

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
 Prasar Bharati Secretariat  
 Prasar Bharati House : Copernicus Marg,  
 Mandi House : New Delhi : 110 001

No. D- 13037/01/2020-21/PBS-GAI  
 e-19585

Dated: 06.08.2020

**Office Memorandum**

Sub: Office Space Management for PB House, DD Bhawan, Akashvani Complex  
 (All three building including Rang Bhawan), R&D Complex, CPC Complex- reg

This has reference to Prasar Bharati Secretariat Office Order no. 217/2020 dated 20.07.2020 regarding reallocation of work among ADG/DDG level officers of Prasar Bharati Secretariat. According to the aforesaid order, PB Secretariat (General Administration) will look after the work of Office Space Management for PB House, DD Bhawan, Akashvani Complex(all three building including Rang Bhawan), R&D Complex and CPC Complex, Delhi.

2. Relating to above ,all the above concerned offices HOO/HOD are required to ensure proper utilization of office space and the complex and manage their offices space effectively located in the premises of respective Bhawans.

3. A holistic review of the office space being used by their offices and other subordinates offices in the premises may be carried out ensuring that no extra space is allotted to sections/divisions which can be used for other purposes. **Accordingly, all the offices are requested to submit a detailed report giving the utilization of all rooms to the Sectt. by 10 Sep 20.**

4. **All the above concerned offices HOO/HOD are directed not to issue fresh allotment of rooms/ space without prior approval. Proposal for allotment of room/ rooms/ space as per functional requirement may be forwarded to this Secretariat for approval along with necessary recommendations as & when required.**

This issues with the approval of competent authority.



(Rajesh Kumar Vashishtha)  
 Director(Admin)

To,

1. Principal DG : NSD : AIR, DG : AIR, DG : DDn, , DG:DD News.
2. O/o ADG(R&D), DDG-CPC, DDG: SD AIR, New Delhi.
3. O/o ADG(NABM)

4. CVO, Prasar Bharati
5. DDG(T) for circulation in e-office.

Copy to :

1. Staff Officer to CEO, PB
2. PS to Member(F), PB
3. PS to E-in-C(Broadcast Operations), PB
4. PS to E-in-C(SI&CS), PB
5. All ADGs/DDGs, PBS
6. All Director/Dy. Director/AD, PBS
7. AE(GA-I), PBS