Prasar Bharati (India's Public Broadcaster) Prasar Bharati Secretariat Prasar Bharati House, Copernicus Marg New Delhi-110001

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

Dated: 9th June'2020

OFFICE ORDER

Subject: Recommendation of Salary Demand of DDOs by Directorate & Vertical HQs of their DDOs starting for the Month of June, 2020.

The e-Salary module of the Centralized Accounting Software has been rolled out across the network. Most of the DDOs of the network had generated salary for the months of April and May' 2020 through e-Salary module. Keeping this in view, it has been decided by Prasar Bharati that the demand for salary funds will considered on the basis of Pay bills made by DDOs in e-Salary module. Both the directorates, Central archives, and NABM will compile the demands of salary funds for the month of June and onwards for each of its DDO based on pay bills made by them in e-Salary and forward the demand to Prasar Bharati Secretariat. The schedule of Salary release cycle will be as follows and has to be strictly adhered to by all concerned:

Category of Expenditure in	Cut-off dates of every Month		LoC
Salary Head	l'	Directorates	release by Prasar Bharati
Salary and all related claims like LTC,LE, CEA, Arrears for all	DDOs to authorize		2 days before end
employees and Medical Bills for only Government Employees.	21st of the Month	latest by 24th of the Month	and a few order or the few order or the few or

It may also be noted that all DDOs including PAO IRLA shall continue to project LoC demands through EMS/HRIS applications as per the extant practice till further order. HoHRs of both the directorates and other Verticals are to ensure that all their respective DDOs generate & authorize the pay bills by due dates for full compliance of this order & and finance wings of both directorates and other Verticals are to check LoC demand as mentioned above as per procedure attached with this order before forwarding to this secretariat.

Ry

Considering the fact that a new system is being rolled out from this month, all concerned including all Heads of Offices are required to make advanced preparation for smooth transition to new system ensuring hassle free disbursal of salary to all employees.

The order may be circulated among all Heads of Offices, DDOs and other concerned for strict compliance.

This is issued with the approval of Member (F).

(C.K. Jain)

9.6.2020

Dy. Director General (Fin)

Encl: Operational procedures for Directorates/Verticals only

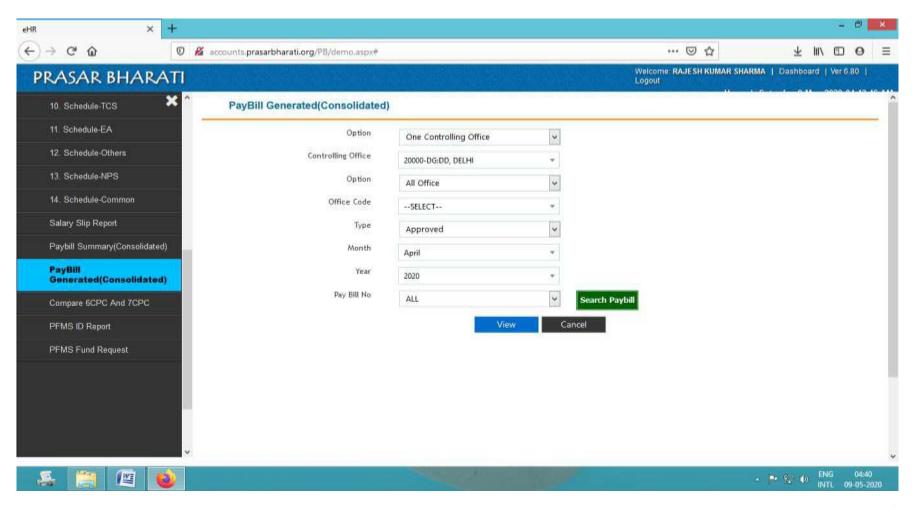
- 1. ADG (A), DD/ADG (A), AIR
- 2. ADG (F), DD/ADG (F), AIR
- 3. All ADGs of AIR, Doordarshan and PB Secretariat
- 4. DDG (F) of DG: AIR, DG: DD
- 5. HoHRs of DG:AIR, DG:DD
- 6. HoHR of DDN, NSD, NABM & Central Archive

Copy to:

- 1. SO to CEO/PPS to Member(F)
- 2. Chief Controller of Accounts, Ministry of I&B with the request to advise PAO IRLA to follow instructions related to e-Salary.
- 3. Sh. Ripudaman Magon, M/s Allied NovaTech Pvt. Ltd. for ensuring smooth operation for the Cash Demand/Release functionality.
- 4. PBS: DDG (T) with the request to upload this order on website.

