

Prasar Bharati
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
IT Division
Akashvani Bhawan, Sansad Marg, New Delhi – 110001

No. IT-HRIS/1/2019-IT Division

Date : 10-01-2020

CIRCULAR

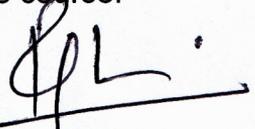
Subject : **Data of employees for configuration in eOffice**

This is in continuation to this office circular of even No. dated 20-11-2019 (copy enclosed for ready reference), wherein all Stations / Kendras of All India Radio and Doordarshan in Prasar Bharati Network were requested to submit the data of employees On-Line in HRIS (eOffice Configuration Module) for configuration in eOffice. The complete procedure for entering data On-Line in HRIS had already been explained in the above mentioned circular.

It is seen that only a few Stations / Kendras have submitted the required data of employees in HRIS. Further, the submitted data is also not as per the required structure and the attached guidelines. **All the Stations of All India Radio and Doordarshan network are again requested to submit / review & submit the data of employees On-Line in HRIS (eOffice Configuration Module) so the eOffice can be configured and implemented at their stations, at the earliest.** The detailed guidelines / structure for submitting data has been elaborated and again explained in the attached Annexure-I, II & III. Those stations where eOffice has already been implemented are not required to submit the aforesaid data again.

Also, separate guidelines will be issued for CCW Offices, in due course.

Encl : As above

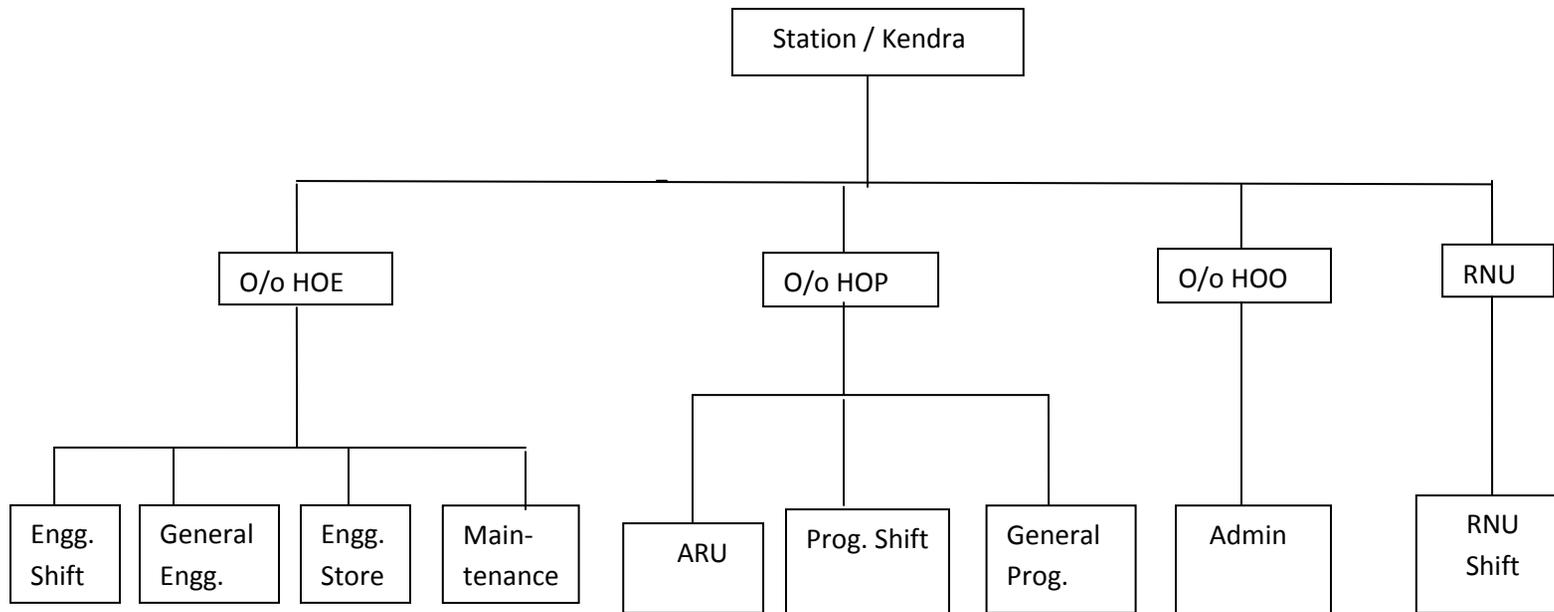

(R.P. JOSHI)
Dy. Director General (E) (IT)

