

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

File No. M-1/001(03)/2024-PBRB

Dated : 13.05.2024

Office Memorandum

Subject: Updation of data and uploading of documents of employees on HRIS - reg.

It has been observed that there are certain discrepancies in the basic data of employees available on HRIS like their Name, Date of Birth, Date of Entry in Service, Category(Gen/SC/ST/PwBD/OBC), Substantive Pay Scale of Post held (i.e. without ACP/MACP) etc. The updation and maintenance of the data lies with the respective Establishments/SCOR wing of the Akashvani and Doordarshan Directorate.

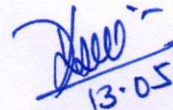
2. All the HoOs of Stations/Kendras/Offices are requested to verify the aforesaid basic data available on HRIS in respect of employees working there and, if any discrepancy is found, approach to their respective authority for its updation as per the roles assigned for updation of data in HRIS vide OM No. IT-HRIS/1/2019-IT Division, dated 04.10.2021 and Order No. 71/2021-PPC, dated 24.03.2021 (copy enclosed).

3. In addition to the above, all the HoOs of Stations/Kendras/Offices are requested to upload the following documents under the head "Employees Document Repository" on HRIS i.r.o. PB Employees (recruited after 05.10.2007) within 30 days from the date of issue of this OM:

- (i) copies of first few pages of the Service Book of the employee containing all his personnel details
- (ii) copy of Appointment order/Joining Letter
- (iii) copy of Category Certificate (SC/ST/PwBD/OBC), if any
- (iv) copy of Promotion Order, if any
- (v) copy of Approval of Competent Authority for appointment under Compassionate Appointment Scheme/Regularisation Scheme/Court Order, if any

4. This issues with the approval Competent Authority.

Encl. : As above.


13.05.2024.

(D.K. Saini)

Dy. Director (PBRB Cell)

To,

All the HoOs of Stations/Kendras/Offices of PB (through eOffice KMS/PrasarNet)

- Copy to: (i) ADG(IT)/DDG(IT)
(ii) DDG(T), PBS with request to get this OM uploaded on PB website
(iii) PS to ADG(HR)

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

No. IT-HRIS/1/2019-IT Division

Dated: 4/10/2021

Office Memorandum

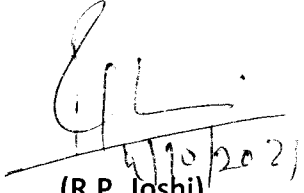
Sub: Updation of data in HRIS –reg.

A large number of requests are regularly being received in IT Division, Prasar Bharati for updating of records in HRIS. The updation and maintenance of the data lies with respective Establishment/SCOR Wing of the AIR/DD Directorate. The roles for updating the HRIS data has already been delegated as per the details below:-

S. No.	Name of User	Basic Data & Add new Employee		Extended Data		Relieving/Joining/Promotion/VRS etc		Sanctioned Post		Superannuation
		View	Edit	View	Edit	View	Edit	View	Edit	
1	DD/AIR DTE	Yes	Yes	Yes	No	Yes	Correction Possible	Yes	Yes	Automatic
2	Station/HOO	Yes	No	Yes	Yes	Yes	Yes	Yes	No	Automatic
3	Report Viewers	Yes	No	Yes	No	Yes	No	No	No	Automatic
Basic Data		Name, Designation, Date of Birth, Date of joining in Govt. Service. Date of joining at present station, category, present pay scale, whether physically handicapped?, Whether ex-serviceman?, Mobile No., eMail ID.								
Extended		PRAN, PFMS, On Roll, Employee Type, Substantive Pay, Mode of Appointment, Aadhar No. IRLA /Non IRLA etc.								

All the employees/HOOs are requested to kindly approach their respective authority for updating of data in HRIS as given in the above table. In this regard the Prasar Bharati Secretariat's Order No. 71/2021-PPC dated 24.03.2021 (Copy attached as ready reference) may kindly be referred.

IT Division is only providing technical support and incorporating new features in HRIS Application module.


(R.P. Joshi) 4/10/2021

Dy Director General(IT) Infra

All Stations/Kendras (Through eOffice KMS/PrasarNet)
Copy for kind information to ADG(IT)/ADG(HR) PB Sectt.

