <i>Officers of Directorate (Group B, C and D).</i> b) <i>Staff of AIR stations/offices for whom appointing authorities are in the Directorate.</i>	20 working Days excluding date of receipt
3	<i>Advice to the stations in disciplinary cases on matters of procedures.</i>	20 working Days excluding date of receipt
4	<i>Giving vigilance clearance in r/o staff in the Directorate w/ app./disc. Authorities are DG/DDG (A)/DDA (H).</i>	15 working Days excluding date of receipt
5	<i>Anti-corruption measures-issue of instructions.</i>	20 working Days excluding date of receipt
6	<i>Amendment to CCS (Conduct) Rules and CCS (CCA) Rules</i>	3 months
7	<i>Appeals from the staff Headquarters/stations against decisions taken as result of departmental proceedings.</i>	15 working Days excluding date of receipt
8	<i>Court cases arising out of decisions in disciplinary proceedings and writ petitions etc.</i>	7 working Days excluding date of receipt
9	<i>Keeping watch on police and court cases against All employees and taking departmental action on receipt of</i>	Within the given Time

	<i>police report or judgment from the court.</i>	
10	<i>C.V.C. returns regarding vigilance matters and complaints from public.</i>	<i>15 working Days excluding date of receipt</i>
11	<i>Watching the progress of disciplinary cases initiated by subordinate offices.</i>	<i>20 working Days excluding date of receipt</i>
12	<i>Maintenance of property returns in r/o of Group "A" & "B" officers of AIR.</i>	<i>20 working Days excluding date of receipt</i>
13	<i>Issue of instructions regarding maintenance of CRs.</i>	<i>Yearly</i>
14	<i>Complaints against Group A, B, C. and D staff of DG. including subordinate offices and parliament queries relating</i>	<i>Immediately</i>
15	<i>Monthly/Quarterly returns of complaints disciplinary including suspension FR-56(J)</i>	<i>Monthly</i>
16	<i>Quarterly returns regarding award of Ashok Chakra, Kirti Chakra and Shaurya Chakra-recommendations.</i>	<i>Yearly</i>
17	<i>Maintenance/Scrutiny/Review/Movement/Communication adverse remarks in respect of Gr. "A" officers.</i>	<i>7 working Days excluding date of receipt</i>
18	<i>Review of CR Forms/Procedure of writing CRs.</i>	<i>As & when received</i>

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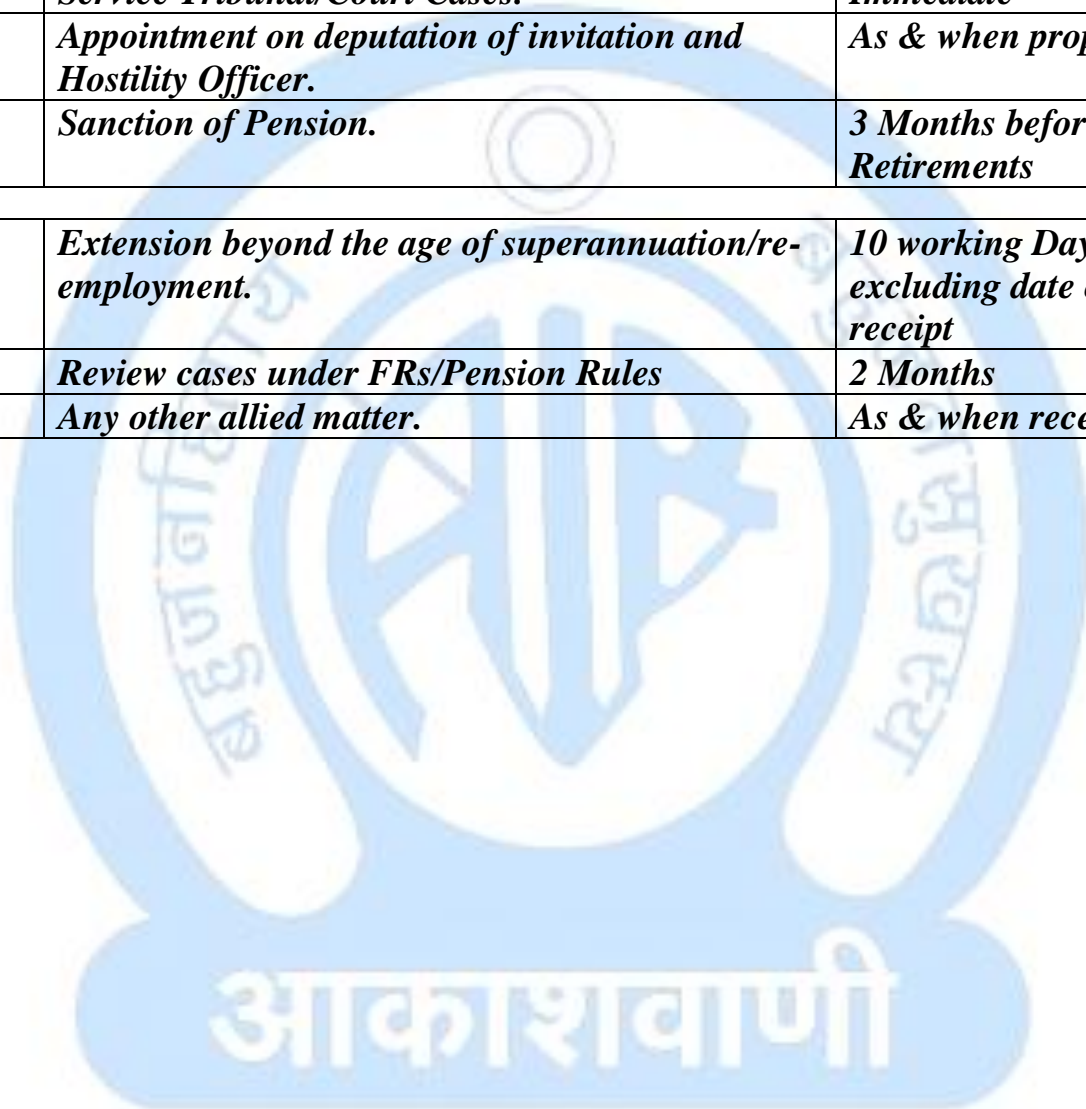
Staff-S-I (A) Section

S. No.	Work Assigned	Time of Disposal
1	Framing of DPC proposals and other promotion related matters of IB(P) Officers of all the grade viz. JTS, STS, JAG & SAG	Twice in a year
2	Transfer and posting of Officers belonging to JTS, STS, JAG (NFSG) & SAG of IB (P) `s in all AIR stations.	Twice in a year
3	Service matters maintained of seniority lists and reservation roster of IB (P) `s Officer.	Once in a year
4	Court cases relating to service matters of all four grade of IB(P)s Officers, preparation comments, attending court proceedings.	10 working Days excluding date of receipt
5	Compassionate appointment of ACR work, counting of past service, VRS etc. of IB (P) s Officers.	As per schedule
6	Pension related matters complaints and matters related to CCS (conduct) Rules with regard to IB(P)s Officers.	Two years in advance
7	Fixation of pay and payment of arrears in consultation with PAO (IRLA).	30 working Days excluding date of receipt
8	Deputation of IB(P)s Officers.	10 working Days excluding date of receipt
9	Issue of NOV for passport/Foreign visit of IB(P)s Officers	7 working Days excluding date of receipt
10	Declaration of Head of Office of AIR stations.	7 working Days excluding date of receipt
11	Parliament Question VIP and RTI references etc relating to IB(P)s Officers	Two working Days excluding date of receipt

S-I(B) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Establishment matters relating to officers in the grades of PEX, Producers/FRO and Extension Officers such as formulation of DPC proposals, confirmation etc. Group “B” Gazetted Programme Officers.</i>	<i>Twice in a year</i>
<i>2</i>	<i>Appointment against the direct recruitment quota.</i>	<i>As & when required</i>
<i>3</i>	<i>Framing/amendment of R/Rules.</i>	<i>3 Months</i>
<i>4</i>	<i>Fixation of interest seniority between the direct recruitment & departmental promotes.</i>	<i>Yearly</i>
<i>5</i>	<i>Circulation of seniority lists.</i>	<i>Yearly</i>
<i>6</i>	<i>Verification of character and antecedents and medical examination in respect of direct recruits.</i>	<i>30 working Days excluding date of receipt.</i>
<i>7</i>	<i>Posting and Transfers.</i>	<i>30 working Days excluding date of receipt.</i>
<i>8</i>	<i>Deputation/Foreign Service.</i>	<i>10 working Days excluding date of receipt</i>
<i>9</i>	<i>Forwarding of application for employment/deputation/foreign service</i>	<i>Immediate</i>
<i>10</i>	<i>Issue of “No objection Certificate “for going abroad.</i>	<i>10 working Days excluding date of receipt</i>
<i>11</i>	<i>Fixation of Pay/counting of service.</i>	<i>Yearly</i>
<i>12</i>	<i>Grant of Leave.</i>	<i>Immediate</i>
<i>13</i>	<i>Termination of probationary period and crossing of efficiency bar etc.</i>	<i>2 Months</i>
<i>14</i>	<i>Approval of tour programme.</i>	<i>3 working Days excluding date of</i>

		<i>receipt</i>
15	<i>Maintenance of personal history sheets</i>	<i>NA</i>
16	<i>Issue of sanctions under CSS (Conduct) Rules.</i>	<i>2 Months</i>
17	<i>All administrative matters relating to the posts of Staff Artists in the category of Producers(SG), Science Officer, Producer(OG), Editor(Script), Translators which have been converted into Government Servants.</i>	<i>10 working Days excluding date of receipt</i>
18	<i>Service Tribunal/Court Cases.</i>	<i>Immediate</i>
19	<i>Appointment on deputation of invitation and Hostility Officer.</i>	<i>As & when proposed</i>
20	<i>Sanction of Pension.</i>	<i>3 Months before Retirements</i>
21	<i>Extension beyond the age of superannuation/re-employment.</i>	<i>10 working Days excluding date of receipt</i>
22	<i>Review cases under FRs/Pension Rules</i>	<i>2 Months</i>
23	<i>Any other allied matter.</i>	<i>As & when received</i>



Staff-II Section

S. No.	Work Assigned	Time of Disposal
1	All establishment matter relating to post of DDA and Inspector of Accounts such as formulation of DPC proposals for promotion, confirmation etc.	Once/ Twice a year
2	All establishment matters relating to the posts of Sr. A.O. and Jr. A.O. Such as formulation of DPC proposals for promotion on, confirmation etc.	Once/ Twice a year
3	All administrative matters relating to posts Acctt./H.C./Sr.S.K./CG-I/S.K./C.G.-II etc.	15 working Days excluding date of receipt
4	All administrative matters relating to the posts of General Asstt./Copist and their absorption the posts of CG-I & CG-II.	15 working Days excluding date of receipt
5	Framing/amendment of recruitment rules in respect of above mentioned posts.	20 working Days excluding date of receipt
6	Preparation of All India eligibility list of /Acctt/Sr.S.K. for holding DPCs for promotion to the grade of Jr.A.O.	Yearly
7	Posting and transfers in the grades of DDA/, I.A., Sr.A.O. And Jr.A.O.	20 working days excluding date of receipt
8	Deputation/Foreign Service.	30 working Days excluding date of receipt
9	Forwarding of application	Immediate
10	Termination of probationary period and crossing of efficiency bar.	As & when required
11	Issue of "No Objection Certificate" for going abroad.	30 working Days excluding date of receipt.
12	Grant of leave to class I and class II officers.	Immediate
13	Issue of sanctions under CCS (Conduct) Rules.	10 working Days

		<i>excluding date of receipt</i>
14	<i>Extension in service beyond the age of superannuation/re-employment.</i>	<i>As per requirement</i>
15	<i>Permission for Change of Home Town.</i>	<i>As & when declared</i>
16	<i>Other allied administrative matters in respect of above mentioned grades</i>	<i>10 working Days excluding date of receipt</i>
17	<i>Review cases under FRs/Pension Rules</i>	<i>30 working Days excluding date of receipt.</i>
18	<i>Sanction of Pension in respect of class I and class II(Gazetted) officers</i>	<i>Before 3 months from retirement</i>
19	<i>Service Tribunal/Court cases</i>	<i>3 working Days excluding date of receipt</i>
20	<i>Maintenance of service records of Accountants working in the Directorate.</i>	<i>Regularly</i>
21	<i>Any other allied matter.</i>	

