

## **Section 4(1)(b)(ii) The powers and duties of officers and employees**

All administrative and financial powers delegated to Heads of Departments of Government of India under the Delegation of Financial Powers Rules are available with the Director General. Further, these powers are authorized by him to the various officers in the Films Division.

### **DUTIES OF OFFICERS AND EMPLOYEES**

#### **(GROUP 'A' GAZETTED)**

##### **DIRECTOR GENERAL**

He / She is over all in charge of the organization (Films Division) and functions as Head of the Department. He / She is responsible for directing, streamlining & supervising the functioning of Films Division as a whole keeping in view the aims and objects of the Films Division i.e. to mobilize the use of films, to focus attention on important aspects of the affairs of the nation and objective image of country, to secure proper appreciation in various countries as well as be responsible for the growth and development of documentary films as a medium of education and communication. The Director General is in overall charge of the entire production programme of films and News Magazines as a medium of education and communication, general supervision in the planning and execution of production programmes as also to provide day to day creative guidelines on all aspects of films besides overseeing the efficient functioning of the administration, finance and distribution aspects of the Films Division.

##### **ADDITIONAL DIRECTOR GENERAL**

His/Her functions are to assist Director General in the planning, execution and coordinating of Films Division Production Programme and to deputise him in regard to production of films in his absence. He/She is responsible for supervising and keeping a constant watch over the working of production of Films/Prints, to ensure an un-interrupted tempo of production according to schedule. He/She is also responsible for the smooth working of the Production Centers at Delhi, Bangalore and Kolkata and to guide the Joint Director General working in those centers. He/She is particularly responsible for :-

- a) Assignment of subjects to directorial units in consultation Director General and allocation technicians like Cameraman, Unit Manager etc. for working with the units.
- b) To ensure execution of production schedules as also drawing of Film Advisory Board and release schedules.
- c) To draw release schedules and to see that the uninterrupted release of films is made.
- d) To guide the production section in draw of production programme of Films Division.
- e) To scrutinize and approve shooting programmes, raw stock requirements, general on tour programmes of production units.
- f) Attending to all production problems that may be brought to his notice by the Producers in regard to subjects assigned to their units.
- g) To co-ordinate the day to day working of production departments and sections.
- h) To scrutinize and assist requirements of various production department with regard to personnel, equipments, transport and other ancillary matters with a view to ensure optimum output.

- i) Viewing of films at re-recording stage.
- j) To supervise processing work done by laboratories with the help of laboratory staff of Films Division.
- k) To co-ordinate the work with production, administration and finance departments.
- l) To work on selection boards for recruitment of promotion of staff as may be specified.
- m) To make one film in a year independently.
- n) To assist Director General in any other matter as may be assigned to him.

### **JOINT DIRECTOR GENERAL**

His / Her functions are to assist Additional Director General in planning, execution and co-ordination of films made at the respective centers. He / She has to deputise Additional Director General/Director General in regard to the work of the Division in the respective regions on behalf of Films Division. He/ She is also responsible for supervising and keeping a constant watch over the working of various departments to ensure an uninterrupted tempo of production. He is particularly responsible for:-

- a) To scrutinize and approve the scripts/stories
- b) Assignment of stories to Directorial Units and allocation of Cameraman, Unit Manager etc. for working with the units.
- c) Ensure execution of production schedules.
- d) To scrutinize and approve shooting programme, raw stock requirements, general control on tour programmes of production units.
- e) Attending to all production programmes of the respective Centers.
- f) To co-ordinate day to day working of various production departments and administrative sections.
- g) To supervise and access the requirements of various production departments with regard to personnel, equipment, transport and other ancillary matters with a view to ensure optimum output.
- h) To have effective control on the films being made through Independent producers.
- i) Viewing of films at the roughcut stage, re-recording stage, within inhouse as well as OP Production.
- j) To work on selection boards for recruitment of personnel as may be specified.
- k) To make one film in a year independent to assist Additional Director General/Director General in any other matter as may be assigned to him.