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI HOUSE
Copernicus Marg, New Delhi.


No.A-10011/09/2021-PPC

Dated: 24/03/2021

OFFICE ORDER No. 7/ /2021-PPC

It has been observed that Stations/Directorates are not updating the HRIS data in a time bound manner. Therefore, it becomes difficult to provide requisite information related to manpower to Ministry of I&B or to the higher authorities of Prasar Bharati within the stipulated time. Accordingly, the Competent Authority has decided that the updation of HRIS data should be done in a time bound manner as follows:-

1. HOO of the Stations/Kendras of AIR and DD and News Directorates and other verticals of Prasar Bharati are empowered to update the employees extended data of the officers under their control. HOO will update the data in HRIS on or before 1st day of every month. Employees extended details comprise of PRAN, PFMS, on Roll, Employee Type, Substantive Pay, Mode of Appointment, AADHAR Number, IRLA/Non IRLA, Relieving/Joining/Promotion etc.
2. The Basic data updation, if any, of the verified employees and addition of a new employee is to be intimated to the HRIS/SCOR Section of the respective Directorate through official e-mail for updation of the same. Basic details consist of Name, Designation, Date of Birth, Date of Joining in Government Service/ Prasar Bharati, Date of joining at present station, category (e.g. SC/ST/OBC/PWD/Ex-Serviceman etc.), Present Pay Scale, Mobile number & E-Mail ID etc.
3. HOO of the Stations/ Kendras of AIR and DD and News Directorates and other verticals of Prasar Bharati are empowered to update the details of the sanctioned posts in their offices.
4. The HRIS data of the employees working in DG:DD and DG:AIR and the details of sanctioned posts in DG:AIR & DG:DD is to be updated by HRIS/SCOR sections of the respective Directorate on or before 1st day of the every month.
5. Similarly, the HRIS data of the employees and the details of sanctioned posts in Zonal Offices is to be updated by the concerned Section in the O/o Zonal Head (Admin).
6. The data related to sanctioned posts is to be updated by all concerned before 30th April, 2021. Further, updation due to temporary shifting of posts, if any is to be done on monthly basis i.e. on or before 1st day of the successive month.
7. Zonal Head (Admin) of concerned Zone and DDG/Director (Admin/HR) of the respective Directorate will regularly monitor the updation of HRIS data and ensure that the data for the previous month is updated before 5th day of every month.
8. Viewership rights of HRIS are to be given to respective Cadre Controlling Sections/Concerned DDA of both the Directorates. Further, Zonal Heads (Admin.) and HOO of establishments of Prasar Bharati may be able to view the data of their respective Zone/Establishment. Similarly, individual employees may have access to view his data.


24/03/21

9. The Directorate shall send the consolidated report in respect of manpower in excel file to PPC Section of Prasar Bharati Secretariat on or before 10th of every month.
10. The soft/hard copy of the report so generated is to be maintained by the DDA of HRIS/SCOR Sections of the Directorate and to be handed over at the time of change of charge. Concerned Cadre Controlling Sections may also generate month-wise report for future use.
11. IT wing of Prasar Bharati is directed to assign the requisite rights to all concerned so that work related to updation of HRIS is expedited without further delay.

This issues with the approval of CEO, Prasar Bharati.


(Alok Kumar Sharma)
Director (Pers), PBS
Tel: 011-2311 8410

To,

1. DG, AIR, DG, DDn; DG, NSD AIR; DG, DD News
2. E-in-C (BO)/E-in-C(SI&CS)
3. All ADGs/DDGs, PB Network
4. Head (PBNS& DP)/Head of Sales PB/Head (Content Ops), National Zone, DDn.
5. DDG(Tech), PBS for uploading this order on e-office/website.
6. DDA, HRIS/SCOR, DG: AIR/DG: DDn
7. All AIR Stations/DD Kendras through respective SCOR Sections
8. Hindi Unit for Hindi Version
9. Officer Order Folder

Copy to:

1. SO to CEO
2. PPS to M(F)
3. O/o CVO, PB, Doordarshan Bhawan