



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT



File No. A-10/76/2014-PPC

Dated: 13.06.2014

OFFICE MEMORANDUM

Subject:- Declaration of 'Head of Office' at All India Radio Stations and Doordarshan Kendras.

In modification of previous orders issued by Directorates of All India Radio and Doordarshan on the above captioned subject, the following procedure will henceforth be followed for declaration of Head of Office at AIR Stations/Doordarshan Kendras:

1. At any particular capital AIR Station and Doordarshan Kendra `as also non capital and Local DD Kendras, the senior-most Programme Officer will function as the "Head of Office", provided that he is at least equivalent to his counter-part senior-most Engineering Officer in functional terms. Otherwise, the senior-most Engineering Officer will function as the "Head of Office".
2. At non-capital and Local AIR Stations existing instructions with regard rotational headship shall remain operative till further review.
3. It is clarified that equivalence in functional terms also means equivalence achieved by virtue of ad-hoc promotion or Current Duty Charge(CDC).
4. During the period of absence of the 'Head of Office' for more than three days, the responsibility will automatically be discharged by the next eligible person as per the criteria above. Such person will take only such decision during this interim period, which, if kept pending till the return of regular 'Head of Office', will adversely affect the smooth functioning of the station / kendra.
5. The 'Head of Office' must ensure enough functional and financial autonomy to the senior most officer of the counterpart discipline so that he gets suitably empowered to function independently and without referring the same to the 'Head of Office' various professional matters that pertain to his discipline.

Contd....

6. Irrespective of who is 'Head of Office', the senior most programme and engineering officers will function in perfect co-ordination and harmony and ensure that the Station / Kendra functions smoothly and is able to fulfil the basic objectives of Public Service Broadcasting. It is reiterated that maintaining a cordial working atmosphere will be the joint responsibility of both the senior most officers and it will be one of the assessment parameters in annual assessments of their performances.
7. As far as functionally feasible, no particular officer should be allowed to continuously function as 'Head of Office' at the same place for more than four years.
8. All AIR stations / kendras will regularly keep their respective zonal ADG(P) and Directorates updated regarding changes in 'Head of Office' and any change taking place in the matter should be immediately reported.
9. The Secretariat will maintain an updated list of all Heads of Offices in various AIR station/DD Kendras/other offices of Prasar Bharati and it would be responsibility of the respective DGs to keep the Secretariat updated and intimate changes immediately.
10. This issues with the approval of Competent Authority.


(Arvind Kumar)
Director(Personnel)
Tel: 23737594

To

1. DG, AIR
2. DG, Doordarshan

Copy to:

- ✓ 1. DDG(T) for placing the OM on websites of Prasar Bharati, AIR and Doordarshan
2. Sr. PPS to CEO, Prasar Bharati
3. PS to PA(P&A), Prasar Bharati
4. PS to ADGs/DDGs/Directors/DDAs, Prasar Bharati
5. Hindi Unit for Hindi Version
6. Guard file.