To

All the Stations / Kendras of
All India Radio / Doordarshan
(Except CCW Offices)
(Through Prasar Bharati Website / Prasar Net / eOffice KMS)

SECTIONS / UNITS FOR STATIONS AND KENDRAS (Except CCW & Zonal Office)

S.No.	Section Name
1	O/o HOE
2	Engg. Shift
3	General Engg.
4	Engg. Store
5	Maintenance
6	O/o HOP
7	ARU
8	Prog. Shift
9	General Prog.
10	O/o HOO
11	Admin
12	RNU
13	RNU Shift



Guidelines / Structure for submitting Data for eOffice in HRIS (Except CCW offices)

ENGINEERING			
S.No.	Name of Unit / Section	Weekly Off Assigned	Employees covered under the Unit / Section
1	O/o HOE	Saturday & Sunday	(i) Head of Engineering (ii) Dy. Director General (Engg.) (iii) Director (Engg.) (iv) Dy. Director (Engg.) (v) Asstt. Director (Engg.) (vi) Assistant Engineer (vii) PS / PA of above officers <i>Except those Officers who are covered under Engg. Shift & Incharge of Engg. Store</i>
FOR REMAINING ENGG. EMPLOYEES			
2	Engg. Shift	Variable Weekly Off	Employees working in Shift Duty (<i>including A.E. working in Shift Duty</i>) and are having Variable Weekly Off.
3	Engg. Store	Saturday & Sunday	(i) Incharge of Engg. Store (ADE / AE Level) (ii) Employees working in Engg. Store.
4	Maintenance	Sunday	Employees working in Engg. Maintenance and are having Sunday Weekly Off.
5	General Engg.	Saturday & Sunday	Other Engg. Employees not covered in the Units / Sections from S.Nos. (1) to (4) above.

PROGRAMME			
S.No.	Name of Unit / Section	Weekly Off Assigned	Employees covered under the Unit / Section
1	O/o HOP	Saturday & Sunday	(i) Head of Programme (ii) Dy. Director General (Prog.) (iii) Dy. Director (Prog.) (iv) Asstt. Director (Prog.) (v) Programme Executive (vi) PS / PA of above officers <i>Except those Officers who are covered under Prog. Shift</i>
FOR REMAINING PROG. EMPLOYEES			
2	ARU	Saturday & Sunday	(i) ARO (ii) PS / PA to ARO
3	Prog. Shift	Variable Weekly Off	Employees working in Shift Duty (<i>including PEX working in Shift Duty</i>) and are having Variable Weekly Off.
4	General Prog.	Saturday & Sunday	Other Prog. Employees not covered in the Units / Sections from S.Nos. (1) to (3) above.

