

PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE
COPERNICUS MARG: NEW DELHI-110001

No. M-01/001/79/2020-GA

Dated: 11.05.2020

OFFICE MEMORANDUM NO. ~~021~~2020-GA

Subject: Standard Operating Procedure (SOP) for dealing with VIP references

Admin Wing(GA-II,Section) of Prasar Bharati Secretariat is Nodal Section responsible for dealing with all the VIP references received in Prasar Bharati and DDG (Admin), PB Sectt. is the designated Nodal Officer for the same.

2. It has been observed that certain VIP references were being forwarded by the office of the CEO to various Wings in PBS and copy to Admin Wing. References were being dealt by such concerned Wing to whom the reference was marked and also by the Admin Wing, leading to duplication of efforts. At times, the concerned Wing was forwarding the reply to the Ministry of I&B with the approval of the CEO, without endorsing a copy to Nodal Officer/ Admin Wing, PBS.

3. Similarly, it has been observed that at times, the Ministry of I&B sends VIP references directly to the verticals and the verticals send the replies directly to the Ministry with/ without endorsing a copy of reply to this Secretariat. This is not as per the extant direction issued by this Sectt.

4. In view of above, it has been decided that henceforth, all VIP references shall be normally dealt in the following manner within specified time limits given against each step:

Step	Activity	Response time
i.	All the VIP references received in the office of CEO to be marked to the Nodal Officer i.e. DDG(A) PBS	By next working day
ii.	The Nodal Officer will get it forwarded to the concerned Wing of PBS or to the concerned Verticals through GA-II Section.	3 working days after receipt by Nodal Officer
iii.	In case, the matter concern with various/multiple Wings in PBS and/or Verticals, Nodal Officer will get it forwarded through GA-II Section to all concerned offices/ officers.	
iv.	After Step(ii) - The Concerned Wing of PBS, on receipt of the reference will prepare suitable reply (may be with the information available with them or taking information from concerned Vertical(s) for sending the replies to the Nodal	9 working days

	Officer for obtaining the approval of CEO.	
v.	After Step(iii) – The concerned Wings of PBS and Verticals will send the reply to Admin Wing/GA-II Section PBS with the approval of ADG in-Charge or E-in-C as the case may be.	7 working days
vi.	After Step(iv) – Reply to MIB after approval of CEO by Admin Wing/ GA-II Section.	4 working days
vii.	After Step(v) – Compilation of all the inputs, formulate suitable draft reply, get approval of CEO and send reply to MIB by Admin Wing, GA-II Section	6 working days

4.1 In case where the Ministry send communications directly to the Directorate(s)/Vertical(s), the concerned Directorate(s)/ Vertical(s) shall send the proposed reply alongwith the receipt from the Ministry (with the approval of ADG in-Charge or E-in-C as the case may be) to Nodal Officer/ GA-II Section PBS as per the timelines given for step (v) in above Table for further processing and sending this reply to the Ministry. However, in very urgent matters (only non-policy matters), the reply may be sent directly to the Ministry with the approval of DG (in his absence, ADG in-Charge or E-in-C as the case may be) with a copy to Nodal Officer/ GA-II Section Admin PBS.

4.2 The comments/information to be sent through email/ eOffice to the Nodal Officer/GA-II Section PBS for prompt action.

4.3 Nodal Officer/ GA-II Section shall prepare monthly statement of disposal of VIP references in following format:

No. of References Carried forward from previous Month	No. of References Received during the Month	No. of References replied during the Month	No. of References Carried forward to next Month	Remarks
(1)	(2)	(3)	(4)	(5)

5. This is issued with the approval of CEO,Prasar Bharati.


(Rajeev Malhotra)
Dy. Director(Admin)(GA-II)

To

1. Principal DG:NSD :AIR, DG:AIR, DG: DDn, DG:DD News
2. E-in-C (Broadcast Operations) AIR and DD

3. All Zonal/ Regional ADG(E)/ ADG(P) AIR and DD
4. DDG (T),PBS for circulation in e-office/website.

Copy for information to:

1. PS to Chairman, PB
2. Staff Officer to CEO, PB
3. PS to Member (F), PB
4. PS to E-in-C (SI & CS), PB
5. ADGs (Admin.)/ (HR)/ (IT)/ (B&A)/ (Fin.)/ (Tech.) PBS
6. ADG (Economic Research), ADG(IR/ Marketing), ADG(Procurement), ADG(Content Operations) Prasar Bharati
7. Heads PBNS/ Sales
8. DDGs (Admin.) / (Fin.)/(Tech.)/ (Ops.)/ (LM&HR-C)/DDG(IT), PBS
9. Dir(GA-1)/DD(GA-2)
10. AE (GA-I)/ AE (GA-II), PBS
11. Notice Board, PBS.