

## ANNEXURE—13

## SCHEDULE OF POWERS DELEGATED TO THE HEADS OF AUXILIARY AND VIVIDH BHARATI CENTRES

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
<b>I. ADMINISTRATIVE POWERS</b>			
1.	Grant of Casual Leave	Power to grant Casual leave to all Gazetted Officers and non-Gazetted Officers under their administrative control.	Ministry of I&B letter No. 6/9/75-B(P) (i) dated 21-6-76.
2.	Grant of leave other than special Disability Leave.	Power to grant leave other than special disability leave under the rules applicable in each case: (i) to all categories of staff for whom they are the appointing authority and to engage substitutes in their places; and (ii) to all other gazetted and non-gazetted staff under their administrative control where no substitutes are required.	-do-
3.	Grant/withhold of increment to staff Artists.	Power to grant/withhold increment to the staff artists under their administrative control.	-do-
4.	Grant of Certificate.	Power to certify that but for his/her promotion or appointment to the higher fee scale a staff artist would have continued to officiate in the lower fee scale.	-do-
<b>II. FINANCIAL POWERS</b>			
1	Execution of petty works and repairs departmentally.	Power to execute departmentally works and repairs costing not more than :—	-do-
		(i) Rs. 2,000 in each case for buildings owned by AIR subject to the observance of paras 137, 141 to 142 of GFRs; and	

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		(ii) Rs. 2,000 per annum non-recurring in the case of hired and requisitioned buildings provided such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released Government should have the right to remove any installations or material added to the building.	Min. of I&B letter No. 6/9/75-B(P) (i) dated 21-6-76.
2	Powers for incurring contingent expenditure ( <i>vide</i> note in schedule V of DFP Rules 1958).	<p><b>Recurring</b> Rs. 100 in each case.</p> <p><b>Non-Recurring</b> Rs. 500 in each case.</p>	Min. of Finance (Deptt. of Expenditure) O.M. No. F.10(13)-E (Coord)/75 dated 10-4-75.
3	Purchase and repairs of stores.	Power to incur expenditure upto a limit of Rs. 2000 on each occasion on the purchase and repairs of electric apparatus stores, and engineering stores required for the operation and maintenance, books, newspapers, periodicals and musical plays, and other stores required for office purposes.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
4	Purchase and repairs of furniture.	Power to sanction purchase and repairs of furniture upto a limit of Rs. 5,000 p.a. per office. The exercise of this power shall be subject to such conditions and scales as may be prescribed by Ministry of WH&S.	-do-
5	Stationery.	Full power to obtain stationery on payment from the Central Stationery office, Calcutta subject to the general or special instructions contained in the "Rules for the Supply and use of Stationery Stores", and other instructions issued from time to time.	-do-
6	Local purchase of petty Stationery Stores.	Power to sanction local purchase of stationery articles as are ordinarily supplied upto Rs. 5,000 per annum subject to the	-do-

conditions laid down by Govt. from time to time provided that such purchase is unavoidable and is in the public interest and also subject to instructions contained in the "Rules for supply and use of Stationery Stores". The powers do not extend to the purchase of paper for printing purposes except with the prior concurrence of CCP&S.

- 7 Purchase of gum-boots and rain-coats. Power to sanction purchase of gum-boots and rain-coats with caps upto Rs. 75 in each case for use by members of Class III and IV staff after every three years. Min. of I&B letter No. 9(14)/65-B&A, dated 6-11-65.
- 8 Liveries. Power to sanction the supply of liveries to Class III and IV staff under their administrative control according to the scales sanctioned by the Government from time to time. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 9 Demurrage charges. Upto Rs. 250 in each case. -do-
- 10 Hire of Furniture. Power to sanction the hire of furniture upto a limit of Rs. 100 per month in any one case provided hiring is manifestly preferable to the purchase of such furniture. Min. of I&B letter No. 9(14)/65-B&A, dated 6-11-65.
- 11 Repairs to motor vehicles. Full powers on maintenance of motor vehicles including expenditure on repairs, spray painting, petrol, oil and grease, tyres, tube and accessories stocking of spares etc. Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 12 Hiring of Transport for conveyance of stores. Power to sanction expenditure on hiring of transport for conveyance of office equipment upto Rs. 250 in each case and other stores upto Rs. 250 per day subject to the monthly limit of Rs. 1,000 (inclusive of Agent's Commission, Municipal Charges etc.) provided there is no government transport belonging to All India Radio available for the purpose. -do-
- 13 Maintenance of Lawns and Gardens (at places other than Delhi). Power to maintain Gardens and Lawns attached to AIR buildings and offices departmentally and to incur expenditure thereon not exceeding Rs. 25 per acre per month, subject to a maximum of Rs. 100 per month excluding Mali charges irrespective of the fact whether the offices of C.P.W.D. exist at these places or not. Min. of I&B letter No. 9(14)/65-B&A dated 6-11-65.