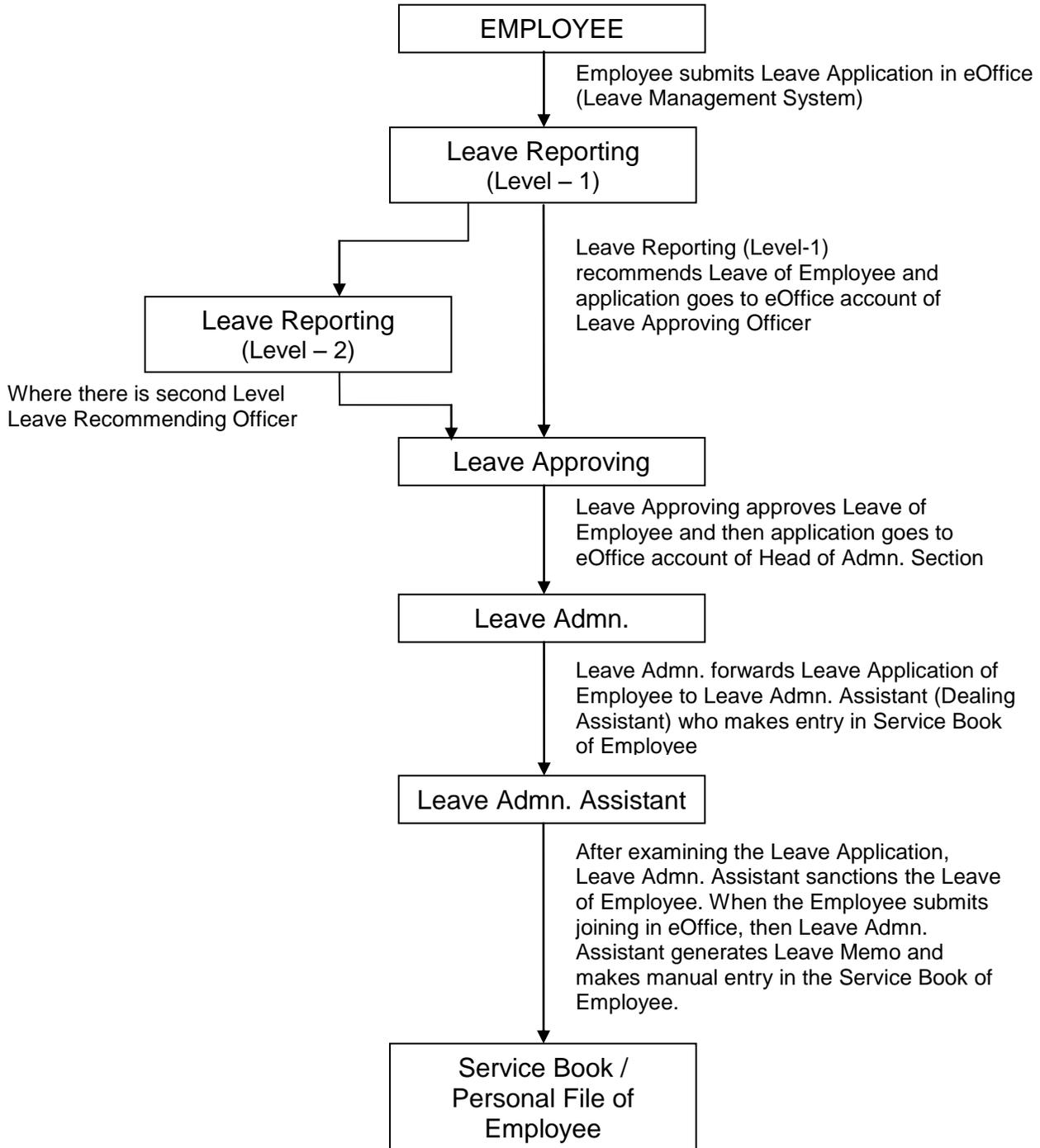
<u>RNU (NEWS WING)</u>			
S.No.	Name of Unit / Section	Weekly Off Assigned	Employees covered under the Unit / Section
1	RNU WING	Saturday & Sunday	(i) Head of RNU (ii) Director (News) (iii) Dy. Director (News) (iv) Asstt. Director (News) (v) PS / PA of above officers <i>Except those Officers who are covered under RNU Shift</i>
FOR REMAINING RNU EMPLOYEES			
2	RNU Shift	Variable Weekly Off	Employees working in Shift Duty (<i>including DD (News) / AD(News) working in Shift Duty</i>) and are having Variable Weekly Off.

<u>Administration & Accounts</u>			
S.No.	Name of Unit / Section	Weekly Off Assigned	Employees covered under the Unit / Section
1	O/o HOO	Saturday & Sunday	(i) Head of Office (ii) PS / PA to HOO
FOR REMAINING ADMN. & ACCOUNTS EMPLOYEES			
2	Admn. Wing	Saturday & Sunday	All Admn. & Accounts Employees not covered in the Units / Sections at S.No. (1) above.

