

**PRASAR BHARATI/ प्रसार भारती**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)/ (भारत का लोक सेवा प्रसारक)**  
**DIRECTORATE GENERAL: DOORDARSHAN/ दूरदर्शन महानिदेशालय**  
**Copernicus Marg, New Delhi / कॉपरनिकस मार्ग , नई दिल्ली**  
**एस-III अनुभाग/S-III Section**

**F.No. A-11019/6/2018/SIII**

**Date:- 05.02.2019**

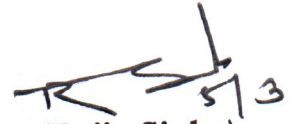
**CIRCULAR**

In continuation of this Directorate's Circular No. A-11019/36/2013/S.III(Pt.II) dated 08.01.2019, all the Kendra's are hereby instructed that in absence of present Head of Office/Head of Programme due to leave, tour etc. (for not more than 30 days in totality) in the respective Kendra, the next senior most officers may be assigned the charge of Head of Office/Head of Programme, as applicable, by the Kendra itself, without forwarding such proposals to this Directorate for the approval of DG, DD.

2. Further, where the present HOO/HOP has been relieved on transfer/resigned/retired from Govt. Service, the next senior officers may be assigned the charge of HOO/HOP without any interregnum so that the activities of the Kendra may not suffer. However, such proposal shall be forwarded to this Directorate well in advance by the concerned Kendras for the formal approval of DG, DD.

3. This Directorate's Circular No. A-11019/4/2017/S.III dated 23.08.2017 shall be strictly adhered in all such cases.

4. This issues with the approval of DG:DD.

  
(Rajiv Sinha)

**Dy. Director General (Admin)**

To,

1. All the Zonal ADG(P)s
2. All the ADG(P)s in Doordarshan Directorate
3. All Doordarshan Kendras
4. P.1(CZ)/P.III(NE)/P.V/North Zone/DD Kashir/S-I/S-I(A) Section on DG:DD

Copy to:-

1. OSD to DG:DD
2. PPS to CEO, PB Sectt./Chief Vigilance Officer, Prasar Bharati Secretariat.
3. Dy. Director(Pers.), Prasar Bharati Sectt., Mandi House, New Delhi
4. IT cell for uploading on the website of Doordarshan.
5. Office Order/Order folder

मिसिल संख्या / F.No. A-11019/36/2013/S.III(Pt.II)

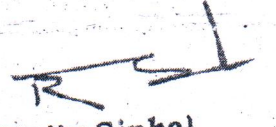
PRASAR BHARATI/ प्रसार भारती  
(INDIA'S PUBLIC SERVICE BROADCASTER)/ (भारत का लोक सेवा प्रसारक)  
DIRECTORATE GENERAL: DOORDARSHAN/ दूरदर्शन महानिदेशालय  
Copernicus Marg, New Delhi / कॉपरनिकस मार्ग, नई दिल्ली  
एस-III अनुभाग/S-III Section

Date: -08.01.2019

**CIRCULAR**

All the Zonal ADGs/Doordarshan Kendras are hereby directed to henceforth forward all the proposals regarding declaration of Head of Office and Head of Programme of the Kendra to this Directorate for further necessary action.

2. All such proposals will be moved only through S.III Section of this Directorate for the consideration/approval of DG, DD.
3. This issues with the approval of Directorate General: Doordarshan.

  
(Rajiv Sinha)  
Dy. Director General(Admn.)

To,

1. All the Zonal ADG(P)s
2. All the ADG(P)s in Doordashan Directorate.
3. All Doordarshan Kendras
4. P.I(CZ)/P.III(NE)/P.V/North Zone/DD Kashir /S-I/S-1(A) Section in DG:DD

Copy to:-

1. OSD to DG, DD
2. PPS to CEO, PB Sectt./Chief Vigilance Officer, Prasar Bharati Secretariat.
3. Dy. Director(Pers.), Prasar Bharati Sectt., Mandi House, New Delhi
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F No A-11019/4/2017/SIII  
Prasar Bharati  
(India's Public Service Broadcasting)  
Directorate General: Doordarshan  
[S.III Section]

Doordarshan Bhavan, Copernicus Marg  
Mandi House, New Delhi-110001  
Dated: 23/08/2017

**CIRCULAR**

**SUBJECT: FUNCTIONAL AUTONOMY IN ALL DOORDARSHAN KENDRAS.**

Head of Office in respect of Offices of All Doordarshan Kendra is declared in accordance with the existing guidelines/ circulars issued by Prasar Bharati. Heads of Offices are duty-bound to delegate 100 percent powers under the relevant sub-Heads to their counterparts on the other stream, which means if a Programme officer is Head of Office he/ she is required to delegate 100 percent financial and administrative powers to the Engineering Head in so far as relevant sub-Heads are concerned. Similarly, if an Engineering Officer is the Head of the office, he/she is required to delegate 100 percent financial and administrative powers to the Programme Head irrespective of the designation and the rank he/ she enjoys.

