

PRASAR BHARATI
(India's Public Service Broadcaster)
Akashvani Bhawan, Sansad Marg
New Delhi-110001

IT Division

Circular No.7(163)/2019/IT/PBS-Part(5)

Date: 21st March 2024

Circular

SUB- Back date facility to Station Admin in ABS Portal

In the reference of PB circular no. [223322] A-10/016(CL)/07/2022-TM&SO-Part (1) dated 06.03.2024, **point no. v** (Copy enclosed), now back date facility is available to all station at their admin dashboard in ABS portal. Station admin can log in with in to ABS portal with existing credentials and through backdate tab back date facility can be activated.

Back date window can be opened for two day maximum. Back date bookings can be done for last one year only for any artist.

This issues with approval of competent authority.


(Pradeep Kumar)
Assistant Director (Pradeep Kumar)
सहायक निदेशक अभियांत्रिकी (सूचना प्रौद्योगिकी)
Asstt. Director Engineering (Information Technology)
प्रसार भारती सचिवालय/Prasar Bharati Secretariat
आकाशवाणी भवन, संसद मार्ग
Akashvani Bhawan, Sansad Marg
नई दिल्ली-110001/New Delhi-110001

Encl.:- User manual

To,
All PB/AIR/DD Offices/stations/Kendras

Copy for kind information,

1. PS to CEO Prasar Bharati

Copy for necessary action if any-

1. DG,Akashvani
2. DG,DD
3. Principle DG,NSD
4. DG,DD NEWS
5. All Zonal ADGs
6. ADG (A) PBS/Akashvani/DD
7. ADG (IT)
8. DDG (IT)
9. DDG (A) PBS/Akashvani/DD
10. DDG (T) – With request to upload

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI

F. No. [E-223322] A-10/016(CL)/07/2022-TM&SO-Part (1) Dated: 06/03/2024

Subject:- Matter of TBS/ABS portal for online booking of artist.

Reference is invited [E- 212589] L-11015/56/2023-O/o HOP-AIR Mumbai, [56349] 7(163)/2019/IT/PBS-Part(2), [E-223093] 7(163)/2019/IT/PBS-Part(5) and [E-31746] 31/20/2020/SC vide which DDG(IT) PB had requested for assigning the task for backdate booking and enhancement of artist booking limit may be given to officers of program section at appropriate level in TBS/ABS.

The matter has been examined and following has been decided:-

- (i) An assignee may be continued to be booked as per extant guidelines issued by Akashvani/Doordarshan time to time.
- (ii) In case there is requirement of enhanced booking (i.e. more than 72/84 days), the same may be enhanced upto 90 days per year with the approval of Zonal Head Content Ops (in case of Akashvani& Doordarshan)/DG (in case of NSD and DD News) on the request received from HoP of Stations/Kendra. IT Division is to make provision for providing the role of Zonal Head Content Ops (in case of Akashvani& Doordarshan)/DG (in case of NSD and DD News) for enhancing the limit in portal.
- (iii) In exceptional case, the limit of 90 days may be increased upto a maximum of 108 days i.r.o. any assignee in extreme circumstances for eg, any coverage of national importance etc. Such exemption shall be made on the basis of proper justification provided by HoP of respective Station/Kendra on case to case basis with the approval of CEO on e-file and implemented by IT Wing.
- (iv) The reason for enhancement of limit to be recorded in TBS/ABS appropriately.
- (v) Back date booking facility for last one year is to be assigned to HoP of the concerned stations. The back date booking window would be open only for 2 days. The reason for backdate booking shall also be recorded in TBS/ABS appropriately. IT Division is to make provisions accordingly.

These delegations are being allowed, to make day to day operation in TBS/ABS smooth and faster, which are presently being done by IT wing.

