

**PRASAR BHARATI  
(INDIA'S PUBLIC SERVICE BROADCASTER)  
PPC SECTION, 7<sup>th</sup> FLOOR,  
PRASAR BHARATI SECRETARIAT,  
COPERNICUS MARG, NEW DELHI-110001**

**CIRCULAR**

No. - Misc-1001/ 06/ 2024-PPC

Dated: 23 -09-2024

**Sub. - Rolling out of e-Leave and e-Tour modules in e-HRMS 2.0**

Reference is invited to Prasar Bharati earlier circulars dated 12-06-2024, 01-08-2024 and 16-08-2024 regarding on-boarding of employees on e-HRMS 2.0 portal.

(2) In regard to above, the rolling out of the e-leave and e-tour module of e-HRMS 2.0 has been extended till 01-10-2024 i.e. the eLEave/eTour in eOffice will be now be closed from 01-10-2024 for applying leave/tour.

(3) The old e-Leave Module of eOffice has been activated upto 30-09-2024, thus the necessary tasks must be completed by 30-09-2024.

(4) This issues with the approval of the competent authority.

*M. Sanjay*  
23/09/2024

(Sanjay Kumar Mishra)  
Asstt. Director (PPC)  
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**To: -**

- (1) All employees of Prasar Bharati through e-office Notice Board/ Prasarnet.
- (2) All assigned Nodal Officers through e-office Notice Board/ Prasarnet.
- (3) DG, Akashvani/ DG, Doordarshan/ DG, NSD Akashvani/ DG, DD News.
- (4) E-in-C (Broadcast Operations)/ E-in-C (Special Initiative & Common Services).
- (5) All ADGs/ DDGs at PB Secretariat.
- (6) All Zonal ADGs (Admin) and Zonal ADGs (BO) and Zonal ADGs (Content Ops)/ All Stations of Akashvani/ DDKs through respective SCOR Sections.
- (7) ADG (NABM)/ CE (CCW).
- (8) DDG (TM&SO), PBS / Director (PBNS and DP).
- (9) DDG (Admn.) DG: Akashvani/ DDG (Admn.) DG: Doordarshan.
- (10) DDG (A-HR) / DDG (E-HR) / DDG (P-HR) Akashvani & DDn.
- (11) DDE (Tech), PBS for uploading this circular on Website.
- (12) PAO, IRLA, Soochna Bhawan, New Delhi.
- (13) DDA (HRIS)/ SCOR of DG: Akashvani & DG: DDn.
- (14) Hindi Unit for Hindi version.
- (15) Office orders folder.

**Copy to: -**

- (1) PPS to CEO (Prasar Bharati).
- (2) PPS to M (P)/ M (F), Prasar Bharati.
- (3) O/o the CVO (PB), Doordarshan Bhawan.