

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

No. 4(15)/IT/2019

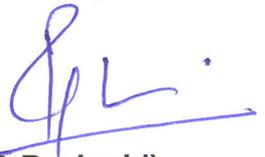
Date: 28th Jan, 2020

CIRCULAR

Sub: Procedure for changes in eOffice configuration after new posting/transfer.

eOffice has now being started in many offices in Delhi and other places. In eOffice, there is a provision for local administration who can make the changes in the work flow of the employee and assign different roles. Presently, this work is being done by the IT Division as local staff is yet to be trained for these tasks.

For making necessary changes in eOffice data/configuration, eOffice team of IT Division need information about date of joining and other details such as promotion date, reporting officer, leave workflow etc, at new place of posting. To enable the changes in eOffice, transferred officers are requested to send their requirements to change the eOffice configuration as per the attached form. The concerned individual can send duly filled form through their official email to **eoffice@prasarbharati.gov.in**. Correct and accurate data is required to be filled as posting history of the officer is being built by the system in eOffice.


(R.P. Joshi)
DDG(IT)

To:-

All the officers of Prasar Bharati through PrasarNet, eOffice KMS.

Copy for kind information:-

ADG(IT&PP), Prasar Bharati Sectt.

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Performa for Transfer of Employee, within station/ other station in eOffice:-

- A. Full Name: B. HRIS Code:.....
- C. Designation:D. Mobile No:.....
- E. Email ID:.....
- F. From Station/Section:.....To Station/Section.....
- G. Name of PA/PS (if to be continued on change of posting).....
- H. Transfer Order No.....I Transfer Order Date.....
- J. Relieving Date (Prev. Stn./Sec.).....
- K. Joining Date (Current Stn./Sec.).....
- L. Working in Shift Duty (Yes/No).....
- M. Post held at new station/Section.....

N. Leave Work Flow-

Leave work flow Level	Name	Employee Code
Leave Reporting Officer Level 1		
Leave Reporting Officer Level 2 (If any)		
Leave Approving Officer		
Leave Admin(SO/Sr.A.O. etc)		
Leave Dealing Assistant		

O. Tour Work Flow-

Tour Work Flow Level	Name	Employee Code
Leave Reporting Officer Level 1		
Leave Reporting Officer Level 2 (If any)		
Tour Approving Officer		

I hereby declare that all the above information is true and correct, to the best of my knowledge and belief.

Signature of Officer:

Name:

Signature of HOO/Controlling Officer

Name:

Office address:

1. (Kindly attach a self attested copy of order issued by office and details should matched with HRIS)
2. Employee Code can be searched using Directory Search at eoffice Home page.

**** Note: The signed copy of this Performa should be scanned and send to eoffice@prasarbharati.gov.in from official Email id of the controlling officer.**