

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: 23.10.2020

Subject: Guidelines regarding demand of Bonus & Festival Advance by DDOs through e-Salary & e-Account Modules.

All the DDOs of Prasar Bharati are generating salaries of all their regular employees through e-Salary module of CAS. Accordingly, they are to mandatorily request LoC for Paybills through e-Accounts Module only. Further, both the Directorates and other verticals of PB are to recommend fund request for salary made by DDOs to Prasar Bharati through e-Accounts module only. The last date for submitting funds request by DDOs was 22.10.2020, however, most of DDOs had submitted their request for release of funds before 21st October when the payment of ad-hoc bonus to eligible employees has been announced. Therefore, such DDOs could not include bonus payment of their eligible employees along with their salary bills.

Such DDOs who have already submitted funds request without including bonus and/or festival advance are directed to make and authorize supplementary bills for such payments in e-Salary module of CAS immediately. However, DDOs will be able to post this demand to e-Accounts only on 27th October' 2020 after Prasar Bharati Secretariat has released the salary funds recommended by Directorates to Prasar Bharati. Therefore, all DDOs must post supplementary bills to e-Accounts only on 27th October' 2020 after 12 PM. Directorate/Verticals will also be required to recommend this additional funds requirement to Prasar Bharati as per normal practice of CAS.

The officers who have been assigned the roles of Admin-1 in different verticals are also requested to make recommendation of funds release for any DDO who has failed to post funds request to e-Accounts module for any genuine reasons by matching details of Paybills visible to him/her in e-Salary Module.

ADG (Fin), AIR/ADG (Fin), Doordarshan and other vertical heads requested to circulate this order to all their DDOs for strict compliance to ensure that payment of bonus and festival advance is made in time to all eligible employees.


23/10/2020

(C. K. Jain)

Dy. Director General (B&A/CAS)

To:

1. ADG (Fin), AIR/ADG (Fin), DD
2. ADG (NABM)/ADG (Central Archives)

Copy to:

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