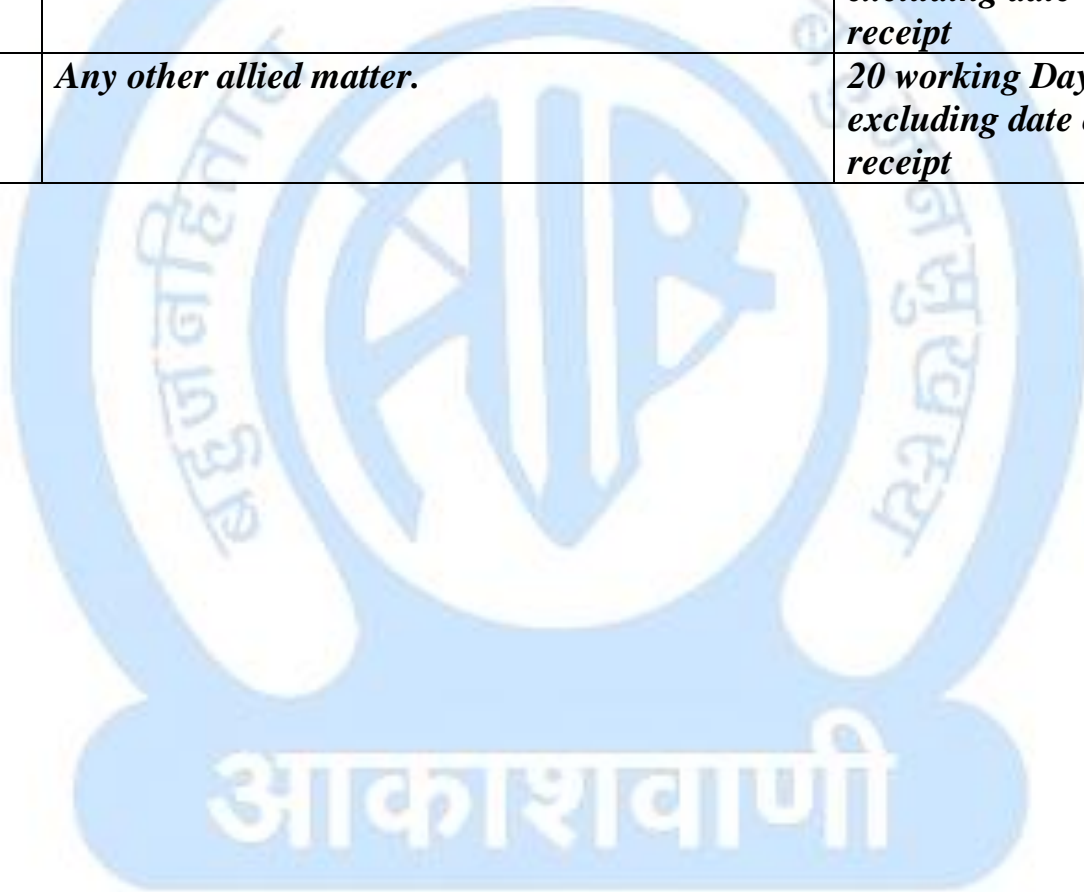
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S-III Section

The following matters in respect of Group 'A' Engineering posts.

S. No.	Work Assigned	Time of Disposal
1	Establishment matters relating to Officers in the grades of E-in-Chief, Superintending Engineer, Stations Engineer, Asstt Station Engineer such as formulation of DPC proposals for promotion, confirmation etc.	Yearly
2	Sending of requisitions to the UPSC for appointment in the grade of ASE against the direct recruitment quota.	NA
3	Fixation of inter-se seniority between the direct recruits and departmental promotion in the grade of ASE.	NA
4	Framing/Amendment of R/Rules.	Yearly
5	Circulation of seniority lists.	Yearly
6	Cadre review under IBES.	Yearly
7	Posting and Transfers.	Yearly
8	Deputation/Foreign Service.	One month after recipe
9	Forwarding of applications for employment/deputation/foreign service.	15 working Days excluding date of receipt
10	Termination of probationary period and crossing of efficiency bas.	NA
11	Issue of "No Objection Certificate" for going abroad.	15 working Days excluding date of receipt
12	Fixation of pay.	15 working Days excluding date of receipt
13	Approval of tour programme.	NA
14	Maintenance of personal history sheets.	Yearly
15	Grant of Leave.	Immediate
16	Issue of sanctions under CCS (Conduct) Rules.	10 working Days

		<i>excluding date of receipt</i>
17	<i>Sanction of Pension</i>	<i>3 months before Retirement</i>
18	<i>Permission for change of Home Town.</i>	<i>15 working Days excluding date of receipt</i>
19	<i>Declaration of Head of Office at AIR Stations/Offices on transfer, leave etc. of the Heads of the office.</i>	<i>NA</i>
20	<i>Extension in service beyond the age of superannuation/re-employment.</i>	<i>NA</i>
21	<i>Review cases under FRs/Pension Rules.</i>	<i>7 working Days excluding date of receipt</i>
22	<i>Any other allied matter.</i>	<i>20 working Days excluding date of receipt</i>



S-IV (A) Section

All establishment matter relating to subordinate Engg staff in group C & D:-

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Engineering staff in the grade of EA such as obtaining formed approval of the Directorate General to the appointment on promotion in the grade of EA on the basis of the recommendations of the DPC held in the offices of the zonal Chief Engineer.</i>	<i>7 working Days excluding date of receipt</i>
<i>2</i>	<i>Obtaining of format approval of Director General for conformation terminations of probationary period of the staff working in the grade of EA.</i>	<i>7 working Days excluding date of receipt</i>
<i>3</i>	<i>All administrative matters relating to the staff in the grade of EA, Technician, Sr. Technician, Mast Technician and Diesel Technician.</i>	<i>7 working Days excluding date of receipt</i>
<i>4</i>	<i>All administrative matter relating to posts of Helper and Khalasi at AIR stations.</i>	<i>7 working Days excluding date of receipt</i>
<i>5</i>	<i>Preparation of all India Eligibility list of EA for considering promotion to the grade SEAs.</i>	<i>yearly</i>
<i>6</i>	<i>Framing/Amendment of recruitment rules.</i>	<i>As per given time</i>
<i>7</i>	<i>Deputation/Foreign services.</i>	<i>30 working Days excluding date of receipt.</i>
<i>8</i>	<i>Policy regarding forwarding application of non gazette Engineering and technical employees for outside employment.</i>	<i>20 working days excluding date of receipt</i>
<i>9</i>	<i>Issue of NOC for going abroad.</i>	<i>7 working Days excluding date of receipt</i>
<i>10</i>	<i>Clarification regarding fixation of pay.</i>	<i>20 working days excluding date of</i>

		<i>receipt</i>
11	<i>Issue of sanction under CCS (conduct) Rules.</i>	<i>7 working Days excluding date of receipt</i>
12	<i>Extension of service beyond the date of superannuation/re-employment.</i>	<i>NA</i>
13	<i>Preparation of material for the departmental/office council meeting relating to the Engineering/Technical staff.</i>	<i>As per given time</i>
14	<i>Service Tribunal/Court Cases.</i>	<i>3 working days excluding date of receipt</i>
15	<i>Permission for change of Home Town.</i>	<i>7to 15 working Days excluding date of receipt</i>
16	<i>Review cases under FRs/Pension Rules</i>	<i>As per given time</i>
17	<i>Recruitment.</i>	<i>As and when required</i>
18	<i>Parliament question.</i>	<i>Immediate(time bound)</i>
19	<i>VIP/PMO reference.</i>	<i>15 working days excluding date of receipt</i>
20	<i>Compassionate Appointment.</i>	<i>20 working days excluding date of receipt</i>

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S-IV (B) Section

The following matters in respect of Group`B`(Gazetted and non-Gazetted) Engineering posts:-

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Establishment matters relating to Engineering Officers in the grade of Asstt. Engineer such as formulation of DPC proposals or promotion confirmations etc.</i>	<i>20 working days excluding date of receipt</i>
<i>2</i>	<i>Preparation and circulation of Seniority list of AEs & Eligibility list for promotion to the grade of ASE/ADE.</i>	<i>annually</i>
<i>3</i>	<i>Establishment matters to Group 'B'(Non-Gazetted) engineering staff in the grade of SEA such as obtaining formal approval of the Director General to the appointment on promotion in the grade of SEA, on the basis of the recommendation of DPC held in the offices of Zonal Chief Engineers.</i>	<i>20 working days excluding date of receipt</i>
<i>4</i>	<i>All administrative matters relating to the staff in the grade of SEA</i>	<i>20 working days excluding date of receipt</i>
<i>5</i>	<i>Preparation of all India eligibility list of SEA for considering promotion to the grade of AE</i>	<i>yearly</i>
<i>6</i>	<i>Posting and transfers.</i>	<i>20 working days excluding date of receipt</i>
<i>7</i>	<i>Policy regarding forwarding application of SEA's for outside employment.</i>	<i>As per given time</i>
<i>8</i>	<i>Preparation of material for the departmental/office council meeting relating to the SEA.</i>	<i>7 working Days excluding date of receipt</i>
<i>9</i>	<i>Deputation/Foreign service.</i>	<i>20 working days excluding date of receipt</i>

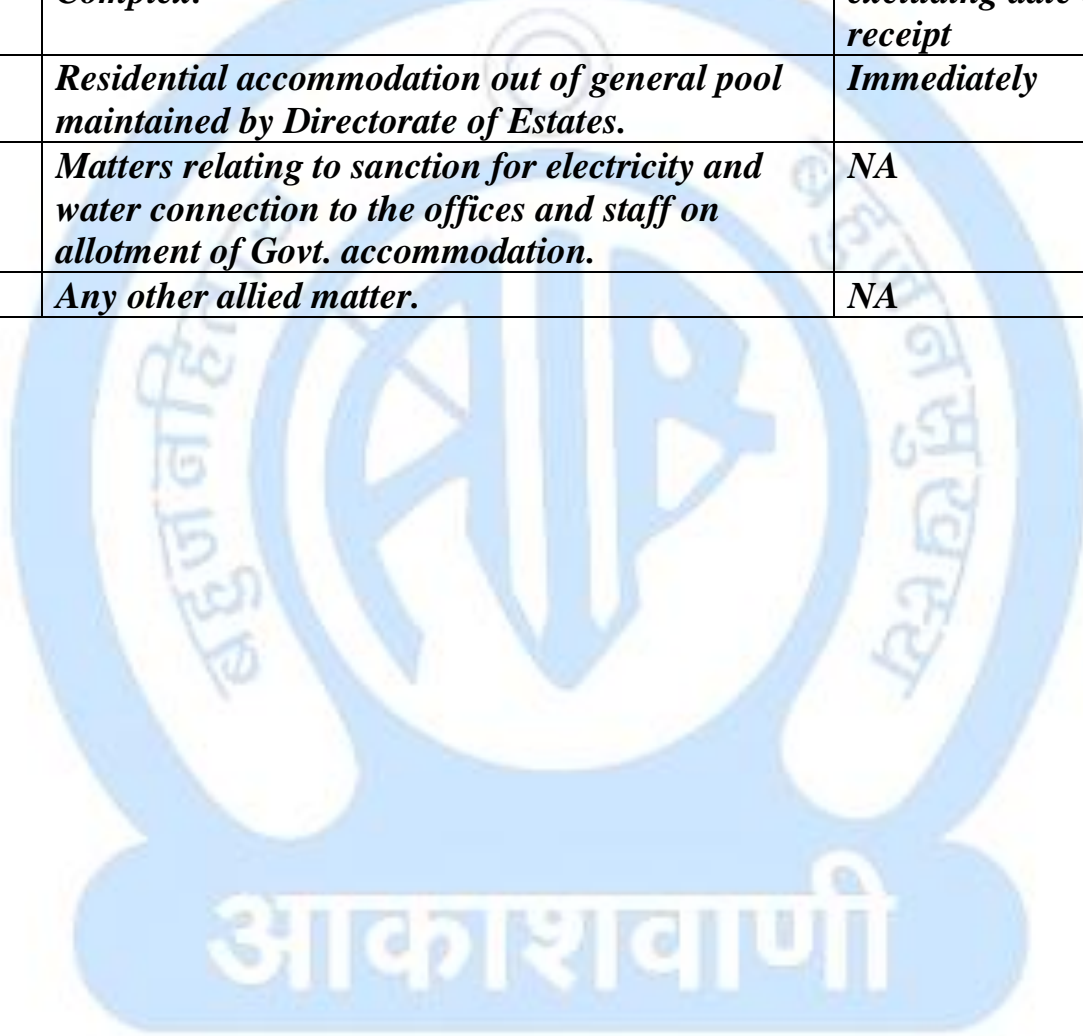
10	<i>Issue of 'No Objection Certificate'</i>	<i>7 working Days excluding date of receipt</i>
11	<i>Clarification regarding fixation pay of group 'B' (Gazetted and non-Gazetted).</i>	<i>20 working days excluding date of receipt</i>
12	<i>Review of cases under FRs/Pension Rules.</i>	<i>20 working days excluding date of receipt</i>
13	<i>Permission for change of Home Town.</i>	<i>20 working days excluding date of receipt</i>
14	<i>Issue of sanctions under CSS (Conduct) Rules.</i>	<i>20 working days excluding date of receipt</i>
15	<i>Service Tribunal /Court Cases.</i>	<i>3 working days excluding date of receipt</i>
16	<i>Framing /amendment of R/Rules.</i>	<i>As per given time</i>
17	<i>Any other allied matter.</i>	<i>Depends upon the importance of receipt.</i>