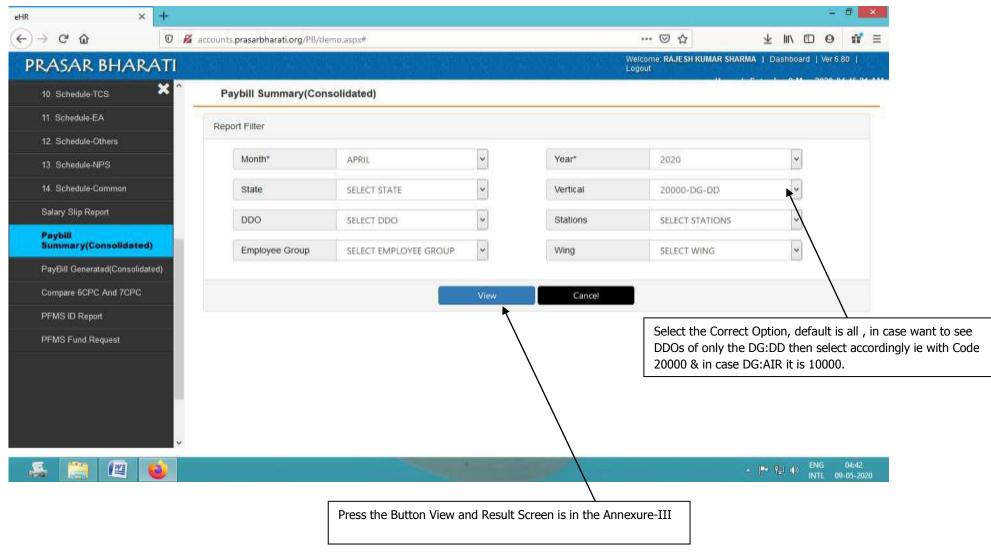
Annexure-I

Go to the Menu of Reports & Choose Paybill Generated (Consolidated). Apply filter as shown below e.g. in case User at DG:DD wants to know all paybills generated & authorized by DDOs under it. Then Select Correct: Option One Controlling Office/All Controlling & then select correct Controlling office eg "2000-DG-DD" is for DD Directorate. If you want to see all DDOs/Stations under above controlling office then select All office or Select One Office. Then leave office code option, if wants to select all DDOs under selected comntrolling office. Then Select further Correct filters. After Pressing Green Button for Search Paybill, in left hand side, All Paybills made will be appear. You may choose one or All (Which is first Option). Thus, Selecting proper filter you can know all paybills as per requirements. Given below screen when pressed view will provide the list of all Paybill authorized by all the DDOs under Doordarshan Directorate.



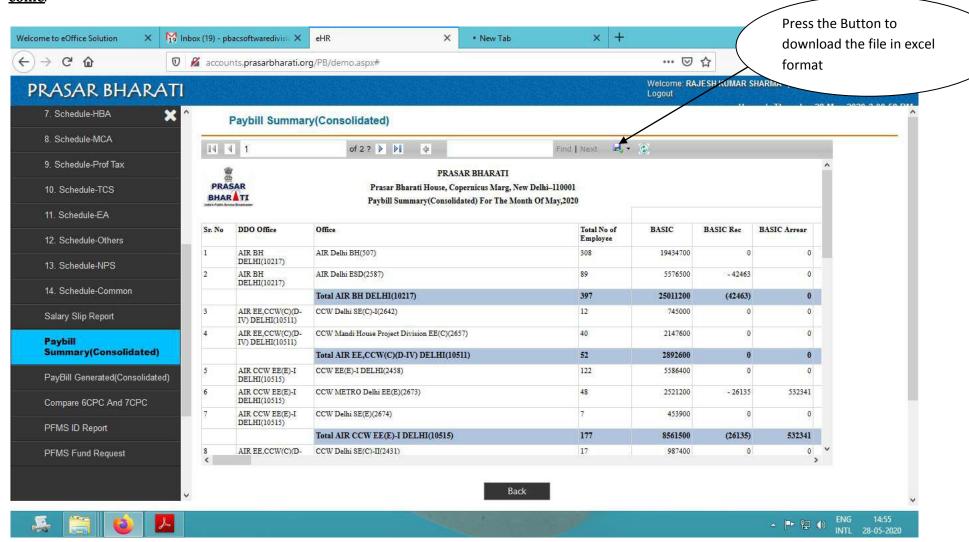
Annexure-II

Go to the Menu of Reports and choose Paybill Summary (Consolidated). Apply proper filter for example *User at DG:DD wants to know all paybills generated & authorized by DDOs under it. Then Select Correct Month, Year & Select Vertical "2000-DG-DD" only. Default value for state/DDO /Stations/Employee Group/Wing is ALL. Given below screen when pressed view will generate the consolidated Paybill of all the DDOs under Doordarshan Directorate.*