2. Heads of Offices are required to, thereby, ensure complete functional autonomy and provide facilities for the efficient discharge of professional responsibilities. The grant of functional autonomy should also ensure complete inter-disciplinary cordiality in the stations/ Offices. In the event of any complaint, the officers responsible concerned, shall be dealt with severely as per rules. The Heads of various streams in Stations are expected to read and understand various provisions in this regard enshrined in Doordarshan Manual/policy letters.
3. Similarly, Heads of Officers should not declare Drawing & Disbursing Officer (DDO) from the stream to which he/ she personally belongs, which means if an Engineering Head is the Head of Office, he/ she should declare a gazetted Programme Officer as the DDO. Similarly, if a programme officer is the Head of Office, he/ she should declare an Engineering gazetted officer as DDO. This, however, applies to those offices where AO/Sr. AO/DDA is not in position. Further it will not be applicable to offices where offices of other wings are not available to be declared as DDOs.
4. This issues with the approval of the DG:Doordarshan.

(Rajiv Sinha)

Dy. Director General (Admin)

Tel No 011-23386745


To,

Head of Office/ Controlling Office, All DDKs

Copy for kind information:-

1. PS to CEO, Prasar Bharati Secretariat, Mandi House, New Delhi
2. Chief Vigilance Officer, P. B Secretariat.
3. Dy. Director(Pers.), Prasar Bharati Sectt., Mandi House, New Delhi
4. OSD to DG:DD/All ADGs/DDGs in DG:DD/ Director(Admn.)/ DDA(S.III)/  
DVA(A & C) PS to E in C, DG:DD



  
**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**PRASAR BHARATI SECRETARIAT**



File No. A-10/76/2014-PPC

Dated: 13.06.2014

**OFFICE MEMORANDUM**

**Subject:- Declaration of 'Head of Office' at All India Radio Stations and Doordarshan Kendras.**

In modification of previous orders issued by Directorates of All India Radio and Doordarshan on the above captioned subject, the following procedure will henceforth be followed for declaration of Head of Office at AIR Stations/Doordarshan Kendras:

1. At any particular capital AIR Station and Doordarshan Kendra 'as also non capital and Local DD Kendras, the senior-most Programme Officer will function as the "Head of Office", provided that he is at least equivalent to his counter-part senior-most Engineering Officer in functional terms. Otherwise, the senior-most Engineering Officer will function as the "Head of Office".
2. At non-capital and Local AIR Stations existing instructions with regard rotational headship shall remain operative till further review.
3. It is clarified that equivalence in functional terms also means equivalence achieved by virtue of ad-hoc promotion or Current Duty Charge(CDC).
4. During the period of absence of the 'Head of Office' for more than three days, the responsibility will automatically be discharged by the next eligible person as per the criteria above. Such person will take only such decision during this interim period, which, if kept pending till the return of regular 'Head of Office', will adversely affect the smooth functioning of the station / kendra.
5. The 'Head of Office' must ensure enough functional and financial autonomy to the senior most officer of the counterpart discipline so that he gets suitably empowered to function independently and without referring the same to the 'Head of Office' various professional matters that pertain to his discipline.

6. Irrespective of who is 'Head of Office', the senior most programme and engineering officers will function in perfect co-ordination and harmony and ensure that the Station / Kendra functions smoothly and is able to fulfil the basic objectives of Public Service Broadcasting. It is reiterated that maintaining a cordial working atmosphere will be the joint responsibility of both the senior most officers and it will be one of the assessment parameters in annual assessments of their performances.
7. As far as functionally feasible, no particular officer should be allowed to continuously function as 'Head of Office' at the same place for more than four years.
8. All AIR stations / kendras will regularly keep their respective zonal ADG(P) and Directorates updated regarding changes in 'Head of Office' and any change taking place in the matter should be immediately reported.
9. The Secretariat will maintain an updated list of all Heads of Offices in various AIR station/DD Kendras/other offices of Prasar Bharati and it would be responsibility of the respective DGs to keep the Secretariat updated and intimate changes immediately.
10. This issues with the approval of Competent Authority.



(Arvind Kumar)  
Director(Personnel)  
Tel: 23737594

To

1. DG, AIR
2. DG, Doordarshan

Copy to:

1. DDG(T) for placing the OM on websites of Prasar Bharati, AIR and Doordarshan
2. Sr. PPS to CEO, Prasar Bharati
3. PS to PA(P&A), Prasar Bharati
4. PS to ADGs/DDGs/Directors/DDAs, Prasar Bharati
5. Hindi Unit for Hindi Version
6. Guard file.