

No.: PBS (B&A)/ (18-19)/CAS/

Dated: 24/01/2019

Subject: Implementation of Common Accounting Software

The offices of Prasar Bharti presently, are doing Payroll, inventory management & accounting works mostly manually or through various desktop based software with limited capability. The most of the units of AIR are using the payroll software made by IT Cell (DG:AIR) but majority of units of Doordarshan are making salary by different payroll software or simply using excel. Similarly, only very few units are using desktop based engineering store management software.

This causes a lot of stress due to non-timely reporting, inaccurate budget/expenditure projections and non-availability of consolidated data for analysis, making decisions. Thus, to overcome this deficiency Prasar Bharati is going to implement the "**Centralized Accounting Software (CAS)**" for centralized Payroll, inventory & accounting management in the network and an order has been awarded to M/s Allied Novatech Pvt. Ltd. The broad scope of the software is listed in Annexure-A.

Three Modules teams have been already formed vide order ADG (B&A)/PB (BCI)/Accounts/SP/2017-18/560-92 dated 13.12.2018 (Annexure-B) for finalization of SRS (Software requirement of specification) of individual modules i.e. Payroll, inventory management & accounting. However, Crucial Steps are being listed below for compliances by all offices of Prasar Bharati.

1. **Payroll Related** : Salary data of all employees are to be collected as per PBS Order PBS (B&A) / (18-19) /CAS/158 dated 03.01.2019(Annexure-C). However, it has been found that many stations have either not filled complete details in HRIS Software or their Payroll software are not having complete details of individual employees like Bank Account No, IFSC code of Bank Branch or PAN No. Thus, it is crucial that all offices should insert all data required to disburse salary of all employees under their domain in HRIS and Payroll as per existing fields. In case, if any crucial field like PAN cannot be entered in payroll software, then offices should keep them ready like maintaining them in excel with using HRIS Code as unique id for providing to vendor. Once the salary disbursement of that units is started by New Software, individual Employees profile will have to be uploaded/entered by individual employees/Stations (as per Access rights).
2. **Inventory & Accounting**: Prasar Bharati will shift towards double entry accounting system in all of its offices after complete implementation of this software. The accounting software will greatly reduce the repetitive task and improve the analysis,

reporting of these areas. The software is capable of generating all kind of reports, making ledgers. Kindly see scope of work enclosed as Annexure-A.

3. The salient points related to implementation plan are as:

- a. The work of SRS finalization has been already started in the consultations with stack holders by Module teams.
- b. The 1st of the implementation plan will start from offices of Delhi & Mumbai & in 2nd Phase, all offices of country will be covered.
- c. The units is also expected to prepare themselves to explain the process /procedures, flow of works like Store keeping, records maintaining and Post wise responsibility, accountability, decision-chain, sanctioning power/limitations to representative of vendors.
- d. The Directorates should also designate a nodal officer not below a rank of Deputy Director to monitor the progress of implementation of software.
- e. The Role of HOO's & DDO's in this process will be very crucial like providing information as required by Module team/PBS, prompt follow-up action as per the circulars & Guidelines, Identifying & Providing the right resource persons for Implementation of application at unit as Nodal Officer and Communicating the discrepancy/ shortcoming in application, if any.
- f. A project team has been formed to coordinate the implementation plan and related activities vide PBS order No. ADG(B&A)/PB(BCI)/ACCOUNTS/SP/2017-18/pt-II/611-614 dated 24.12.2018 (Annexure-D). Thus, In case of any query, kindly contact project coordination team though the given email address: "pbacsoftwaredivision@gmail.com".


(Rajesh Kr. Sharma)
Dy. Director (B&A)

DG: AIR/DD/NSD/DDN

Engineer-in-Chief

Copy to:

1. PBS : ADG(B&A),ADG(E&A), ADG(IT),ADG(F)
2. **DG:AIR** [ADG(F),ADG(A)], **DG: DD:**[ADG(F),ADG(A)],ADG(NABM), CE(CCW)
3. All Zones: ADG (E), ADG (P) & Chief Engineer (CCW).
4. DDG (T): for necessary instruction for uploading order on website for all units.

ANNEXURE-A :

SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

4.1 Scope of Work

The detailed Scope of Work (SoW), for fulfilling the objective of automation of preparation of accounts and payroll of Prasar Bharati is as follows:

4.1.1 Software Requirement:

The software should be able to keep pace with the future expansion. The product should be capable of accommodating, or capable of being easily upgraded to accommodate, progressively a larger number of users and a growing amount of financial data and transactions.