### **DIRECTOR OF ADMINISTRATION**

Responsible for overseeing, supervising and streamlining the administration and financial working of the Films Division including distribution of films subject to over-all supervision and control of the Director General and to assist Director General in all administrative matters.

**DEPUTY DIRECTOR GENERAL**

To scrutinize the work of Film Directors. He /She is responsible to the Joint Director Generals and he is required to supervise and keep constant track of day to day progress of the films under his control. He is also responsible to provide a broad and/or creative guidelines to the Directors whether they are in-house, ad-hoc or Independent Producers who make film for Films Division, at different stage of production. In particular, the Deputy Director General is responsible for :-

- a) Group discussion with the Directors and Script-Writers, rough script planning of subjects assigned to his group and obtaining approval of the concerned superior officers as may be required of him.
- b) Obtaining approval of scripts as well as commentary for the films from the sponsors/consultants.
- c) Scrutinize shooting programmes and scripts break-downs as well as suggestions for location etc.
- d) Checking of tour programmes and requisitions for advance traveling allowance and contingency expenses.
- e) Viewing of rushes of each documentary film with the Director concerned and getting them assembled in unedited sequences as well as helping and guiding the Directors in editing the films during the first, second and third etc, preview under general guidelines of his superior officers if and as may be required of him.
- f) Getting ready and presenting of commentary, picture and music effects separate tracks for the viewing of Joint Director General /Additional Director General Director General as the case may be.
- g) Supervision and coordination of the day to day work of each directorial unit in his group and to ensure that each director completes the fixed quota of films and keeping daily track and record of production of each directorial unit in log-book and submission of weekly reports to Additional Director General /Director General.
- h) Attending to the correspondence pertaining to the subjects which are under his control with the sponsors, consultants and other authorities as may be necessary as well as correspondence with In-house Directors/Ad-hoc Directors/ Outside Producers.
- i) To make one film in a year independently.
- j) Attending to any other work as may be assigned to him by his superiors.

**JOINT DIRECTOR (COST)**

Post borne as Indian Cost Account Services. Cadre . Responsible for overseeing, supervising and streamlining the work relating to Costing of the Films Division. To assist the Director General in all matters related to Costing, Performance Budget etc. of the Films Division.

**DEPUTY DIRECTOR (COST)**

Post borne as Indian Cost Account Services Cadre . To assist Deputy Director (Cost) to finalise performance budget / finalization of cost of each films produced by this Division. Apart from this, he / she has to supervise the work of Costing Section.

### **DIRECTOR**

To direct documentary films and short films as may be assigned to them under the guidance of the Producer concerned. The Director is responsible for following work in the production of a film :-

- a) Research on the subject and collecting the background materials.
- b) Writing the script and shooting script.
- c) Planning the shooting schedule and commencing the shooting on location under his direction.
- d) Liaison and co-ordination for shooting programme /facilities with local authorities.
- e) Editing and making the rough cut along with commentary or the film for approval of Deputy Director General /Joint Director General and Sponsors.
- f) Final editing, preparation of effects and music track for re-recording of the film.
- g) Supervising music and re-recording of the film.
- h) Co-ordination of final negative cutting.
- i) Supervising colour correction along with the cameraman for preparation of answer print for Film Advisory Board.

### **DIRECTOR CAMERAMAN**

To direct shooting of documentary films, write scripts, supervise editing etc. and film topical news, in depth coverages and reportage-type of events.

### **DIRECTOR OF MUSIC**

To compose and direct background music for documentary films, Cartoon films, compilations, record films and newsreels including news magazines and to supervise the work of music department. Also to look after music library, supervise the maintenance of musical instruments etc.

### **OFFICER-IN-CHARGE (Cartoon Film Unit)**

To be in overall charge of Cartoon Film Unit to look after production/direction of animated films. To supervise animated sequences required for documentary films. To co-ordinate all the activities connected with production of Cartoon Films (e.g. music, editing etc.)

### **ANIMATOR**

To look after the work of animation of cartoon film productions and draw key animation drawings. To supervise animation/art work of the Cartoon Film Unit Staff. To undertake planning of animation work independently. To direct animation films. To plan and execute animation shooting.

