

**PRASAR BHARATI**  
**BROADCASTING CORPORATION OF INDIA**  
**DIRECTORATE GENERAL:ALL INDIA RADIO**

-----

**Information Manual**

**Under**

Right to Information Act,2005

<b>Chapter No.</b>	<b><u>CONTENTS</u></b>
1.	<a href="#">Introduction</a>
2.	<a href="#">Organization, Functions and Duties</a>
3.	<a href="#">Powers and duties.</a>
4.	<a href="#">Accountability and Decision Making</a>
5.	<a href="#">Norms for Discharge of functions</a>
6.	<a href="#">Rules, regulations, instructions, manuals and records</a>
7.	<a href="#">Categories of documents under its possession</a>
8.	<a href="#">Consultation Process.</a>
9.	<a href="#">Board, Councils and Committees</a>
10.	<a href="#">Directory of officers and employees.</a>
11.	<a href="#">Monthly remuneration of officers and employees</a>
12.	<a href="#">Budget allocation.</a>
13.	<a href="#">Subsidy Programmes</a>
14.	<a href="#">Concessions Permits and Authorization.</a>
15.	<a href="#">Ministry Website.</a>
16.	<a href="#">Public Interface</a>
17.	<a href="#">The PIO/ APIO</a>
18.	<a href="#">The Rules and regulations under the Act, Fees etc.</a>
	<a href="#">ANNEXURE</a>
	<a href="#">The Right to Information Act-2005</a>

# CHAPTER-1

## INTRODUCTION

Right To Information is an Act to provide for freedom to every citizen to secure access to Information under the control of public authorities, consistent with Public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto.

**THE RIGHT TO INFORMATION Bill** was passed by the Parliament on 13<sup>th</sup> May, 2005 . The Bill got the Presidential accent on 15<sup>th</sup> June to become the Right to Information, Act,2005 . It is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Informed citizenry and transparency of information are vital to the functioning of Democracy. The Act provides for a system of accountability of the Government towards those who are governed and would benefit in increasing transparency and containing corruption.

The actual practice of the Act is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information; But the need is to harmonize these conflicting interest while preserving the paramountcy of the democratic ideal.

In an effort to bring about transparency and accountability and to transform the Right of Information Act into an act that empowers the people, Directorate General:All India Radio has made an attempt to provide certain information to citizens to empower them to exercise their Right to Information. Directorate

General:All India Radio in its effort to decentralize information has made all its subordinate offices responsible for dissemination of Information. These organizations will have their separate set up for public to gain information on issues pertaining to the unit,

Right to information means the right to information accessible under this Act, which is held by or under the control of any public authority and includes the right to—

1. Inspection of work, documents, records;
2. Taking notes, extracts or certified copies of documents or records
3. Taking certified samples of material;
4. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

Directorate General:All India Radio through means of communication and media consisting of radio, publications and advertising plays an important role in helping the people to have access to free flow of information. It also caters to the dissemination of knowledge and entertainment to all sections of society, striking a careful balance between public interest and commercial needs, in its delivery of services.

The main function of AIR is to plan, produce and broadcast programmes to listeners all over the country. These broadcast include a good deal of entertainment, informative and educative programmes intended to aid development, along with news and current affairs. The programmes put out by AIR stations can be divided as follows:

- News and programmes of nation-wide interest broadcast from Delhi.
- Regional services from individual stations each catering to the needs and interests of their respective areas.
- Local Radio Service.

- Programmes for listeners in foreign countries.
- Commercial Broadcasting Service.

The principal ingredients of AIR's programme output are music, talks, interviews and discussions, newscasts, plays, features and documentaries, Educational Broadcasts, services for specific groups (rural listeners, industrial workers, women, children, youth, the Armed Forces, Tribal people etc.) and outside broadcasts. Akashvani operates through a network of 91 broadcasting stations located in different parts of the country. Dependable medium wave service reaches about 90% of the country's population.

For facilitating the supply of Information to the citizen Directorate General: All India Radio has setup a facilitation counter at its Reception. Any other Information can be sought from the Counter.

In case the Information is not available in the manual as well as at the counter, the said information can be sought under the Right to Information, Act by applying in the prescribed format. The format along with the prescribed fees may be deposited at the counter. The receipt will then be forwarded to the concerned Central Public Information officer / Assistant Public Information officer and a date for receiving the Information would be given to the applicant.

In case the Information cannot be made available, the cause for not making available such Information would be given to the applicant in the prescribed period. If unsatisfied with the reply the applicant can seek redressal of his grievance from the appellate authority designated in the Ministry

**FEES:**

Directorate General: All India Radio has proposed a charge of Rupees two per page for printed Information. Rupees Fifty per floppy and in case of Information sought on CD's. In case Information is sought in form of Videocassettes it is proposed that the charges would be Rs. 500/-.

However as under the RTI act no fees will be charged for the persons below poverty line. The request for obtaining information under subsection (1) of section 6 shall be accompanied by the application fees of Rs. Ten by way of cash against proper receipt or by demand draft or banker's cheque payable to Prasar Bharati (BCI), Directorate General:All India Radio, New Delhi.

## II PARTICULARS OF ORGANIZATIONS, FUNCTIONS AND DUTIES

### Chapter-2

DIRECTORATE GENERAL: ALL INDIA RADIO, AKASHVANI BHAVAN,  
PARLIAMENT STREET, NEW DELHI - 110 001

#### **Main Functions**

The main function of AIR is to plan, produce and broadcast programmes to listeners all over the country. These broadcasts include a good deal of entertainment, informative and educative programmes intended to aid development, along with news and current affairs. The programmes put out by AIR stations can be divided as follows:

- News and programmes of nation-wide interest broadcast from Delhi.
- Regional services from individual stations each catering to the needs and interests of their respective areas.
- Local Radio Service.
- Programmes for listeners in foreign countries.
- Commercial Broadcasting Service.

The principal ingredients of AIR's programme output are music, talks, interviews and discussions, newscasts, plays, features and documentaries, Educational Broadcasts, services for specific groups (rural listeners, industrial workers, women, children, youth, the Armed Forces, Tribal people etc.) and outside broadcasts. Akashvani operates through a network of 91 broadcasting stations located in different parts of the country. Dependable medium wave service reaches about 90% of the country's population.

# CPIO / Appellate Authority / Nodal Officer in respect of RTI Matters

## Chapter

To facilitate dissemination of information to the applicants of RTI, Directorate General:All India Radio vide its Circular No. A-11019/42/2005-Scor dated 20.09.2006 appointed the following officers/Section of All India Radio as CPIO / Appellate Authority / Nodal Officer / Nodal Section in respect of RTI Matters: -

1. NODAL OFFICER  
Dr. Rajat Bhargava, Room No.105, For Co-ordination and ADG (F&A) Akashvani Bhawan, implementation of RTI New Delhi-110001 Act in AIR. Tel.No.23421161
2. NODAL SECTION:  
Scor Section Room No. 243, Coordination of RTI Act Akashvani Bhawan, matter of AIR. New Delhi-110001 T.No. 23421063

### Central Public Information Officer

3. Heads of office of all AIR Stations in all matters, viz Programme, Engineering, News and Administrative, pertaining to their office and offices under their control, as spelled out in the AIR Manual.

Deputy Director General of concerned region shall be the Appellate Authority in respect of all Station Heads (whether Programme Officers or Engineering officers) in their respective regional jurisdiction.

4. Director (Engineering) declared as Head of office at the office of Zonal Chief Engineer/Superintending Engineer (Civil/Electrical), CCW for all subjects relating to all matters of the respective zones.

Zonal Chief Engineers will act as the Appellate Authority in respect of the above officers in the offices.

**5. PROGRAMME WING:**

Directors of Programme Wing in AIR Directorate for subjects dealt by them as per the following details:-

**Central Public Information Officer**

S. No.	Name of the officers / Designation	Address / Telephone Number	Subject matter with which concerned
1.	Ms Usha Puri, Director, STI (P).	O/o STI (P), AIR, Radio Colony, Kingsway Camp, Delhi-110009. Tel.No.27456908	Training of programme planners, executives and personnel belonging to the administrative staff.
2.	Dr. J.K.Das, Director (External Services Division)	Room No. 68, Broadcasting House, New Delhi-110001 Tel.No.23710057	External service broadcasts.
3.	Smt. Karuna Shrivastava, Director (Transcription & Programme Exchange Service)	Room No.404, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421927	Exchange of programmes between stations; matters concerning archives and release of archival material through Gramophone Company etc
4.	Dr. M.N.Jha, Director (Audience Research Unit)	Room No.422, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421022	To provide quantitative or qualitative feedback for policy formulations and improvements in the programmes; to find out audience size, reach, coverage, etc. for individual programmes as well as general transmission of a station; to provide a research base to developmental broadcasting.
5.	Smt. Sukhjinder Kaur, Director (Marketing)	Ground Floor. Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421030	Marketing activities of AIR and Doordarshan
6.	Sh. H.K. Pani, Director of Programmes Policy/International Relations)	Room No.101, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23710235	Language and Dialect Policy (except music, sports and commercials) Programme Calendar, Festivals and Anniversaries including Days/Weeks, Obituary Programmes, Election and Party Political Broadcast, all National and International coverage except Sports, Religious broadcast, Parliamentary Consultative Committee, Complaints/Suggestions of a general nature, Inter-Media Publicity, Legal matters of general nature affecting Programmes of more than one category, Parliament Questions - Coordination thereof.  Foreign relations including Cultural Agreements and protocols and deputations abroad, Asia-Pacific Broadcasting Union, Commonwealth Broadcasting Association, International Competitions, Facilities to Foreign Broadcasting Organizations etc.
7.	Sh. P.N. Madhusukar, Dy. Director (Music)	Room No.418, Akashvani Bhawan,	Policy regarding Indian Music, Folk Music, Western Music, Devotional

**APPELLATE AUTHORITY**

**Smt. Grace Kujur,  
pertaining to  
DDG (P).**

**Room No.209,**

**All Matters**

**Akashvani Bhawan, Programme Wing  
New Delhi-110001**

**T.No.23421906**

**6. ENGINEERING WING:**

- (A) Director (Engineering) at the Directorate General: AIR in relation to the Engineering matters handled by them at the Directorate, as per the following details:-**

**Central Public Information Officer**

<b>S. No.</b>	<b>Name of the officers / Designation</b>	<b>Address /Telephone Number</b>	<b>Subject matter with which concerned</b>
1	Sh. I.S. Mehla, Director (Engineering) (Transmitter Design)	Room No.309, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421187	Planning & System Design of Medium Wave and Short Wave Transmitters and AIR Resources.
2	Sh. V.K. Chaudhary, Director Engineering (Project)	Room No.334, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.213421909	Planning & System Design of FM Transmitter Projects.
3	Sh.Yogendra Pal, Director Engineering (Studio Design)	Room No.323, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421203	Planning & System Design of Studio Projects in North and South Zones.
4	Sh.R.K. Budhiraja, Director Engineering (MR)	Room No.328, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421662	Planning & System Design of Studio Projects in East, North-East and West Zones.
5	Sh.Yuvraj Bajaj, Director Engineering (Telecom)	Room No.432, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421560	Planning & System Design of Satellite and Micro- Wave links for programme linkage and distribution.
6.	Sh. Shanmugam, Director Engineering(IT)	Ground Floor, IT Division, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23410049	Planning and System Design of Information Technology set up.
7	Sh.S.N.Jhawar, Director Engineering (Planning)	Room No.315, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421432	Preparation of prospective plan and VIP/ Parliamentary references.
8	Sh.Mukul Tyagi, Director Engineering (M&C)	Room No. 318, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421206	Monitoring and coordination of all Projects.
9	Sh.R.K. Sinha, Director Engineering (Purchase)	Room No.320, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421592	Procurement of technical equipment and major spares.
10	Sh. Arvind Kumar, Director Engineering	Room No.313, Akashvani Bhawan,	Preparation of Schemes, funds allocation and

**APPELLATE AUTHORITY**

Sh. Ghanshyam,  
Matters  
CE (D)  
DG: AIR

Room No.107

Engineering

Akashvani Bhawan

relating to

New Delhi-110001

T.No.23421464

**7. ADMINISTRATION WING:**

**Deputy Directors Administration at the Directorate General: All India Radio office in relation to Administrative matters handled by them at the Directorate as per the following details: -**

**Central Public Information Officer**

<b>S. No.</b>	<b>Name of the officers / Designation</b>	<b>Address / Telephone Number</b>	<b>Subject matter with which concerned</b>
1.	Sh.Ishwar Singh, DDA(H) & (P)	Room No.216, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421172	All matters relating to Administration, General Administration and Programme Administration of the Directorate.
2.	Sh. S.P.Pant, DDA(E)	Room No. 222 Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421139	All matters relating to engineering administration of the Directorate
3.	Sh. A.K.Saha, DDA(Budget & FAC)	Room No. 213, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421996	All matters pertaining to the finance & budget work handled at the Directorate
4.	Sh. Suresh Kumar, DDA(SC/ST)	Room No. 226, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421006/226	All matters pertaining to SC/ST matters handled at the Directorate.
5.	Shri Suresh Kumar, Sr. Vigilance	Room No. 226, Akashvani Bhawan,	Vigilance matters of DG: AIR.

	Officer	All India Radio, New Delhi-110001. Tel.No.23421006/226	
6.	Shri. Naresh Kumar, Executive Engineer (Vig.) Tech.II	Room No.512 Soochna Bhawan, CCW, AIR, New Delhi	Vigilance Matters of CCW
7.	Smt. Rina Guha, DDA(Scor)	Room No.213, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421996	All administrative matters in respect of LDC, UDC, Asstt/H.C., Accountant, IA and DDA at AIR Stations/ Offices.
8.	Sh. B. Bandopadhyay, DDA (A&G)	Room No.222, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421139	Allotment of residential AIR Qtrs, Sanction of Scooter/ Motor Cycle / Motor Car / Computer Advances and GPF Advances in respect of Heads of AIR Stations / Offices. Sanction of flood & cyclone Relief and food packets to the staff on overnight duty. Clarifications in respect of LTC, TA, Conveyance Charges / Provision of Transport facilities grant of double Transport Allowance to Physically handicapped officials of AIR Station. Sanction of expenditure on heading facility to the station at high altitude. Handing of cases of warm clothing at the above Stations. Payment of bad climate / compensatory / Water / Winter / HRA / C Allowances. Sanction of HBA to the staff at Hqrs / P&D Unit and AIR Stations / Offices. Payment of OA to the staff of AIR Station. Sanction for purchase of furniture in respect of AIR Station. Fixation of duty Hrs. / Holiday

			etc. of the shift duty staff of all subject matters relating to work-study Unit.
9.	Sh. M.K. Pandey, DDA (Welfare)	Room No.425, Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421006/426	All matters relating to Staff. Associations and Canteens. Invitation Cards for Republic Day and other National Day, Independence Day etc. Procurement of passes for Lok Sabha / Rajya Sabha. Quomi Ekta / Sadbhawna Divas. Grants-in-aid to recreation clubs. Reimbursement of Medical Claims. Appointment of AMA. All matters relating to grievances. Grant permission for taking medical treatment from the approved CGHS Hospital. Preparations & Disbursement of Salary. TA / DA Adv. / LTC Adv. / GPF Adv. / Tuition Fees and other Adv. Medical Reimbursement Bill. Payment of bills for stationery, furniture, Telephone, etc.
10.	Sh. M.M.Thaman, DDO(A)	Room No.321 Akashvani Bhawan, All India Radio, New Delhi-110001. Tel.No.23421149	Administrative work of P&D Unit. All staff and administrative matters relating to Drawing Cadre, Sr. carpenter and work charge of staff of Zonal CE's offices. Internal Financial Adviser of P&D Unit for the sanction of DTE, CCW Estimates etc. as per CPWA Code. Besides he is also assisted by D(B-I), D(B-II), D(Case and D(S) as detailed in AIR manual.

