

URGENT
MOST IMMEDIATE

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

F. No. A-11019/03/2018-Estt.

Dated: 22.11.2018

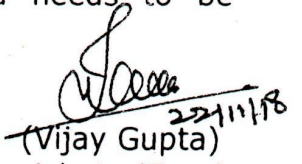
Subject: Furnishing the employees details created in HRIS – reg.

Reference is invited towards Prasar Bharati Secretariat letter No. M-1001/5/2017-PPC(Vol. II) dated 13.11.2018 on the subject mentioned.

2. It is to inform that a new field namely "**Mode of Appointment**" in "**Employee Advance Details**" window of HRIS has been created by HRIS IT team of Prasar Bharati Secretariat.

3. All HOOs/DDOs are requested to fill this newly created field for all DD employees under their Administrative Control after verifying the same from their service book.

3. The matter may be treated on **TOP PRIORITY** and needs to be completed latest by 30.11.2018.


(Vijay Gupta)
Dy. Director Admin (Estt.)
Tel. No. 23389232

To:

1. All concerned HOOs/DDOs via mail.
2. All Staff Sections (DDA S-1, S-1A, S-II, S-IIA, S-III, S-IV, S-V)
3. IT Cell to upload the order on the DD website.
4. *DDO-Cash, DGIDD, N.D*

Copy to:

1. Dy. Director (PPC) (By Name: Sh. Rajan Bhasin), Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, Mandi House, New Delhi-110001

2. PAO, IRLA New Delhi for taking necessary action.

IT Cell for upload.

Shringi
22.11.18

22/11/18
Dy. Director Admin (Estt.)
Directorate of Prasar Bharati