### **OFFICER-IN-CHARGE (DISTRIBUTION)**

To be the Head of all Distribution Branch Offices of the Films Division. To be responsible for the distribution of films in cinemas, sale of films and commercial exploitation of the films of the Films Division in India and abroad.

**INTERNAL FINANCIAL ADVISER**

To render financial advice to the Director General on matters having financial implications and to ensure proper control and supervision of budget and expenditure matters; settlement of audit objections etc.

**SENIOR ADMINISTRATIVE OFFICER**

To assist the Director of Administration/ Director General in the day to day administration of Films Division. Also to act as Head of Office, Factory Manager, Security Officer and Liaison Officer for implementation of reservation orders in respect of SCs and STs. Also to act as appointing authority and disciplinary authority in respect of Group 'C' and Group 'D' posts.

**DEPUTY DIRECTOR**

To direct the shooting of documentary films and short films as may be assigned to them and write scripts, supervise editing of the films under the supervision and guidance of the Deputy Director General in charge.

**SENIOR SCRIPT WRITER**

To write stories, screen plays and dialogues, interviews etc. for the films being produced by the Films Division on a regular basis.

**ASSISTANT DIRECTOR (Official Language)**

To co-ordinate and supervise the work relating to Hindi in Films Division.

**(GROUP 'B' GAZETTED)**

**IN-BETWEEN-ANIMATOR**

To assist the Animator in the work of animation for the production of cartoon film and to draw in-between drawings. To handle animation sequences independently. To direct animation films occasionally. Planning and attending animation shooting.

**CHIEF CAMERAMAN**

To supervise the camera Department of Documentary Section, arranging shooting programmes and also to undertake shooting of documentary films. To film topical events independently or at the direction of Deputy Director General or Joint Director General or any other officer for inclusion in News Magazines or other films produced by Films Division.

**CAMERAMAN (Cartoon Film Unit)**

To carry out the Animation shooting according to the instructions of the Director and Animator for production of cartoon films.

**PRODUCTION MANAGER**

In charge of studio and ancillary departments. To arrange for facilities required by the production units. To arrange for artists, to provide all assistance for carrying out the shooting programme in studio and outside

**ACCOUNTS OFFICER**

To supervise and control the Finance / Accounts Section of the Films Division. To act as "Drawing and Disbursing Officer" of the Films Division. To assist Internal Financial Advisor /Director General in the financial matters.

**SENIOR BRANCH MANAGER**

Distribution of films to Cinema Exhibitors and execution of contracts therefore and collection of rentals. To act as Head of Office and Drawing and Disbursing Officer, preparation of revenue and expenditure budget and control on expenditure, establishment, Administrative matter, Maintenance of GPF account of Group 'D' Staff, Exercise of Administrative/Financial Powers to act as Controlling Officer in respect of staff in the Branch Office, cheque Drawing authority and passing of pay bills, where there is no PAO. To be in overall charge of the Distribution Branch Office controlling between 1000 to 1500 cinemas.

**CHIEF EDITOR**

To supervise the work of editing section and to edit documentary films and/or newsreels produced by the Films Division.

**CHIEF RECORDIST**

To supervise sound recording, projection and maintenance of equipments and to record commentaries and voice effects and music for incorporation in films.

**ASSISTANT ADMINISTRATIVE OFFICER**

To assist the Sr. Administrative Officer in the day to day administration of Films Division.

**EDUCATIONAL ADVISER**

To guide the writing of scripts for production of educational and other films for preparation of synopsis and detailed treatment of educational films.

**CAMERAMAN**

To shoot documentary films either in studio or at different locations as required.

**COMMENTARY WRITER**

Commentary Writer is responsible to assist ADG in scrutiny of scripts/stories received from outside agencies.

**BRANCH MANAGER**

Distribution of films to Cinema Exhibitors and execution of contracts therefore and collection of rentals. To act as Head of Office and Drawing and Disbursing Officer, Preparation of revenue and expenditure budget and control on expenditure, establishment, Administrative matter, Maintenance of GPF account of Group 'D' Staff, Exercise of Administrative/Financial Powers to act as controlling Officers in respect of staff in the Branch Office, cheque Drawing authority and passing of pay bills, where there is no PAO. To be in overall charge of the Distribution Branch Office controlling so many cinemas.