**APPELLATE AUTHORITY**

**1. Shri. G.R. Raghavendar,  
respect of Director (Admn.)  
(DDAs)**

**Room No. 211 All Matters in  
Akashvani Bhawan, Admn. Wing**

**New Delhi-110001 in the Directorate**

**2. Dr. Rajat Bhargava,  
Matters in  
(CVO)  
and**

**Room No.105, Vigilance  
Akashvani Bhawan respect of DG: AIR**

**New Delhi-110001 CCW.  
Tel.No.23421161**

**8. O/o NSD  
Sh. G.S.Bedi  
DDA.  
Administration of**

**O/o NSD, All Matters regarding  
All India Radio, News &**

**New Delhi – 110001 NSD.  
T.No.23714195.**

**APPELLAE AUHORITY  
Sh. D.S. Mallik  
Addl. DG (News)  
Administration of**

**Room No.46 All Matters regarding  
Broadcasting House, News &**

**AIR, New Delhi-1 NSD.  
T.No. 23710493**

**9. O/o STI (T)  
CPIO  
Sh. D.P. Singh,  
personnel  
Director Engineering,**

**O/o STI(T), Technical Training  
AIR & DD, of engineering**

**Kingsway Camp, of AIR.  
Delhi-110009  
T.No.27233909**

**PUBLIC AUTHORITY  
Sh. H.R.Singh  
Chief Engineering (T)  
personnel of**

**O/o STI(T) Technical Training  
AIR & DD of Engineering**

**Kingsway Camp, All India Radio.  
Delhi-110009  
T.No.27216128**

- 10. O/o CE (R&D)**
- |   |  |                                 |
|---|--|---------------------------------|
| <u>CPIO</u><br>Development<br>Sh. Satya Prakash<br>Director Engineering                     | Room No.312<br><br>O/o CE(R&D)<br>AIR & DD,<br>I.P.Estate, Ring Road<br>New Delhi-110002<br>T.No.23379359      | Research and<br>matters of AIR. |
| <u>APPELLATE AUTHORITY</u><br>Sh.A.K. Bhatnagar,<br>Development<br>CE (R&D)<br>India Radio. | Room No.301<br><br>O/c CE (R&D)<br><br>AIR & DD,<br>I.P.Estate, Ring Road<br>New Delhi-110002<br>T.No.23379255 | Research and<br>matters of All  |
- 11. O/o CCW**
- |  |   |                    |
|--|---|--------------------|
| <u>CPIO</u><br>(Hqrs)<br>Sh. D.S.K. Bhagwan,<br>SSW-II                             | 5 <sup>th</sup> Floor,<br><br>Soochna Bhawan,<br>CCW, AIR,<br>New Delhi-110003<br>T.No.24366801 | All matters of CCW |
| <u>APPELLATE AUTHORITY</u><br>Sh. S.K. Mahendra,<br>(Hqrs)<br>Chief Engineer (C-I) | 5 <sup>th</sup> Floor,<br><br>Soochna Bhawan,<br>CCW, AIR,<br>New Delhi-110003<br>T.No.24367360 | All matters of CCW |

The various Sections of DG:AIR include:

1. Audience Research Section
2. Budget and Accounts Section
3. Cash Section
4. Administration & General Section
5. General Administration Section
6. Hindi Unit
7. Inspection Unit
8. R&I Section
9. S I(A) Section
10. S I(B) Section
11. S II Section
12. S III Section
13. S IV(A) Section
14. S IV(B) Section
15. S V Section
16. S VI Section
17. S VII Section
18. S VIII Section
19. Staff Coordination Section
20. Security Cell
21. Vigilance Section
22. Welfare Section
23. Internal Work Study Unit
24. P I Section
25. P II Section
26. P III Section
27. P IV Section
28. P V Section
29. P VI Section
30. PP&D Section
31. E I Section
32. E II Section
33. E III Section
34. D (B-I)
35. D (B-II)
36. D (Cash)
37. D(S) Cell
38. D (M&C)
39. Project Cell – DP(C)
40. D(SD) I&II
41. D (TD)
42. D (MR)

- 43. Tape Recorder Unit
- 44. CW -I
- 45. CW -II
- 46. CW-III
- 47. CW-IV
- 48. CW-V
- 49. CW-VI
- 50. CEPU
- 51. FAC
- 52. SW-I
- 53. SW-II
- 54. SW-III
- 55. SW-IV
- 56. SW-V
- 57. Admin. Of SSW-I
- 58. Telecom Cell
- 59. Community Singing Cell
- 60. Family Welfare Unit
- 61. D (Estimate)

## CHAPTER 10

### Directory of officers and employees DG:ALL INDIA RADIO

<b>Sl.No.</b>	<b>Name/Designation</b>	<b>Office</b>	<b>Residence</b>	<b>Mobile</b>
01	<b>Shri Brijeshwar Singh, Director General,C.E.O.</b>  <b>Shri K. .Pant. PA</b>	23421300/ 23421061 23421956 (Fax)  102 (Intercom)	25084209	

#### **PROGRAMME**

1	<b>Mrs Grace Kujur, DDG(P)</b>  <b>Shri Bajrang Lal, PS</b>	23421906 (T/F) 209 (Intercom) 262 (Intercom) 262 (Intercom)	24360228  26044872	9811994833
2	<b>Ms Noreen Naqvi, DDG(Com)</b>  <b>Sh.Mahendra Sundriyal,PS</b>	23421632 604 (Intercom) 112(Intercom)	23782408  23362020	9811783377
3	<b>Shri A.K.Padhi, DDG(Sports)</b>  <b>Mrs Meena Sehgal, PS</b>	23422235 (T/F) 101(Intercom)  172 (Intercom)		9868255567
4	<b>Shri H.K. Pani, (DDG I/c Pol.)</b>  <b>Shri Bajaj, PA</b>	23421233(T/F) 215(Intercom)	24366610	
5	<b>Mrs. Sukhjinder Kaur, DP(Com)/Dir(Marketing)</b>	23421762 23421030/23421034 118(Intercom) 700(Intercom)	23386608	9811588876

#### **PROGRAMME**

6	<b>Shri R.K. Sharma, DP(CEPU)</b>	23421142 114 (Intercom)	95120- 2481530	
7	<b>Ms T. Dolkar, DDG(NR-1)</b>	23421542 115(Intercom)	26886239	
8	<b>Shri S.C. Nayak, ADP(Sports)</b>	23421204 151(Intercom)		9891091237

## ENGINEERING

01.	<b>Shri A.S.Guin, E-in-C</b> <b>Sh.V.K.Tandon,PPS</b>	23421058 23421459 (F) 150 (Intercom) 150 (Intercom)	26112014  24314213	9810182046
02.	<b>Sh. V.K. Lamba, CE(MR)</b>  <b>Sh. Y.P. Gulati, PS</b>	23421790 (T/F) 338 (Intercom)  304 (Intercom)	25257145	9810980101
03.	<b>Dr. H.O. Srivastava, CE(M)</b>  <b>Sh. Anil, PA</b>	23422274 310(Intercom)  360(Intercom)	25523293	9810523668
04	<b>Sh. Vigyan Prakash,</b> <b>CE(Civil) / (Training)</b>  <b>Shri Sharda Nair,</b> <b>PPS/CE(C)</b> <b>Sh. K.K Singh, PS/CE(T)</b>	24366796 (Civil) 24367360 (C)Fax 27216128 (T) 27216128(T)Fax	95120- 2455723	9810125256
05	<b>Shri B.B.L. Mathur,</b> <b>CE(R&amp;D)</b>	23379235	22755678	9810092808
06	<b>Shri. J.P.Thakur, DE(HQ)</b>	23421132(T/F) 303(Intercom)	26444482	
07	<b>Shri Yuvraj Bajaj,</b> <b>DE(ESM)</b>	23421203 332(Intercom)	22722811	9810240335
8	<b>Shri. Yogendra Pal,</b> <b>DE(IT)/(IPM)</b>	23421049 160(Intercom)	25762618 25823830	9811572044
9	<b>Shri S.N. Gupta,</b> <b>DE(Purchase)</b>	23421582 320(Intercom)	26106383	
10	<b>Shri R.K. Singh , DE(Plg.)</b>	23421432 315(Intercom)	26263977 26252478	9891138542
11	<b>Shri. Mukul Tyagi,</b> <b>DE(Projects)</b>	23421909 334(Intercom)	22754301	
12	<b>Shri. L. Thangen, DDO(A)</b>	23421149 321(Intercom)	26141598	
15	<b>Shri Arvind Kumar, DE(E)</b>	23421591 313(Intercom)	23382393	
16	<b>Shri R.K. Budhiraja,</b> <b>DE(MR)</b>	23421662 357(Intercom)	22449289	

17	<b>Shri G.L. Kwatra, DE(TM)</b>	23421985 421(Intercom)	26175310	
18	<b>Shri Awdesk Kumar, DE(M&amp;C)</b>	23421206 318(Intercom)	24364973	
19	<b>Shri A.K. Bhatnagar, DE(FA)</b>	23421062 204(Intercom)	26258642	9810169389
21	<b>Shri Y.K. Sharma, DE(TC)</b>	23421560 432(Intercom)	22164687 22156405	9818082824
22	<b>Shri V.K. Arora, DE(TD)</b>	23421187 309(Intercom)	27316568	9810495955
23	<b>Shri A Shanmugam, DE(TR)</b>	23421203 323(Intercom)	23232109	
24	<b>Shri Deepak Mehrotra, DE(SD)</b>	23421365 333(Intercom)	95120- 2785181	9810862165

### ADMINISTRATION

01	<b>Shri.M.L.Raipuria, Consultant (A&amp;F)</b>  <b>Sh Suresh, PA</b>	23421254 211(Intercom)  212(Intercom)	25591119	
02	<b>Shri.K.C.Khosla, Consultant (EA)</b>	23421174 235(Intercom)  212(Intercom)	27636061	
03	<b>Shri S.P. Choubey, JD(OL)</b>	23421855 130(Intercom)		9811331810
04	<b>Major S.S. Tiwari, ADG(S)</b>	23421068 403(Intercom)	24362078	

## NEWS SERVICES DIVISION

Sl.No.	Name/Designation	Office	Residence	Mobile
		EPABX: <b>23715411</b>		
01	Sh. Majumdar, DG(News)  Sh B. Hemrajani, PS	23710084 23731510 (Fax) 4655(Intercom) 4655(Intercom)	26255371  26216765	9811188855
02	Sh H.C. Segon, Addl. DG	23710112 (T/F)	25624412	9810203741
03	Sh P. Majumdar, Addl.DG	23710493 4532(Intercom)	25253486	9810015650
04	Sh Gautam Dutta, Addl.DG	23731265(T/F)		9810149427
05	Sh S. Vishwanathan, Director	23710136 (T/F)	26890639	20512189
06.	Sh Subhash Sethia, Director	23718225	26186399	20512199
07	Sh R.B. Vishwakarma, Director	23710060 (T/F)	23073450	20512193
08	Sh A.K. Rout, Director	23710036	24121114	20512198
09	Sh M.R.S. Menon, Joint Director	23718226	26172577	20512196
10	Sh R.C. Saldi, Joint Director	23718156	25529971	20512197
11	D.P. Gupta, DDA  PA	23714195 (T/F) 4531(Intercom) 4649(Intercom)	24677171	
12	Sh Vinod Kumar Kapoor, AO	23710246 4577(Intercom)	29812108	
13	Transport	23717085 4663(Intercom)		

## **AUDIENCE RESEARCH**

01	Sh M.N. Jha Dy. Director	23421022 (T/F) 422(Intercom)	35803614	
----	-----------------------------	---------------------------------	----------	--

## **R&D DEPARTMENT**

01	Sh B.B.L. Mathur, Chief Engineer	23379255	22755678	9810092808
----	-------------------------------------	----------	----------	------------

## **ALL INDIA RADIO , DELHI STATION**

01	Sh L.K. Chopra, Station Director	23710106 (T/F) 23355892	22784672	9811174466
----	-------------------------------------	----------------------------	----------	------------

## **COMMERCIAL BROADCASTING SERVICE**

01	Sh S.Kapil Station Director	23715411/111 23421028 (T/F)	22784672	9811174466
02	Ms. Indira Mathur, Dy.Dir(C)	23421204	24679703	

# CHAPTER 18

## THE RIGHT TO INFORMATION ACT, 2005

No. 22 of 2005

[15th June, 2005]

**An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.**

Whereas the Constitution of India has established democratic Republic;

And whereas democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold Governments and their instrumentalities accountable to the governed;

And whereas revelation of information in actual practice is likely to conflict with other public interests including efficient operations of the Governments, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information;

And whereas it is necessary to harmonise these conflicting interests while preserving the paramountcy of the democratic ideal;

Now, therefore, it is expedient to provide for furnishing certain information to citizens who desire to have it.

Be it enacted by Parliament in the Fifty-sixth Year of the Republic of India as follows:—

## CHAPTER I

### Preliminary

- 1 (1) This Act may be called the Right to Information Act, 2005.
  - (2) It extends to the whole of India except the State of Jammu and Kashmir.
  - (3) The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 13, 15, 16, 24, 27 and 28 shall come into force at once, and the remaining provisions of this Act shall come into force on the one hundred and twentieth day of its enactment.
- 2 In this Act, unless the context otherwise requires,—
    - (a) "appropriate Government" means in relation to a public authority which is established, constituted, owned, controlled or substantially financed by funds provided directly or indirectly—
      - (i) by the Central Government or the Union territory administration, the Central Government;
      - (ii) by the State Government, the State Government;

- (b) "Central Information Commission" means the Central Information Commission constituted under sub-section (1) of section 12;
- (c) "Central Public Information Officer" means the Central Public Information Officer designated under sub-section (1) and includes a Central Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (d) "Chief Information Commissioner" and "Information Commissioner" mean the Chief Information Commissioner and Information Commissioner appointed under sub-section (3) of section 12;
- (e) "competent authority" means—
  - (i) the Speaker in the case of the House of the People or the Legislative Assembly of a State or a Union territory having such Assembly and the Chairman in the case of the Council of States or Legislative Council of a State;
  - (ii) the Chief Justice of India in the case of the Supreme Court;
  - (iii) the Chief Justice of the High Court in the case of a High Court;
  - (iv) the President or the Governor, as the case may be, in the case of other authorities established or constituted by or under the Constitution;
  - (v) the administrator appointed under article 239 of the Constitution;
- (f) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;
- (g) "prescribed" means prescribed by rules made under this Act by the appropriate Government or the competent authority, as the case may be;
- (h) "public authority" means any authority or body or institution of self-government established or constituted—
  - (a) by or under the Constitution;
  - (b) by any other law made by Parliament;
  - (c) by any other law made by State Legislature;
  - (d) by notification issued or order made by the appropriate Government, and includes any—
    - (i) body owned, controlled or substantially financed;
    - (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;
- (i) "record" includes—
  - (a) any document, manuscript and file;
  - (b) any microfilm, microfiche and facsimile copy of a document;
  - (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
  - (d) any other material produced by a computer or any other device;
- (j) "right to information" means the right to information accessible under this Act

which is held by or under the control of any public authority and includes the right to—

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;
- (k) "State Information Commission" means the State Information Commission constituted under sub-section (1) of section 15;
- (l) "State Chief Information Commissioner" and "State Information Commissioner" mean the State Chief Information Commissioner and the State Information Commissioner appointed under sub-section (3) of section 15;
- (m) "State Public Information Officer" means the State Public Information Officer designated under sub-section (1) and includes a State Assistant Public Information Officer designated as such under sub-section (2) of section 5;
- (n) "third party" means a person other than the citizen making a request for information and includes a public authority.

