

ANNEXURE—7
SCHEDULE OF POWERS DELEGATED TO THE DIRECTOR OF EXTERNAL SERVICES, ALL INDIA RADIO

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
I. ADMINISTRATIVE POWERS			
1.	Grant of Casual Leave.	Power to grant Casual Leave to all Gazetted Officers and non-Gazetted Officers under his administrative control.	Ministry of I&B letter No. 6/9/75-B (P) (i) dt. 21-6-76.
2.	Grant of leave other than Special Disability Leave.	Power to grant leave other than special disability leave under the rules applicable in each case : (i) to all categories of staff for whom he is the appointing authority and to engage substitutes in their places; and (ii) to all other gazetted and non-gazetted staff under his administrative control where no substitutes are required.	-do-
3.	Grant/Withhold of increment to Staff Artists.	Power to grant/withhold increment to the staff artists under his administrative control.	-do-
4.	Grant of Certificate.	Power to certify that but for his/her promotion or appointment to the higher fee scale a staff artist would have continued to officiate in the lower fee scale.	-do-
II. FINANCIAL POWERS			
1	Payment by Cheques.	Power to make payment by cheque of bills of expenditure on contingencies.	Ministry of I&B letter Nos. 4(84)/48-BII, dated 6-12-48 and 3(39)/50-BII, dated 16-4-51.

- 2 Remuneration to Artists.** Power to sanction the grant of remuneration to artists and to 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 payment of more than Rs. 500 p.m. in any one case *i.e.* to any one artist or any one group of artists irrespective of the number of performances given. Payment to an artist or a group of artists exceeding Rs. 1,000 over 2 or more months to be referred to Director General A.I.R. Ministry of I&B letter No. 12(15)/58-B(M), dated 19-2-60.
- 3 Engagement of Staff Artists.** Power to engage staff artists on approved fee-scale whose starting basic fee is below Rs. 550 p.m. Ministry of I&B letter No. 12(43)/76-B(A), dated 19-8-76.
- The exercise of this power will be subject to such conditions and procedural instructions which have been laid down or may be issued in future from time to time regulating the appointment of staff artists in AIR.
- 4 T.A. to Staff Artists.** Power to sanction the tours of staff artists within his 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. Ministry of I&B Corrigendum No. 12(12)/61-B(M), dated 13-11-1961.
- 5 Advance of T.A. and monthly fee to Staff Artists on Transfer.** Power to grant advance of travelling allowance and advance of monthly fee on transfer to staff artists of All India Radio subject to the following conditions:— Ministry of I&B letter No. 1/17/67-B(B), dated 25-3-68 and Corrigendum dated 6-7-68.
- (i) the advance of T.A. should not exceed in any case the actual railway fare;
- (ii) the advance of fee granted on transfer from one station to another shall not exceed fee for one month drawn by the staff artists concerned.

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6	Entertainment to Artist.	<p>(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;</p> <p>(iv) the advance granted on transfer should be adjusted from the final T.A. bill of the staff artists concerned; and</p> <p>(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.</p>	Ministry of I&B letter No. 12 (15)/58-B(M), dated 19-12-60.
		<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 or reception: Lunch or dinner: Rs. 2.75 per head. Rs. 7.50 per head.</p>	Ministry of I&B letter No. 12(21)/60-B(M), dated 7-8-61.
7.	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.
8.	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958).	<p>Recurring Rs. 100 in each case.</p> <p>Non-recurring Rs. 500 in each case.</p>	Min. of Finance (Depth. of Expenditure) O.M. No. F. 10 (13)-E (Coord)/75 dated 10-4-75.

- Purchase and Repairs of Stores.** Power to incur expenditure upto a limit of Rs. 2,000 on each occasion on the purchase and repairs of electric apparatus and stores, engineering stores required for the operation and maintenance, books, newspapers, periodicals and musical plays, and other stores required for office purpose. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76
- 10 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-
- 11 Hire of instruments and furniture.** Power to sanction the hire of musical instruments and furniture for outside broadcasts and special programmes upto Rs. 200 on each occasion subject to annual limit of Rs. 1,000 provided hiring is manifestly preferable to the purchase of such instruments and furniture. Ministry of I&B letter No. 12(15)/58-B(M), dated 19-12-60.
- 12 Liveries.** Full Power to sanction the supply of liveries to Class III and IV staff under his administrative control according to the scales sanctioned by the Government from time to time. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 13 Stationery.** Full power to obtain stationery on payment from the Central Stationery office, Calcutta, subject to the general or special instructions contained in the "Rules for the Supply and use of Stationery Stores" and other instructions issued from time to time. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 14 Local purchase of petty Stationery Stores.** Power to sanction local purchase of stationery articles as are ordinarily supplied by the Govt. Stationery Depot. upto Rs. 5,000 per annum subject to the conditions laid down by Govt. from time to time provided that such purchase is unavoidable and is in the public interest and also subject to instructions contained in the "Rules for supply and use of stationery Stores". The powers do not extend to the purchase of paper for printing purposes except with the prior concurrence of CCP&S. -do-

