No.: PBS (B&A)/ (18-19)/CAS 252   Dated: 26th Nov. 2019

Subject: Implementation of e-Salary (Payroll Module) of CAS Software in all offices of Prasar Bharati

Prasar Bharati has almost completed the implementation of 1st **Phase of e-Salary Module** of Centralized Accounting software (CAS) in all the offices of Delhi & Mumbai and the implementation of 1st phase of e-Account & e-Inventory modules has also started in all offices of Delhi and Mumbai effective from November' 2019. However, the complete implementation of e-Account and e-Inventory in all offices of Delhi Mumbai is likely to get completed by the end of December. The second phase includes remaining offices of Prasar Bharati for all three modules. In order to reduce the implementation time of 2nd phase, it has been decided to roll out the implementation of the e-Salary module in the remaining offices of AIR and Doordarshan as per details given below (applicable for DDOs other than Mumbai & Delhi):

1. For the month of Dec' 2019, all said DDOs will make salary as per the existing practice but simultaneously will also make salary through e-Salary module of CAS as part of dry run. All DDOs will report issues/deficiencies, if any, to Prasar Bharati with full details.
2. All said DOO's may be advised to ensure that before finalising the salary for the month of Dec' 2019, details of each employee pertaining to allowances and deductions/recoveries are entered correctly into the e-Salary software.
3. For the month of Jan, 2019, all said DDOs will make salary through e-Salary package only. However, projections for all employees will also be made on HRIS but both the Directorates will match & recommend release of funds (LOC) to Prasar Bharati based on e-Salary data for all DDOs.

The URL of the application is http://accounts.prasarbharati.org/PB. HoHRs of AIR and Doordarshan Directorates are required to ensure that they have created login IDs for all their respective HoOs and DDOs as detailed in the letter dated 1st July' 2019. The letter is enclosed as Annexure-I for ready reference. All HoOs and DDOs will be able to access the application through login credentials to be created by HoHRs. Both the Directorates are also requested to circulate the letter dated 16th August' 2019 (Enclosed as Annexure-II) to all HoOs and DDOs regarding new HRIS code of officers drawing salary from IRLA for reference. This application has "Online Helpdesk" icon on its homepage any assistance & clarification.

AIR and Doordarshan Directorates are requested to issue instructions to all their offices under their control accordingly and ensure compliance by them.

Encls: As Above

(Rajesh Kumar Sharma)
Director (B&A)

DG: AIR/DG: DD/DG: NSD/DG: DD News/ADG (NABM)/ADG (Archives)

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

For upload 26/11/19

No.: PBS (B&A)/(18-19)/CAS / 215?   Dated: 1st July, 2019

Subject: Creation of login IDs & Passwords for Admin Heads for implementation of Centralized Accounting Software (CAS) in network of Prasar Bharati.
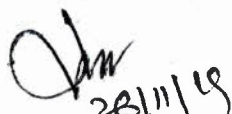
As you are aware that Prasar Bharati is implementing a "**Centralized Accounting software" (CAS),** which is a fully integrated application for Payroll, Accounting and Inventory management. The application is being implemented by M/s Allied NovaTech Pvt. Ltd., Chandigarh. The application has three distinct modules namely Payroll, Accounting and Inventory. The application will be implemented in two phases with the 1st phase being implemented in all AIR and Doordarshan offices of Delhi and Mumbai only and in the 2nd phase remaining offices of AIR and Doordarshan would be included.

While the accounting and inventory modules are still being customized as per the requirements of Prasar Bharati, the customization of payroll module has nearly been completed and it has been decided to request all DDOs of Delhi and Mumbai to fill requisite data into the system which should facilitate preparation of salary for officials under the concerned DDOs. The URL of the application is http://accounts.prasarbharati.org/PB. The application can be best used with Internet Explorer (IE) 10.0+ browser.

The access to the application is role based. Each employee/user (irrespective of its role) will have access to the application with his/her **HRIS code as the login ID and date of birth (in DDMMYY format) as the default password** (this will be known as Login ID Policy) . The user should change its pass word after 1st login for safety. The login Ids of the Admin Heads (also known as **HoHR**) has been already created for the all Directorates, NABM & PB Archives as per letter No PBS(B&A)/(18-19)/CAS dated 20.06.19.

Therefore all the HoHRs, Head of offices (HoOs) & DDOs are requested to initiate the activities as per below mentioned steps:

1. The HoHRs are required to create the login IDs of all the Head of the office (HoO) under their control starting from HoOs of Delhi & Mumbai. *For example, HoHR of DG: DD will be required to create login IDs and Passwords as per the policy given above for all HoOs of various Doordarshan units under its control.*

2/4

Public Broadcast...
Prasar Bharati Secretariat
Bharati House, Copernicus Marg
New Delhi-110001

No.: PBS (B&A)/(18-19)/CAS/833   Dated: 16th Aug, 2019

Subject: New HRIS Codes for the Officers getting Salary from PAO (IRLA) Delhi for Centralized Accounting Software (CAS).

