

ANNEXURE—II

**SCHEDULE OF POWERS DELEGATED TO THE EDITORS OF RADIO JOURNALS BETAR JAGAT AND
AKASHVANI GROUP OF JOURNALS**

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 and non-gazetted officers under his administrative control.	Min. 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 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-
II. FINANCIAL POWERS			
1	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958)	<p align="center">Recurring Rs. 100 in each case.</p> <p align="center">Non-recurring 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.
2	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.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
3	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 main-	-do-

tenance, books, newspapers, periodicals and musical plays and other stores required for office purpose.

- 4 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.
- 5 Local purchase of petty Stationery Stores. -do-
Power to sanction local purchase of stationery articles as are ordinarily supplied by the Govt. Stationery Depot upto Rs. 5,000 p.a. 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 & use of stationery Stores". The powers do not extend to the purchase of paper for printing purposes except with the prior concurrence of Chief Controller, Printing and Stationery.
- 6 Liveries. -do-
Power to sanction the supply of liveries to Class III and IV staff under their administrative control according to the scale sanctioned by Government from time to time.
- 7 Purchase of rain coats and gum boots etc. Ministry of I&B letter No. 25/30/65-B&A dated 9-3-66.
Power to sanction purchase of gum boots and rain coats with caps upto Rs. 75 in any one case after every 3 years for use by the members of Class III and IV Staff.
- 8 Travelling Allowance. -do-
Power of Controlling Officer in regard to the travelling allowance bills of the establishment under him.
- 9 Hiring of Transport for conveyance of stores. -do-
Power to sanction expenditure on hiring of transport for conveyance of office equipment up-to Rs. 250 in each case and other stores upto 250 per day subject to the monthly limit of Rs.1000 (inclusive of Agent's Commission, Municipal Charges etc.) provided there is no government transport belonging to All India Radio available for the purpose.

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10	Power to award contract(s) for carriage of parcels and packets to and from the railway station, post office and presses for wrapping and despatch.	Full powers.	Ministry of I&B letter No. 25/30/65-B&A dated 9-3-66.
11	Demurrage charges.	Upto Rs. 250 in each case.	Ministry of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
12	Telephone charges.	Power to sanction the maintenance of and payment of rent for telephone (Full powers).	Min. of Finance (Deptt. of expenditure) O.M. No. F.10 (13)-Coord/75 dated 10-4-75.
13	Electric Gas and Water charges.	Full powers.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
14	Employment of contingent paid staff.	Full powers.	Min. of I&B letter No. 25/30/65-B&A dated 9-3-66.
15	Postal and Telegraph Charges. Charges for the issue of letters, telegrams etc.	Full powers subject to general conditions laid down in the Delegation of Financial Powers Rules, 1958.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
16	Expenditure on publicity, propaganda, public relations and advertisements.	Power to incur expenditure on publicity propaganda and public relations upto Rs. 500 in each case subject to availability of funds. Advertisement charges upto Rs. 2,000 in each case subject to availability of funds.	Min. of I&B letter No. 25/30/65-B&A dated 9-3-66.
17 (a)	Purchase of type-writers.	Full powers.	Min. of I & B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

- (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 machine shall be incurred subject to general or special orders issued in this behalf. Min. of I&B letter No. 25/30/65-B&A dated 9-3-66.
- 18 Purchase and repairs of bicycle. Full powers, subject to conditions laid down in D.F.P. Rules, 1958. -do-
Min. of I&B letter No. 25/30/65-B&A, dated 9-3-66.
- 19 Printing charges. Power to make payment of printing and block making charges upto a limit of Rs. 500 in respect of each issue for pamphlets, brochures advertising and other publicity material and upto any amount in each case in respect of printing programme journals in accordance with the terms of contracts with printers. -do-
Min. of I&B letter No. 25/30/65-B&A, dated 9-3-66 & corrigendum No. 25/30/65-B(A), dated 6-5-66.
- 20 Declaring equipment as surplus or unserviceable. Power to declare equipment or stores as surplus or unserviceable upto a limit of Rs. 1,000 on each occasion. -do-
Min. of I&B letter No. 25/30/65-B&A, dated 9-3-66 & corrigendum No. 25/30/65-B(A), dated 6-5-66.
- 21 Power to dispose of used blocks, waste and unserviceable articles by calling for tenders. (i) Power to dispose of as waste paper the unsold and unutilised copies of journals folders by calling for tenders subject to the condition that no copy shall be disposed of before the expiry of one year from the date of its publication. Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- 22 Freight charges other than air lifting of Stores. Full powers. -do-
- 23 Municipal rates and taxes. Full powers 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. Min. of I&B letter No. 25/30/65-B&A, dated 9-3-66.
- 24 Hot and cold weather charges. Expenditure on hot and cold weather charges including the pay of establishments and necessary fittings provided that the cost does not exceed Rs. 1,000 per annum (The expenditure should be