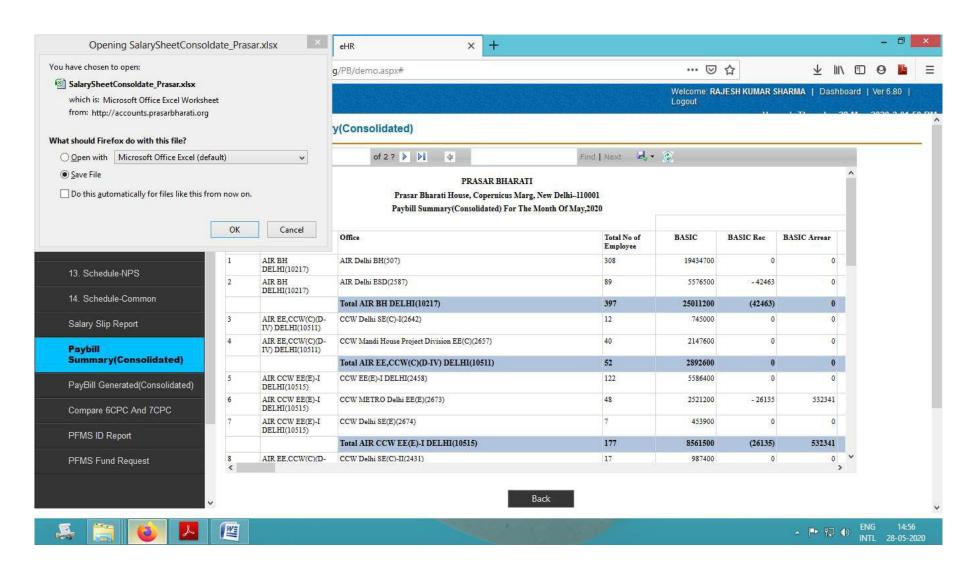


Annexure-III

<u>Go to the Menu of Reports-> choose Paybill Summary(Consolidated)-> after Selecting desired details below Mentioned screen will come.</u>



The Process of Saving file in excel format is shown

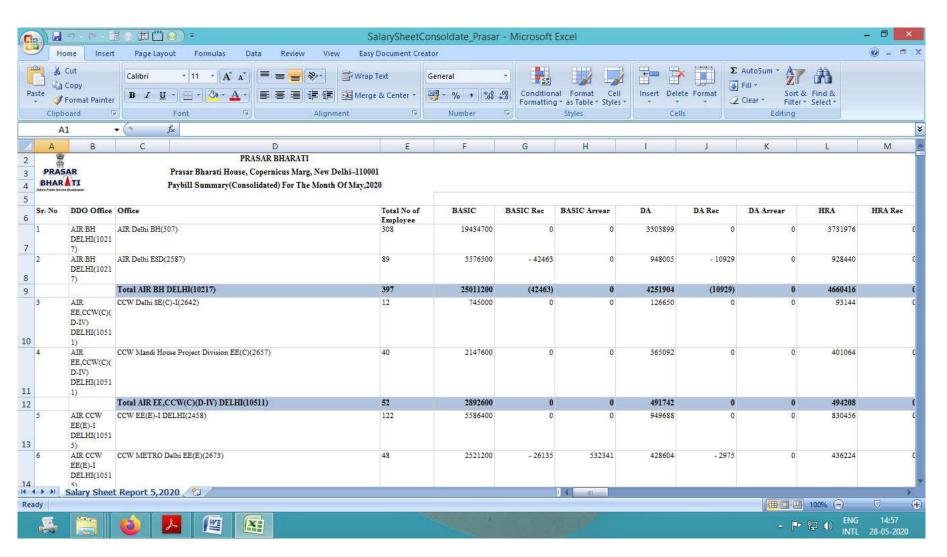


How to Check the Salary Requirement of DDO through downloaded excel file

(After excel file is to be opned after downloading it)