S-V Section

The following matters relating to staff at the Headquarters:-

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Deployment of staff of the grades of CSS, CSSS and CSCS in The Directorate including P&D Unit and CCW.</i>	<i>Within Time</i>
<i>2</i>	<i>All administrative matters in r/o isolated posts like JD(OL), Sr Analyst, DDO (A), DD (WL) and Jr. Analyst.</i>	<i>7 working Days excluding date of receipt</i>
<i>3</i>	<i>All administrative matters in r/o staff in CSS, CSSS and CSCS grade.</i>	<i>7 working Days excluding date of receipt</i>
<i>4</i>	<i>All administrative matters in r/o miscellaneous categories of posts like Research Assistant, Assistant, Senior Hindi Translator, Junior Translator, Senior Reception Officer, Junior Reception, Officer, Caretaker, Telephone Operator, Librarian, Staff Car Driver, Head Security Guard, Security Guard, Sr. Gestetnor Operator such as appointment, confirmation etc.</i>	<i>As per nature of work Priority has been given</i>
<i>5</i>	<i>Fixation of pay of staff in all non-gazetted categories of posts Headquarters.</i>	<i>As & when applicable pay is fixed within 3 to 4 Days</i>
<i>6</i>	<i>Training of the above staff.</i>	<i>As & when proposed by ISTM</i>
<i>7</i>	<i>Preparation of pension papers.</i>	<i>Within 3 Months before Retirement</i>
<i>8</i>	<i>All administrative matters including appointment, promotion, Fixing of pay etc. in r/o group 'D' staff.</i>	<i>Promotion & Fixation of pay as & when due.</i>
<i>9</i>	<i>Preparation of annual confidential report forms.</i>	<i>Yearly</i>
<i>10</i>	<i>Grant of Leave.</i>	<i>Immediately</i>
<i>11</i>	<i>Service Tribunal/Court cases.</i>	<i>3 working Days excluding date of receipt</i>
<i>12</i>	<i>Change of Home Town.</i>	<i>As & when</i>

		<i>requirement comes</i>
13	<i>Issue of sanctions under CCS (Conduct) Rules.</i>	<i>NA</i>
15	<i>Expenditure on entertainment and hospitality.</i>	<i>NA</i>
16	<i>Extension beyond the age of superannuation</i>	<i>NA</i>
17	<i>Review cases under FRs/Pension Rules.</i>	<i>30 working Days excluding date of receipt.</i>
18	<i>Allotment of quarters in broadcasting House Complex.</i>	<i>7 working Days excluding date of receipt</i>
19	<i>Residential accommodation out of general pool maintained by Directorate of Estates.</i>	<i>Immediately</i>
20	<i>Matters relating to sanction for electricity and water connection to the offices and staff on allotment of Govt. accommodation.</i>	<i>NA</i>
21	<i>Any other allied matter.</i>	<i>NA</i>



Staff-VI Section

The following matters relating to the miscellaneous categories of ministerial and group `D` staff at AIR stations:

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>All establishment matters relating to the post of Hindi Officer like appointment, probationary period etc.</i>	<i>15 working Days excluding date of receipt</i>
<i>2</i>	<i>All administrative matters relating to the posts of Hindi Translator.</i>	<i>15 working Days excluding date of receipt</i>
<i>3</i>	<i>All Establishment matters relating to the grade of Reporter (Monitoring) such as appointment, confirmation etc.</i>	<i>15 working Days excluding date of receipt</i>
<i>4</i>	<i>All administrative matters relating to the posts of Stenographer Gr.-I, Jr. Stenographer Gr.-II and Stenographer Gr. & PS,</i>	<i>15 working Days excluding date of receipt</i>
<i>5</i>	<i>All administrative matters relating to the Misc. categories of posts like Caretaker, Jr. Reception Officer, Studio Executive etc.</i>	<i>As per the given time frame</i>
<i>6</i>	<i>All administrative matters relating to the Group `D` staff at AIR stations/offices excluding the post of Helper, Khalasi, Sorters and technical posts in group D.</i>	<i>7 working Days excluding date of receipt</i>
<i>7</i>	<i>All administrative matters relating to the grades of Security Officers, Head Security Guards, Security Guards etc.</i>	<i>7 working Days excluding date of receipt</i>
<i>8</i>	<i>All administrative matters relating to the Staff Artists in the grades of Editor(News), Asstt. Editor(News), Asstt. Editor(Reporting), Monitor(Foreign and Indian language) on their conversion from the posts of</i>	<i>20 working Days excluding date of receipt</i>
<i>9</i>	<i>All administrative matters relating to the CIS staff posted at AIR stations/offices.</i>	<i>7 working Days excluding date of receipt</i>
<i>10</i>	<i>Issue of sanctions under CCS(Conduct) Rules.</i>	<i>2 Months</i>
<i>11</i>	<i>Termination of probationary period and crossing of efficiency bar.</i>	

12	<i>Preparation of all India eligibility list of Stenographer Gr.III for promotion to the grades of Sr. Stenographer.</i>	<i>Yearly</i>
13	<i>Framing/amendment of Rules.</i>	<i>3 Months</i>
14	<i>According approval to the transfer of staff in the non-Gazetted grades outside the zone.</i>	<i>20 working Days excluding date of receipt</i>
15	<i>Preparation and circulation of seniority lists.</i>	<i>As per requirement</i>
16	<i>Deputation/Foreign Service.</i>	
17	<i>Coordination work relating to casual labour of AIR.</i>	<i>Within stipulated Time</i>
18	<i>Forwarding of applications.</i>	<i>7 working Days excluding date of receipt</i>
19	<i>Issue of No Objection Certificate for going abroad.</i>	<i>10 working Days excluding date of receipt</i>
20	<i>Extension in service beyond the age of superannuation.</i>	<i>Within the given Time period</i>
21	<i>Permission for change of Home Town.</i>	<i>As & when received</i>
22	<i>Review cases under FRs/Pension Rules.</i>	<i>One month</i>
23	<i>Service Tribunal/Court cases</i>	<i>10 working Days excluding date of receipt</i>
24	<i>Any other allied matter.</i>	<i>Within the given time period</i>

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Staff-VII Section

<i>S.N 0</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>All matters pertaining to Transmission Executive.</i>	<i>30 working Days excluding date of receipt.</i>
<i>2</i>	<i>All matters pertaining to Production Assistants, Assistant Editors, Assistant (FL).</i>	<i>30 working Days excluding date of receipt.</i>
<i>3</i>	<i>All matters pertaining to Supervision (FL) and Monitors(FL) Translator-cum -Announcer (T/As).</i>	<i>30 working Days excluding date of receipt.</i>
<i>4</i>	<i>All matters pertaining to Farm Radio Reporters, Field Reporters (FW).</i>	<i>30 working Days excluding date of receipt.</i>
<i>5</i>	<i>All matters pertaining to Library & Information Assistants.</i>	<i>30 working Days excluding date of receipt.</i>
<i>6</i>	<i>Policy matters.</i>	<i>Depends upon decision</i>
<i>7</i>	<i>Parliament Questions</i>	<i>Immediately</i>
<i>8</i>	<i>Consultative Committee items/Budget Brief/Annual Report to Parliament /RE&BE requirements/Performance Budget.</i>	<i>Twice in a year</i>
<i>9</i>	<i>O&M returns/inspection of the Sections, Annual list and other report from sections.</i>	<i>Weekly/quarterly/monthly/half/y early/annual depends upon the requirement.</i>
<i>10</i>	<i>Miscellaneous matters.</i>	
<i>11</i>	<i>All matters pertaining to Translator-cum-Announcers (Indian language & Foreign language).</i>	<i>One to two months</i>
<i>12</i>	<i>Personal files in r/o TREX & Allied Cadres.</i>	<i>Time bound</i>
<i>13</i>	<i>Personal files in r/o LIAs.</i>	<i>Time bound</i>
<i>14</i>	<i>Personal files in r/o Supervisors (FL) and Monitors (FL).</i>	<i>Time bound</i>
<i>15</i>	<i>Personal files in T/As (FL) & T/As (IL).</i>	<i>Time bound</i>
<i>16</i>	<i>Regularization of Casual employees engaged at different AIR stations/Offices Ex-gratia payment erstwhile staff Artist.</i>	<i>NA</i>

Staff-VIII Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>All administrative matter relating to recruitment, transfer, promotion ,termination of the probationary period, EB cases and grant of extension beyond the 58-60 years of the following staff artists/artists :- i) Newsreader-cum-Translator ii) Announcer. iii) Drama Voice. iv) Music Composer. v) Conductor. vi) Instrumentalist. vii) Translator-cum-Announcer,.</i>	<i>Time bound</i>
<i>2</i>	<i>Appointment advisor Emeritus.</i>	<i>As & when required</i>
<i>3</i>	<i>Representation of staff artists/artists regarding seniority and against the adverse remarks, fee fixation etc</i>	<i>Time bound</i>
<i>4</i>	<i>Representations Complaints from the staff Artist Union and Public men</i>	<i>Maximum two months</i>
<i>5</i>	<i>Compassionate appointments in the categories of Artists</i>	<i>File moves within a week disposal depends upon the availability of posts/circumstances</i>
<i>6</i>	<i>Review cases beyond 50-55 years of age.</i>	<i>30 working Days excluding date of receipt.</i>
<i>7</i>	<i>Sanction of advertising charges for advertisement of the posts of staff Artists/Artists, which are beyond the powers of the heads of stations.</i>	<i>Time bound</i>
<i>8</i>	<i>Requests for appointment as Staff Artists.</i>	<i>Within a week</i>
<i>9</i>	<i>Conversion of Staff Artists/Artists into Govt, servants.</i>	<i>NA</i>
<i>10</i>	<i>Extra remuneration Artists</i>	<i>7 working Days excluding date of receipt</i>

11	<i>Issue of “No Objection Certificate” for going abroad and to obtain passport</i>	<i>7 working Days excluding date of receipt</i>
12	<i>Any other matter</i>	<i>Depends upon the importance of receipt</i>



Scor Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Foreign deputation cases</i>	<i>7 working Days after receipt of approval from Ministry</i>
<i>2</i>	<i>Budget provision regarding deputation cases.</i>	<i>15 working Days excluding date of receipt</i>
<i>3</i>	<i>Return/query regarding deputation to AIBD under various Cultural Exchanges and agreements/Seminars, Conferences and Training.</i>	<i>5 working Days excluding date of receipt</i>
<i>4</i>	<i>Parliament Questions regarding deputation including air travel in and abroad.</i>	<i>2 working Days excluding date of receipt</i>
<i>5</i>	<i>Creation of posts under Non-Plan.</i>	<i>As per requirement</i>
<i>6</i>	<i>All matters regarding SIU/IWSU etc.</i>	<i>NA</i>
<i>7</i>	<i>All matters regarding up-gradation, down-gradation of pay scales.</i>	<i>As per requirement</i>
<i>8</i>	<i>Matters regarding Pay Commission where any policy decision/coordination is involved.</i>	<i>As per requirement</i>
<i>9</i>	<i>Parliament Question or any query on the subject of creation, up-gradation.</i>	<i>2 working Days excluding date of receipt</i>
<i>10</i>	<i>Categorization of AIR & Doordarshan Stations.</i>	<i>7 working Days after approval of PB Sectt.</i>
<i>11</i>	<i>Transfer policy of Prasar Bharati Employees.</i>	<i>NA.</i>
<i>12</i>	<i>Jammu and Kashmir matters.</i>	<i>Immediate</i>
<i>13</i>	<i>Audit paras related to Abolition of posts.</i>	<i>Within given Time frame</i>
<i>14</i>	<i>Maintenance of Parliament Question folder.</i>	<i>As & when received</i>
<i>15</i>	<i>Preparation of material regarding Annual direct Recruitment Plan.</i>	<i>15 working days after receipt from Stations</i>
<i>16</i>	<i>Maintenance of staff strength for Directorate/stations in respect of Plan. Non-Plan posts.</i>	<i>Within the given time period</i>

