

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

No. D-13036/1/2019-20/GA-I

Dated the 11th March, 2020

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Office Memorandum

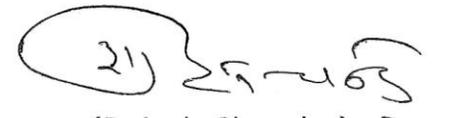
Subject :- - Precautionary measures in Prasar Bharati other than exemption in bio-metric attendance (AEBAS) - regarding

Ref : Prasar Bharati OM No. D-13023/15/2016/GA-I dated 06.03.2020

In continuation of above referred Prasar Bharati Secretariat OM dated 06.03.2020 regarding exemption to employees to mark bio-metric attendance in Aadhar Enabled Biometric Attendance System (AEBAS) till 31st March, 2020, it has been further decided as a precautionary measure to comply the following instructions by all the Officers and staff of AIR and Doordarshan in the entire Network :-

1. Officers and staff are required to avoid official tours, Air Travel and Train Journey. However, they may hold their meetings etc. as per functional requirements of office through video conferencing/teleconferencing as the case may be.
2. The physical creation/movement of files in office may be avoided except the legal/Court cases, Disciplinary action cases, Major Policy matters etc.
3. The work through E-Office is required to be maximized to avoid physical files.

This issues with the approval of competent authority.


(Rajesh Chandra)
Director (GA-I) 12/03

To

1. DG : AIR, DG:DDn, Principal DG, NSD : AIR, DG:DD News
2. All Zonal Heads ((NZ, SZ, WZ, EZ, NEZ), (Engineering & Programme)/CE, CCW/All Station Heads/HOO, AIR & Doordarshan
3. ADG (NABM), ADG (Sports) & ADG (B&R) Prasar Bharati
4. Head PBNS/Head Sales, PB
5. CVO, Prasar Bharati
6. 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. PS to ADGs (Admn.)/(HR)/(IT)/(B&R)/(Fin.)/(Tech.)
6. PS to DDGs (Admn.)/(Fin.)/(Tech.)/(Tech & Coordination)/ (Ops.)/(LM&HRC), PBS
7. All Director/Dy. Director/AD, PBS
8. AE (GA-I)/AE (GA-II)/PEX, PBS
9. Notice Board, PBS