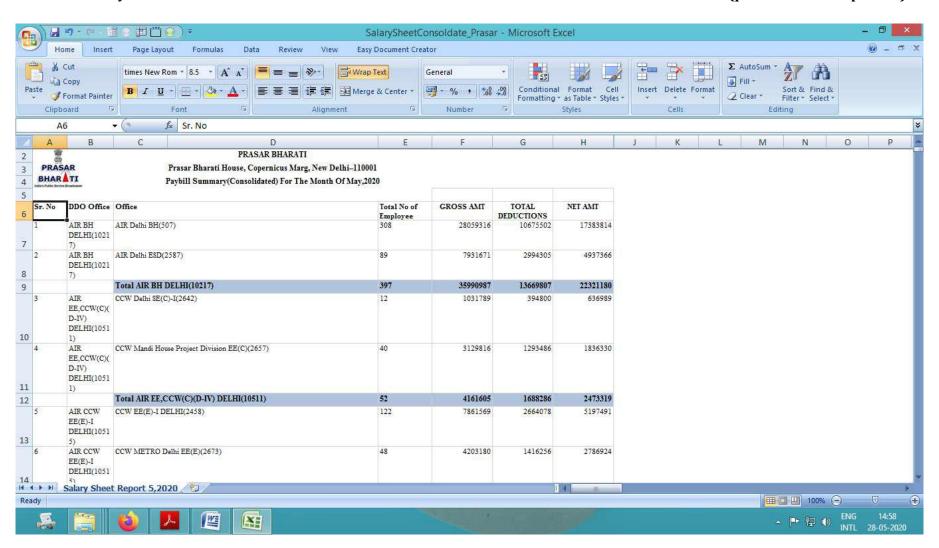
Please see below picture where you can check individual DDO Name, Its Station names(iei office), Total employees & Other fields of Pay Bills.

Our intrest of field is **Gross Amount**



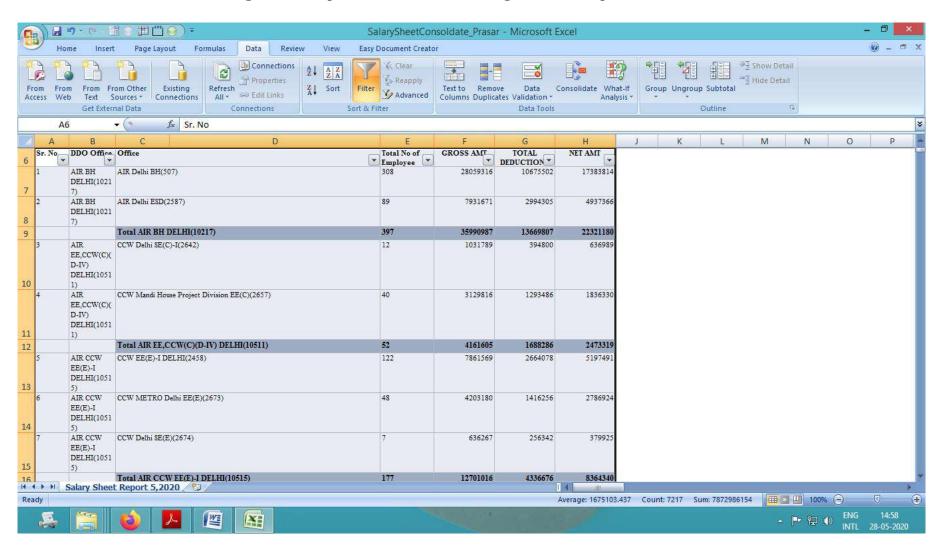
Annexure-VI

The uncessary Columns of the Excel Sheet either can be hide or deleted to focus on the GROSS AMT field. (please see below picture)



