

PRASAR BHARATI
(India's Public Service Broadcaster)
(Budget & Accounts Section)
6th Floor, Prasar Bharati House,
Copernicus Marg, New Delhi

No. ADG (B&A)/MISC./2019-20/

Dated: 07.04.2020

Sub: Instructions to DDOs for Contribution of One day's pay to the Prime Minister Citizens' Assistance and Relief in Emergency Situation (CARES) Fund –reg.

This is in continuation to this Office Memorandum No. Misc-1001/3/2019-PPC dated 31.03.2020 issued for the contribution of one day's pay to the Prime Minister Citizens' Assistance and Relief in Emergency Situation (CARES) Fund.

As per the O.M., all DDOs including PAO IRLA are required to deduct one day pay in respect of all employees/Contractuals of Prasar Bharati except for those who have conveyed their unwillingness by 07.04.2020 to the respective DDOs. The detailed procedures for deduction of one day's pay by DDOs from all the regular employees/Contractuals of Prasar Bharati from the salary of month of April 2020 are described below:

1. All DDOs are required to deduct One Day Pay from the salary of the month of April 2020 of all their officials. The Pay here includes all constituents of Pay i.e. Metrix Pay, DA, Deputation Allowance, Special Pay and other components of Pay but does not include Allowances like HRA, and Transport Allowance etc. For calculating one day salary, the total pay so derived may be divided by 30.
2. Similarly, one day pay for the Contractuals is to be deducted based upon the consolidated remuneration for the month of April 2020, without making any deduction for the leave not due or adjustment of any excess amount drawn earlier.
3. In this regard, an additional column has been created in HRIS portal for booking of contribution of one day's pay from all regular employees in Prasar Bharati Network towards PM CARES Fund. To access the page in HRIS following steps should be followed:

- (i) The concerned Station/Office/Kendra HoO/DDO may login in HRIS.
 - (ii) After successful login, a sub-module named as contribution to PM Cares Fund can be found on the Home Page (Screenshot attached with this letter as Homepage).
 - (iii) By default each employee is contributing One day pay (Basic and DA) (Screenshot is attached with this letter as PM Cares) but
 - a. DDO/HoO can update the contribution in One day pay
 - b. DDO/HoO can opt out from Contribution if any employee has requested
4. In respect of deduction of one day salary from the salary of the contractual, both the directorates are required to submit consolidated employee-wise report of the amount deducted, duly tallied with the amount deposited to Prasar Bharati Sectt. The report must include the details like Unit Name, Employee Name ,Employee No., Amount deducted.
5. All DDOs of respective Directorates, Prasar Bharati Secretariat, Central Archives, NABM, NSD and DD News are requested to deposit the amount so deducted in respect of all employees of their respective offices into the following Prasar Bharati's bank Account. Prasar Bharati will deposit the consolidated amount so collected into PM CARES Fund account:

| | |
|-------------------------|---|
| Name of the Bank | CANARA BANK |
| Account Number | 2417201001730 |
| IFSC Code | CNRB0002417 |
| MICR Code | 110015045 |
| Branch Address | Aga Khan Hall, Sarojini House, Bhagwan Das Road, New Delhi-110001 |

6. Further, DDOs should ensure that Amount shown in HRIS in respect of all their officials matches with the Amount deposited in the above bank account of Prasar Bharati.

Both the Directorates, NABM, Central Archives, NSD, DD News and Prasar Bharati Secretariat are requested to direct their DDOs with regard to deduction of one day's pay for contributing to PM CARES Fund by 5th May' 2020 as per the above-mentioned procedure. PAO IRLA is also requested to deduct one day salary in

respect of all officers of Prasar Bharati from the salary of the Month of April' 2020 and deposit the contribution in the above bank account by 5th May' 2020.

This is issued with the approval of CEO.



(C.K. Jain)

Dy. Director General (Fin.)

To

1. DG: AIR/ DG: DD/ Pr. DG: NSD/ DG: N &CA
2. Chief Controller of Accounts, Ministry of I&B, Shastri Bhawan, New Delhi
3. ADG (B&A)/ ADG (F)/ADG (A)/ ADG (HR), PBS
4. ADG (Fin.), AIR/ DD
5. ADG (Admin.), AIR/ DD/ NSD/ N&CA
6. ADG (A), NABM/ ADG (A), CPC
7. Chief Engineer, CCW, AIR
8. DDG (Fin.)/ DDG (A), AIR/ DD
9. DDG Central Archives, PB
10. Dy. Controller of Accounts, PAO IRLA, Sochna Bhawan, New Delhi
11. DDO Prasar Bharati Secretariat
12. Sr. AO, PAO IRLA, Sochna Bhawan, New Delhi
13. DDG (T), PBS – with a request to get the letter uploaded in PB Website
14. All DDOs through respective Directorates

Copy for information to:

1. Staff Officer to CEO
2. PS to Member (Fin.)

HOME PAGE (HRIS)

The screenshot displays the HRIS Home Page in a web browser. The browser's address bar shows the URL <https://hris.prasarbharati.org/stnHome1.aspx>. The page title is "Human Resource Information System".