As you are aware that Prasar Bharati is implementing a "**Centralized Accounting Software" (CAS)** for Payroll, Accounting and Inventory management and the e-Salary module of the solution is under implementation and is scheduled to be rolled out during August' 2019.

During the implementation of e-Salary module in Delhi and Mumbai, PAO (IRLA) has reported that all IRLA officers are allocated unique four/five-digit IRLA numbers. Further, PAO (IRLA) has divided all officers in three sections namely C1, C2 and C3 with each section handling salary related matters of group of IRLA officers. Accordingly, PAO IRLA has expressed desire that CAS may be customized to have similar grouping for ease of migration to new system.

Thus, to resolve this issue, it has been decided after meeting with ADG (A) & ADG (IT) of PBS that HRIS IDs of IRLA Officers will be modified as per the policy mentioned below:

The New HRIS Code of any IRLA Officer will comprise of IRLA Number with prefix 90 in case of five digit IRLA number and prefix 900 for four digit IRLA numbers. For example, the new HRIS ID of any IRLA Officer having IRLA Number 15114 will be 9015114 and for officer having IRLA number as 1470, new HRIS ID will be 9001470.

Thus, All Heads of offices under Prasar Bharati are requested to make a note of this change of HRIS IDs for all officers drawing salary from PAO IRLA and are also requested to make necessary urgent updates in HRIS, e-Office and other applications. These changes are already effected in e-Salary module of CAS.

This is issued with the approval of Member (F).

16.8-20

(C.K. Jain)
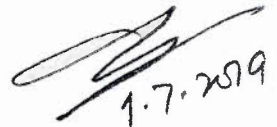Dy. Director General (Fin)

1. ADG (Admin & Central Archives), PBS/ADG(IT), PBS/ADG (A), DG: DD/ADG (A), DG: AIR
2. ADG (NABM)/Chief Engineer (CCW)
3. PAO (IRLA), New Delhi

26/11/19

4|4

...will further create logins for the ... ... _respective offices_

4. DDO can further create login IDs for Dealing Persons, making salary. Any DDO can create multiple Dealing persons as per his convenience.

5. This software works on the concept of Maker, Checker and Authorizer. The HoO is Authorizer, DDO is Checker and Dealing Assistant is Maker. All the Roles & their corresponding software-access rights are clearly defined in the software (refer to Annexure-I). Thus, it is essential that every HoHR, HoO, DDO & Maker refer to attached Manual (Annexure-II) & understand their roles related to salary making procedure, treatment of deductions, loans, advance & recoveries.

6. However, another kind of role known as Manager is also given to head of the Engineering (HoE), head of the Program (HoP) for only Monitoring purpose and to create better understanding of software in organization.

In case of any issues/feedback, please write email to **support@nscspl.in** with a copy to **helpdeskpbcas@gmail.com**. The support staff can also be contacted on the Mobiles **9599952434 (Sh. Sarvesh Mishra)** & **8239384052(Sh. Satish Kumar)**.

Enclosure: As mentioned

1.7.2019

(C.K. Jain)
Dy. Director General (F)

1. Col Vijay Kumar Shad, DDG(A), DG:AIR
2. Lt. Col. Kalyan Das, DDG (A), DG:DD
3. Sh. Vivek Kumar Gaur, Director (News) NSD:AIR
4. Sh. R. A. Warsi, DDG (CA), Archives
5. Sh. Anil Kumar Gupta, Deputy Director, NABM
6. Sh. Adhar Charan, Deputy Director, DD News

Copy to:
1. ADG(A),ADG(F): DG:DD/ADG(A),ADG(F): DG:AIR
2. ADG (A),ADG (HR)/ADG(B&A)/ADG(IT)/ADG(F), PBS
3. SO to CEO/PS to M(F)
4. M/s Allied NovaTech Pvt. Ltd. (by name Sh. Ripudaman Magon) for ensuring smooth rollout of Payroll module of CAS software.
5. DDG(T) with the request to upload for compliance by all concerned.

Copy to:

1. DG, AIR/DG, DD
2. ADG (HR)/ADG (B&A)
3. SO to CEO/PPS to Member (F)
4. M/s Allied NovaTech Pvt. Ltd. (by name Sh. Ripudaman Magon) for necessary arrangements.
5. PBS: DDG (T) with the request to upload this order on website for compliance by all field units