17	<i>Parliament Question or any query regarding staff position in AIR stations/offices and returns regarding Court cases.</i>	<i>2 working days excluding date of receipt</i>
18	<i>Vacancy position in Directorate (Hq)/AIR stations/offices- compilation.</i>	<i>As & when received</i>
19	<i>Compilation of Service Tax details in respect of input services.</i>	<i>15 working Days after receipt</i>
20	<i>Review & Monitoring of pending Court cases and contempt cases and related matters.</i>	<i>3 working Days excluding date of receipt</i>
21	<i>Archival policy/resolution-regarding reviewing and indexing of files from Stations/Offices.</i>	<i>7 working Days excluding date of receipt</i>
22	<i>Special Drive regarding recording, reviewing, indexing and weeding of files from Stations/Offices.</i>	<i>NA</i>
23	<i>Submission Record Retention Schedule.</i>	<i>NA</i>
24	<i>To re-circular the circular received from DOP&T/Ministry of I&B, Ministry of Personnel, Public Grievances & Pension/Ministry of Finance.</i>	<i>5 working days excluding date of receipt</i>
25	<i>Training/Vacancy/circular received from various Ministries/Departments.</i>	<i>As & when received</i>
26	<i>Monitoring of recruitment of Minority community to be sent to Ministry of Welfare.</i>	<i>10 working Days excluding date of receipt</i>
27	<i>Report regarding circulars received from Ministry of I&B regarding Ex-Servicemen and Physically Handicapped.</i>	<i>5 working Days excluding date of receipt</i>
28	<i>Compilation of various information regarding staff matters.</i>	<i>10 working days after receiving</i>
29	<i>Hindi progress report.</i>	<i>As & when received</i>
30	<i>Maintenance of section's separately for ordinary letter reference received from Ministry of I&B, VIP/MP references and Parliament Questions</i>	<i>As & when received</i>

Security Cell

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Day to Day security problems at AIR/Doordarshan installations/offices</i>	<i>Immediately</i>
<i>2</i>	<i>Implementation of the recommendations of the Industrial security team of the intelligence Bureau at AIR and Doordarshan installation/offices</i>	<i>Immediately</i>
<i>3</i>	<i>Maintenance of close liaison with state Law and order authorities for dealing with the problems of security of the AIR/DDK installation.</i>	<i>Immediately</i>
<i>4</i>	<i>Categorization of AIR installations correspondence with the state Governments for posting of Armed Guards.</i>	<i>7 working Days excluding date of receipt</i>
<i>5</i>	<i>Correspondence with the State Government for declaring AIR installations/Doordarshan Kendra's as "Prohibited Places" under the Official Secrets Act, 1993</i>	<i>7 working Days excluding date of receipt</i>
<i>6</i>	<i>Preparation, renewal and cancellation of Identity Cards of all officers/staff working in the various AIR and Doordarshan offices located in the Akashwani Bhavan and Broadcasting House Complex.</i>	<i>Every week</i>
<i>7</i>	<i>Preparation of validation slips of the Ministry of Home Affairs.</i>	<i>Immediately</i>
<i>8</i>	<i>Nomination of AIR officers for various security courses.</i>	<i>As & when required</i>
<i>9</i>	<i>Training of officers/staff in elementary fire fighting.</i>	<i>Twice in a year</i>
<i>10</i>	<i>Issue of departmental security instructions.</i>	<i>Time to time</i>
<i>11</i>	<i>Action on reports of thefts, pilferage's .</i>	<i>Immediately</i>
<i>12</i>	<i>Sanction of payment for posting of Armed Guards at AIR installations/Doordarshan Kendra's.</i>	<i>30 working Days excluding date of receipt.</i>
<i>13</i>	<i>Correspondence with the AIR offices regarding security works such as facing , armed guards dormitory etc.</i>	<i>Time to time</i>
<i>14</i>		<i>Quarterly</i>

	<i>Quarterly reports on surprise checks by the Security Officers.</i>	
15	<i>Half yearly reports regarding, Fire Fighting Equipments.</i>	<i>Twice in a year</i>
16	<i>Payment to follow escorts for bringing cash</i>	<i>Within a week</i>
17	<i>Budget proposals in respect of Armed Guards</i>	<i>Twice in a year</i>
18	<i>Verification of antecedents of staff at certain stations.</i>	<i>Twice in a year</i>
19	<i>Compliance of tour notes on security matters of stations and follow-up action</i>	<i>Immediately</i>
20	<i>Security arrangements of Director General's tours.</i>	<i>Immediately</i>
21	<i>Selection of Security Officers.</i>	<i>Depends upon the requirement</i>
22	<i>Special arrangements to deal with agitations/gate meeting and reports thereon.</i>	<i>Immediately</i>



SC/ST Cell

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Complete the statistical data by collecting from all AIR Stations/Offices relating to SC/ST Cell and OBC matters.</i>	<i>10 working Days from receipt of information from Stations/ Offices</i>
<i>2</i>	<i>To examine the dereservation proposals.</i>	<i>10 Days after receipt of approval</i>
<i>3</i>	<i>To inspect the Reservation Roster</i>	<i>5 working Days excluding date of receipt</i>
<i>4</i>	<i>To examine the grievances/references of SC/ST employees received from the National Commission for SC/ST and AIR Stations</i>	<i>5 working Days excluding date of receipt</i>
<i>5</i>	<i>Information`s pertaining to SC/ST & OBC matters required by Ministry I&B and Prasar Bharti.</i>	<i>Within the given Time frame</i>

Welfare Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>All matters relating to staff Association</i>	<i>7 working Days excluding date of receipt</i>
<i>2</i>	<i>Invitation cards for Republic Day and other National Days, Independence Day etc.</i>	<i>7 working Days before the ceremony.</i>
<i>3</i>	<i>Procurement of Passes Lok Sabha/Rajya Sabha.</i>	<i>3 working days before the Session</i>
<i>4</i>	<i>Quomi Ekta/Sadhbhwana Diwas etc.</i>	<i>Circular get issued 3 days before the ceremony.</i>
<i>5</i>	<i>Flag Days</i>	<i>yearly</i>
<i>6</i>	<i>Grant-in-aid to recreation clubs.</i>	<i>yearly</i>
<i>7</i>	<i>Farewell Parties.</i>	<i>7 working Days excluding date of receipt</i>
<i>8</i>	<i>Court cases relating to staff assigned to welfare section.</i>	<i>3 working Days excluding date of receipt</i>
<i>9</i>	<i>All matters relating to canteen.</i>	<i>monthly</i>
<i>10</i>	<i>Reimbursement of medical claims.</i>	<i>7 working Days excluding date of receipt</i>
<i>11</i>	<i>Court cases relating to medical reimbursement.</i>	<i>3 working Days excluding date of receipt</i>
<i>12</i>	<i>Clarification of medical claims</i>	<i>7 working Days excluding date of receipt</i>
<i>13</i>	<i>All matter relating to grievances of staff.</i>	<i>Maximum 2 months</i>
<i>14</i>	<i>Grant permission for taking treatment.</i>	<i>Immediately</i>
<i>15</i>	<i>Appointment of AMA.</i>	<i>Depends upon the requirement</i>
<i>16</i>	<i>Matters relating to CGHS Cards/Issue of NOC</i>	<i>Immediately</i>

Inspection Unit

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>To conduct administrative and programme inspection of AIR Stations/Offices.</i>	<i>Quarterly</i>
<i>2</i>	<i>To issue reports on inspections</i>	<i>Quarterly</i>
<i>3</i>	<i>To examine the action taken report sent by AIR Stations, on the objections raised in the report and advice to the stations on various irregularities.</i>	<i>10 working Days excluding date of receipt</i>
<i>4</i>	<i>To coordinate the audit objections on the reports of Internal check organization</i>	<i>Twice in a year</i>
<i>5</i>	<i>Updating of AIR Manual</i>	<i>Yearly</i>
<i>6</i>	<i>Scrutiny of physical verification of stores reports of AIR Stations.</i>	<i>Twice in a year</i>
<i>7</i>	<i>Examination of annual reports submitted by the Head of the office on the activities of the station.</i>	<i>Yearly</i>
<i>8</i>	<i>To render advise to the sections in the Directorate on administrative and financial matters.</i>	<i>Time to time</i>
<i>9</i>	<i>Coordination of audit objections on the accounts of the Directorate.</i>	<i>Twice in a year</i>
<i>10</i>	<i>Verification of services in respect MG staff of stations/offices.</i>	<i>Twice in a year</i>
<i>11</i>	<i>Compilation of recruitment Rules for various posts in AIR.</i>	<i>Yearly(depends upon the requirement)</i>
<i>12</i>	<i>Issue of correction slips to AIR Recruitment Rules for various posts in AIR.</i>	<i>Immediate action on every clarification</i>

INTERNAL WORK STUDY UNIT

S. No.	Work Assigned	Time of Disposal
1	System study of DG:AIR, AIR stations/offices	NA
2	Measurement studies of DG:AIR, AIR stations/offices	NA
3	Cost reduction study selected subjects	NA
4	Study relating to the formulation of norms in respect of staff in DG:AIR, AIR stations/offices.	NA
5	Up-dating of O&M Manual.	NA
6	O & M inspection.	Twice in a year
7	Supply of data of DP&AR regarding studies, inspection etc.	Quarterly
8	Implementation of instructions received from Department of Administrative Reforms regarding work study etc.	Immediately
9	Up-dating of organization chart of DG: AIR.	yearly
10	Collection of information relating to :- (a)The number of AIR stations/office cases pending over a month in DG:AIR. (b)Details of VIP/MP/PMO reference/RTI/Parliament Assurance pending over a month in DG: AIR. (c) DG:AIR's cases pending in the Ministry of I&B.	30 working Days excluding date of receipt.
11	Furnishing of list to the Ministry of I&B relating to the details of DG: AIR cases pending in the Ministry of I&B for over a month.	Two months
12	Arranging monthly meetings under the chairmanship of Director General for reviewing pending in the Ministry of I&B for one month pending cases	Weekly/Monthly
13	Collection and supply of any other information relating to O&M procedure required by DP&AR Ministry of I&B	Immediately
14	Interpretation on the allocation of work	As & when required
15	Special Drive regarding recording reviewing indexing and weeding of files	Twice in a year

	Grievance matters of DG AIR Staff CPGRAM/CEPENGRAM	
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Hindi Unit

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Translation from Hindi to English and Vice-versa</i>	<i>Immediately/Depends upon the volume of work.</i>
<i>2</i>	<i>Implementation of Official Language Acts/Rules and rendering clarification where necessary</i>	<i>Immediately</i>
<i>3</i>	<i>Constitution of Official language Implementation Committee at Headquarters and Stations and arranging quarterly meetings</i>	<i>quarterly</i>
<i>4</i>	<i>Quarterly progress reports for the progressive use of Hindi at Headquarter and Stations</i>	<i>quarterly</i>
<i>5</i>	<i>Hindi Teaching Scheme-training of Hindi typing/Hindi stenography/Probodh/Praveen.Progya to the employees of All India Radio</i>	<i>Twice in a year</i>
<i>6</i>	<i>Supply of material for the meeting to Kendriya Hindi Samiti`s headed by Prime Minister/Kendriya Rajbhasha Karyanvyan Samiti headed by the Secretary, Department of Official Language</i>	<i>Immediately on special occasion. Otherwise quarterly</i>
<i>7</i>	<i>Supply of material for Scoochna Aur prasaran Mantralya Ki Hindi Salahakar Smiti chaired by I&B Minister</i>	<i>As and when required otherwise quarterly</i>
<i>8</i>	<i>Assistance to the Parliamentary Committee or Official language in the meeting/visits/inspections of AIR stations/offices</i>	<i>Time bound</i>
<i>9</i>	<i>Annual appraisal of performance of previous year and the next year</i>	<i>Annually</i>
<i>10</i>	<i>Formulating of proposals for creation of Hindi posts of Headquarter and stations</i>	<i>Yearly</i>
<i>11</i>	<i>Organization of Hindi Essay/Typewriting competitions</i>	<i>Yearly on the occasion of Hindi Pakhwara(Hindi diwas)</i>
<i>12</i>	<i>Organization of Hindi workshops/Seminars/Conferences</i>	<i>Quarterly</i>
<i>13</i>	<i>To celebration /organize Hindi day/Hindi week</i>	<i>Annually</i>

