

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL : DOORDARSHAN
DOORDARSHAN BHAWAN, NEW DELHI
(Establishment / HRIS Section)**

A-11019/01/2020-Estt./HRIS

Dated : 15.07.2020

CIRCULAR

Subject :- Updation of data in the Prasar Bharati HRIS Portal for all the employees of Doordarshan network.

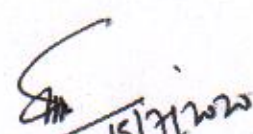
Reference is invited towards HRIS data of employees' in DD network in the Prasar Bharati Online HRIS Portal.

2. It has been observed in recent that database of the employees in HRIS has not been up-to-date due to non updation of information/orders mentioned below.

- (i) All kind of **Transfers/Joining/Relieving/Repatriation** orders
- (ii) Details of newly joined employee at station/kendras should be sent to HRIS section on mail as per form attached.
- (iii) If **strength of any employee is changed from DD to AIR or vice versa**, the same should be updated.
- (iv) If employee is changed from **IRLA to Non-IRLA or vice versa**, the same should be updated immediately.
- (v) If an employee has taken **VRS/Resigned/case of Demise, Orders issued** should be updated in HRIS portal immediately.
- (vi) Any other miscellaneous details.

4. In case of any issue, a mail may be sent on this section's mail ddnsohris@gmail.com.

This is for your information and necessary action at your end.


(Dr. Sanjay Kumar)
Dy. Director Admin (Estt./HRIS)

Encl: As above

To:

1. All Station / Kendras via mail
2. IT team for uploading the same on E-Office.