**LIBRARIAN (FILMS)**

To be overall In-Charge of Film Library. To supervise the work of Library Assistants and other staff in the Film Library. To ensure proper maintenance, stock verification and upkeep to all film material, equipments and fixtures in library.

**MAINTENANCE ENGINEER**

To be responsible for the maintenance and procurement of cinematographic equipments. To supervise installation of equipments for recording, re-recording and projection of films and maintenance and testing of cameras, editing machines, recorders, dubbers mixers etc. Also to help in providing technical specifications, indenting and inspecting of new equipments and accessories.

**LAYOUT ARTIST**

Planning and designing of the Cartoon character and the settings, the architecture in the frame and the camera movements, the lighting effects, atmospheric effects etc., keeping in mind its disciplines and transitions of the medium.

**SENIOR PERSONAL ASSISTANT**

To perform duties as Personal Assistant to Head of Department.

**MUSICIAN**

To play musical instruments for background music of documentaries, News Magazines etc.

**(GROUP 'B' NON-GAZETTED)**

**RECORDIST**

To do recording of voice effects and Music tracks and to do re-recording of different sound tracks for films produced by Films Division. Also to do talkie coverages /interviews etc.

**SUPERINTENDENT**

To supervise the work of Assistants and clerks in the Administrative Sections and assist the Assistant Administrative Officer in matters relating to Establishment and General Administration.

**ASSISTANT DIRECTOR GRADE - I**

To assist the Director in the shooting of films such as continuity of dialogue, action and maintaining correct record of dress, ornaments, make up and action while different scenes are shot at difference places. To maintain complete dope-sheets of each shot taken and to assist the Editor in sorting out the rushes and assembling them according to continuity of story and also to look after the pre-shooting and post shooting arrangements.

**EDITOR**

To edit documentary films and newsreels produced by the Films Division. For this purpose, the Editor has to work in close co-ordination with the Deputy Director General and Director concerned in viewing the rushes, sorting, assembling, shuffling, re-shuffling, editing and re-editing till the picture takes its final shape.

**LABORATORY SUPERVISOR :**

To supervise Black & White, colour film processing, film to video, video to video, video to film (reverse telecine) transfer work in various formats through various private and Govt. laboratories situated at Bhubaneshwar, Trivandrum and at Mumbai in respect of film produced by Films Division Headquarter, ERPC, SRPC, Delhi Office, to ensure quality of films/video production work, release copy work in different channels according to time schedule in various formats i.e. 35mm/16mm/Blow-up/Digi-Beta/SP Beta/DVD/VCD/VHS etc. Regular checking of filmic material, archival material restoration, proper checking of filmic material before sending to and receiving back from various labs including films and videos at HQ, ERPC, SRPC, Delhi Office, issue of gate pass, suggesting required raw stock against each order, correspondence with all offices and labs, administrative work, attending files and meeting as Section Head.

**ASSISTANT DIRECTOR GRADE - II**

To assist the Director in the shooting of films such as continuity of dialogue, action and maintaining correct record of dress, ornaments, make up and action while different scenes are shot at difference places. To maintain complete dope-sheets of each shot taken and to assist the Editor in sorting out the rushes and assembling them according to continuity of story and also to look after pre-shooting and post shooting arrangements.

**STENOGRAPHER GRADE - I**

To perform duties of Personal Assistant to Senior Officers in the Films Division. Typing and Stenographic work etc.

**ASSISTANT NEWSREEL OFFICER**

To film topical events independently or at the direction of Deputy Director General Joint Director General or any other officer for inclusion in News Magazines or other films produced by Films Division. He is also required to shoot news coverage for Doordarshan.

**ASSISTANT LAYOUT ARTIST**

To assist the Layout Artist in planning and designing of cartoon characters and the settings for the Cartoon film production.

**LIBRARY & INFORMATION ASSISTANT**

To assist the Librarian in proper maintenance of archival material in the film library and to prepare index charts for films and stock shots and also to check conditions of prints, negative materials etc.