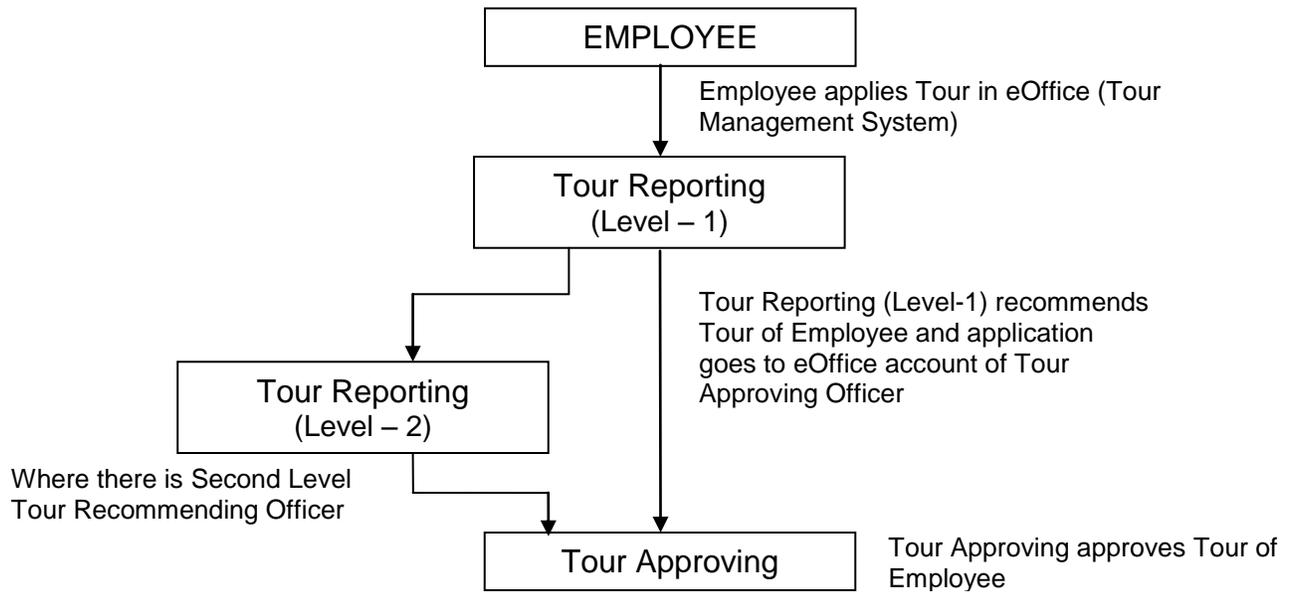
NOTE

- (1) Data of employees in HRIS for eOffice configuration should be filled with due care and as per above mentioned structure.
- (2) If an officer is holding two portfolios, appropriate section may be selected. If an HOE / HOP is also HOO, then his / her section may be selected as O/o HOE, O/o HOO OR O/o HOP, O/o HOO, as the case may be.
- (3) Leave / Tour Workflows of an individual officer / employee are explained in Annexure-III.

LEAVE WORKFLOW OF AN EMPLOYEE IN eOffice



TOUR WORKFLOW OF AN EMPLOYEE IN eOffice



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IT division
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CIRCULAR

Date: 20th Nov, 2019

As informed earlier, eOffice suite from NIC is being implemented across all the offices of Prasar Bharati in a phased manner. NABM, DD News, Prasar Bharati Secretariat, O/o ADG (E) (NZ), AIR Delhi, News Service Division Delhi, DG:DD, AIR Central Store, DG: AIR have already started using it

The eOffice suite has been hosted at <https://eoffice.prasarbharati.gov.in>. The access credentials are the same as that of the official email under prasarbharati.gov.in@gov.in domain i.e. login is the email id and password is the same used for the official email id.

Approximately 21000 emails have been created under prasarbharati.gov.in domain. All those officers who have been allotted email id, are requested to login to the eOffice portal and get familiar with this application. Even if, eOffice has not been configured for a particular station/office, still employees having email id, can login and use the basic features such as knowledge management system (KMS), Directory, Employee Search etc. The Circular/Office orders, issued through Prasar Bharati Secretariat, DD are also available under KMS, subsequently, orders issued by AIR Directorate/Stations will also be made available. Users are requested to login & update their profile in eOffice by selecting EMD details Tab on the left panel. Telephone numbers & addresses may be updated so that it is reflected in the Telephone directory. As stated earlier, eOffice is being implemented in phased manner, once it is configured all the features such as eFile, eTour, eLeave will also be available. Till such time it is configured for your office, you may carry out practice on by logging into <https://handsoneoffice.porasarbharati.org> for actual look and feel. This facility can also be accessed by all the officials of Prasar Bharati using login ids as circulated by circular No 4(3)/2019/IT/PBS.

