

**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: 15.09.2020

**Subject: Guidelines regarding the e-Salary & e-Account Modules  
related to Request of fund for Salary bills made by DDOs.**

This is in continuation to earlier office orders issued by this office on the above mentioned subject. All DDOs of the network are required to generate salary of all their regular employees through e-Salary module of CAS and request funds to discharge liabilities towards Salaries through e-Accounts Module only. It was observed that several DDOs of both AIR and Doordarshan did not post their salary funds request to e- Accounts module even though they authorized salary in e-Salary module. Directorates will not be able to see your salary funds requested if it is not posted to e-Accounts module. Further, both the Directorates and other verticals of PB are also required to recommend the salary demands of DDOs to Prasar Bharati through e-Accounts only and not through HRIS in physical mode. All the issues noticed in salary fund request processes have been addressed. Further, the operational Manual with step by step guidelines to be followed by DDOs for salary fund request has been already uploaded on the CAS portal for reference. All DDOs may be directed to go through the said manual to ensure that they follow given guidelines to avoid any issue.

The following instructions are again being re-iterated for strict compliance by all concerned:

1. Both Directorates and other verticals are to ensure that the demands of salary funds for the month of September, 2020 and onwards of all their DDOs are to be recommended through e- Accounts only to Prasar Bharati by 25<sup>th</sup> of every month.
2. All those DDOs who are mixed offices and therefore have employees on the strength of both AIR and Doordarshan like zonal offices, R&D, NABM and some of the CCW offices have been provided two distinct station codes each for AIR and DD.



Therefore, all such DDOs are to choose correct salary station for 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 correct directorate and correct reporting of the expenditure. It has been noticed that CCW & O/o ADG (E)(NZ) have still not corrected this issue resulting into wrong expenditure reporting.

3. It is observed that the O/o of ADG (E) (NEZ) was getting salary funds only from AIR despite being mixed office. It should demand funds from both AIR and Doordarshan as per the strength of the employees by posting correct details of the employees in two station codes provided to it.
4. DDG (Admin) of both the directorates and administrative heads of other verticals should ensure that they are allocating budget and recommending funds in respect of correct stations under each DDO. They should also instruct all their DDOs to update the profile of each employee including their mobile numbers and email IDs.

  
15.9.2020  
**(C. K. Jain)**

Dy. Director General (B&A/CAS)

**To:**

1. DG: DD/DG: DD News/DG: NSD
2. ADG(F), DG: AIR/ADG (Fin), DG: DD
3. DDG(F) of DG: AIR, DG: DD
4. DDG (A), AIR/DDG (A), DD
5. ADG (A) DD News/ADG (A), NSD/ ADG (NABM)/ADG(Central Archive)
6. Chief Engineer (Civil)
7. Shri S.S. Negi, Sr. AO (Admin), PAOs

**Copy to:**

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