

**Prasar Bharati**  
**(India's Public Service Broadcaster)**

Prasar Bharati Secretariat  
Prasar Bharati House, Tower-'C'  
Copernicus Marg, New Delhi.

F. No. PBS(B&A)/(20-21)/CAS

Dated: 10.08.2020

**Subject: Recommendation of Salary Demand of DDOs by  
Directorates and Vertical HQs of their DDOs**

This is in continuation to this office letter of even no. dated 6th July,2020 in respect of the above subject.

As per the above letter, it was made mandatory for all DDOs of the network to make salary in e-Salary module of the Centralized Accounting Software (CAS) and both the Directorates and other verticals of PB were required to forward the demand of salary funds based on the Salary authorized in e-Salary Module & Salary demands raised in e-Account Module by their respective DDOs. However, despite clear directions and continuous persuasion, demands for funds for salary for the month of July' 2020 were made based on the projections made in HRIS rather than actual funds requirement made in e-Salary module. This resulted into higher demand than the actual requirements. Thus, it has been decided by competent authority that HRIS will not be used to forward Salary demand of DDOs by Directorates/Verticals to Prasar Bharati Secretariate starting from Month of Aug,2020.

Therefore, both the Directorates and other verticals are again urged to ensure that the demands of salary funds for the month of Aug, 2020 and onward for each of its DDO are made based on pay bills made by them in e-Salary and forward the demand to Prasar Bharati by 25<sup>th</sup> of every month.

All DDOs may be further directed to go through the Manual & FAQ and other training material already available on

<http://accounts.prasarbharati.org/PB/Login.aspx>. All DDOs may also be advised to raise their queries, if any, through QRS (Query Resolution System) of the application to ensure prompt response and tracking and follow up of all queries. The QRS is to be replied by Nodal officers of Directorates, CAS Coordination team of PBS and Vendor team according to nature of queries and as per responsibilities.

It is also reiterated that all those DDOs who are getting salary funds from both AIR & Doordarshan have been provided two separate station codes. Therefore, all such DDOs like zonal offices, R&D, and some CCW offices may be directed to choose correct salary station i.e. AIR or Doordarshan as applicable while making salary of each employee depending on whether the employee is on the strength of AIR or Doordarshan. This is essential in order to get requisite salary funds from the respective directorate and would also help in correct reporting of the expenditure and reconciliation.

**(C. K. Jain)**

Dy. Director General (B&A, CAS)

**To:**

1. ADG (Fin), AIR
2. ADG (Fin), Doordsrahan
3. ADG (NABM)
4. DDG (Central Archives)
5. Chief Engineer (Civil)

**Copy to:**

1. DG: DD/DG: AIR
2. ADG (HR), PB Secretariat
3. All ADGs of PB Secretariat, AIR and Doordarshan
4. DDG (A), AIR/DDG (A), DD
5. SO to CEO/PPS to Member(F)
6. All the HoOs & DDOs for Prasar Bharati for compliance.
7. Sh. Ripudaman Magon, M/s Allied NovaTech Pvt. Ltd. for ensuring smooth operation for the Cash Demand/Release functionality.
8. PBS: DDG (T) with the request to upload this order on

website.