For configuration of eOffice for an office, complete details of all the officials working in that office is required For the configuration of eOffice, each employee need to be configured with Leave Reporting officer, Leave Controlling Officer, Leave Approving officer, Leave Admin and Leave Dealing assistant for e Leave configuration .Similarly each employees need to be configured with Tour Reporting officer, Tour Controlling Officer, Tour Approving officer for e Tour configuration .His/Her Post and Section in which he is working also need to be configured.

For collection of all these details, a sub module has been created in HRIS as eOffice Data Configuration. The data mentioned in the above paragraph can be entered in HRIS accordingly. The data entered will be utilized in Data porting/configuration into eOffice.

CEO, PB desires that eOffice should be rolled out for all the offices of Prasar Bharati Network at the earliest. It is requested that the above information may be submitted at the earliest through HRIS.


(J B Roy)
20/11/2019
ADE (IT).

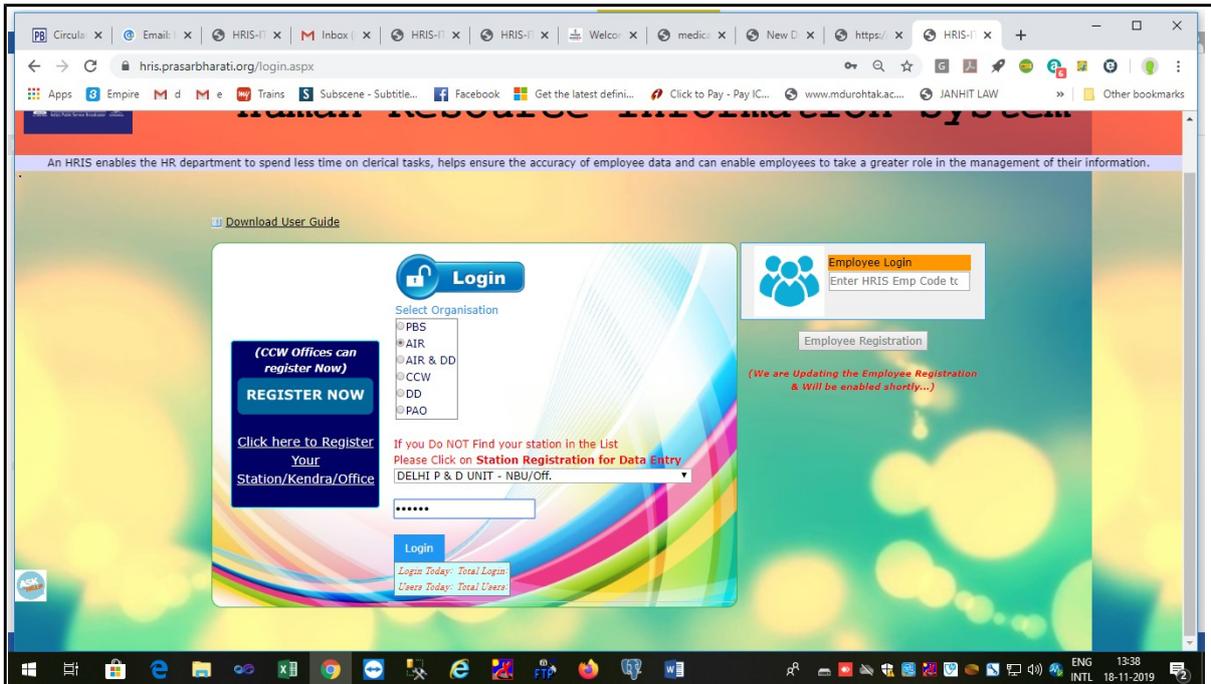
(JB Roy)

AD(IT)