## **CHAPTER II**

### **Right to information and obligations of public authorities**

- 3** Subject to the provisions of this Act, all citizens shall have the right to information.
- 4 (1)** Every public authority shall—
- (a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;
  - (b) publish within one hundred and twenty days from the enactment of this Act,—
    - (i) the particulars of its organisation, functions and duties;
    - (ii) the powers and duties of its officers and employees;
    - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
    - (iv) the norms set by it for the discharge of its functions;
    - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
    - (vi) a statement of the categories of documents that are held by it or under its control;
    - (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
  - (ix) a directory of its officers and employees;
  - (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
  - (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
  - (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
  - (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
  - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
  - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
  - (xvi) the names, designations and other particulars of the Public Information Officers;
  - (xvii) such other information as may be prescribed and thereafter update these publications every year;
- (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
- (d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.

5 (1) Every public authority shall, within one hundred days of the enactment of this

Act, designate as many officers as the Central Public Information Officers or State Public Information Officers, as the case may be, in all administrative units or offices under it as may be necessary to provide information to persons requesting for the information under this Act.

- (2) Without prejudice to the provisions of sub-section (1), every public authority shall designate an officer, within one hundred days of the enactment of this Act, at each sub-divisional level or other sub-district level as a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, to receive the applications for information or appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the State Public Information Officer or senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be: Provided that where an application for information or appeal is given to a Central Assistant Public Information Officer or a State Assistant Public Information Officer, as the case may be, a period of five days shall be added in computing the period for response specified under sub-section (1) of section 7.
  - (3) Every Central Public Information Officer or State Public Information Officer, as the case may be, shall deal with requests from persons seeking information and render reasonable assistance to the persons seeking such information.
  - (4) The Central Public Information Officer or State Public Information Officer, as the case may be, may seek the assistance of any other officer as he or she considers it necessary for the proper discharge of his or her duties.
  - (5) Any officer, whose assistance has been sought under sub-section (4), shall render all assistance to the Central Public Information Officer or State Public Information Officer, as the case may be, seeking his or her assistance and for the purposes of any contravention of the provisions of this Act, such other officer shall be treated as a Central Public Information Officer or State Public Information Officer, as the case may be.
- 6** (1) A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—
- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
  - (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, specifying the particulars of the information sought by him or her:
- Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.
- (2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.
  - (3) Where an application is made to a public authority requesting for an information,—

- (i) which is held by another public authority; or
- (ii) the subject matter of which is more closely connected with the functions of another public authority,

the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer:

Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

- 7 (1) Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:
- Provided that where the information sought for concerns the life or liberty of a person, the same shall be provided within forty-eight hours of the receipt of the request.
- (2) If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.
  - (3) Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—
    - (a) the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;
    - (b) information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.
  - (4) Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.
  - (5) Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:
 

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

- (6) Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).
- (7) Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.
- (8) Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—
- (i) the reasons for such rejection;
  - (ii) the period within which an appeal against such rejection may be preferred; and
  - (iii) the particulars of the appellate authority.
- (9) An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.
- 8** (1) Notwithstanding anything contained in this Act, there shall be no obligation to give any citizen,—
- (a) information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
  - (b) information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
  - (c) information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
  - (d) information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
  - (e) information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
  - (f) information received in confidence from foreign Government;
  - (g) information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
  - (h) information which would impede the process of investigation or apprehension or prosecution of offenders;
  - (i) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers:
- Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over: Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

- (j) information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:

Provided that the information which cannot be denied to the Parliament or a State Legislature shall not be denied to any person.

- (2) Notwithstanding anything in the Official Secrets Act, 1923 nor any of the exemptions permissible in accordance with sub-section (1), a public authority may allow access to information, if public interest in disclosure outweighs the harm to the protected interests.

- (3) Subject to the provisions of clauses (a), (c) and (i) of sub-section (1), any information relating to any occurrence, event or matter which has taken place, occurred or happened twenty years before the date on which any request is made under section 6 shall be provided to any person making a request under that section:

Provided that where any question arises as to the date from which the said period of twenty years has to be computed, the decision of the Central Government shall be final, subject to the usual appeals provided for in this Act.

- 9** Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.

- 10 (1)** Where a request for access to information is rejected on the ground that it is in relation to information which is exempt from disclosure, then, notwithstanding anything contained in this Act, access may be provided to that part of the record which does not contain any information which is exempt from disclosure under this Act and which can reasonably be severed from any part that contains exempt information.

- (2) Where access is granted to a part of the record under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall give a notice to the applicant, informing—

- (a) that only part of the record requested, after severance of the record containing information which is exempt from disclosure, is being provided;
- (b) the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based;
- (c) the name and designation of the person giving the decision;
- (d) the details of the fees calculated by him or her and the amount of fee which the applicant is required to deposit; and
- (e) his or her rights with respect to review of the decision regarding non-disclosure of part of the information, the amount of fee charged or the form of access provided, including the particulars of the senior officer specified under sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be, time limit, process and any other form of access.

- 11 (1)** Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or

part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.

- (2) Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
- (3) Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
- (4) A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

### **CHAPTER III**

#### **The Central Information Commission**

- 12** (1) The Central Government shall, by notification in the Official Gazette, constitute a body to be known as the Central Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The Central Information Commission shall consist of—
    - (a) the Chief Information Commissioner; and
    - (b) such number of Central Information Commissioners, not exceeding ten, as may be deemed necessary.
  - (3) The Chief Information Commissioner and Information Commissioners shall be appointed by the President on the recommendation of a committee consisting of—
    - (i) the Prime Minister, who shall be the Chairperson of the committee;
    - (ii) the Leader of Opposition in the Lok Sabha; and
    - (iii) a Union Cabinet Minister to be nominated by the Prime Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the House of the People has not been recognised as such, the Leader of the single largest group in opposition of the Government in the House of the People shall be deemed to be the

Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the Central Information Commission shall vest in the Chief Information Commissioner who shall be assisted by the Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the Central Information Commission autonomously without being subjected to directions by any other authority under this Act.
  - (5) The Chief Information Commissioner and Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
  - (6) The Chief Information Commissioner or an Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
  - (7) The headquarters of the Central Information Commission shall be at Delhi and the Central Information Commission may, with the previous approval of the Central Government, establish offices at other places in India.
- 13** (1) The Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:  
Provided that no Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.
- (2) Every Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such Information Commissioner:  
Provided that every Information Commissioner shall, on vacating his office under this sub-section be eligible for appointment as the Chief Information Commissioner in the manner specified in sub-section (3) of section 12:  
Provided further that where the Information Commissioner is appointed as the Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the Information Commissioner and the Chief Information Commissioner.
  - (3) The Chief Information Commissioner or an Information Commissioner shall before he enters upon his office make and subscribe before the President or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.
  - (4) The Chief Information Commissioner or an Information Commissioner may, at any time, by writing under his hand addressed to the President, resign from his office:  
Provided that the Chief Information Commissioner or an Information Commissioner may be removed in the manner specified under section 14.
  - (5) The salaries and allowances payable to and other terms and conditions of service of —
    - (a) the Chief Information Commissioner shall be the same as that of the Chief Election Commissioner;
    - (b) an Information Commissioner shall be the same as that of an Election Commissioner:Provided that if the Chief Information Commissioner or an Information

Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that if the Chief Information Commissioner or an Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the Chief Information Commissioner or an Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The Central Government shall provide the Chief Information Commissioner and the Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 14 (1) Subject to the provisions of sub-section (3), the Chief Information Commissioner or any Information Commissioner shall be removed from his office only by order of the President on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the President, has, on inquiry, reported that the Chief Information Commissioner or any Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The President may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the Chief Information Commissioner or Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the President has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the President may by order remove from office the Chief Information Commissioner or any Information Commissioner if the Chief Information Commissioner or a Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the President, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the duties of his office; or
  - (d) is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body; or
  - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the Chief Information Commissioner or a Information Commissioner.

- (4) If the Chief Information Commissioner or a Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of India or participates in any way in the profit thereof or in any benefit or emolument arising there from otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehavior.

## **CHAPTER IV**

### **The State Information Commission**

- 15** (1) Every State Government shall, by notification in the Official Gazette, constitute a body to be known as the ..... (name of the State) Information Commission to exercise the powers conferred on, and to perform the functions assigned to, it under this Act.
- (2) The State Information Commission shall consist of—
- (a) the State Chief Information Commissioner, and
- (b) such number of State Information Commissioners, not exceeding ten, as may be deemed necessary.
- (3) The State Chief Information Commissioner and the State Information Commissioners shall be appointed by the Governor on the recommendation of a committee consisting of—
- (i) the Chief Minister, who shall be the Chairperson of the committee;
- (ii) the Leader of Opposition in the Legislative Assembly; and
- (iii) a Cabinet Minister to be nominated by the Chief Minister.

Explanation.—For the purposes of removal of doubts, it is hereby declared that where the Leader of Opposition in the Legislative Assembly has not been recognised as such, the Leader of the single largest group in opposition of the Government in the Legislative Assembly shall be deemed to be the Leader of Opposition.

- (4) The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.
- (5) The State Chief Information Commissioner and the State Information Commissioners shall be persons of eminence in public life with wide knowledge and experience in law, science and technology, social service, management, journalism, mass media or administration and governance.
- (6) The State Chief Information Commissioner or a State Information Commissioner shall not be a Member of Parliament or Member of the Legislature of any State or Union territory, as the case may be, or hold any other office of profit or connected with any political party or carrying on any business or pursuing any profession.
- (7) The headquarters of the State Information Commission shall be at such place in the State as the State Government may, by notification in the Official Gazette, specify and the State Information Commission may, with the previous approval of the State Government, establish offices at other places in the State.

16 (1) The State Chief Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office and shall not be eligible for reappointment:

Provided that no State Chief Information Commissioner shall hold office as such after he has attained the age of sixty-five years.

(2) Every State Information Commissioner shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier, and shall not be eligible for reappointment as such State Information Commissioner:

Provided that every State Information Commissioner shall, on vacating his office under this sub-section, be eligible for appointment as the State Chief Information Commissioner in the manner specified in sub-section (3) of section 15:

Provided further that where the State Information Commissioner is appointed as the State Chief Information Commissioner, his term of office shall not be more than five years in aggregate as the State Information Commissioner and the State Chief Information Commissioner.

(3) The State Chief Information Commissioner or a State Information Commissioner, shall before he enters upon his office make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation according to the form set out for the purpose in the First Schedule.

(4) The State Chief Information Commissioner or a State Information Commissioner may, at any time, by writing under his hand addressed to the Governor, resign from his office:

Provided that the State Chief Information Commissioner or a State Information Commissioner may be removed in the manner specified under section 17.

(5) The salaries and allowances payable to and other terms and conditions of service of—

(a) the State Chief Information Commissioner shall be the same as that of an Election Commissioner;

(b) the State Information Commissioner shall be the same as that of the Chief Secretary to the State Government:

Provided that if the State Chief Information Commissioner or a State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of a State, his salary in respect of the service as the State Chief Information Commissioner or a State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity:

Provided further that where the State Chief Information Commissioner or a State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service as the State Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits:

Provided also that the salaries, allowances and other conditions of service of the State Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

- (6) The State Government shall provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed.
- 17 (1) Subject to the provisions of sub-section (3), the State Chief Information Commissioner or a State Information Commissioner shall be removed from his office only by order of the Governor on the ground of proved misbehaviour or incapacity after the Supreme Court, on a reference made to it by the Governor, has on inquiry, reported that the State Chief Information Commissioner or a State Information Commissioner, as the case may be, ought on such ground be removed.
- (2) The Governor may suspend from office, and if deem necessary prohibit also from attending the office during inquiry, the State Chief Information Commissioner or a State Information Commissioner in respect of whom a reference has been made to the Supreme Court under sub-section (1) until the Governor has passed orders on receipt of the report of the Supreme Court on such reference.
- (3) Notwithstanding anything contained in sub-section (1), the Governor may by order remove from office the State Chief Information Commissioner or a State Information Commissioner if a State Chief Information Commissioner or a State Information Commissioner, as the case may be,—
- (a) is adjudged an insolvent; or
  - (b) has been convicted of an offence which, in the opinion of the Governor, involves moral turpitude; or
  - (c) engages during his term of office in any paid employment outside the duties of his office; or
  - (d) is, in the opinion of the Governor, unfit to continue in office by reason of infirmity of mind or body; or
  - (e) has acquired such financial or other interest as is likely to affect prejudicially his functions as the State Chief Information Commissioner or a State Information Commissioner.
- (4) If the State Chief Information Commissioner or a State Information Commissioner in any way, concerned or interested in any contract or agreement made by or on behalf of the Government of the State or participates in any way in the profit thereof or in any benefit or emoluments arising therefrom otherwise than as a member and in common with the other members of an incorporated company, he shall, for the purposes of sub-section (1), be deemed to be guilty of misbehaviour.

## **CHAPTER V**

### **Powers and functions of the Information Commissions, appeal and penalties**

- 18 (1) Subject to the provisions of this Act, it shall be the duty of the Central Information Commission or State Information Commission, as the case may be, to receive and inquire into a complaint from any person,—
- (a) who has been unable to submit a request to a Central Public Information

Officer or State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, has refused to accept his or her application for information or appeal under this Act for forwarding the same to the Central Public Information Officer or State Public Information Officer or senior officer specified in sub-section (1) of section 19 or the Central Information Commission or the State Information Commission, as the case may be;

- (b) who has been refused access to any information requested under this Act;
  - (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
  - (d) who has been required to pay an amount of fee which he or she considers unreasonable;
  - (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and
  - (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the Central Information Commission or State Information Commission, as the case may be, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The Central Information Commission or State Information Commission, as the case may be, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely:—
- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
  - (b) requiring the discovery and inspection of documents;
  - (c) receiving evidence on affidavit;
  - (d) requisitioning any public record or copies thereof from any court or office;
  - (e) issuing summons for examination of witnesses or documents; and
  - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.
- 19 (1)** Any person who, does not receive a decision within the time specified in sub-section (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the Central Public Information Officer or State Public Information Officer, as the case may be, may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the Central Public Information Officer or State Public Information Officer as the case may be, in each public authority:

Provided that such officer may admit the appeal after the expiry of the period

of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

- (2) Where an appeal is preferred against an order made by a Central Public Information Officer or a State Public Information Officer, as the case may be, under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.
- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission:  
  
Provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- (4) If the decision of the Central Public Information Officer or State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, the Central Information Commission or State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.
- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.
- (7) The decision of the Central Information Commission or State Information Commission, as the case may be, shall be binding.
- (8) In its decision, the Central Information Commission or State Information Commission, as the case may be, has the power to—
  - (a) require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act, including—
    - (i) by providing access to information, if so requested, in a particular form;
    - (ii) by appointing a Central Public Information Officer or State Public Information Officer, as the case may be;
    - (iii) by publishing certain information or categories of information;
    - (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
    - (v) by enhancing the provision of training on the right to information for its officials;
    - (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;
  - (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
  - (c) impose any of the penalties provided under this Act;
  - (d) reject the application.

