

## **DUTIES OF THE OFFICERS**

### **DIRECTOR:**

The Director is the Head of the Kendra. He/She is responsible for the efficient working of the Kendra and in all its branches. He supervised the working of the Kendra in all aspects. He overall control of programmes and well as Administration and Accounts and maintain relations with the State Government, Press and Public.

### **CHIEF PRODUCER:**

In absence of the Director, he performs the duties of the Director. He is also in charge of all production of Doordarshan Kendra.

### **SUPERINTENDING ENGINEER:**

As the senior most engineering officer at Doordarshan Kendra, Superintending Engineer Supervises all engineering functions and is responsible for the overall smooth and efficient functioning of equipments and facilities for the production/transmission of the programme at the Centre. He is a liaison with the State Government on engineering matters. He is also responsible for subordinate engineering staff and their performance. He overall responsible officer of procurement of stores and Management of stores.

### **DY. DIRECTOR PROGRAMME:**

He is directly responsible for all programme matter at the Kendra, subject, of course, to the overall supervision by the Director. He will supervise the work of the ASDs incharge of various programme sections. Except cases involving policy matters, or heavy financial commitment, all routine programme matters will be decided at DDP's level. Suitable delegation of administrative and financial powers will be made to the Dy. Director in this regard by the Director. He will also be conversant with the work assigned to the Director regarding coordination, relations with Press, Public, State Government etc. and assist the Director in all these matters.

### **ASSISTANT STATION DIRECTOR :**

The Assistant Station Director assists the Director in all matters concerning the Planning and production of programmes; he supervises the work of the Programme Executive, Producers and other Production Staff/Staff Artists; he is responsible for the part of programme administration.

### **NEWS EDITOR / ASSISTANT NEWS EDITOR :**

Keeping a watch and check on the entire newsgathering, news writing and news production operations. For this purpose, getting in constant touch with functionaries in the news room briefing them and advising them; holding at least two fixed meetings (one

in the morning and the other in the afternoon) to look at and decide on the shape and content of the bulletins. He is overall incharge of News Room for News Production operation and designing the bulletin and preparing the script of the bulletin.

### **PROGRAMME EXECUTIVE / PRODUCER:**

The Producer/Programme Executive plays a pivotal role. He/She is at once the convener, the coordinator and the conductor in respect of all functions and activities of the units to which he is attached. He arranges discussions and consultations within the Unit; co-ordinates the work of different members of the Unit, and the work of his unit with that of the other Programme units at the Kendra; and provides the means whereby members of the Programme Staff in his unit can translate their ideas and plans into actual telecast. His main duties and functions are given below :

- a. Planning and coordination of programmes.
- b. Programme Production.
- c. Programme Administration.
- d. Public Relations.

### **PRODUCTION ASSISTANT:**

He assists to the Producer/Programme Executive for arrangement of basic facilities as per requirement of the programmes i.e. studio, rehearsal, recording etc. and also produce the programme in an emergency and in the absence of the Producer/PEX.

### **TRANSMISSION EXECUTIVE:**

The Transmission Executive is the officer on duty and responsible for carefully watching the various items of programmes telecast and preparing the Daily report in prescribed form.

### **CAMERAMAN GR-II:**

His main duty is to compose and frame pictures as instructed by Producer either in the studio or on Film/ENG.

### **FLOOR MANAGER:**

He acts as the Producer/Director's representative on the studio floor and communicate Producer's direction to artists on the floor by accepted signals and be in complete charge of what is happening inside the studio and maintain studio discipline including entrance and exit and crew and outside talent, once the rehearsal/recording/transmission starts.

### **FILM EDITOR**

He does editing of mute and sound films, putting in order stock, shots, sound effects.

### **GRAPHIC ARTIST:**

He is responsible for preparation of all graphic material as assigned by the Graphic Supervisor or Producer and prepare graphics during transmission as required.

### **SCENIC DESIGNER:**

He works closely with Producer-Director on all scenic requirement of the production. He also designs and supervises erection of sets, including painting etc.

### **MAKE-UP ASSISTANTS:**

He applies make-up to participants as required and is responsible for creating a special "Character", as may be required.

### **PROPERTY ASSISTANTS:**

He maintains and provides different kinds of properties needed for programmers.

Other staff viz Painter, Carpenter, Tailor, Films Projectionist, Floor Assistants etc. also assists the producer for making a programme.

### **AUDIENCE RESEARCH OFFICER:**

The job of Asstt. Research Officer is very vital for a Doordarshan Kendra. He assesses viewer's reaction to programme/telecast by conducting surveys/studies and collect information about Doordarshan viewership. He is assisted by a Tabulator clerk who tabulate the data wherever necessary.

### **STATION ENGINEER:**

As the second in command in the Engineering Section at Doordarshan Kendra, Station Engineer assists the Superintending engineer in supervision activities in various technical areas such as TV Studio(s), TV Transmitters, OP spot and engineering stores etc., and coordination of recording activities with Programme wing. Station Engineer is responsible in respect of engineering matters for maintaining liaison with the civil construction wing, handles correspondence with the Headquarters, Zonal Office and outside agencies, controls, and deploys subordinate staff, and is responsible for preparation of annual budget of the engineering wing. He is specially responsible for the engineering matters related to OB arrangements. He is also responsible for installation, as necessary.

### **ASSISTANT STATION ENGINEER:**

Asstt. Station Engineer is primarily responsible for proper maintenance of Television studio equipments including VTRs, TV transmitter, microwave link, TV OB

including ENG/EFP equipments, TV receivers, air-conditioning, fire-fighting/safety equipment; power generating/power supply switching and distribution equipments, land/buildings/electrical installation at Doordarshan kendra. Asstt. Station Engineer also makes technical arrangements for outside broadcast; is responsible for operation and maintenance of earth station equipments/transportable communication terminals; controls the engineering stores including the procurement, issue of spares, functions as overall in charge of the transmission shift and prepared routine periodical returns in addition to carrying out any other work assigned to him by Superintending Engineer / Station Engineer.

### **ASSISTANT ENGINEER:**

Assistant Engineer is primarily responsible of the smooth and efficient operation and maintenance of various equipment - systems/technical facilities; organization of recording/transmission shifts duty work with the help of junior staff members; management of engineering purchase/stores; and installation work at Doordarshan Kendra. He is assisted by Senior Engineering Assistant, Engineering Assistant, Sr. Technician, Technician and other Group 'D' staff in different technical areas.

### **SENIOR ADMINISTRATIVE OFFICER:**

He look after the work relating to personnel administration (except that pertaining to Group'D' staff) and budget and financial control and is overall in charge of the entire Administrative and Accounts sections including Transport.

### **ADMINISTRATIVE OFFICER:**

The Administrative officer functions as Drawing and Disbursing Officer. He has direct control over work relating to staff matters pertaining to Group's' staff (including casual labour), Transport section, General section and other house keeping jobs including upkeep of the Studio. Repair of cars is also be looked after by the Administrative officer in consultation with Superintending Engineer, wherever necessary.

The Senior Administrative Officer and Administrative Officer are assisted by the supporting staff viz Assistant/Head clerk, Upper Division Clerk, Lower Division clerk and other group 'D' staff.

All the above Officers discharge their duties as per the norms set by the Doordarshan Manuals and other reference books viz FRSR, DFPR, Office Procedures manuals prescribed for central Government offices and enjoy the powers delegate to them from time to time by the Director Doordarshan Kendra, Bhopal.

### **HINDI OFFICER**

He is responsible for implementation of Rajbhasha policy and guidelines in the Kendra as per instructions received from the Directorate Doordarshan New Delhi.

\*\*\*\*\*