

**File No.PBS(B&A)/CAS(19-20)/COVID-19/**

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

No.: PBS (B&amp;A)/(20-21)/CAS

Dated: 19<sup>th</sup> June,2020**Subject: Responsibilities to Update the Masters of Modules of e-Salary, e-Accounts & e-Inventory Module of Centralized Accounting Software (CAS)**

During the development of CAS application, the primary data like details of DDOs, Stations, and Employees etc was imported from HRIS as on June' 2019. Subsequently, lot of changes have taken place in the organization and accordingly, several Masters of various data have been updated in CAS on the basis of available office orders etc. But, the functioning of any software of this type which captures dynamic data of the organization needs to be regularly reconfigured and updated especially its various masters. Thus, decision has been taken by this secretariat in this regard to streamline the CAS implementation as per functionalities of different wings.

**1. Related to e-Salary:** The e-Salary module lead, ADG (A), PBS and ADG (HR) will be jointly responsible for the following functionalities of e-Salary module:

- a. All functionalities of Transfer & Claim Management are to be tested & rolled out with the help of M/s NSCSPL.
- b. Scrutinizing and updating the Masters related to establishment details of offices.
- c. Parameters like rates of HRA, DA increment etc.
- d. Update/Correction in Designations, Group, Level, Posting (till the roll out of transfer module) etc.
- e. Generation of various MIS Reports for HR purposes.

**2. Related to e-Inventory:** ADG (Fin), AIR and DDG (Fin), AIR will be responsible for updating the Masters related to Goods & Services for whole organization.

**3. Nodal Officer for both Admin & finance:** ADG (A) of each Directorates will nominate one experienced officer for admin part of CAS in its directorate and ADG (F) of each Directorates will nominate one for finance part of CAS in its directorate. The Nodal officers will also work in close coordination with Module teams. All the four Nodal officers, so nominated will handle & reply the queries received from field units related to its domain for smooth roll out of the application across network.

This is issued with the approval of CEO.

**(Anil Srivastava)**  
Addl. Director General (B&A)

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1. ADG(A) & ADG(F) of PBS, DG: AIR,DG: DD
2. ADG(HR) of PBS
3. DDG(F) of DG: AIR,DG: DD

**Copy to:**

1. All ADGs of Prasar Bharati Secretariat, AIR and Doordarshan.
2. SO to CEO/PPS to Member(F)
3. All the HoOs & DDOs for Prasar Bharati for compliance.
4. PBS: DDG (T) with the request to upload this order on website.