



Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House
Copernicus Marg, New Delhi

File No. M-1001/7/2015-PPC

Dated: 29th Mar, 2019

OFFICE ORDER No. 100/2019-PPC

Subject: Method for approval of Leave and Domestic Tour programmes of officers/officials of Prasar Bharati – regarding.

In supersession to this Secretariat's Office Order No. 193/2016-PPC dated 20.7.2016, instructions regarding approval of Leave/domestic tour programmes of officers/ officials working in various establishments of Prasar Bharati will be as under:-

Sl. No.	Designation of the officer and office	Method
1.	DGs - AIR, DD, NSD and DD News	All type of leave/domestic tour to be approved by CEO over email. Members PB and all other DGs would be kept informed through email prior to proceeding on leave/ tour.
2.	E-in-Cs AIR and DD	All type of leave/domestic tour to be approved by CEO over email. Members, PB and respective DGs would be kept informed through email prior to proceeding on leave/ tour.
3.	ADGs in AIR and Doordarshan including News (Programme, Engineering, and Administration)	Leave/domestic tour to be approved by respective controlling officer i.e. DGs/E-in-Cs as the case may be. Respective DG, CEO and Members PB to be kept informed through email prior to proceeding on leave/ tour.
4.	ADGs in Prasar Bharati Secretariat including ADG (F) and other ADGs not reporting to E-in-Cs/ DGs.	The Leave/domestic tour to be approved by respective controlling officer (CEO or Member PB as the case be). CEO and Members PB to be kept informed through email prior to proceeding on leave/ tour.
5.	ADG (Finance) AIR and Doordarshan	The Leave/domestic tour, duly recommended by respective DGs, to be approved by Member (Finance). CEO and Members PB to be kept informed through email prior to proceeding on leave/ tour.
6.	DDGs in Directorates including News	Leave/domestic tour to be approved by respective Controlling officer. Respective DG/E-in-C to be kept informed through email prior to proceeding on leave/ tour.

Contd.../-

7.	DDGs in Prasar Bharati Secretariat	Leave/domestic tour to be approved by respective Controlling officer. CEO and Members PB to be kept informed through email prior to proceeding on leave/ tour.
8.	Officers below the level of DDG in Prasar Bharati Secretariat and Directorates including News	Tours to be approved by the officer not below the rank of ADG. Leave to be approved by the Controlling officers.
9.	Officers below the level of ADGs in the Zonal/ Regional Offices and R&D	Tours to be approved by the concerned ADG within the Zone/ Region. Outside Zone/ Region, tours to be approved by E-in-C in case of Engineering officers and DG in case of Programme/ Admin Officers. Leave to be approved by the Controlling officers.
10.	Officers below the level of ADGs in NABM, RABM, Sports, Commercial and CRD setups	Tours to be approved by the officer not below the rank of ADG. Leave to be approved by the Controlling officers.
11.	Officers in Stations, DDKs and other field establishments of AIR & DD	<p>Head of Programme (HOP) –Domestic tour to be approved by Zonal/ Regional Programme ADG within the Zone/ Region. Outside Zone/ Region, tours to be approved by respective DG. Leave to be approved by the Controlling officers.</p> <p>Head of Engineering (HOE) Domestic tour to be approved by Zonal/ Regional Engineering ADG within the Zone. Outside Zone, tours to be approved by respective E-in-C. Leave to be approved by the Controlling officers.</p> <p>Head of Office (HOO) –Domestic tour to be approved by Zonal/ Regional Programme ADG within the Zone/ Region. Outside Zone/ Region, tours to be approved by respective DG. In case HOE is HOO, concerned Zonal Engineering ADG will be kept informed through email prior to proceeding on tour. Leave to be approved by the Controlling officers. In case HOE is HOO, leave to be approved by concerned Zonal Engineering ADG and concerned zonal/ regional Programme ADG will be kept informed through email prior to proceeding on leave.</p> <p>Other Officers – Domestic tours of Programme/Admin and Engineering officers/ officials to be approved by the Zonal/ Regional Programme ADG and Zonal Engineering ADG respectively within the Zone/ Region. Outside Zone/ Region, tours to be approved by respective DG and E-in-C respectively. Leave to be approved by the Controlling officers.</p>

2. Tour will mean any official travel out of the city in which office is located and the officer intend to charge DA/TA for the officer/ official travel.
3. All officers should take prior approval (including through email) as per the method provided above before proceeding on domestic tours. Seeking last minute approval for the routine and planned activities needs to be discouraged. All routine and planned travel needs to be requested well in advance and approved in time so that tickets are booked at reasonable prices. In case of any emergent situation, post facto approval should be taken assigning justification for the same.
4. In case of group travel where multiple officers are travelling to the same destination for same purpose needs to be requisitioned separately.
5. The concerned paying authority/ DDO will ensure that proper tour approval is available while making payments for the domestic tours.
6. This issues with the approval of the Competent Authority.



(Rajan Bhasin)
Dy. Director (Pers)

To,

- i. DG, AIR
- ii. DG, Doordarshan
- iii. DG, NSD, AIR
- iv. DG, (N&CA), Doordarshan
- v. E-in-C, AIR
- vi. E-in-C, Doordarshan
- vii. All ADGs, Prasar Bharati Secretariat
- viii. All ADGs, DG: Doordarshan/DG:AIR through DDA(Scor), DG: Doordarshan/
DG:AIR
- ix. Shri R.P. Joshi, DDG (E), D:GAIR, Akashwani Bhawan, New Delhi
- x. Shri R.K. Sharma, DD (Budget)
- ✓ xi. Director (T) with request to upload the order in PB website
- xii. Hindi Unit for Hindi Version
- xiii. Office Orders folder

Copy for information to:

- i. PS to Chairman, Prasar Bharati
- ii. Staff Officer to CEO, Prasar Bharati
- iii. PS to Member (F), Prasar Bharati

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