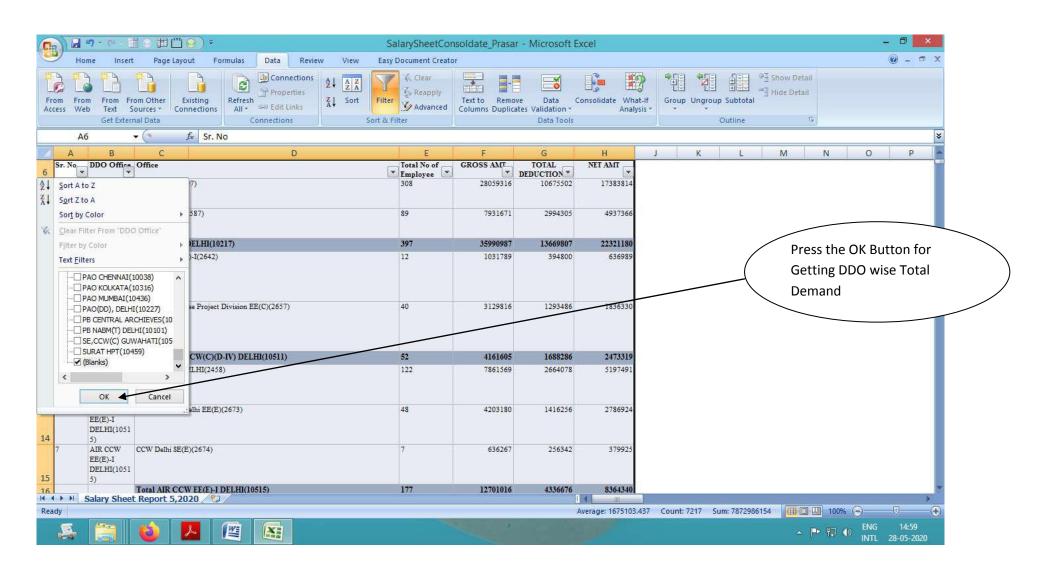
Annexure-VII

Usage of filter Option of excel to calculating the Total Requirement of DDO



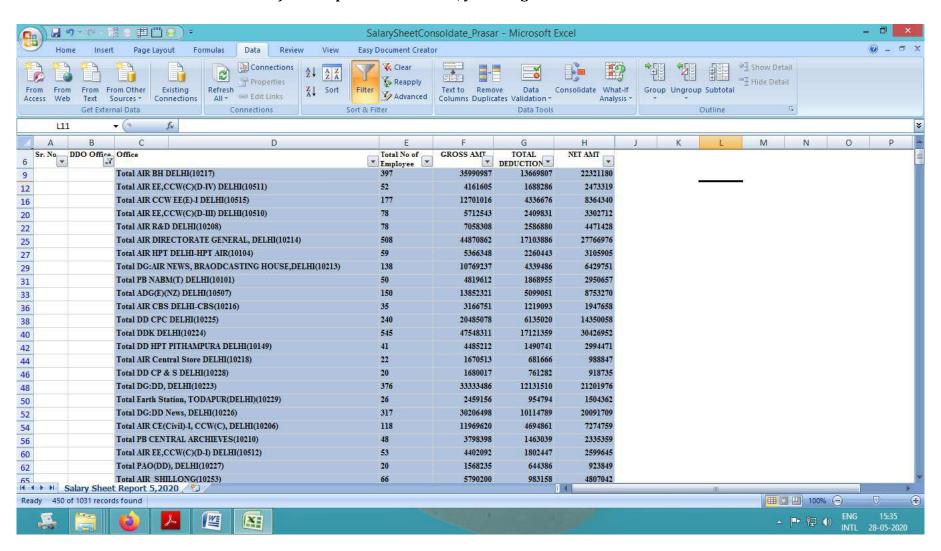
Annexure-VIII

We will use the DDO Office column for filter & tick the Blank only (as shown in picture) & will press the OK button in

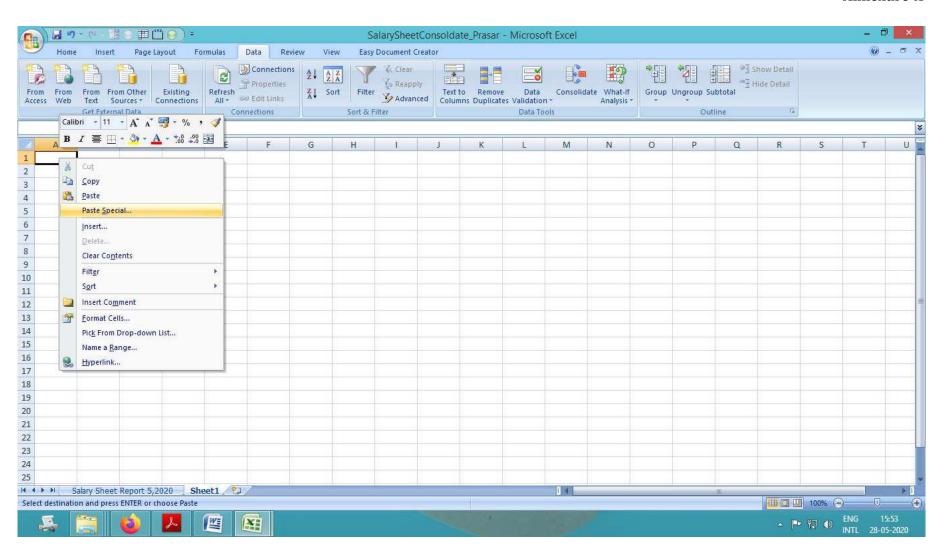


The Result after processing as per previous Annexures.

