

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE
COPERNICUS MARG, NEW DELHI**

No:-Misc.1001/05/2018-PPC

Dated:-20.12.2019

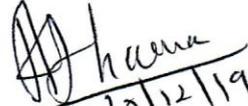
OFFICE ORDER NO: ⁴⁴³/2019-PPC

Prasar Bharati Secretariat has mandated submission of online leave applications & their processing, for its officers/employees through e-office. Despite clear instructions issued by PPC vide circular No:- Misc-1001/05/2018-PPC dated 31.10.2019, still the leave applications are being received offline in manual mode.

2. It has, now, been decided by the Competent Authority that all types of leave must be applied through e-office system only and any type of leave submitted offline by any officer/employee of Prasar Bharati Secretariat will not be considered with effect from January 1st, 2020.

3. If there is any technical difficulty in applying leave or its approval in e-office system, the concerned official/section may approach IT wing for necessary corrections/provisions in the system.

4. The controlling officers of all wings in Prasar Bharati Secretariat are requested to ensure strict compliance of above system of leave management.


(ALOK KUMAR SHARMA)
DIRECTOR (PERS)
Ph:011-23118410

To,
Notice Board
PB Secretariat, PB House

1. All officers & Employees of PB Secretariat for its strict compliance .
2. ADG(A) DG:AIR/DG:DD/DG:NSD/DG: (N & CA) with the request to ensure uploading of leave details of all officers/employees, working in PB Secretariat.
3. DDG(Tech) with the request to upload the circular in PB Website.
4. Hindi Unit for Hindi Version

Copy for information to:-

1. PS to Chariman/Staff Officer to CEO/PS to Member (F)