- (9) The Central Information Commission or State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.
- (10) The Central Information Commission or State Information Commission, as the case may be, shall decide the appeal in accordance with such procedure as may be prescribed.
- 20 (1)** Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:
- Provided that the Central Public Information Officer or the State Public Information Officer, as the case may be, shall be given a reasonable opportunity of being heard before any penalty is imposed on him:
- Provided further that the burden of proving that he acted reasonably and diligently shall be on the Central Public Information Officer or the State Public Information Officer, as the case may be.
- (2) Where the Central Information Commission or the State Information Commission, as the case may be, at the time of deciding any complaint or appeal is of the opinion that the Central Public Information Officer or the State Public Information Officer, as the case may be, has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Central Public Information Officer or the State Public Information Officer, as the case may be, under the service rules applicable to him.

## **CHAPTER VI**

### **Miscellaneous**

- 21** No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.
- 22** The provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act, 1923, and any other law for the time being in force or in any instrument having effect by virtue of any law other than this Act.
- 23** No court shall entertain any suit, application or other proceeding in respect of any order made under this Act and no such order shall be called in question otherwise than by way of an appeal under this Act.
- 24 (1)** Nothing contained in this Act shall apply to the intelligence and security

organisations specified in the Second Schedule, being organisations established by the Central Government or any information furnished by such organisations to that Government:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Central Information Commission, and notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (2) The Central Government may, by notification in the Official Gazette, amend the Schedule by including therein any other intelligence or security organisation established by that Government or omitting therefrom any organisation already specified therein and on the publication of such notification, such organisation shall be deemed to be included in or, as the case may be, omitted from the Schedule.
- (3) Every notification issued under sub-section (2) shall be laid before each House of Parliament.
- (4) Nothing contained in this Act shall apply to such intelligence and security organisation being organisations established by the State Government, as that Government may, from time to time, by notification in the Official Gazette, specify:

Provided that the information pertaining to the allegations of corruption and human rights violations shall not be excluded under this sub-section:

Provided further that in the case of information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the State Information Commission and, notwithstanding anything contained in section 7, such information shall be provided within forty-five days from the date of the receipt of request.

- (5) Every notification issued under sub-section (4) shall be laid before the State Legislature.
- 25** (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.
- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
  - (3) Each report shall state in respect of the year to which the report relates,—
    - (a) the number of requests made to each public authority;
    - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
    - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;

- (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - (e) the amount of charges collected by each public authority under this Act;
  - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
  - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.
- 26 (1)** The appropriate Government may, to the extent of availability of financial and other resources,—
- (a) develop and organise educational programmes to advance the understanding of the public, in particular of disadvantaged communities as to how to exercise the rights contemplated under this Act;
  - (b) encourage public authorities to participate in the development and organisation of programmes referred to in clause (a) and to undertake such programmes themselves;
  - (c) promote timely and effective dissemination of accurate information by public authorities about their activities; and
  - (d) train Central Public Information Officers or State Public Information Officers, as the case may be, of public authorities and produce relevant training materials for use by the public authorities themselves.
- (2) The appropriate Government shall, within eighteen months from the commencement of this Act, compile in its official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified in this Act.
- (3) The appropriate Government shall, if necessary, update and publish the guidelines referred to in sub-section (2) at regular intervals which shall, in particular and without prejudice to the generality of sub-section (2), include—
- (a) the objects of this Act;
  - (b) the postal and street address, the phone and fax number and, if available, electronic mail address of the Central Public Information Officer or State Public Information Officer, as the case may be, of every public authority appointed under sub-section (1) of section 5;

- (c) the manner and the form in which request for access to an information shall be made to a Central Public Information Officer or State Public Information Officer, as the case may be;
  - (d) the assistance available from and the duties of the Central Public Information Officer or State Public Information Officer, as the case may be, of a public authority under this Act;
  - (e) the assistance available from the Central Information Commission or State Information Commission, as the case may be;
  - (f) all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by this Act including the manner of filing an appeal to the Commission;
  - (g) the provisions providing for the voluntary disclosure of categories of records in accordance with section 4;
  - (h) the notices regarding fees to be paid in relation to requests for access to an information; and
  - (i) any additional regulations or circulars made or issued in relation to obtaining access to an information in accordance with this Act.
- (4) The appropriate Government must, if necessary, update and publish the guidelines at regular intervals.
- 27** (1) The appropriate Government may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (a) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - (b) the fee payable under sub-section (1) of section 6;
  - (c) the fee payable under sub-sections (1) and (5) of section 7;
  - (d) the salaries and allowances payable to and the terms and conditions of service of the officers and other employees under sub-section (6) of section 13 and sub-section (6) of section 16;
  - (e) the procedure to be adopted by the Central Information Commission or State Information Commission, as the case may be, in deciding the appeals under sub-section (10) of section 19; and
  - (f) any other matter which is required to be, or may be, prescribed.
- 28** (1) The competent authority may, by notification in the Official Gazette, make rules to carry out the provisions of this Act.
- (2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—
- (i) the cost of the medium or print cost price of the materials to be disseminated under sub-section (4) of section 4;
  - (ii) the fee payable under sub-section (1) of section 6;
  - (iii) the fee payable under sub-section (1) of section 7; and
  - (iv) any other matter which is required to be, or may be, prescribed.
- 29** (1) Every rule made by the Central Government under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session. for a total period of thirty days which may be comprised in one

session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

- (2) Every rule made under this Act by a State Government shall be laid, as soon as may be after it is notified, before the State Legislature.
- 30** (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions not inconsistent with the provisions of this Act as appear to it to be necessary or expedient for removal of the difficulty:
- Provided that no such order shall be made after the expiry of a period of two years from the date of the commencement of this Act.
- (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament.
- 31** The Freedom of Information Act, 2002 is hereby repealed.

### **THE FIRST SCHEDULE**

[See sections 13(3) and 16(3)]

Form of oath or affirmation to be made by the Chief Information Commissioner/the State Information Commissioner/the State Information Commissioner

"I, ....., having been appointed Chief Information Commissioner/Information Commissioner/State Information Commissioner/State Information Commissioner swear in the name of God solemnly affirm that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will and that I will uphold the Constitution and the laws."

### **THE SECOND SCHEDULE**

(See section 24)

Intelligence and security organisation established by the Central Government

- 1. Intelligence Bureau.**
- 2. Research and Analysis Wing of the Cabinet Secretariat.**
- 3. Directorate of Revenue Intelligence.**
- 4. Central Economic Intelligence Bureau.**
- 5. Directorate of Enforcement.**
- 6. Narcotics Control Bureau.**
- 7. Aviation Research Centre.**

8. **Special Frontier Force.**
9. **Border Security Force.**
10. **Central Reserve Police Force.**
11. **Indo-Tibetan Border Police.**
12. **Central Industrial Security Force.**
13. **National Security Guards.**
14. **Assam Rifles.**
15. **Special Service Bureau.**
16. **Special Branch (CID), Andaman and Nicobar.**
17. **The Crime Branch-C.I.D.- CB, Dadra and Nagar Haveli.**
18. **Special Branch, Lakshadweep Police.**

**The duties assigned to the Sections are detailed below:**

**AUDIENCE RESEARCH SECTION**

**Sl.No.**

**Subject**

**Audience Research:-**

1. Budget estimates and financial sanctions- preparation of briefs and annual reports.
2. complaints/suggestions and requests made by public/press other organizations regarding Listener Research/AIR programmes.
3. Inspection Reports on Audience Research work at AIR Stations.
4. Listening Field Survey/ Mail Survey/Panel Survey of various AIR programmes.
5. Planning of Audience Research activities in AIR..
6. Training of all level Audience Research Staff.
7. Organising and compiling weekly qualitative quick feedback statements.
8. Follow up action on Audience study reports.
9. Forwarding Audience Research report to concerned departments and follow up action thereof.
10. Allied special Research oriented assignments.
11. Issue of financial sanction for Audience Research Survey/study.
12. Listeners Correspondence Statement (AIR 26 Statement) received from AIR stations, ESD, DT&PES.

**Administration:**

13. All establishment matters relating to Group 'A' posts in grades of Director, Deputy Director and Audience Research Officer in AIR and Doordarshan, such as appointment, promotion, crossing of efficiency bar.
14. All administrative matters relating to Group 'B' (Non-Gazetted) posts in the grades of (a) Statistical Officer (b) Statistician (c) Sr. Investigator.
15. All administrative matters relating to Group 'C' posts of (a) Investigator (b) Statistical Assistant (c) Statistical Computer (d) Supervisor (e) Machine Operator (f) Punch & Verifier Operator.
16. All administrative matters relating to the post of Sorter.
17. Preparation and circulation of seniority lists.
18. Framing and amendment of the R/Rules.
19. Deputation/Foreign Service.
20. Issue of 'No Objection Certificate' for going abroad.
21. Fixation of pay.
22. Issue of sanction under CCS (Conduct) Rules.
23. Service tribunal/Court Cases.
24. Review cases under FRs/Pension Rules.
25. Extension of service beyond the age of superannuation.
26. Permission for change of Home Town.
27. Sanction of Pension.
28. Any other work relating to the administration of above staff.

\*\*\*\*\*

## BUDGET AND ACCOUNTS SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	Appropriation Accounts (Recurring Grant)
2.	Budget Estimates.
3.	Budget Estimates – Recurring Grant of AI: (Revenue Non-Plan)
4.	Budget Estimates – Revenue Receipts.
5.	Monitoring of expenditure and preparation of Monthly expenditure statements (Revenue Non – Plan).
6.	Monthly Statements – Revenue Receipts.
7.	Monthly expenditure reconciliation statements.
8.	Payments made by Indian Missions abroad on behalf of AIR.
9.	Proforma Accounts of All India Radio.
10.	Parliament Questions relating to budget and expenditure
11.	Revised Estimates (Revenue Receipts).
12.	Revised Estimates (Revenue Non-Plan).
13.	Re-appropriation of Funds-Recurring Grant.
14.	Supplementary Grant- Recurring Grant.
15.	Revised Estimates Budget Estimates (Family Welfare)
16.	Surrender of Funds – Recurring Grant.
17.	Monthly expenditure statement (Family Welfare)
18.	Fixation of Final Grant, Re-appropriation and surrender of funds (Family Welfare).

- 19. Economy instructions.**
- 20. Departmentalised Accounting System.**
- 21. Mid-term budget review.**
- 22. General budgetary matters involving coordination with other budget sections in the Dte.**

\*\*\*\*\*

## CASH SECTION

- | <u>S.I.No.</u> | <u>Subject</u>  |
|----------------|---|
| 1.             | Sanctioning of the following advances to the staff at the Headquarters: <ul style="list-style-type: none"><li>(a) Pay.</li><li>(b) Traveling Allowances/Daily Allowance.</li><li>(c) Leave Travel Concession.</li><li>(b) General Provident Fund.</li><li>(f) Festival.</li><li>(g) Table Fans.</li><li>(h) Cycles.</li></ul>   |
| 2.             | Preparation of the following bills: <ul style="list-style-type: none"><li>(a) Monthly Pay and Allowance in respect of Headquarters staff, Staff Training Institute (P), Staff Artists, NLF and Family Welfare.</li><li>(b) Arrears of pay due to re-fixation of pay etc.</li><li>(c) T.A/D.A and Leave Travel Concession in respect of Gazetted and Non-Gazetted Staff.</li><li>(d) G.P.F. – Temporary and non-refundable.</li><li>(e) Festival Advance.</li><li>(f) Table Fans.</li><li>(g) Cycles, Motor Cycle, Scooter, Car and House Building Advance.</li><li>(h) Contingent expenditure.</li><li>(i) Honorarium.</li><li>(j) Medical re-imburement.</li><li>(k) Overtime Allowance.</li><li>(l) Re-imburement of Tuition fee/Children Educational allowance.</li><li>(m) Royalty bills.</li></ul> |
| 3.             | Drawal and disbursement of pay, allowances, contingent payments to gazetted, non-gazetted officers, Staff Artists and payment to firms.   |
| 4.             | Maintenance of G.P.F. Accounts in respect of Class IV staff.  |
| 5.             | Submission of the statement of GPF to P&AO in respect of class IV staff of the Dte.   |
| 6.             | Re-conciliation of accounts with P&AO (DG:AIR) and P&AO (IRLA)  |

7. Meeting of Audit objections raised by
  - (a) Resident Audit Party.
  - (b) Inspection Unit.
  - (c) Internal Check Unit of the Ministry of I&B.
8. Issue of exchange order for Air journey by Air India/Indian Airlines to officers of the AIR.
9. Furnishing of monthly statements in respect of
  - (a) Receipts to P&AO.
  - (b) Expenditure to B&A Section.
10. Preparation of Royalty cheques.
11. Maintenance of the records of the cheques issues and reconciliation with the bank.
12. Distribution of IRLA pay slips after making entries, in the expenditure register.
13. Budget Estimates and Revised Estimates in respect of Headquarters.
14. Remittances of receipts to Bank.
15. Calculation of Income Tax and to file the Income Tax Return to Income Tax Deptt.
16. Issue of Bonus/D.A. Arrears Orders.
17. Preparations of various periodical statements.
18. Any other allied matters.

## Administration & General Section (A&G)

<u>S1.No.</u>	<u>Subject</u>
1.	Sanction of Housing Building Advance to Officers and staff at Headquarters and all AIR Stations/Offices including P&D Unit.
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.
3.	G.P. Fund/C.P. Fund withdrawal in respect of Officers and staff of AIR stations/Offices.
4.	Framing/amendment of rules of allotment in respect of AIR residential accommodation.
5.	Policy regarding allotment of residential AIR quarters to AIR Officers/Staff.
6.	Recovery of rent and water charges in respect of AIR quarters.
7.	Requisition of residential accommodation from the State Govts./Private parties.
8.	Eviction of unauthorized occupants of AIR premises.
9.	General circulation of instructions received from Directorate of Estates on allotment of residential accommodation.
10.	Sanction of TA/TTA advances to Heads of the AIR Stations/Offices.
11.	Extension of time limit for the movement of families on transfer of officers/staff of AIR Stations/Offices.
12.	General policy on L.T.C. as well as grant of concession to Head of AIR offices.
13.	Fixation of duty hours/holidays etc. of the shift duty staff of AIR offices.

14. **Payment of O.T.A. to the staff of AIR stations beyond the delegated powers.**
15. **Preparation of Budget Estimates/Revised Estimates in respect of loans and advances.**
16. **Use of AIR transport for official purposes and also by the members of staff for transportation etc. – fixation of transport charges.**
17. **Payment of (a) Bad Climate allowance (b) Compensatory allowance (c) Water allowances (d) Winter allowances (e) House Rent Allowances (f) City Compensatory Allowances etc. circulation of instructions/orders received from the Ministry of Finance, DAR & PG etc.**
18. **Conveyance allowance to orthopadically handicapped and blind employees.**
19. **Sanction of flood and cyclone relief.**
20. **Sanction of expenditure on food packets etc. to the staff retained on overnight duty.**
21. **Theft cases in respect of salary and write off of loses.**
22. **Sanction for the payment of heating material/Allowance to the Staff at AIR Stations Leh, Srinagar.**
23. **Hot and cold weather arrangements at the AIR Stations/Offices – purchase/maintenance.**
24. **Sanction for purchase of furniture & furnishings in respect of AIR Stations.**
25. **Miscellaneous allied matters requiring financial/administered re-conciliation sanctions.**

\*\*\*\*\*

## General Administration Section

### S.1.No.

### Subject:

1. Provision for BE/RE of Directorate Headquarters relating to matters dealt with in G.A. Section.
2. Binding of books, registers, ledgers, Pay-bills etc: Printing of Identity-Cards, Greeting Cards, Invitation Card Visitors Register etc. Procurement of calendars and their purchase and supply for Headquarters.
3. Purchase and supply of curtains and covers to Headquarters and passing of Bills after supplies are executed.
4. Purchase maintenance and distribution of Cycles to class IV Staff in the Directorate. Scrutinising Bills of cycle repairs.
5. Procurement and distribution of all cleaning material and passing of bills therefore.
6. Purchase, Repairs, polishing and shifting of furniture and their supply to all officers and staff in the Dte.
7. Hot and Cold weather arrangements for Headquarters, Maintenance of R/R register and account of credit notes, passing bills thereof.
8. Clearance of Railway receipts for Headquarters, Maintenance of R/R register and account of credit notes, passing bills of the carrying contractor.
9. Staff cars-Maintenance, purchase of spare parts, maintenance of log-book scrutinising of petrol Bills.
10. Procurement of Stationery and forms and supply thereof to all officers and sections in the Dte. Passing of bills etc. therefore.
11. Annual verification of stores.

