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

F. No. PB/2(8) Budget/2025-26/24 Dated: 13/11/2025

OFFICE MEMORANDUM

Subject: Grant of Long Term advances to Prasar Bharati Employees-reg.

In pursuance of the approval of the Prasar Bharati Board in its 191st meeting held on 23.09.2025, the scheme for providing the Long Term Advances shall be applicable to Prasar Bharati employees recruited after 05.10.2007, as defined under section 11(5) of the Prasar Bharati Act, 1990, with effect from the date of issue of this office memorandum.

The following long term advances may be sanctioned to the Prasar Bharati employees from IEBR Fund:

1. House Building Advance (HBA)
2. Computer Advances

The eligible PB employees shall apply the aforesaid advances through their HoO and accordingly, HoO will forward it to the concerned Directorate for sanction of LTAs. Competent authority to sanction long term advances is the concerned directorate. After duly verification and sanctioning, directorate will forward this application to B&A wing of PBS for release of funds. Long term advances rules as applicable to the Central Government employees will be applicable to Prasar Bharati employees except accounting procedure. Standard Operating Procedure for accounting of these long term advances is attached (Annexure-A).

The Long Term Advances disbursement/sanction rule shall be aligned with the amended rule from time to time if any for central government employees, as notified by DoPT/Ministry of Finance in future.

This issues with the approval of Competent Authority.

Raman Kumar
13/11/2025

(Raman Kumar)
Dy. Director General (B&A)

To,
1. DG, Akashvani/ DG, Doordarshan/ DG, NSD Akashvani/ DG, DD News.
2. All ADGs/DDGs through e-office/ Notice Board/ Prasarnet.
3. All Cluster heads
4. DDE (Tech), PBS for uploading this order on Website.

Copy to:-
1. Dy. Director (Budget), DG: Akashvani, Akashwani Bhawan, New Delhi
2. Dy. Director (Budget), DG: Doordarshan, DoordarshanBhawan, New Delhi

Annexure-A

Accounting procedure for House Building Advance and Computer advance given to Prasar Bharati Employees

1. The employee shall submit an application for HBA/Computer advance to his/her Head of office along with all necessary documents. On the receipt of the application and documents, the Head of office shall scrutinize the same and, if found correct will forward it to the concerned Directorate.
2. Directorate on receipt of application and other documents will check application and all other documents. If application and all other documents found in order, the directorate will issue the Administrative approval as well as financial sanction after obtaining the Budget from the B&A Wing of Prasar Bharati. In the Administrative approval, all the conditions must be included such as amount approved, Number of installments, rate of interest along with the panel interest in case of defaulters, Mortgage deed, Insurance of the property etc.
3. On the receipt of the financial sanction, from respective Directorate, Release section of Prasar Bharati will issue the allocated fund to field unit in its CFDL account. After receiving the fund from PB, the field unit will prepare the bill and release the sanctioned HBA/Computer advance amount to employee under intimation to accounts section of Prasar Bharati.
4. The field unit/DDO is responsible for recovery of HBA/Computer Advance as per the terms and conditions of the Financial Approval. Field unit will remit the recovered amount in to the **BANK OF INDIA, Parliament Street New Delhi-110001, A/c No 601620100012255 IFSC CODE BKID0006016** and forward the schedule of HBA/Computer Advance recovery alongwith bank statement every month in the prescribed format to the Accounts Section of Prasar Bharati for maintaining the broadsheet of HBA/Computer Advance through email *pbaccount@prasarbharati.gov.in.*
5. **In case of transfer of the employee from one field unit to another unit** before the full recovery of Long term advance, the transferor field unit will issue LPC mentioning amount of HBA/ Computer Advance taken, recoveries already made, rate of installment, rate of interest and balance recoverable etc.
6. **If an employee who has taken the LTA proceed on deputation to other office,** the transferor field unit will issue LPC mentioning amount of HBA/Computer Advance, recoveries already made, rate of installment, rate of interest and balance recoverable. It should be clearly mentioned in the LPC that DDO of the new office will be responsible for sending the monthly recovery to the Prasar Bharati Loan & Advance bank account every month along with the schedule of recovery in prescribed format on email **pbaccount@prasarbharati.gov.in**. The Directorates must ensure that balance principal amount and remaininig interest amount should be get vetted from Account Section of Prasar Bharati before relieving an employeed on deputation.

Ramana Kumar
13/11/2025.

7. **If an employee resigns before recovery of full principal amount and interest thereon,** he/she will remit full amount and interest thereon before acceptance of the resignation. A clause for this purpose may be added in the Administrative Approval of HBA/Computer Advance. The Directorates must ensure that No Due Certificate is received from Account Section of Prasar Bharati before acceptance of resignation of the employee.
8. **All the original documents relating to the House Building Advance/Computer Advance must be kept at the Directorate in the safe custody.**
9. The field unit will send the interest calculation sheet to Accounts Section of Prasar Bharati at least three months before the last installment of principal on email pbaccount@prasarbharati.gov.in. The accounts section of Prasar Bharati will vet the interest calculation sheet and return it to field unit for recovery of interest.

Accounting of LTAs (HBA /Computer advance) in R&P statement will be done as below:

House building Advance: At the time of making the payment, the field unit will book expenditure in EMS/any other Accounting software used by the Prasar Bharati on payment side in the head **"Advances to Staff - HBA"**. Recovery of HBA from the salary bill shall be credited under **"Other Receipt - Refund of Advances by employee - HBA"** in the Receipts & Payments Account. Interest recovered from the employee is credited under **"Interest Receipts– Loans and Advances (Employee) HBA"**.

Computer advance: At the time of making the payment, the field unit will book expenditure in EMS/any other Accounting software used by the Prasar Bharati on payment side in the head **"Advances to Staff – Computer Advance"**. Recovery of Computer Advance from the salary bill shall be credited under **"Other Receipt - Refund of Advances by employee – Computer Advance"** in the Receipts & Payments Account. Interest recovered from the employee is credited under **"Interest Receipts – Loans and Advances (Employee) Computer Advance"**.

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Ramana kumar
13/11/2025