

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

No.G-25013/1/2020-BI

Date: 08.09.2020

Subject: - Updating of Employees Profile in e-Salary Module of Centralized Accounting Software (CAS)-reg.

Please find enclosed herewith the Prasar Bharati Secretariat's Letter NO.- PBS (B&A)/(20-21)/CAS/ dated 7th September 2020 on above mentioned subject (copy enclosed).

2. HOO/DDO of all the Kendras/Field Units are, therefore, requested to take note of the instructions contained in the said letter for information, guidance and strict compliance please.

Encl: as above.


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

1. All HOO/DDO of Doordarshan Kendras/Field Units.

Copy to:-

1. Dy. Director General (B & A), PB Sectt., Prasar Bharati House, New Delhi
2. PPS to ADG (F)/DDG (F) at this DG:DD (email only).
3. IT Cell, DG:DD with a requested to upload the letter on website.
4. Guard File.

PRASAR BHARATI
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House, Tower C
Copernicus Marg, New Delhi-110001

No.: PBS (B&A)/(20-21)/CAS | 03

Date: 07th Sept, 2020

Subject: Updating of Employees' Profile in e-Salary Module of Centralized Accounting Software (CAS)

It is mandatory for all DDOs of the network to update the profile of all employees in e-Salary module of the Centralized Accounting Software (CAS). Personal Details like Email IDs, Aadhar No, PAN, and Mobile No. are essential part of an employee's profile which is required to be precise and correct in Employee's Profile of e-Salary module of CAS. These details will facilitate the employees to download their salary slips from e-ESS portal; e-ESS is an Employee Self Service portal in CAS to access and download correct salary slips.

It has been observed that the numbers of complaints are being raised by individual employees/ Stations regarding login into e-ESS portal and for not being able to change their passwords to access e-ESS portal. In order to ensure that employees will be able to login or access the e-ESS portal, every employee requires HRIS no. as a login ID and DOB in the format of ddmmyy as a password. Furthermore, OTP is required to change the old password/forget password, that OTP will be received on the employee's registered mobile number. Therefore, to access e-ESS portal service for all employees, DDOs must ensure to update correct mobile numbers of all the employees in Employee's Profile of e-Salary module of CAS.

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

This may be treated as most urgent.


7/9/2020
(C. K. Jain)

Dy. Director General (B&A/CAS, Head B&R)

To:

1. DG: DD
2. ADG (HR): PBS
3. CE (Civil)
4. DDG (A), DG: AIR/DDG (A), DG:DD
5. DDG (Sports)
6. DDG (Central Archives)
7. DDO (Cash), PBS
8. PAO (IRLA)
9. DDG (T) with a request to upload this order on the website.