

**PrasarBharati**  
**(India's Public Service Broadcaster)**  
**Directorate General: Doordarshan**  
**New Delhi**  
**(Budget Section)**

No. G-28012/10/2018-BI/

Dated: 21<sup>st</sup> January, 2020


**Subject:-Guidelines for booking of expenditure in the sub heads-reg.**

Reference is invited to Directorate General's letter No.G-28012/1/2006-BI, dated 15<sup>th</sup> June, 2006 and G-28012/10/2018-BI/1788, dated 06<sup>th</sup> December, 2018 on the above mentioned subject. (Copy enclosed)

In this regard, the guidelines have been issued to book expenditure in PP&SS (OPA), OE-Contractuals, OE- Payment to Casuals, PP&SS-Contractuals and PP&SS-Resource Persons in the above letters. These Guidelines are again issued for information and guidance please.

All the HOO/DDO of Kendras/Field Units are, therefore, requested to take note of these instructions contained in the above referred letters and strict compliance.

Encl.:-As above.

  
(R. S. Chouhan)  
Dy. Director Admn.(F)

All the Zonal Addl. Director General  
Doordarshan

**HOO of All Kendras/Field Units**

**Copy for kind information to:-**

1. PPS to ADG(F), /DDG(F) at DG, Doordarshan
2. IT Cell is requested to upload the letter on the Doordarshan website.

5

12  
Pr Karp  
Disposal

DDG (NER)  
DPC 557  
EP (S-4) (AS)  
ASDS (C) (AS)  
DAS (AS)

PRASAR BHARATI  
(Broadcasting Corporation of India)  
DIRECTORATE GENERAL: DOORDARSHAN  
Mandi House, New Delhi.

No. G-28012/1/2006-51

Dated: 15.5.2006

OFFICE MEMORANDUM

Sub: Creation of a new sub-head 'PPSS (OPA)' - Guidelines for booking expenditure - reg.

As per the decision taken in the 57<sup>th</sup> meeting of the Prasar Bharati Board held on 12/8/05, a new sub-head viz 'PPSS (OPA)' has been carved out of the sub-head 'PPSS', which has been renamed as 'PPSS (Normal)'. The funds at BE 06-07 stage have been allocated accordingly. The sub-head 'PPSS (OPA)' is meant for booking the expenditure on the following:-

- (i) The movement of equipments required for the outdoor production of programmes including OB Van and DSNG.
- (ii) Hiring of equipments, studios, outside locations, transport.
- (iii) Travel expenses in connection with the production related tours (Travel expenses include cost of travelling, board and lodging charges, daily allowance etc).
- (iv) Contingent and miscellaneous expenses related to the production of programmes.

2. It is clarified that the sub-head 'PPSS (OPA)' is not meant for:-

- (i) The payment of Transfer TA claims and the Travel Expenses not related to production related tours and
- (ii) The payment of the fees for professionals and specialised services, which are to be debited to the sub-head 'PPSS (Normal)'.

The above guidelines may be brought to the notice of all concerned.

22/5/06  
(V. K. Sharma)  
Director

(VINOD KUMAR SHARMA)  
Deputy Director (Admn.)  
2307 3751

1162  
23-5-06  
To

All Doordarshan Kendras/ PGFs including CPC, DGS & PPC  
Gawahati

Copy to: -

- 1. DDG (NER)/ DDG (South), Bangalore
- 2. All DDGs (Programme) and DPs of the Directorate
- 3. DDA (FAS)

Prasar Bharati  
(India's Public Service Broadcaster)  
Directorate General : Doordarshan  
Doordarshan Bhawan, New Delhi  
Budget Section

No. G-28012/10/2018-B.I/1788

Dated: 06.12.2018

**Subject: Linking of Budget with monitoring software of contractual database.**

Reference is invited to Prasar Bharati Secretariat's letter No. Misc-01/001(3)2018-19/Budget/196 dated 28.11.2018 on the subject mentioned above (copy enclosed).

2. As per the direction of Prasar Bharati Secretariat, all the Head of Office of Kendras/Field Units are requested to adhere strictly follow the directions contained in Prasar Bharati Secretariat above referred letter.

**Encl. As above**

*log*  
(K.C. Jain) *o/c*  
Deputy Director(Budget)

1. All the Zonal Addl. Director General, Doordarshan.
2. PPS to DG,DD/ADG(A)/DDG(A), DG:DD, New Delhi.
3. DG, DD News, Doordarshan Bhawan, Tower-B, New Delhi.
4. Chief Engineer, CCW(C), Sookhana Bhawan, CGO Complex.
5. The DDG(Admn.), HRIS Cell, DG:DD.
6. DDO, Cash Section, DG:DD, New Delhi.
7. All Heads of Doordarshan Kendras/Field Units.

