

Prasar Bharati  
(India's public broadcaster)  
PRASAR BHARATI SECRETARIAT  
PRASAR BHARTI HOUSE, COPERNICUS MARG  
New Delhi-11

No.: PBS (B&A)/ (18-19)/CAS/226  
2019

Dated: 25<sup>th</sup> July,

**MINUTES OF MEETING**

**Subject: Minutes of 1<sup>st</sup> High Level Committee meeting held on 05-07-2019 related to Centralized Accounting Software (Payroll, Inventory and Accounting module).**

The main agenda of the meeting was to deliberate about the progress review & issues related to 'Centralized Accounting Software (CAS)'. The meeting started at 13:00Hrs with the brief introduction by DDG (F) about the Centralized Accounting Software (Payroll, Inventory & Accounting Module). Sh Ripudaman from M/s Allied Novatech Pvt. Ltd. gave presentation on Payroll & Accounting Modules. He intimated that inventory module is not yet ready. He explained the progress in the customization of modules & time lines for related mile stones. The points which emerged from discussion/meetings are as:

1. The need of freezing the time line for completion of SRS of Inventory & Account Modules and activities afterward was again emphasized and M/s Allied Nova Tech was asked to provide the firm time lines for completion of project according to phases in consultation with Module Heads. Firm intimated that they will be ready with inventory Module by the end of July, 19 but firm was asked to expedite the process and incorporate the best practices related to inventory in the module instead of replicating the old practices of store system. Firm also told that as Gem is not sharing the API thus CAS cannot directly interact with GeM software.

[All Module Heads, M/s Allied Nova Tech]

2. CEO desired that data base of e-office & CAS should be common but ADG (IT) intimated that implementation of both the softwares are being done independently and mechanism to synchronization of database is to be discussed with NIC. Moreover, there is a time gap between complete roll out of both the software. Hence, efforts in this direction will be started after once both software starts functioning properly. However, it was explained that base data for both software was taken from HRIS software only. As e-office deals with purely

ec... & administration matters, hence... control the related masters & as CAS deals with finance matters thus, CAS software should maintain the Masters of finance.

[ADG (IT): PBS]

3. Sh Ripudaman intimated that salary data of 10 nos of stations (around 2100 employees) have been entered by his firm but they faced problems as the pay bills were not having the HRIS code of the employees, which is now the unique key for identifying any employees in network. He explained that 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 login IDs of the Admin Heads (also known as HoHR) has been already created for both Directorates, NABM & PB Archives. The HoHRs are to create the login IDs of all the Head of the office (HoO) under their control starting from HoOs of Delhi & Mumbai. All HoOs will further create logins for the DDOs of their respective offices & DDO can further create login IDs for Dealing Persons, making salary. It was emphasized that screens & dashboards should be user friendly. The software should provide all kind of reporting & relevant consolidated information. The training session in this regard has been planned already.

[All Module Heads]

4. Member (F) desired that Payroll Module should be tested (dry run) by DDOs of Delhi & Mumbai for the Month of July, 19 and they should actual generate salary of Aug, 2019 through e-HR only. The DDO wise cash requirement for salary disbursement should be started from Month of Sept, 19. He also emphasized that the description should be clear & software should be menu driven to avoid confusion in account & inventory module. He asked for clarity in the roles at field, Directorate & Secretariat level. It was explained that vendor registration of Account Module will be done at centralization level to eliminate the requirement for filling full data and it will also eliminate the ghost vendors.

[ADG (A): PBS, ADG (B&A): PBS, M/s Allied Nova Tech]

5. CEO desired that once all the relevant & required information has been entered & locked in Pay roll Module of CAS software than Salary should be disbursed centrally from Delhi as happening in the many government as well as most of the private organization world over. Sh. Ripudaman explained that software can work in real time and is

capable to disburse salary in centralized manner. Finance wing explained that currently the role of DDO is central for all the payment & receipt related works. However, CEO directed that all the gaps to achieve central disbursement of salary should be sorted out & direct salary disbursement system to employees should start from Jan, 2020.

