Organizational Chart and Work Allocation in DG : Doordarshan

PRASAR BHARATI
DIRECTORATE GENERAL: DOORDARSHAN
DOORDARSHAN BHAWAN NEW DELHI-110001
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II. ADMINISTRATION WING

(i) Organizational set-up
(ii) Work allocation to Sections/Officers
All Administrative and Court matters relating to the following categories:-

Production Asstt. / Floor Manager / Floor Assistant / Scenic Designer / Carpenter/ Painter / Tailor / Edit Supervisor / Film / Video Editor / Film Processing Supervisor / Sr. Film Processor / Film Processor.
1. All service and allied matters pertaining to the following categories of staff:-

- Video Executive
- Cameraman Grade I
- Graphic Supervisor
- Graphic Artist
- Make up Assistant
- Make-up Artist
- Instrumentalist
- Music Composer
- Cameraman Grade II
- Cameraman Grade III
- Lighting Assistant
- Presentation Announcer (Sr.)
- Presentation Announcer (Jr.)
- Sound Recordist
- Film Projectionist
- Lab Asstt. (Sr.)
- Lab Asstt. (Jr.)
- Hindi Matters.

2. VIP / MP References on the above categories of staff.

3. Court Cases relating to the above categories of staff.

All Administrative / Service matters pertaining to:

1. All Administrative posts sanctioned for the Hqrs. From LDC to ADG (Admn.)
2. All posts sanctioned for the Hqrs. In the grade of Stenographers/PAs/PSs
4. Library posts sanctioned for the Hqrs.
5. Drawing staff sanctioned for the Hqrs.
6. Hindi posts sanctioned for the Hqrs.
7. Reception Officers/ Staff Car Drivers / Caretaker / Cashier sanctioned for Hqrs.
8. All Group ‘D’ posts sanctioned for the Hqrs.
9. Deployment / work allocation of staff sanctioned for Hqrs.
10. Court / CAT cases pertaining to the above categories of staff and other court cases in respect of Group ‘D’ category all over India.
11. Parliament question/ VIP references pertaining to the above categories of staff.
STAFF-II (A) SECTION

All Administrative matters pertaining to

1. All Administrative posts sanctioned for the Kendras/Field Units from LDC to Dy. Director (Admn.)
2. All posts sanctioned for the Kendras in the grade of Stenographers Jr. / Stenographers Sr.
3. Hindi posts sanctioned for the Kendras
4. Library posts sanctioned for the Kendras
5. Reception Officers sanctioned for the Kendras
6. Security staff sanctioned for the Kendras
7. C.G Operatio sanctioned for the Kendras
8. General Assistants sanctioned for the Kendras (including regularization of casual general Assistant)
9. Staff Car / Motor Car / O.B. Van Drivers sanctioned for the Kendras
10. All Group ‘D’ posts sanctioned for the Kendras
11. Air Travel sanction for non-entitled officers between Srinagar and Jammu in respect of all all categories of staff
12. Court / CAT cases pertaining to the above categories of staff.
13. Parliament question/ VIP references pertaining to the above categories of staff.
1. All service and allied matters pertaining to the following categories of staff:
   Transmission Executive, Property Assistant, Programme Executive, Assistant Director of Programme, Assistant Station Director, Dy. Director (P), Executive Producer, Asstt. Director of Programmes, Director of Programmes, Dy. Director General, Addl. Director General, Director General at Head Quarter and all Doordarshan Kendras.