**Copy for information to:-**

1. ADG(B&A), PB Sectt., Prasar Bharati House, New Delhi.
2. PPS to ADG(F)/DDG(B&A) & DD(B) at DG:DD.
3. IT Cell is requested to upload the letter on the Doordarshan website.

*Trusted*  
*6/12/18*

**Prasar Bharati**  
 (India's Public Service Broadcaster)  
 Prasar Bharati Secretariat  
 Prasar Bharati House,  
 Copernicus Marg, New Delhi-110001.

No. Misc-01/001(3)2018-19/Budget/196

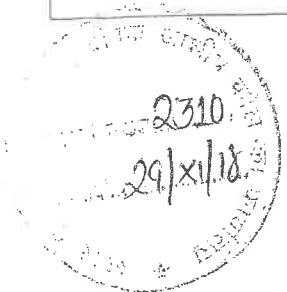
Dated: 28.11.2018

Subject: Linking of Budget with monitoring software of contractual database.

The Prasar Bharati Management Committee (MC) in its 37<sup>th</sup> meeting held on 19.07.2018 had directed that the Contractual data base needs to be added in the HRIS immediately for effective monitoring and control of contractual engagement in Prasar Bharati. It was also decided in the said meeting of MC that release of payment to contractual engagees has to be through the HRIS.

As per the decision of MC, contractual database has been integrated in HRIS. Accordingly, a new line entry for Contractuals namely 'OE-Contractuals' under the sub-head "OE" and 'PP&SS-Contractuals' under the sub-head "Programme Expenses" has been created. All the constituent of Prasar Bharati are therefore requested that the expenditure incurred on the engagement of Contractuals engaged as per the Contractual Engagement Policy of Prasar Bharati may be booked under the newly created line entries as per given below:

Sub-head	Line Entry	Engagees to be booked under the new line entry	Engagees not to be booked under the new line entry
1	2	3	4
Office Expenses	OE-Contractuals	All engagees, engaged as per the Contractual policy of Prasar Bharati viz Consultant, Coordinator, Associates, Legal Assistant, Manager (PR) Broadcast Executive (Technical) and all other engagees, engaged as per Contractual Engagement Policy for office work.	DEOs, MTS, Drivers, Casuals engaged for Gate Management. Mali, Electrician and all other contractuals being engaged for office work and not engaged as per the Contractual Engagement Policy of Prasar Bharati
	OE-Payment to Casuals	DEOs, MTS, Drivers and all other casuals, except those engaged as per Contractual Engagement Policy of Prasar Bharati for office work	



*S.O. [Signature]*  
*608*  
*30-11-18*

*DD (BPA) PS*  
*29/11/18*

*Sh. Manoj*  
*One*  
*29/11/18 (CBH)*  
*On file pl.*  
*Key*

Programme Expenses	PP&SS-Contractuals	All engagees, engaged as per the Contractual policy of Prasar Bharati viz Post Production Assistant, Content Manager, Trainee (Packaging), Broadcasting Executive, Graphic Artist, Research Assistant, Content Executive, Anchor cum Correspondent, Copy Editor/Writer, Broadcast Executive, Marketing Executive, Make-up Assistant, Archival Assistant, Library Assistant, Lightman, Cameraman, Creative Editor, Marketing Executive, Editor, News Input Executive/ Correspondent, News Reader cum Translator, Editorial Executive, Editor, Programmer, Scroll Supervisor/ Assistant, Intern and all other engagees, engaged as per Contractual Engagement Policy in Programme wing.	Resource Persons and all other engagees working in Programme wing and not engaged as per the Contractual Engagement Policy of Prasar Bharati. These categories of persons are engaged under PP&SS-Resource persons/casuals
	PP&SS-Resource persons	Resource persons engaged for Prog work and all other casuals, except those engaged as per Contractual Engagement Policy of Prasar Bharati for Prog. work	

Further, the release to verticals towards payment of remuneration of Contractuals engaged under Contractual Engagement Policy will be made strictly as per the details appearing in the Contractual database in HRIS. Payment to those Contractuals, who are engaged as per the Contractual Engagement Policy and whose name is not appearing in the HRIS database, will not be made in any case.

28/11/2018  
(C K Jain)

Dy. Director General (Fin)

DG: AIR/DD  
DG: NSD/DDN

Copy to:

1. ADG(F), DG: AIR/DD
2. S.O to CEO/PPS to Member (F)
3. DDG(T) with the request to upload the above order on the official website of Prasar Bharati.
4. DD (GAI) w.r.t to his Note No.A-10/016/28/2018-GA dated 31.08.2018.