

**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**DIRECTORATE GENERAL: DOORDARSHAN**  
**MANDI HOUSE, NEW DELHI-110001**  
**(Establishment/HRIS Section)**

No. A-11019/01/2018-Estt.

Dated : 11.06.2019


**CIRCULAR**

Subject: Creation of "**PB employees EL & HPL details**" window in HRIS – reg.

A new window "**PB employees EL & HPL details**" has been created by Prasar Bharati in HRIS for calculating actuarial variation for Leave encashment for Prasar Bharati employees.

2. The procedure to update the EL & HPL of a PB employee is mentioned below:
  - After successful login in HRIS, station will see a link **PB Employees EL & HPL Details**
  - Click on the link, you can view list of Prasar Bharati employees at your office/station
  - Click on Edit against an employee and update his/her EL & HPL details from the service book as on 01.01.2019.
  
3. In this regards, All Head of Offices/DDOs of Doordarshan are hereby directed to complete this activity of updating EL & HPL details against each PB employee at your office/station(if any) latest by 20.06.2019.

This may be treated on **PRIORITY** basis.

  
(Vijay Gupta) 11/06/19

Dy. Director Admin (Estt./HRIS)

To :

- (i) All Head of Offices/ DDOs of Doordarshan.
- (ii) All Zonal ADGs
- (iii) All staff sections to update the details of EL & HPL of all PB employees posted in Directorate Doordarshan.
- (iv) DDG(IT) to upload the circular on DG:DD website

Copy to :

Dy. Director (PPC),  
Prasar Bharati Secretariat, Prasar Bharati House,  
Tower-C, Copernicus Marg,  
Mandi House, New Delhi-110001