

CHAPTER - III

POWERS AND DUTIES

The power and duties of officers and employees are as contained in the Doordarshan Manual and Manual of Office procedure issued by the Department of Personnel and Administrative Reforms of the Govt. of India.

FINANCIAL POWERS:

Rule 23 of the General Financial Rules governs the delegation of financial powers of the Government. The financial powers of the Government have been delegated to various subordinate authorities vide delegation of Financial Power Rules, 1978 as amended from the time to time.

OTHER FINANCIAL POWERS:

In respect of Doordarshan Kendra, Lucknow, Uttar Pradesh delegation of all Financial and Administrative matters rests with Deputy Director General (Engg).

ADMINISTRATION SECTION:

1. Matters relating to all Gazetted Officers, Non Gazetted, Group 'D' staff, all Administrative and Establishment work.
2. Miscellaneous matters like Pay Commission's implementation.
3. General instructions regarding CCS Rules.
4. Parliament Questions / Assurances, Court Cases, VIP/MP/PMO references, Audit objections on the above subjects, RTI regarding administration / Accounts matter
5. All general arrangements in connection with proper maintenance of office.
6. Procurement and distribution of stationary articles etc.
7. Purchase and maintenance of office computers.
8. Purchase and maintenance of office furniture and fixtures.
9. Installation, shifting and payment of bills of telephones / fax.
10. Maintenance of office vehicles except OB Van and DSNG Van.
11. General staff welfare measures.
12. Departments Council / Office Council / Recognition of Service Association.
13. Caretaking work
14. General cleanliness

ACCOUNTS SECTION:

1. All receipts and payments.
2. Preparation of salary and supplementary bills of Non IRLA staff .
3. Preparation and issue of LPCs in case of transfer.
4. Preparation of TA bills in respect of officers and staff .
5. Sanction and preparation of LTC bills in respect of officers and staff .
6. Preparation of TA bills, Medical, LTC, OTA and other bills .
7. Sanction and preparation of all kinds of bills relating to various advances.
8. Maintenance of GPF accounts of Group D staff.
9. Preparation of Budget Estimates / revised estimate.
10. Maintenance of monthly expenditure statements, reconciliation of expenditure.
11. Preparation & forwarding of Receipts & Payment accounts to PAO Lucknow.
12. Sanction and preparation of final payment of bills relating to CGEGIS and GPF.
13. Payment of leave salary, leave encashment, gratuity, commutation of pension etc.
14. Sanction and preparation of bills for re-imburement of Medical claims.
15. Sanction and payment of children education allowance and re-imburement.
16. Calculation of Income Tax in respect of Group B, C & D staff .
17. Audit objections.

DUTIES OF PROGRAMME STAFF:

PROGRAMME EXECUTIVE

Planning, production and administration of various programmes assigned from time to time, supervision of work of PAs,

TREX and FA.

Planning, production and administration of various programmes assigned from time to time.

Cameraman Gr.I

To supervise the duties of Camera Section and important coverages / OBs, etc.

Cameraman Gr.II

To work in studio and locations

DUTIES OF ADMINISTRATIVE STAFF:

Deputy Director (Admn)

The head of accounts & administration sections. He functions directly under the head of office. His functions will be as categorized in the manual.

Sr. Admn. Officer / A.O.

His functions will be as categorized in the manual.

Assistant

The Assistant is directly under the DDA/ Sr. A.O. His duties will be as categorized in the Manual.

DUTIES OF NEWS STAFF:

The News Division is headed by a Director (News). There are Deputy Director (News)/Asstt. Director(News) and News Correspondents assisted by reference officer.