

Prasar Bharati
(India's Public Service Broadcaster)
Directorate General: Doordarshan
Doordarshan Bhawan
New Delhi
(Budget Section)

No.G-22017/01/2019-BI

Date: 19.12.2019

Sub: - Request for Declaration of DDO of Doordarshan -reg.

Reference is invited to Prasar Bharati Sectt.'s letter no. PB/B-1011/7(19)/2019-20/Rel/551 dated 16.12.2019 on above mentioned subject (Copy Enclosed).

2. Prasar Bharati Secretariat has approved the proposal of declaration of DDOs of Doordarshan as mentioned below w.e.f. 01.01.2020-

Sr. No.	Name of proposed unit/DDO to be closed or merged	To be merged with DDO/Declared as DDO
1.	DMC Poonch (J&K)	HPT Poonch (J&K)
2.	DMC Bilaspur (Chhattisgarh)	HPT Bilaspur (Chhattisgarh)

4. Therefore, existing DDOs are requested to raise the demand of funds in favour of merged DDOs accordingly. The concerned DDOs are requested to strictly adhere to the instructions contained in the Prasar Bharati Sectt.'s Accounting Circular No. 09, dated 29.05.2018 and Accounting Circular No. 13A. The staff position of these offices may be reviewed in the light of this merger.

Encl: as above.


(R.S. Chouhan)
Dy. Director Admin (B)

1. HOO/DDO, HPT Poonch.
2. HOO/DDO, HPT Bilaspur.

Copy to:-

1. Deputy Director General (F), PB Sectt., Prasar Bharati House, New Delhi.
2. ADG (Admin.), DG: DD, New Delhi.
3. PPS to ADG (F)/DDG (F)/DDA(B)at this DG: DD (email only).
4. IT Cell with the request to upload the letter on Doordarshan website.
5. Guard File.

Prasar Bharati Secretariat
Prasar Bharati House
(India Public Service Broadcaster)
Budget & Accounts Wing
Copernicus Marg,
New Delhi – 110001

No.PB/B-1011/7(19)/2019-20/Rel/ 551

Dated: 13/12/2019
16

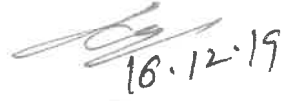
Sub:-Request for declaration of DDO of Doordarshan-reg.

Reference is invited to Dy. Director General (F), (Budget) DG :DD letter No. G-28012/7/2016-BI(Misc) part/1488-1491 Dt.10/10/2019 on the subject cited above.

The proposal has been examined at this Secretariat and the competent Authority has approved the proposal of declaration of DDOs as mentioned below w.e.f. 01.01.2020.

Sr. No.	DDOs proposed to be merged	To be Merged with DDO
1.	DMC Poonch (J & K)	HPT Poonch (J & K)
2.	DMC Bilaspur (Chhattisgarh)	HPT Bilaspur (Chhattisgarh)

The Directorate may issue necessary directions to existing DDOs to raise the demand of funds in favour of merged DDOs accordingly. Subsequently, the Directorate may ensure that guidelines issued by PB Sectt. vide accounting circular no.09, dt.29.05.2018 regarding merger of DDOs in Prasar Bharati may be adhered to. The staff position of these offices may be reviewed in the light of this merger.


16.12.19

(C.K. Jain)
Dy. Director General (Fin.)

1. ADG (Finance), DG:DD, Doordarshan Bhawan, New Delhi 110001.
2. ADG (Admn) DG:DD, Doordarshan Bhawan, New Delhi 110001.
3. ADG (Admn), Prasar Bharati Sectt., New Delhi 110001.
4. ADG (Finance), Prasar Bharati Sectt., New Delhi 110001.

Copy to:-

1. DG:DD, Doordarshan Bhawan, New Delhi.
2. DDG (Fin)DG:DD, Doordarshan Bhawan, New Delhi.
3. Dy.Dir Admn (Budget) ,DG DD Doordarshan Bhawan , New Delhi
4. HOO DMC Poonch/HPT Poonch/DMC Bilaspur/HPT Bilaspur
5. IT Wing PB Sectt.with request to make necessary changes in EMS




18/12/2019

PRASAR BHARATI
India's Public Service Broadcaster
 Prasar Bharati Secretariat
 (Budget & Accounts Section)
 6th Floor, Prasar Bharati House,
 Copernicus Marg, New Delhi-110001

No. ADG(B&A)/AI/A/CS/2017-18/CFDL/957-72

Dated 06.06.2019

Accounting Circular No. 13A

Sub: Implementation of Centralized Fund-cum-Distribution Limits facility offered by SBI in Prasar Bharati-reg.

