

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat (IT Division)
Akashvani Bhawan, Sansad Marg, New Delhi – 110001

No. 7(151)/2019-20 (O/S-DLI)/IT/PBS

Date : 30-03-2020

Subject : **Reg. creation of new employees in eOffice by the Local eOffice Admin of the Kendra / Station**

eOffice developed by NIC is being implemented across all the Prasar Bharati offices in a phased manner.

(2) After the implementation of eOffice at a Kendra / Station, it may be required to change / update the eOffice configuration / post mapping **from time to time** whenever any employee is transferred from one Kendra / Station / Section to another Kendra / Station / Section.

(3) These day-to-day changes in configuration / mapping of eOffice are still being handled by IT Division for most of the stations. At some of the stations this Local eOffice Admin task has been delegated to Station/Kendra.

(4) It has come to the notice that while making these routine changes in eOffice configuration, the Local eOffice Admin of the Kendra (e.g. AIR/DD Indore) had created new employees in eOffice instead of transferring them from the concerned Kendra / Station, thus creating a duplicate entry in the database of eOffice.

(5) No new employee should be created in eOffice and instead the employees be only transferred from the concerned Station / Kendra by the Local admin of the relieving station /Kendra. In case of any difficulty IT Division may be approached.

(6) In special cases, i.e. in case of new appointment or in case of transfer / deputation of an employee from outside the jurisdiction of Prasar Bharati and where it is necessarily required to create a new employee, it is requested that all the details of the new employee may be sent in a duly filled forms to **eoffice@prasarbharati.gov.in** for creation of new employee. All the new employees in eOffice shall be created centrally at IT Division, Prasar Bharati.

(7) Various forms for sending request to eoffice@prasarbharati.gov.in, are now available in eoffice portal.

(R.P. JOSHI)

Dy. Director General (IT)

All Prasar Bharati Offices
(Through Prasar Bharati Website / Prasar Net / eOffice KMS)

Copy for kind information to :
Addl. Director General (IT) / Addl. Director General (Admn.) /
Addl. Director General (HR), Prasar Bharati Sectt.