

**PRASAR BHARATI**  
India's Public Service Broadcaster  
**PRASAR BHARATI SECRETARIAT**  
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No. B-1/011/2(X)2019-20/Budget

Dated: 06.08.2020

**Subject: Creation of new sub-head 'Expenses for VIP Coverage (VIP)/revisiting the existing sub-heads of IEBR-reg.**

Reference is invited to this Secretariat letter of even No. dated 01.06.2020 allocating budget under sub-heads of IEBR and Salary during the year 2020-21 to all the Budget Units of Prasar Bharati.

2. For the ease of accounting and to capture the expenditure of similar nature under one particular sub-head following changes in the already existing sub-heads of "Other Administrative Expenses" and "Programme Expenses" are being done with immediate effect:

- i. The sub-head 'Other Charges' will henceforth be called 'Land and Building' and the expenses pertaining to purchase/lease of land/ Building only will be booked under this sub-head.
- ii. The sub-head 'Supply and Material' has been merged with the sub-head 'METP (Special)'. For sub-head 'METP (Special)' on the recommendation of E-in-C (BO), Directorates will allocate budget to ADG (Broadcast) of Zones & to their own Central Purchase Stores/Central Stores offices for their requirements. The items that will be covered in it will be:
  - a) All items of METP (Routine).
  - b) Procurement/Work of Tower Strengthening, Transmission System, Broadcasting Spares for transmission/production etc.

3. A separate budget sub-head namely 'Expenses for VIP Coverage (VIP)' exclusively for VIP Coverages of Doordarshan has been created under the Head "Programme Expenses". Following expenditure will be booked under this sub-head:

- i. **Program Expenses:** Expenses towards Scenic material/items/property, Expenses towards Make-up material, Graphics Packaging charges, Hiring of commentators, artistes, voice over artistes, anchors, editors etc. Other miscellaneous Material/Work required for production.
- ii. **Hiring of Technical facilities,** Camera Cranes, DSNG Hiring & operating charges & other Outdoor technical requirements, hiring of manpower for technical support and other miscellaneous technical work.
- iii. **Tour Expenses:** TA/DA of staff deputed for OB Coverage.
- iv. **Motor Vehicles:** Hiring of vehicles for OB purpose
- v. **OB Vans:** Repair/Maintenance & its fuel



On the recommendations of ADG (VIP-Coverage), budget will be allocated by the Directorate to the Kendras. ADG (VIP-Coverage) will also be responsible for monitoring the actual expenditure of whole network and reporting the same to DG: DD. All DDOs will book the expenditure through e-Accounts module of CAS. Respective GL heads pertaining to above sub heads have also been created in CAS for booking such expenditure under correct head of accounts.

4. In view of the above, all the Budget Units of Prasar Bharati are hereby requested to re-distribute the budget allocated to them as per the attached details of budget sub-heads and intimate the same to this Secretariat. All the field offices may be advised to book the expenditure incurred by them as per the revised description of sub-heads and intimate the same accordingly.

This has the approval of Member (F), Prasar Bharati.

  
6.8.2020  
**(C K Jain)**

Dy. Director General (B&A)

DG: AIR/DD

DG: NSD, AIR/DG: DD News

ADG (NABM), ADG (PB Archives), ADG (PB Sports), ADG(IT), PB Sectt.

Sr.A.O, PAO (Admn)/DDO (Cash) at PB Sectt.

Copy to:

1. ADG (Finance): AIR/DD
2. ADG (B&A)/ADG(F), PB Sectt.
3. DDG(Fin.), AIR/DD
4. DDG (PB Archives), Akashwani Bhawan.
5. Head of Sales, Prasar Bharati
6. DDG(T) with the request to upload the same on the official website o Prasar Bharati.
7. S.O. to CEO/PPS to M(F)
8. DD/A.O.(Release) at PB Sectt.