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14	Grant of advance of Pay and T.A.	Power to grant advance of T.A. on tour and Pay and T.A. on transfer to temporary staff of his office subject to the condition that the advance is granted in case of absolute necessity with undertaking and risk subject to the production of adequate security.	Min. of I&B letter No. 9(14)/65-B&A dated 6-11-65.
15	Entertainment to Artists.	Power to sanction expenditure on entertainment to artists, distinguished visitors and the Press upto Rs. 25 per month.	Min. of I&B letter No. 9(14)/65-B&A, dated 6-11-65.
16	Write off/strike off from stock books, gramophone records, furniture etc.	<p>NOTE:—The above powers are subject to the condition that expenditure on tea dinner etc. will not exceed the following limits:—</p> <p>Tea Re. 1 per head; Lunch Rs. 5 per head.</p> <p>(i) Power to declare items as un-serviceable and strike off from stock, books, gramophone records, furniture and other stores which have become un-serviceable due to normal wear and tear, upto a limit of Rs. 10,000 in each case.</p> <p>(ii) Power to write off from stock books, gramophone records and furniture, etc. which have become un-serviceable due to other causes before the expiry of normal life, upto a limit of Rs. 100 in each case.</p> <p>(iii) Power to sanction write off of losses on stores etc. due to theft, fraud or negligence of individuals upto a limit of Rs. 100 in each case.</p>	-do-  -do-  -do-
17	Electric, gas and water charges.	Full powers.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
18	Employment of Contingent paid staff.	Full Powers.	Min. of I&B letter No. 9(14)/65-B&A, dated 6-11-65.

## 19 Remuneration to Artists.

Power to sanction the grant of remuneration to Artists and enter into contract with them either for casual employment or for regular employment on a monthly basis provided that the contract is not made for a period exceeding one year and does not involve the payment of more than Rs. 300 per month in any one case *i.e.* to any one artist or to any one group of artists irrespective of the number of performances given. Payment to an artist or a group of artists exceeding Rs. 600 over 2 or more months to be referred to the D.G.

-do-

## 20 T.A. to Staff Artists.

Power to sanction the fairs of staff artists within their jurisdiction and sanction T.A. for them at the rates laid down for regular Government Servants and in accordance with the grades prescribed for them. Also power to grant advance of T.A. to them, subject to the condition that advances are granted to persons who are lower in rank.

Min. of I&B letter No. 9(14)/65-B&A, dated 6-11-65.

## 21 Advance of T.A. and monthly fee to Staff Artists on transfer.

Power to grant advance of travelling allowance and advance of monthly fee on transfer to Staff Artists of All India Radio subject to the following conditions :—

Min. of I&B letter No. 1(1)67-B(B), dated 25-3-68 and corrigendum, dated 6-7-68.

- (i) the advance of T.A. should not exceed in any case the actual railway fare;
- (ii) the advance of fee granted on transfer from one station to another shall not exceed fee for one month drawn by the Staff Artist concerned;
- (iii) the advance of fee should be recovered from the fee of Staff Artists in not more than three monthly instalments; the recovery commencing from the month's fee or/and Leave Salary on joining his new station;
- (iv) the advance granted on transfer should be adjusted from the final T.A. bill of the Staff Artist concerned; and
- (v) the payment of the advance should be made on obtaining a surety from a permanent Government servant of a comparable or higher status, in the standard surety Bond Form.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
22	Payment of Royalties.	Full powers to sanction royalties to owners of Copyright works in accordance with the conditions laid down by Govt. from time to time and further subject to the condition that not more than Rs. 3,000 per month is paid in any one case.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
23	Expenditure on public Relations and Publicity.	Power to sanction expenditure upto Rs. 100 in each case subject to availability of funds, on public relations and for securing publicity for AIR programmes in Newspapers, Journals, Cinemas etc.	Min. of I&B letter No. 9(14)/65-B&A dated 6-11-65.
24	Hiring of Taxis.	Power to hire not more than two taxis or other conveyance upto 4 days at a time at the scheduled rates in an emergency when a station car goes out of order. A register should be maintained showing particulars of journey and payments made. Hiring of conveyances shall be subject to the orders or instructions issued by the Government of India from time to time.	-do-
25	Recording of measurements.	Power to record measurement in measurement books, prepare bills and other claims for payment in respect of works executed departmentally (Administrative approval of the Director General is to be obtained in each case before the work is taken in hand).	-do-
26	Rental of Telephone lines.	Power to sanction the maintenance of and payment of rent for telephone lines required for broadcasting upto a limit of Rs. 2,500 on each occasion.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
27	Advertisement charges.	Rs. 500 in each case.	Min. of I&B letter No. 9 (14)/65-B&A dated 6-11-65.
28	Postal and Telegraph charges, charges for issue of letters, telegrams etc.	Full powers subject to general conditions laid down in the Delegation of Financial Powers Rules, 1958.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
29	Freight charges, charges other than air lifting of stores.	Full powers.	-do-