4.1.1.1 Payroll Management:

Prasar Bharati requires payroll for all its employees. At present, employee strength of Prasar Bharati is about 27000. HR functionalities may be implemented to the extent necessary to run the Payroll package. Pay structure of Prasar Bharati is based on Central DA pattern. For employees on deemed deputation and employees on deputation, 7th CPC has been implemented. However, for employees recruited by Prasar Bharati, currently pay is drawn under 6th CPC and implementation of 7th CPC is under process. There are a few employees on deputation which may have different pay structure. Payroll is required for its all employees. Payroll management covering all aspects and scenarios applicable in Government payroll management including-

- (i) Feeding/ punching of increments by the unit concerned.
- (ii) Provision for creation of Employee Groups and defining Pay structures and components.
- (iii) Provision for tracking Loans and advances.
- (iv) Generation of Pay slip and sending the SMS to each individual on his mobile and pay slip on his Email.
- (v) Generation of pay reports as per the need of Prasar Bharati for approval, disbursement of salary through Public Finance Management System (PFMS) of Govt. of India, payment of statutory dues such as income-tax, NPS, ESIC, CGHS, GPF, EPF, Foreign Service Contributions, etc. & other recoveries and its payment vouchers & printing of Cheques/ NEFT/ RTGS requests. It should be possible for the software to generate the report in the proforma as desired for uploading in the PFMS software.
- (vi) Maintenance of records of profile, group & category and pay structure of employees.
- (vii) Generation of the reports for different subgroups such as DDO wise, Directorate wise, Payscale wise etc.
- (viii) Salary Processing (Category wise Reports)
 - i. Normal
 - ii. Supplementary
 - iii. Withheld Salary
- (ix) Generation of head-wise reports for Payroll Accounting and its accounting as per the defined rules of Prasar Bharati.

- 9
- (x) Calculation of personal income-tax, its recoveries from pay, generation of projected savings and tax liability, generation of TDS challans, preparation of quarterly TDS returns & annual returns, issue of Form-16 and any other report required for statutory compliance.
 - (xi) Payroll Exception Reports.
 - (xii) At present pay is disbursed in decentralised mode by each DDO. However, provision should also be there for punching pay related data at unit level and processing and disbursement of pay from one or multiple places. The salary package system should be capable to process the salary at a central location(s) linked to each set of individual books of accounts and enable payments at across multiple locations through electronic fund transfer/ NEFT/ RTGS. The necessary accounting entries shall be passed directly by application software itself.
 - (xiii) Calculation of perks, if any and generation of Form 12BA, 24 etc.
 - (xiv) Calculation of Arrears/ Recoveries as per the extant rules of Prasar Bharati.
 - (xv) Calculation of Leave Encashment while in service and at the time of retirement/ superannuation/ death.
 - (xvi) Calculation of Gratuity as per 'CCS (Pension) Rules, 1972' and/or 'The Payment of Gratuity Act, 1972' or as per the rules applicable on Prasar Bharati.
 - (xvii) Provision of entering taxable and non-taxable bills/ payments and its disbursement through pay roll management.

4.1.1.2 **Inventory/ Material Management System (MMS)**

Prasar Bharati purchases office consumable items for consumption, various assets, etc. It is also involved in procurement of engineering, broadcasting, transmission and various other equipment. Civil Construction Wing carries out construction work (i.e. new construction, renovation, repair and maintenance, etc.) for internal use as well as deposit work and other projects secured from Govt. departments and agencies etc. This work is carried out by engaging outsourced successful bidder on CPWD pattern. The software should atleast have the following features:

- (i) Generation of purchase order.
- (ii) Creating master data from purchase order.
- (iii) Preparation of vendor and item purchase history.
- (iv) Mapping of material receipt
- (v) Maintenance of store transactions
- (vi) Scrap maintenance
- (vii) Inventory control
- (viii) MIS reports
- (ix) Item wise store location report
- (x) Pricing of stores transactions
- (xi) Preparation of inventory accounting
- (xii) Issue and stock to GL
- (xiii) Preparing report for quarterly/ half yearly/ annually
- (xiv) Package to be designed in such a way it could differentiate between mandatory spares, insurance spares and capital spares.
- (xv) The scope of work under this contract as briefly outlined above shall also include all such material/services which are not specifically mentioned in the scope. The other features which may be required in Prasar Bharati for management of Inventory shall also to be provided.