12. Purchases and supply of Sundry articles like Dusters, Brooms, Floor Brushes, bulbs, towels, electric lamps etc. for Headquarters.
13. Procurement and distribution of Typewriters, duplicating machines and their accessories for the Headquarters. Passing the bills relating to repairs and Services of machines.
14. Installation and shifting of telephones in Dte. and passing of bills etc.
15. Purchase of cloth for liveries, stitching and supply to Headquarters staff and passing of bills therefor.
16. Disposal of unserviceable articles by auction etc.
17. Sanction for purchase of liveries, stationery and other miscellaneous office equipments wherever these exceed the powers of the Heads of the Offices.
18. Purchase and maintenance of gadgets for the Directorate.
19. Annual contract for scooter/cycle stand.
20. Issue of circulars regarding uniforms.
21. Preparation of Rubber Stamps, Name plates, Sign Boards, Banners for DG:AIR
22. Sanction to AIR Stations/Offices for Printing/purchase of forms and Registers etc.
23. Any other allied matter.
24. Contract appraisal for sweepage of AIR Stations.

## HINDI UNIT

- | <u>Sl.No.</u> | <u>Subject</u>  |
|---------------|---|
| 1.            | Translation from Hindi to English and vice-versa.   |
| 2.            | Implementation of official Language Acts/Rules and rendering clarifications where necessary.  |
| 3.            | Constitution of Official Language Implementation Committees at Headquarter and Stations and arranging quarterly meetings.   |
| 4.            | Quarterly progress reports for the progressive use of Hindi at Headquarter and Stations.  |
| 5.            | Hindi Teaching Scheme-training of Hindi typing/Hindi Stenography/ Probodh/ Praveen/Pragya to the employees of AIR.  |
| 6.            | Supply of material for the meeting of Kendriya Hindi Samiti's headed by Prime Minister/Rendriya Rajbasha Karyanvyan Samiti headed by the Secretary, Department of AIR stations/offices. |
| 7.            | Supply of material for Soochna Aur Prasaran Mantralya Hindi Salahakar Samiti chaired by I&B Minister.   |
| 8.            | Assistance to the Parliamentary Committee on official Language in the meeting/visits/inspections of AIR stations/offices.   |
| 9.            | Annual appraisal of performance of previous year and the next year.   |
| 10.           | Formulation of proposes for creation of Hindi posts at Headquarter and Station.   |
| 11.           | Organisation of Hindi Essay/Typewriting competetions.   |
| 12.           | Organisation of Hindi workshops.  |
| 13.           | To celebrate/organize Hindi day/Hindi Week.   |

- 14. To inspect the Stations/Offices of AIR regarding progressive use of Hindi and follow up action.**
- 15. To prepare the technical terminology for the organisation of AIR from time to time.**
- 16. Any other work relating to progressive use of Official Language assigned by the Department of Official Language/ Ministry of I&B etc. from time to time.**
- 17. Purchase of literature concerned with work.**

## INSPECTION UNIT

<u>Sl.No.</u>	<u>Subject</u>
1.	To conduct administrative and programme inspections of AIR Stations/Offices.
2.	To issue reports on inspections.
3.	To examine the action taken report sent by AIR Station on the objections raised in the report and advise to the stations on various irregularities.
4.	To coordinate the audit objections on the reports of Internal Check Organisation.
5.	Updating of AIR Manual.
6.	Scrutiny of physical verification of store's reports of AIR Stations.
7.	Examination of annual reports submitted by the Head of the office on the activities of the station.
8.	To render advise to the sections in the Directorate an administrative and financial matters.
9.	Coordination of audit objections on the accounts of the Directorate.
10.	Verification of Services in r/o MG Staff of stations/offices.
11.	Compilation of Recruitment Rules for various posts in AIR.
12.	Issue of correction slips to AIR Recruitment Rules for various posts in AIR.

## RECEIPT AND ISSUE SECTION

- | <u>S1.No.</u> | <u>Subject</u>  |
|---------------|---|
| 1.            | Receipt of dak outgoing & Incoming, Telegrams/Telex sorting and distribution thereof, to all the Sections/Officers in the Directorate including P&D Unit. |
| 2.            | Despatch of letters/parcels/Speed Posts/telegram to local officers, offices outside Delhi and abroad.   |
| 3.            | Cyclostyling of stencils.   |
| 4.            | Handling of photo copier machine.   |
| 5.            | Receipt and dispatch of messages through Telex.   |
| 6.            | Maintenance of Accounts in respect of service postage stamps.   |
| 7.            | Maintenance of Accounts in respect of Aerograms.  |

**Note: This section will function under the over –all Supervision of DDA(Cash)**

\*\*\*\*\*

## STAFF I(A) SECTION

The following matters in respect of IB(P)s Group 'A' programme posts.

<u>Sl. No.</u>	<u>Subject</u>
1.	Establishment matters relating to programme officers in the grade of DG(Whenever the post is filled up through promotion from the lower programme cadre) ADG, DDG, Station Director(Selection/Ordinary grades), ASD such as formulation of DPC proposals for promotion, confirmation etc.
2.	Sending of requisitions to the UPSC through the Min. of I&B for appointment against the direct recruitment quota.
3.	Framing/amendment of R/Rules.
4.	Fixation of interse seniority between the direct recruits and departmental promotees.
5.	Preparation and circulation of seniority lists.
6.	Notification/implementation of IBPS.
7.	Cadre review under IBPS.
8.	Appointment of (a) Director(F&H), (b) Joint Director(F&H), (c) Deputy Director (Liaison), (d) JD(FW), (e) DP(PR)
9.	Verification of character and antecedents in respect of direct recruits.
10.	Arranging medical examination of direct recruits.
11.	Postings and Transfers.
12.	Termination of probationary period/crossing of EB.
13.	Deputation/Foreign service.

14. Forwarding of applications for employment/deputation/foreign service.
15. Issue of 'No Objection Certificate' for going abroad.
16. Fixation of pay/counting of service.
17. Grant of Leave.
18. Declaration of Head of offices on transfer/leave of the Head of Office.
19. Approval of tour programmes.
20. Maintenance of personal history sheets.
21. Issue of sanction under CCS(Conduct) Rules.
22. Sanction of Pension.
23. All administrative matters relating to the posts of Staff Artists in the categories of Director(Sports), Chief Producers and Deputy Chief Producers, Senior Producers which have been converted into Govt Servants against the equated grade posts.
24. Service Tribunal/Court Cases.
25. Permission for change of Home Town.
26. Review cases under FR/Pension Rules.
27. Extension beyond the date of superannuation/re-employment.
28. Any other allied work.

## STAFF I(B) SECTION

The following matters in respect of Group 'B' (Gazetted) Programme posts staff.

Sl. No.	Subject
1.	Establishment matters relating to officers in the grades of PEX, Producers/Editors, FRO and Extension Officer such as formulation of DPC proposals for promotion, confirmation etc. Gr.'B' Gazetted Programme Officers.
2.	Appointments against the direct recruitment quota.
3.	Framing/amendment of R/rules.
4.	Fixation of interse seniority between the direct recruits & departmental promotees.
5.	Circulation of seniority lists.
6.	Verification of character and antecedents and medical examination in respect of direct recruits.
7.	Posting and Transfers.
8.	Deputation/Foreign Service.
9.	Forwarding of application for employment/deputation/foreign service.
10.	Issue of 'No objection Certificates' for going abroad.
11.	Fixation of Pay/Counting of service.
12.	Grant of Leave
13.	Termination of probationary period and crossing of efficiency bar etc.
14.	Approval of tour programmes.
15.	Maintenance of personal history sheets.

16. Issue of sanctions unde CCS(Conduct) Rules.
17. All administrative matters relating to the posts of Staff Artists in the category of Producer(SG), Science Officer, Producer(OG), Editor, Editor(Script) Translators which have been converted into Govt Servants.
18. Service Tribunal/Court Cases.
19. Sanction of Pension.
20. Apptt. On deputation of Invitation and Hospitality Officer.
21. Extension beyond the age of superuation/re-employment.
22. Review cases under FRs/Pension Rules.
23. Any other allied matter.

\*\*\*\*\*

## STAFF II SECTION

- | <u>S.L NO.</u> | <u>SUBJECT</u>   |
|----------------|--|
| 1.             | All establishment matters relating to posts of DDA and Inspector of Accounts such as formulation of DPC proposals for promotion, confirmation etc. |
| 2.             | All establishment matters relating to the posts of Sr. A.O and Jr. A.O. such as formulation of DPC proposals for promotion, confirmation etc.      |
| 3.             | All administrative matters relating to the posts Acctt./H.C/Sr.S.K., CG.I/S.K., CG.II etc.   |
| 4.             | All administrative matters relating to the posts of General Asstt./Copiest and their absorption against the posts of CG-I and CG-II.               |
| 5.             | Framing/amendment of recruitment rules in respect of above mentioned posts.  |
| 6.             | Preparation of All India eligibility list of HC/Acctt./Sr. S.K. for holding DPCs for promotion to the grade of Jr. A.O                             |
| 7.             | Postings and transfers in the grades of DDA, I.A. Sr. A.O and Jr.A.O.  |
| 8.             | Deputation/Foreign Service.  |
| 9.             | Forwading of applications.   |
| 10.            | Termination of probationary period and crossing of efficiency bar.   |
| 11.            | Issue of 'No Objection Certificate' for going abroad.  |
| 12.            | Grant of leave to Class I and Class II officers.   |
| 13.            | Issue of Sanctions unde CCS (Conduct) Rules.   |
| 14.            | Extension in service beyond the age of superannuation/re-employment.   |

15. **Permission for Change of Home Town.**
16. **Other allied administrative matters in r/o above mentioned grades.**
17. **Review cases under FRs/Pension Rules.**
18. **Sanction of Pension in r/o class I and class II (Gazetted) officers.**
19. **Service Tribunal/Court Cases.**
20. **Maintenance of service records of Accountants working in the Directorate.**
21. **Any other allied matter.**

## STAFF III SECTION

The following matters in respect of IBE)S Gr.'A' Engg posts:-

<u>S.I. No.</u>	<u>Subject</u>
1.	Establishment matters relating to officers in the grade of E-in-Chief, Superintending Engineer, Stn Enginee, Asstt. Station Engineer such as formulation of DPC proposals for promotion, confirmation etc.
2.	Sending of requisitions to the UPSC for appointments in the grade of ASE against the direct rectt. Quota.
3.	Fixation of inter-seniority between the direct recruits and deptt. promotees in the grade of ASE.
4.	Framing/Amendment of R/rules.
5.	Circulation of seniority lists.
6.	Cadre review unde IBES.
7.	Postings and Transfers.
8.	Deputation/Foreign Service.
9.	Forwarding of applications for employment/deputation/foreign service.
10.	Termination of probationary period and crossing of efficiency bar.
11.	Issue of 'No Objection Certificate for going abroad.
12.	Fixation of Pay.
13.	Approval of tour programmes.
14.	Maintenance of personal history sheets.
15.	Grant of Leave.

16. Issue of sanctions under CCS(Conduct) Rules.
17. Sanction of Pension.
18. Permission for change of Home Town.
19. Declaration of Head of Office at AIR Stations/Offices on transfer, leave etc. of the Heads of the offices.
20. Extension in service beyond the age of superannuation/re-employment.
21. Review cases under FRs/Pension Rules.
22. Any other allied matter.

## STAFF-IV(A) SECTION

<u>S.I No.</u>	<u>Subject</u>
1.	All establishment matters relating to Group 'B' (Non-gazetted) engineering staff in the grade of SEA such as obtaining formal approval of the Director General to the apptt. on promotion in the grade of SEA, on the basis of the recommendations of the DPC held in the offices of zonal Chief Engineers.
2.	Obtaining of formal approval of Director General for confirmation, termination of probationary period and crossing of efficiency bar of the staff working in the grade of Sr. Engg. Asstt.
3.	All administrative matters relating to the staff in the grades of SEA, EA, Sr. Tech., Tech, Mast Tech. Diesel Tech. and diesel Engine Driver, Motor Mechanics etc.
4.	All administrative matters relating to the posts of Helper-Khalasi at the AIR Stations.
5.	Framing/amendment of Rectt. Rules.
6.	Preparation of all India eligibility list of Sea for considering promotion to the grade of AE.
7.	Deputation /foreign service.
8.	Policy regarding forwarding applications of non-gazetted engg. And technical employees for outside employment.
9.	Issue of 'No objection Certificate' for going abroad.
10.	Clarification regarding fixation of pay.
11.	Issue of sanctions under CCS(Conduct) Rules.
12.	Extension in service beyond the date of superannuation/re-employment.

- 13. Preparation of material for the departmental/office council meetings relating to the engg./technical staff.**
- 14. Service Tribunal/Court Cases.**
- 15. Permission for change of Home Town.**
- 16. Review cases under FRs/Pension Rules.**
- 17. Any other allied matter.**
- 18. A matter related to Motor Driver**

## STAFF –IV(B) SECTION

The following matters in respect of G.'B' (Gazetted) Engg. Posts.

<u>S.I No.</u>	<u>Subject</u>
1.	Establishment matters relating to Engineering Officers in the grade of Asstt. Engineer such as formulation of DPC proposals for promotion, confirmation etc.
1.	(A) Work relating to SEA(Trade from S-IV(A) vide O.O No. 1/20/03-S-IV(A) dt. 29.5.03.
2.	Sending of requisitions to the UPSC for apptt. against the direct rectt quota.
3.	Fixation of inter-seniority between the direct recruits and departmental promoters in the grade of Asstt. Engineer.
4.	Framing/amendment of R/Rules.
5.	Preparation and circulation of seniority lists.
6.	Postings and transfers.
7.	Deputation/Foreign service.
8.	Forwarding of application for employment/deputation/foreign service.
9.	Issue of 'No. Objection Certificate' for going abroad.
10.	Termination of probationary period and crossing of efficiency bar.
11.	Fixation of Pay.
12.	Maintenance of personal history sheets.
13.	Issue of sanctions unde CCS(Conduct) Rules.
14.	Permission for change of Home Town.

