

**PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
PRASAR BHARATI HOUSE  
COPERHICUS MARG, NEW DELHI**

File No. : D-13036/1/2019-20/GA-I

Date : 13/11/2019

**Office Memorandum**

**Subject : Implementation of E-Office in Prasar Bharati**


E-Office Service in Prasar Bharati has already been implemented at following offices :-

- a) Prasar Bharati Secretariat
- b) Doordarshan Directorate
- c) AIR Directorate including P&D Unit
- d) Doordarshan News
- e) All India Radio News
- f) ADG(E) North Zone
- g) NABM
- h) AIR, Delhi

However, it has been observed that many offices in Prasar Bharati are still preferring physical files. Even new files are being created in physical format. This is defeating the very purpose of implementing e-office.

2. It is hereby conveyed that CEO, Prasar Bharati desires to ensure that physical files should now be an exception and should be restricted to Court cases, Disciplinary action cases, Major policy matters etc. In such cases also it should be routed through the e-office using physical file facility.

3. In addition to above, leave and tour approval should also be processed in e-Office only.



(Dinesh Mahur)

Addl. Director General (Admin)

To

1. Director General, DG : Doordarshan [Kind Attn : ADG (Admn)]
2. Director General, AIR (including Planning and Development Unit)
3. Principal Director General, News Service Division, DG : AIR

Contd.....2/-

- 2 -

4. Director General, Doordarshan News
5. E-in-C, AIR/Doordarshan
6. Addl. Director General (E), NZ, DG : AIR
7. Addl. Director General (E) P&D, DG : AIR
8. Addl. Director General (NABM), Kingsway Camp,
9. Head of Office, AIR Station, Delhi

**Copy also to :-**

1. All ADGs/DDGs, PBS
2. All Directors/ Dy. Directors /Assistant Directors, PBS
3. All Section Officers, PBS
4. DDG (T), PBS with the request to upload on the website

**Copy for information to :-**

1. PS to Chairman
2. SO to CEO
3. PS to M(F)