**Sub Heads of Other Administrative Expenses**

Sr. No.	Sub Head	Description of Expenditures to be booked under the relevant sub head	Operating Authority
1	2	3	4
1	Medical Treatment (PB Emp.)	Medical Advance and re-imbursement of medical bills of Prasar Bharati employees recruited after 05.10.2007	HoO
2	Over Time Allowance	Payment of Over Time Allowances to eligible staff members viz Motor Drivers, MTS, Helpers etc.	HoO
3	DTE -TA on Transfer & Posting	Composite grant, all expenses related to Travel of officer and his family on transfer to the new station, cost of transportation of personal effects & conveyance.	HoO
4	DTE -TA on Tours	Expenses incurred on payment of TA/ DA of local and outstation tours (except for programme production)	HoO
5	FTE -Normal	All expenses incurred on Air ticket, visa fees, per diem, hotel accommodations, telephone bills and miscellaneous expenses on foreign travel	HoO
6	FTE -Permanent Correspondents	Payment of bills of daily allowance, accommodation, telephone and other Misc expenses of AIR correspondents residing in any foreign country.	HoO
7	Office Expenses (Routine)	Bills for Stationery, consumables, printing, telephone bills including telephone reimbursements, broadband charges, <b>Water bills &amp; Charges</b> , purchase of Newspapers, books, magazines, purchase of coal & wood (wherever applicable), conveyance allowance and other miscellaneous expenditure etc. Payment of fees to Lawyers, Audit Charges, Arbitration charges, legal charges	HoO
8	OE -Payment to Casuals	Bills for housekeeping, engagement of casuals other than those engaged as per the Contractual Engagement Policy of Prasar Bharati etc	HoO
9	OE -IT	<ol style="list-style-type: none"> <li>1. Procurement/work/ AMC/Repair: Computer, Server, Printer, Copier, LAN, Projector, UPS, Scanner, Router, IPBX, Wi-Fi, CCTV etc.</li> <li>2. Procurement/renewal of Office Software like MS-Office &amp; Antivirus. Purchasing, developing Software for Administration, Finance, Account, office automation.</li> <li>3. Developing, creating, revamping, and hosting the Website or Mobile App.</li> <li>4. Data Server/central storages, Email Server/Setups</li> </ol>	HoO
10	Rent, Rates & Taxes (Normal)	Payment of rental for the premises hired by Prasar Bharati.	HoO
11	Rents, Rates & Taxes (Service charges)	Payment of Property Tax, Municipal Taxes etc.	HoO



12	Hospitality Expenses	Payment of Hospitality bill of office and re-imburement of bill of hospitality bills of Officers as per their eligibility	HoO
13	Advertisement & Publicity	1. Publishing of tenders, job vacancies etc in Newspapers/Media 2. Media Publicity of AIR/DD programmes through any medium	HoO
14	Scholarship/ Stipend	Payment of stipend to trainees	HoO
15	Land & Building	Expenditure related to purchase/lease of land/Building.	HoO
16	Motor Vehicle	1. <b>Departmental Vehicles</b> : Purchase/Repair/ Maintenance & fuel purchase 2. <b>Hiring/leasing of Vehicles</b> : Invoice Payment & related expenditure as per contract terms & conditions.	HoO
17	Security Management	Hiring of Security Guards from outside agencies/ casual labours engaged on minimum wages for Gate management/Security purpose.	HoO
18	Power Supply Charges	1. Payment of electricity bills of PB establishment. 2. Fuel for Power Supply Generators 3. Repair of Power Supply Generators 4. Procurement/Repair of HT /LT Transformer, HT/LT Main Panel, HT Cable, HT Regulators, HT/LT Breakers, HT switchgear, Meters, Power factor correctors & Cable between transformers to Main LT Panels. Items excluded are LT AVRS, LT Isolation transformer, UPS & its batteries and further all down line distribution equipment/items after Main LT panel i.e. switchgear, distribution board, cables/wire & lighting equipment/item. <i>The work/procurement can be carried out by electricity supplier or office itself.</i> 5. Power Supply Audit charges, Remote monitoring of Power supply consumption of various equipments/setup. 6. Procurement/repair/work of solar plant for Net Metering.	HoE/HoO
19	Satellite Payment	Payment of Space and Segment Charges	DG: AIR/ DG: DD
20	Minor Works (Routine)	Repair/Maintenance of buildings/land/park/Staff Quarters of routine nature (civil and electrical) & hiring manpower for such work.	HoE
21	Minor Works (Special)	New Construction/Major Repair of Buildings and other major redevelopment work (Civil and Electrical).	ADG (E) (DDM/AVM) (Zones)
22	METP (Routine)	1. Procurement /works/Repair of electronics/IT broadcasting equipment. 2. Air-conditioner & its systems/subsystems.	HoE