**ARTIST GRADE - I**

To assist In-Between Animator in putting in-between drawings.  
To do advance art work for cartoon films.  
To do inking and painting of cells.  
To assist animation shooting.

**ASSISTANT CAMERAMAN**

To assist Cameraman in shooting of films and also to do independent shooting when work so demands.

**ASSISTANT. EDITOR GRADE - I**

To do spade work before the Editor concerned takes up actual editing work and to assist the Editor in negative cutting and editing films.

**PROJECTION ROOM OPERATOR**

To operate and maintain 35 mm & 16 mm film projectors and cinemascope projectors and also general upkeep of the theatres, to keep account of films screen and carbons etc. consumed.

**UNIT MANAGER**

To assist the Production Manager in arranging facility required for shooting of films.

**DRIVER (SPECIAL GRADE)**

To Drive and Maintain office vehicles.

**SALESMAN**

To secure contract from Cinema Exhibitors, to attend to correspondence regarding rentals and contracts, collection of rentals from Cinema Exhibitors and maintenance of records connected therewith and to look after the non-commercial exhibition of films.

**ASSISTANT MAINTENANCE ENGINEER**

To carry out testing, servicing and maintenance of various types of motion picture equipments independently. He / She has to be fully conversant with a vast of highly sophisticated mechanical, electronic and optical equipments to be able to maintain them in top working conditions.

**SENIOR HINDI TRANSLATOR**

To translate documents, manuals etc. in Hindi. To assist Assistant Director (OFFICIAL LANGUAGE.) in work relating to implementation Official Language. Other common category work as specified in secretariat.

**JUNIOR HINDI TRANSLATOR**

To translate documents like official letters etc. To assist Senior Hindi Translator/ Assistant Director (OFFICIAL LANGUAGE.) for implementation of the official work in Hindi.

**STENOGRAPHER GRADE – II**

To perform duties of Personal Assistant to Officers in the Films Division. Typing and Stenographic work etc.

**ASSISTANT**

- a. To look after the technical work of clerical nature connected with cinematographic equipment, raw films and to maintain processing accounts etc.
- b. To supervise the work of Upper Division Clerk's / Lower Division Clerk's in Administration Sections.
- c. To supervise Accounts Units/ Sections and monitor budget grant / expenditure under different head of accounts. To assist Accounts Officers / IFA in the financial matters.
- d. Overall responsible of all stores materials, purchase and distribution amongst the Indentors. To periodically inspect equipments etc. issued to Indentors/ Sections etc. under the supervision of concerned AAOs.

**(GROUP C )**

**ARTIST GRADE - II**

To do simple in-between drawings.  
To do inking and colour of cells and other simple art work for Cartoon films produced.  
To assist animation shooting.

**ASSISTANT EDITOR GRADE - II**

To work in Editing Section/Film Library /Music Library to do joining and cutting the films and assist the Editor and Assistant Editor Grade – I in the work of dubbing the language, matching commentaries and the final track.

**ASSISTANT RECORDIST**

To assist the Recordist in recording and re-recording of Sound, Music and effects and also talkies, coverage for films produced by the Films Division either in the Studio or at locations.

**FILM LIBRARY-CUM-PROJECTIONIST**

To maintain film library attached to the Films Division Auditorium and to help Technical Officer in running and maintaining the auditorium as well as to do projection of 16mm & 35mm films.

**SR. PROJECTIONIST GRADE - II**

To assist the Sr. Projectionist Grade I, to maintain and operate Film projectors.

**LABORATORY ASSISTANT :**

To execute various film processing/video transfer orders and requirements of various sections, to maintain the quality with full responsibility under the guidance of Lab. Supervisor as under :

1. To visit various film processing labs to follow-up the work, confirming the technical report of chemical analysis, temperature and Ph, etc.... before the material get processed and to see proper density of optical sound negatives.
2. To ensure quality, handling of black & white, colour picture negative, inter positive/master, inter negative, dupe negative, optical sound negative, rush prints, answer prints, release prints etc... in various celluloid/video/digital formats.
3. To carry out colour correction on computerized analyser/Telecine from the picture negative with latest software/techniques.
4. To confirm the process length of the picture negative exposed by the cameraman, to check optical sound negative sync of various language versions, to co-ordinate for the special optical effects in the lab.

