

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House
Copernicus Marg, New Delhi

No. M-1001/1/2019-PPC

Dated: 02 June, 2020

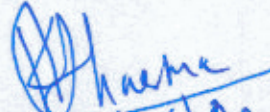
Subject: Regarding updation of Leave of IRLA and Non-IRLA Officers

With reference to the above subject, the undersigned is directed to intimate that IT Division is facing difficulty with regard to updation of Leave of IRLA and Non IRLA Officers. This has been examined and it has been decided to allocate the role of Leave Admin and Leave Admin Assistant in respect of these posts as indicated below

Sl. No	Post held by the officer	Sub-categories	Roles of Leave Admin and Leave Admin Assistants may be assigned to*
i.	Head of Engineering	(i) IRLA Officers	Concerned Employees in IRLA office, New Delhi
ii.	Head of Programme	(ii) Non-IRLA Officers	Concerned Employees in the office where officer is posted and the Leave records are maintained
iii.	Head of RNUs		

* Leave memo would require to be issued by IRLA in case of IRLA officers

2. This issues with the approval of the Competent Authority.


 02/06/20
 (Alok Kumar Sharma)
 Director (Pers)

To

- i. DG, AIR/DG, DDn/ Pr. DG, NSD AIR/ DG, DD News
- ii. E-in-C(Broadcast Operations) / E-in-C(Special Initiatives & Common Services)
- iii. All ADGs / DDGs at PB Secretariat
- iv. All Zonal ADGs(E) and Zonal ADGs(P) / All AIR Stations / DD Kendras through respective SCOR Sections
- v. ADG(Admn), DG:AIR / ADG(Admn), DG:DD / ADG(NABM)
- vi. Head (PBNS & DP) / Head of Sales PB
- vii. DDG(EPM) DG:AIR / DDG(HRD), DG:DD
- viii. DDG(Tech), PBS for uploading this circular on PB Website and for updating the information in the Website
- ix. Hindi Unit for Hindi Version
- x. Office Orders Folder.

Copy to :-