2. This has the approval of CEO, PB.

Girish Kumar
 (Girish Kumar)
 Deputy Director (TM&SO)
 06.03.2024

To

1. DDG(PP&C), DG:DD
2. DDG(AIR Policy), DG:AIR
3. DDG(IT), PB – Necessary option in the TBS/ABS may please be ensured appropriately for recording the reason as per para (iv) and (v) above.
4. Director (DD News)
5. Director (NSD AIR)

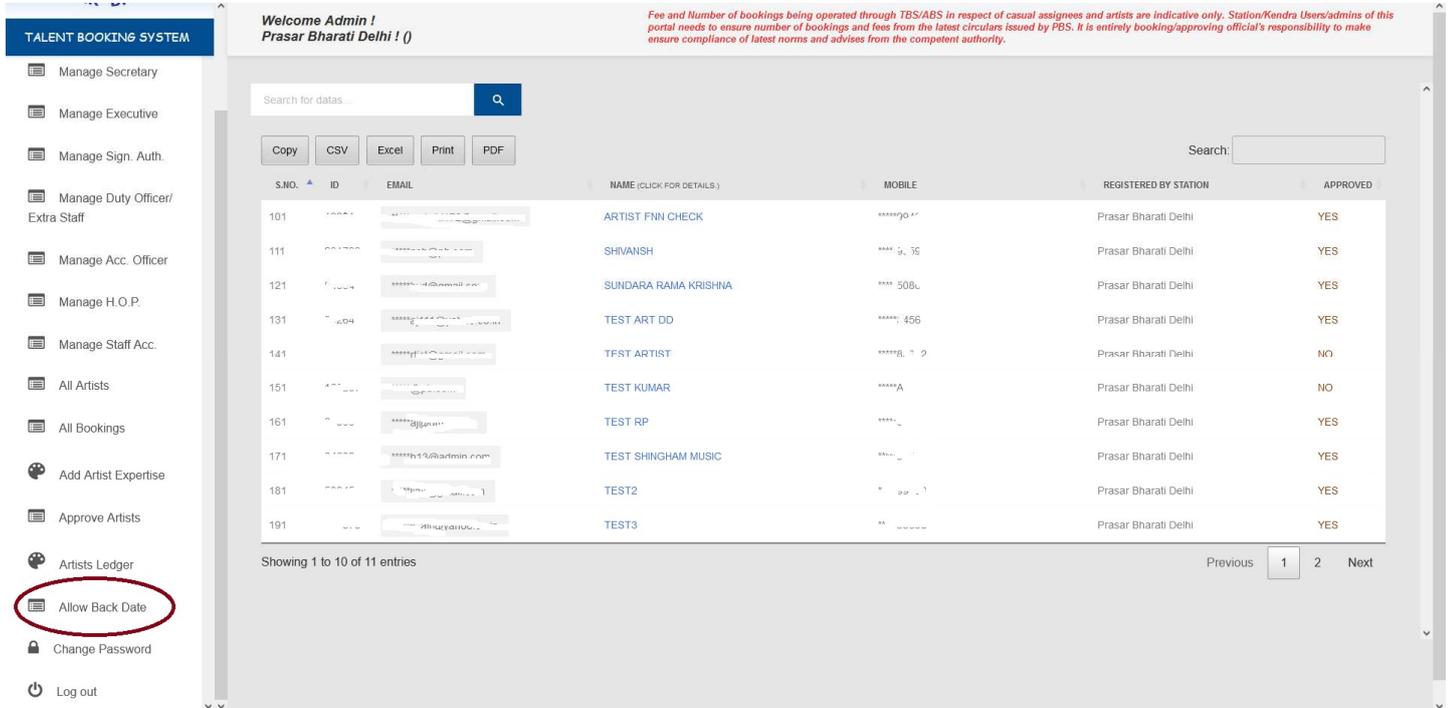
User Manual for Back Date allowing procedure for Station Admin in ABS portal

Step 01:-

Login with station admin credential in to the ABS portal (<https://abs.prasarbharti.org/>)

