

**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**

**A-11019/07/2019/S.III**

**Dated: 03.09.2020**

**Subject: Functional Autonomy in All Doordarshan Kendras and Administrative and Financial Powers to the Head of RNUs.**

The roles and responsibilities of each cadre in Doordarshan have been clearly defined in DD Manual and instructions have also been issued by DG:DD from time to time for compliance thereof. Programme head is responsible for all programme matters, Engineering Head is responsible for all engineering functions at Kendra, Head of News Wing is responsible for all news matters and Head of Office is responsible for establishment functions of the office. But some instances have come to notice of this directorate regarding indifferent conduct of few officers at some Kendra's by crossing their work domain and in turn spoiling the work environment.

2. The conduct and actions of head of different wings viz Programme, Engineering, Administration and News at work place is of paramount importance to improve the office ambience and work organization. When the officers perform their duties in harmony with the other colleagues of different discipline, it creates the healthy relationships among the officers, which can transform the work more effectively, creatively, and collaboratively, while working in a tense and unorganized office can trigger a huge amount of stress, which results in wastage of man hour in office time. The mutual trust and respect for the rules can leverage the work environs.

3. Detailed instructions regarding functional autonomy of Head of Office, Head of Programme and Head of Engineering at Doordarshan Kendra's have been issued vide DD Directorate' Circular No. A-11019/4/2017/S.III dated 23.08.2017 (Copy enclosed). Certain administrative and financial powers related to RNUs have been delegated to RNU Heads vide this Directorate's Circular No. C-17014/10/2003-FAS dated 11.03.13.

4. Even then, it has been observed that there are interventions at some Kendra's, in the domain of each other by different wings despite their prescribed functional autonomy which is misconduct on part of the officer concerned and amounts to be unbecoming of Govt servant under CCS(Conduct Rules).

Contd....p.2/-

5. All the Head of Office, Programme Head, Engineering Head and Head of RNUs are hereby directed to strictly follow the Circular referred ibid and DD Manual while exercising Administrative and Financial Powers and should refrain from intervening with the functional autonomy of other wings, failing which disciplinary action will be taken against erring officers.

Enc. As above.

*M S Duhan*  
03. 9. 2020

**(M S Duhan)**  
**Deputy Director General(HR)**

To

1. HoO/HoP/HoE of all Doordarshan Kendra's
2. Head of all RNUs.
3. All the Zonal ADG(A)s/ADG(P)s/ADG(BO)s

Copy to:-

1. SO to CEO, PB.
2. PS to M(F)
3. PS to DG:DD
4. PS DG, News
5. PS to E-in-C(BO)
6. PS to E-in-C(SI&CS)
7. PS to CVO
8. ADG(HR) PBS
9. Director(Pers.), Prasar Bharati Sectt., Mandi House, New Delhi
10. IT cell for uploading on the website of Doordarshan.
11. Office Order/Order folder

70534/2020/BNUS/Prasarn - DG DD

PRASAR BHARATI  
 (BROADCASTING CORPORATION OF INDIA)  
 Directorate General, Doordarshan  
 Doordarshan Bhawan, Copernicus Marg, NEW DELHI

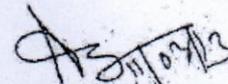
Dated: 11.03.2013

No. - G - 17014/10/2003-FAS

Subject :- Administrative and Financial Powers to Heads of RNUs.

1. With reference to Prasar Bharati's Communication No: 2/ADG(RV)/Misc/2002 dtd. 23-01-2013 (Copy enclosed) addressed to DG: DD, the Heads of RNUs are authorized to exercise Administrative and Financial Powers on behalf of DG under the sub-Heads related to RNUs like PPSS, Motor Vehicles and Stringers payments as has been delegated to Doordarshan Kendras vide this Directorate's Order No. G-17011/3/2004- FAS dtd- 14-9-2004 (Copy enclosed). The responsibility of exercising these powers, will rest with the concerned Heads of RNUs. The Powers under common heads like travelling allowances, office expenses etc., has to be exercised by Head of office only in proper co-ordination with all the wings based on the requirement and allocation of the budget under the relevant heads.
2. While exercising these powers, the heads of RNUs should strictly observe the procedures, Financial Rules, checks and other instructions on economy and austerity issued by the Govt. from time to time. Further, these powers shall be exercised subject to the availability of funds under respective budget heads.
3. This issues with the approval of competent authority.

Encl :- As above

  
 (N. P. Mandal)  
 Dy. Director Admn. (Fin.)

1. ADG (News) Doordarshan.
2. Head of Regional News Unit at all concerned Kendras/ Heads of all concerned DOKs
3. OSD (AR), Prasar Bharati, PTI Bldg New Delhi.
4. All officers of DG:DD
5. Controller of Accounts, Ministry I & B. Principal Accounts offices H-Block, Tropical Bldg., Connaught circus, New Delhi.

(contd....p-2)

10584/2020/RNU/News - DG DD, Prasar Bharati Secretariat  
(Broadcasting Corporation of India)  
PTI Building, 2<sup>nd</sup> Floor,  
Parliament Street, New Delhi

61/62

58

Dated: 23.01.2013

No. 2/ADG/(RV)/Misc./2002

Subject: Zonal Co-ordination meeting -actionable points relating to News Wing.

Reference DG(News) letter No.DDN/RNU/Combined meeting/20012-S/1815A dated 06.12.2012 on the above subject.

2. The proposal regarding delegation of Financial powers to RNU Heads of Doordarshan on lines of existing Programme and Engineering Wings has been examined in Prasar Bharati Secretariat and it has been decided that Director General, Doordarshan may issue delegation of Financial Powers to RNU Heads on the similar pattern as already given to Kendras like Chennai and Hyderabad in respect of the Sub-Heads related to RNU like PPSS and Motor Vehicles and stringers payments. But the entire responsibility of exercising these powers, duly following the financial rules, will rest with the concerned Heads of RNUs only like Programme and Engineering Heads. The power under common heads like travelling allowances, office expenses etc. has to be exercised by Head of Office only with proper co-ordination of all the wings based on the requirement and allocation of the budget in these heads.

369/2013  
31/01

*(Signature)*  
(Om Prakash)  
OSD(AR)  
Tel.No.23351348

Shri Tripurari Sharan,  
Director General,  
Doordarshan,  
Mandi House,  
New Delhi.

*May pl do the needful urgently*  
*(Signature)*

~~ADG (AR)~~

सच महानिदेशक (प्रशा.)  
243/m  
4/2/13

DDG (AR) महानिदेशक (प्रशा. एवं वित्त)  
वी. के. जैन  
4/2/13

57/5/13  
15/2/13

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JD (RNU)  
Sr AO

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4/2/13  
अनिल कुमार गौधी  
सच महानिदेशक (प्रशा.)  
DDA (SCM)

P.T.O.

(88)

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(Admin) / DD