

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 : 23-05-2020

29/5/2020

Subject : Updation of post of an employee in eOffice on transfer

eOffice is now under operation at many offices of Prasar Bharati. The regular updation of data is an essential requirement for its proper functioning. The task of updation is carried out through the Local Administration account in office, which has been delegated to some of the stations but for most of the stations it is still being carried out through IT Division. The updation, in work flow and section/station change is done as per request received from the officer concerned/HOO/nodal officer of the station in a prescribed forms available in eoffice portal.

(2) In some of the instances, it is observed that when an employee is transferred from one Kendra / Station to another Kendra / Station, his / her previous post is NOT reassigned/terminated due to non-receipt of required information to Local Admin or to IT Division. In some of the instances it has been noticed that he/She starts working in File Management System of previous post, even after joining at the new Station/Kendra. Which is unlawful and amounts to impersonation and is to be stopped immediately.

(3) Therefore, it is requested that whenever any employee is transferred from one Kendra / Station / Section to another Kendra / Station / Section, he / she should settle / send all the pending Files and Receipts in eFile Inbox of his / her eOffice account to the concerned before relieving. Also, he / she should clear all the pending leave requests of his subordinate employees, wherever applicable. Thereafter, he / she may submit request for termination of his / her post in eOffice through eOffice Nodal Officer of the Kendra / Station. Further, when he / she joins at new Kendra / Station / Section, he / she should submit a request for eOffice mapping of new post by submitting duly filled prescribed form through HOO/Nodal Officer of the Kendra / Station.

(4) All Heads of Office / Controlling Authority of Sections are requested to ensure that no pending Files / Receipts and also no Pending Leave requests remain in the eOffice account of the transferred employee, this should be mandatory made as part of the NOC.

(R.P. JOSHI)

Dy. Director General (IT)

All Prasar Bharati Offices

(Through Prasar Bharati Website / Prasar Net / eOffice KMS)

Copy for kind information to :

Addl. Director General (IT) / Addl. Director General (Admn.) /

Addl. Director General (HR), Prasar Bharati Sectt

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29/5/2020