14	<i>To inspect the stations/offices of AIR regarding progressive use of Hindi and follow up action</i>	<i>Quarterly</i>
15	<i>To prepare the technical terminology for the organization of AIR from time to time</i>	<i>Time to Time</i>
16	<i>Any other work relating to progressive use of Official Language/ assigned by the Department of Official Language/Ministry of I&B etc time to time</i>	<i>Time to time</i>
17	<i>Purchase of literatures concerned with work</i>	<i>Time to time</i>

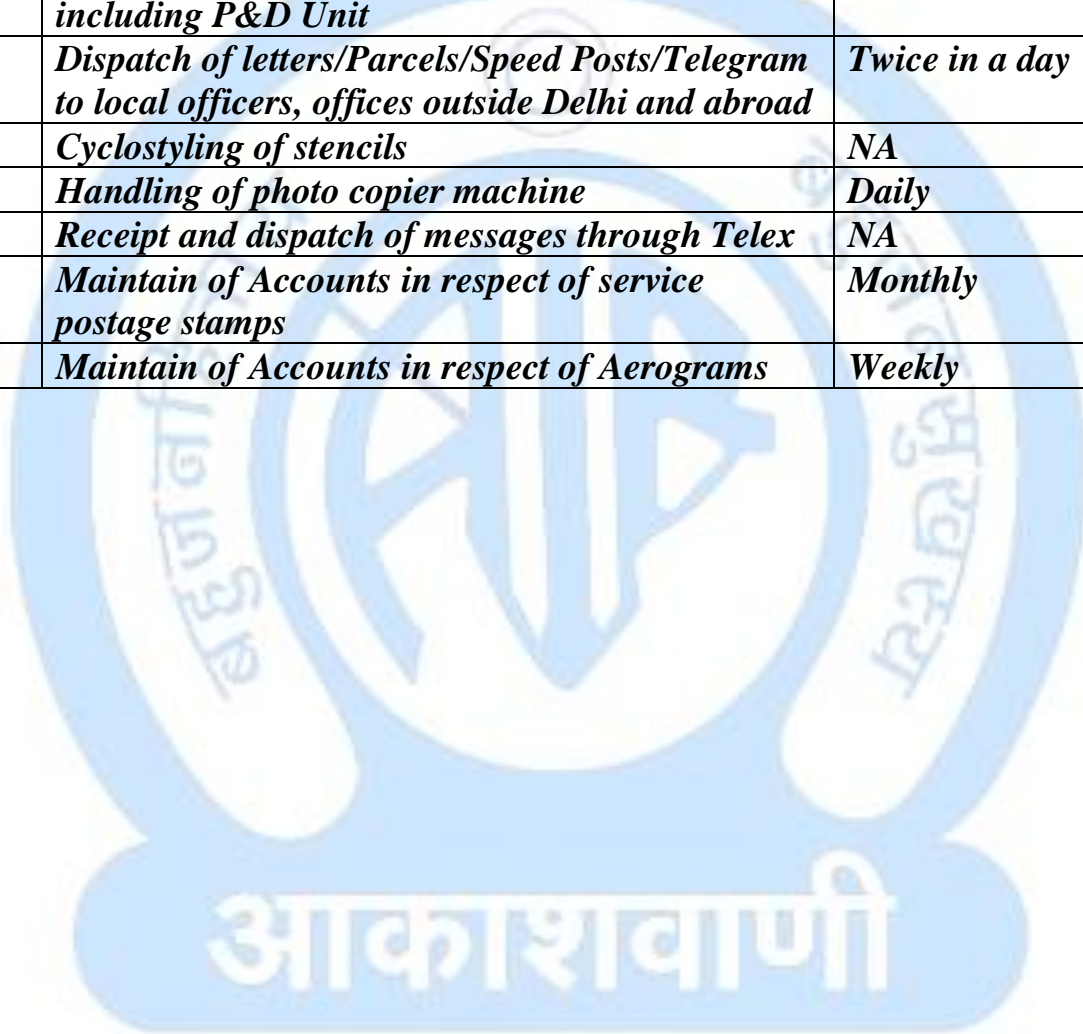


CSC Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Royalty bills are prepared on receipt of statements from all AIR stations. There dates are fed in the computer in specially designed software. Bills sent to cash section for payment</i>	<i>7 working Days excluding date of receipt</i>
<i>2</i>	<i>Works relating to Community Singing Songs as collection of tapes from AIR stations Screening of community songs preparation of schedule etc</i>	<i>Time bound</i>
<i>3</i>	<i>Agreement with different Music Companies for the purpose of royalty</i>	<i>Time bound</i>
<i>4</i>	<i>Allotment of signatory numbers to PPL, NPPL, SIFCCA, EIMPA, IFP</i>	<i>Depends upon the circumstances</i>
<i>5</i>	<i>Court cases related to Royalty payments</i>	<i>3 working Days excluding date of receipt</i>

Receipt and Issue Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Receipt of dak outgoing & Incoming, Telegrams/Telex sorting and distributing thereof to all the Sections/Officers in the Directorate including P&D Unit</i>	<i>Twice in a day</i>
<i>2</i>	<i>Dispatch of letters/Parcels/Speed Posts/Telegram to local officers, offices outside Delhi and abroad</i>	<i>Twice in a day</i>
<i>3</i>	<i>Cyclostyling of stencils</i>	<i>NA</i>
<i>4</i>	<i>Handling of photo copier machine</i>	<i>Daily</i>
<i>5</i>	<i>Receipt and dispatch of messages through Telex</i>	<i>NA</i>
<i>6</i>	<i>Maintain of Accounts in respect of service postage stamps</i>	<i>Monthly</i>
<i>7</i>	<i>Maintain of Accounts in respect of Aerograms</i>	<i>Weekly</i>



Programme -I Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>P.R.P. meeting</i>	<i>weekly</i>
<i>2</i>	<i>Foreign National Days</i>	<i>Time bound</i>
<i>3</i>	<i>All complaints/suggestions/request from listeners as well as MPs and through the Ministry reg. AIR, S.W. Prog</i>	<i>Immediate action</i>
<i>4</i>	<i>Miscellaneous reports such as reports of Parliament, Consultative Committee Meeting, Budget briefs etc</i>	<i>As per given time</i>
<i>5</i>	<i>Administrative Inspection reports of stations- programme Policy aspect</i>	<i>As per given time</i>
<i>6</i>	<i>News & current Affairs including agreements sport light sanded sameeksha Parliamentary reviews etc., with news Agencies</i>	<i>As per given time</i>
<i>7</i>	<i>Elections Coverage</i>	<i>In due course of time</i>
<i>8</i>	<i>Literary Programme</i>	<i>As per given time</i>
<i>9</i>	<i>Audience-Surveys of various stations</i>	<i>monthly</i>
<i>10</i>	<i>Programme calendar</i>	<i>yearly</i>
<i>11</i>	<i>Festival/Anniversaries (including week/days.)</i>	<i>As per schedule</i>
<i>12</i>	<i>Memorial Lectures</i>	<i>As per given time</i>
<i>13</i>	<i>Religious Programme</i>	<i>As per time schedule</i>
<i>14</i>	<i>National Programme of Talks</i>	<i>As per schedule</i>
<i>15</i>	<i>Talk schedules & Fees for takers including payment in excess of SD`s powers</i>	<i>As per sshedule</i>
<i>16</i>	<i>Kavi Samelan/Mushairas</i>	<i>Time to time</i>
<i>17</i>	<i>Language Policy including Sanskrit & Urdu</i>	<i>As per requirement</i>
<i>18</i>	<i>Lessons in Hindi & Non-Hindi languages</i>	<i>As per given time</i>
<i>19</i>	<i>Soochna & Prasaran Hindi Samiti</i>	<i>As per given time</i>
<i>20</i>	<i>Local Announcements</i>	<i>As per schedule</i>
<i>21</i>	<i>Daily weather Bulletins</i>	<i>As per schedule</i>

Programme –II Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Purchase of Musical instruments and Gramophone records etc</i>	<i>Immediate action As per requirement</i>
<i>2</i>	<i>Release of foreign exchange for the import of Western Music</i>	<i>Immediate action As per requirement</i>
<i>3</i>	<i>Audition, grading and grant of exemption to light music Artists</i>	<i>As per given time</i>
<i>4</i>	<i>MAB, Audition-MAB rules and reconstitution of MAB and payment of consultancy fee etc</i>	<i>As per given time</i>
<i>5</i>	<i>Local Audition committee-Constitution and appointment recombination of members</i>	<i>As per given time</i>
<i>6</i>	<i>Up gradation and grant of exemption of Hindustani classical and Karnataka classical Music Artists</i>	<i>As per given time</i>
<i>7</i>	<i>Setting up of Choral music group light music unit & Vadya Vrind production of items and their public concert</i>	<i>As per given time</i>
<i>8</i>	<i>Classical Music Policy matters</i>	<i>As per given time</i>
<i>9</i>	<i>Light Music policy matters- composition received from composers and consideration</i>	<i>As per given time</i>
<i>10</i>	<i>Film music matters- screening of gramophone records and matters relating to screening committee</i>	<i>As per schedule</i>
<i>11</i>	<i>Folk and tribal music policy matters auditioning grading and structures of fee of Artists</i>	<i>As per given time</i>
<i>12</i>	<i>Devotional music Vandana Programme policy matters</i>	<i>As per given time</i>
<i>13</i>	<i>Western music booking of foreign artists auditioning grading and grant of exemption to Western Music Artists constitution of Zonal Audition Committee for Western Music Artists payment of royalty to PRS London matters</i>	<i>As per given time</i>
<i>14</i>	<i>Complaints/Suggestions from listeners.</i>	<i>Immediate action</i>

15	<i>National Programme of Music recitals policy matter booking of artists</i>	<i>As per given time</i>
16	<i>National Anthem Policy matters Correspondence from listeners about its broadcast National Songs and patriotic songs</i>	<i>As per given time</i>
17	<i>Music composers audition/grading</i>	<i>As per given time</i>
18	<i>Concerts booking of Halls, grant of air passage of casual artists for participation in concerts etc. coverage of programme</i>	<i>As per given time</i>
19	<i>Recording old matter recordings their commercial release and preservation in Archives</i>	<i>As per given time</i>
20	<i>Parliament Questioning relating to music matters</i>	<i>Immediately</i>
21	<i>Annual Radio Sangeet Sammelan booking of artists and other matters relating etc</i>	<i>Annually</i>
22	<i>Sunday concerts booking of artists and other matters relating to.</i>	<i>weekly</i>
23	<i>Instruction regarding booking of Casual Music Artists payment of fee and TA/DA to them</i>	<i>Yearly/or as and when any change take place</i>
24	<i>National Programme of regional music folk and light music broadcast on Ist Thursday over month</i>	<i>weekly</i>
25	<i>Financial assistance to distinguished Musicians/Artists posts etc</i>	<i>As per requirement of work</i>
26	<i>Agreement with producers SIRCO, ETMPA, M/S PPE and Programme Company for the broadcast commercial film Non-films records and payment of royalty to them</i>	<i>As per given time</i>

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Programme-III Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Fixed point Chart of old stations.</i>	<i>7 working Days excluding date of receipt</i>
<i>2</i>	<i>Akshwani Annual Awards and other related works.</i>	<i>Within the time given</i>
<i>3</i>	<i>All matters relating to new stations including EPC and inauguration of new AIR stations.</i>	<i>Immediate/ within given time frame</i>
<i>4</i>	<i>Monitoring of progress reports of new AIR stations and other Misc. work.</i>	<i>Immediate/ within given time frame</i>
<i>5</i>	<i>Development of AIR stations.</i>	<i>Immediate/ within given time frame</i>
<i>6</i>	<i>References Programmes Library and libraries at stations.</i>	<i>10 working Days excluding date of receipt</i>
<i>7</i>	<i>Keeping up-to date records of every station, listening of zones Maps.</i>	<i>7 working Days excluding date of receipt</i>
<i>8</i>	<i>AIR-16 statements (Annual report to Parliament) co-ordination meetings of AIR stations and Programmes Management Information System.</i>	<i>10 working Days excluding date of receipt</i>
<i>9</i>	<i>Other Misc and related subject.</i>	<i>Within the given time period</i>

