

PROCEDURE FOR ENGAGING CASUAL PARTICIPANTS

The programme plan, which is usually prepared on a quarterly basis, should invariably indicate the names of participants, artists, talkers and performers. This should be got approved by the Head of the Kendra sufficiently in advance of the date of recording / telecast.

- (i) After the programme plan is approved by the Head of the Kendra, the respective Producer/Programme Executive would put the contents of the plan in a form proposal in the prescribed form DD-P-32 for approval of Assistant Station Director/DDP. Thereafter contract should be prepared on the basis of approved proposals. The date of telecast should be indicated as far as possible in the contract for pre-recorded programmes. The producer or programme executive should initial each page of every contract in token of their having checked the typed contract with the approved proposal.
- (ii) At the time of signing the contract the officer concerned should put his full signature on all the sheets of the contract after verifying that the amount noted therein agrees with the approved proposals and initial against each entry relating to the contract in the contract. Issue Register.
- (iii) The office copy of the contract will remain in the custody of the programme section till such time acceptance is received from the participant.

Receipt of acceptances from the participants should be noted in the contract issue register. The acceptances received should be verified with the office copies of the contracts to see that both agree and certificate to that effect recorded by Producer / PEX. Both the office copies and acceptances should then be sent to the accounts section for preparation of payment.

Payment to Casual Participants

Doordarshan Kendra's have been authorized to pay fee to artists according to a prescribed rate structure.

The latest rates which have come into force are given below: -

<u>S.No.</u>	<u>Category / Programme</u>	<u>Fee Payable</u>
1.	Presentation Announcer	Rs. 450 per shift/per day
2.	Interviewers/Anchor	Rs. 700-1200 for 30-45 min depend on programme
3.	Compare/Presenters/Anchor with Shooting (Event based Programme)	Rs. 600-1200

	a) Morning & Afternoon transmission without out-door shooting.	
	b) Morning & Afternoon transmission with out door shooting.	Rs. 800-1500
4.	News Presenters	Rs. 600-800 per shift of 8 hour.
5.	Child Compare	Rs. 300-500
6.	Child Participant	Rs. 200-350
7.	Group of Children from school.(not more than 20)	Rs. 100-200
8.	Classical Music	60% of two AIR fee
9.	Rehearsal Fee	Rs. 100/-
10.	Music/Drama Artists for Location Shooting	Rs. 300 per day for Top grade Rs. 250 per day for 'A' grade Rs. 200 per day for 'B' High grade Rs. 150 per day for 'B' grade Rs. 100 per day for Unapp.
11.	Play by professional and amateur theatre group	
	(i) Short Place (30-45 Min.)	Rs. 12000-18000
	(ii) Long Place (60-90 Min.)	Rs. 30000-60000

The detailed rate card is available with central booking unit of Doordarshan Kendra Bhopal. The rates are subject to amendment from time to time.

TERMS OF THE PAYMENT TO CASUAL PARTICIPANTS

Payment is made by cheque in respect of amount Rs. 10/- and above. Cheque should be prepared with reference to the acceptance by the cheque writer and sent to the accountant who should check them before getting them signed by the drawing and disbursing.

Note: - In exception and hard cases where the enforcement of this rule of payment by cheque causes hardship to the artists concerned. The Heads of offices are permitted to make the payments in cash from their permanent advance to blind, infirm, rural and women artist of amounts of Rs. 10/- and above.

While the cheque issued should be invariably crossed for payees account, outside artists/performers who do not have bank account where the Doordarshan Kendra is located may be issued bearer cheque on written requests, in the presence of Dy. Director of Administration or Assistant Station Director.

When the programme is recorded by one Kendra on behalf of another the indenting Kendra will be responsible for the payment of fee to the artist. In such cases, on the request of indenting Kendra the recording Kendra will be completing the contractual

formalities and send the office copy of the contract the recording certificate to the indenting Kendra.

The indenting Kendra will make necessary entries in the pay order book and make the payment. The recording should also be entered in the prescribed register. This procedure will not, however, apply in case of payment of fee to participate in National Programme, as payment in such cases will be made by the Recording Kendra.

The pay order book duly completed up to column 7 should be sent the officer on duty along with the cheques foils and receipt forms in DD A-1. The receipt of the cheques should be acknowledged by the officer on duty in column 8 thereof and the pay order book return to the Account Section.

The acceptances should be retained at the Duty Table for verification of payees signatures at the time of their signing the receipts in DD A-1.or 28 and also for making sure that no telecast is put through without prior acceptance on proper form, from the participants.

In cases where payments could not be made immediately after telecast (either because it is payment to a guardian of a minor who is absent or the artist leaves without notice) payment may be made thereafter by cheque by Registered Post (Acknowledgement due)or by Money Order.

The duty officer will make payment to artists for programme recorded after the certificates of recording are duly signed by the Programme Officer concerned giving reference to the entry in the register of Recording. In no case payments should be made without completion of certificate of telecast/recording.

