



प्रसार भारती / PRASAR BHARATI
भारत का लोक सेवा प्रसारक / India's Public Service Broadcaster
अपर महानिदेशक का कार्यालय (पूर्वोत्तर क्षेत्र)(प्रशासन)
Office of the ADDITIONAL DIRECTOR GENERAL (Admin) (NEZ)
दूरदर्शन परिसरआर जी बरुआ मार्ग ,, गुवाहाटी - 781024
Doordarshan Complex, RGB Road, Guwahati - 781024



No. ADG(E)(NEZ)/17(2)/2026-27/AC

Date: 17-07-2026

**LIST OF RESOURCES ALONG WITH QUANTITY OF EACH TYPE OF
RESOURCES TO BE PROVIDED BY THE BIDDER**

- | | |
|------------------------|---------------|
| 1. Data Entry Operator | ----- 16 Nos. |
| 2. Multi Tasking Staff | ----- 09 Nos. |

(सुगता डे) SUGATA DEY
सहायक निदेशक(भा.रा) / Assistant Director (O.L.)
सहायक निदेशक (रा.भा) / Asstt. Dir.(O.L.)
कृते कार्यालय अध्यक्ष / For Head of Office
अपर महानिदेशक, का कार्यालय (क्षे.पू.उ.) स.एन.प्र.प्रशा. गुवाहाटी (NEZ)
O/o the Addl.Dir.Genl. (A & BO)(NEZ) Guwahati

ADG (NEZ)(BO ROLL)

Sl. No.	Name of DEO	Assigned Works	Remarks
1	DEO- 1	<u>ASSISTANCE IN FOLLOWING WORKS</u> • Monthly salary making and uploading for Govt. Employee/PB Employee in the CAS portal. • Quarterly Income Tax Return for all Officers/Officials. Including firms. • Salary related correspondence with IRLA compliance (thereon). • Entries of salary in PBR. • Preparation of monthly DEO & MTS bill for the contractor. • Assistance in RTI related matters. • Making of vouchers entry in the CAS for account section. • Preparation of Budget making. • Working in Accounts section with matters related to accounts. • Any other work assigned as and when required.	
2	DEO -2	• Procurement of Items for stationary store through GeM and updating the payment details in the GeM portal. • Assistance in preparing &uploading GST matters in Prabhakar. • Making of vouchers entry in the CAS for stationary Store Section and Engineering Store Section. • All the bills pertaining to stationary store pleading cash entry etc. • Assistance in store ledger maintenance. • Attachment in Establishment Section/ Stationary Store Section. • Emergency procurement of store items and any other office requirement matters. • Attachment in Establishment Section/ Stationary Store Section. • All the IT related matters in the officeSoftware issues, Malware issues in the computer and assisting the AMC contractor. • Any requirement of the higher officer related to the computer. • Any officer work as and when required.	
3	DEO- 3	• Preparing of Monthly Report / VSD Repot / Annual Breakdown Report / Technical Inspection Report of Akashvani Stations Transmitter. • Preparing agenda point for VC, Email checking, Email to Stations, Stations data compilation, Google Sheet preparation& making PPT etc. • Preparation of circular (Republic Day / Independence Day / Mann Ki Baat) • Compilation of IEBR, METP & Minor Works • Letter drafting, update AIR stations contact list • Blog update, Creating of WA group, feedback report for VVIP programme.	
4	DEO- 4	• Procurement through GeM portal- Searched the requirement items, prepare the demand draft and buyers' bill, prepare the BID documents/compliance sheet/ compilation of documents for procurement process/ preparation of comparison sheet for price bid.	

		• Procurement through C1 India portal- Preparation of Bid document/compilation of documents/Preparation of Agreement copy, LOI & Work Order/ Compilation of documents for bidding & billing process • Procurement through CPPportal- Preparation of Bid documents & Work order, Compilation of Tender Documents. • Communication through various Akashvani Stations- Regularly monitors the mail for any update relevant to Purchase Section, Prepare a mail draft as and when required or as directed by the superior authority. • Maintain the datasheet and power point using Microsoft excel and other Microsoft tools, preparation of Google Sheet, Google forms, etc.	
5	DEO- 5	• Monitoring court cases related matters, monitoring & audit paras, competing the data regarding scrapping of vehicles, monitoring the pension cases.	
6.	DEO-6	• Preparation in Incumbency position. GST Preparation . Assistant in entry of Leave and also Medical bill process. Assistance in LTC bill preparation.	
7.	DEO-7	Works related to HR Section. Maintenance of AIPR and staff strength for the entire Zone.	
8.	DEO-8	Maintenance of Pension related cases for the NER. Audit related matter . Their monitoring and regular up dation of records.	
	Name of MTS		
1	MTS 1	• Doing work of Diary and dispatch Section and other related works • Doing File movement/letters and official correspondence work. • Assisting other sections work as and when required. • Delivery of letters at post office and other offices as and when required. • Doing works in account section also.	
2	MTS 2	• Sweeping and cleaning of office rooms / washroom etc. • Doing work at office premises / gardens etc.	
3	MTS 3	• Work as water pump operator and minor electrical Repairings.	


