

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Director General:Doordarshan**  
**New Delhi**  
**(Budget Section)**

No. G.28012/14/2018-BI

Dated 09<sup>th</sup> July,2020

**Subject:- Demand of Salary funds by the DDOs/Recommendation of Salary Demand of DDOs by Directorates and Vertical HQs of their DDOs -reg.**

Reference is invited to Prasar Bharati Sectt.'s letter No.PBS (B&A)/(20-21)/CAS, dated 06.07.2020 on the above subject. (Copy enclosed)

In this regard, Prasar Bharati Sectt. has issued instructions that all DDOs of the network to make salary for the month of July, 2020 in e-Salary module of the Centralized Accounting Software (CAS). **The demand of Salary funds for the month of July, 2020 and onwards for each DDO is to be made on the basis of pay bills made e-Salary.**

All DDOs are requested to go through the letter carefully and take note of the guidelines as contained in the above referred letter.

*Encl.:- As above.*

  
(R.S. Chouhan)  
Dy. Director (F)

All the DDOs of Doordarshan Network

**Copy to:-**

1. DDG (F), Prasar Bharati Sectt., New Delhi.
2. ADG (F)/DDG (F) at DG:DD

**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: 06.07.2020

**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 9<sup>th</sup> June, 2020 in respect of the above subject.

As per the above letter, it was mandatory for all DDOs of the network to make salary for the month of June, 2020 in e-Salary module of the Centralized Accounting Software (CAS). Similarly, both the Directorates and other verticals of PB were also supposed to forward the demand of salary funds based on the demands raised by their respective DDOs in the e-Salary module of CAS. However, despite clear directions and continuous persuasion, demands for funds for salary for the month of June' 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.

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

It may also be mentioned here that the new version of Grant of Annual Increment to employees has been released which will facilitate grant of Annual Increment to eligible employees as per 7<sup>th</sup> CPC. A document detailing the steps to be followed in grant of Increment has been prepared and is available on the

CAS portal. All DDOs may be directed to go through the document before using the increment module to ensure that they do not face any issue in granting annual increment to eligible employees. 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.

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 CCW may be directed to choose correct salary station 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 (Fin.)**

**To:**

1. DG: DD/DG: AIR
2. ADG (A), AIR/ADG (A), DD
3. ADG(F), DG: AIR/ADG (Fin),DG: DD
4. DDG(F) of DG: AIR,DG: DD
5. HoHR of DG:AIR, DG:DD
6. HoHR of DDN,NSD,NABM & Central Archive
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.

Signature Not Verified

Digitally signed by C K JAIN  
Date: 2020.07.07 17:51:46 IST