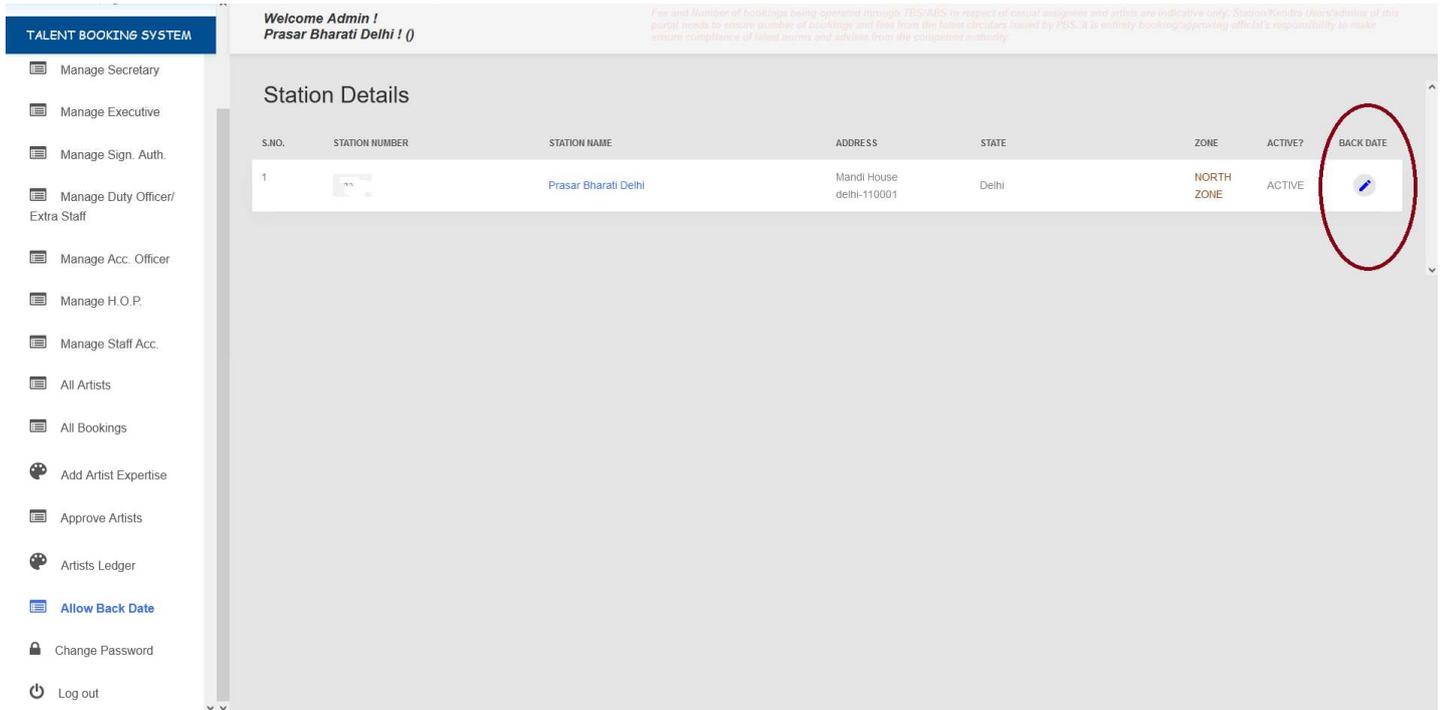
Station dashboard looks like as below-

To activate back date window click on last 3rd tab on left side marked in red circle.