[ADG (A): PBS, ADG (B&A): PBS, M/s Allied Nova Tech]

6. CEO desired that CAS software should be capable to provide
  - a. All required revenue details & expenditure reports.
  - b. All the assets should be given the numbering codes & software should also give the location of item/asset.
  - c. Software should provide a control point that whether all DDOs are procuring the items through GeM only?

She Ripudaman confirmed the availability of all above provisions in CAS software. He also explained that CAS will capture the mode of tender/procurement during the Purchase order & then in the expense voucher. Thus, DDO can be monitored & enforced.

[ADG (F): PBS, ADG (B&A): PBS, M/s Allied Nova Tech]

7. She Ripudaman explained that any payment which organization has to borne should be logged into system for auto generation of expenditure, asset, stock, bills, GST, account reports. He also told that firm is testing the interface for cheque printing through CAS software. It was discussed that this will enable the organization to monitor/mould the pattern & flow of expenditure for more productive works. This will also reduce great burden of monitoring & reporting from the field units and time/manpower will be able to focus on their core activities.

[ADG (E&A): PBS, ADG (F): DG: AIR/DD, M/s Allied Novatech]

8. CEO desired that working procedures should be simplified and focus should be to make office paperless. He further emphasized that this is high time to weed out obsolete procedures and practices, and same should be brought to the notice of committee to take decision. CEO also desired the need of complete migration in time bound manner towards digital payment and complete ban of cheques.

[ADG (F): DG AIR, ADG (F): DGDD, ADG (B&A): PBS]

9. Member (F) enquired about the details of the audit trails & security audit in CAS software. Firm explained that there is a provision of audit trails and ADG (IT) intimated that security audit process will be initiated after completion of customized process of CAS.

[ADG (IT), M/s Allied Nova Tech]

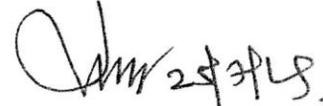
10. Member (F) desired that availability of IT equipment to all the DDOs for successful execution/implementation of CAS should be ensured. Member (F) also desired to make a configuration team to incorporate the changes suggested during the implementation & accordingly estimate the Manpower & equipment required considering the future requirement. This team will be responsible for the subsequent changes in the Masters & addition of items etc. Firm requested PB to provide them format of all kind of Purchase order, Sale orders/ vouchers & Reports. They also asked for the all kind of sale, purchase items dealt in whole network & their treatment/behaviors in account.

[ADG (F): PBS/DG: AIR/DD]

11. CEO emphasized to keep interacting with the both the directorates, DD News, AIR News, NABM & Central Archives for early implementation. DDG (F) intimated that both the directorates and other verticals are in loop & in fact most of the members of module teams are from outside of PBS.

[All Module Head]

*The list of members, attended the meeting is listed as Annexure-I.*



(Rajesh Kr. Sharma)  
Dy. Director (B&A)

ADG(A):PBS, ADG(F): AIR/DG

**Copy to:**

1. DG: AIR/DG: DD/DG: NSD/DG: DD News
2. ADG (NABM), ADG (Central Archive)
3. All ADGs of Prasar Bharati Secretariat
4. All ADGs of AIR and Doordarshan
5. SO to CEO/PPS to Member(F)
6. M/s Allied NovaTech Pvt. Ltd. (by name Sh. Ripudaman Magon) for necessary arrangements.
7. PBS: DDG (T) with the request to upload this order on website



## ANNEXURE -I

1. Chief Executive Officer Prasar Bharti
2. Member(F) Prasar Bharti
3. Sh. Sakesh Prasad Singh, ADG(B&A),PBS
4. Sh. Shankar Dhar, ADG(F),PBS & DG:DD,
5. Smt Kalpana Singh, ADG(F), DG:AIR
6. Sh. Avinash Agarwal , ADG(IT), PBS
7. Sh. Dinesh Mahaur, ADG(A), PBS
8. Sh. C.K. Jain, DDG(F), PBS
9. Sh. Rajesh Ojha, DD(AP & Tax), PBS
10. Sh. Rajesh Kumar Sharma, DD(B&A) & CAS Team Coordinator , PBS'
11. Sh Inderjeet Singh, M/s Allied Nova Tech. Chandigarh
12. Sh Ripudaman, M/s Natural Software, Jaipur