

**PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
PRASAR BHARATI SECRETARIAT  
PRASAR BHARATI HOUSE  
COPERNICUS MARG, NEW DELHI-110001**

F. No. M-01/001/72/2020-GA

157.

Dated : 07.07. 2020

**Subject: Instructions regarding use of eSign in eOffice.**

Reference is invited to Prasar Bharati Secretariat Office Order No. M-01/001/72/2020/GA II dated 23.04.2020, wherein the use of eSign has been clearly spelled out including officers authorized to use eSign. A copy of the same is enclosed herewith for ready reference.

2. However, it has been noticed that the instructions are not being followed properly and it has come to the notice of the Secretariat that eSign are being used by officers below the rank of Deputy Director. In certain cases such as return journey of file after approval where eSign is not permitted are also being used by many officers.

3. It must be understood that each eSign cost Rs. 2/- which is paid by Prasar Bharati, thus following the laid down policy issued vide above mentioned Office Order is to be followed strictly.

Encl.: As above.

  
(Rajeev Malhotra)  
Dy. Director (GA II)

To

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD
4. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) PBS
5. ADG (Economic Research), ADG(IR/ Marketing), ADG(Procurement), ADG (Content Operations) Prasar Bharati
6. ADG (NABM)
7. Heads PBNS/ Sales
8. CVO, Prasar Bharati
9. DDGs (Admin.) / (Fin.)/(Tech.)/ (Ops.)/ (LM&HR-C), PBS
10. All DDGs , AIR and DD
11. All Directors/DyDirector,PBS
12. All Director/Dy Director,AIR & DD
13. DDG (T) for circulation in e-office

Copy for information to:

1. Staff Officer to CEO, PB
2. PS to Member (F), PB
3. PS to E-in-C (SI & CS), PB

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PRASAR BHARATI SECRETARIAT  
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COPERNICUS MARG, NEW DELHI

No. M-01/001/72/2020/GA II

Dated: 23.04.2020

OFFICE MEMORANDUM NO. 01 /2020

**Subject: Instructions regarding use of eSign in eOffice.**

It is mentioned that eSign facility has been activated in eOffice. It has been decided, with the approval of the competent authority, to implement "eSign" for the following office work in eFile with effect from 01.05.2020:

S.No.	Nature of Office Work	eSign by
i.	For any new policy proposal/ amendment in existing policy, all matters having financial implications including tenders/ payments	DD & above
ii.	Other than works not included in (i) above	Approving Authority
iii.	File on return journey after approval	None
iv.	All circulars and letters issued from eFile. These should be directly uploaded on eOffice and sent by email without any physical receipt.	Officer signing the circular/ letter
v.	eAPARs in SPARROW	Officer concerned /Reporting /Reviewing authority

2. The above instructions will be reviewed after two months i.e. by 30.06.2020 and revise instructions will be issued, if need be.

3. All concerned are requested to ensure strict compliance in the above matter.

  
(RAJEEV MALHOTRA)  
Dy. Director (GA II)

**To**

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
3. All Zonal/ Regional ADG (E)/ ADG (P) AIR and DD
4. ADG (NABM)
5. CVO, Prasar Bharati
6. DDG (T) for circulation in eOffice

...2/-

:2:

**Copy for information to:**

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research), ADG(IR/ Marketing), ADG(Procurement), ADG(Content Operations) Prasar Bharati
7. Heads PBNS/ Sales
8. DDGs (Admin.) / (Fin.)/(Tech.)/ (Ops.)/ (LM&HR-C), PBS
9. Dir (GA-1)/DD(GA-2) for further necessary action.
10. AE (GA-I)/ AE (GA-II), PBS
11. Notice Board, PBS.

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INDIA'S PUBLIC SERVICE BROADCASTER  
PRASAR BHARATI SECRETARIAT  
PRASAR BHARATI HOUSE  
COPERNICUS MARG, NEW DELHI

No. M-01/001/72/2020/GA II

Dated: 23 .04.2020

OFFICE MEMORANDUM NO. 2/2020**Subject: Instructions regarding use of eSign in eOffice.**

This has reference to this Secretariat's letter of even no. dated 23.04.2020 (Office Memorandum No. 1/2020) on the above mentioned subject (copy enclosed). It is requested that the Sl. No. ii of the table may be read as under:-

S.No.	Nature of Office Work	eSign by
ii.	Works not included in (i) above	Approving Authority

2. All concerned are requested to ensure strict compliance in the above matter.

  
(RAJEEV MALHOTRA)  
Dy. Director (GA II)

**To**

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD
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9. Dir (GA-1)/DD(GA-2) for further necessary action.
10. AE (GA-I)/ AE (GA-II), PBS
11. Notice Board, PBS.