



प्रसार भारती / PRASAR BHARATI

(भारत का लोक सेवा प्रसारक/India's Public Service Broadcaster)

राष्ट्रीय प्रसारण एवं मल्टीमीडिया अकादमी

NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA

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NABM/TC/Webinar-41/203920/2020-21

Dated :28.09.2020

**CIRCULAR**

E-Office is now operational at many offices of Prasar Bharati. More and more offices are being added gradually. EMD Manager (Employee Master Details Manager) plays crucial role in updating data and support to e office users. Keeping in mind, important role of EMD manager in proper functioning and implementation of e office, NABM Delhi had conducted one webinar on "E-Office training for HOO/EMD Managers(AIR/DD)" from 15-16 September, 2020. However it was observed that few EMD Managers were able to join. Hence NABM Delhi is once again inviting nominations for the online training program as per details given below:-

A.

S.No.	Name of training	Timing	Date	Nomination invited from
1	Local EMD Manager training	1000-1130 hrs. & 1145-1315 hrs.	27 <sup>th</sup> to 28 <sup>th</sup> October,2020	Head of Office/EMD Managers

**Training Content:**

- Data addition is required whenever a new employee joins the office i.e Creation of New Employee.
- Data is required to be updated when ever an officer is promoted, transferred from one Kendra / Station / Section to another Kendra / Station/Section etc. Or whenever the reporting, approving and controlling hierarchy changes. Deactivating the retiring / transferred officer(s) etc.

**Note:**

Those who have attended previous EMD Manager training may not send their nomination for the above training. Head of AIR/Doordarshan (Engineering/Programme) are requested to attend this webinar along with the EMD Manager. In case HOO is himself/herself working as EMD manager, he/she can authorize any other staff (only one) for this webinar along with their nomination.

B.

S.No.	Name of training	Timing	Date	Nomination invited from
1	Question & Answers session on E-office and E-sparrow	1000-1130 hrs. & 1145-1315 hrs.	29 <sup>th</sup> October, 2020	Head of Office/ EMD Managers/ e office users.

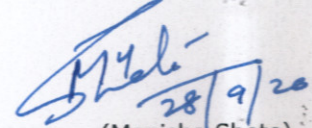
**Note:**

E-office and E-sparrow training on 29<sup>th</sup> October is a question & answer session and sending problems in advance is necessary to properly organize the webinar and avoid repetition. All eligible and interested candidates including HOO/ EMD Managers who had attended the webinar on Local EMD manager may also send their nominations along with problems faced by office in utilizing these platforms.



For both the trainings(A & B) nominations need to be sent at earliest on email id **namctc.tt@prasarbharati.gov.in**. Stations may send name of participant, email id, station name and mobile number of participant (with WhatsApp) and course name to register in this webinar.

Participants will have to download Webex App from Google/Apple Play store to participate in webinar using mobile. Webex App for windows may be downloaded to participate in webinar using laptop. Good Internet connectivity is requisite for attending webinar. Participants will have to register for the webinar, registration link will be send to the nominated officials.

  
28/9/20  
(Manisha Shete)

निदेशक (अभि.)/Director (Engg.)

कृते अपर महानिदेशक (प्रशिक्षण)/for Additional Director General (Trg.)

**Copy to:-**

केन्द्र प्रमुख/ Station Head,

आकाशवाणी / दूरदर्शन के सभी स्टेशन / कार्यालय

All the Stations/Offices of/ Doordarshan/ All India Radio, Prasar Bharati

Copy for information to :-

1. Prasar Bharati Secretariat, (CS),(Kind Attention: Sh. Ajaya Gupta, E-in-C) ,Tower-3,Doordarshan Bhavan, Copernicus Marg, New Delhi-110001.
2. Prasar Bharati Secretariat, (Kind Attention: ADG (E & A )), Tower-3, Doordarshan Bhavan,Copernicus Marg, New Delhi-110001.
3. Prasar Bharati Secretariat, (IT), (Kind Attention: Sh R.P.Joshi , DDG) ,Tower-3, Doordarshan Bhavan, Copernicus Marg, New Delhi-110001.
4. The Additional Director General, NABM Delhi-110009
5. The Director General, All India Radio (Kind Attention: Sh. M.S.Ansari, ADG(E ),Akashvani Bhavan, Sansad Marg, New Delhi- 110001
6. The Director General, Doordarshan , [Kind Attention: ADG (E) HRD], Mandi House, Copernicus Marg, New Delhi-110001.
7. [(Zonal Engineering/Programme] ADG- (NZ/SZ/ EZ/WZ/NEZ)

नामांकन भेजने के लिए फॉर्मेट/FORMAT FOR SENDING NOMINATIONS

क्रमांक Sl. No.	नाम NAME	जन्म की तारीख DATE OF BIRTH	पद DESIGNA TION	पोस्टिंग की जगह PLACE OF POSTIN G	ट्रेनिंग सेशन नं. TRAINING SESSION NO	कोर्स का नाम COURSE NAME	मोबाइल फोन MOBILE PHONE NO	नामंकित उम्मीदवार का ईमेल आईडी EMAIL ID OF THE NOMINEE
					Batch 41			

कृते अपर महानिदेशक (प्रशिक्षण)/for Additional Director General (Trg.)