At the top, there is a navigation bar with the text "Human Resource Information System" and a "Logout" button. Below this, a welcome message reads "Welcome, AIR- DELHI P & D UNIT - NBU/OR". Two status boxes indicate "Total Employees Details Entered : 174" and "Total Employees Details Verified : 174".

The main content area features a section for "DDO Name and HOO Name" with the following details:
DDO Name: Indu Sharma, Section Officer(4610436)
HOO Name: Jitender Pruthi, Deputy Director General (Engineering)(9013761)
A "Change" button is located to the right of this section.

Below this, a dropdown menu shows "DDO: Delhi - Director, General AIR, New Delhi". The main dashboard consists of a grid of 18 modules, each with an icon and a label:


- Sanctioned Posts
- Search Employee Details
- Employee Basic Details
- Employee Advance Details
- Contribution of one day salary to PM CARES Fund (highlighted with a blue circle)
- Salary Details
- Update Station Contact/Address/ Mail Id Details
- History of Employee Posting
- Add Retired Employee Details
- Relieve/ Resignation
- Joining/ Promotion
- PWD Employees Sub Category
- Directory
- e Office Data configuration
- Official Email ID Creation
- Property Details

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right indicates the time as 4:21 PM on 4/2/2020.

PM CARES-FUND (SUB-MODULE HRIS)

[Email: Inbox \(299\)](#) x [Email: Inbox \(299\)](#) x [One Day Salary Contribution toward](#) x +

<https://hris.prasarbharti.org/PMCAREFUND.aspx>


Human Resource Information System

Welcome, AIR- DELHI P & D UNIT - NBU/Off. [Logout](#)

Contribution of One day's Pay to Prime Minister Citizens Assistance and Relief in Emergency Situation (CARES) FUND
[Prasar Bharati Circular](#) [Back](#)

All Wings ENGG PROG NEWS ADMIN SEC ARU CCW

Search by Name/ Employee Code : (upto 10 chars)
 DELHI P & D UNIT - NBU/Off.

| Sl.No. | Fullname | Designation | EmployeeCode | | Contributing | One Day Pay |
|--------|---|-------------------------------------|--------------|------------------------|--------------|-------------|
| 1 | PRABHA TOPPO (DELHI P & D UNIT - NBU/Off.) | Accountant | 4380601 | Change | Yes | 2180 |
| 2 | SAVITA SHARMA (DELHI P & D UNIT - NBU/Off.) | Accountant | 4350601 | Change | Yes | 2054 |
| 3 | MANOJ KUMAR II (DELHI P & D UNIT - NBU/Off.) | Assistant | 4180348 | Change | Yes | 1941 |
| 4 | RAM CHANDER VERMA (DELHI P & D UNIT - NBU/Off.) | Assistant | 4610601 | Change | Yes | 1879 |
| 5 | SAMEER KUMAR MUNDA (DELHI P & D UNIT - NBU/Off.) | Assistant | 4840692 | Change | Yes | 2180 |
| 6 | ESTHER M.G. KUJUR (DELHI P & D UNIT - NBU/Off.) | Upper Division Clerk | 4780524 | Change | Yes | 1799 |
| 7 | HARI SINGH (DELHI P & D UNIT - NBU/Off.) | Upper Division Clerk | 4820505 | Change | Yes | 1969 |
| 8 | RAGHVENDRA KUMAR (DELHI P & D UNIT - NBU/Off.) | Upper Division Clerk | 4450601 | Change | Yes | 1676 |
| 9 | VED PAL (DELHI P & D UNIT - NBU/Off.) | Upper Division Clerk | 4430601 | Change | Yes | 1885 |
| 10 | SANDEEP (DELHI P & D UNIT - NBU/Off.) | Lower Division Clerk | 4650693 | Change | Yes | 806 |
| 11 | CHANDER KANT RAJPUT (DELHI P & D UNIT - NBU/Off.) | Draftsman Grade- I / Head Draftsman | 4890601 | Change | Yes | 2765 |

Type here to search 4:24 PM 4/2/2020