

Prasar Bharati
(India's Public Service Broadcaster)
Budget & Accounts Section
Prasar Bharati Secretariat
Tower-C, Prasar Bharati House
Copernicus Marg, New Delhi-110001
Website: www.prasarbharati.gov.in

PBS(B&A)/(20-21)/CAS

Dated 10.08.2020

OFFICE ORDER

Sub: Centralized Accounting software (CAS) Customization & Implementation -reg.
Reference:

1. Office Order No. ADG(B&A)/PB(BCI)/Accounts/SP/2017-18/560-92 dated 13.12.2018
2. Office Order No. PBS (B&A)/(20-21)/CAS Dated: 26/05/2020

Prasar Bharati is in the process of implementation of Centralized Accounting Software (CAS) comprising of three modules named e-Salary, e-Account & e-Inventory in all field units across India. The work for implementing this Software has been awarded to M/s Allied Novatech Pvt. Ltd in three phases. It has been decided with the approval of competent authority to reconstitute related committees/teams and redefine their roles for clarity in their roles in design, customization and related modification for smooth implementation of Centralized Accounting software in time bound manner:

1) Project Sponsors :

- a) This will be high level committee to monitor the overall progress of the project. The members of the committee will be:
 - i) CEO PB
 - ii) Member (Finance) PB
 - iii) Sh. Inderjeet Singh, CMD, M/s Allied Novatech Pvt. Ltd.
- b) Key Roles of Project Sponsors:
 - i) To drive the project and giving overall direction to the project teams.
 - ii) Ensuring implementation meets set goals based on the best practices.
 - iii) Review of progress and timelines.
 - iv) Ensuring appropriate and adequate resources are assigned.
 - v) Final authority to resolve project issue/ conflict resolution (if escalated).
- c) Engagement:
 - i) To hold an official meeting every month involving all stakeholders and unofficial meetings whenever needed.
 - ii) Consultation by the project teams during the course of the project may be more in the form of informal meetings.

2) Steering Committee

- a) Steering Committee would comprise of following officers:



- i) Member (Finance) PB - Chairman
- ii) Sh. Anil Srivastava, ADG (B & A) PB -Member
- iii) Ms. Mukta Goel, ADG (HR) PB -Member
- iv) Sh. Brijesh Singh, ADG (IT & PP) PB -Member & Convenor
- v) Sh. Raj Kunwar Singh, Director, ANPL. -Member
- vi) Sh. Ripudaman Magon, CEO, M/s NSCSPL. -Member

b) Key Roles of Steering Committee:

- i) Review requirements, scope and implementation plans.
- ii) Review Prasar Bharati resource deployment.
- iii) Approve changes in Business Policies resulting from Accounts and
- iv) Payroll Application Software implementation.
- v) Review SRS finalised by the Module Teams.
- vi) Take change management decisions.
- vii) Resolve cross-functional issues and policy related issues.
- viii) Review PB users' roles/ responsibilities post-implementation.

3) Module Teams

a) The project has 3 key modules as follows:

- i) e-Salary Module
- ii) e-Inventory Module
- iii) e-Account Module

b) Accordingly, there would be 3 Module Teams, one for each module and would be responsible for the execution of SRS concerning their part. The Module Teams would comprise of following members:

	e-Salary Team	e-Inventory Team	e-Account Team
Module Lead	Ms. Mukta Goel ADG (HR), PBS	Sh. Shankar Dhar, ADG (F), AIR	Ms. Kalpana Singh, ADG (F), DD
Member	Sh. Alok Kumar Sharma, Dir (Pers)	1. Sh. V.K. Sharma, DDA,DG:AIR 2. Sh. N.L. Chauhan, Director(E):CP&S,Delhi	Sh. P.P. Pankaj, DDA,PBS
IT Member	Sh. Himanshu, EA	Sh. Mandeep, EA	Sh. Faizal Ahmad, EA
Vendor representative	1. Sh. Parmeshwer 2. Sh. Sushil Vir	1. Sh. N.K.Singh 2. Sh. Rohit	1. Sh. N. K. Singh 2. Sh. Sahil

c) Key Roles of Module Teams:

- i) Mapping of existing processes and Finalization & Revision of SRS (System Requirement Specifications) document of their part & updating as per requirements of organization.
- ii) To carry out the BPR (Business Process Re-engineering) exercise.
- iii) To identify critical business for BPR and suggest new critical processes, work flows, re-engineering and optimization of existing processes, to simplify, improve and even speedup the work environment.
- iv) To associate in configuring, validation and Module Testing of their part of the software as per the organization's requirement and scope of work.



- v) Design, handling or update of related Masters till the Module Testing is completed. After the completion of User Acceptance testing Masters Handling will be handed over to concerns wings of organization.
- vi) The Matters or Masters related to Creation of Budget, GLs will be decided with consultation with PBS. But, Ownership of Masters & related HR reports of Admin/HR will be with respective wings of PBS.
- vii) To associate with IT Team in conversion to electronic format and migration of data to Inventory, Accounts and Payroll Application system of their part.
- viii) The module teams will take up all work-flow modifications and policy related matters like creating new GL Heads, new budget heads etc. with vendor after taking consent of B&A division of PB.

4) IT Team

- a) While officers of IT Division would be associated with the Module Teams as mentioned above, there are other activities, which would be the responsibilities of IT Division. For such activities, IT Team will comprise of following officers:
 - i) Sh. R. P. Joshi, DDG (IT), PBS - Module Lead.
 - ii) Ms. Simmi Mittal, AE (IT), PBS - Member.
 - iii) Sh. Preetam Jaiswal, EA (IT), PBS - Member
 - iv) Sh. Ashish Kumar, EA (IT), PBS - Member & Convenor.
- b) Key Roles of IT Team:
 - i) Providing technical resources required for the implementation - hosting solution, backup of data, data archival.
 - ii) Coordinate activity of data extraction, conversion to electronic format and migration of data to accounting and payroll system in association with Module Teams and Accounts Team.
 - iii) Coordinate for integration with existing software (HRIS, eOffice, etc
 - iv) Acceptance testing of the software in association with Accounts Team.
 - v) Internal security audit of the software before it is offered for 3rd party security audit.

5) Accounts Team

- a) While officers of Accounts Division would be associated with the Module Teams as mentioned above, there are other activities, which would be the responsibilities of Accounts/ Finance Division. For such activities, Accounts Team will comprise of following officers:
 - i) Shri C. K. Jain, DDG (Finance), PBS - Module Lead.
 - ii) Shri Amit Sharma, DD (T&C), PBS - Member
 - iii) Shri Pushp Prakash Pankaj, DD (F&A), PBS, Member & Convenor
 - iv) Shri Sanjeev Datta, DDA, PBS, Member
 - v) Shri V. K. Sharma, DD(Fin), DG:AIR - Member
 - vi) Shri R.S. Chauhan, DD(F), DG:DD - Member
- b) Key Roles of Accounts Team:
 - i) Overall ownership of the Project.
 - ii) Contract Management.



- iii) Coordinate activity of data extraction, conversion to electronic format and migration of data to accounting and payroll system in association with Module Teams and IT Team.
- iv) To ensure compliance to tax laws, regulatory Indian laws, etc.
- v) To associate with IT Team in conversion to electronic format and migration of data to Account and Payroll Application system for their respective parts.
- vi) To assist IT Team in Acceptance Testing of the software.