2. Parliament question/ VIP / MP references on the above categories of staff.

3. Court Cases pertaining to the above categories of staff.
All service and allied matters pertaining to

a) Gazetted Staff:
Assistant Engineers, Assistant Station Engineers / Assistant Directors (Engineering), Station Engineers / Deputy Director (Engineering) / Supdg. Engineers/ Directors (Engineering), Chief Engineers, and E-in-C.

a) Non Gazetted Staff:
1. Senior Engineering Assistant, Engineering Assistants, Senior Technicians, Technicians, Mast Technicians.
2. Categorization of Kendras.
3. Declaration of Head of Office.
4. Shifting of Head, Quarters of Engineering posts.
5. Parliament Question relating to the above categories of staff.
6. VIP/MP references in respect of the above categories of staff.
7. Court Cases pertaining to the above categories of staff.
1. Deputation of Doordarshan officials abroad on Training / Seminar / Workshop / Coverage / Coverage of special events etc.
2. All the administrative/personal matters relating to Audience Research Units/ TVNCs/ TVANCs/ TVANEs and Court Case relating to TVNCs etc.
3. Dealing with all personnel/administrative (Transfer / Posting etc) matters of IIS Officers/ VIP reference reg. Stringers, Casual Newsreaders etc and various Parliament Question, relating of IIS Officers.
4. ISTM Training Programmes, DOPT Training Programmes, Other Training Programmes/ Conference/ Seminars/ Workshops etc.
5. Matters relating to STI Lucknow, FTII Pune and Indian Residential Training Programmes
6. Budgetary Control of Foreign Travel Expenses.
1. Continuance of all temporary posts.
2. Conversion of temporary posts in to permanent ones.
3. Creation of posts.
4. Revision of scale of posts/ Change of designation.
5. Upgradation/ Downgradation/ Abolition/ Revival/ Transfer of posts.
7. Collection of information reg. details of contempt cases and other pending courts cases submission of consolidated statement to OSD to CEO every month by target date i.e. by 6th of every month.
8. Misc. work of coordination relating to court cases.
1. Complaints.
2. Vigilance cases.
3. Annual immovable property returns.
4. Maintenance of confidential reports.
1. Preparation and payment of all bills of TA, LTC, OTA, GPF, Medical reimbursement, Conveyance allowance relating to the staff of the Directorate.
2. Preparation and payment of contingency bills.
3. Preparation of Salary bills & disbursement of salary to the Non-IRLA staff of the Directorate.
4. Maintenance of the record of cheque issued.
6. Work relating to refund of Tuition fee and payment under other schemes of Children Education Assistance.
7. All work relating to Income Tax deducted from the salaries of employees and payment due to private parties.
9. Deposition of Cash / Cheques/ Drafts with the Bank and maintenance of its record.
10. Furnishing the prescribed periodical reports to Budget Section/ Budget/ & Accounts Division /P & AO.
12. Preparation and payment of bills related to the terminal benefits.
13. Work related to the grant of H.B.A. / Car Advance/ Computer Advance/Scooter Advance to the Staff of Doordarshan including the Staff posted at the field office.
14. Work related to grant to Cycle Advance to the Employees of the Directorate.
1. All matters relating to General pool/staff quarter of Doordarshan and matters relating to Directorate of Estates.
2. Welfare activities for Doordarshan employees.
3. Coordination work concerning grievances.
4. Matters concerning CGHS (HQ)/ AMAs
5. Booking of Hotel accommodation for PrasarBharati Board Members and Payment of Bills.
6. Coordination of VIP/MIB References.
7. Matters relating to Staff Associations / Unions.
8. Transfer Policy.
9. All policy matters relating to OTA/TA etc.
10. Vacancy Position Coordination with all the Staff Section.
11. Matters relating of Office Council Meeting etc.
12. Matter relating to Honorarium Cases.
15. Issue of Pensioner’s Identity Cards as a Welfare measure.
16. Inspection of rosters of SCs/STs & OBCs by liaison officers.
17. Matters relating to Independence Day/ Republic Day Celebrations.
18. Circulation of orders on administrative matters received from other Ministries.
19. Matters relating to hospitality to PrasarBharati Board Members.
20. Parliament Questions relating to the work allocated to the sections.
   (a) Consolidation of information/utilization of number of vacancies reserved for and filled by the physically handicapped.
   (b) Representation of SCs/STs in Govt. service in Appendix 8, 8(a), 8(b), 8(c) and 9.
   (c) Appointment of non-Indians under (i) Government of Indian Ministries/Department and attached subordinate officers: and (ii) various Public Sector undertaking-submission of yearly reports.
   (d) Representation of OBCs in Govt. Service.
1. Purchase / procurement / supply of Stationery / Furniture & Fixture / Office Equipment & Machinery.
2. Conveying permission to Kendras for purchase of stationery / furniture / office equipment & Machinery.
3. All matters relating to Transport / Staff Cars of DG: Doordarshan.
4. Printing & Binding requirements of the Directorate.
5. Telephones.
7. Fax / Telefax / Photostat Services.
9. Allotment of Rooms to Sections/ Officers of DG: Doordarshan.
10. Supervision of R &I Unit of DG: Doordarshan.
11. Matters relating to hospitality.
12. Procurement and supply of books and periodicals on GOI rules instructions etc.
13. Supervision of facilitation counter.
हिंदी अनुभाग