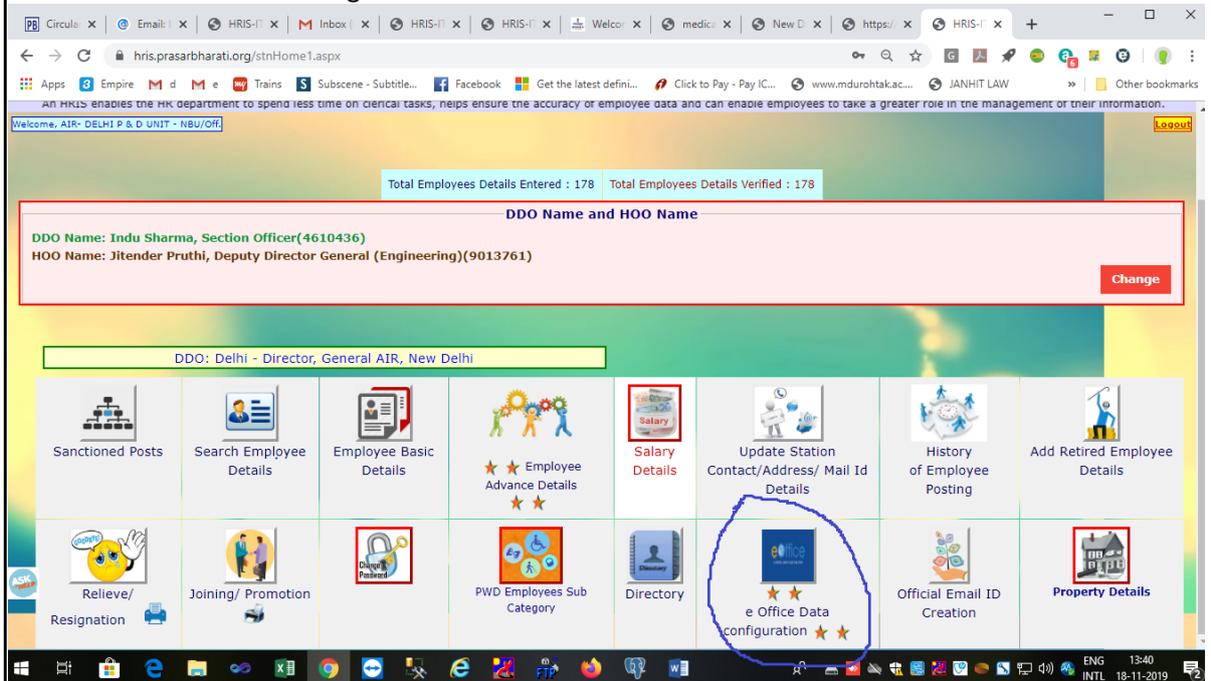
e-Office configuration Manual

Keywords:	
Designation:	Employee Designation in which he is appointed /promoted. To be selected from drop-down list.
Section Name:	Name of the Section / Wing of the Office where employee / officer is posted (Additional Charge, if any, may also be indicated.
Post Held:	Post of Employee for which he is working
Leave Reporting (level 1):	Name of Officer to whom the employee submits his Leave Application. To be kept blank in case of single level Approving authority such as PAs
Leave Reporting (level 2):	Name of Officer who forwards the Leave Application of the employee. (Where employee has 3 levels in his / her leave workflow). To be kept blank in case of single level Approving authority such as PAs
Leave Approving:	Name of Officer who approves the Leave of the employee
Leave Dealing Assistant:	Name of the Dealing Assistant (LDC / UDC / Any Other) who maintains the Personal File of the Employee.
Leave Admin :	The officer who issues the leave Mamo. Name of the S.O. / Head Clerk / Any Other, to whom the Dealing Assistant (LDC / UDC / Any Other) as mentioned as Leave Dealing Assistant Reports.
Remark:	If any
Tour Reporting (level 1):	Name of Officer to whom the employee submits his Tour Proposal.
Tour Reporting (level 2):	Name of Officer who forwards the Tour Proposal of the employee. (Where employee has 3 levels in his / her tour workflow)
Tour Approving:	Name of Officer who approves the Tour of the employee.