Ref: This office Accounting Circular no. 13 dated 13.03.2019

Please refer to this office Accounting circular under reference vide which instructions for implementation of CFDL facility offered by State Bank of India were circulated. There are some queries / doubts raised by field units which need clarification to all field units for clear understanding of implementation of CFDL facility and its accounting. Some of the queries / doubts are drafted and clarified below for smooth implementation of CFDL facility:

S. N.	Query/ Doubt	Clarification
1.	Some of the units are maintaining only expenditure accounts and some misc. receipts like interest on CLTD, sale of tender fee, scrap sale, etc. were used to be transferred to Prasar Bharati through OAE accounts only. Is there any facility of deposit of such misc receipts in subsidiary bank account under CFDL facility?	<p>The field units which are not having their separate receipt account can deposit the amount received on account of misc. Receipts in their subsidiary bank (CFDL) account. Such deposited amount will not be automatically transferred to Main account under CFDL facility (i.e. Prasar Bharati Release Section).</p> <p>In order to transfer the same into Prasar Bharati Release section Bank account no. 11084239041, the field units should issue payment advice i.e. cheque/ NEFT/ RTGS or any other electronic mode of transfer.</p> <p>The field units should book the amount of receipt under appropriate head in Receipts side of Receipts and Payments Account (R&P A/c) in the month of receipt. At the time of transfer to funds to Prasar Bharati, the units should reflect the amount under "Inter Current A/c transfer of Funds – To Prasar Bharati" [sl. no. IV(i)] in Payment side of R&P A/c.</p>



		It should be ensured that all funds transferred to Prasar Bharati must be reflected in Payment side of R&P A/c under the appropriate head "Inter Current A/c transfer of Funds – To Prasar Bharati" [sl. no. IV(i)] or "Refund of Surplus Money/ Loans-- To Prasar Bharati" [sl. no. VI(i)].
2.	Is unutilised withdrawal limit at the end of month in subsidiary bank account under CFDL would lapse or may be utilised in the next month?	The amount of unspent balance available in the CFDL account is being carried forward to the next month and it is also clarified that the balance limit left at the end of the every month may be consumed by the end of the Financial year. Therefore, the units should request for additional funds required keeping in view the amount of budgetary allocation sanctioned as per the existing practice.
3.	How the net banking facility (viewing rights) be obtained in respect of subsidiary bank accounts meant for the field units?	<p>Under CFDL facility, the viewing facility can only be given by the Branch of SBI where main account exists after verification from the administrator of main CFDL account i.e. Prasar Bharati Release section.</p> <p>The procedure for obtaining the viewing right of the field units for their CFDL account is as follows:</p> <ol style="list-style-type: none"> 1. The field units which require viewing facility may approach their administrator (Prasar Bharati Release Section) through email (prasarbharati123@gmail.com) by providing the following information: <ul style="list-style-type: none"> • Name of the user • Employee Number • Mobile Number * • Email-Id * • Designation • Office Address <p>(* log-in id and password will be sent on the abovementioned mobile no and e-mail id only.)</p> 2. The Administrator will fill these abovementioned information on Bank's portal and download the Form CINB-C7 for the DDO requesting for viewing rights. 3. Prasar Bharati Release section will send the scanned copy of Form CINB-C7 to concerned DDO unit. The concerned DDO unit will download the form and get it

		<p>signed from Authorised signatories. Thereafter, the scanned copy of this form should be sent to Prasar Bharati Release Section.</p> <ol style="list-style-type: none"> 4. The administrator of main account will verify and attest the CINB-C7 form and upload the same on Bank's portal. 5. After filling of the Form CINB-C7 and its successful submission with Bank, Login-Id and Password will be generated and will be automatically sent to the Mobile Number of user communicated by the concerned DDO. 6. The user may view its subsidiary bank account as usual under Corporate Banking - Khata Plus. 7. In case of change in any detail of User, the field unit will be required to approach Prasar Bharati Release section. 8. DDOs should also update the mobile number and e-mail id on EMS portal.
4.	Whether CFDL account numbers need to be entered in EMS?	<p>The field units must add their subsidiary CFDL bank account details on EMS by following the procedure:</p> <ol style="list-style-type: none"> 1. Go to DDO's Profile - Update Profile. 2. In OAE Account, either using "/" or using "AND", the details of their subsidiary CFDL bank account may be inserted.
5.	How the funds received from Prasar Bharati Release section and withdrawal from subsidiary bank account should be recorded in Receipts and Payments account?	<p>As mentioned in Accounting Circular no. 13, the subsidiary bank accounts are allowed to withdraw funds up to the withdrawal limits fixed for the same. These accounts will pull the funds from main account at the end of the day and make its balance zero. Prasar Bharati Release section will mention the funds pulled during the month by subsidiary bank of concerned DDO unit under Receipts side of their Receipts & Payments account. The field units will book the expenditure as usual. All payment made by their units should be recorded under appropriate heads in Payment side of R&P Account. Normally, the closing balance of subsidiary CFDL bank account will have either zero or negative balance to the extent payment made by the concerned DDO unit but not yet presented in their bank account till the end of month for</p>

