

PrasarBharati Secretariat  
7<sup>th</sup> Floor, PrasarBharati House,  
Copernicus Marg, New Delhi  
\*\*\*

F.No.A-10011/4/2017-PPC(NABM)

Dated: 01/05/2020

**Office Order NO. 130 /2020-PPC**Subject: **Procedure for detailment of officers on training to NABM/RABM**

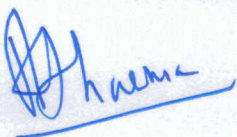
Prasar Bharati Secretariat vide Order No.100/2019 dated 19.03.2019 streamlined the procedure for Method for approval of Leave and Domestic Tour programmes of officers/officials of Prasar Bharati. The existing procedure for nominating/ deputing officers for training is not in line with these orders and it has been observed that officers/ officials are proceeding for training without the approval of concerned ADG. Further, few officers are being deputed for training intermittently at very short intervals whereas others do not get chance at all.

2. It has been decided with the approval of competent authority to streamline the process for nominating/ deputing officers from various units of Prasar Bharati including stations / kendras for training at NABM/RABM. Henceforth, the instructions as detailed in subsequent paras shall be followed while detailing the officers/officials [Engineering Wing, Programme Wing and Administration wing] for training to NABM/RABM.

3. **Circulation of Training programmes:** Annual Training Calender (ATC) shall be posted on Prasar NET, Prasar Bharati Website. Training schedule for each quarter is to be circulated by NABM/ RABM. NABM shall prescribe a common proforma for any kind of training programme, be it related to Technical field, Programme, General Administration or Finance for submission of nomination. This proforma is also to be circulated by NABM/RABM along with the Training Schedule.

4. **Receipt of Nominations:** Competent authority to recommend / approve the nominations shall be as under :-


S.No.	Present Posting of nominated officer/official	Recommending Authority	Competent Authority
1.	Officers of the level of DDG and above, posted at AIR stations & DD Kendras	Concerned ADG	Concerned DG/ E-in-C (as the case may be depending upon the reporting of Regional/Zonal ADG)
2.	Officers/staff below the level of		Concerned Zonal ADG(E)/



	DDG, posted at AIR stations & DD Kendras		Regional/Zonal ADG(P&A) (as the case may be)
3.	Officers of the level of DDG and above, posted at Regional/Zonal Office	Concerned Regional/Zonal ADG	CEO/ Member (Finance)/ Concerned DG/ E-in-C (BO) (as the case may be depending upon the reporting of concerned ADG)
4.	Officers below the level of DDG, posted at Regional/ Zonal Office		Concerned Zonal ADG(E)/ Regional/Zonal ADG (P&A)/ Zonal ADG (SD) (as the case may be)
5.	Officers of the level of DDG and above, posted at respective Directorates, Secretariat or posted in Common Services e.g. Sales, Marketing, B&R, ER, IR, Content Operations, CES, R&D, Resources, Procurement, NABM etc.	Concerned ADG	CEO/ Member (Finance) / Member (Personnel)/ Concerned DG/ E-in-C (BO)/ E-in-C (SI&CS) (as the case may be depending upon the reporting of concerned ADG)
6.	Officers below the level of DDG, posted at respective Directorates, Secretariat or posted in Common Services e.g. Sales/ Marketing, B&R, ER, IR, Content Operations, CES, R&D, Resources, Procurement, NABM etc.		Concerned ADG

5. **Processing of Nominations:** While recommending the officers for training, concerned ADGs shall ensure that :-

- a. the applicant has not attended the same/similar training earlier.
- b. applicant is not retiring within next 1 year.
- c. no officer/ official attends more than 2 trainings in a year, however, if a person is deputed for a mandatory Training after completion of 2 trainings, he may be allowed for the same.
- d. the maximum number of staff gets the opportunity for attending training programmes.
- e. the officers/ officials are deputed within the allocated budget for that year.
- f. applicant is not serving at a difficult station, however, if the applicant is a local staff of the difficult station, he may be considered for the training subject to fulfilment of other conditions.
- g. in case applicant is serving at a difficult station (one year tenure), training/course shall not be permitted/approved unless the training/course is mandatory/promotional. Mandatory/promotional training shall be approved by



E-in-C (SI & CS) only.

- h. in case of applicant serving at difficult station (two years tenure), training / course shall be permitted only once during the tenure. In addition, Mandatory/promotional training shall be permitted with due approval by E-in-C (SI & CS) only.
- i. in cases where CEO/ Member (Finance)/ Member(Personnel)/DG/E-in-C are the competent authority, the nominations will be forwarded to the competent authority with the recommendations of concerned ADG keeping in view all above.

6. **Forwarding of Nominations:** The approved nominations shall be sent to Training Cell by email as under :-

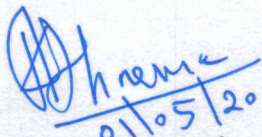
Engg. / Technical Courses : nabmctc.tt@prasarbharati.gov.in

Prog. & Admin/Finance courses : nabmctc.pt@prasarbharati.gov.in.

7. **Processing of Nominations:** : Procedure/check-list for issuing the call letters by NABM/ RABM shall be as under :-

- a. In case the number of nominations are less, reminders are to be issued by Course Coordinator to Zones/Stations/Kendras from which no/less nominations are received.
- b. Nominations are received from the desired target group and meeting functional requirements.
- c. Functional requirement of stations, where the staff is posted, shall be considered during finalization of the nomination and recommendations of concerned ADGs/Station Heads for a specific training shall be given preference.
- d. Call letters shall be approved and issued at NABM/RABM level with a copy to concerned ADG incharge of the nominees.

8. This issues with the approval of Competent Authority.

  
(Alok Kumar Sharma)  
Director (Pers.)  
Phone No. – (011) 23118410

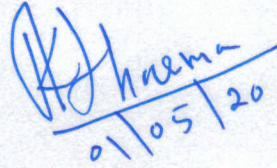
To

1. Concerned Officers
2. DG, AIR, DG, DDn, Pr. DG, NSD AIR, DG, DD News
3. E-in-C(Broadcast Operations) / E-in-C(Special Initiatives & Common Services)
4. All ADGs / DDGs at PB Secretariat
5. All Zonal ADGs(E) and Zonal ADGs(P) / All AIR Stations / DD Kendras through respective SCOR Sections

6. ADG(Admn), DG:AIR / ADG(Admn), DG:DD / ADG(NABM)
7. Head (PBNS & DP) / Head of Sales PB
8. DDG(EPM) DG:AIR / DDG(HRD), DG:DD
9. DDG(Tech), PBS for uploading this order on PB Website
10. Hindi Unit for Hindi Version
11. Office Orders Folder.

Copy to :-

1. SO to CEO
2. PS to M(F)
3. O/o CVO PB Doordarshan Bhawan

  
01/05/20