संयुक्त निदेशक (राजभाषा)

सहायक निदेशक (राजभाषा)

वरिष्ठ हिंदी अनुवादक/हिंदी अनुवादक

1. अनुवाद कार्य (अंग्रेजी / हिंदी)
2. राजभाषा नीति के कार्यान्वयन से संबंधित कार्य।
3. संसदीय राजभाषा समिति के निरीक्षण से संबंधित कार्य।
4. राजभाषा नीति के अनुपालन की समीक्षा हेतु दूरदर्शन के अधीनस्थ कार्यालयों का
   निरीक्षण।
5. हिंदी प्रशिक्षण - अधिकारियों / कर्मचारियों को प्रशिक्षण हेतु नामित करना।
6. विभिन्न हिंदी समितियों की बैठकों में लिए नए निर्णयों पर अनुर्वर्ती कार्यवाह।
III. FINANCE WING

(i) Organizational set-up
(ii) Work allocation to Sections/Officers
(iii) Link Officer arrangement
Organizational set-up in Finance Wing

Dy. Director General (Finance)

Director (Finance)

FAS (Section Officer)

Dy. Director (Budget)

Budget-I & II (Section Officer)

Inspection Unit (Sr. AO)

2. Processing of cases for concurrence of IFA.
3. Advice on exercise of delegated powers and matters involving financial implication.
4. Scrutiny of proposals for sanction by S.F.C. From financial angle.
5. Cheque drawing powers to Doordarshan Officers.
6. Matters relating to imprest.
7. Screening of proposals for financial sanctions.
BUDGET-I SECTION

Dy. Director General (Finance)

Dy. Director (Budget)

Section Officer

2. Reconciliation of expenditure.
3. Re-appropriation of funds.
5. Scrutiny and preparation of Budget in respect of Family Welfare Programme funded by M/o Health & Family Welfare.
6. Foreign Exchange Budget.
7. Supplementary Grant.
8. Control & Monitoring of expenditure including preparation of monthly expenditure statements in respect of Non-Plan, Plan and Non-Lapsable Fund.
10. Preparation of Annexure to demands for Grants / Performance Budget.
11. Economy in expenditure.
12. Distribution of revised Estimates / Budget Estimates / Final Estimates of Kendras etc.
13. Preparation / submission of quarterly return regarding Pay & various types of allowances to M/o Finance.
14. Preparation of Budget in respect of revenue receipts.
1. Revised Estimates, Budget Estimates & Final Estimates relating to Capital Section (Plan & Non-Plan)
2. Performance Budget of Doordarshan.
3. Re-appropriation and appropriation of funds. (Capital Section).
4. Control & Monitoring of progress of expenditure including preparation of expenditure statements, reconciliation of expenditure statements (Capital Section)
5. Other related work pertaining to Capital Grant of Doordarshan.
INSPECTION UNIT SECTION

Dy. Director General (Finance)

DDA (IU)