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Programme –IV – Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>AIR`s annual subscription to ABU/EBU/CBA/ATRD & Italia.</i>	<i>Annually</i>
<i>2</i>	<i>ABU/EBU/AIRD etc. General Assembly conference.</i>	<i>As per given time</i>
<i>3</i>	<i>International competitions.</i>	<i>As per given time</i>
<i>4</i>	<i>ATEB Training courses.</i>	<i>As per given time</i>
<i>5</i>	<i>Cultural Exchange programme.</i>	<i>As per given time</i>
<i>6</i>	<i>Grant of Accreditation Status.</i>	<i>As per given time</i>
<i>7</i>	<i>Appointment Arbitrator.</i>	<i>As per given time</i>
<i>8</i>	<i>Approval/Sanction for payment of serial plays</i>	<i>As per given time</i>
<i>9</i>	<i>Sponsored programmes and Misc, Correspondence-VBS</i>	<i>As per given time</i>
<i>10</i>	<i>Outstanding dues of accredited agencies.</i>	<i>Immediately</i>
<i>11</i>	<i>Revision of CBS and Primary Channel rates for sport buys, sponsorship and sponsored programme.</i>	<i>As per given time</i>
<i>12</i>	<i>Code for policy regarding CBS of AIR.</i>	<i>As per given time</i>
<i>13</i>	<i>Setting up of new Vivid Bharati Centers.</i>	<i>As per given time</i>
<i>14</i>	<i>Special campaign on family Welfare, social Welfare and other Public service themes.</i>	<i>As per schedule/given time</i>
<i>15</i>	<i>Booking of spots with Hindi/English news at National Network.</i>	<i>As per given time</i>
<i>16</i>	<i>Review of ESD services of AIR, hiring of Transmitters and or buying airtime</i>	<i>Quarterly</i>
<i>17</i>	<i>Spread of consumer awareness through broadcast of ads/serials/sponsored programme and free time for socially relevant themes.</i>	<i>As per given time</i>
<i>18</i>	<i>Recording of eminent persons of AIR archives.</i>	<i>As per given time</i>
<i>19</i>	<i>Parliament Question</i>	<i>Immediately</i>
<i>20</i>	<i>Fixed Point chart of Vivid Bharati service and local variations</i>	<i>Time bound</i>
<i>21</i>	<i>Scheme for commissioning outside Producers for</i>	<i>Time bound</i>

	<i>production of serial plays</i>	
22	<i>Monitoring of revenue from CBS and primary channel</i>	<i>Time bound</i>
23	<i>Introduction of commercials on Primary channel</i>	<i>Time bound</i>



Programme-V Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Publicity-Press publicity, News, letter, Publication & Invitation Cards</i>	<i>As per given time</i>
<i>2</i>	<i>Permission to outsiders for utilization of AIR studios</i>	<i>As per time schedule</i>
<i>3</i>	<i>Permission to outsiders/Agencies to Consult Published AIR Material</i>	<i>As per time schedule</i>
<i>4</i>	<i>Press comments compilation & action</i>	<i>As per given time</i>
<i>5</i>	<i>Co-ordination of Complaints/Suggestions relating to more than one section/ station only</i>	<i>As per given time</i>
<i>6</i>	<i>Meetings of Expert Committees/Parliamentary Committee-Estimate Committee</i>	<i>As per schedule of meeting</i>
<i>7</i>	<i>Constitution of Programme Advisory Committees</i>	<i>As per given time</i>
<i>8</i>	<i>Consultative Committee of MPs attached to Ministry of I&B meetings</i>	<i>As per given time</i>
<i>9</i>	<i>State Information Minister Conference/Governors Conference</i>	<i>As per time schedule</i>
<i>10</i>	<i>Annual Report/Budget Brief etc.-performance budget</i>	<i>Annually</i>
<i>11</i>	<i>National Symposium poets</i>	<i>As per given time</i>
<i>12</i>	<i>National Integration & Communal Harmony</i>	<i>As per given time</i>
<i>13</i>	<i>Parliament Questions</i>	<i>Immediately as per time given</i>
<i>14</i>	<i>Station Directors/Engineering Heads Conference</i>	<i>As per given time</i>
<i>15</i>	<i>Chands/Verghese Committee</i>	<i>As per given time</i>
<i>16</i>	<i>Hindi Language Returns</i>	<i>quarterly</i>
<i>17</i>	<i>Invited Audience Functions-Issue of Invitation etc – Akashwani Sangeet Sam melon, Akashwani Annual Awards, Sardar Patel Memorial Lectures, Dr. Rajender Prasad Memorial Lectures</i>	<i>Time bound</i>
<i>18</i>	<i>Programme Journals- Court cases etc</i>	<i>3 working days excluding date of receipt</i>
<i>19</i>	<i>Inter Media Publicity co-ordination Committee Meeting/Inter State Council Meeting</i>	<i>As per given time</i>
<i>20</i>	<i>NAMEDIA`s Proposals</i>	<i>As per given time</i>
<i>21</i>	<i>Booking of relatives</i>	<i>As per given time</i>

Programme-VI Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Armed Forces Programmes</i>	<i>As per given time</i>
<i>2</i>	<i>All matters relating to industrial Workers Programme including Advisory Committees, IWP Consultative Panels, Minutes etc</i>	<i>As per given time</i>
<i>3</i>	<i>All matters relating to Yuvavani Broadcasts</i>	<i>As per given time</i>
<i>4</i>	<i>All matters relating to features including National Programme of Features</i>	<i>As per given time</i>
<i>5</i>	<i>Features in General</i>	<i>As per schedule</i>
<i>6</i>	<i>All matters relating to plays including National Programme of Plays</i>	<i>As per given time</i>
<i>7</i>	<i>Parliament Questions</i>	<i>Immediately(time bound)</i>
<i>8</i>	<i>All India Competition for Radio Playwrights</i>	<i>As per given time</i>
<i>9</i>	<i>All matters relating to campaigns/20point programme/Prohibition/Unsociability/Publicity and Consumer Protection/Senior Citizens Programme/Morning Information Programme/Market rates</i>	<i>Weekly</i>
<i>10</i>	<i>Up gradation of Casual Drama Artists to "A" Grade.</i>	<i>Yearly</i>
<i>11</i>	<i>Multimedia campaign spots end jingles</i>	<i>As per given time</i>

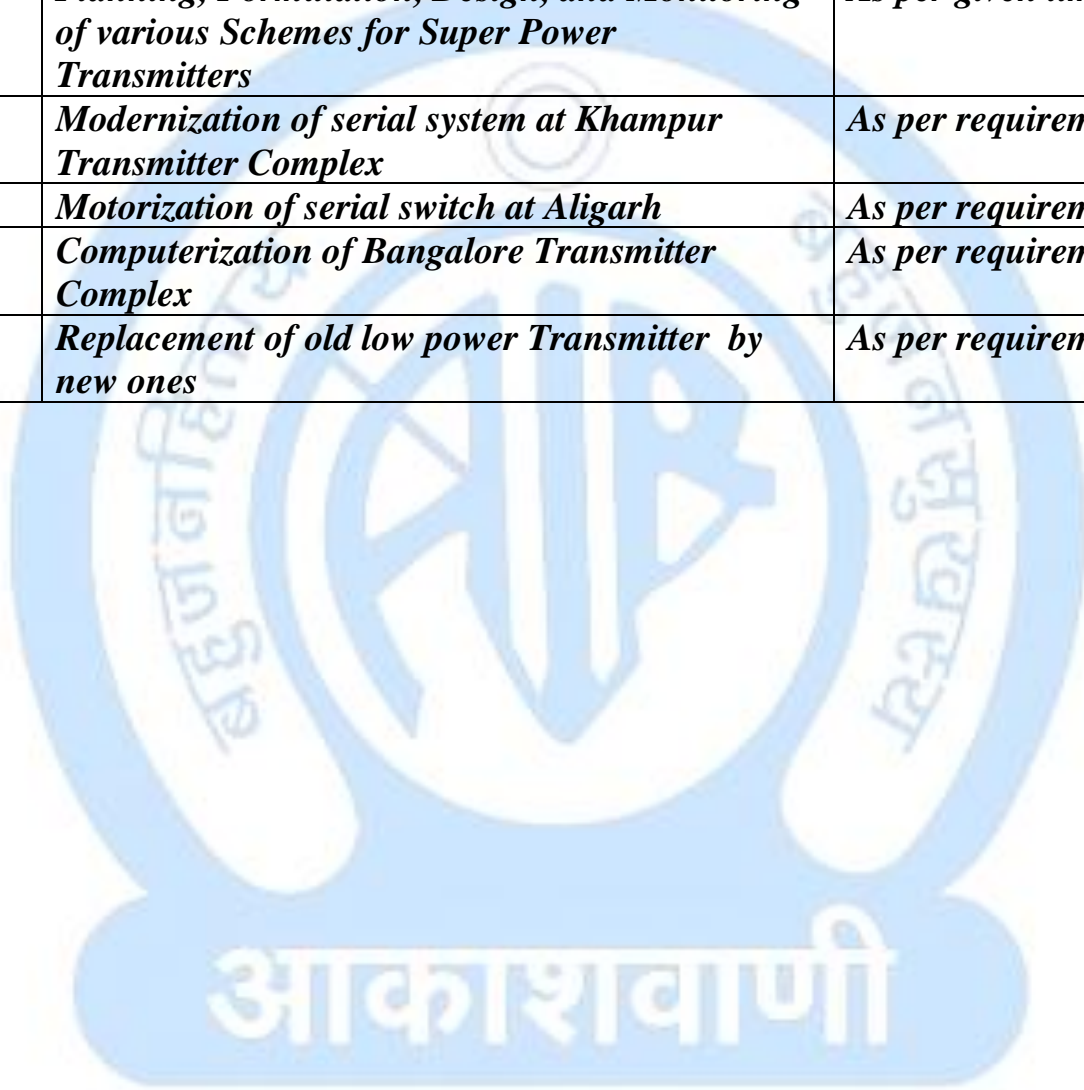
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PP&D Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>NLF (Non-Plan) Budget</i>	<i>Twice in a year</i>
<i>2</i>	<i>Monthly Progress report/Monitoring of Expenditure of NLF Schemes</i>	<i>Monthly</i>
<i>3</i>	<i>Preparation of EFC Memo in respect of NLF Schemes</i>	<i>Monthly</i>
<i>4</i>	<i>Preparation of EFC Memos in respect of Software Plan Schemes under 8th Five years</i>	<i>yearly</i>
<i>5</i>	<i>Re and BE in respect of software plan schemes under 8th five years</i>	<i>Twice in a year</i>
<i>6</i>	<i>Monthly expenditure statement in respect of software Plan Schemes</i>	<i>Monthly</i>
<i>7</i>	<i>Transfer of funds to Akashwani and Doordarshan Commercial Revenue fund</i>	<i>Twice in a year</i>
<i>8</i>	<i>Monitoring of software Development programme Schemes and Progress report</i>	<i>Regularly</i>

Project Cell DP(C)

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Planning, Formulation, Design, and Monitoring of various Schemes for Super Power Transmitters</i>	<i>As per given time</i>
<i>2</i>	<i>Modernization of serial system at Khampur Transmitter Complex</i>	<i>As per requirement</i>
<i>3</i>	<i>Motorization of serial switch at Aligarh</i>	<i>As per requirement</i>
<i>4</i>	<i>Computerization of Bangalore Transmitter Complex</i>	<i>As per requirement</i>
<i>5</i>	<i>Replacement of old low power Transmitter by new ones</i>	<i>As per requirement</i>



E- I Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Misc/staff matter/leave etc</i>	<i>7 working Days excluding date of receipt</i>
<i>2</i>	<i>Hiring of office accommodation AIR station and acquisition etc</i>	<i>According to situation</i>
<i>3</i>	<i>Mast painting VSD Inter Zonal transfer of voile</i>	<i>As per given time</i>
<i>4</i>	<i>STL/Microwave Link</i>	<i>timely</i>
<i>5</i>	<i>Non-exchange lines, ISDN and other technical telephone connection</i>	<i>immediately</i>
<i>6</i>	<i>Fortnight/Monthly reports</i>	<i>Fortnightly/monthly</i>
<i>7</i>	<i>Working of transmitters at AIR stations/Disposal of Engg. Store items transmitters of AIR stations</i>	<i>According to requirement/twice in a year</i>
<i>8</i>	<i>Power supply of AIR stations</i>	<i>regularly</i>
<i>9</i>	<i>Captive Earth station reports from all zones</i>	<i>Time bound</i>
<i>10</i>	<i>Parliament Question/VIP/MP references</i>	<i>Immediately (time bound)</i>
<i>11</i>	<i>RN Terminals reports from all zones</i>	<i>As per given time</i>
<i>12</i>	<i>Monthly reports from all zones</i>	<i>Monthly</i>
<i>13</i>	<i>Misc. matters/Electrical accident VIP</i>	<i>Accordingly. Depends upon the situation</i>
<i>14</i>	<i>Power supply breakdown/Gear breakdown/Annual breakdown reports from all zones</i>	<i>Annually</i>
<i>15</i>	<i>Court Cases.</i>	<i>3 working Days excluding date of receipt</i>
<i>16</i>	<i>Guidelines/Circulars to AIR stations/project</i>	<i>As per given time</i>
<i>17</i>	<i>Printing/updating of Telephone Directory(videNo.D25011/6/2008-GA dt.02.07.08</i>	<i>As per schedule</i>