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25	Remuneration to persons doing art work, literary work etc.	Power to sanction the grant of remuneration to persons in the field of art work and literature etc. and enter into contract with them either for casual 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. 50 in each case and not exceeding Rs. 500 in a year to any one individual.	Min. of I&B letter No. 25/30/65-B&A dated 3-5-66.
26	Entertainment.	Power to sanction expenditure on entertainment of Writers, Pressmen, Advertisers, Representatives of Advertising Agencies, Printers, Fine Art Artists, etc., in connection with the business of running the Journals upto Rs. 50 p.m. subject to a limit of Rs. 0.75 paise per head.	-do-
27	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.	Min. of I&B letter No. 6/9/75-B(P)(ii) dated 21-6-76.
28	Payment for articles etc. for publication.	Power to sanction the payment of remuneration to contributors for art work, photographs, book reviews etc. and to enter into contract with them for special issues only upto Rs. 50 for each original work, photograph etc.	Min. of I&B letter No. 25/30/65-B&A, dated 3-5-66.
29	Block, Stereos in connection with advertisements and publication of Radio Journals.	Power to sanction expenditure on the zinc and copper blocks and lead stereos, matrices, etc. at the rates approved by C.C.P. & S.	-do-

- 30 Write off of losses.
- (a) Power to write off the irrecoverable value of stores and cash or stamps lost by accident, fraud, robbery negligence or other causes upto Rs 2,000 in the case of stores and Rs. 500 in the case of cash or stamps provided that the loss does not disclose:
Min. of I&B letter No. 25/30/65-B&A, dated 3-5-66.
- (i) a defect of system the amendment of which requires the orders of higher authority, or,
- (ii) serious negligence on the part of some individual officers which might possibly call for disciplinary action requiring orders of higher authority.
- (b) Sanction for disposal by sale or otherwise of unserviceable or obsolete stores including process scraps upto a 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.
- (c) Power to write off losses of revenue upto a limit of Rs. 20 in each case.
- 31 Discount and commission to agents. Power to allow trade discount to radio dealers, news agents and book-sellers, on the sale of copies and subscription of Radio Journals and to pay commission for securing advertisements in accordance with the approved scale.
Min. of I&B letter No. 25/30/65-B&A, dated 5-6-66.
- 32 Award of contract for the printing of Radio Journals to private presses after calling for tenders in consultation with C.C.P. & S. Full powers.
-do-
- 33 Refund of money realised in excess of approved rates on account of subscription in respect of Journals and to give credit for copies not sold. Upto a limit of Rs. 100 in each case.
-do-

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
34	Condonation of space contract for advertisements.	Power to condone unexpired portions of space contracts for advertisements in the Radio Journals and to extend the period of space contract in deserving cases, provided there is no financial loss to Government.	Min. of I&B letter No. 25/30/65-B&A, dated 5-6-66.
35	80% payment of the proceeds of the printing bills to printers on presentation of bills.	Authorised to make payment of 80% of the proceeds of printing bills to printers on presentation of bills provided the bills are prepared on the rates approved by the Chief Controller of Printing and Stationery and the quality of printing work done is verified by the Editor and found satisfactory in pursuance of the terms and conditions of the agreement executed with the respective printer. The balance payment of 20% will be made after final adjustments, deductions etc., if any, and the printing work having been approved by the Chief Controller of Printing and Stationery.	Min. of I&B letter No. 5(73)/65-P5, dated 3-11-66.
36	Refund of balance subscription when a subscriber likes to discontinue the subscription.	Subject to the condition that if any concession has been allowed on the subscription rate is withdrawn and the supply already made is calculated at the per copy rate.	Min. of I&B letter No. 1/12/68-B(B) dated 28-9-68.
37	Power to distribute copies of Journals free to prospective advertisers, agents, subscribers, important writers, talkers and to such other persons as the Editor in his discretion may think suitable.	Power to distribute a maximum of 30 copies of each issue.	Min. of I&B letter No. 1/12/68-B(B), dated 28-9-68.
38.	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 recrea-	Min. of I&B letter No. B-11017/61/72-WL dated 17-2-75.

tion 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.

Full powers to sanction subsidy to departmental/Cooperative Canteen and Tiffin Rooms as envisaged in Para 3(iii) of the Min. of H.A. O.M. No. 7/1/72-WII dated 28-12-1962 and such general orders as have been and may be issued from time to time on the subject.

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.

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

40 Miscellaneous expenditure.

Recurring
(i) Rs. 750 p.a. in each case.

Non-Recurring
(ii) Rs. 2,000 in each case.

41 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.

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42 Execution of petty works and repairs departmentally.

Power to execute departmentally works and repairs costing not more than:

-do-

Sl. No.	Nature of Power	Extent of Power Delegated	Authority
		(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.	Ministry of I&B letter No. 6/9/76-B(P)(ii) dated 21-6-76.
		(ii) Rs. 2,000 p.a. non-recurring in the case of hired and re-quisitioned 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.	
43	Local purchase of rubber stamps and office seals.	Rs. 25 per annum, subject to a limit of Rs. 10 at a time.	-do-
44	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-