Now Select the Shown Area From Office to Net Amt & Paste (Using paste special function & using the Value only) the Copied portion(as shown) into seperate excel sheet, you will get Next screen in excel file

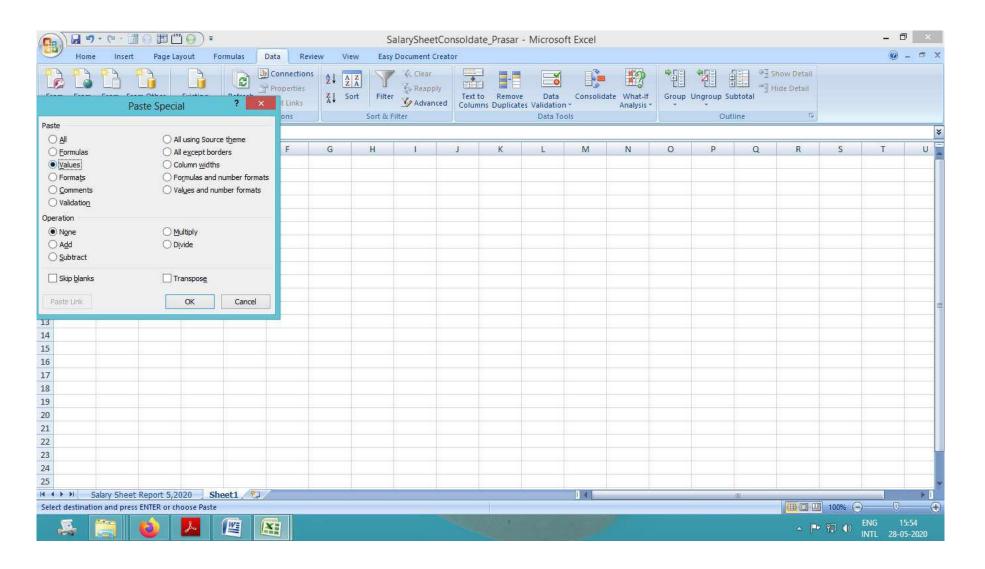


Annexure-X

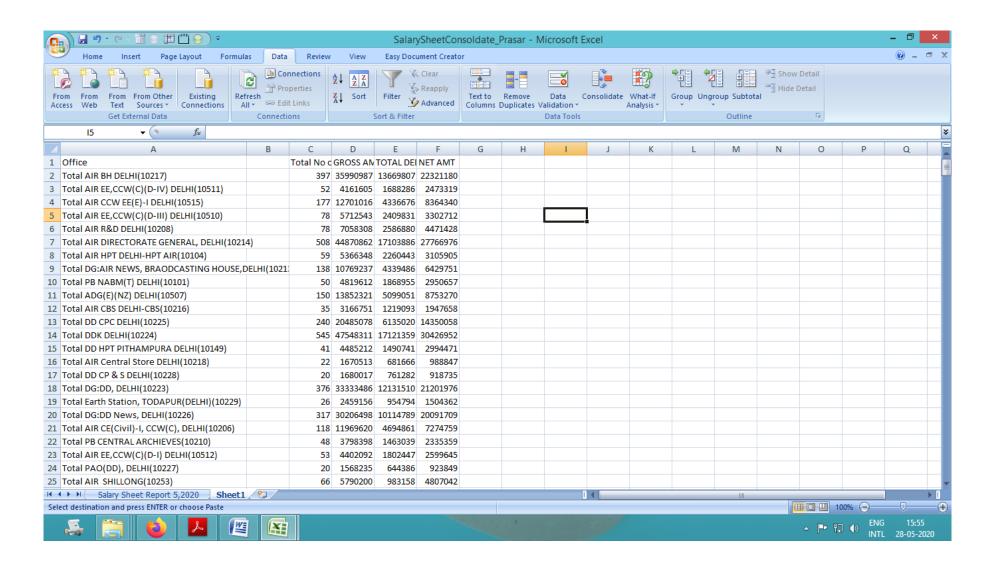


Annexure-XI

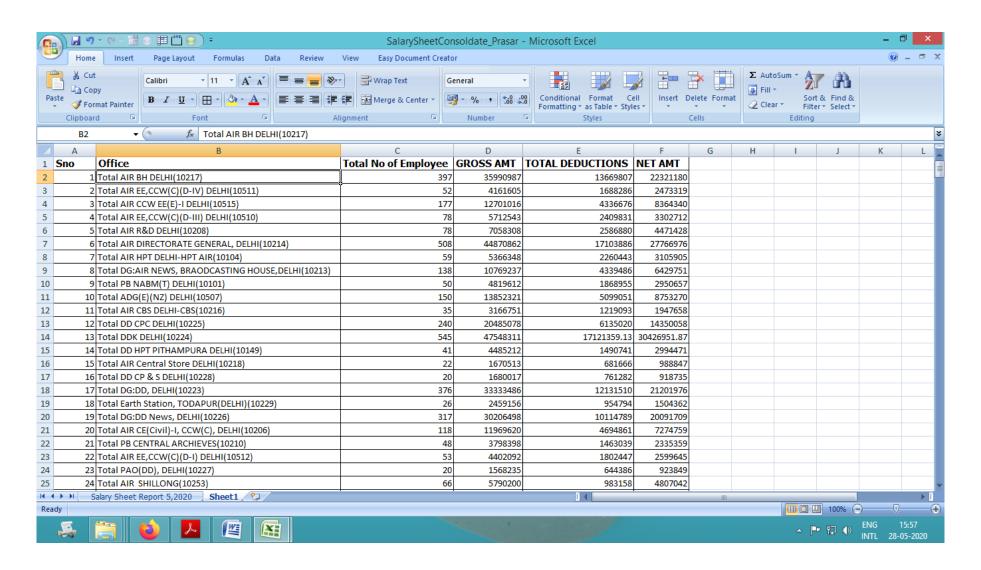
Use Paste Special & Select Values