E-II Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Import of Equipments/Spares/Valves against exchange release</i>	<i>As per requirement</i>
<i>2</i>	<i>Purchase of indigenous valves/spares and transfers of valves/spare</i>	<i>As per given time</i>
<i>3</i>	<i>Import substitution development of equipment by BEL & other agencies (and supply of old equipment).</i>	<i>As per given time</i>
<i>4</i>	<i>Loan/interstation transfer of stores and loan for other organization</i>	<i>As per requirement</i>
<i>5</i>	<i>Vehicles-Purchase/replacement /hiring and accident cases of vehicle of running AIR stations</i>	<i>Immediately/as per situation</i>
<i>6</i>	<i>Delegation of powers, rules for accounting procedure, audit objection relating to purchase of stores</i>	<i>Immediate process As & when requires</i>
<i>7</i>	<i>Working of AIR, stations-problems such as power supply failure, gear failure etc</i>	<i>immediately</i>
<i>8</i>	<i>Parliament Question regarding working (Engg.) of AIR stations</i>	<i>3 working Days excluding date of receipt</i>
<i>9</i>	<i>Power supply (RE&BE)</i>	<i>immediately</i>
<i>10</i>	<i>Minor work (all zones & Akashwani Bhavan) and RE/BE minor works.</i>	<i>Twice in a year</i>
<i>11</i>	<i>RE/BE RRT, Ts&Ps and Telephone charges</i>	<i>Twice in a year</i>

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Engineering-III-Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Matters relating to asin-Pacific Broadcasting Union</i>	<i>As per given time</i>
<i>2</i>	<i>Participation in various International seminars/Symposia/Conference</i>	<i>As per schedule</i>
<i>3</i>	<i>Matters related to commonwealth Broadcasting union, broadcasting Organization of Non-Aligned Countries/International Telecom Union/United</i>	<i>As per given time</i>
<i>4</i>	<i>Matters related Forward looking Group/JAG</i>	<i>7 working Days excluding date of receipt</i>
<i>5</i>	<i>Licencing/earmarking and frequency authorization in M/Mave VEF bands (links).</i>	<i>As per given time</i>
<i>6</i>	<i>Purchase of ABU Technical Review/International Telecom Union, Publications/Misc. Publications</i>	<i>As per given time</i>
<i>7</i>	<i>RE/BE and Foreign Exchange requirements of Frequency Assignment Section</i>	<i>Twice in a year</i>
<i>8</i>	<i>Matters related to R&D, STI(T) and CCIR</i>	<i>As per given time</i>
<i>9</i>	<i>Reception and Frequency assignment in NF Bands including issue of Basic serial and Frequency Schedules</i>	<i>According to requirement</i>
<i>10</i>	<i>Earmarking and Frequency authorization in NF Bands</i>	<i>Accordingly</i>
<i>11</i>	<i>Modification of 9 KHG LF/MF Plan and earmarking /authorization of MW frequencies</i>	<i>According to schedule</i>
<i>12</i>	<i>Matters related to Tropical Broadcast Band & Bureau of Indian Standards</i>	<i>As per given time</i>
<i>13</i>	<i>National frequency Allocation Plan (NFAP)</i>	<i>As per given time</i>
<i>14</i>	<i>Correspondence related to preparation and issue of RN schedules</i>	<i>As per given time</i>
<i>15</i>	<i>Matters related to standing advisory committee of Frequency allocation.</i>	<i>As per given time/schedule</i>
<i>16</i>	<i>Purchase of different technical books, computers etc</i>	<i>As per requirement</i>

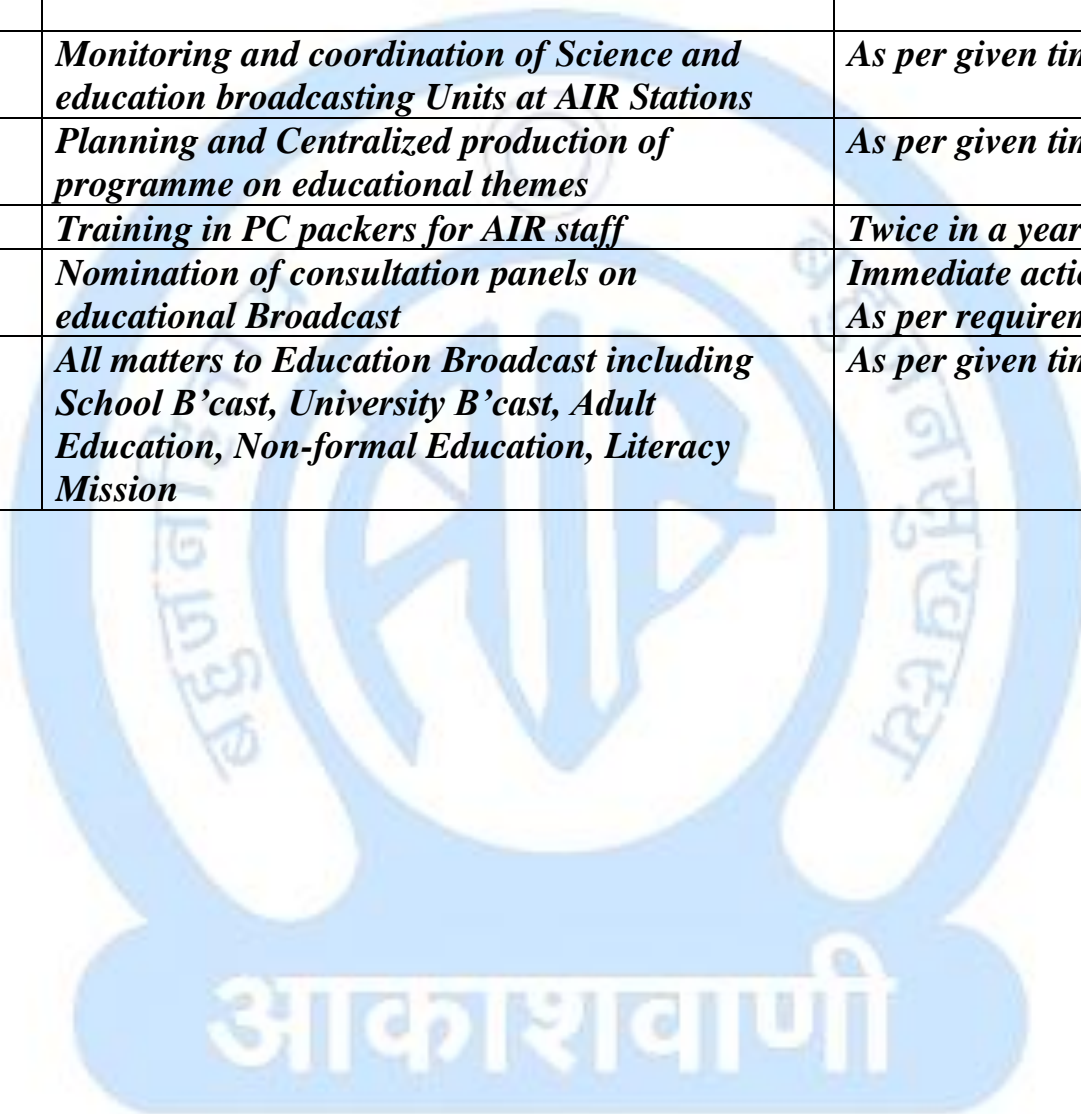
Telecom Cell

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Planning of Telecom facilities like Studio-Transmitter links, Inter-Station links, Telephones and Telephone lines etc. for new projects</i>	<i>Immediate process finalization depends upon the clearance of proposals.</i>
<i>2</i>	<i>Co-ordination with Head Quarters Section of DG:AIR for maintenance of Radio Networking, VHF and Microwave links at Stations</i>	<i>Regular/continuous process</i>
<i>3</i>	<i>Radio Networking through INSAT</i>	<i>Regularly</i>
<i>4</i>	<i>Planning for new VHF/Microwave links and replacement of old VHF/Microwave links</i>	<i>Immediate action</i>
<i>5</i>	<i>Preparation of proposal, scrutiny of DTE and monitoring of progress of all projects related to Radio Networking and VHF/Microwave links</i>	<i>7 working Days excluding date of receipt</i>

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C.E.P.U.

S. No.	Work Assigned	Time of Disposal
1	Monitoring and coordination of Science and education broadcasting Units at AIR Stations	As per given time
2	Planning and Centralized production of programme on educational themes	As per given time
3	Training in PC packers for AIR staff	Twice in a year
4	Nomination of consultation panels on educational Broadcast	Immediate action. As per requirement
5	All matters to Education Broadcast including School B'cast, University B'cast, Adult Education, Non-formal Education, Literacy Mission	As per given time



D (SD) I & II Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Studio design Project-approval of Master Plan and Layout Plan</i>	<i>Immediate processing finalization depends upon the approval of plan</i>
<i>2</i>	<i>Project Note</i>	<i>7 working Days excluding date of receipt</i>
<i>3</i>	<i>Site selection</i>	<i>30 working Days excluding date of receipt.</i>
<i>4</i>	<i>Completion of Project/Final Inspection of the Studio & reports</i>	<i>As per given time</i>
<i>5</i>	<i>Departmental estimate</i>	<i>Twice in a year</i>
<i>6</i>	<i>Drawing for Departmental works</i>	<i>As per given time</i>
<i>7</i>	<i>Final drawing for acoustic equipment quarries etc</i>	<i>30 working Days excluding date of receipt.</i>
<i>8</i>	<i>Planning of additional studio/offices accommodation/staff accommodations/security etc</i>	<i>As per requirement/given time</i>
<i>9</i>	<i>Proposals for per permanent/temp. Studios/recording facilities etc at different AIR station</i>	<i>As per given time/schedule</i>
<i>10</i>	<i>Technical details of studio set up at various AIR stations</i>	<i>As per given time</i>
<i>11</i>	<i>Preparation of AIR-conditioning/Heating system design for studio Projects</i>	<i>Twice in a year</i>
<i>12</i>	<i>Purchase of Books/Journals/Magazines for Technical Library of P&D Unit</i>	<i>As per requirement</i>

D(S) Section

<i>S. N o.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>All matters relating in court-case from zonal offices</i>	<i>3 working days excluding date of receipt</i>
<i>2</i>	<i>Periodical reports and returns to Ministry of I&B, Scor and SC/ST Cell</i>	<i>As per given time weekly/fortnightly/monthly/quarterly/yearly.</i>
<i>3</i>	<i>All matters relating drawing section/cadre and Sr. Carpenters</i>	<i>7 working Days excluding date of receipt</i>
<i>4</i>	<i>Matter relating to CGHS and Government Accommodation of Staff posted in P&D Unit</i>	<i>Immediately/maximum 7 days</i>
<i>5</i>	<i>Maintenance of service books, records pension files etc. non-gazetted staff and records of PF of gazetted staff in P&D</i>	<i>Regularly</i>