- 15. Sanction of pension.**
- 16. Service Tribunal/Court Cases.**
- 17. Extension of service beyond the age of superannuation/re-employment.**
- 18. Review cases under FBS/Pension Rules.**
- 19. Any other allied matter.**

## STAFF V SECTION

The following matters relating to staff at the Headquarters:-

<u>S.No.</u>	<u>Subject</u>
1.	Deployment of staff of the grades of CSS, CSSS and CSCS in the Directorate including P&D Unit and CCW.
2.	All administrative matters in r/o staff in CSS, CSSS and CSCS grades.
3.	All administrative matters in r/o isolated posts like DD(OL) Sr. Analyst, DDO(A), DD(WL) and Jr. Analyst.
4.	All administrative matters in r/o miscellaneous categories of posts like Research Asstt, Sr. Hindi Translator, Jr. Hindi Translator, Sr. Reception Officer, Jr. Reception Officer, Caretaker, Telephone Operator, Staff Car Driver, Head S.Guard, S.Guard, Sr. Gestetnor Operator such as apptt. , confirmation etc.
5.	Fixation of pay of staff in all non-gazetted categories of posts in Hqrs.
6.	Trg. Of the above staff.
7.	Preparation of pension papers.
8.	All administrative matters including apptt, promotion. Fixation of pay etc. in r/o Gr.'D' staff.
9.	Preparation of annual confidential report forms.
10.	Grant of leave.
11.	Service Tribunal/Court Cases.
12.	Change of Home Town.
13.	Issue of sanctions under CCS(Conduct) Rules.
14.	Expenditure on entertainment and hospitality.

- 15. Extension beyond the age of superannuation.**
- 16. Review cases under FRs/Pension Rules.**
- 17. Allotment of quarters in Broadcasting House Complex.**
- 18. Residential accommodation out of general pool maintained by Directorate of Estates.**
- 19. Matters relating to sanction for electricity and water connections to the offices and staff on allotment of Govt. accommodation.**
- 20. Any other allied matter.**

## STAFF-VI SECTION

The following matters relating to the miscellaneous categories of ministerial and group 'D' staff at AIR Stations.

- | <u>Sl.No.</u> | <u>Subject</u>  |
|---------------|---|
| 1.            | All establishment matters relating to the post of Hindi Officer like kapptt, probationary period etc.   |
| 2.            | All administrative matters relating to the posts of Hindi Translator.   |
| 3.            | All establishment matters relating to the grades of Reporter(Monitoring) such as appointment, confirmation etc.   |
| 4.            | All administrative matters relating to the posts of Stenographer Gr.I, Stenographer Gr.II and Stenographer Gr.III & posts of Sr. PA.  |
| 5.            | All administrative matters relating to the Misc. categories of posts like Caretaker, Jr. Recp. Officer, Studio Executive etc./Motor Drivers(recd from S-IV(A) Section)  |
| 6.            | All administrative matters relating to the Group 'D' staff at AIR stations/offices excluding the post of Helper/Khalasi, Sorter and technical posts in Gr.'D'   |
| 7.            | All Administrative matters relating to the grades of Security Officers, Head Security Guards, Security Guards etc.  |
| 8.            | All administrative matters relating to the CIS staff posted at AIR stations/offices.  |
| 9.            | All administrative matters relating to the Staff Artists in the grades of Editor(News), Asstt. Editor (Reporting), Monitor (Foreign and Indian Language) on their conversion from the posts of S.As to Govt. Servants in the respective CIS grades. |
| 10.           | Issue of sanctions under CCS(Conduct ) Rules.   |

11. Termination of probationary period and crossing of efficiency bar.
12. Preparation of all India eligibility list of Stenographer Gr.III for promotion to the grade of Sr. Stenographer.
13. Framing/amendment of R/Rules.
14. According approval to the transfer of staff in the non-gazetted grades outside the zone.
15. Preparation and circulation of seniority lists.
16. Deputation/Foreign Service.
17. Co-ordination work relating to casual labour of AIR.
18. Forwarding of applications.
19. Issue of 'No objection Certificates' for going abroad.
20. Extension in service beyond the age of superannuation.
21. Permission for change of Home Town.
22. Review cases under FRs/Pension Rules.
23. Service Tribunal/Court Cases.
24. Any other allied matter.

## STAFF –VII SECTION

<u>S.I.No.</u>	<u>Subject</u>
1.	All administrative matters relating to the grade of Transmission Executives.
2.	All administrative matters relating to the posts of Farm Radio Reporters, Field Reporters and Library & Information Assistants at AIR Stations/Offices.
3.	All administrative matters relating to Assisant Editor(Script), Assistant Editor (Tribal dialect), Assistant Editor (Farm & Home),Assistant Editor(Family Welfare) Assistant Editor(Science Reporting), Sub-Ediors, Sub Editors(Script), Assistant Editor( Education Broadcast), Production Asstt Etc. who have been converted into Govt. Servants. Translator-cum-Announcers.
4.	All matters relating to conversion of staff Artists into Govt. Servants and representations/Court Cases thereon.
5.	Preparation of All India Eligibility List.
6.	Circulation of seniority list / eligilbility list.
7.	Framing and amendment of Recruitment Rules.
8.	Deputation/Foreign Service.
9.	Issue on 'No Objection Certificate' for going abroad.
10.	Clarifications regarding fixation of pay.
11.	Issue of sanctions under CCS(Conduct)Rules.
12.	Administrative work relating to Monitors(Foreign) and Indian Languages so long as these posts are not included in the CIS Grades.
13.	Service Tribunal/Court cases.
14.	Permission for change of Home Town.

- 15. Review cases under FRs/Pension Rules**
- 16. Sanction of Pension**
- 17. Any other allied matter.**

## STAFF- VIII SECTION

<u>S.I.No.</u>	<u>Subject</u>
1.	All administrative matters relating to Rectt, transfer, promotion, termination of the probationary period , EB cases and grant of Extension beyond the age of 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
2.	Appointment of Advisor Emeritus.
3.	Representations of the Staff Artists/Artistes regarding seniority and against the adverse remarks, fee fixation etc.
4.	Representation /Complaints from the Staff Artists Union and Public men.
5.	Compassionate appointment. in the categories of Artist.
6.	Review cases beyond 50-55Years of age.
7.	Sanction of advertising charges for advertisement of the posts of Staff Artists/Artists, which are beyond the powers of the heads of stations.
8.	Requests for appointment as Staff Artists.
9.	Conversion of Staff Artists/Artists into Govt Servants.
10.	Extra remuneration to Artists.
11.	Issue of 'No Objection Certificate' for going abroad and to obtain Passport.
12.	Any other allied matter.

## STAFF CO-ORDINATION SECTION

<u>S.I No.</u>	<u>Subject</u>
1.	Continuation of temporary posts in DG:AIR and AIR Stations/Offices.
2.	Conversion of temporary posts into permanent ones in the DG:AIR and AIR Stations/Offices.
3.	Creation/upgradation/abolition of posts at the DG:AIR and AIR Stations/Offices(NP)
4.	Maintenance of the staff strength.
5.	Deputation of AIR officers/staff abroad under various schemes.
6.	Training in India and abroad.
7.	Delegation abroad of AIR Officers to attend international meetings, sports coverage and coverages of VIPs visits abroad.
8.	Review of strength in various cadre on the recommendation of SIU /IWSU.
9.	Follow up action on SIU/IWSU's reports.
10.	Furnishing of information to Pay Commission.
11.	Monthly summary for cabinet.
12.	Implementation of reports of pay commission and allied matters connected with the Pay Commission reports.
13.	Co-ordination work relating to Gr. Of Posts for special representation and submission of returns.
14.	Parliament Questions where more than one section is involved.

15. Circulation of orders received from the Ministries/Department of Govt. of India relating to the staff matters FR and SR's.
16. Record Management relating to AIR stations/Offices collection of information.
17. Record Management relating to the Sections in the Dte.
18. Supervision of Record Room.
19. Co-ordination work in respect of various returns( list attached)
20. Revision of pay scales.
21. Any other items involving coordination of work on staff matters.
22. Review and Monitoring of Pending Court Cases.
23. Compilation of Service Tax(input services).
24. Co-ordination of RTI cases.

## SECURITY CELL

<u>S.I No.</u>	<u>Subject</u>
1.	Day to day security problems at AIR/ DDn installation offices.
2.	Implementation of the recommendations of the Industrial Security Team of the Intelligence Bureau at AIR and DDn installation/offices.
3.	Maintaining close liaison with state law and order authorities for dealing with the problems of Security of the AIR/DDK installation.
4.	Categorisation of AIR installations and correspondence with the State Governments for posting of Armed Guard.
5.	Correspondence with the State Govt for declaring AIR installations/ DDn Kendras as ' Prohibited Places' under the Official Secrets Act, 1923.
6.	Preparation, renewal and cancellation of Identity Cards of all officers/ staff working in the various AIR and DDn offices located in the Akashvani Bhawan and Broadcasting House Complex.
7.	Preparation of validation slips of the Min. of Home Affairs.
8.	Nomination of AIR Officers for various security courses.
9.	Training of officers/staff in elementary fire fighting.
10.	Issue of Departmental Security Instructions.
11.	Action on reports of thefts, pilferages.
12.	Sanction of payment for posting of Armed Guard at AIR Installations/Doordarshan Kendras.
13.	Correspondence with the AIR offices regarding security works such as fencing, Armed Guards Dormitory etc.

14. Quarterly reports on surprise checks by the Security Officers.
15. Half yearly reports regarding Fire Fighting Equipments.
16. Payment to Police escorts for bringing cash.
17. Budget proposals in respect of Armed Guards.
18. Verification of antecedents of staff at certain stations.
19. Compliance of tour notes on Security matters of stations and follow up action.
20. Security arrangement of Director General's tours.
21. Selection of Security Officers.
22. Special arrangements to deal with agitations/gate meeting and reports thereon.

## VIGILANCE SECTION

<u>S.I. No.</u>	<u>Section</u>
1.	Complaints regarding. a) Corruption and lack of integrity on the part of officers and staff of AIR. b) Favouritism and nepotism in appointment, purchases and award of contracts. c) Neglect of family by AIR employees.
2.	Institution of disciplinary proceedings against a) Officers of Directorate (Group B ,C & D) b) Staff of AIR Stations/Offices for whom appointing authorities are in the Directorate.
3.	Advice to the stations in disciplinary cases on matters of procedures.
4.	Giving vigilance clearance in r/o officers and staff in the Directorate whose app./disc. Authorities are DG/DDG (A-DDA (HQ)
5.	Amendment to CCS (Conduct) Rules and CCS (CCA) Rules.
6.	Anti Corruption measures-issue of instruction.
7.	Appeals from the staff at Hqrs/Stations against decisions taken as a result of departmental proceedings.
8.	Court Cases arising out of decisions in disciplinary proceedings and writ petitions etc.
9.	keeping watch on police and court cases against AIR employees and taking departmental action on receipt of police report or judgment from the court.
10.	C.V.C returns regarding vigilance matters and complaint from public.
11.	Watching the progress of disciplinary cases initiated by subordinate offices.

- 12. Maintenance of property returns in r/o Gr.A & B Officers of AIR.**
- 13. Issue of instructions regarding maintenance of CRs**
- 14. Complaints against Gr.A, B, C & D staff of DG:AIR including subordinate offices and parliament questions relating thereto.**
- 15. Monthly/Quarterly Returns of complaints disciplinary as including Suspension FR 56(J)**
- 16. Quarterly return regarding award of Ashok Chakra. Kirti Chakra and Shaurya Chakra-recommendation.**
- 17. Maintenance/Scrutiny/Review/Movement/Communication of Adverse Remarks in respect of Gr. 'A' Officers.**
- 18. Review of CR Forms/Procedure for writing CRs.**

## WELFARE SECTION

<u>S.I No.</u>	<u>Subject</u>
1.	AIR Employees Welfare Fund.
2.	Associations and compulsory arbitration.
3.	Canteen matters/Trolley Service in Akashwani Bhawan
4.	C.G.H.S. Scheme.
5.	Reimbursement of Tuition Fee/Children Education allowance to the staff at the AIR Stations/Offices.
6.	Reimbursement of Medical Charges to the Offices and staff at the AIR stations /offices.
7.	Procurement of passes for Lok Sabha, Rajya Sabha, Republic Day and Independence Day celebrations
8.	Grants-in –aid to Recreation Club.
9.	Special Casual Leave to the staff on occasions like dislocation of public transport, flood etc.
10.	Arranging Farewell parties for the retired officers
11.	Appointment of A.M.A
12.	Public Grievances/Staff Grievances/Grievances against IRLA Matters relating to insurance.
13.	Other Welfare activities, which do not fall under the subjects, allotted to other sections.

## INTERNAL WORK STUDY UNIT

- | <u>S1.No.</u> | <u>Subject</u>  |
|---------------|---|
| 1.            | System study of DG:AIR, AIR Station/Offices.  |
| 2.            | Measurement Studies of DG:AIR, AIR Stations/Offices.  |
| 3.            | Cost reduction study-selected subjects.   |
| 4.            | Study relating to the formulation to the formulation of norms in respect of Staff in DG:AIR, AIR Stations/Offices.                                |
| 5.            | Up-dating of O&M Manual.  |
| 6.            | O&M Inspection.   |
| 7.            | Supply of data to DP&AR reg. Studies, inspection etc.   |
| 8.            | Implementation of instructions received from Department of Administrative Reforms reg. Work Study etc.  |
| 9.            | Up-dating of organizational Chart of DG:AIR.  |
| 10.           | Collection of information relating to-  |
|               | (a) The number of AIR stations / Offices cases pending over a month in DG:AIR.  |
|               | (b) Details of VIP cases pending over a month in DG:AIR.  |
|               | (c) DG:AIRs cases pending in the Min. of I&B.   |
| 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.                |
| 12.           | Arranging monthly meetings under the chairmanship of Director General for reviewing pungency position of over one month old cases/VIP references. |
| 13.           | Collection and supply of any other information relating to O&M procedure required by DP&AR Min. of I&B.   |
| 14.           | Interpretation on the allocation of work.   |

\*\*\*\*\*

## PROGRAMME-I SECTION

<u>S1.No.</u>	<u>Subject</u>
1.	P.R.P. Meeting.
2.	Foreign National Days.
3.	All complaints/ suggestions/ request from listeners as well as MPs and through the Ministry reg. AIR, S.W.Prog.
4.	Miscellaneous Reports such as Reports to Parliament, Consultative Committee Meeting, Budget briefs etc.
5.	Administrative Inspection Report of stations-Programme Policy aspect.
6.	News & current Affairs including agreements spotlight Sansad Sameeksha Parliamentary Reviews etc., with news Agencies.
7.	Elections Coverage.
8.	Literary Programmes.
9.	Audience –Surveys of various stations.
10.	Programme calendar.
11.	Festivals/Anniversaries (including Week/Days.)
12.	Memorial Lectures.
13.	Religious Programmes.
14.	National Programme of Talks.
15.	Talk schedules & Fees for talkers including payment in excess of SD's powers.
16.	Kavi Sammelan / Mushaira.
17.	Language Policy including Sanskrit & Urdu.

