

PRASAR BHARTI
(INDIA'S PUBLIC BROADCASTER)
PRASAR BHARTI SECRETARIAT
PRASAR BHARTI HOUSE, COPERNICUS ROAD,
NEW DELHI-110011


No. Misc-01/001(3)2018-19/Budget / 111

Dated 16.08.2018

Subject: Discontinuation of endorsing unnecessary copies to PB Sectt. by field formations.

In continuation to this office letter no. Misc-1/001(4)2015-Budget dated 27.05.2015 & OM No.01/2017-18 dated 03.08.2017, it has been noticed that even after repeated request most of the offices are still sending unnecessary letters to this secretariat. Therefore, following guidelines/points are listed to avoid wastages of resources.

1. All the field units are instructed that this office takes cognizance of recommendations/letter of only respective Directorates in the below mentioned matters as these matters normally consolidated/decided at Directorate levels only. Therefore below mentioned correspondences should not be marked to this office.
 - a. Monthly Expenditure Statements & Revenue statements of units
 - b. Revised/Budget Estimates and request for addition/re-appropriation of funds.
 - c. Leave Salary, Pension Contribution & various schedules of deductions from salary like Letters informing deposit of licence fee/water charges etc in receipt account.
 - d. Revenue Receipts (Taxable/Non-Taxable), Cheques/drafts of Misc receipts.
 - e. Orders , ATs , amendments ,PBG information & Purchase orders/sanctions
 - f. Administrative approvals or Expenditure sanctions for various jobs.
 - g. MIS Reports of GST or similar statements
 - h. Correspondences among field units & not asked specifically by this office.
2. Misc. Receipts to this office should be deposited into either their receipt bank account or into the receipt A/C No. 11084233414 (DG: AIR)/ No. 11084233390 (DG: DD).
3. Many letters are being marked to 20+ officers even within same office in hard copy format. This practice should be prohibited immediately at all levels to curb wastage of money. Hence, Directorates/field units should use digital way to correspond to reduce expenditure on stationary/printing/post and improve efficiency.
4. It has been noticed that whenever inputs/data required from field units, the data/inputs are being collected by sending posts & copies. *{For example if any HQ wants to collect information from its 500 units, spread across country & let's assume average postal charge for two way is 50/-. Then total Rs. 25000/- will be spent in every such instance besides expenditure on stationary & resources.}* Thus, both the directorates should guide field units to restrict the use of paper format of correspondences. Directorates should also harness email/digital technology for shared/updating/collecting data from multiple physical locations.


(Rajesh Kumar Sharma)
Deputy Director (B&A)

Director General: AIR/DD
Director General: NSD/DDN
NABM/PB (Archives)/CCW

Copy to:

1. ADG (F): DG: AIR/DD for compliance & promotion of digital correspondences.
2. DDG(T):PB with request for uploading of this order on PB web-site for all field formations.