

ANNEXURE—5

SCHEDULE OF POWERS DELEGATED TO THE DIRECTOR OF NEWS SERVICES A.I.R.

| Sl. No. | Nature of Power | Extent of Power Delegated | Authority |
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| 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) 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- |
| 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- |
| 5 | Use of All India Radio Cars. | Full powers to allow the use of official transport subject to the rules prescribed in All India Radio Manual. | Ministry of I&B letter No. 25/40/65-B&A, dated 13-10-65. |
| II. FINANCIAL POWERS | | | |
| 1 | Payment by Cheques. | Power to make payment by cheque of all bills of expenditure on contingencies. | Ministry of I&B letter No. 4(84)/48-BII, dated 6-12-48. |

- 2 Remuneration to Artists.** Power to sanction the grant of remuneration to Artists and enter into contract with them for casual 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. 500 per month in any one case *ie* to any one artist or any one group of artists irrespective of the number of performances given and Rs. 1,000 for two or more months. Payment to an artist or a group of artists exceeding Rs. 1,000 over 2 or more months to be referred to D.G. AIR. Ministry of I&B letter No. 9/3/65-B&A, dated 20-10-66.
- 3 Power to engage 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.
- 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. Ministry of I&B letter No. 12(15)/58-B(M)-II, dated 28-3-60 & Corrigendum No. 12(15)/58-B(M), dated 15-4-61.
- 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 & 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;
 - (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

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| 6 | Entertainment to Artists. | (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 Bopd Form. Power to incur expenditure on the entertainment of artists (including prospective artists) Speakers, Playwrights, distinguished visitors and the Press upto Rs. 250 per month. NOTE—The above powers are subject to the condition that expenditure on tea, dinner etc. will not exceed the following limits:— Tea or reception: Lunch or dinner: Rs. 2.75 per head. Rs. 7.50 per head. | Ministry of I&B letter No. 12(15)/58-B(M), dated 19-12-60. Ministry of I&B letter No. 12(21)/60-B(M), dated 7-8-61. |
| 7 | Payment of Royalties. | Power to sanction royalties to an owner of copy-wright work upto Rs. 250 a month in any one case. | Ministry of I&B letter No. 12(15)/58-B(M), dated 19-12-60. |
| 8 | Contingent expenditure 'recurring'. | Power to sanction upto Rs. 1,000 per annum subject to Rs. 200 in each case. | Ministry of I&B letter No. 25/40/65-B(A), dated 4-9-65. |
| 9 | Contingent expenditure 'non-recurring'. | Power to sanction upto Rs. 2,000 in each case. | -do- |
| 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. | Ministry of I&B. letter No. 6/9/75-B(P) (ii) dated 21-6-76. |
| 11 | Hire of furniture, electric fans, heaters, coolers and call bells. | Power to sanction the hire of furniture, electric fans, heaters, coolers and call bells upto Rs. 1,000 per annum provided hiring is manifestly preferable to the purchase of furniture, electric fans, heaters, coolers and call bells and provided that CPWD authorities are not in a position to supply the required articles. | Ministry of I&B letter No. 25/40/65-B(A), dated 4-9-65. |

- 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. -do- 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 supply and use of stationery stores" and other instructions issued from time to time.
- 14 Local purchase of petty Stationery Stores. Power to sanction local purchase of stationery articles as are ordinarily supplied by the Govt. Stationery Depot. up to 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. Ministry of I&B. letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 15 Freight charges/other than Air Full Powers. -do-
- 16 Expenditure on Publicity Propaganda and Public Relations. Rs. 500 in each case and on advertisement Rs. 2,000 in each case. Ministry of I&B letter No. 9/3/65-B&A, dated 20-10-66.
- 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.
- 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.

