

**PRASAR BHARATI**  
**(INDIA'S PUBLIC SERVICE BROADCASTER)**  
**DIRECTORATE GENERAL: DOORDARSHAN**  
**MANDI HOUSE, NEW DELHI-110001**  
**(Establishment/HRIS Section)**

No. A-11019/03/2018-Estt.

Dated :22.05.2019

Subject: : Updation of various fields in HRIS in view of recent promotions.

It is observed that some stations have not updated fields for recently promoted employees in HRIS. This is resulting in some inaccuracy in maintaining/analyzing the data. In addition, this may also lead to some inconsistencies in the ongoing re-verification process of recognition of Employee's Association under RSA.

2. Many stations have still not updated "Mobile No.s" for creation of Gov. Email Ids. Even signed copy of the Association data has not been uploaded in HRIS by stations. A few offices have not updated the "Mode of Appointment" field under "Employee Advance Details" in Home page of HRIS. The pay-scale mentioned in Employee basic details is old and not updated as per the Basic Pay entered in Salary page of HRIS. All the data entered should be as per Service Book records of the employee.

3. In view of above, all stations are requested to update all fields and all data in HRIS correctly. In case of any problem in updation, an email may be sent to Estt./HRIS mail [ddnsohris@gmail.com](mailto:ddnsohris@gmail.com) of this Directorate with details of fields to be updated.

This is for an early action and compliance, please.

  
(Vijay Gupta) 23/5/19

Dy. Director Admin (Estt.)

To :

1. All HOOs/DDOs of Doordarshan
2. DDA(PPC), Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, New Delhi
3. DDG(IT) to upload the circular on DD website

May be up loaded on ~~DD website~~ website doordarshan.gov.in

IT Cell DG-00

SMB/jl  
24.5.19

एस. एन. मंडा  
प्रसार भारती  
दूरदर्शन