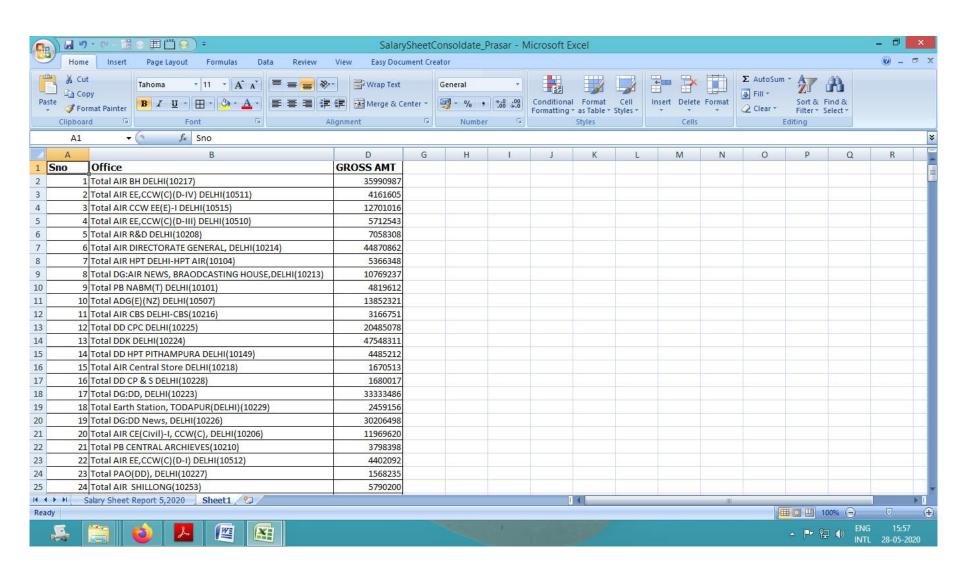
Resultant Sheet



Now you can Edit the sheet and format for better visibilty



Further formating and Making only sheet for Cash Requirement of Differnt DDOs who Made Salary through the e-Salary Module of CAS



Annexure-XV
Above Example is for All the DDOs of Both the Directorate but Directorate May choose the Correct filters in Annexure -II for getting details of their DDOs only.

