



प्रसार भारती / PRASAR BHARATI

(भारत का लोक सेवा प्रसारक/India's Public Service Broadcaster)

राष्ट्रीय प्रसारण एवं मल्टीमीडिया अकादमी

NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA

किंग्सवे, दिल्ली-110009 / KINGSWAY, DELHI-110009

Tel/Fax:27607185/27603909(F)/27604794(O)/email:nabmctc.tt@prasarbharati.gov.in

NABM/TC/Webinar-39/2020-21

Dated :01.09.2020

**CIRCULAR**

E-Office is now operational at many offices of Prasar Bharati. More and more offices are being added gradually. The regular updation of data and providing functional support are essential requirements for proper functioning of eOffice. Since this is an important activity involving the structure of eOffice setup, only responsible officers are to be hand held through the complete process. The task of employee data updation is carried out through the local EMD Manager (Employee Master Details Manager) in eOffice.

Keeping in mind, important role of EMD manager in proper functioning and implementation of e office, NABM Delhi is inviting nominations for the online training program on "Local EMD Manager training" for Head of Office/EMD Managers of All India Radio/Doordarshan from **15<sup>th</sup> to 16<sup>th</sup> September, 2020** in afternoon from 1415-1545 hrs. & 1600-1730 hrs. in the scheduled time period. The resource persons are experts from PB(IT).

**Training Content:**

- Data addition is required whenever a new employee joins the office i.e Creation of New Employee.
- Data is required to be updated when ever an officer is promoted, transferred from one Kendra / Station / Section to another Kendra / Station/Section etc. Or whenever the reporting, approving and controlling hierarchy changes. Deactivating the retiring / transferred officer(s) etc.

All Head of AIR/Doordarshan (Engineering/Programme) are requested to attend this webinar along with the EMD Manager. In case HOO is himself/herself working as EMD manager, he/she can authorize any other staff for this webinar along with their nomination. It may also be ensured that the nominated official is able to attend the webinar for two days in continuation. Nominations need to be sent at earliest on email id **nabmctc.tt@prasarbharati.gov.in**. Stations may send name of participant, email id, station name and mobile number of participant (with WhatsApp) and course name to register in this webinar.

Participants will have to download Webex App from Google/Apple Play store to participate in webinar using mobile. Webex App for windows may be downloaded to participate in webinar using laptop. Good Internet connectivity is requisite for attending webinar. Participants will have to register for the webinar, registration link will be send to the nominated officials.

(Manisha Shete)

निदेशक (अभि.)/Director (Engg)

कृत्ते अपर महानिदेशक (प्रशिक्षण)/for Additional Director General (Trg.)

**Copy to:-**

केन्द्र प्रमुख/ Station Head,

आकाशवाणी / दूरदर्शन के सभी स्टेशन / कार्यालय

All the Stations/Offices of/ Doordarshan/ All India Radio, Prasar Bharati

Copy for information to :-

1. Prasar Bharati Secretariat, (CS),(Kind Attention: Sh. Ajaya Gupta, E-in-C) ,Tower-3,Doordarshan Bhavan, Copernicus Marg, New Delhi-110001.
2. Prasar Bharati Secretariat, (Kind Attention: ADG (E & A )), Tower-3, Doordarshan Bhavan,Copernicus Marg, New Delhi-110001.
3. Prasar Bharati Secretariat, (IT), (Kind Attention: Sh R.P.Joshi , DDG) ,Tower-3, Doordarshan Bhavan, Copernicus Marg, New Delhi-110001.
4. The Additional Director General, NABM Delhi-110009
5. The Director General, All India Radio (Kind Attention: Sh. M.S.Ansari, ADG(E ),Akashvani Bhavan, Sansad Marg, New Delhi- 110001
6. The Director General, Doordarshan , [Kind Attention: ADG (E) HRD], Mandi House, Copernicus Marg, New Delhi-110001.
7. [(Zonal Engineering/Programme] ADG- (NZ/SZ/ EZ/WZ/NEZ)

नामांकन भेजने के लिए फॉर्मेट/FORMAT FOR SENDING NOMINATIONS

क्रमांक Sl. No.	नाम NAME	जन्म की तारीख DATE OF BIRTH	पद DESIGNA TION	पोस्टिंग ग की जगह PLACE OF POSTI NG	ट्रेनिंग सेशन नं. TRAINING SESSION NO	कोर्स का नाम COURSE NAME	मोबाइल फोन MOBILE PHONE NO	नामंकित उम्मीदवार का ईमेल आईडी EMAIL ID OF THE NOMINEE
					Batch 39			

कृत्ते अपर महानिदेशक (प्रशिक्षण) / for ADG (Trg.)