

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

No : ADG (B&A)/CAS

15<sup>th</sup> April,2024

Sub: Mandatory implementation of e-Accounts (Bahikhata) Module of CAS across Prasar Bharati Network.

The e-Accounts (Bahikhata) Module of CAS is in operation in most of the offices of Prasar Bharati. However, few offices are still not operating the module fully. The competent authority has decided to make the operation of e-Accounts (Bahikhata) Module of CAS mandatory from the current financial year i.e. 2024-25. Hence all DDOs are required to book all expenditures and all revenue receipts in CAS mandatorily from this financial year and ensure that no payment is made without booking expenditure in CAS.

While operating e-Accounts (Bahikhata) Module of CAS, the DDO/bill issuing authorities should follow the following guidelines :-

1. **Entry of all Expenses in CAS:** All expense vouchers are to be entered in CAS before making

any payment including payment for all essential bills like Power Supply, telephone, Rent etc

2. **Demand of Funds through CAS:** All LOC request must be made through CAS including for

Grant, Bind and IEBR.

3. **Entry of Sales Invoices:** It is mandatory to enter all invoices of incomes like sale of air-time,

processing fee, RTI fee, LD invoices etc. in CAS. Any business advance received will also have

to be entered in CAS. It must be ensured that all such invoices and advances are mandatorily entered in CAS.

4. **CCW Workflow:** All those units issuing any sanction for getting any work done through

any CCW unit across network will process such transactions through CCW sub module of CAS.

The units desirous of getting the work done through CCW will be required to transfer the

appropriate budget to the CCW unit and generate a project ID. The respective CCW unit will raise the demand of funds through funds request sub module against the allocated budget

under respective project directly from Prasar Bharati Secretariat.

**5. Central procurement process by Zonal Offices:** Both AIR & DD Directorates, Zonal offices,

Central Stores and CP&S are taking up centralized procurement for various field units under

them. The transactions pertaining to centralized procurement have to be entered in CAS by concerned sections and DDOs will make payment only after authorization in CAS and pass all

such bills.

**6. Claim Management:** All reimbursement claims like Medical, hospitality allowances,

newspaper allowances, telephone bill, and Tours etc. will now be mandatorily required to be

entered in Claim Management sub module of e-accounts by all units of the network.

**7.Entries of Receipts:** DDOs have to ensure that all receipts against sale invoices

or otherwise (Like EMD, Security Deposits etc.) are duly entered in CAS against respective GL heads.

**8. Entries of Advance and Adjustment of Advance:** Any imprest advance paid

to the staff is to be duly entered in CAS. Adjustment of imprest advance is also to

be done in CAS to settle any such advance.

**9. Salary Payment:** DDOs have to ensure that salary payments are duly entered in

e-Accounts module of CAS immediately after release of salaries to employees.

CAS would not allow raising salary demand of a month without payment entries of previous month being made.

10. All Bank Accounts opening balances as on 1.4.2024 (i.e. Closing Balance of 31.3.2024) are to be updated in the system