

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

No.M-001/42/2018-GA

Date: 26.12.2018.

OFFICE MEMORANDUM No. 355/2018

**Sub:- Extension of term of contractual engagees under Contracual Engagement Policy –
Reiteration of Procedure reg.**

Instructions have been issued from time to time to the Directorates/Verticals prescribing the procedure for referring proposals to Prasar Bharati Sectt. for considering extension of term of contractual engagees.*It has been noticed that the Directorates/Verticals have not been adhering to the time lines prescribed.

2. Accordingly, the following instructions/procedures are hereby reiterated for strict adherence by all concerned:-

- (i) The process for extension of term in respect of contractual engagees has to be initiated by the Verticals concerned well in advance so that they are able to send the proposals, complete in all respects, to Prasar Bharati Secretariat at least 60 days from the date on which the term of contract(s) is/are due to expire.
- (ii) Proposals should be accompanied with check-list; copy of Performance Appraisal Reports in the prescribed format wherever required; copy of minutes of Performance Appraisal Committee/Screening-cum-Selection Committee (ScSC), as the case may be; recommendation of Director General/HLCC etc. It would be incumbent on the verticals to ensure that the proposals are complete in all respects, as the onus on delay in processing of cases due to incomplete proposals would lie with the verticals.
- (iii) Verticals should send consolidated proposals, as far as possible, with uniform date/period of expiry of contract (either upto 30th June or 31st December).
- (iv) All efforts would be made by Prasar Bharati Secretariat to ensure that the decision on the proposals for extension of term of contract is communicated to the Vertical concerned before the end of term of contract. If, however, no communication is received by the Vertical on the date the contract(s) is/are due to expire, they should disengage the contractual(s) forthwith.
- (v) If at a later date approval of Prasar Bharti Sectt. for extension of term of contract is received by the Vertical, the contractual(s) may be re-engaged from a prospective date.
- (vi) Hike in monthly remuneration should be recommended only after following a rigorous screening process and in deserving cases only.
- (vii) Release of budget to the Verticals towards payment of remuneration to contractual engagees is now directly linked to the contractual database. For this purpose a separate line entry under the appropriate Head of Account has also been created by Budget (Release) Section, PB Sectt. for release of funds (LOC) to the Verticals/Units.

- (viii) In view of (vii) at pre-page, no budget shall be released to the Verticals/Units for making payment to the contractual engagee whose term has expired and where no entry has been made in the contractual database for further extension of term of contract as on the date of expiry of his/her term.
- (ix) No request whatsoever shall be entertained for regularisation of the intervening period viz. the period between the date of expiry of term of the existing contract and date of approval communicated by Prasar Bharati Secretariat for further extension of term of contract or the period between the date of expiry of term of the existing contract and date of communication from Prasar Bharati Secretariat conveying non approval to the proposal for extension of term of contract.
3. It has further been noticed that the procedure for fresh engagement of contractuales is also not being followed by the Directorates/Verticals diligently. Accordingly, it is once again clarified that though respective Director Generals have been delegated powers to approve engagement of contractuales involving monthly remuneration of upto Rs. 50,000/-, these powers have, however, to be exercised by the respective Director Generals **only** in consultation with the Internal Finance Division (IFD) of Prasar Bharati Secretariat. If prior concurrence of IFD, Prasar Bharati Sectt. has not been obtained by the Verticals, either for making fresh engagement or for granting further extension of term of contractual engagees drawing monthly remuneration of upto Rs. 50,000/-, no budget would be released to these Verticals/Units under the appropriate Head of Account for making payment to such contractual engagees and the entire onus shall lie on the Verticals.


(A. Bhattacharya)

Deputy Director (GA-II)

To,

- (i) Director General, All India Radio
- (ii) Director General, Doordarshan
- (iii) Director General, NSD, AIR
- (iv) Director General, Doordarshan News
- (v) Additional Director General (Trg.), NABM

Copy for information to:-

- (i) SO to CEO, Prasar Bharati
- (ii) PS to Member (Finance), Prasar Bharati
- (iii) PS to ADG (E&A), PB Sectt.

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