No. PBS (B&A)/ (18-19)/CAS/   Date: 03.01.2019

OM NO.-01/2018-19/CAS

Subject: Entering of the HRIS Code of individual employee in the Payroll software for porting salary data in to Common Accounting Software in all units/offices of Prasar Bharati.

At present, Payroll software developed (Desktop based) by IT Cell of AIR is being used in most of the field units of the AIR and few units of Doordarshan. However, many units of both AIR & DD are also using different software for payroll related activities. Prasar Bharati has already planned to migrate to integrated software to cater to the needs of organization effectively especially in areas like Payroll, Inventory management & accounting system. Hence, smooth transition from isolated & fragmented system to centralized-efficient and uniform single is essential for whole network. Thus, for smooth collection of payroll-data of payroll system is essentially required.

The first step in this direction is; the linking of individual employee's payroll-data with HRIS Code as mentioned in HRIS Software. This HRIS Code will act as unique key for individual employee in the centralized data base of New Software. However, as explained above, there are two situations possible according to the kind of software used by individual office for salary making.

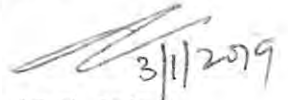1. **Offices (using Payroll software made by IT Cell (AIR)):**
    Such offices are required to enter the HRIS Code of individual employees on their payroll-software (which is currently mostly left empty) before making the salary of office for Month Jan, 2019.

2. **Offices(which are not using Payroll software made by IT Cell (AIR)):**
    Such offices are to devise means to link HRIS Code of individual employees positively on their local software before making the salary of office for Month Jan, 2019.For example
    a. in case, if option available in their software to add extra field than station should create field for HRIS code and then enter HRIS code for all its employees in its Payroll-software.
    b. in case, if option not available in their software to add extra field than station may use one of existing but less critical field to be used as HRIS code field and then enter HRIS code of all its employees in its Payroll-software (like renaming field 'Local-code' as 'HRIS code' field).

It is also further requested that all Stations should fill the all data of employees on HRIS software to minimize the correction at later stages. In case of any query/suggestion, kindly write Project-Coordination team on email pbacsoftwaredivision@gmail.com.

3/1/2019

(C.K. Jain)
DDG (F)

DG: AIR/DD/NSD/DDN

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