Prasar Bharati
(India's public broadcaster)
PRASAR BHARATI SECRETARIAT
PRASAR BHARTI HOUSE, COPERNICUS MARG
New Delhi-11

No.: PBS (B&A)/CAS (20-19)/   Dated: 19/06/2020

MINUTES OF MEETING

Subject: Minutes of Meeting of High Level Committee online-meeting held on 5/6/2020 to review progress of implementation of CAS in all the offices of Prasar Bharati.

The meeting of high-level committee was held on 5.6.2020 at 1200 hours to review the progress of the implementation of CAS through video conferencing under the chairmanship of CEO. Member (F) also participated in the meeting. The list of other officers who attended the meeting is given in the annexure. The meeting started with the brief introduction by DDG (F) & Sh Ripudaman, CEO, M/s Natural Software about progress of Centralized Accounting Software (Payroll, Inventory & Accounting Module). The points discussed in the online-meetings are given below:

1. Sh Ripudaman, CEO of M/s NSCSPL informed that e-Salary module is now being used by nearly all offices of organization and this happened only during current lockdown and only PAO (IRLA) has to come on board. DDG(F):PBS informed that though all stations including stations of the first phase of Delhi and Mumbai have been asked to start using e-Accounts and e-inventory modules but very few stations have actually started doing it due to various reasons. He also informed that module testing of all three Modules & then Acceptance Testing should be completed by all concerned Module leads, IT Team & Accounts Team as per office orders. ADG(B&A) also explained that the certificates of Module Testing should be issued as per the contract document and SRS signed for each module for clearance of 1st Part of invoice submitted by M/s NSCSPL. Then Member (F) asked Module leads of e-Account & e-Inventory Modules to initiate the field testing at 10 Number of units of each Directorate to cover whole spectrum of our requirements and Budget & Accounts section of PBS will provide the list of such units.

   [Action: ADG (A), PB/ADG (Fin), DD/ADG (Fin), AIR/DDG (Fin), PB, M/s NSCSPL]

2. Member (F) instructed ADG (A)s of both the directorates to ensure that selected DDOs (the list to be provided by PBS) promptly start feeding data in the e-Account & e-inventory Modules. The schedule of data feeding for such units has been agreed as:

   a. Data feeding of Month of April, 20 should be completed 15th June,20.

  b. Data feeding of Month of May, 20 should be completed 30th June,20.

<div align="right">[Action: ADG (A) of DG:DD & DG:AIR]</div>

3. Member (F) also instructed Module leads of e-Accounts & e-Inventory to ensure for proper testing and data feeding at such units for correct report/record generation. All required inputs for correction may be provided to M/s Natural Software for early correction. The Module Testing report of all Modules including e-Salary shall be submitted on or before 30th of June,2020. Thus, all out efforts to be made in this regard by the Module team and in case, Module Leads need to strengthen their team they can engage other officials from their offices in this regard.

<div align="right">[Action: ADG(A):PBS, ADG (F) of DD & AIR]</div>

4. Sh Ripudaman assured that any issue related to CAS will be addressed within the 24 Hrs by their team as e-Accounts & e-Inventory are ready for going live. But, Module teams said they have to verify this fact. Member (F) desired that Module leads & Sh Ripudaman should resolve all issues during Module Testing & User Acceptance Testing so that all financial reports of Prasar Bharati can be generated for this financial year through CAS.

<div align="right">[Action: All Module Lead & M/s NSCSPL]</div>

5. CEO agreed to the point made by DDG (IT) for the need of common data base for both e-office & CAS. CEO instructed ADG(IT) to call a separate meeting in this regard to take a decision in this regard.

<div align="right">[ADG (IT): PBS]</div>

6. Member (F) appreciated the fact that 100% DDOs are making salary using the e-Salary Module and especially when this achievement completed during the COVID-19 period. He instructed that officers/officials contributed for this should be rewarded appropriately for creating example for others.

<div align="right">[ADG (A) of PBS]</div>

7. Member (F) desired to ensure the availability of desktops, printers etc. to all the DDOs for successful execution/implementation of CAS by ADG (A) of both the Directorates. ADG (B&A) also requested IT Cell to ensure about the scalability of IT infrastructure to avoid any kind of technical glitches in future due to increased in number of users and data overloading etc. Then ADG (IT) assured that system is capable to cater all heavy traffic.

<div align="right">[ADG (A): PBS, AIR & DD & ADG(IT):PBS]</div>

8. CEO/Member (F) emphasized Module leads and all concerned to keep interacting with the project coordination team, the representatives of the firm and other stakeholders including HoOs and DDOs in the fields for early implementation.

<div align="right">[All Module Heads]</div>

The list of members, attended the meeting is listed as Annexure-I.

(C.K. Jain)
Dy. Director general (F)

Copy to:

1. DG: NSD/DG: DD News

2. ADG (NABM), ADG (Central Archives)

3. All ADGs of Prasar Bharati Secretariat

4. All ADGs of AIR and Doordarshan

5. SO to CEO/PPS to Member(F)

6. M/s Allied NovaTech Pvt. Ltd. (by name Sh. Ripudaman Magon) for necessary arrangements.

7. PBS: DDG (T) with the request to upload this order on website

ANNEXURE –I

1. Sh Ripudaman, CEO, M/s Natural Software

2. Sh. Anil Srivastva, ADG (B&A),PBS

3. Sh. Dinesh Mahaur, ADG (A), PBS

4. Sh. Shankar Dhar, ADG (F),PBS & DG: AIR,

5. Smt Kalpana Singh, ADG (F), DG: DD

6. Col Brijesh Singh , ADG (IT), PBS

7. Col. Manish Chugh, ADG (A), DG: DD

8. Sh. C.K. Jain, DDG (F), PBS

9. Col. Vijay Shad, DDG (A), AIR

10.Col. Kalyan Das DDG (A), DG:DD

11.Col. P.P. Rajpurohhit, DDG (F), DG:DD

12.Col. N. Batra, DDG (F), DG:AIR

13.Sh. R. K. Sharma, Dir (B & CAS), PBS

14.Sh. PP Pankaj, DD(AP & Tax), PBS

15.Sh Sunil, AE (CAS), Member CAS Team:PBS

16.Smt. Poonam , Member CAS Team:PBS

17.Ms. Tara & Sh Deepak , Cost Trainee : PBS