

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

No.: PBS (B&A)/(18-19)/CAS 1254

Dated: 9<sup>th</sup> Dec, 2019

**Subject: Updating the profile data in the e-Salary Module (CAS) by all the offices under of Prasar Bharati.**

In continuation to earlier instructions of Prasar Bharati regarding the implementation plan of e-Salary Module of Centralized Accounting Software (CAS), elaborating its phases/steps, It is further stressed that all the offices should update & correct the profile data of all officers/officials under them for making correct salary through e-Salary Module (brief benefits & features of e-Salary Modules are given in Annexure-I). This is essential as many calculations are automatic & based on selection of correct options. Thus, DDO need to select correct options otherwise default option will be chosen by module. Following details are given to clarify this issue.

- 1) HRA, Double HRA are based on type of accommodation selected & eligibility.
- 2) TPTA, Double TPTA based on admissibility & eligibility.
- 3) Super administrator at Delhi will only change the % of DA, HRA.

Thus, All DDOs of every establishment of AIR & Doordarshan are to update the profile data of all employees including IRLA officers as soon as possible and latest by 31<sup>st</sup> Dec, 2019.

Thus, AIR & Doordarshan Directorates, DD News, NSD, NABM, and Central Archives are requested to ensure the compliance by all the DDOs under their controls.

  
(Rajesh Kumar Sharma)  
Director (B&A)

1. DG: AIR/DG: DD/DG: NSD/DG: DD News/
2. ADG (NABM), ADG (Central Archive)

**Copy to:**

1. All ADGs of Prasar Bharati Secretariat, AIR and Doordarshan.
2. SO to CEO/PPS to Member(F)
3. Sh. Ripudaman Magon, M/s Allied NovaTech Pvt. Ltd. for necessary action.
4. PBS: DDG (T) with the request to upload this order on website.

**Benefits & features of e-Salary Module of Centralized Accounting Software (CAS)**

**1. Benefits of e-Salary Module**

**e-Salary** Module is part of Centralized Accounting software" (CAS), which is a fully integrated software application for Payroll, Accounting and Inventory management. The partial implementation of e-Salary module in 1<sup>st</sup> phase has been already completed for all DDOs of Delhi and Mumbai & is being rolled out for other remaining DDOs from Month of Dec, 2019. Therefore, the benefits of e-salary are illustrated below to understand the concept:

1. e-salary will make & disburse of the salary to all officers getting salary by a particular DDO in a very efficient & easy way.
2. The Salary record will be maintained securely on secured single centralized cloud platform, which can be accessed, any time. However, the authorized users of Offices, Directorates, PAOs, PB Secretariat can access to the e-Salary as per their well defined roles & access rights. As all the salary related data will available to all stakeholder in real time basis, all the time, various reports can be easily compiled & prepared for onward transmission to higher offices without disturbing the routine functioning of DDOs.
3. The analysis & monitoring of salary related data will be easy through e-Salary, which will lead to ease in expenditure reporting & budgeting of salary & arrears. Further, the e-Salary will greatly facilitate to make various reports like category/group wise incumbency/salary reports (salary data as per Category, Gender, Group, post, wing wise, state, directorate & office wise), time-to-time required by ministries.
4. At present, different offices are using different software; some are using Excel Software (desktop version system) also for salary generation. This system is having limited capabilities & data is not secure. This system also cannot provide online access to Prasar Bharati & Directorates. Thus, e-Salary will provide tools for better financial control and monitoring of financial transactions in real time. The e-Salary is user friendly software which provides multiple features, options, based on office requirements. The officials from DDOs of Delhi & Mumbai including PAO (IRLA) have been already imparted training of e-Salary & their suggestions were already incorporated in e-Salary.
5. The necessary inputs like Pay Matrix, Rates/eligibility/admissibility of allowances etc have been already incorporated in e-salary. Monthly tax calculations, deductions and filing statutory remittances (NPS, TDS, form 16 & PFMS excel sheet etc.) can be generated easily by e-Salary. Thus, Salary making will be flawless & easy process. This will further reduce the grievances of employees.

## 2. The features of e-Salary Module:

Currently, the salary and other payments are being disbursed in a much decentralized manner in the Prasar Bharati network & DDO is the basic building block to deal this work. DDOs of Delhi & Mumbai have already updated the information related to admissibility/eligibility for a particular allowance to calculate correctly the salary to all the employees under its jurisdiction. However, for clarity, the basic premises for functioning of e-Salary Module are given below:

- a) DDO has to select the Pay Level of any employee. The Basic Pay can only be selected according to Pay Level.
- b) The calculation of Majority of Allowances like DA, HRA, TPTA are rule based and done automatically based on profile of person. The change of rate of DA or HRA will be done from central position. Thus, appropriate admissibility and eligibility field are to be correctly updated by DDO in e-Salary. Thus, e-Salary will calculate the Gross, Net Pay as per direction of DDOs.
- c) In later stages Individual Employee can also access the majority of profile & salary details for transparency and reduction of grievances. The Employee can also place the request for change of some of the profile data but software will only accept this change after it is approved by DDO/HoO.
- d) There are three levels of access rights i.e. Maker, Checker (DDO) & Authorizer (HoO) for data entering, checking and authorizing.
- e) E-Salary Module works on cloud hence is accessible from anywhere anytime by any authorized user as per its access rights.
- f) Thus, all the operation & processes done for Salary Making can be checked from central place as per hierarchical order of officers/office.

  
31/12/14