

1. ADMINISTRATION - (Admn)

(A). Admn-I section

1. Hiring of accommodation for BSNL Corporate Office and payment of its rent and maintenance charges.
2. Formulation, Review of Medical Policy (BSNLMRS), monitoring expenditure on medical facility, issue of guidelines/clarifications.
3. Matter related to space management in Corporate Office.
4. Providing Lease accommodation for staff of Corporate Office.
5. Arrangement of security at Corporate Office as well as policy matters related to deployment of Security Agencies in whole of BSNL.
6. Setting up of Catering services in BSNL Corporate Office.
7. Booking of Conference Hall and arrangement of snacks/lunch for official meetings.
8. Arrangements for car/scooter parking for staff of BSNL C.O.
9. Housekeeping functions for BSNL C.O.
10. Management of Reception Desk for BSNL C.O.
11. Caretaking services including interfacing with Maintenance Agencies of the buildings housing Corporate Office.
12. Procurement of office equipments and its consumables in BSNL C.O.; distribution and maintenance of the same.
13. Procurement of office furniture as well as their maintenance/repair in BSNL C.O.
14. Photocopying and all types of binding works.
15. Cyclostyling work.
16. Purchase of official books in BSNL C.O.
17. Access Control, Preparation of Access Control Cards, issue of gate-passes etc. in BSNL C.O.
18. Cable TV connection for O/o CMD/Directors
19. Administrative approval of civil/electrical works in Corporate Office and acceptance of their ATD.
20. Shifting of various branches of Corporate Office from/to various buildings.
21. Management of unusable stores items/documents in BSNL C.O.
22. Management of Record room at R.K. Puram
23. Provision of A.C.& furniture at residences of Sr.Officers posted in BSNL CO.

24. Empanelment of Hospitals for Delhi units of BSNL.
25. Empanelment of Hotels in Delhi.
26. Printing and issue of telephone directory for BSNL Corporate Office.
27. Compilation of data of employees of BSNL CO.
28. Supply of news papers in the offices of entitled officers of BSNL Corporate Office.
29. Quantifying & ensuring Taxes to be deducted at source for all payments.

(B). Admn-II section

- (1)
 - i. Procurement and distribution of stationery items for BSNL (CO).
 - ii. Procurement and distribution of Brief cases to the entitled executives of Corporate Office, including formulation of policy.
 - iii. Procurement and distribution of rubber stamps and name plates.
 - iv. Printing of documents, booklets of different branches of BSNL(CO.).
 - v. Provision of uniforms and liveries to all eligible Group 'C' and 'D' employees of BSNL.
 - vi. Procurement & distribution of Crockery items for officers of Corporate Office.
 - vii. Policy matters on Uniforms.
- (2). Issue and Receipt of all Dak of BSNL and distribution of Dak to concerned officers, issue of letters and posting the outstation letters, maintenance of Postal accounts etc.
- (3)
 - i. Reimbursement of Electricity and Entertainment charges of entitled officers.
 - ii. Provision of Corporate Credit Cards, club membership for CMD and full time Directors.
 - iii. Payment of mobile phones bills for working and retired CMD and full time Directors of BSNL Corporate Office.
 - iv. Provision of mobile phone Handset to CMD and full time Directors.
 - v. Hiring of Vehicles for the entitled officers of BSNL Corporate Office.
 - vi. Provision of Vehicles to CGMs/PGMs on official tour.
 - vii. Policy regarding facilities to senior officers.