		<p>which R&P account is prepared. These transactions will become part of Bank Reconciliation Statement.</p> <p>It should be noted that the withdrawal limit fixed for the subsidiary bank account is meant for Budgetary control purposes only. It will not be reflected anywhere in R&P A/c. However, the unutilised withdrawal limit should be reflected in Cheque/ Payment Issue Register and no payment should be made beyond the unutilised withdrawal limit.</p>
6.	<p>Some units are facing difficulty in getting cheque books of their subsidiary bank account. How the request for cheque books should be made with the concerned branch of SBI?</p>	<p>Under CFDL facility, the address of Prasar Bharati Secretariat is filled up at Customer Id level. In case, holder of any subsidiary bank account requires cheque book then DDO should request their branch for cheque book(s) by specifically mentioning the address where cheque books need to be delivered. By this way, the field units will get delivered cheque books at their field office address.</p> <p>Further, some cheque books are delivered at the address of Prasar Bharati Release Section. The concerned field units whose cheque books are delivered at the address of Prasar Bharati may approach Prasar Bharati Release Section for sending the same at their address.</p>

It is requested that both the Directorates may arrange to circulate these abovementioned clarifications to all field units under their control including CCW units.

This issues with the approval of Competent Authority.

13.6.19
(C.K Jain)
DDG(Fin.)

DG: AIR/DD

Copy to:

1. ADG (Fin), AIR/DD.
2. ADG (Admin), AIR/ DD.
3. ADG(E&A)/ ADG (Sports), PB Secretariat.
4. CE(CCW), New Delhi.
5. DD (B&A)/(Accounts)/(F&A), Prasar Bharati Sectt.

6. DDG (Tech.), Prasar Bharati Sectt with a request to upload the above circular on the official website of Prasar Bharati.

7. DDO, PB Sectt.

Copy for information to:

1. SO to CEO PB.
2. PS to M (F) PB.

PRASAR BHARATI
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
(Budget & Accounts Section)
6th Floor, Prasar Bharati House,
Copernicus Marg, New Delhi-110001

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Accounting Circular No. 09

No. ADG(B&A)/MIS/ACCS/2018-19/208-25

Dated 29.05.2018

b: Guidelines to be Followed in Case of Merger of DDOs in Prasar Bharati-reg.

In pursuance with the Prasar Bharati Sectt.'s letter no. PB/B&A/2/Misc/2017-18/Release/247 dated 14.03.2018, various DDOs have been merged. Some of the DDOs have been merged w.e.f. 01.04.2018 whereas some have been merged w.e.f. 01.03.2018.

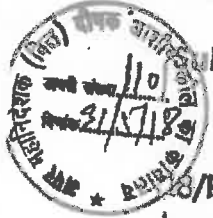
As you are aware that apart from being a payment authority, there are number of functions/ works performed by the DDOs viz. Salary processing, preparation of Receipt & Payment Account, Nodal Agency for Employees in respect of NPS, compliance to statutory dues, issue of Form 16, managing liabilities, managing bank accounts, preparation of Bank Reconciliation Statement (BRS), submission of Demand for Funds, etc. In order to ensure smooth transition, recording and monitoring of the financial transactions performed by DDOs, the following guidelines are being issued to be followed by all concerned in case of existing and all future merger of DDOs in Prasar Bharati :

[Note: Here, for the purpose of these instructions, the DDO unit which has been merged is termed as 'Merged DDO' and the DDO unit in which the other DDO unit is merged is termed as 'Integrated DDO'.]

A. For Cash and Bank Transactions of Merged DDO unit:

1 The 'Merged DDO' unit will prepare Receipts & Payments Account upto the date of merger and derive the Closing Balances of Cash and Bank Balances including Imprest A/c, CLTD, FDRs etc. on the date of merger. Before submitting the Receipts and Payments Account of the month in which that unit is merged with other unit, all closing balances appearing in Receipts and Payments Account of 'Merged DDO' Unit should be transferred to the 'Integrated DDO' Unit by operating the head 'Inter Current A/c Transfer of Funds - To Other stations/ Kendras etc.' appearing in the Payment side of Receipts and Payments Account [Sl No. IV(II)].

2 It must be ensured by 'Merged DDO' unit that there is no closing balance appearing in the Receipts & Payments Account for the month of merger except the case where balance in bank account is less than the balance in Bank book due to non credit of cheque/DDs deposited into bank but not yet collected by bank. In such exceptional case, as soon as the funds are collected and credited in bank account, the Head of Office (HOO) of



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Secretariat. It must be ensured that all banks accounts of the Merged DDO Unit are closed within 3 months from the date of merger.