4.1.1.3 Financial Accounting and Budgetary Controls

Prasar Bharati intends to adopt double entry accounting system in the field units and comply with the strict timeline stipulated in the GST Acts. The accounting software should be able to generate all reports as required under GST Acts for filing of GST returns. There should be provision in accounting software atleast for the following:

- (i) General Ledgers
- (ii) Activity-wise General Ledgers
- (iii) Accounts Receivables
- (iv) Stores Accounting
- (v) Bank and Cash Management
- (vi) Bank Reconciliation (Automation by upload of Bank statement received from Bank).
- (vii) Maintenance of Fixed Asset Register and its Accounting (Multiple depreciation books to address requirement under Income Tax Act & as required by Prasar Bharati), Tracking of Assets issued to employees/Inter Unit. Reports on Fixed Assets as and when required.
- (viii) Fixed Assets Registers (in the uniform desired format), for all units and depreciation chart as per policy of the organisation and its consolidation at State, Directorate and Prasar Bharati levels. Subject to the technical feasibility, the same should be integrated with the Financial Accounting package.
- (ix) Physical verification of fixed assets and inventory.
- (x) Issue of Form-16A and Data for preparation of Income tax TDS returns (quarterly as well as annual returns).
- (xi) Relevant reports in the formats prescribed by GSTN from time to time for filing of GST TDS returns as applicable to Govt. organisations.
- (xii) Various MIS reports / data relating to Goods & Services Tax for filing of GST Returns and reconciliation of GSTR-2A with inward supplies.
- (xiii) Ratio Analysis for Management Reporting and Decision Analysis purposes.
- (xiv) Generation of Trial Balance, Income & Expenditure Account, Receipts & Payments Account and Balance Sheet (Consolidated as well as Directorate-wise and Unit-wise).
- (xv) Intermediate Balance Sheet.
- (xvi) Other supporting schedules for accounts finalization.
- (xvii) Day to day reports relating to preparation and reconciliation of accounts.
- (xviii) In case of approved payment to vendors or employees, the system should generate an advice including printing of cheques/ NEFT or RTGS requests as per the respective bank format based on posted payment voucher. This should contain name of receiver, Bank account number and amount.
- (xix) Capability for integration of Financial Accounting package with Traffic & Billing Software i.e. Broadcast Airtime Scheduler (BATS) provided by M/s Media Nucleus implemented in Doordarshan for the purpose of taking data of invoices issued, payment received and vendor/clients data.
- (xx) Generation of invoices for Commercial Activities, CD Sales, Archives material etc. of AIR and Doordarshan wherever separate billing software(s) do not exist and necessary other invoices to be generated as per statutory requirement under the GST regime such as for Stock transfers, under Reverse charge mechanism, etc. The structure of billing in AIR, if needs to be developed will be provided at the time of customisation.
- (xxi) Taxation and other Regulatory Requirement.
- (xxii) Formulation of Budget/Budgetary Estimates as per requirement.

- 7
- (xxiii) Provision of receipt of fund requirement from various field units with approval by the concerned directorate to Prasar Bharati Secretariat and transfer of funds by Prasar Bharati Secretariat directly to various units under intimation to concerned directorate.
 - (xxiv) Mapping of actual data with Budgetary Heads and generation of reports as per need of Prasar Bharati.
 - (xxv) Various Management information reports related to financial information.
 - (xxvi) Financial Accounting software should be able to comply with all the requirements of Indian GAAP and generate all the statements / information required there under. It should also be able to generate / regroup financial statement of FY 2017-18 (i.e. previous year figure in financial year statement of FY 2018-19) in accordance with Indian GAAP for reporting purpose.
 - (xxvii) Any other requirement, if deemed necessary.

4.1.1.4 **Configuration, Customisation and Implementation of software:**

The details regarding configuration, customisation and implementation of software are as follows:

- (i) The successful bidder, through its OEMs, must acknowledge and agrees that the terms of all software licenses provided to Prasar Bharati will have perpetual rights.
 - (ii) Where the software provider's intellectual property is modified and custom-tailored to meet the needs of Prasar Bharati, the successful bidder must offer Prasar Bharati an application licence entitling Prasar Bharati to use, and / or alter the software without restriction.
 - (iii) There should be provision of uniform codes of accounts for ledger in the software for which list of accounting codes will be provided to the implementation team at appropriate time. These uniform codes / heads can be modified from a central place as decided by Prasar Bharati. No other users shall be allowed to modify these heads/ codes.
 - (iv) Uploading existing accounts balances for the current year 2017-18 in the software with uniform codes of accounts to generate first Financial Statements with previous year figures.
 - (v) Installation of accounting software at Prasar Bharati Secretariat, both directorates, all DDOs locations, Stations/ Kendras or any other unit as desired by Prasar Bharati Secretariat.
 - (vi) The successful bidder needs to customise the software as per requirement of Prasar Bharati to deliver the work specified in Scope of Work at no extra cost. The vendor has to provide a Text file of customisation to Prasar Bharati.
- 4.1.1.5 Any customisation due to change in statutory laws during the warranty and AMC periods shall be carried out at no cost.
- 4.1.1.6 The solution provided by the successful bidder will work as a centrally deployed and administered solution and will be implemented simultaneously for all DDOs and Stations/ Kendras & all other units of Prasar Bharati under both the Directorates and its Secretariat, as deemed necessary by Prasar Bharati.
- 4.1.1.7 This centrally deployed solution should be accessible to the all F&A/ DDO units of Prasar Bharati (through Internet/ LAN/ MPLS or other modes).
- 4.1.1.8 The software should have sufficient mechanism to generate the audit trail of each transaction and should also have sufficient security checks.

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.prasarbharti.gov.in

No. ADG(B&A)/PB(BCI)/Accounts/SP/2017-18/560-92

Dated 13.12.2018

OFFICE ORDER

Sub: Accounting and Payroll Application Software Implementation Plan - reg.

Prasar Bharati is in the process of implementation of Accounting and Payroll application software in all field units across India. The work for implementing Accounting and Payroll Software in Prasar Bharati on-SITC basis has been awarded to M/s Allied Novatech Pvt. Ltd. It will be implemented in three phases. In the first phase, it will be implemented in Delhi and Mumbai in a limited period of four months. It has been decided with the approval of competent authority to form the following committees with defined key roles for smooth implementation of Accounting and Payroll Application software in time bound manner:

1. Project Sponsors :

1.1 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) Mr. Inderjeet Singh, CMD, M/s Allied Novatech Pvt. Ltd.

1.2. 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).

1.3. 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

2.1. Steering Committee would comprise of following officers:

- (i) Shri Rajeev Singh, Member (Finance) PB – Chairman
- (ii) Shri Sakesh Prasad Singh, ADG(B & A) PB –Member
- (iii) Shri Dinesh Mahur, ADG(E & A) PB –Member
- (iv) Shri Avinash Agarwal, ADG(IT & PP) PB –Member & Convenor
- (v) Mr. Raj Kunwar Singh, Director, ANPL. -Member
- (vi) Mr. Ripudaman Magon, Director, NSCSPL. -Member

Responsibilities 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 softwares (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

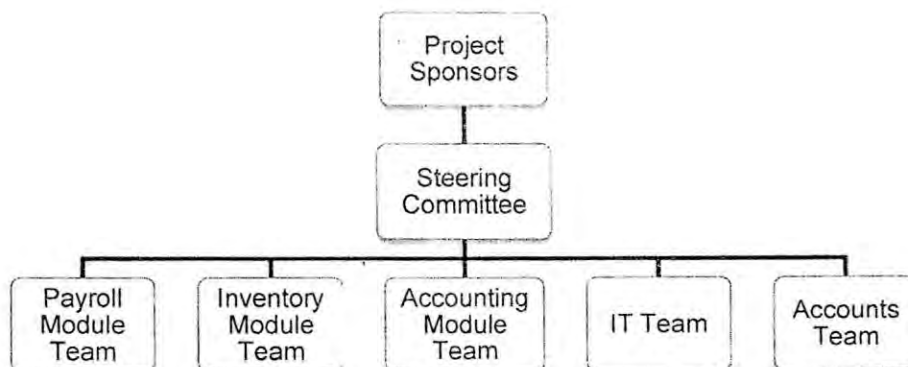
5.1. While officers of Accounts Division would be associated with the Module Teams as mentioned above, there are other activities, which would be the responsibilities of Accounts/ Finance Division. For such activities, Accounts Team will comprise of following officers:

- (i) Shri C. K. Jain, DDG (Finance), PB Sectt., – Module Lead.
- (ii) Shri Amit Sharma, DD (T&C), PB Sectt. - Member
- (iii) Shri Rajneesh Goel, DD (Accounts & Release) - PB Sectt., Member
- (iv) Shri Pushp Prakash Pankaj, DD (F&A), PB Sectt., Member & Convenor
- (v) Shri Rajesh Kumar Ojha, DD (AP & Tax), PB Sectt., Member
- (vi) Shri V. K. Sharma, DD(Fin), DG:AIR - Member
- (vii) Shri K.C. Jain, DD(Budget), DG:DD - Member

5.2. 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) Coordinate for integration with existing softwares (HRIS, EMS, etc.)
- (v) To ensure compliance to tax laws, regulatory Indian laws, etc.
- (vi) To associate with IT Team in conversion to electronic format and migration of data to Account and Payroll Application system for their respective parts.
- (vii) To assist IT Team in Acceptance Testing of the software.