(C). Protocol Cell

1. Booking of Air tickets (both Domestic and International) and Railway Tickets of BSNL officers.
2. Preparation of Tour Programmes of BSNL officers (both Corporate and Circles) in respect of International Air travel.
3. Preparation of Medical/air travel Insurance of BSNL officers going on deputation abroad.
4. Affixing Visa on the passports of BSNL officers going abroad on official visit (both corporate Office and Circle Office).
5. Arrangements of foreign exchange for BSNL officers going abroad on official visit (Both Corporate Office and Circle Office.)
6. Making arrangements for official meetings held and important meetings held in BSNL Corporate Office, i.e National Council Meetings, meetings with foreign delegation, etc. and outside (Hotels, etc.). The arrangements include booking of Venue for the meeting and meeting all logistics for the meetings.
7. Coordination with all concerned for the Meetings held in BSNL.
8. Arrangements for Heads of circles Meetings/Full Board Meetings/Audit Committee/National Council Meetings and other meetings of the Board.
9. Local purchases as directed (Cell Phones for Directors etc.).
10. Purchase of souvenirs/Gifts for official distribution in BSNL.
11. Settlement of bills Pertaining to purchase of air tickets, hotel accommodation charges, charges incurred on meetings/conferences, etc.
12. Receive foreign delegation at the Airport. Protocol formalities during the departure/arrival of CMD/Board of Directors.
13. All types of Misc. works as directed by CMD/Board of Directors.

Protocol Officer reports to DDG (Admn) for all matters, except for Conferences/Meetings, etc. where the file is routed through DDG (Mktg.) for purchase of gifts/Souvenirs, Photography, etc. The case is submitted to DDG (Mktg.) for approval

(D). Parliament Section

1. Handling of Parliamentary matters in BSNL:
 - a. Receipt of Parliament Questions from DOT.
 - b. Forwarding Parliament Questions to the concerned units of BSNL Corporate office.
 - c. Receipt of reply from the concerned units of BSNL Corporate office.
 - d. Submission of Reply to DOT.

2. Issuing Instruction / Guidelines to Heads of circles and Sr. officers / Officers of BSNL Corporate Office w.r.t. handling of the Parliament matters in BSNL.

2. ARCHITECTURE - (Arch)

Staff & Establishment matters:-

1. Creation/retention of posts in Architectural Wing of BSNL.
2. Matter relating to pay fixation of officers of Arch. Wing in BSNL Corp. Office.
3. Matters relating to staff matters taken up by Associations.
4. Grant of NOCs for various activities viz. Passports/ Going aboard, higher studies etc.
5. Promotion, Posting and transfer in Architectural Wing.
6. Framing of RRs in respect of cadres of Arch. Wing.
7. Senior Lists.
8. Deputation of Officers of Arch. Wing to other organizations.
9. Conduct Rules Cases.
10. Disciplinary cases.
11. Grant of ACPs.
12. VIP references relating to staff matters.
13. Parliament questions on the above subjects.

Technical Matters:-

1. Monitoring of Architectural works of all the field units.
2. Framing of duties of officers/staff of different cadres of Architectural Wing.
3. Matters relating to conduct of the Departmental Examination for promotions in Architectural Wing.

3. BROAD BAND - (BB)

Planning, Implementation, Maintenance, Operation and Expansion of

1. Intelligent Network and related activities.
2. National Internet Backbone
 - i. Dial up Internet Services through Sancharnet and Net-one, Internet Dhabhas, Internet Telephony etc.
 - ii. Core Multi Protocol Level Switching IP Infrastructure , MPLS VPN
 - iii. Broadband Services (DSL)
 - iv. Messaging, Provisioning, Billing, Security Solutions etc.
3. Content Delivery Network and Delivery of content through franchises.
4. Broadband Multiplay Network
5. Wireless Broadband
6. Next Generation Network
7. All trails related to Dial up, Broadband, Internet, Intelligent Network, Content Delivery and NGN
8. Augmentation of International Bandwidth
9. Related VIP cases, Complaints, Inputs for regulatory issues, Parliament Questions and Audit Paras
10. Co-ordinate with TEC, C-DOT, DNW, Heads of all Telecom Circle/ Distt./ VSNL/ MTNL so as to offer the above services to the public at the earliest.
11. Developing Training programmes for field units.
12. To write off losses on account of damages to internet equipment and other related equipments caused by fire, accident theft, riots and other unforeseen events.

