

## Powers and Duties

The power and duties of officers and employees are as contained in the Manual of Office Procedure issued by the Department of Personnel and Administrative Reforms of the Government 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 Powers Rules, 1978 as amended from time to time.

Other Financial powers:

In respect of AIR Panaji Goa delegation of all Financial and Administrative matters rests with Station Director .

The Powers of **Drawing and Disbursing officer** has been delegated to the Administrative Officer as per the DFPR's.

### ADMINISTRATION SECTION

1. Matters relating to all Gazetted Officers. Non Gazetted / staff Artist / Gr. D staff. All administrative & Establishment work.
2. Miscellaneous matters like Pay Commission's implementation.
3. Recirculation of instructions and vacancy circulars received from Ministry.
4. General instructions regarding CCS Rules.
5. Parliament Questions/Assurances, Courts Cases, VIP/MP/PMO references, Audit objections on the above subjects.
6. All general arrangements in connection with proper maintenance of office.
7. Procurement and distribution of stationary articles etc.
8. Purchase and maintenance of office Computers.
9. Purchase and maintenance of office furniture and fixtures.
10. Installation, shifting and payment of bills of telephones/fax.
11. Maintenance of office vehicles.
12. General Staff Welfare measures.
13. Departments Council/Office Council/ Recognition of Service Association.
14. Issue of Identity Cards.
15. Caretaking work.
16. General Cleanliness .
17. Matters relating to Security Instructions.

## **Accounts Section**

1. All receipts and payments.
2. Preparation of salary bills and supplementary bills of Group B,C & D staff including
3. Preparation and issue of LPC's in cases 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 staffs.
6. Preparation of pay bills and TA bills, Medical, LTC, and other bills.
7. Preparation of OTA bills in respect of Group B, C and D staff.
8. Sanction and preparation of all kinds of bills relating to various advances r/o of the staff.
9. Maintenance of GPF Accounts of Group D Staff.
10. Preparation of Budget Estimates/Revised Estimates, maintenance of monthly expenditure statements, reconciliation of expenditure with PAO.
11. Preparation & forwarding of Receipt & Payment accounts to PAO Mumbai as per Prasar Bharati accounting System.
12. Sanction and preparation of final payment bills relating to CGEGIS and GPF.
13. Payment of leave salary/ leave encashment.
14. 12., 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 A,B,C Staff.
17. Audit objections.

## **Hindi Unit.**

1. Translation from English into Hindi and vice-versa.
2. Implementation of orders in regard to Progressive use of Hindi issued by the Department of Official Language (Ministry of Home affairs) from time to time.
3. Circulation of various circulars and instructions in regard to Progressive use of Hindi received from the department of official language, Ministry of Home affairs from time to time.
4. Annual assessment report for accelerating the spread and development of Hindi and its progressive use for various official purposes.
5. Nomination of officials for training in Hindi, Hindi stenography, Hindi typewriting,
6. Organization of Hindi Workshops.
7. Parliament questions
8. Participation in Hindi Conference/Work shops.