

## ANNEXURE—10-A

**SCHEDULE OF POWERS DELEGATED TO THE STATION DIRECTORS (COMMERCIAL),  
COMMERCIAL BROADCASTING SERVICE**

| Sl. No.                      | Nature of Power                                     | Extent of Power Delegated  | Authority   |
|------------------------------|---|--|---|
| <b>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.   | Min. of I&B letter No. 6/9/75-B(P) (i) dated 21-6-1976. |
| 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 :—<br><br>(i) to all categories of staff for whom they are the appointing authority and to engage substitutes in their places; and<br><br>(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-  |

## FINANCIAL POWERS

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| 1 | Payment by Cheque.<br><br>Power to make payments of claims relating to expenditure on contingencies, allowances to artists, royalties to authors etc. by cheque.   | Min. of I&B letter No. 10/9/70-B(P) dated 11-1-74.     |
| 2 | Miscellaneous contingent expenditure.<br><br>Recurring<br>(1) Rs. 750/- per annum in each case.<br><br>Non-Recurring<br>(ii) Rs. 2,000 in each case.   | Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76. |
| 3 | Purchase and repairs of stores.<br><br>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 operation and maintenance, books, newspapers, periodicals, musical plays, other stores required for office purpose.   | -do-   |
| 4 | Purchase and repairs of furniture.<br><br>Power to sanction purchase and repairs of furniture upto a limit of Rs. 5,000 per annum 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 | (a) Purchase of typewriters.<br><br>Full Powers.<br><br>(b) Repairs to typewriters.<br><br>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. | Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76. |
| 6 | Purchase and repairs of bicycles.<br><br>Full powers subject to conditions laid down in D.F.P, Rules 1958.   | -do-   |

| Sl. No. | Nature of Power                            | Extent of Power Delegated   | Authority  |
|---------|--|---|--|
| 7       | Hire of instruments and furniture.         | Power to sanction the hire of musical instruments and furniture for outside broadcasts and special programme upto Rs. 1,000 on each occasion subject to annual limit of Rs. 5,000 provided hiring is manifestly preferable to the purchase of such instruments and furniture and also subject to the general conditions laid down in DFP rules 1958.  | Min. of I&B. letter No. 6/2/75-<br>B(P) dated 16-9-75.     |
| 8       | Liveries.                                  | Full Power to sanction the supply of liveries to Class III and Class IV Staff under their administrative control according to the scales sanctioned by the Government from time to time.  | Min. of I&B letter No. 6/9/75-<br>B(P) (ii) dated 21-6-76. |
| 9       | 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-   |
| 10      | 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-   |
| 11      | Electric, gas and water charges.           | Full powers.  | -do-   |
| 12      | Employment of Contingent paid staff.       | Full powers subject to the general orders issued by the Government of India from time to time.  | Min. of I&B letter No. 10/9/70-<br>B(P) dated 15-6-73.     |

- 13 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. 1000 (inclusive of Agent's Commission, Municipal Charges etc.), provided there is no Govt. transport belonging to AIR available for the purpose. Min. of I&B letter No. 6/9/75- B(P) (ii) dated 21-6-76.
- 14 Hiring of taxis. Power to hire not more than two taxis or other conveyances upto 7 days at a time at the scheduled rates if the car belonging to AIR requires major repairs and is laid up in a repairing garage. A register should be maintained showing particulars of journeys made. Hiring of conveyance shall be subject to the orders or instructions issued by the Government of India from time to time. Min. of I&B letter No. 6/2/75- B(P) (i) dated 5-3-76.
- 15 Repairs to motor vehicles. Full powers on maintenance of motor vehicles including expenditure on repairs, spray painting, petrol, oil and grease, tyres, tubes and accessories, stocking of spares etc. Min. of I&B letter No. 6/9/75- B(P) (ii) dated 21-6-76.
- 16 Demurrage charges. Upto Rs. 250 in each case. -do-
- 17 Freight Charges other than air lifting of stores. Full powers. -do-
- 18 Municipal rates and taxes. Full powers to sanction recurring payment of municipal and other rates and taxes. The expenditure shall be incurred in accordance with the Rules for the payment of municipal Rates and Taxes on buildings. -do-
- 19 Hot and cold weather charges. Expenditure on hot and cold weather charges, including the pay of establishment and necessary fittings, provided that the cost does not exceed Rs. 5,000 per annum (The expenditure should be sanctioned subject to such instructions as have been issued in future by CPWD etc.) Min. of I&B letter No. 10/9/70- B(P) dated 15-6-73.