4. BANDWIDTH & BUSINESS DEVELOPMENT - (BBD)

1. New Business Proposals/opportunities.
2. Special package to Corporate Customers.
3. Tender Participation by BSNL for corporate's telecom requirement.
4. Special Proposals from Circles (for approval).
5. MoU with other organizations.
6. Participation in Foreign Tenders.
7. State Govt. WAN and other projects.
8. Bundling of Handsets with BSNL SIM.
9. Submarine Project (Bharat-Lanka Cable).
10. IN related projects (Televoting, UAN, FPH, etc.)
11. International Calling Cards/Domestic Calling Cards.
12. Cross selling of BSNL products through IOC outlets.
13. Fleet Tracking System with e-logistics.
14. Utilisation of Railtel & Prasar Bharati Towers for GSM/CDMA network.
15. System Integrator for execution of WAN projects.
16. EPABX Scheme for corporate customer on revenue share basis.
17. Projects related to MPLS VPN to Corporates.
18. Coordination with industry associations like CII, FICCI, ASSOCHEM etc.

5. BUDGET BANKING FINANCE - (BBF)

(A). Capital Budget Section –(CB)

1. Formulation of capital budget based on the circle wise demands received for capital works under BE and RE and allotment thereof.
2. Working out provision for which details of targets and assessment of funds is obtained from various Planning Cells of BSNL Corporate Office and making allotment thereof.
3. Fixation of circle wise cash drawal ceilings after allotment of funds under BE & RE and making periodical (thrice in a month) cash drawal authorization to the circles.
4. Preparation and compilation of circle wise capital works programme i.e. compilation of various information in respect of capital works (projects) costing more than Rs.5 crores.
5. Review of capital expenditure.
6. Examining and reviewing of variations between final grants and actual expenditure in respect of capital works.
7. Compilation of circle wise details of outstanding liabilities in respect of capital works.
8. Preparation of monthly as well as quarterly performance reports, Board Notes and other works in respect of Heads of Circles' Conference/Meetings relating to budget.
9. Advance payments to PSUs and watching circle wise adjustments in this regard.
10. Preparation of replies to the Parliament Questions.
11. Settlement of Audit Objections, DAPs and preparation of ATNs to DAPs etc relating to budget.
12. Preparation and compilation of ATNs to Standing Committee Reports.
13. Dealing of VIP cases relating to budget.
14. Formulation of Annual Plan, Five Year Plan, Mid Term Appraisals and Action Plans relating to budget.

15. Preparation of fortnightly, monthly and quarterly returns relating to budget.
16. Periodical fund authorization to Circles/Units.
17. Checking of CDC with reference to BE/RE.
18. Attending to work relating to ATDs/ ATCs of CGM(TS) , Kolkota and CP&AO (ITI bills) Bangalore.
19. Working out the amount of purchase made by Telecom Stores Organisation for circles and payments.
20. Co-ordination with planning branches.
21. Monitoring CD payments made by nodal circles.

(B). Revenue Budget Section – (RB)

1. Calling and Compilation of Revised Estimates, Budget Estimates and Final Grant under Working Expenses, Revenue Receipts, Stores, HBA & Other loan and advances releasing allotment thereof.
2. (a) Review of Monthly Statements showing Progressive Expenditure under Working Expenses, Loans & Advances, Foreign Travel Expenses, Maintenance Expenses, Marketing & Sports Welfare.

(b) Review of statements showing variation between final allotment & expenditure.
3. Fixation of Circle wise targets of Revenue and Working Expenses such as Operating Ratio, Per Del Revenue expenditure etc.
4. Periodical review of Circle wise Revenue Receipt and Working vis-à-vis targets.
5. Correspondence with VSNL and MTNL relating to revenue receipt.
6. Work relating to Parliament Questions.
7. Periodical fund authorization to Circles/Units and review of fund released.

8. Work relating to matters taken up by various Unions/Associations pertaining to fun required for payment of various allowances.
9. Compilation of Productivity Linked Insurance.
10. Work relating to performance budget.
11. Work relating to adjustment between BSNL and DOP towards share of housekeeping charges, cost of P&T colonies, rent of joint building, operation training, expenditure on P&T dispensaries, PCO facilities charges etc. transferred by DOP in consultation with Corporate Account and Costing.
12. Adding of Budget Para.
13. Bi-monthly review of revenue and expenditure of Calcutta Telephones and Chennai Telephones.
14. Information of MOU.
15. Budget Recommendations.
16. IEBR for the current, following year and Five Year Plan.
17. Review of payment pertaining to License Fee, Spectrum Charges and Corporate Tax etc. with DOT.
18. Package of Measures.
19. Material of Standing Committee, Annual Report, Statistical Reports, Pre-Budget Economy Survey, Finance Commission.
20. Review of pending Financial Issues and Corportisation.
21. Related various Fortnightly, Monthly, Bio-monthly & Quarterly Reports / Statements.
22. Fixation of ceiling on New Item of Expenditure.
23. Review of the monthly Integrated Statement under working expenses.
24. Review of the fund released and maintenance expenditure.
25. Calling of RE/BE statements of revenue receipts.