18. **Lessons in Hindi & Non-Hindi Languages.**
19. **Soochna & Prasaran Hindi Samiti.**
20. **Local Announcements.**
21. **Daily Weather Bulletins.**

\*\*\*\*\*

## **PROGRAMME-II SECTION**

<b><u>S1.No.</u></b>	<b><u>Subject</u></b>
1.	<b>Purchase of Musical Instruments &amp; Gramophone Records etc.</b>
2.	<b>Release of foreign exchange for the import of Western Music.</b>
3.	<b>Audition grading and grant of exemption to Light Music Artists.</b>
4.	<b>MAB, Audition –MAB rules and reconstitution of MAB and payment of consultancy fee etc.</b>
5.	<b>Local Audition Committee – Constitution and appointment renomination of members.</b>
6.	<b>Upgradation and grant of exemption of Hindustani classical and Karnataka classical Music Artists.</b>
7.	<b>Setting up of Choral music group light music unit &amp; Vadya Vrinda production of items and their public concert.</b>
8.	<b>Classical Music Policy Matters.</b>
9.	<b>Light Music Policy matters composition received from composers and consideration.</b>
10.	<b>Film Music Policy matters – screening of Gramophone records and matters relating to screening committee.</b>
11.	<b>Folk and Tribal Music policy matters auditioning grading and structures of fee of artists.</b>
12.	<b>Devotional music Vandana Programme policy matters.</b>
13.	<b>Western music booking of foreign artists auditioning grading and grant of exemption to Western Music Artists constitution of Zonal Audition committee for Western Music Artist payment of royalty to PRS London matters.</b>

14. **Complaints/Suggestions from listeners.**
15. **Music composers audition/ grading.**
16. **National Programme of Music recitals policy matter, booking of artists.**
17. **National Anthem Policy matters Correspondence from listeners about its broadcast National Songs and patriotic songs.**
18. **Concerts booking of Halls, grant of air passage of casual artists for participation in concerts etc., coverage of the programme.**
19. **Recording old matter, recordings their commercial release and preservation in Archives.**
20. **Parliament Questioning relating to music matters.**
21. **Annual Radio Sangeet Sammelan, booking of artists and other matters relating to.**
22. **Sunday concerts, booking of artist and other matters relating to.**
23. **Instruction regarding booking of Casual Music Artists, payment of fee and TA/DA to them.**
24. **National Programme of regional music folk and light music broadcast on 1<sup>st</sup> Thursday over month.**
25. **Financial Assistance to distinguished Musicians/Artist/ Poets etc.**
26. **Agreement with producers SIECC, EIMPA, M/s PPE and Gramophone Company for the broadcast of commercial films, Non-films records and payment of royalty of them.**

## **PROGRAMME –III SECTION**

<b><u>Sl.No</u></b>	<b><u>Subject</u></b>
1.	Fixed point Chart of old Stations.
2.	Akashwani Annual Awards and other related work.
3.	All matters relating to new stations including FPC and inauguration of new AIR stations.
4.	Monitoring of progress reports of new AIR stations and other miscellaneous work.
5.	Development of AIR stations.
6.	Reference Programmes library and libraries at Stations.
7.	Keeping upto date record of every station. Listening of zone maps.
8.	AIR-16 Statements (Annual Report to Parliament) Co-ordination Meetings of AIR stations and Programme Management Information System.
9.	Other miscellaneous and related subjects.

\*\*\*\*\*

## PROGRAMME –IV SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	AIR's annual subscription to ABU/EBU/CBA/AIBD & Prix Italia.
2.	ABU/EBU/CBA/AIBD etc. General Assembly conference.
3.	International competitions.
4.	AIBD Training Courses.
5.	Cultural Exchange Programmes.
6.	Grant of Accreditation Status.
7.	Appointment of Arbitrator.
8.	Approval / Sanction for payment of serial plays.
9.	Sponsored programmes and Misc. Correspondence – VBS.
10.	Outstanding dues of Accredited agencies.
11.	Revision of CBS and Primary Channel rates for spot buys, sponsorship and sponsored programmes.
12.	Code for policy regarding CBS of AIR.
13.	Setting up of new Vividh Bhrati Centres.
14.	Special campaign on family Welfare, Social Welfare and other Public Service themes.
15.	Booking of spots with Hindi/English news at National Network.
16.	Review of ESD Services of AIR, hiring of Transmitters and buying airtime.

17. Spread of consumer awareness through broadcast of ads/serials/ sponsored programmes and free time for socially relevant themes.
18. Recording of eminent persons of AIR archives.
19. Parliament Question.
20. Fixed Point chart of Vividh Bharati Service and local variations.
21. Scheme for commissioning outside Producers for production of serial plays.
22. Monitoring of revenue from CBS and primary channel.
23. Introduction of Commercials on Primary Channel.

\*\*\*\*\*

## PROGRAMME –V SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	Publicity –Press publicity, Newsletter, Publication & Invitation Cards.
2.	Permission to outsiders for utilization of AIR studios.
3.	Permission to outsiders/Agencies to Consult Published AIR Material.
4.	Press comments, compilation and action.
5.	Co-ordination of Complaints/Suggestions relating to more than one Section/Station only.
6.	Meetings of Expert Committees/Parliamentary Committees-Estimate Committee.
7.	Constitution of Programme Advisory Committees.
8.	Consultative Committee of MPs attached to Ministry of I&B Meetings.
9.	State Information Minister Conference/Governors Conference.
10.	Annual Report/Budget Brief etc.- Performance budget.
11.	National Symposium of Poets.
12.	National Integration & Communal Harmony.
13.	Parliament Questions.
14.	Station Directors / Engineering Heads Conference.
15.	Chanda /Verghese Committees.
16.	Hindi Language Returns.
17.	Invited Audience Functions –Issue of Invitation etc.- Akashwani Sangeet Sammelan, Akashwani Annual Awards,

**Sardar Patel Memorial Lectures, Dr. Rajendra Prasad  
Memorial Lectures.**

- 18. Programme Journals – Court Cases etc.**
- 19. Inter Media Publicity Co-ordination committee  
Meeting/Inter State Council Meeting.**
- 20. NAMEDIA's Proposals.**
- 21. Booking of relatives.**
- 22. Hospitality of Stations – Expenditure sanction on .**
- 23. Financial Assistance to distinguished Musicians/  
Artists/Poets.**

\*\*\*\*\*

## PROGRAMME –VI SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	Armed Forces Programmes.
2.	All matters relating to Industrial Workers Programmes including Advisory Committees, IWP Consultative Panels, Minutes etc.
3.	All matters relating to Yuvavani Broadcasts.
4.	All matters relating to features including National Programme of Features.
5.	Features in General.
6.	All matters relating to plays including National Programme of Plays.
7.	All India Competition for Radio Playwrights.
8.	Parliament Questions.
9.	All matters relating to campaigns/20 point programme./Prohibition/Untouchability/Publicity and Consumer Protection/Senior citizens Programmes /Morning Information Programmes/Market rates.
10.	Upgradation of Casual Drama Artists to 'A' Grade.
11.	Multimedia campaign spots and jingles.

\*\*\*\*\*

**P.P.& D SECTION**

<b><u>Sl.No</u></b>	<b><u>Subject</u></b>
1.	NLF (Non-Plan) Budget.
2.	Monthly Progress report/Monitoring of Expenditure of NLF Schemes.
3.	Preparation of EFC Memo in respect of NLF Schemes.
4.	Preparation of EFC Memos in respect of Software Plan Schemes under 8 <sup>th</sup> Five Year Plan.
5.	RE and BE in respect of software plan schemes under 8 <sup>th</sup> Five Year Plan.
6.	Monthly expenditure Statement in respect of Software Plan Schemes.
7.	Transfer of funds to Akashvani and Doordarshan Commercial Revenue Fund.
8.	Monitoring of Software Development Programme Schemes and Progress reports.

\*\*\*\*\*

## ENGINEERING-I SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	Hiring and continued hiring of office accommodation.
2.	RE/BE- Rent, Rates & Taxes.
3.	Power Supply & RE/BE.
4.	Electrical Accidents at AIR Stations.
5.	Correspondence with CEB.
6.	Maintenance of Non-exchange lines, inter-station links including sanctions of rental, etc.
7.	Maintenance of Studio-Transmitter/Microwave/FM links.
8.	Installation of Telecom facilities like PABX/Telephone/Intercom/Telex/Fax etc.
9.	RE/BE – Telephone Charges.
10.	Minor works (All Zone & Akashvani Bhawan) and RE/BE – Minor works.
11.	Maintenance of EPABX & Intercom in A.V.Bhawan, preparation of Telephone list and Internal Telephone Directory.
12.	Allotment of office accommodation in A.V.Bhawan.
13.	Replacement of MTNL Telephone Directories and sending information to MTNL for correction/addition in Telephone Directories.
14.	Matters regarding maintenance and contract for conditioning.

\*\*\*\*\*

## **ENGINEERING –II SECTION**

<u>Sl.No</u>	<u>Subject</u>
1.	Import of Equipments/Spares/Valves against foreign exchange release.
2.	Purchase of stores for AIR stations.
3.	Purchase of indigenous valves/spares and transfer of valves/spares.
4.	Import substitution, development of equipment by BEL & other agencies (and supply of old equipment).
5.	Loan / interstation transfer of stores and loan for other organization.
6.	Matters regarding purchase, disposal, surplus, write off, theft and loss of engg. Stores and budget of engg. Stores.
7.	Vehicles – Purchase /replacement /hiring and accident cases of vehicle of running stations.
8.	Delegation of powers, rules for accounting procedure, audit objection relating to purchase of stores.
9.	Working of AIR stations – problems such as power supply failure, gear failure etc.
10.	Parliament question regarding working (Engg) of AIR stations.

## **ENGINEERING –III SECTION**

<u>Sl.No.</u>	<u>Subject</u>
1.	Matters related to Asia-pacific Broadcasting Union.
2.	Participation in various International Seminars/Symposia/conferences.
3.	Matters related to Commonwealth Broadcasting Union, Broadcasting Organisation of Non-aligned. Countries International Telecom Union/United Nations Development Programme/European Broadcasting Union.
4.	Matters related to Forward looking Group/JAG.
5.	Licencing / rear making and frequency authorization in M/Wave, VHF bands (links).
6.	Purchase of ABU Technical Review/International Telecom Union, Publications/Misc. Publications.
7.	BE/RE and Foreign Exchange requirements of Frequency Assignment Section.
8.	Matters related to R&D, STI(T) and CCIR.
9.	Reception and Frequency assignment in HF Bands including issue of Basic Aerial and Frequency Schedule.
10.	Earmarking and Frequency Authorisation in HF Bands.
11.	Modification of 9 KHz LF/NF Plan and earmarking /authorised of MW frequencies.
12.	Matters related to Tropical Broadcast Band & Bureau of Indian Standards.
13.	National frequency Allocation Plan (NFAP).
14.	Correspondence related to preparation and issue of RN schedules.

15. **Matters related to standing advisory committee of Frequency Allocations.**
16. **Purchase of different technical books, computers etc.**

\*\*\*\*\*

## D(B –I) SECTION

- | <u>Sl.No.</u> | <u>Subject</u>  |
|---------------|---|
| 1.            | Appropriation of account relating to Capital Budget.                              |
| 2.            | Rules covering expenditure from Renewal Reserve Fund.                             |
| 3.            | Audit & Inspection Reports relating to Zonal Chief Engineers Office and P&D Unit. |
| 4.            | Monthly statement relating to Capital Expenditure.                                |
| 5.            | Reconciliation of Capital Expenditure.  |
| 6.            | Suspense Budgeting and Accounting.  |
| 7.            | Monthly expenditure meeting and Budget Meeting.                                   |
| 8.            | Accounting procedures/Financial matters/AIR Works and code Manual.                |
| 9.            | Application and interpretation of rules relating to CPWD and CPWI codes.          |
| 10.           | Review of physical and Financial Payment Plan Project.                            |
| 11.           | Revenue Plan Budget -Proposals –RE and BE.  |
| 12.           | Other Misc. works.  |
| 13.           | Delegation of powers.   |
| 14.           | Sanctions relating to addl. Funds under Revenue Plan.                             |
| 15.           | Capital Budget Plan and Non-Plan.   |
| 16.           | Re-appropriation / surrender of funds.  |
| 17.           | Parliament Questions related to above.  |
| 18.           | Annual Plan.  |
| 19.           | Measurement Books.  |
| 20.           | NLF Budgeting and accounting.   |
| 21.           | Performance Budget.   |
| 22.           | External Assistance Proposal for Capital Plan.                                    |
| 23.           | Monthly Expenditure Statement relating to Plan Revenue.                           |
| 24.           | Reconciliation Statement under Plan Revenue.                                      |

\*\*\*\*\*

**D(B-II) SECTION**

<b><u>Sl.No.</u></b>	<b><u>Subject</u></b>
1.	Creation of posts under Plan Schemes for North, East, South and West Zones.
2.	Assessment of recurring /non-recurring expenditure for inclusion in the SFC proposal.
3.	New Item proposal for inclusion of funds in Budget Estimates for the Plan projects.
4.	Procurement of furniture for Plan Stations.
5.	Procurement of vehicles for AIR stations under Plan.
6.	Procurement/replacement of vehicles of Offices of Zonal Chief Engineers.
7.	Delegation of powers to Zonal Chief Engineers.
8.	Store (Stationery) of P&D Unit.

\*\*\*\*\*

## **D(CASH) SECTION**

<b><u>Sl.No.</u></b>	<b><u>Subject</u></b>
<b>1.</b>	<b>Preparation of Budget Estimates/Revised Estimates in respect of P&amp;D Unit.</b>
<b>2.</b>	<b>Removal of Audit Objection.</b>
<b>3.</b>	<b>Reconciliation of Accounts with P&amp;AO/AGCR.</b>
<b>4.</b>	<b>Preparation of Monthly Expenditure Statement in respect of P&amp;D Unit.</b>
<b>5.</b>	<b>All work relating to payment and recoveries in P&amp;D Unit.</b>
<b>6.</b>	<b>Preparation of contingent Bills.</b>
<b>7.</b>	<b>Grant of all advances, except HRA &amp; Motor Car/Motor Cycle.</b>
<b>8.</b>	<b>Medical re-imburement , CEA, Newspapers Reimbursement.</b>
<b>9.</b>	<b>Maintenance of GPF accounts of Class IV Staff.</b>
<b>10.</b>	<b>All Administrative matters relating to Ministerial Staff posted to P&amp;D Unit excluding holding of DPC for promotion/ confirmation and crossing of EB and recruitments</b>
<b>11.</b>	<b>All service matters relating to Misc. Staff posted to P&amp;D unit, Computer Operator, EA, Accountant, SEA, Motor Driver etc. excluding holdings of DPC for promotion / confirmation &amp; Crossing of EB.</b>
<b>12.</b>	<b>All matters relating to Govt. Accommodation to the officials of P&amp;D Unit.</b>
<b>13.</b>	<b>Issue of CGHS Cards to the officers of R&amp;D Unit, addition/deletion of Family Member, Transfer of Dispensary etc.</b>
<b>14.</b>	<b>All matters relating to CCS (Conduct Rules).</b>

15. **Completion of ACRs of official posted in P&D Unit.**
16. **Grant of leave to Gazetted /Non-Gazetted Staff posts to P&D Unit and its attached all & Maintenance of Service Books pension cases of Non-Gazetted Staff of P&D Unit, whose service books are maintained by us.**
17. **All types of cash transaction in connection of the purchase made by entire AIR, Net work through DG:S&D Cell.**

\*\*\*\*\*

**D(S) CELL**

<b>Sl.No.</b>	<b><u>Subject</u></b>
1.	All Administrative & Service matters relating to Drawing Staff posted in P&D Unit, DG:AIR, CE's office, CE R&D, and office of STI (T).
2.	All matters relating to work charged staff and Senior Carpenter of Zonal CE's office.
3.	Continuance/ Creation/ Conversion of temporary post of P&D Unit and Zonal CE's office.