| Sl. No.     | Nature of Power  | Extent of Power Delegated   | Authority  |
|-------------|--|---|--|
| 20          | Write off of losses<br>(a) Cash and stamps, irrecoverable loans and advances and loss of revenue.    | Write off of the irrecoverable value of stores and cash or stamps lost by accident, fraud, robbery, negligence or other causes upto Rs. 5,000 in the case of stores and Rs. 1,000 in the case of cash or stamps provided that the loss does not disclose:-<br><br>(i) a defect of system the amendment of which requires the orders of higher authority.<br><br>(ii) serious negligence on the part of some individual officers which might possibly call for disciplinary action requiring the orders of higher authority. | Min. of I&B letter No. 10/9/75-B(P) dated 15-6-73.     |
| (b) Stores. |  | Sanction for disposal by sale or otherwise of unserviceable or obsolete stores including process scraps upto limit of Rs. 5,000 on each occasion and on the rate list value of such stores and write off of loss arising out of such disposal.  | -do-   |
| 21          | Declaring equipment as surplus or unserviceable.   | Power to declare equipment or stores as surplus or unserviceable upto a limit of Rs. 5,000 on each occasion.  | -do-   |
| 22          | Postal and telegraph charges. Charges for the issue of letters telegrams etc.                        | Full power subject to general conditions laid down in the Delegation of Financial Power Rules, 1958.  | Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76. |
| 23          | 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.  | -do-   |
| 24          | Write off/strike off from stock books, gramophone records, furniture etc., which are un-serviceable. | (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. 10/9/70-B(P) dated 15-6-73.     |

- (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 of stores etc. due to theft, fraud or negligence of individuals upto a limit of Rs. 100 in each case.
- 25 Payment of Royalties. Full power 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 conditions that not more than Rs. 3,000 per month is paid in any one case. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 26 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 Rules 137 and 141 to 142 of GFRS; and
- (ii) Rs. 2,000 per annum non-recurring in the case of hired and requisitioned building provided 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.
- 27 Power to make advance Payments for booking of auditoria. Power to make advance payment upto a limit of Rs. 1,000 in each case in connection with booking of auditoria etc. by major stations of AIR. Min. of I&B letter No. 6/2/75-B(P) dated 5-3-76.
- 28 Expenditure on Publicity, Propaganda, Public relations and advertisements. Power to sanction expenditure upto Rs. 1,000 in each case subject to availability of funds on public relations and for securing publicity for AIR programmes in newspapers, journals, cinemas etc. -do-

| Sl. No. | Nature of Power                                     | Extent of Power Delegated  | Authority   |
|---------|---|--|---|
| 29      | T.A. to Staff Artists.                              | Power to sanction payment of T.A. and advance of T.A. to Staff Artists at rates laid down for regular Govt. Servants of equivalent grades Provided the period of tour does not normally exceed 10 days and Artist is not sent more than six times in a calendar year.  | Min. of I&B letter No. 6/2/75-B(P) dated 5-3-76.        |
| 30      | Presentation of radio publication to radio talkers. | Power to present free of cost copies of books and publications containing AIR talks, etc. to such radio talkers as are interested in the contents of the books/publications subject to the condition that the value of books/publications does not exceed Rs. 100 in a year.   | -do-  |
| 31      | Maintenance of gardens and lawns departmentally.    | Power to maintain gardens and lawns attached to AIR buildings and offices departmentally and incur expenditure thereon not exceeding Rs. 200 per acre per month subject to a maximum of Rs. 500 p.m. excluding Mali charges irrespective of the fact whether the offices of CPWD exist at the place or not. This is subject to availability of funds under the relevant head of account. | Min. of I&B. letter No. 6/2/75-B(P)(ii) dated 5-3-1976. |
| 32      | Adjustment in transmission time.                    | Power to extend transmission at AIR Stations/Auxiliary Centres/V.B. Centres, as the case may be, on an ad-hoc basis to accommodate special programmes on specific occasions provided that such extension is not more than six hours Per transmitter in any one day Provided the expenditure can be met from within the sanctioned budget grant of the Station/Centre.                    | -do-  |
| 33      | Printing Charges.                                   | 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 CCP&S.  | -do-  |

- 34 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 & 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.
- 35 Subsidy to departmental/Co-operative Canteen and Tiffin Rooms. Full Powers to sanction subsidy to departmental/cooperative Canteen and Tiffin Rooms as envisaged in Para 3(ii) 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 17-2-75.
- 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.
- 36 Local purchase of rubber stamps and office seals. Rs. 25 per annum, subject to a limit of Rs. 10 at a time. Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 37 Shifting of Residential telephones. Full powers provided that it shall not be shifted to the residence of any officer who is not entitled to residential telephones. -do-
- 38 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 to time regulating the appointment of staff artists in AIR. Ministry of I&B letter No. 12(43)/76-B(A) dated 19-8-76.