26. Compilation of MIS statement showing monthly payment to DOT Cell towards various objects.
27. Fixation of overhead charges according to company account in consultation and co-ordination with corporate accounts.
28. Submission of figures to the statistical organization / ERU.

(C). Banking Finance Section – (BF)

1. Evaluation of competitive quotations/bids/tenders from various banks for service charges for banking transactions. Signing of agreements with various banks for various kinds of banking transactions / facilities. Renewal / Termination of agreements.
2. Selection of Banks for collection of payment of telephone and other service bills through modern modes, Introduction of new modes for the banking services viz. recharging of prepaid mobile connection through electronic mode.
3. All activities pertaining to collection viz. constant watch over estimates of daily collection to be received from all Circles / Units, ensuring credits of the same in respective BSNL Corporate Office Collection Accounts on day to day basis.
4. Investment of surplus funds in short term deposits by calling bids / premature encashment of STDs.
5. Maintenance of connected records on Short Term Deposits/Timely watching of proper credits of principal and interest on maturity of STDs / Maintenance of records pertaining to Tax Deducted at Source / forwarding of TDS certificates to Corporate Accounts Section.
6. Timely transfer of funds to the operational requirements of Circles from time to time.
7. Arranging inter-bank transfers for transfer of funds for operational requirement of circles.
8. Checking / Scrutiny of bills received from CMS banks in respect of service charges and authorization payment thereof.
9. Monthly monitoring of Bank Reconciliation Statements from circles / Consolidated annual Bank Reconciliation Certificates from Circles

10. Submission of Agenda and Minutes of the Investment Committee on monthly basis and Quarterly Progress Statement in respect of investments to BSNL Board.
11. Arranging issue of Bank guarantees centrally required by various circles / Maintenance of connected records.
12. Submission of Monthly Trial Balance to Corporate Accounts Section and maintenance of cash books and other relevant records, reconciliation/acknowledgement of balances with circles in respect of remittances.
13. Monitoring of Funds Flow Statements received from Circles / Interest claim for delayed credits.
14. Monthly Cash Flow Statement between BSNL Corporate Office and Circles/Units.
15. Matters pertaining to Parliament Questions, Audit Inspections, Internal Audit/Statutory Audit/ Certification of Accounts on annual basis, C&AG Audit/DAPs
16. Submission of case for Presidential sanction for raising new bonds.
17. Submission of case for approval of BSNL Board for raising new bonds.
18. Getting rating of BSNL from Rating Agencies.
19. Selection of arrangers, banker, registrar, trustee etc.
20. Selection of immovable properties for securitisation of bonds/
Securitisation of Bonds.
21. Servicing of Bonds (Interest payment etc), exploring options for Interest SWAP.
22. Redemption of Bonds
23. Issue of Tax Free Infrastructure Bonds under Section 10(23)(G)
24. Other alternative debt instruments
25. Investment in equity / debt.
26. Framing of rules, regulations, procedures & instructions for all circles/
SSAs/ PAUs in connection with all kinds of banking transaction.

(D). Value added Lease Finance Section – (VLF)

1. Cases relating to Value Added Lease Finance.
2. Alternate Financing.
3. Sanction and payment of QLR for 2/15 MARR, SPPS, SPVs, Cables and LDS including committed liabilities payment (under Lease Finance/Deferred Payment System).
4. Matters relating to Sales Tax, Central Sales Tax, MODVAT, CD, ED and other taxes etc. in respect of lease and deferred payment arrangement.
5. Matters relating to issue of clarification of Lease Finance/Deferred Payment System.
6. Renewals and release of Bank Guarantees.
7. Matters relating of revision in SBI- PLR.
8. Statements relating to supply status, put to use, No Objection Certificate, committed Liability, MIS and Legal Cases to Legal Advisor.
9. Taking over of ownership of telephone exchanges procured under deferred payment basis after payment of 1% of contract value.
10. Disposal of court / arbitration cases.