\*\*\*\*\*

## D(M&C) SECTION

- | <u>Sl.No.</u> | <u>Subject</u>   |
|---------------|--|
| 1.            | Annual Plan – Formulation, revision etc. including S&T Plans. Action Plan – Preparation thereof.   |
| 2.            | 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. Renting of buildings for AIR Projects. |
| 3.            | Arranging and obtaining SACFA clearance from the Ministry of Communication –WPC Wing and Regional Advisory Committees.   |
| 4.            | Monitoring of Projects of AIR schemes in all the four Zones.   |
| 5.            | Handling of Correspondence received from the Public/State Govt./VIPs/MPs etc. in relation to development of Broadcasting in India.   |
| 6.            | Creation/Continuation of temporary Installation Posts in the four zones of AIR on six monthly basis.   |
| 7.            | Handling of Parliament Question in regard to the Development of Broadcasting in the country.   |
| 8.            | Sanction of AIR Journey for Non-entitled officers of O/o CE(EZ) to go on tour to the project site in the North East Region.  |
| 9.            | Consultative Committee of Members of I&B.  |
| 10.           | Significant happenings in AIR to be reported to PM/Cabinet monthly.  |
| 11.           | Briefs for MIB/DMIB in respect of sound B'cast Schemes, Technical Advisory Committee.  |
| 12.           | Standing Advisory Committee on frequency allocation.   |
| 13.           | Commissioning of new AIR projects/ stations.   |

\*\*\*\*\*

**PROJECT CELL-D(PC)**

**Sl.No.**

**Subject**

1. Planning, Formulation , Design and Monitoring of various schemes for Super Power Transmitters.
2. Modernisation of aerial system at Khampur Transmitter Complex.
3. Motorisation of aerial switches at Aligarh.
4. Computerisation of Bangalore Transmitter Complex.
5. Replacement of old & low power Transmitters by new ones.

\*\*\*\*\*

## **D(SD) I & II SECTION**

<u>Sl.No.</u>	<u>Subject</u>
1.	Studio Design Project – Approval of Master Plan and Layout Plan.
2.	Project Note.
3.	Site selection.
4.	Completion of Project /Final Inspection of the Studio & reports.
5.	Departmental estimate.
6.	Drawing for Departmental Work.
7.	Final drawing for acoustic equipment etc.
8.	Planning of additional studio/office accommodation/staff accommodation /security etc.
9.	Proposals for permanent /temp. Studios /recording facilities etc. at different AIR stations.
10.	Technical details of studio set up at various AIR stations.
11.	Preparation of Air-conditioning /Heating system design for studio Projects.
12.	Purchase of Books/Journals /Magazines for Technical Library of P&D Unit.

\*\*\*\*\*

## **D(TD) SECTION**

<b><u>Sl.No.</u></b>	<b><u>Subject</u></b>
1.	All 7 <sup>th</sup> and 8 <sup>th</sup> Plan FM Schemes.
2.	Special studies on speech input equipments, receiving equipments for FM projects, their specifications and standards.
3.	Correspondence with STI (T), R&D and other organizations on FM projects.
4.	VHF propagation and coverage problems, interference problems, reception reports on VHF-FM transmitters.
5.	Special Studies on towers and VHF –FM antenna system, VHF-FM Transmitters and associated equipments, specifications and standards.
6.	Sharing of facilities with Doordarshan.
7.	Power Supply system for FM transmitters and Diesel Generators.
8.	Measuring Instruments for FM Projects.
9.	All FM Projects in East Zone, South Zone, West and North Zone.
10.	Administration of D(TD) Section.
11.	Air conditioning, Power supply and diesel generator systems for FM projects.
12.	Computerisation of Information on FM projects.
13.	Speech input and receiving equipments.
14.	VHF propagation and coverage interference cases.

\*\*\*\*\*

## D(MR) SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	Matters related to low power and high power MW Transmitter and FM XTR.
2.	Specifications and related correspondence under projects schemes.
3.	Selection of sites and clearance and frequency automation etc.
4.	Building works and Civil Estimates.
5.	General technical correspondence on installation including progress of the project.
6.	Matters related to Mast, Aerials and Feeders.
7.	Field Strength Survey.
8.	Correspondence with ITU, ISI, ABU etc.
9.	Specification for XTR equipment, its speech input and measuring equipments including ATP & Technical correspondence.
10.	Specification for XTR power supply equipments and approval of Drawing etc.
11.	Specifications for A/implants under XTR projects.
12.	Specifications for M and Feeder under XTR projects.
13.	Studios Speech input and recording equipments under replacement.
14.	Studios XTR links under replacement.
15.	Measuring equipment for XTR & Studios under replacement.

16. XTR speech input equipment – under replacement.
17. Matters relating to construction of Guest Houses/Staff Qtrs.
18. Security works for existing stations.

\*\*\*\*\*

## STUDIO MAINTENANCE UNIT

<u>Sl.No.</u>	<u>Subject</u>
1.	Issue and procurement of spares for tape recording and Disc Playback equipments and Audio Magnetic Tapes.
2.	Import substitution problems, preparation and updating of specifications, acceptance test, procedures etc. of recording/playback equipments.
3.	Works connected with I.S.I., C.CIR, EBU ABU and other Technical Committee and regarding regarding revision of AIR Manual (Tech.)
4.	All works like Tender Scrutiny, Distribution evaluation, disposal etc. of Recording/Playback equipments.
5.	Works connected with Meltron & BEL.
6.	Liaison with DG:S&D, SE, Central Stores etc. for procurement of tapes.
7.	Maintenance of records regarding pamphlets/standards available in the section.
8.	All measurements, utilization and availability of recording/playback equipments of AIR Stations.
9.	Proposal regarding interzonal transfers of tape transfers of tape recording/disc playback equipments.
10.	All works in connection with Akashvani Annual Awards for Technical Excellence.

## CW-I SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	All Policy matters.
2.	Modification/amendment of recruitment rules.
3.	Administrative matters concerning Class-I and Class-II (Engineering).
4.	Matters concerning set up of CCW Headquarter & field offices as a whole and vigilance cases.

\*\*\*\*\*

**CW-II SECTION**

**Sl.No.**

**Subject**

1. Cash sections for CCW headquarter staff.
2. Matter concerning all cases pertaining to cash section of CCW HQ (CE-I office).
3. Arbitration cases for works under the jurisdiction of CE Level-I.

\*\*\*\*\*

**CW – III SECTION**

**Sl.No.**

**Subject**

1. Cash section for CCW Headquarter staff in CE-II office,
2. Arbitration cases pertaining to works, under jurisdiction of CE-II Unit.

\*\*\*\*\*

## CW-IV SECTION

<u>Sl.No.</u>	<u>Subject</u>
1.	All administrative matters in respect of Architect, Assistant, Grade-I & II and Ferro Printers.
2.	Sanction of LTC/GPF/TA/Salary Advance/ Festival Advance/Cycle Advance etc.
3.	Preparation of RE & BE in respect of Loans and advances to Central Government employees.
4.	Cases related to Re-imburement of Medical Expenses in respect of Officers/Staff of CCW (HQ) and Circle/Divisional offices.
5.	Forwarding application for HBA and Scooter advance after scrutiny.
6.	Livery item for Group'D' staff –purchase /Issue and other cases of circle/discussions of CCW.
7.	Preparation of RE&BE in respect of office expenditure.
8.	Sanction of conveyance allowance to physically handicapped.
9.	Purchase of cement and steel.
10.	Purchase/Repair of Office equipments/machines.
11.	Awarding contracts of maintenance of heaters/coolers in CCW Hqrs. and SSW-I Unit.
12.	Issue of sanction for purchase of furniture/stationery/office equipment /hiring of office equipment in respect of circle/division offices of CCW.
13.	Re-imburement of Tuition fees and newspaper charges.

14. Issue of identity cards and CGHS cards.
15. Hiring of Office accommodation cases of all Circles/Divisions/HQ.
16. Telephone Bills of CCW Hqrs.
17. Any other allied matter.

\*\*\*\*\*

**CW-V SECTION**

<b><u>Sl.No.</u></b>	<b><u>Subject</u></b>
1.	Local purchase of Cement/steel for field offices.
2.	Ex-post-facto sanctions regarding stationery for field offices.
3.	Hiring of Pvt. Accommodation for field offices.
4.	Identity cards /CGHS Cards /Reports & Returns.
5.	Vehicles & Telephones for CE(C) - Offices & field offices.
6.	Administrative matters regarding East & South zone etc.

\*\*\*\*\*

CW-VI SECTION

**Sl.No.**

**Subject**

1. All establishment/admn. matters in respect of Ministerial staff viz., S.O.s, Sr. PAs, Asstt., UDCs., Steno Gr.'D', LDCs and all Gr.'D' staff working in CCW their posting/ transfer etc.
2. All establishment/Admn./Service matters pertaining to Architects and Technical Officers Cadre/Dy. Architects/Asstt. Architects/ Sr. Architects/ Chief Architects etc.
3. Preparation of Pension Cases of Ministerial Staff/Technical Staff.
4. Maintenance of S. Books of Ministerial Staff/Tech. Staff.
5. Forwarding of application received from Ministerial/Tech. Staff of CCW.
6. Misc. Circulars received from DG:AIR/other Ministries, Estate Office/Deptt. of Personnel etc. – Circulation thereof

\*\*\*\*\*

**C.E.P.U.**

<b><u>Sl.No.</u></b>	<b><u>Subject</u></b>
1.	Monitoring and co-ordination of Science and Education Broadcast Units at AIR Stations.
2.	Planning and Centralized production of Programmes on educational themes.
3.	Training in PC packages for AIR Staff.
4.	Nomination of consultative panels on Educational Broadcast.
5.	All matters relating to Education Broadcast including School B' cast, University B'cast, Adult Education, Non-formal Education, Literacy Mission.

\*\*\*\*\*

**F.A.C**

<b><u>S.I. No.</u></b>	<b><u>Subject</u></b>
1.	Proposals relating to Delegation of powers to the Director General Examination thereof.
2.	Internal Delegation of powers to various officers in the Directorate
3.	Examination of proposals received from stations reg. delegation of powers to AIR offices or enhancement of existing powers.
4.	Fixation of permanent advance in r/o new set upo and enhancement of permanent advance in case of existing stations examinations of proposals.
5.	Rendering financial advice in r/o cases under enhanced powers in respect of FRs and SRs, DFPRs and GFRs.
6.	Clarification/Advice in cases from AIR stations/offices and processing the cases for exercise of enhanced powers by the Director General.
7.	Processing of proposals for A/A & E/S in r/o the approved schemes /projects received from P&D Unit.
8.	Miscellaneous financial matters.

## SW-I SECTION

<u>S.I No.</u>	<u>Subject</u>
1.	Analysis and Design work of 'Office Block' building for AIR, Panaji, Goa.
2.	Analysis and Design work of 'Type Design of Staff quarters 'pertaining to Bombay circle.
3.	Analysis and Design work of 'PPC at Rajkot'(office block, studio block).
4.	Rough cost estimates, PE, RPE, Detailed estimates, NITs, Tender works pertaining to Bombay Circle.
5.	Correspondence work related to Bombay Circle and other miscellaneous woks.

## SW-II SECTION

Preparation of preliminary Estimate, detailed estimate, N.I.T., etc. for the following works:-

1. **TV Tower:- Construction of RCC-cum –Steel towers at Jabalpur,Aurangabad, Bhuj, Jaisalmer, Barmer, Shimla, Leh, Mav, Nathdwara, Pantnition, Gwalior, Ambejogai, Pitampura(New Delhi) Jammu, Agartala, Amupgarh, Amritsar.**
2. **AIR Tower:- Construction of 100 metre high steel towers at Aligarh, Jhansi, Ferozabad , Jaisalmer, Bhaderwarh, Churu, Chittorgarh, Daramala, Hamirpur, Hissar, Kuruksheta, Poonch, Swaimadopur, Mount Au, Rourkela, Nasik, Surat, Satara, Guna, Osmanabad, Nagpur, Birapur, Kulu, Daman, Jammu, Barielly, Failka, Jameshpur, Aerodynamic Studio at pitampura (New Delhi).**
3. **Matters of work charged employees.**

### SW-III Section

<u>Sl.No.</u>	<u>Subject</u>
1.	Structural design of various buildings.
2.	Preparation of structural drawings.
3.	Justifications and scrutiny of tenders
4.	Preparation of draft NIT's
5.	Approval of deviation items/ALR/AHR/Extra Items/Substitute Items.
6.	Cost index of various places.
7.	Preparation of PE's
8.	Preparation of detailed estimates.
9.	Scrutiny of RPE's to works clarifications raised by the P&D unit time to time.
10.	Budget meetings.
11.	Correspondence related to the works.

The following Sections under Bombay and Pune Division are as follows:-

- A. **Bombay Division:-**
  - i) (Bombay Sub –Division) Borivelli AIR, Malad AIR, Film Division, Multichannel.
  - ii) Bombay Sub Division-II-TV Works.
  - iii) Daman Sub division-Daman, Nasik and Dhule.
  - iv) Aurangabad Sub-division-Aurangabad, Ahmed Nagar & Jalgaon.
  
- B. **Pune Division:-**
  - i) Pune Sub-division-Pune, Satara.
  - ii) Pune Sub-division-Type IV Studio Pune.
  - iii) Parbhani Sub-division-Parbhani, Nanded, Beed, Ambajogai, Osmanabad.

### **SW-IV SECTION**

**Dealing with all the works of planning to the works pertaining to Delhi Circle-I which comes under the competency of Chief Engineer©-I, viz. Preparation of PE, RPE, NIT, Tender award, Design, extra items etc. for works of costing more than 50 lacs, apart from General correspondence investigations and CTE matter.**

## **SW-V SECTION**

The preliminary estimate, detailed estimate, tenders and structural design etc pertaining to Delhi circle-II which covers five states i.e., Punjab, Haryana, H.P. J&K and partly Rajsthan are being dealt by this section

**Admn. SECTION of SSW-I**

1.           **Coordinaion cases of JEs/Draughtsman/Ferro-printer.**
2.           **Maintenance of seniority list of JEs/D'Man/Ferro-Printer and maintenance of deployment registers.**
3.           **Establishment cases of JEs/D'man/Ferro-Printer /Miniuserial staff and Gazetted Staff and Gr. 'D'. employees.**
4.           **Sending of returns, Paliament Questions.**
5.           **Budget.**
6.           **Other Misc. Items of Admn. etc.**

## TELECOM CELL

<u>S.I.No.</u>	<u>Subject</u>
1.	Policy matters relating to provision of satellite derived services like finalization of Satellites requirement, identification of upline station etc.
2.	Detailed planning/design of ground segment.
3.	Specification of ground segment equipment/hardware.
4.	Monitoring the progress of satellite projects.
5.	Sanction for different telecommunication facilities under projects and also for satellite derived services.
6.	Finalisation of telecommunication requirements for new stations.
7.	Policy matter relating to provisioning of studio transmitter and interstation links (under project).
8.	Specification for Micro Wave/VHF FM Units.
9.	Applications for SACFA/tours authorization for Satellite Services/Unit Operation.
10.	Monitoring of progress of installation of Microwave/VHF FM Units.

## COMMUNITY SINGING CELL

### S.I.No.

### SUBJECT

1. Co-operation with Ministry of Education and NCERT etc. in promotion of community singing.
2. Correspondence with individual Agencies and organisaion in connection with community singing.
3. Community Singing activities at various AIR stations.
4. Selection of songs for community singing.

## FAMILY WELFARE UNIT

<u>S.I.No.</u>	<u>Subject</u>
1.	RE-BE-Family Welfare.
2.	Correspondence with Health & Family Welfare Ministry.
3.	Constitution of Family Welfare Advisory Committee.
4.	Correspondence with UNICEF.
5.	Issue of Quarterly Statement of : i)    AIDS. ii)   Drugs Abuse & Drug Trafficking. iii)  Universal Immunisation Programme.

## **D (ESTIMATE)**

- 1. Preparation of SFC/EFC Memo.**
- 2. Examination of civil estimate, DTE and site estimate.**