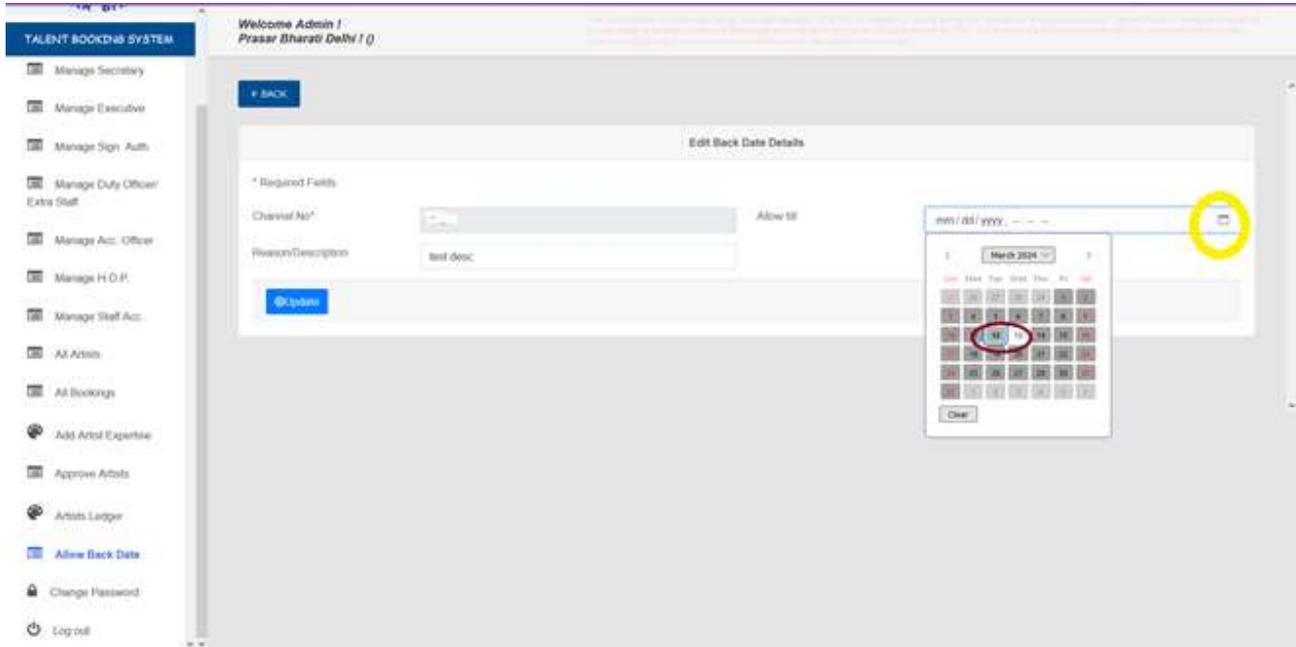
Step 02:-

Click on back date on right side blue pencil mark tab marked in red circle.