Full powers subject to conditions laid down in D.F. letter No. 6/9/75- dated 21-6-76.

Min. of I&B (ii) B(P) dated 21-6-76.

Full powers subject to conditions laid down in D.F. letter No. 6/9/75- dated 21-6-76.

Min. of I&B (ii) B(P) dated 21-6-76.

Power to extend transmission at A.I.R. Stations, Auxiliary Centres and Vividh Bharati Centres, as the case may be, on an ad hoc basis to accommodate special programmes on specific occasions provided that such extension is not for more than six hours per transmitter in any one case provided the expenditure can be met from within the sanctioned budget grant of the Station/Centre.

Min. of I&B (ii) B(P) dated 19-6-69.

32 Grants in aid.

Full powers to Heads of All India Radio Stations/Offices located at places other than Delhi/New Delhi to sanction recurring grants-in-aid for the provision of the amenities to their recreation Clubs, on terms and condition stipulated in Min. of H.A.O.M. No. 2/169/59-Welfare dated 10-3-1961 as also such other general orders as have been or may in future be issued from time to time on the subject. The powers are also subject to conditions that funds are available within the sanctioned Budget Grant.

Min. of I&B letter No. B.11017/61/72-WL dated 17-2-75.

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

Full powers to sanction subsidy to departmental/Co-operative Canteen and Tiffin Rooms as envisaged in Para 3(iii) of the Min. of H.A.O.M. No. 7/1/62-WII dated 28-12-1962 and such general orders as have been and may be issued from time to time on the subject.

Min. of I & B letter No. B.11017/61/72-WL dated 17-3-75.

The powers are subject to the conditions that funds are available within the sanctioned budget grant.

NOTE: The power to sanction interest free loans referred to in the O.M. dated 28-12-1962 and grants to cover the cost of suitable initial equipment referred to in the Cabinet Secretariat (Department of Personnel and Administrative Reforms) O.M. No. 6/39/69-Welfare dated 10-12-1971 will, however, continue to be exercised only by DG, AIR.

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
34	Miscellaneous expenditure.	<p>Recurring (i) Rs. 750 p.a. in each case</p> <p>Non Recurring (ii) Rs. 2,000 in each case.</p> <p>Full powers.</p>	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
35	(a) Purchase of Typewriters. (b) Repairs to typewriters.	Power to sanction expenditure on servicing and repairs to typewriters upto Rs. 200 per machine per annum and full power in respect of replacement of parts. The expenditure on the purchase, hire, upkeep of and repairs to such machines shall be incurred subject to general or special orders issued in this behalf.	-do-
36	Municipal rates and taxes.	Full power to sanction recurring payment of municipal rates and taxes. The expenditure shall be incurred in accordance with the Rules for the payment of Municipal Rates and Taxes on Buildings.	-do-
37	Local purchase of rubber stamps and office seals.	Rs. 25 per annum, subject to a limit of Rs. 10 at a time.	-do-
38	Shifting of Residential tele-phones.	Full powers provided that it shall not be shifted to the residence of any officer who is not entitled to residential telephones.	-do-
39	Engagement of Staff Artists.	Power to engage staff artists on approved fee scales whose starting basic fee is below Rs. 550 p.m. The exercise of the said power will be subject to such conditions as may be issued from time regulating the appointment of staff artists.	Ministry of I&B letter No. 12/4/76-B(A) dated 19-8-76.