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

No.G-25013/2/2019-BI

Subject: recommendation of salary demand of DDOs starting for the month of June, 2020

Kind attention is invited to the PBS's Letter No.PBS(B&A)/(20-21)/CAS Dated 09.06.2020 (Copy Enclosed) whereby the PBS have issued guidelines/instruction on the recommendation of salary demand of DDOs starting for the month of June,2020.

2. All Concerned are requested to take note of the instructions contained in the said letter for information, guidance and strict compliance without any dilution of the same.

Dv. Director (F

Head of Office/DDOs of all DD Field Units. To.

Copy to:-

- 1. ADG (B&A), Prasar Bharati Sectt., New Delhi
- 2. DDG (F), Prasar Bharati Sectt., New Delhi
- 3. ADG (Admn.)/ADG (P), DG: DD, & ADG (A) DD News NewDelhi.
- 5. PPS to ADG (F)/PS to DDG (F) at DG: DD
- 6. I.T. Division is requested to upload on the Doordarshan website.

Dated: 09,june 2020

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 e	every Month	LoC
Salary Head	For all DDOs	For	release by
		Directorates	Prasar Bharati
	-	verticals	Dharaci
Salary and all related claims	DDOs to authorize	Recommendation	2 days
like LTC, LE, CEA, Arrears for all	Pay bills latest by	to be forwarded	before end
employees and Medical Bills for	21st of the Month	latest by 24th of	of the Month
only Government Employees.		the Month	

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.

ty

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).

9.6.2020

(C.K. Jain) 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.

<u>Go to the Menu of Reports & Choose Paybill Generated (Consolidated).</u> 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.*

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12. Schedule-Others	Controlling Office	20000-DG:DD, DELHI	2001 (2007)					
13. Schedule-NPS	Option	All Office	~					
14. Schedule-Common	Office Code	SELECT	*					
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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.

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Annexure-III

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

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14. Schedule-Common			Total AIR BH DELHI(10217)	397	25011200	(42463)	0	
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Paybill	4	AIR EE,CCW(C)(D- IV) DELHI(10511)	CCW Mandi House Project Division EE(C)(2657)	40	2147600	0	0		
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How to Check the Salary Requirement of DDO through downloaded excel file

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11	4	AIR EE,CCW(C)(D-IV) DELHI(1051	CCW Mandi House Project Division EE(C)(2	2657)	40	3129816	1293486	1836330				
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Usage of filter Option of excel to calculating the Total Requirement of DDO

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14	6 AIR CCW EE(E)-I DELHI(1051 5)	CCW METRO Delhi EE(E)(2673)	48	4203180	1416256	2786924		
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The Result after processing as per previous Annexures.

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31			Total PB	NABM(T) DEL	. HI(10101)						50	4819612	1868955	2950657										
33			Total AD	G(E)(NZ) DELH	H(10507)					9	150	13852321	5099051	8753270										
36			Total AIF	R CBS DELHI-O	CBS(10216	0					35	3166751	1219093	1947658										
38			Total DD	CPC DELHI(1	0225)					2	240	20485078	6135020	14350058										
40			Total DD	K DELHI(1022	4)						545	47548311	17121359	30426952										
42			Total DD	HPT PITHAM	PURA DEI	LHI(10149)			9	41	4485212	1490741	2994471										
44			Total AIF	R Central Store	DELHI(10	0218)					22	1670513	681666	988847										
46			Total DD	CP & S DELH	II(10228)					2	20	1680017	761282	918735										
48			Total DG	DD, DELHI(10	0223)						376	33333486	12131510	21201976										
50			Total Ear	rth Station, TO	DAPUR(D	ELHI)(102	29)			1	26	2459156	954794	1504362										
52			Total DG	DD News, DE	LHI(10226))					317	30206498	10114789	20091709										
54			Total AIF	R CE(Civil)-I, C	CW(C), D	ELHI(102	06)			1	118	11969620	4694861	7274759										
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4 Total AIR CCW EE(E)-I DELHI(10515)	177	12701016	4336676	8364340			_	_								
5 Total AIR EE,CCW(C)(D-III) DELHI(10510)	78	5712543	2409831	3302712		_	-					_	_			
6 Total AIR R&D DELHI(10208)	78	7058308	2586880	4471428												
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14 Total DDK DELHI(10224)	545	47548311	17121359	30426952												
15 Total DD HPT PITHAMPURA DELHI(10149)	41	4485212	1490741	2994471												
16 Total AIR Central Store DELHI(10218)	22	1670513	681666	988847												_
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Further formating and Making only sheet for Cash Requirement of Differnt DDOs who Made Salary through the e-Salary Module of CAS

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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.

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