D (B-I) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Appropriation of account relating to Capital Budget</i>	<i>Twice in a year</i>
<i>2</i>	<i>Rules covering expenditure from renewal Reserve Fund</i>	<i>As per given time</i>
<i>3</i>	<i>Audi & Inspection Reports relating to zonal Chief Engineers office and P&D Unit</i>	<i>Twice in a year</i>
<i>4</i>	<i>Monthly Statement relating to capital Expenditure</i>	<i>monthly</i>
<i>5</i>	<i>Reconciliation of Capital Expenditure</i>	<i>Twice in a year</i>
<i>6</i>	<i>Suspense Budgeting and Accounting</i>	<i>As per given time</i>
<i>7</i>	<i>Monthly expenditure meeting and Budget meeting</i>	<i>monthly</i>
<i>8</i>	<i>Accounting procedures/Financial matters/AIR works and code manual</i>	<i>As per given time</i>
<i>9</i>	<i>Application and interpretation of rules relating to CPWD codes and CPWI codes</i>	<i>As per given time</i>
<i>10</i>	<i>Review of physical and financial payment Film Project</i>	<i>As per given time</i>
<i>11</i>	<i>Revenue Plan Budget-Proposals-RE and BE</i>	<i>Twice in a year</i>
<i>12</i>	<i>Other misc works</i>	<i>Depends upon the urgency of work</i>
<i>13</i>	<i>Delegation of powers</i>	<i>As and when required</i>
<i>14</i>	<i>Sanctions relating to addl. funds under Revenue Plan</i>	<i>Twice in a year</i>
<i>15</i>	<i>Re-appropriation/surrender of funds</i>	<i>yearly</i>
<i>16</i>	<i>Capital Budget-Plan and Non-Plan</i>	<i>Twice in a year</i>
<i>17</i>	<i>Parliament Questions related to above</i>	<i>Immediately 3 days</i>
<i>18</i>	<i>Annual Plan</i>	<i>annually</i>
<i>19</i>	<i>Measurement Books</i>	<i>quarterly</i>
<i>20</i>	<i>NLF Budgeting and Accounting</i>	<i>Twice in a year</i>
<i>21</i>	<i>Performance Budget</i>	<i>Once in a year</i>
<i>22</i>	<i>External Assistance Proposal for Capital Plan</i>	<i>According to situation</i>
<i>23</i>	<i>Monthly Expenditure statement relating to Plan Revenue</i>	<i>monthly</i>
<i>24</i>	<i>Reconciliation Statement under Plan Revenue</i>	<i>As per given time</i>

D (B-II) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Creation of posts under Plan Schemes for North, East, South, West and North East zones</i>	<i>annually</i>
<i>2</i>	<i>Assessment of recurring/Non-Recurring expenditure for inclusion in the SFC proposal</i>	<i>Twice in a year</i>
<i>3</i>	<i>New Item Proposal for inclusion of funds in Budget Estimates for the Plan Projects</i>	<i>Twice in a year</i>
<i>4</i>	<i>Procurement of furniture for Plan Stations</i>	<i>As per requirement</i>
<i>5</i>	<i>Procurement of vehicles for AIR Stations under Plan</i>	<i>As per requirement</i>
<i>6</i>	<i>Procurement/Replacement of vehicles of Officer of zonal Chief Engineers</i>	<i>As per requirement</i>
<i>7</i>	<i>Delegation of powers to all Chief Engineers</i>	<i>Immediately</i>
<i>8</i>	<i>Store (Stationary) of P&D Unit</i>	<i>monthly</i>

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D (Cash) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Preparation of Budget estimates/Revised estimates in respect of P&D Unit</i>	<i>Twice in a year</i>
<i>2</i>	<i>Removal of Audit Objection</i>	<i>Twice in a year</i>
<i>3</i>	<i>Reconciliation of Accounts with P&AO/IRLA (AGCR).</i>	<i>Twice in a year</i>
<i>4</i>	<i>Preparation of Monthly Expenditure statement in respect of P&D Unit</i>	<i>monthly</i>
<i>5</i>	<i>All work relating to payment and recoveries in P&D Unit</i>	<i>monthly</i>
<i>6</i>	<i>Preparation of contingent bills</i>	<i>monthly</i>
<i>7</i>	<i>Grant of all advances except HBA, Motor Cycle and Motor Car</i>	<i>7 working Days excluding date of receipt</i>
<i>8</i>	<i>Medical re-imburement, CEA, Newspaper reimbursement</i>	<i>monthly</i>
<i>9</i>	<i>Maintenance of GPF accounts of Class-IV staff</i>	<i>regularly</i>
<i>10</i>	<i>All Administrative, matters relating to Ministerial staff posted to P&D Unit excluding folding of DPC for promotion/confirmation and crossing of EB</i>	<i>Regular basis</i>
<i>11</i>	<i>All service matters relating to Misc. staff posted to P&D Unit Computer, Operator, SEA, Accountant, Motor Driver etc. excluding holding DPC for promotion/Confirmation and crossing EB</i>	<i>Regularly</i>
<i>as per 12</i>	<i>All matters relating to Govt. Accommodation relating to the official of P&D Unit</i>	<i>Immediately</i>
<i>13</i>	<i>Issue of CGHS Cards to the official of P&D Additional deletion of Family member, Transfer Dispensary etc</i>	<i>As per given time</i>
<i>14</i>	<i>All matters relating to CCE (Conduct) Rules</i>	<i>As per given time</i>
<i>15</i>	<i>Completion of ACRs of official posted in P&D Unit</i>	<i>yearly</i>
<i>16</i>	<i>Grant of leave of Gazetted/Non-Gazetted staff posted to Unit and its attached all & Maintenance of service pension cases of Gazetted/ Non-Gazetted staff of P&D whose service books are maintained</i>	<i>Regularly</i>

17	<i>All type of cash transaction in connection with purchases made by entries AIR, Network th DGS&D cell</i>	<i>As per given time</i>
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D (M&C) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Annual Plan-Formulation, revision etc. including S&T Plans-Action Plan Preparation thereof</i>	<i>Annually</i>
<i>2</i>	<i>Acquisition of Sites/Building from the State Govt/Union Territories and from Private parties through the land Acquisition officer under provisions of land Acquisition, Execution of Deeds of lease/Transfer orders etc. for the land Rending of building for AIR Projects</i>	<i>As per given time</i>
<i>3</i>	<i>Arranging and obtaining SACFA clearance from the Ministries communication-HPC Wing, and Regional Advisory Committee</i>	<i>As per given time</i>
<i>4</i>	<i>Monitoring of Projects of AIR Schemes in all the 4 zones</i>	<i>As per given time</i>
<i>5</i>	<i>Rending of Correspondence received from the Public/State Govt./VIP/MPs etc. in relation to development of Broadcasting in India</i>	<i>immediate</i>
<i>6</i>	<i>Creation/Continuation of temporary Installation Posts in the Four Zones of AIR on 6 monthly basis</i>	<i>Twice in a year</i>
<i>7</i>	<i>Rending to Parliament Question in regard to the Development of Broadcasting in the country</i>	<i>Immediately(3 days)</i>
<i>8</i>	<i>Sanction of AIR Journey for Non-entitled officers of o/o CE(EZ) to go on tour to the project site in the NE resign</i>	<i>As per given time</i>
<i>9</i>	<i>Consultative Committee of Members of I&B</i>	<i>As per given time</i>
<i>10</i>	<i>Significant happenings in AIR to be reported to PM/Cabinet monthly</i>	<i>As per given time</i>
<i>11</i>	<i>Briefs for MIB/EMIB on respect of sound B'cast Schemes Technical Advisory Committee</i>	<i>Time bound</i>
<i>12</i>	<i>Standing Advisory Committee on frequency allocation</i>	<i>Time bound</i>
<i>13</i>	<i>Commissioning new AIR projects/stations</i>	<i>30 working Days excluding date of receipt.</i>

D (MR) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Matters related to low power and high power MW Transmitter and FM XTR</i>	<i>7 working Days excluding date of receipt</i>
<i>2</i>	<i>Specifications and related correspondence under projects schemes</i>	<i>7 working Days excluding date of receipt</i>
<i>3</i>	<i>Selection of sites and clearance and frequency attonisation etc</i>	<i>Depends upon the situation</i>
<i>4</i>	<i>Building works and Civil Estimates</i>	<i>Depends upon the work</i>
<i>5</i>	<i>General technical correspondence on installation including progress of the project.</i>	<i>7 working Days excluding date of receipt</i>
<i>6</i>	<i>Matters related to Mast, Aerials and Feeders</i>	<i>Time bound</i>
<i>7</i>	<i>Field Strength survey</i>	<i>Time bound</i>
<i>8</i>	<i>Correspondence with ITU, ISI, ABU etc</i>	<i>30 working Days excluding date of receipt.</i>
<i>9</i>	<i>Specification of XTR equipment its speech input and measuring equipments including ATP & Technical correspondence</i>	<i>As per given time</i>
<i>10</i>	<i>Specifications XTR power supply equipments and approval of Drawing etc</i>	<i>Immediate action</i>
<i>11</i>	<i>Studio Speech input and recording equipments under replacement.</i>	<i>As per given schedule</i>
<i>12</i>	<i>Specifications for A/C plants under XTR projects</i>	<i>yearly</i>
<i>131</i>	<i>Specifications for M. Masts and Feeder under XTR projects</i>	<i>As per given time</i>
<i>14</i>	<i>Studio XTR links under replacement</i>	<i>As per given time</i>
<i>15</i>	<i>Measuring equipments for XTR & Studios under replacement</i>	<i>According to situation</i>
<i>16</i>	<i>XTR speech input equipment-under replacement</i>	<i>According to situation</i>

17	<i>Matters relating to construction of Guest House/Staff Quarters</i>	<i>Depends upon the work/availability of funds</i>
18	<i>Security works for existing stations</i>	<i>Immediate action</i>



D (TD) Section

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>All 7th and 8th Plan FM Schemes</i>	<i>As per given time</i>
<i>2</i>	<i>Special studios on speech input equipments, receiving equipments for FM Projects, their specifications and standards</i>	<i>As per given time</i>
<i>3</i>	<i>Correspondence with STI (T), R&D and other organizations on FM Projects</i>	<i>7 working Days excluding date of receipt</i>
<i>4</i>	<i>VHP propagation's and coverage problems, interference problems, reception reports on VEP-FM transmitters</i>	<i>Due course of time</i>
<i>5</i>	<i>Special studies on towards and VEP-FM problem, VHP-FM Transmitter and association equipments specifications and standards</i>	<i>Due course of time</i>
<i>6</i>	<i>Sharing of facilities with Doordarshan</i>	<i>According to situation</i>
<i>7</i>	<i>Power supply system for FM transmitters and diesel Generators</i>	<i>Immediate action</i>
<i>8</i>	<i>Measuring Instruments for FM Projects</i>	<i>Immediate action</i>
<i>9</i>	<i>All FM projects in East zone, South zone, West, North zone and North East zone</i>	<i>Regular feature</i>
<i>10</i>	<i>Administration of D (TD) Section</i>	<i>7 working Days excluding date of receipt</i>
<i>11</i>	<i>Air conditioning, Power supply and diesel generator systems for FM projects</i>	<i>Twice in a year</i>
<i>12</i>	<i>Computerization of information of FM projects</i>	<i>7 working Days excluding date of receipt</i>
<i>13</i>	<i>Speech input and receiving equipments</i>	<i>As per given timea</i>
<i>14</i>	<i>VHF propagation and coverage: interference cases</i>	<i>As per given time</i>

F.A.C.

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
1	<i>Proposal relating to Delegation of powers to the Director General Examination thereof</i>	<i>7 to 30 working Days excluding date of receipt</i>
2	<i>Internal Delegation of Powers to various officers in the Directorate</i>	<i>Immediate action</i>
3	<i>Examination of proposals received from stations regarding delegation of powers to AIR officers or enhancement of existing powers of existing powers</i>	<i>20 working Days excluding date of receipt</i>
4	<i>Fixation of permanent advance in respect of new setup and enhancement of permanent of advance in case of existing stations examinations of proposals</i>	<i>30- 60 working Days excluding date of receipt</i>
5	<i>Rendering financial advice in respect of cases under enhanced powers in respect of FRs and SRs DFPRs</i>	<i>20 working Days excluding date of receipt</i>
6	<i>Clarification/Advice in cases from AIR Stations/Offices and processing the cases for exercise of enhanced powers by the Director General</i>	<i>20 working Days excluding date of receipt</i>
7	<i>Processing of proposals for A/A & E/S in respect of the approval schemes/projects received from P&D Unit</i>	<i>7 working Days excluding date of receipt</i>
8	<i>1. Miscellaneous financials matters</i>	<i>7 working Days excluding date of receipt</i>

Family Welfare Unit

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>RE-BE – Family Welfare</i>	<i>Twice in a year</i>
<i>2</i>	<i>Correspondence with Health & Family Welfare Ministry</i>	<i>Immediately as per requirement of work</i>
<i>3</i>	<i>Constitution of Family Welfare Advisory Committee</i>	<i>As per given time</i>
<i>4</i>	<i>Correspondence with UNICEF</i>	<i>Immediately</i>
<i>5</i>	<i>Issue of Quarterly Statement of :- i) AIDS. ii) Drugs Abuse & Drug Trafficking. Universal Immunization Programme.</i>	<i>Quarterly</i>

D (Estimate)

<i>S. No.</i>	<i>Work Assigned</i>	<i>Time of Disposal</i>
<i>1</i>	<i>Preparation of SFC/EFC Memo</i>	<i>As per given time</i>
<i>2</i>	<i>Preparation of SFC/EFC Memo</i>	<i>As per given time</i>