In respect of payments to the leader of a group of Artist for whom TA/DA is separately calculated and shown as a consolidated figure in the contract the Duty Officer should obtain signature of all such members of the groups on the reverse of the voucher form while signature of the leader of the group who has signed the contract will be obtained on the voucher.

The undelivered cheques and undisbursed cash pertaining to artists who do not turn up at the last moment and the receipt in case where payments have been actually made should be sent by the officer on duty along with the Log Book documents to the Account Section the next day. The details of chaques and the amount of cash returned should be clearly indicated by the Officer on duty in the Pay Order Book. Their receipt should also be acknowledged by the Cashiers in the same book. The Accountant should check the entries again and verify that every item of payment to an artist is supported by an acceptance and entry in the Log Book. The Log Book should then be checked by the Accountant and sent to the Drawing and Disbursing Officers for check and initial along with the receipt from payees placed in Pay Order Book with voucher numbers noted in the column provided for the purpose.

Remuneration in excess of Director's Powers

Application to the Director General for sanction of remuneration to casual participants to be paid in excess of Director's financial powers, should be made in form DD, P: 37.

Payment to Minor

In case of minor participants the contracts are issued in the name of the guardians only. Name of the minor artist should, however be shown. Acceptances are to be signed by the guardians; after the telecast payments made to the guardians.

Presents to children in lieu of fees

The Director can sanction expenditure for purchase of presents to children in lieu of fees not exceeding the limits prescribed for the grant of remuneration to artists but the purchase of articles to be given away as presents will be governed by the rules contained in Appendix 9 to the General Financial Rules 1963.

Travelling allowance to casual participants

Travelling allowance and daily allowance both for inter-section and regional booking will be regulated as follow:-

- (I) Individual artists (top ranking 'A' and 'B' High grade): 3 first class train fares. The artist below 'B' high grade is not to be booked by Doordarshan.
- (II) Parties:
Leader-3 first class fares both for inter station and regional booking for 'B' high grade and above.

Other members of the party-3 second-class rail fares irrespective of the grade of the party both for inter station and regional bookings.

Escorts

Escorts accompanying lady artist and also blind/infirm artist may be paid 2 rail fares of the same class as admissible to the concerned artist. TA is admissible for only one escort accompanying the artist.

Blind artist should avail of the rail concession granted to them by railway authority. The payments of TA should be made only for the artists and not for escorts as railways permit travel by the blind accompanied by escorts on payments of one single journey fare for the class occupied (such artists are required to produce a certificate from the registered medical practitioner or from the recognised institute for the blind before the station master for availing of the above concession).

Artists of top ranking and 'A' grade travelling without escorts may be allowed to travel by air in exceptional circumstances with the prior approval in writing of the Director General. If such artists are accompanied by escorts only rail fare will be admissible to both.

Air travel for other eminent artists of top ranking and 'A' grade may also be considered on the merit of each case by the Director General and sanction at his discretion. Airfare should be recommended only in exceptional cases of eminent artists who normally travel by air. Proposal for airfare giving full Justification should be sent sufficiently in advance and prior sanction should be obtained from the Director General.

Maintenance of Index-Card for performing Artists/Talkers etc.

The Index-card should be maintained in respect of every performing artist/talker/participants etc. in the prescribed form.

The index card should give all particular of the performer and contain details of every engagement offered the fee paid, the quality of performance, and other particulars as provided in the form.

A rapid glance at the index card should give to the Head of the Doordarshan Kendra a clear picture of the frequency of utilization of that performing artist/talker etc. There should be only one index card for each artist at a Kendra. It should be in the custody of Central Booking Unit.

Index card should be physically verified periodically (half yearly) by the Producer/PEX in charge of the Section in whose custody the cards are kept. He/she should furnish a certificate to the next higher authority to the effect that the Index cards of all approved and graded artists and those who have been engaged in the telecast of the Kendra are actually there.

The Index cards after they have been physically verified should be gone through either by the Kendra Director or Asstt. Station Director at least once in a year so as to reveal any instance of gross over-engagement or under-engagement or utter neglect of any casual performer (specially of the graded artist). This should enable the Head of the Kendra to take necessary remedial measures.

The Index card showing the specimen signature and the Photograph of the artist/participants obtained when he/she comes to telecast for the first time should be maintained. This will enable Kendra authority to verify the identity of the talker/participants who would come for telecast on subsequent occasions.

Index cards for Govt. officials/Staff of Doordarshan Kendra are also to be maintained showing the grading, fee etc. and also clearly indicating in red ink whether payment is not due or at a reduced rate etc.

Regular employees of All India Radio/Doordarshan are not entitled to any honorarium for contribution to or participants in AIR/Doordarshan programmes. TA/DA will however be allowed, if otherwise due.

The employees of the corporate bodies like the Life Insurance Corporation Indian Airlines Corporation etc. are to be treated as non-official for the purpose of making payments to them for participation in Doordarshan programmes.