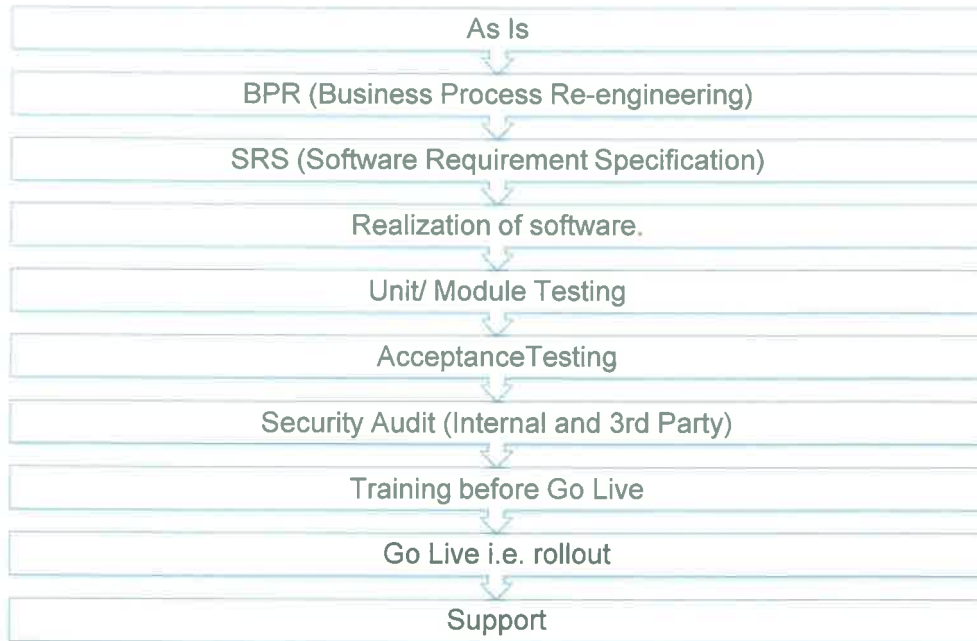
6) **CAS-Coordination Team**

- a) A coordination team at PBS has been constituted, which will report to DDG (F) of PBS for smooth rollout of CAS across country. The Members are as :
 - i) Shri Rajesh Kumar Sharma, Director (Budget), PBS
 - ii) Shri Sanjay Saxena, AE, Member
 - iii) Shri Sunil Verma, AE, Member
 - iv) Ms. Poonam Punjabi, SEA, Member
 - v) Ms. Malvee Khandelwal, SEA, Member
 - vi) Ms. Ashima , EA, Member
 - vii) Sh. Nishant Gupta, Member
- b) Key Roles of CAS-Coordination Team:
 - i) Coordination for Meetings of Committee.
 - ii) Coordination for organizing trainings to users.
 - iii) Coordinate with Module Teams & M/s NSCSPL for project implementation.
 - iv) Coordinate activities to facilitate field units related to boarding process.
 - v) Update QRS for better coordination & issue resolution.

7) **The reporting structure of the Committees and Teams is as under:**



- 8) Implementation of CAS would be a major transformational project, which would not only involve implementation of a Software Application, but would also require modifying the processes and aligning the workflow as per best practices. **Mapping of the existing processes and preparation of SRS (Software Requirement Specification) after necessary BPR (Business Process Re-engineering) would be a very important step for successful implementation of the project.** The key steps involved in project rollout are as follows:



This issue with the approval of CEO, Prasar Bharati.


10/0/2020

(C.K. Jain)

Dy. Director General (B&A, CAS)

Copy To:

1. SO to CEO & PS to M(F), PBS
2. ADG (B&A), PBS, ADG (F) of PBS/ AIR/ DD, ADG (A) of PBS/AIR/DD
3. ADG (IT), PBS , ADG(HR):PBS
4. DDG (IT), PBS, DDG(A) of PBS/AIR/DD
5. All Members of Module/Accounts/Co-ordination Teams
6. CMD, M/s Allied Novatech Pvt. Ltd.
7. CEO/Director, NSCS Pvt. Ltd.

Copy for information to:

1. DG:DD/ DG:AIR
2. E-in-Cs
3. CE (CCW), Sookhna Bhawan, New Delhi
4. ADG (Comm.), AIR & DD
5. DDG (Fin.), AIR/ DD & DDG(A) of PBS/AIR/DD , DDG (Comm.), AIR/ DD