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15	Freight charges other than air lifting of stores.	Full powers.	Ministry of I&B letter No. 6/9/75/B(P)(ii) dated 21-6-76
16	Expenditure on public relations and publicity.	Power to sanction expenditure up to Rs. 200 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. 12(15)/58-B(M) dated 19-12-60.
17	Controlling Officer for T.A.	Power of Controlling Officer in regard to the travelling allowance bills of the establishment under him.	Ministry of I&B letter No. 4(84)/48-BII, dated 6-12-48 and 3(39)/50-BII, dated 16-4-51.
18	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.	Ministry of I&B letter No. 12(15)/58-B(M), dated 19-12-60.
19	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.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76
20	Repairs to Motor Vehicles.	Full powers on maintenance of motor vehicles including expenditure on repairs, spray painting, petrol, oil, and grease, tyres, tubes and accessories stocking of spares etc.	-do-
21	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 building owned by AIR subject to the observance of instructions contained in paras 137 and 141 to 142 of G.F.R.	

(ii) Rs. 2,000 p.a. non-recurring in the case of hired and requisitioned buildings. Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released Govt. should have the right to remove any installation or material added to the building.

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

Upto Rs. 250 in each case.

22 Demurrage charges.

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.

23 Rental of telephone lines.

-do-

Power to make payment of printing charges for programme journals in accordance with the terms of contract with the printers. Power to get the emergent and unforeseen petty printing jobs executed locally through private agencies upto a limit of Rs. 500 in each case in respect of pamphlets etc. The rates need not be got approved by the Chief Controller, Printing and Stationery.

24 Printing charges.

Min. of I&B letter No. 25/44/65-B(A) dated 29-7-66.

25 Write off/strike off from stock books, gramophone records, furniture etc. (i) Power to declare items as unserviceable and strike off from stock books gramophone records, furniture and other stores which have become unserviceable due to normal wear and tear, upto a limit of Rs. 10,000 in each case.

Min. of I&B letter No. 12/15/58-B(M), dated 24-11-61 and Corrigendum No. 12(15)/58-B(M), dated 8/12-11-63.

(ii) Power to write off from stock books, gramophone records and furniture etc. which have become unserviceable due to other causes, before the expiry of normal life, upto a limit of Rs. 100 in each case.

(iii) Power to sanction write off of losses on stores etc. due to theft, fraud or negligence of individuals up to a limit of Rs. 100 in each case.

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26	Electric, gas and water charges.	Full powers.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76
27	Employment of contingent paid. -do-	-do-	Min. of I&B letter No. 12(9)/62-B (M) dated 10-7-62.
28	Advertisement charges.	Power to sanction expenditure on advertisements upto Rs. 500 in each case.	Min. of I&B letter No. 25(29)/65-B(A), dated 6-8-65.
29	Postal and Telegraph charges. Charges for issue of letters, telegrams etc.	Full powers, subject to general conditions laid down in the Delegation of Financial Powers Rules, 1958.	Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76
30	Purchase and repair of Bicycles.	Full powers subject to conditions laid down in D.F.P. Rules 1958.	-do-
31	Miscellaneous expenditure.	<p>Recurring</p> <p>(i) Rs. 750 p.a. in each case.</p> <p>Non-Recurring</p> <p>(ii) Rs. 2,000 in each case.</p>	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
32	(a) Purchase of typewriters. (b) Repairs to type-writers.	<p>Full powers.</p> <p>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.</p>	-do-
33	Municipal rates and taxes.	Full power to sanction recurring payment of municipal rates and taxes. The expenditure shall be incurred in accordance with the	-do-

Rules for the payment of Municipal Rates and Taxes on Buildings.

- 34 Local purchase of rubber stamps and office seals Rs. 25 per annum, subject to a limit of Rs. 10 at a time. Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 35 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.