11 Regarding sanctioning of Imprest, it is stated that there will be no change in the process of approval and sanction of the Imprest. On sanction of the imprest by the competent authority, the same will be sent to 'Integrated DDO' unit for payment. After verifying the genuineness of the same, the Integrated DDO unit will make the payment. The Imprest bills will be passed as per the extant guidelines and sent to 'Integrated DDO' unit for settlement and recoupment, if required.

12 All pending imprest on the date of merger will be forwarded to 'Integrated DDO' unit for settlement.

13 In case of merger of CCW units with other, for smooth execution of third parties projects/ other works, it is hereby suggested that the Integrated DDO Unit may maintain one bank account per merged CCW DDO unit for this purpose. The bank may be approached to provide the Internet viewing facility. The DDO of Integrated DDO unit will arranged to provide the internet viewing facility of that particular bank account to HOO of the Merged DDO unit.

B. Maintenance of Records:

1. The copies of records available in 'Merged DDO' unit which belongs to financial transactions of the period of previous two years immediately before the date of merger should be handed over to the DDO of 'Integrated DDO' Unit to facilitate him the smooth clearance of bills without delay.
2. In case, any payment is to be made by Integrated DDO unit for the period prior to two years from the date of merger, then the 'Merged DDO' unit would be required to certify the correctness of the payment and provide the necessary document as deemed fit by 'Integrated DDO' unit to verify the claim.
3. The DDO of Merged DDO unit will also be required to provide the financial progress details of all pending works to facilitate DDO of 'Integrated DDO' unit in payment for remaining unpaid portion in time.
4. The 'Integrated DDO' unit should acknowledge the receipt of these records/ data from 'Merged DDO' unit and ensure the timely payment of bills of 'Merged DDO' unit.
5. Maintenance of all financial records after the date of merger will be the sole responsibility of 'Integrated DDO' unit.

C. Passing of Bills/ claims and payment:

1. In respect of bills/ claims of 'Merged DDO' unit, the HOO of 'Merged DDO' unit will be responsible for processing of bills/ claims for taking approval of competent authority as per extant instructions and guidelines. After approval of the competent authority, the bills/ claims should be sent to 'Merged DDO' unit for payment.

same will be sent to concerned Directorate for approval of the competent authority under intimation to Integrated DDO unit.

2. After approval, the approved budget will be conveyed by concerned Directorate to the Merged DDO units as well as Integrated DDO Unit..
3. The Head of Office of Merged DDO unit will be required to submit its Head-wise Monthly Fund Requirements to the Integrated DDO unit well in advance so that it may be considered by the Integrated DDO unit at the time of raising monthly demand for fund to Prasar Bharati Sectt. through EMS software.
4. The Integrated DDO will verify the monthly LOC demand of the Merged DDO unit with the approved RE/BE and raise the Fund Requirement/ LOC, through EMS, under intimation to the Merged DDO unit.
5. After receiving the funds, the 'Integrated DDO' unit will settle/ honor the claims/ bills of its units as well as of 'Merged DDO' unit as per the existing procedures/ guidelines.
6. If the funds released by Prasar Bharati Sectt./ Directorate are less than the LOC demand raised by 'Integrated DDO' Unit without specifying such reduction to any specific head then it will be assumed that the reduction has been made proportionately against each head. Hence, the 'Integrated DDO' unit will proportionate the funds so received in the proportion of the demand of various units/ sub-units and honour/ settle the claims/ bills accordingly.

F. Statutory liabilities:

1. The Head of Office of 'Merged DDO' unit should arrange to prepare the monthly schedule of statutory dues and send to the Integrated DDOs so that the statutory liabilities can be discharged on time.
2. The HOO of 'Merged DDO' unit should arrange to issue the TDS certificates in respect of tax deducted on the payment made by him to all concerned within one month from the date of issue of this circular under intimation to the DDO of 'Integrated DDO' unit. In case, the HOO of 'Merged DDO' unit has issued any TDS certificate for the current financial year then the complete information of the same should also be sent to 'Integrated DDO' Unit to take action accordingly.
3. The HOO of 'Merged DDO' unit will be responsible for filing all TDS Returns in respect of its unit for the periods prior to the date of merger and settlement of all statutory issues pending as well as unforeseen issues which may arise in future relating to the period prior to the date of merger.
4. DDO of 'Integrated DDO' unit will be responsible for deducting the TDS on all payments made by him on behalf of 'Merged DDO' Unit as per the statutory provisions under his TDS registrations as he is deducting in case of his own unit.

9. DDG (Tech.), Prasar Bharati Secretariat with the request to upload the above circular on the official website of Prasar Bharati.

Copy for kind information to:

1. SO to CEO, PB
2. PS to Member(F), PB, for information please.