Sr. AO

1. Administrative & Financial Inspection of Kendras / Offices periodically & finalization of inspection reports & follow up action inspection policy.
2. Scrutiny and Consolidation of audit objection relating to Doordarshan including C&AG’s report.
3. Scrutinizing annual physical verification reports on various kinds of stores etc. at Subordinate Offices of Doordarshan.
5. Submission of annual inspection report to DG regarding irregularities / action taken etc.
7. Reconciliation of cheques.
III. PROGRAMME WING

(i) Organizational set-up
(ii) Work allocation to Sections/Officers
(iii) Link Officer arrangement
PROGRAMME-I SECTION

1. Policy, Planning, Co-ordination & Development.
2. Advertising & Publicity.

PROGRAMME-II SECTION

1. Parliament
2. Music, Dance, Drama
3. HRD Including Training. Cable Network.
4. Audience Research.
5. International relations
6. Cable Network.
PROGRAMME-III SECTION

1. News and current affairs
2. North East

PROGRAMME-IV SECTION

1. Central Commissioning Unit.
2. DD & other Awards.
3. Co-ordination of Regional Kendras.
PROGRAMME-V SECTION

1. National Programmes
2. Sponsored Programmes of DD-I
3. Acquisition / Royalty & Co-production

PROGRAMME-VI SECTION

1. Education
2. Feature & Documentary Films for all Channels
PROGRAMME-VII SECTION

1. Programme Exchange Unit
2. Archives & Archival Policy
3. International Relations

PROGRAMME-VIII SECTION

1. Development Communication Division
2. Specific Audience Programme & Campaigns
3. In House Production.
1. Related work of the Section

PROGRAMME-IX SECTION

PROGRAMME-X SECTION

1. All matters relating to sports on all channels & Sports Channel.
1. DD Bharati, International Relations, International Marketing, Audience Research, West Zone.

- Kashir Channel
- DD India
V. ENGINEERING WING

(i) Organizational set-up

(ii) Work allocation to Sections/Officers
ENGINEERING – I SECTION

- File processing of all pre & post TECC purchase orders.
- Preparation and sale of tender document (direct purchase)
- Diary/Dispatch of all TECC related purchase orders/correspondence/FAX etc.
- Maintenance/upkeep of all files in Sections, file register maintaining supply order register/folder of Govt. sanctions, folder year wise.
- Typing work in the section.
- Filing of all relevant dak, keeping Inspection Notes/dispatch details etc. and maintenance of supply position.
- Misc. work given from time to time.

ENGINEERING – II SECTION

- Putting up cases and files relating to the work handled by Engineering Headquarters.
- Studio & Transmission maintenance Directorates.
ENGINEERING – III SECTION

- Maintenance files & records pertaining to planning & design and maintenance of satellite services.
- Processing for monthly payments of PAS10 and Thaicom-3 satellites leased transponders.

ENGINEERING – IV SECTION

- Putting up cases and files relating to the work handled by three DDE’s of coordination Dte.
- Supervision/Monitoring of work in the Section.
- Maintenance of records.
- Preparation of briefing papers/folders for meeting.
- Liaison with Ministry and PrasarBharati Secretariat & Design and maintenance of satellite services.
ENGINEERING – V SECTION

- Super section work of studio/Transmitter design Directorates.
- To monitor and review of court cases for sending monthly reports to Legal Cell.
- Liaison with Ministry of I& B etc.

ENGINEERING – VI SECTION

- Supervision of work of estimate and Budget section.
- Opening new files and to maintain file opening.
- Making sets of SFC proposals and circulations to SFC members.
- Making sets of Govt, Sanctions.
- Sanctions are issued to about 60 persons annually.
- To maintain records files and other records.
- To maintain sanction registers.
Liaison work with WPC, MIB.

Procuring ABU journals, ITU Documents and payments etc.
SECURITY WING

- All security matters of DG: Doordarshan.
- Reception.
- Issue of Identity Cards etc.
This Cell is the nodal agency for dealing with the complaints of sexual harassment of women officers and staff members of Doordarshan.