

PRASAR BHARATI
India's Public Service Broadcaster
PRASAR BHARATI SECRETARIAT
Prasar Bharati House,
Copernicus Marg, New Delhi -110001

PB/B-1011/7(14)/Misc./2020-21/Release-Pt(1)

Dated: 03.12.2020

Sub: Timelines for Demand of Salary Funds through CAS

It has been noticed that many DDOs are not adhering to various instructions and procedures given through many circulars in respect of salary bills preparation and demand of funds request in CAS. This non adherence is not only delaying release of salary funds to some of DDOs but is also keeping lot of senior officers of both the directorates and Prasar Bharati engaged in managing salary release related matters for more than a week affecting their other important works. In order to avoid recurrence of such issues, important instructions are being reiterated below for all DDOs to comply with strictly for preparation of salary bills and for making funds request in CAS:

1. From the month of November' 2020, the salary for Government employees is being disbursed through PFMS and funds for these employees are, therefore, being provided through PFMS to all DDOs. On the other hand, salary funds for PB employees are being provided through CFDL limits in CFDL accounts of respective DDOs. All DDOs have to ensure that salary disbursement for Government employees is done through PFMS while for PB employees it is done through CFDL accounts. CAS will allow you to generate PFMS sheet only for Government employees. For PB employees, you can generate a separate sheet in e-Salary module (Go to Report-Other Reports-Sal. Adv. Note for PB Employees) which inter-alia includes PB employees details along with their bank account details for submitting in banks along with payment advice note and payment instrument for crediting salary into employees' accounts.
2. In CAS every DDO needs to generate two separate bills one for Government employees and the other for PB employees based on "Employees Type" which has been filled in the profile of each employee. Therefore, all DDOs have to ensure that "Employee Type" is correctly filled for each of their employees. It is once again clarified here that PB Employees are those employees who are recruited after 5.10.2007 and rest of the employees are Government employees whether they are IRLA



Employees, On Deputation, Posted by Ministry etc. In case of any query, DDOs may seek clarification from HR wing of PB.

3. All DDOs will prepare salary bills in time and submit funds request in e-Accounts module of CAS between 16th and 21st of every month **positively** as CAS will not allow you to submit funds request beyond 21st of the month. No request for extension of this date will be entertained hereafter. If any DDO misses this deadline, they will be allowed to make funds request only after 29th of the respective month after funds have been released by PB for all those DDOs who made request by 21st. All DDOs are requested to adhere to this schedule failing which they will be personally held responsible for late disbursement of salary to their employees.
4. Salary Funds request for **supplementary bills**, if any, should be strictly made between 1st to 12th of every month. Both directorates and other verticals must ensure that these requests are duly forwarded to PB Secretariat by 15th of every month. However, all DDOs are advised to avoid generating separate supplementary bills, unless essential and instead raise supplementary bills along with salary bills.
5. The release of funds for Government employees through TSA has been deferred till the availability of bulk upload facility from AB to Sub ABs. This facility is likely to be made available in the month of February' 2021 and all DDOs are requested to ensure that their salary TSA accounts have been correctly mapped in all respect to enable them to receive funds from PB and disburse funds to employees accounts without any problem.

Both the directorates and other vertical heads are requested to ensure strict adherence to the above instructions by all concerned including all DDOs. Special monitoring may be done for timelines mentioned in paras 3&4 above.


3.12.2020
(C.K. Jain)

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