

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat (IT Division)
Akashvani Bhawan, Sansad Marg, New Delhi - 110001

No. 7(151)/2019-20(O/S-DLI)/IT/PBS

Date : 09-09-2020

Subject : **Reg. eOffice Demo Videos / Tutorials**

eOffice is now under operation at many offices of Prasar Bharati. As on date, 442 Prasar Bharati Offices are On-Board in eOffice. Latest live status of On-Board stations can be viewed at <https://hris.prasarbharati.org/eofficeonboard.aspx>. Some more Stations are under pipeline and shall be configured soon.

(2) For the convenience of eOffice users, IT Division had prepared 46 Nos. of Demo Videos / Tutorials covering different modules of eOffice. These Demo Videos are concise, short and self explanatory. The videos can be viewed by logging in to eOffice, Clicking '**Quick Links**' Tab (on the main page) and then going to '**eOffice Demo Videos / Tutorials**'.

(3) It is requested that suggestions / feedback (if any) in respect of these Demo videos may be sent to eoffice@prasarbharati.gov.in. Also, if any other Demo Video is required for any topic of eOffice which is not covered under the present list of videos, then its details may be sent to the same email.

(4) Besides eOffice Demo Videos / Tutorials, many other useful documents listed below have been uploaded under the 'Quick Links' Tab.

- (i) eOffice Manuals
- (ii) FAQs regarding email
- (iii) FAQs regarding eOffice
- (iv) Tips to find desired recipient quickly while sending Files/Receipts

(5) All eOffice users are requested to regularly view the '**Quick Links**' Tab for more useful documents / guidelines which may help them to use eOffice more effectively and efficiently.

(JB ROY)
Asst Director (IT)

All Prasar Bharati Offices
(Through PrasarNet / Prasar Bharati Website / eOffice KMS)

Copy for kind information to:

- (1) Staff Officer to CEO Prasar Bharati.
- (2) PS to Member (F), Prasar Bharati.
- (3) ADG (Admn.) / ADG (HR) / ADG (IT) : PB Sectt.