

**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**PRASAR BHARATI SECRETARIAT**  
**PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI**  
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No.:-Misc.1/001/12/2020-HR-C

Dated : 18.08.2020

**OFFICE MEMORANDUM**

It has been observed that the reporting of some contractual engages are being changed without intimation to Talent Management Section (Erstwhile HR-C) which is creating a confusion and errors in record management. The problem aggravates at the time of extension of the contract of contractual engagees or releasing of remuneration of contractual engagees due to absence of correct information of controlling Officers and leave record respectively.

2. In order to settle the chaos, the following has been decided :-
  - i. Any change in the reporting of contractual engagee will be done with the approval of CEO, PB through Talent Management Section only.
  - ii. In case the reporting of any contractual engagee is changed without referring/ intimation to Talent Management Section, the new Controlling Officer should inform the Talent Management Section about the change within a week of such change with justification so that ex-post facto approval of CEO may be obtained.
  - iii. In case a contractual engage remain absent for continuous three days without information, the Controlling Officer of the contractual engagees should inform Talent Management Section immediately.
3. This issues with the approval of Competent Authority.



**(Sunil Bhatt)**  
**Deputy Director (TM &SO)**

To

- i. DG:AIR, DG:DD, DG:NSD, DG:N&CA
- ii. ADG(B&A)/ADG(F)/ADG(A)/ADG(HR) PBS
- iii. ADG(F),DG:AIR/DG:DD

- iv. ADG(HR),DGÄIR/DG:DD/DG:NSD/DG:N&CA
- v. ADG(A), NABM/ ADG(A),CPC
- vi. Head of PBNS &DP/Head of Sales
- vii. DDG(A), DG:AIR/DDG Central Archives, PB
- viii. DDG(T), PBS-with a request to get the OM uploaded on PB Website.

Copy to:-

- i. Staff Officer to CEO, Prasar Bharati
- ii. PS to Member (F), Prasar Bharati