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

No. A-11019/01/2019-Estt.   Dated :15.02.2019

Subject: E-Office Implementation : Creation of NIC/Government Email of every employee of DD – reg.

Prasar Bharati has initiated the process towards implementation of e-office which includes many features of e-office like e-File, PIMS, eLeave, eTour, PRISM, SPARROW etc. Hence, all employees of DD are supposed to have their own NIC mail account to have the access of the e-office.

2.   All Head of Offices/DDOs are therefore instructed that the requests for creating NIC mail (on the domain of .prasarbharati.gov.in) are immediately initiated by entering the Mobile number of all individual employees in the "Official Email Id Creation" window of HRIS available on the Home Page of HRIS.

3.   Details in this regard can be found in the circular of IT Division with letter no. 7(151)/2018/IT/PBS/03 adted 31st January 2019 (Copy enclosed)

(Vijay Gupta)
Dy. Director Admin (Estt./HRIS)

1. All Zonal Heads of DD
2. All Head of Offices/DDOs of all Stations of DD
3. DDG (IT) to upload the order on the DD website.

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House
Copernicus Marg
New Delhi-110001.
(IT Division)

File No. 7(151)/2018/IT/PBS / 03   31/01/2019

<u>Sub:</u> e-Office Implementation at Prasar Bharati & Official Email Id Creation

e-Office is being implemented across the Prasar Bharati network for all the verticals — AIR, Doordarshan, News and CCW etc.

With the implementation of e-Office, stations/ Kendra's will have the following facilities:

1. File Management System (**eFile**) will automate the processing of files and receipts. This includes creation of files (electronic and physical both kind of files), movement of files in the workflow, tracking of files and their management.
2. Personnel Information Management System (**PIMS**) manages employee records and the output of PIMS is eService Book.
3. Leave Management System (**eLeave**) automates the leave application and approval process.
4. Tour Management System (**eTour**) automates employee tour programmes.
5. Property Return Information System Management (**PRISM**) for electronic filing of Asset and Liability Declaration.
6. Smart Performance Appraisal Report Recording Online Window (**SPARROW**) application for electronic filing of Performance Appraisal Report (**PAR**) as per the defined channel of submission.

For accessing and using the e-Office suite, individual officials are required to have email ids in their individual names, in the "**.prasarbharati.gov.in**" domain linked to a valid mobile phone number. The requirements for creation of email id's can be submitted through HRIS

All heads of offices are requested to kindly initiate action for creation of email id's of all officials working with them after logging in HRIS. Officers already having existing individual email ids in "**.prasarbharati.gov.in**" domain, need not to be included.

A detailed procedure for creation of official email id's through HRIS portal is attached.

This issues with the approval of the competent authority.

Encl: As above.
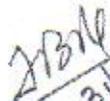
(J B Roy)
ADE (IT).

To all HOO, through,
1. www.prasarbharati.gov.In,
2. AIRNET,

Copy for kind information:
1. PS to CEO/PS to M (F), Prasar Bharati.
2. PS to DG AIR / DG DD / DG (News) AIR / DG (NEWS) DD / E –in-C.

Procedure for Official Email ID Creation

1) The Station will log into HRIS.
2) Click on **Official Email ID Creation** Tab at Lower-Right corner of the Station Home Page.

3) In Email Creation Portal,

i) First, enter mobile number for each employee. An e-mail id is suggested to each and every employee. However any available e-mail id of choice can be entered. The mobile number and the e-mail id are unique. Only one personal e-mail id can be assigned to a mobile number.
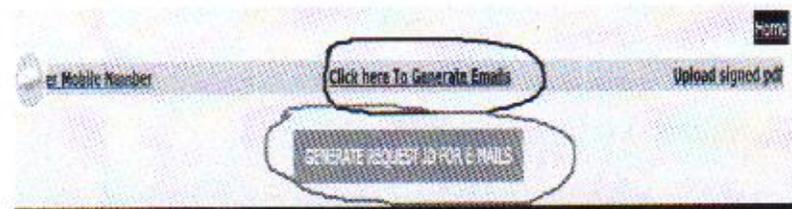
ii) After, all the requisite email id's data has been entered, click **Click here To Generate Emails** .Then click on Generate Request ID for E-Mails. Then Click on **print** to download/Print the template. Sign and enter the required details on the template.

iii) Further go to **Upload signed pdf** at the right side of the page, choose the request ID and upload the relevant signed pdf there.

iv) The email request status can be tracked there. Once the official e-mail ids have been created, it will be shown as **Email Created** on **Enter Mobile Number** click. The email id's user will receive a notification from NIC on the registered mobile number about the user id and password.