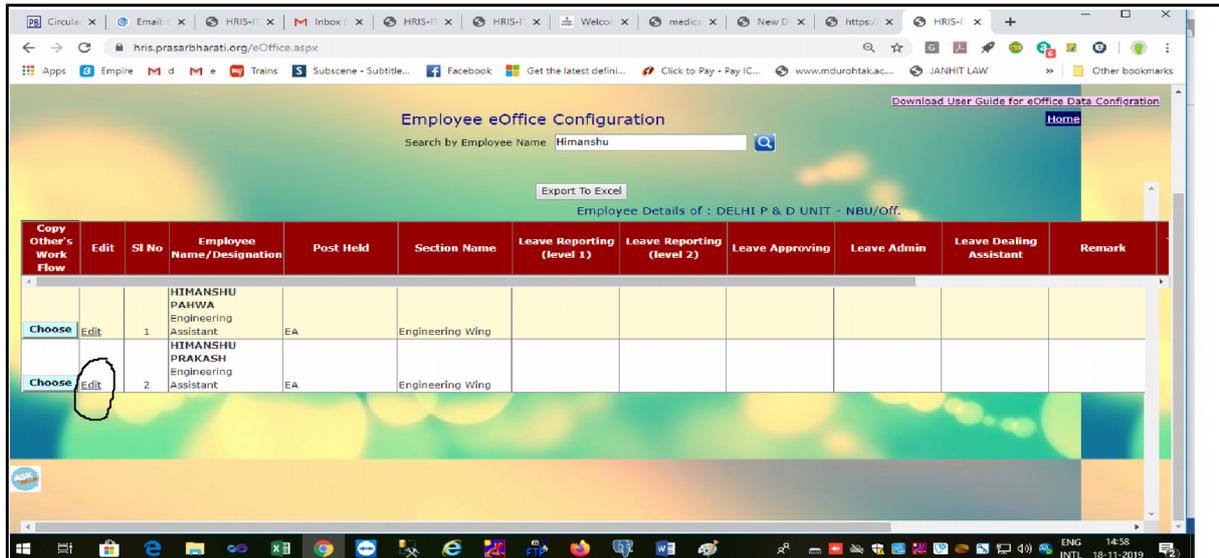
Steps:
Illustration: 1. Go to e-Office Configuration in HRIS Application by Station login.