 (SUBRATA DEY)
 Addl Director (O.L.)
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 O/o the Addl. Dir. Genl. (A & BO) (NEZ) Guwahati
 General Administration
 अपर महानिदेशक (प्र. एवं बी. ओ.) (उ.प.क्षेत्र) का कार्यालय
 O/o the Addl. Dir. Genl. (A & BO) (NEZ)
 गुवाहाटी / Guwahati

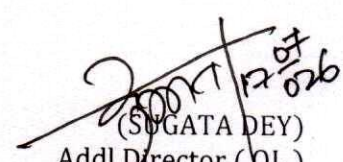
ADG (NEZ)(ADMIN ROLL)

Sl. No.	Name of DEO	Assigned Works	Remarks
1	DEO 1	<u>ASSISTANCE IN FOLLOWING WORKS</u> • Assistance in all Hindi related work in the Hindi Section. • 28 FB Channels of Akashvani Stations of NEZ-monitoring , assisting for their broadcasting on the Facebook/You Tube. • Maintaining 28 Akashvani Stations Whatsapp Groups as ADMIN. • Compilation of Data Base for all the 28 stations of NEZ a. Casual Announcer b. Social media Handlers c. Casual assignees d. Broadcast assistance • Compilation of any digital work related Canva, Photoshop, Graphics Designing and printing. • Flex/poster/templates designing for any office related campaigns. • Any Social Media related work assigned by the Higher officers as per requirement.	
2	DEO 2	• Maintain monthly Incumbency of Engg. Cadre • Seniority List Maintain of Engg. Cadre • Correspondence regarding all DG Reports • Parliament question Reply • RTI Reply • Relieving & Joining of Employees • Compile Transfer Data • Upload data in Prasar Net.	
3	DEO 3	• Monitoring General Administration matters, competing the report of monthly expenditure statement of Akashvani & DD, NEZ, monitoring and compiling the report related on Swachhata 4.0.	
4	DEO 4	• Attached in HR section, Works related to HR matter.	
5	DEO 5	• Work as PA of ADG (A & BO) (NEZ). • Any work assigned by the competent authority with regard to the social media posts including beyond office hours.	
<u>MTS</u>			
1	MTS 2	• Directly attached with all DDGs of O/o ADG (A & BO), NEZ.	


 (SUGATA DEY)
 Addl Director (OL)
 सुगाता दे / SUGATA DEY
 अपर महानिदेशक (प्रशा. एवं प्र. सं.) (उप क्षेत्र) का कार्यालय, गुवाहाटी
 सामान्य प्रशासन
 O/o the Addl. Dir. Genl. (A & BO) (NEZ) Guwahati
 अपर महानिदेशक (प्र एवं बी ओ) (उप क्षेत्र) का कार्यालय
 O/o the Addl. Dir. Genl. (A & BO) (NEZ)
 गुवाहाटी / Guwahati

ADG (NEZ)(DD ROLL)

Sl. No.	Name of DEO	Assigned Works	Remarks
1	DEO 1	<u>ASSISTANCE IN FOLLOWING WORKS</u> - Follow up and track on MIB instructions for reporting of monitoring of DD mandatory channels on MSOL/LCO i.r of DD stations - Maintaining records of all DD stations in computer and physical files. - Monitoring of mails from stations, DG:DD and other official mails. - Monitoring E-files of AE, DDM from stations. - To keep the records of METP/MW/ARCA - To keep the records of E-files that are being generated from AE DDM section - As required a VC link is generated for communication with DD stations in NEZ/and for collection of various report from DD stations in NEZ - To assist DE, ADE & AE of DDM section in preparation of different reports. - Telephonic communication with various DD Kendras in NEZ for collect the various reports.	
2	DEO 2	- Maintaining records of Earth-Station report of DoordarshanKendras of NEZ. - Monitoring of mails from Stations, DG:DD and other official mails. - Maintaining records of Studio report of DoordarshanKendras of NEZ - To keep the records of E-files that are being generated from ADE, DDM section - To assist DE, ADE & AE of DDM section in preparation of different reports. - Telephonic communication with various DD Kendras in NEZ for collect the various reports. - As required a Google link is generated for collection of various from DD stations in NEZ.	
	Name of MTS		
1	MTS 1	Directly Attached with ADG (A& BO) (NEZ).	
2	MTS 2	Cleaning & sweeping in office premises.	


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