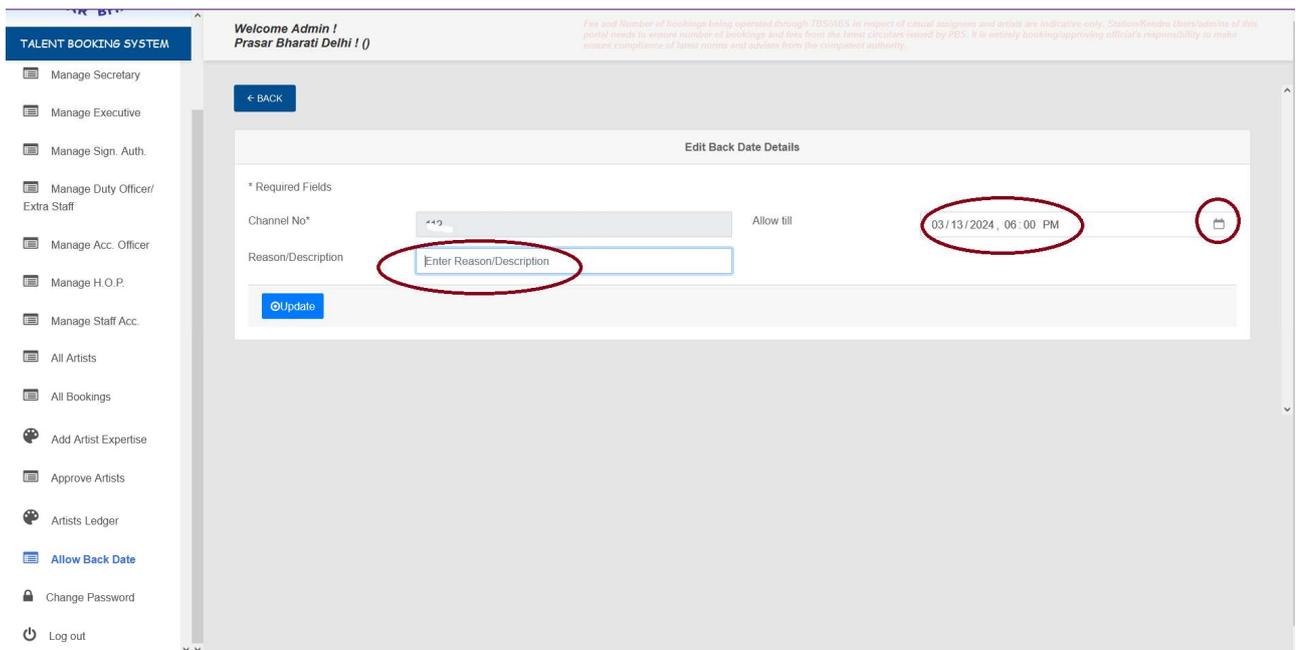
Step 03:-

Please select the back date from the calendar marked as yellow circle. Back date window can be activated maximum two days i.e. today and tomorrow only.



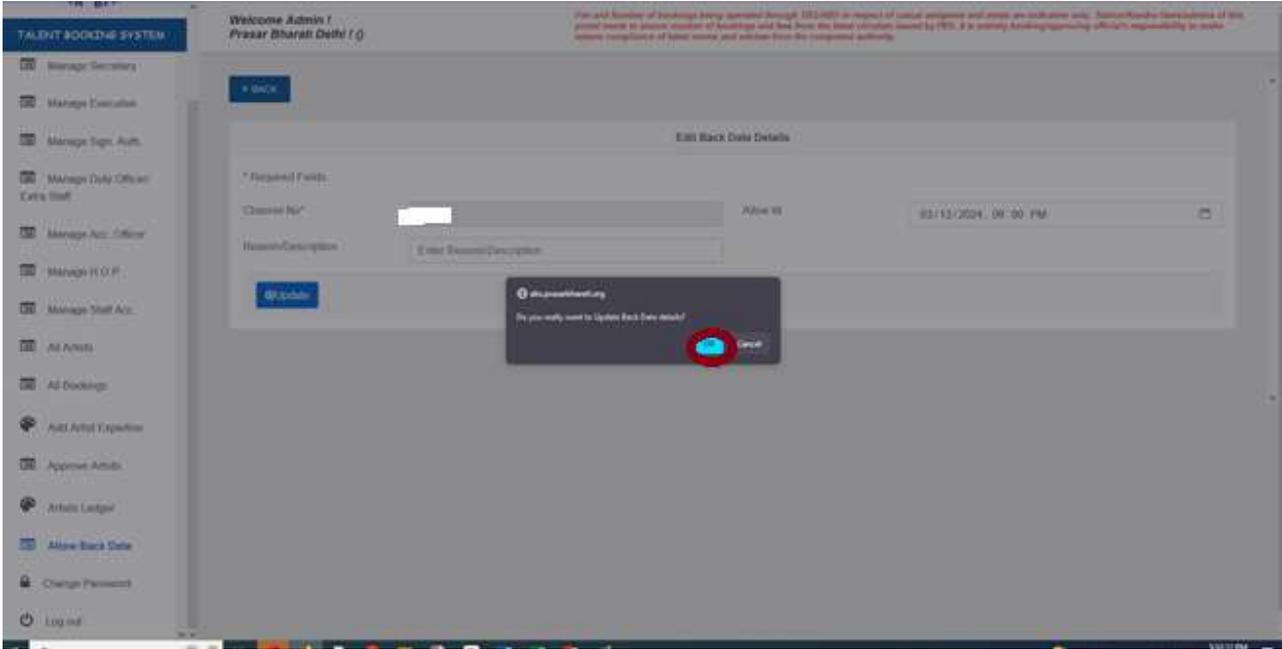
Step 04:-

Please select date, time and write the reason marked as red circle.



Step 05:-

Please give confirmation by clicking on ok tab.



Step 06:-

Now back date window is open as confirmed green message marked in red circle.