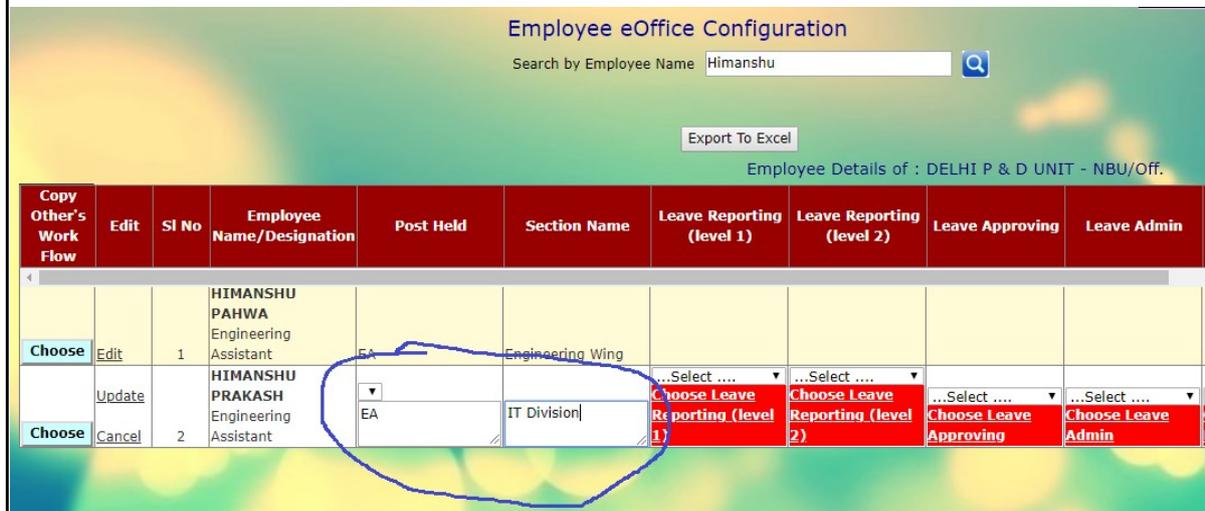
2. Choose eOffice Data configuration



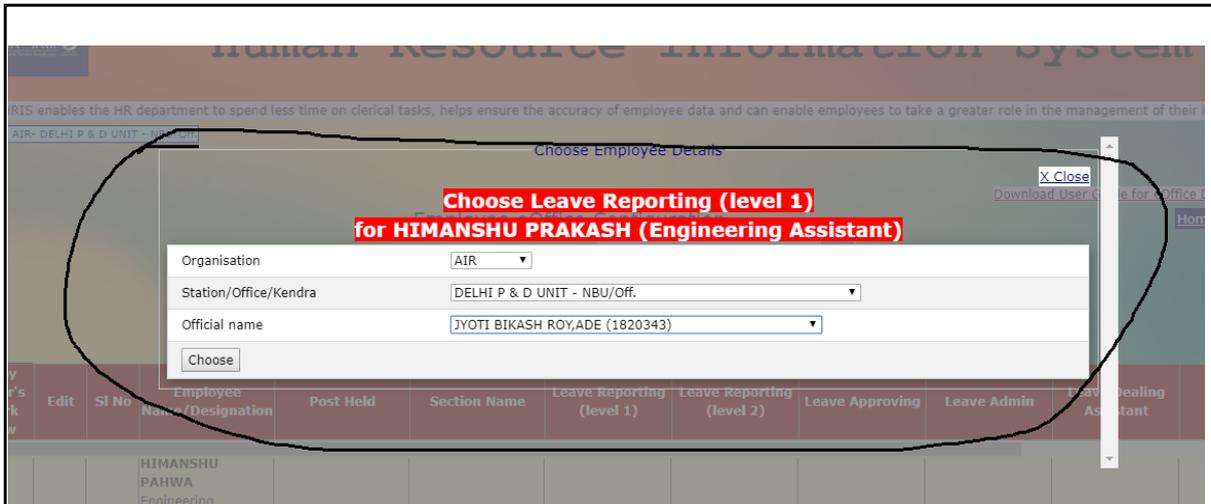
3. Fill up the data for employees, Search the employee and click edit button



4. Post and Section are prefilled based on designation of employee. That may be modified in accordance with current posting of the employee.



5. All the above mentioned concerned officer for an employee can be chosen from the respective drop-down list.



6. The Employee details will be saved as

Employee Details of : DELHI P & D UNIT - NBU/Off.

Sl No	Employee Name/Designation	Post Held	Section Name	Leave Reporting (level 1)	Leave Reporting (level 2)	Leave Approving	Leave Admin	Leave Dealing Assistant	Remark	Tour Reporting (level 1)	Tour Reporting (level 2)	Tour Approving
1	HIMANSHU PAHWA Engineering Assistant	EA	Engineering Wing									
2	HIMANSHU PRAKASH Engineering Assistant	EA	IT Division	JYOTI BIKASH ROY		RAJENDRA PRASAD JOSHI	CHANDER RAM MEENA	PRABHA TOPPO		JYOTI BIKASH ROY	RAJENDRA PRASAD JOSHI	AVINASH AGARWAL

7. If one's work flow need to copied to others then Click **Choose Copy other's workflow**

Copy Other's Work Flow	Edit	Sl No	Employee Name/Designation	Post Held	Section Name	Leave (le
Choose	Edit	1	RAJESH KUMAR VASHISHTHA Director(Engineering)	DIRECTOR (E)	Engineering Wing	
Choose	Edit	2	SHEELA VASHISHTA Assistant Engineer	AE	Engineering Wing	
Choose	Edit	3	ASHISH KUMAR Engineering Assistant	EA	Engineering Wing	

8. Choose the employee of which workflow need to be copied

Employee e-Leave Management

Download Us

Edit Selected Employee Details

Copy Other's Work Flow for ASHISH KUMAR (Engineering Assistant)

From: HIMANSHU PRAKASH,EA (1600501) ▼

Remarks (if any):

No	Employee Name/Designation	Post Held	Section Name	Leave Reporting (level 1)	Leave Reporting (level 2)	Leave Approving	Leave Admin	Leave Dealing Assistant	Remark
	RAJESH KUMAR								

9. His/her workflow will be copied as

Choose	2	SHEELA VASHISHTA	Assistant Engineer	EA	Engineering Wing														
Choose	3	ASHISH KUMAR	Engineering Assistant	EA	IT Division	JYOTI BIKASH ROY	RAJENDRA PRASAD JOSHI	CHANDER RAM MEENA	PRABHA TOPPO	Scopied from HIMANSHU PRAKASH,EA (1600501)	JYOTI BIKASH ROY	RAJENDRA PRASAD JOSHI	AVINASH AGARWAL						