6. The reporting structure of the Committees and Teams is as under:



Copy for information to:

1. DG:DD/ DG:AIR
2. E-in-C, AIR/ DD
3. CE (CCW), Sookna Bhawan, New Delhi
4. ADG (Admin.), AIR/ DD
5. ADG (Comm.), AIR & DD
6. DDG (Fin.), AIR/ DD
7. DDG (Comm.), AIR/ DD

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

No. PBS (B&A)/ (18-19)/CAS/158

Date: 03.01.2019

OM NO.-01/2018-19/CAS

Subject: Entering of the HRIS Code of individual employee in the Payroll software for porting salary data in to Common Accounting Software in all units/offices of Prasar Bharati.

At present, Payroll software developed (Desktop based) by IT Cell of AIR is being used in most of the field units of the AIR and few units of Doordarshan. However, many units of both AIR & DD are also using different software for payroll related activities. Prasar Bharati has already planned to migrate to integrated software to cater to the needs of organization effectively especially in areas like Payroll, Inventory management & accounting system. Hence, smooth transition from isolated & fragmented system to centralized-efficient and uniform single is essential for whole network. Thus, for smooth collection of payroll-data of payroll system is essentially required.

The first step in this direction is; the linking of individual employee's payroll-data with HRIS Code as mentioned in HRIS Software. This HRIS Code will act as unique key for individual employee in the centralized data base of New Software. However, as explained above, there are two situations possible according to the kind of software used by individual office for salary making.

1. Offices (using Payroll software made by IT Cell (AIR)):

Such offices are required to enter the HRIS Code of individual employees on their payroll-software (which is currently mostly left empty) before making the salary of office for Month Jan, 2019.

2. Offices(which are not using Payroll software made by IT Cell (AIR)):

Such offices are to devise means to link HRIS Code of individual employees positively on their local software before making the salary of office for Month Jan, 2019. For example

- in case, if option available in their software to add extra field than station should create field for HRIS code and then enter HRIS code for all its employees in its Payroll-software.
- in case, if option not available in their software to add extra field than station may use one of existing but less critical field to be used as HRIS code field and then enter HRIS code of all its employees in its Payroll-software (like renaming field 'Local-code' as 'HRIS code' field).

It is also further requested that all Stations should fill the all data of employees on HRIS software to minimize the correction at later stages. In case of any query/suggestion, kindly write Project-Coordination team on email pbacsoftwaredivision@gmail.com.

DG: AIR/DD/NSD/DDN

Copy to:

- PBS : ADG(B&A), ADG(E&A), ADG(IT), ADG(F)
- DG: AIR** [ADG(F), ADG(A)], **DG: DD**: [ADG(F), ADG(A)], ADG(NABM), CE(CCW)
- All Zones: ADG (E), ADG (P) & Chief Engineer (CCW).
- DDG (T): for uploading on website of PB.

*OK
issued
3-1-2019*

3/1/2019
(C.K. Jain)
DDG (F)

ANNEXURE-D

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIT
Prasar Bharati House, Copernicus Marg,
New Delhi-110001**

No. ADG(B&A)/PB(BCI)/ACCOUNTS/SP/2017-18/pt-II/611-614 Dated: 24.12.2018

Sub: Project Coordination Team for Implementing Accounting & Payroll Application

A Project Co-ordination team consisting of the following officers has been formed to oversee all project related co-ordination activities with all stakeholders and to ensure timely and effective implementation of the project.

S.NO.	Name	Remarks
1.	Sh. Rajesh Kumar Sharma, DD(B&A), Prasar Bharati Sectt.	
2.	Sh. Sunil Verma, AE	Under Transfer to PB Sectt.
3.	Sh. Sanjay Saxena, AE	Joined PB Sectt.
4.	Ms. Poonam Punjabi, SEA	Under Transfer to PB Sectt.

The team shall also be co-ordinating with committee constituted for various modules of the above application. The above team will directly function under the supervision of DDG(Fin.), Prasar Bharati Sectt.

This issues with the approval of Competent Authority.


(Rajesh Kumar Ojha)
Dy. Director(AP&Tax)

To,

✓ Officer Concerned

Copy for information to;

1. DDG(Fin.), PB Sectt.
2. DD(Budget), PB Sectt.
3. DD(PPC), PB Sectt.