		3. Electrical items required for technical purpose ( not included in the definition of Power Supply sub-head) i.e. Power conditioning equipment/items, Generators, UPS, batteries, AVRs etc.	
23	METP (special)	Directorates on the recommendation of E-in-C(BO), will allocate budget to ADG (AVM/DDM) (Zones) & to their own Central Purchase/Stores offices for their requirements. The items covered are : 1. All items of METP (Routine). 2. Procurement/Work of Tower Strengthening, Transmission System, Broadcasting Spares for transmission/production.	Directorate/ ADG(E)(DD M/AVM)(Zo ne)
<b>Sub Heads of Programme Expenses</b>			
24	Software Programme Expenses	Payment of Commissioning of Programmes, acquisition, Royalty, SFC, RSM, Payment to UNI/PTI, Stringers and all other such expenditures.	HoP
25	PP&SS	Payment of all performing artists booked on casual basis viz Artists, Guests, Talker, News Reader, Announcers and all other such categories	HoP
26	PP&SS (Resource Persons/Casuals)	Payment of all casuals (engaged on Assignment basis and Casuals booked for Prog purpose not covered under Contractual Policy of PB) who are booked as non performing artists such as Resource Persons, Guest faculty at NABMs and all other such expenditures	HoP
27	Other Programme Expenses(OPE)	1. <b>Program Expense:</b> Purchase/repair of Scenic material/property, Purchase/repair of Musical instruments, Make-up material, Packaging charges for Productions/Channels. Packaging charges for Productions/Channels. 2. Other Material/Work required for production. 3. Other Material/Work required for production not covered in other subheads 4. <b>Hiring Technical facilities/equipments</b> of Studios, Camera, Cranes, DSNG hiring/Operating expenses & similar Outdoor requirement for Non-VIP Coverage. In addition to above following items used for Non-VIP OB Coverage will also be covered under OPE. 5. <b>Tour Expense: TA/DA</b> of staff deputed for OB Coverage. 6. <b>Motor Vehicle : Hiring</b> for OB purpose 7. <b>OB Vans</b> Repair/Maintenance & its fuel	As per existing rules by HoP/HoE
28	Expenses for VIP Coverage (VIP)	1. <b>Program Expense:</b> Expenses towards Scenic material/items/property, Expenses towards Make-up material, Graphics Packaging charges, Hiring of commentators, artistes, voice over artistes, anchors, editors etc. Other miscellaneous Material/Work required	As per existing rules by HoP/HoE

		<p>for production.</p> <p>2. <b>Hiring of Technical facilities</b>, Camera Cranes, DSNG Hiring &amp; operating charges &amp; other Outdoor technical requirements, hiring of manpower for technical support and other miscellaneous technical work.</p> <p>3. <b>Tour Expense: TA/DA</b> of staff deputed for OB Coverage.</p> <p>4. <b>Motor Vehicle : Hiring</b> of vehicles for OB purpose</p> <p>5. <b>OB Vans</b> Repair/Maintenance &amp; its fuel</p> <p>This subhead is exclusively for VIP Coverage and will be operated by Doordarshan only.</p> <p>ADG (VIP-Coverage) will recommend the Budget requirement of Kendra to Directorate.</p> <p>ADG (VIP-Coverage) will monitor the actual expenditure of whole network.</p>	
29	Remuneration/ Fees to Contractual	Booking of expenditure of all contractual engages booked under Contractual Engagement Policy of PB	HoD/HoO
<p>Note: The description of the expenditure to be booked under each sub-head given above in Column 3 is illustrative and not exhaustive. Items of similar nature not mentioned in the above table are to be booked under relevant sub-head.</p>			