5. To prepare physical deficiency report on Film Processing, Raw Stock, Recording, Camera, Shake in Image, Base fog, Scratches, Lines, Static Marks, Slippage, Shifting of Image, Image Distortion to bring to the notice to Lab. Supervisor.
6. To check the condition of archival filmic material and report to Lab. Supervisor to certify the extent of damages, fungus effect, decomposition, colour fade, physical damage, replacement, restoration etc....
7. To carry out the pre & post production video work from film to video, video to video, video to film ( reverse telecine ), VCD, DVD, SP-Beta, Digi-Beta, HD formats etc...

**LIBRARY ASSISTANT**

To assist the Librarian in proper maintenance of archival material in the film library and to prepare index charts for films and stock shots and also to check conditions of prints, negative materials etc.

**DRIVER GRADE – I**

To Drive and Maintain office vehicles.

**SENIOR BOOKER**

To look after and arrange for booking of films for commercial and non-commercial exhibition. To supervise the work of booking and shipping staff.

**PHOTOGRAPHER**

To take still photography and do developing, printing, enlarging of still photographs.

**PROJECTIONIST GRADE - I**

To assist the Sr. Projectionist Grade I & II, to maintain and operate Film projectors.

**DRIVER GRADE – II**

To Drive and maintain office vehicles.

**CHIEF ELECTRICIAN**

To be responsible for the installation and maintenance of electrical equipments of the Films Division.

**JUNIOR BOOKER**

To look after booking of films to Theatres, to attend the correspondence relating thereto.

**STENOGRAPHER GRADE - III**

To perform duties of Typing and Stenographic work relating to the Films Division.

**UPPER DIVISION CLERK**

To look after the clerical work of administrative Section.

**HEAD CARPENTER**

To do and supervise carpentry work in the fabrication and creation of sets in the Studio for shooting purposes.

**DARK ROOM ASSISTANT**

To assist the Photographer in developing, enlarging and other photographic work.

**PROJECTIONIST GRADE - II**

To assist the Sr. Projectionist Grade I & II, to maintain and operate Film projectors.

**CARPENTER**

To do carpentry work and help Head Carpenter in the creation of sets.

**PAINTER**

To paint the sets and to do background painting etc.

**DRIVER (ORDINARY GRADE)**

To Drive and Maintain office vehicles.

**ELECTRICIAN**

To assist the Chief Electrician and to look after the lighting arrangements at location shooting sites.

**LOWER DIVISION CLERK**

To attend clerical work like maintenance of Section diaries, typing etc.

**FILM SHIPPER**

To dispatch films to Cinemas and others. To clear film parcels and maintain relevant documents and accounts.

**RECORD KEEPER**

To maintain office records.

**UPGRADED FROM GROUP 'D' TO GROUP 'C'**

**BOOM MAN**

To assist the Sound Recording work namely by adjusting of Microphone etc. in the Studio or at locations.

**DAFTARY**

To look after maintenance of office files and records.

**FILM CHECKER**

To check the processed material for the quality and to ensure that the material is free from photographic or any other defects. Also to assist the Negative Grade-cum-Supervisor in preparing printing charts.

**JUNIOR GESTETNER OPERATOR**

To operate Gestetner Duplicating Machine.

**SENIOR PEON**

To do messenger job, to carry files and documents to and from Director General and to regulate and guide visitors coming to Director General.

**JUNIOR PAINTER**

To do painting jobs.

**PACKER**

To do packing work relating to dispatch of film parcels.

**MAZDOOR**

To do manual work.

**CHOWKIDAR**

To work as a Watchman.

**MALI**

To look after the Garden.

**PEON**

To look as Office Messenger, Orderly etc.

**STUDIO BOY**

To assist concerns at the time shooting etc.

**CLEANER**

To Drive and Maintain office vehicles.

**FARASH**

To do dusting work.

**SAFAIWALA**

To do sweeping work.

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