

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

No:-Misc.1001/05/2018-PPC


Dated:-31.10.2019

C I R C U L A R

It has been observed that officers /employees continue to submit their leave applications in physical form even after implementation of e-office in Prasar Bharati Secretariat. It is for information of all that any type of leave application will not be accepted, if submitted offline, with effect from 4th November 2019.

2. Further all the staff members of Prasar Bharati are also requested to enter the detail of their leave / tour / training in the Biometric Attendance System in accordance with the instructions issued vide PB Secretariats communication no. D-13023/25/2019-20/GA-1 dated 24.10.2019, without which the concerned employee will be shown as absent in Biometric attendance system.

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


(ALOK KUMAR SHARMA)
DIRECTOR (PERS)

To,

Notice Board
PB Secretariat
PB House

1. All officers/Staff of PB Secretariat for ensuring compliance .
2. O/o CEO: Prasar Bharati.
3. O/o Member (Finance), Prasar Bharati.
4. DDG(Tech) with the request to upload the circular in PB Website.