

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Prasar Bharati Secretariat**  
Prasar Bharati House  
Copernicus Marg  
New Delhi-110001.  
( IT Division)

File No. 7(151)/2018/IT/PBS /03

31/01/2019

**Sub: e-Office Implementation at Prasar Bharati & Official Email Id Creation**

e-Office is being implemented across the Prasar Bharati network for all the verticals – AIR, Doordarshan, News and CCW etc.

With the implementation of e-Office, stations/ Kendra's will have the following facilities:

1. File Management System (**eFile**) will automate the processing of files and receipts. This includes creation of files (electronic and physical both kind of files), movement of files in the workflow, tracking of files and their management.
2. Personnel Information Management System (PIMS) manages employee records and the output of PIMS is eService Book.
3. Leave Management System (**eLeave**) automates the leave application and approval process.
4. Tour Management System (**eTour**) automates employee tour programmes.
5. Property Return Information System Management (**PRISM**) for electronic filing of Asset and Liability Declaration.
6. Smart Performance Appraisal Report Recording Online Window (**SPARROW**) application for electronic filing of Performance Appraisal Report (**PAR**) as per the defined channel of submission.

For accessing and using the e-Office suite, individual officials are required to have email ids in their individual names, in the **".prasarbharati.gov.in"** domain linked to a valid mobile phone number. The requirements for creation of email id's can be submitted through HRIS

All heads of offices are requested to kindly initiate action for creation of email id's of all officials working with them after logging in HRIS. Officers already having existing individual email ids in **".prasarbharati.gov.in"** domain, need not to be included.

A detailed procedure for creation of official email id's through HRIS portal is attached.

This issues with the approval of the competent authority.

Encl: As above.

  
(J B Roy)  
ADE (IT).

To all HOO, through,

1. www.prasarbharati.gov.in,
2. AIRNET,

Copy for kind information:

1. PS to CEO/PS to M (F), Prasar Bharati.
2. PS to DG AIR / DG DD / DG (News) AIR / DG (NEWS) DD / E –in-C.

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Prasar Bharati Secretariat**  
 Prasar Bharati House  
 Copernicus Marg  
 New Delhi-110001.  
 ( IT Division)

## Procedure for Official Email ID Creation

- 1) The Station will log into HRIS.
- 2) Click on **Official Email ID Creation** Tab at Lower-Right corner of the Station Home Page.



- 3) In Email Creation Portal,

Enter Mobile Number		Click here To Generate Emails							
	Sl.No.	FirstName	Last Name	Designation	Department/Ministry	State	Mobile No.	NIC Email User ID Assigned/ Created	
Edit	1	RAJKUMAR	DHANKHAR	Draftsman Grade-I/Head Draftsman	AIR-DELHI P & D UNIT-NBU/Off.	Delhi	6748956213	rajkumardhankhar	rajko
Update Cancel	2	SUSHILKUMAR	ANSAL	Draftsman Grade-I/Head Draftsman	AIR-DELHI P & D UNIT-NBU/Off.	Delhi	6359874123	sushilkumaransal	susf
Edit	3	BUTA	SINGH	Draftsman Grade-II	AIR-DELHI P & D UNIT-NBU/Off.	Delhi	6987456321	butasingh	buta

- i) First, enter mobile number for each employee. An e-mail id is suggested to each and every employee. However any available e-mail id of choice can be entered. The mobile number and the e-mail id are unique. Only one personal e-mail id can be assigned to a mobile number.



- ii) After, all the requisite email id's data has been entered, click **Click here To Generate Emails** .Then click on Generate Request ID for E-Mails. Then Click on print to download/Print the template. Sign and enter the required details on the template.

Request for Creation of Official E-Mail IDs												
Office Name: AIR - DELHI P & D UNIT - NBU/OH										18-Jan-2019		
Sl.No.	First Name	Last Name	Designation	Department/Ministry	State	Matric No.	Date of Retirement	NIC Email User ID	Email Address	Date of Birth	Emp Code	Email Request ID
1	RAJKUMAR	DHANKIAR	Draftsman Grade-I Head Draftsman	AIR-DELHI P & D UNIT-NBU/OH	Delhi	6748956213	31-05-2026	rajkumardhankhar	rajkumardhankhar@prasarbharati.gov.in	31-05-1966	4910601	36
2	SUSHILKUMAR	ANSAL	Draftsman Grade-I Head Draftsman	AIR-DELHI P & D UNIT-NBU/OH	Delhi	6359874123	31-01-2020	sushilkumarsanal	sushilkumarsanal@prasarbharati.gov.in	31-01-1960	4728601	36
3	BUTA	SINGH	Draftsman Grade-II	AIR-DELHI P & D UNIT-NBU/OH	Delhi	6987456321	31-07-2022	butasingh	butasingh@prasarbharati.gov.in	08-07-1962	4870601	36
4	JWAN	LAL	Draftsman Grade-II	AIR-DELHI P & D UNIT-NBU/OH	Delhi	6698745123	31-08-2024	jwantal	jwantal@prasarbharati.gov.in	03-08-1964	4820601	36

Signature of HOO:  
Name of HOO:  
Designation:

- iii) Further go to **Upload signed pdf** at the right side of the page, choose the request ID and upload the relevant signed pdf there.

Enter Mobile Number
Click here To Generate Emails
Upload signed pdf

ReqID	FileName	Date of Email-Request Genration	Date of signed pdf Upload	Request Status
32	EmailRequest32.pdf	16-Jan-2019 11:43	16-Jan-2019 11:52	Request Processed
31	EmailRequest31.pdf	15-Jan-2019 11:19	15-Jan-2019 05:48	Request Processed
30	EmailRequest30.pdf	14-Jan-2019 10:20	14-Jan-2019 10:21	Request Processed

**Upload Signed File**

Request ID :

Choose File No file chosen

- iv) The email request status can be tracked there. Once the official e-mail ids have been created, it will be shown as **Email Created** on **Enter Mobile Number** click. The email id's user will receive a notification from NIC on the registered mobile number about the user id and password.

Edit	105	PRADEEP
Edit	106	HIRA
Email Creation Request Received	107	PRABHA
Email Created	108	GIRISHCHANDRA
Email Created	109	MAHESHKUMAR
Email	110	ATUL