



**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL: ALL INDIA RADIO
(SCOR SECTION)**

No.-7/1/2019-Scor-Cir./

Dated 25.02.2019

Subject: Creation of Association Name field in HRIS.

In order to complete the process of recognition / re-verification of service Associations of All India Radio and Doordarshan, all Heads of Offices/DDOs of All India Radio and Doordarshan are herewith informed that names of applicant Associations have been created in HRIS. After obtaining the undertaking from members in favour of Association, Heads of Offices/DDOs should enter names of Association against each employee. The following procedure may be adopted for this purpose:-

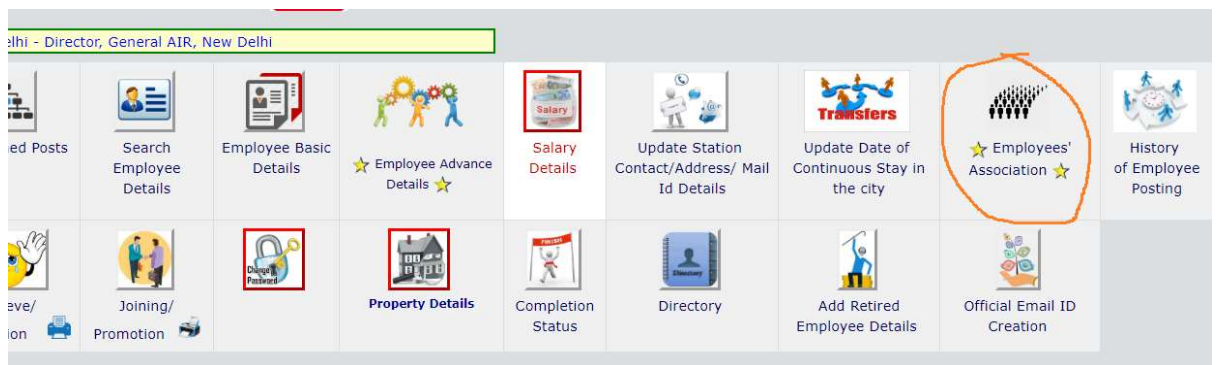
- 1) After logging in the HRIS portal, click on **Employees' Association** Tab of the Home Page.
 - 2) Click on **Enter Association Name** to enter/update Association Name for each employee from the drop down menu. "User guide" in this regard is available online.
2. This is for information and strict compliance.
Encl: A copy of Instruction.

**(Ramesh Kumar Negi)
Dy. Director Admn.(Scor)
for Director General**

1. All Heads of Offices /DDOs of All India Radio.
2. DDG(A), Doordarshan Directorate with a request to circulate these instructions accordingly to Doordarshan Kendras.
3. DDA(Personal), Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, New Delhi.
4. DDA(Welfare), DG:AIR, New Delhi.
5. PS to ADG(A), Prasar Bharati Secretariat, Prasar Bharati House, Copernicus Marg, New Delhi.

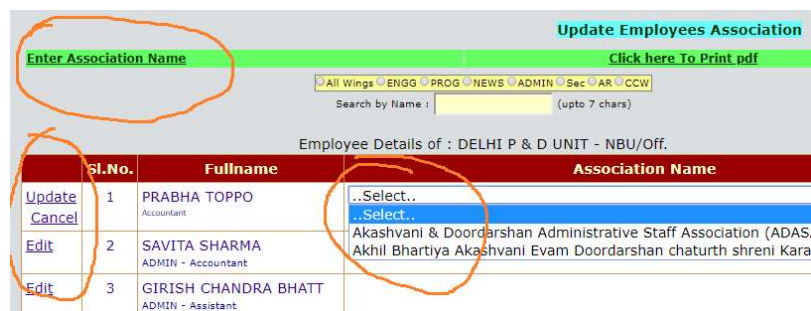
Procedure for Employees' Association

- 1) The Station will log into HRIS.
- 2) Click on **Employees' Association** Tab at Top-Right corner of the Station Home Page.

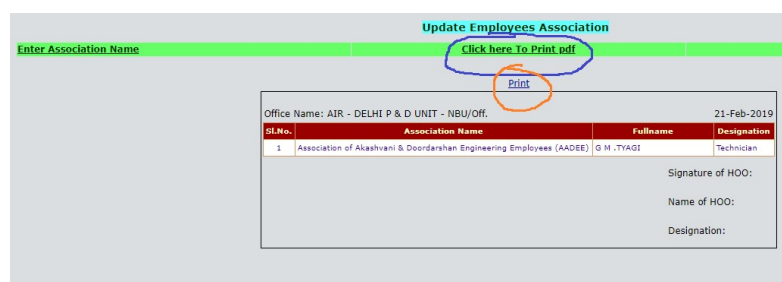


- 3) In Employees' Association Portal,

- i) First, click on **Enter Association Name** to Enter/Update Association Name for each employee.



- ii) As Some Employees' Association entry has been updated, click on **Click here To Print**. Then Click on **Print** to download/print the template. Sign and enter the required details on the template.



- iii) Further go to **Upload Signed pdf** at the right side of the page, upload the relevant signed pdf there.

Update Employees Association

Home

Click here To Print pdf

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3	Association3.pdf	21-02-2019 12:32:31

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