

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
Prasar Bharati House
Copernicus Marg, New Delhi- 110001

No. PB/Audit Software/2019-20/238

Dated: 04.09.2019

Subject: Launch of Audit portal for tracking the pending Audit paras in Prasar Bharati units/kendras - reg.

A portal for tracking pending audit paras of Units/Kendras at Prasar Bharati has been built by the I.T. cell. Interface for filling up the pending audit para details at the Unit/Kendra has also been completed.

It is requested to direct the Units/Kendras under your Directorates to fill up the details of pending Audit paras with respect to their Units in the aforementioned portal. The SOP (Standard Operating Procedure) for filling up the requisite details on the portal is enclosed herewith.

Encl: As above


4.9.2019

(C.K. Jain)

Dy. Director General (Fin.)

1. ADG (Fin.), Doordarshan
2. ADG (Fin.), AIR

Copy to:

1. DG: Doordarshan
2. DG: AIR
3. DDG (Tech.), PBS (with request to upload the letter and SOP on Prasar Bharati website).



Annexure-A

SOP for filling information related to pending Audit Paras by Prasar Bharati Units/Kendras:

1. Go to the URL: <https://ems.prasarbharati.org/EMSLogin.aspx> . Following screen will appear:

The screenshot shows a web browser window with the URL ems.prasarbharati.org/EMSLogin.aspx. The page header includes the Prasar Bharati logo and the text "ems Expenditure Monitoring System". A timestamp indicates the page was viewed on Wednesday, 14 Aug 2016, at 14:56:08 PM.

Login as

- Management
- DDO's
- Administrator
- Operator

Regarding CFDL viewing Rights, Please submit the requisite details as per Circular 13A on prasarbharati123@gmail.com For further details please click here. [Accounting Circular 13A](#)

Instructions:

- Demand of LOC (both Sal & OAE for current month only) from May 2017 will be acceptable only ONLINE
- Ensure projection of Demand by 15th of the month after closure of R&P Account of previous month
- Demand of emergent nature after 15th of the month will be OFFLINE only.
- DDO's to ensure pressing of Button "Finalise by DDO" for submitting LOC demand to Directorate

Download User Manual for LOC

Phase-1 of the software solution aims at enabling DDO's of PB/AIR/DD to post monthly transactions of Receipts/ Payments and generate and print Receipts & Payments Account with accompanying annexures and statements.
 Phase-2: Report & management Module
 Phase-3: From financial year 2017-18 i.e. 01.04.2017 all the activities in relation to Demand of LOC by DDO's, SBG/RE allocation and recommendations of LOC by concerned DG's, approval and release of LOC by PB sectt is also being made online and part of the system.

Select State:	
Select Office:	
Official Type:	<input checked="" type="radio"/> Asstt <input type="radio"/> DDO
Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	

Designed & Developed by : IT Division, DG : AIR

Operational Support

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2. Login as DDO of the respective unit. Following screen will appear.

The screenshot shows a web browser window with the URL ems.prasarbharati.org/MenuMain.aspx. The page header includes the Prasar Bharati logo and the EMS Expenditure Monitoring System logo. The main content area is titled "Welcome - AIR RESOURCES DELHI - DDO" and features a "Logout" link. On the left, there is a navigation menu with options like "Enter Receipts", "Enter Expenditure", and "Monthly Receipt & Payment Summary". The central part of the page displays a message: "Last date for Submitting R&P accounts for previous month is : 12th" and "Salary Demand for CURRENT Month & OAE Demand for NEXT Month can be Projected between : 5 - 16". Below this is a section titled "DDO's Profile" which lists personal and office details for S.C. Arya, including designation as Engg. Assistant Engineer, office address at Room No.-301, AIR Resources Delhi, and contact information like phone number 23422108 and mobile number 9013539237. The right side of the profile section is partially cut off.

ems
Expenditure
Monitoring
System

प्रसार भारती
India's Public Service Broadcaster

Welcome - AIR RESOURCES DELHI - DDO Logout

Enter Receipts
Enter Expenditure
Monthly Receipt & Payment Summary
Receipt & Payment for the Financial Year
Enter Unadjusted Advance Revenue received
View Unadjusted Advance Revenue received
Enter Accrued Revenue
View Accrued Revenue
Change Password
Projection of LOC demand for Current/NEXT Month
Current Status of LOC demand