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| 20 | Hiring of Taxis. | Power to hire not more than two taxis or other conveyances upto 4 days at a time at the Scheduled rates in emergency. A register should be maintained showing particulars of journeys and payment made. Hiring of conveyances shall be subject to the orders or instructions issued by the Government of India from time to time. | Ministry of I&B, letter No. 15(12)/58-B (M) dated 19-12-60 and No. 9/3/73-B&A dated 10-8-73. | | | | | | | | | | | | |
| 21 | 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. | Ministry of I&B, letter No. 6/9/75-B(P) (ii) dated 21-6-76. | | | | | | | | | | | | |
| 22 | Purchase of Duty Cars. | Power to purchase duty car other than staff cars through usual Government channels in replacement of existing vehicles, when they become unserviceable subject to the following conditions:— (i) Specific budget provision, duly approved by the Ministry of Finance at the pre-budget stage exists; (ii) The power is not exercised by re-appropriation of funds; (iii) Eligibility of a vehicle for replacement determined on the basis of the following data | Ministry of I&B letter No. 25/40/34-B(A), dated 13-10-65 and Addendum dated 28-1-66. | | | | | | | | | | | | |
| | | <table border="1"> <thead> <tr> <th>Type of Vehicle</th> <th>Life in years</th> <th>Mileage covered by vehicles</th> </tr> </thead> <tbody> <tr> <td>Passenger car</td> <td>10</td> <td>1,00,000</td> </tr> <tr> <td>Jeep</td> <td>9</td> <td>1,50,000</td> </tr> <tr> <td>Goods vehicle</td> <td>8</td> <td>2,50,000</td> </tr> </tbody> </table> | Type of Vehicle | Life in years | Mileage covered by vehicles | Passenger car | 10 | 1,00,000 | Jeep | 9 | 1,50,000 | Goods vehicle | 8 | 2,50,000 | |
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| Passenger car | 10 | 1,00,000 | | | | | | | | | | | | | |
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| Goods vehicle | 8 | 2,50,000 | | | | | | | | | | | | | |
| | | (iv) Replacement of vehicles is sanctioned only after obtaining a certificate from the prescribed technical authority to the effect that the vehicle is not fit for any further economic use. | | | | | | | | | | | | | |

- 23 Execution of petty works and repairs departmentally. Power to execute departmentally works and repairs costing not more than:- Ministry of I&B. letter No. 6/9/75-B(P)(ii) dated 21-6-76.
- (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 land-lord 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.
- 24 Demurrage charges. Upto Rs. 250 in each case. -do-
- 25 Rental of Telephone Lines. Power to sanction the maintenance of and payment of rent for temporary telephone lines required for broadcasting upto a limit of Rs. 2,500 on each occasion. -do-
- 26 Binding and Printing. Rs. 1,000 per annum for printing of Index Cards etc. Ministry of I&B letter No. 25/40/65-B(A), dated 4-9-65.
- 27 Printing charges. Power to get the emergent and unforeseen petty printing jobs executed locally through private agencies upto a limit of Rs. 300 in each case in respect of pamphlets etc. The rates need not be got approved by the Chief Controller, Printing and Stationery. Ministry of I&B letter No 25/44/65-B(A), dated 29-7-66.
- 28 Write-off of losses. Power to write off of losses upto Rs. 5,000 (Five thousand) in respect of stores and upto Rs. 1,000 (One thousand) in respect of stamps etc., by fraud, theft, negligence or other causes, provided that— Ministry of I&B letter No. 9/3/65 B&A, dated 20-10-66.
- (i) the loss does not disclose a defect of system the amendment of which requires the orders of higher authority, and
- (ii) the loss does not disclose serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action requiring the orders of higher authority.

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| 29 | 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 letter No. 12(12), 61-B(M) dated 4-5-62. |
| 30 | Electric, gas and water charges. | Full power. | Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76. |
| 31 | Employment of contingent paid staff. | Full power. | Ministry of I&B. letter No. 12(9)/62-B(M) dated 10-7-62. |
| 32 | Advertisement Charges. | Power to sanction expenditure on advertisements upto Rs. 500 in each case. | Ministry of I&B letter No. 25(29)/65-B(A), dated 6-8-65. |
| 33 | 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. | Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76. |
| 34 | (a) Purchase of type-writers. (b) Repairs to type-writers. | Full power. 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, up-keep of and repairs to such machines shall be incurred subject to general or special orders issued in this behalf. | Ministry of I&B letter No. 6/9/75-B(P) (ii)-dated 21-6-76. |
| 35 | Purchase and repairs of bicycles. | Full power. Subject to conditions laid down in D.F.P. Rules 1958. | -do- |

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| 36 | Miscellaneous expenditure. | <p style="text-align: center;">Recurring</p> <p>(i) Rs. 750 p.a. in each case.</p> <p style="text-align: center;">Non-Recurring</p> <p>(ii) Rs. 2,000 in each case.</p> | <p style="text-align: right;">Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.</p> |
| 37 | Municipal rates and taxes. | <p>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.</p> | -do- |
| 38 | Local purchase of rubber stamps and office seals. | <p>Rs. 25 per annum, subject to a limit of Rs. 10 at a time.</p> | -do- |
| 39 | Shifting of Residential tele-phones. | <p>Full powers, provided that it shall not be shifted to the residence of any officer who is not entitled to residential telephones.</p> | -do- |