

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL: DOORDARSHAN
DOORDARSHAN BHAWAN, NEW DELHI
(Establishment / HRIS Section)

No. A-11019/03/2018-Estt.


Dated:16.01.2019

Subject:- Entering of the HRIS Code of Individual employees in the Payroll Software for porting Salary data in to Common Accounting Software in all Units/ Offices of Prasar Bharati. .

Please find enclosed herewith Prasar Bharati **OM No.-01/2018-19/CAS** dated 03.01.2019 and Budget Cell, DG:DD letter No. G-28012/14/2018-B-1/20135 dated 09.01.2019 on the subject matter.

2. In this regards, All DDO's of Delhi and Mumbai are requested to follow the instructions as laid out in the aforesaid OM i.e. to link the individual employee payroll data with HRIS code. All concerned DDO's are also requested to send a compliance report directly to Prasar Bharati Accounting Software team on their mail **pbacsoftwaredivision@gmail.com** with a copy of the same to this section's email (ddnsohris@gmail.com) latest by 24th January 2019.

In case of any query, DDO may please contact the Prasar Bharati Accounting Software team directly on their email **pbacsoftwaredivision@gmail.com**.


(Vijay Gupta)
12/1/19
Dy. Director Admin (Estt.)
Tel. No. 23389232

Encl: As above

To:

- ✓ 1. All DDO's of Delhi and Mumbai via mail.
2. SO (Cash), DG:DD
3. DDG(IT), DG:DD to upload the letter on the DD Website.

Copy to :

1. DDG(Fin.), (By Name: Mr. C.K. Jain), Prasar Bharati Secretariat, Prasar Bharati House, Tower-'C', Mandi House, Copernicus Marg, New Delhi - 110001
2. DDA(Budget) (By name: Sh. K.C. Jain), DG:DD, New Delhi

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

No. G-28012/14/2018-B-I/2035

Dated: 09.01.2019


Subject :- Entering of the HRIS Code of individual employee in the Payroll software for porting salary data in to Common Accounting Software in all Units/offices of Prasar Bharati-reg.

Reference is invited to Prasar Bharati Sectt.'s letter No.ADG(B&A)/PB(BCI)/Accounts/SP/2017-18/560-92, dated 13.12.2018 and PBS(B&A)/(18-19)/CAS/, dated 03rd Jan., 2019 on the above mentioned subject. (copies enclosed)

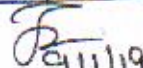
2. In the first phase, the Accounting and Payroll application will be implemented in Delhi and Mumbai. The above referred letters(copies)are forwarded herewith for information and necessary action at your end.

This may kindly be treated as most urgent.

Encl.:- As above.


(K.C. Jain)
Dy. Director (Budget)

✓ Sh. Vijay Gupta,
Dy. Director(Admn.),
Directorate General,
Doordarshan, New Delhi

AE (COA)

9/11/19

उप निदेशक (प्रशा.) विजय गुप्ता का कार्यालय
सदर सल्ल
दिनांक 9/11/19

PRASAR BHARATI
(INDIA'S PUBLIC BROADCASTER)
PRASAR BHARTI SECRETARIAT
PRASAR BHARTI HOUSE, COPERNICUS MARG
NEW DELHI-110011

No. PBS (B&A)/ (18-19)/CAS/

Date: 03.01.2019

OM NO.-01/2018-19/CAS

Subject: Entering of the HRIS Code of individual employee in the Payroll software for porting salary data in to Common Accounting Software in all units/offices of Prasar Bharati.

At present, Payroll software developed (Desktop based) by IT Cell of AIR is being used in most of the field units of the AIR and few units of Doordarshan. However, many units of both AIR & DD are also using different software for payroll related activities. Prasar Bharati has already planned to migrate to integrated software to cater to the needs of organization effectively especially in areas like Payroll, Inventory management & accounting system. Hence, smooth transition from isolated & fragmented system to centralized-efficient and uniform single is essential for whole network. Thus, for smooth collection of payroll-data of payroll system is essentially required.

The first step in this direction is; the linking of individual employee's payroll-data with HRIS Code as mentioned in HRIS Software. This HRIS Code will act as unique key for individual employee in the centralized data base of New Software. However, as explained above, there are two situations possible according to the kind of software used by individual office for salary making.

1. Offices (using Payroll software made by IT Cell (AIR)):


Such offices are required to enter the HRIS Code of individual employees on their payroll-software (which is currently mostly left empty) before making the salary of office for Month Jan, 2019.

2. Offices (which are not using Payroll software made by IT Cell (AIR)):

Such offices are to devise means to link HRIS Code of individual employees positively on their local software before making the salary of office for Month Jan, 2019. For example

- a. In case, if option available in their software to add extra field than station should create field for HRIS code and then enter HRIS code for all its employees in its Payroll-software.
- b. In case, if option not available in their software to add extra field than station may use one of existing but less critical field to be used as HRIS code field and then enter HRIS code of all its employees in its Payroll-software (like renaming field 'Local code' as 'HRIS code' field).

It is also further requested that all Stations should fill the all data of employees on HRIS software to minimize the correction at later stages. In case of any query/suggestion, kindly write Project-Coordination team on email pbacso@wardivision@gmail.com.


(C.K. Jain)
DDG (F)

DG: AIR/DD/NSD/DDN

Copy to:

1. PBS : ADG(B&A), ADG(E&A), ADG(IT), ADG(F)
2. DG: AIR [ADG(F), ADG(A)], DG: DD: [ADG(F), ADG(A)], ADG(NABM), CE(CCW)
3. All Zones: ADG (E), ADG (P) & Chief Engineer (CCV).
4. ADG (T) for uploading on website of PR