Enter Audit Para Details

From Financial year 2017-2018 online LOC demand by DDO's. Recommendations of DG's and Approval of Prasar Bharati has been introduced. DDO's has to ensure submission of R&P accounts of the Previous month before projecting Demand for Current Month. Do not send hard copy of R&P Statement to Prasar Bharati
<https://ems.prasarbharati.org/entry/Receipts-Prs.aspx> ment to Prasar

Last date for Submitting R&P accounts for previous month is : 12th
Salary Demand for CURRENT Month & OAE Demand for NEXT Month can be Projected between : 5 - 16

DDO's Profile

Office: AIR Resources Delhi - Delhi

DDO's Name	S.C. Arya	Designation	Engg. Assistant Engineer
Office Address 1	Room No.-301, AIR Resou	Office Address 2	3rd Floor, Akashvani Bha
Receipt A/c No	34695633484	Receipt Bank & Branch	SBI Parliament Street, New Delhi - 110
Salary A/c No	N/A	Salary Bank & Branch	N/A
OAE A/c No	38543524695	OAE Bank & Branch	SBI, Main Branch, Parliament street, Nev
DDO e-mail	airresources@prasarbha	State	Delhi
Phone Landline No	23422108	Mobile No	9013539237
		Last Date of	

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3. Now click on 'Enter Audit Para Details'. Following screen will appear:

Sl. No	Audit Type / Date / Financial Year	Reference No	Audit Para	Reply Status / Reply Date	Is Para Settled / Dated	Can Para be settled in this FY	Can this Para Settled at Station Level	Para Settle Level / Para Category / Para Sub Category
1	C&AG 17-04-2019 00:00:00 2019-2020	8		No	Yes	No	Yes	MIB Salary Wrong Payfixation
2	C&AG 01-03-2019 00:00:00 2018-2019	09		No	No	Yes	No	DC-AIR Revenue Earning Late recovery
3	C&AG 01-12-2018 00:00:00 2018-2019	1		No	No	Yes	Yes	Station Record Dificiency Service Book
4	PAC 30-11-2018 00:00:00 2018-2019	1		Yes	No	No	No	Station Record Dificiency Service Book
5	C&AG 06-09-2018 00:00:00 2018-2019	Para no. 7		Yes	No	Yes	No	Prasar Bharati Record Dificiency Service Book
6	Draft Audit 03-09-2018 00:00:00 2018-2019	Para no. 6 of 2018-19		Yes	No	Yes	No	Prasar Bharati Technical Non utilization
7	PAC 02-08-2018 00:00:00 2018-2019	Para for AIR Resources No 115		No	No	No	Yes	Prasar Bharati Revenue Earning Late recovery
8	C&AG 01-06-2018 00:00:00 2018-2019	Para no. 4 of 2018-19		No	No	No	No	MIB Store Physical Verification

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4. To fill the details of new audit para, click on 'New'. Following screen will appear:

Back logout			
Name of the DDO : AIR Resources Delhi - AIR			
Audit Type	PAC ▼	Audit Date	
Para no in original Audit		Reply given or not	No ▼
Reply Date		Para Settled or Not	No ▼
Para Settle Date		Can this Para be Settle in this Financial Year	No ▼
Can this Para be Settled at Station level	No ▼	System Ref. No (Not to be filled)	389
Para Settle level	Station ▼	Para Category	Record Dificiency ▼
Para Sub Category	Service Book		
Brief Para description in 100 words (by Station)	Choose file Attach Doc		
Brief Reason for delay in settling of para (by Station)			
Brief Para Reply in 100 words (by Station)	Choose file Attach Doc		
Brief Action taken by Directorate (50 words)			
Save		Cancel	

5. Fill all the details as per the form displayed in Point no. '4' of the SOP.
6. To modify the details of the Audit para already filled, click on the Audit para in the interface displayed in point no. '3' of the SOP.
7. After filling of all the details by the unit/kendra, Directorate will mention the brief action taken by them on the Audit para. At this point, the interface will freeze for the unit/kendra and no further change can be made by them.