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

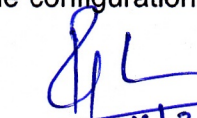F. No. : 7(151)/2019-20(O/S-DLI))/IT/PBS   Date : 06-03-2020

16-03-2020

Sub   :   **Implementation of eOffice**

        Prasar Bharati is in the process of implementation of eOffice across all the offices under Prasar Bharati. Initially, the configuration of all eOffice was being done manually. Some of the configuration process has now been automated. The various steps involved to on board eOffice are: Collection of data and declaring nodal officer through HRIS, verification of data by IT Division and correction of the same in consultation with the coordinator of the station, porting of data on demo/hands on server verification by station and IT Division, final porting of data into the production server. The detailed procedure is attached as Annexure-A. In this regard IT Division's earlier Circulars dated 20-11-2019 & 10-01-2020 may please be referred.

2.   As on date, 86 number of stations have already been configured and are onboard. The   list   of   such   offices   is   published   at   URL   = http://**hris.prasarbharati.org/eofficeonboard.aspx** These stations who have not yet started using are requested to update the leave record and start using eOffice modules for eFile and eLeave. For uploading the Documents and Circulars the authorised user from the station may be nominated by email for using KMS.   As regards eTour is concerned, only selected employees have been configured others are in the process.

3.   The offices who have submitted the data and are under process for on boarding is published at URL = http://**hris.prasarbharati.org/eofficepipeline.aspx**.

4.   List of stations from where data is still awaited is published at URL = http://**hris.prasarbharati.org/eofficepending.aspx**. These stations are requested to expedite uploading the information through HRIS.

        Even if stations which are not yet been configured, users of such stations can also login and can access KMS and get all Circulars issued from Prasar Bharati, AIR, DD. However eLeave & eTour & eFile can be accessed only after completing the configuration in eOffice.

16/3/2020

(R.P. Joshi)
DDG (IT)

To
        All the Kendras / Stations of AIR / DD

Copy to:-

I.   All ADGs with a request to kindly instruct to offices under your jurisdiction for early implementation of eOffice.

ii.   All IT Nodal Officers are also requested to coordinate for early implementation of eOffice.

Copy for kind information to:-

        CEO, Member(F), ADG(IT), ADG(A), ADG(HR), Prasar Bharati Sectt.

Steps for implementation of eOffice in Prasar Bharati Offices

(1)	**Data collection from Kendras / Station through HRIS Login** (a) Nodal Officer for eOffice (b) Details of Workflow for eLeave / eTour of the employees (c) Details of Post & Section of the employees All the Kendras / Stations of All India Radio / Doordarshan had been asked to submit the required data of employees in eOffice module of HRIS, for configuration in eOffice.
(2)	The data submitted by the Kendra / Station is examined by the respective IT Coordinator in IT Division, Prasar Bharati.
(3)	The Nodal Officer of the Kendra / Station is contacted for discrepancies noticed in the data and the station is asked to correct the data as per guidelines and structure. The IT Coordinator in IT Division guide / help the station to correct the discrepancies in the filled data.
(4)	The data is verified by the IT Coordinator in IT Division and then the data is finalized by running the macros. Now the data is ready in the format required for porting into eoffice Handson / UAT Server.
(5)	The data is ported into eOffice Handson / UAT Server.
(6)	The data so ported into eOffice Handson / UAT Server is rechecked by the respective IT Coordinator and also the Kendra / Station is asked to check and verify the data of their station.
(7)	The changes in the data, if required, is made in eOffice module of HRIS. Again the data is verified and finalized.
(8)	The Data is ported into Main eOffice Portal.
(9)	Leave Admin / Leave Admin Assistants of the Kendra / Station are required to update the leave balance and the users of the Kendra / Station can use all the modules of eOffice.