6. BUILDING WORKS - (BW)

1. Issue of policies and guidelines for lands buildings, civil structures and real asset management.
2. Administrative and technical control on the whole Civil Engineering stream.
3. Structural design of the buildings beyond the powers of field circles.
4. Structural design of the special structures like towers and space frames etc.
5. Processing tenders of all the civil works beyond the powers of field circles.
6. Approving SOAs (Schedule of Accommodation) of all the Buildings beyond the powers of field circles.
7. Acceptance of Arbitration awards beyond the powers of PCE(C)/CE (C).
8. Granting permissions for challenging Arbitration Awards in the Court of Law.
9. Technical audit of the works costing more than Rs. 50 lacs.
10. Issue of policies and guidelines for commercial exploitation of surplus land.
11. Issue of policies and guidelines for external business development in real estates.
12. Issue of enlistment policies of Civil Contractors and also enlistment of the contractors in class- I category.
13. Technical scrutiny of vigilance cases pertaining to Civil Engg. Stream.
14. Processing of HR matters of Civil Discipline.
15. Evolving norms for creation and up-gradation of posts and personnel policies.
16. Processing of transfers in Groups A & B Cadres.
17. Processing of the cases for training/seminars of the officers of Civil Discipline.
18. Administration of Codal provisions in Civil Discipline.
19. Standardization of work procedure and Specifications for Civil Works.
20. Replying Parliament Questions pertaining to Civil Discipline.
21. Replying Audit Paras pertaining to Civil Works.

22. Budgeting and policy issues on Civil Infrastructure.
23. Replying of VIP references pertaining to Civil Stream/Civil Works.
24. Write off of losses on account of damages to buildings caused by fire, riots and other unforeseen events.

(A). Building works-I (BW-I)

The unit is responsible to deal with the cases pertaining to HR matters pertaining to Civil Engg. stream as detailed below:

1. Establishment matters like creation and upgradation of posts.
2. DPC of All India cadres in Group A and Group B.
3. Maintaining Rosters of All India Cadres.
4. Transfers and postings in All India Cadres.
5. Personnel policies.
6. Providing guidance to field units on HR matters refer to corporate office.
7. Processing of all miscellaneous HR matters like, retirements, appointments, issue of NOCs, applications for jobs through proper channels.
8. Processing cases of staff unions and Executives' Associations.
9. Court cases on HR policy matters..
10. VVIP and VIP cases.
11. HR Actions on vigilance cases, Disciplinary cases.
12. Interaction with various units including DOT on HR matters.
13. Preparation and updating databank in Computer on HR particulars of All India Cadres, Circulation of seniority lists.
14. Appointment by promotions , Clearance of probation (presently upto Gr.'B' cadre)
15. Maintenance of Service Books for the executives working in BW unit.
16. Deputation of officers in India and Abroad, permanent absorption of officers in other organizations.

(i). Civil Wing Staff & Establishment Section - (CSE)

1. Creation/retention/permanency and abolition of posts in Civil Discipline.
2. Formulation of yardsticks for different cadres in the Civil Discipline.
3. Creation of new Circles/Divisions/Sub Divisions in Civil Discipline.
4. Shifting of Units pertaining to Civil Discipline beyond the powers of field units.
5. Union cases relating to establishment matters.
6. Policy matters related to non executive staff and JTO(C) .
7. Disputed cases of seniority, quasi permanency and confirmation Pay and allowances, increments and OTA.
8. Court cases of non executive cadres.
9. Resignation, re-instatement, retrenchment and condonation of breaks, retirement.
10. Reservation/De-reservation of posts of SC/ST.
11. General Liaison with Circle regarding staff matters.
12. Disciplinary cases against the staff referred to by field units.

(B) Building works-I (BW-II)

The unit is responsible to deal with the cases pertaining to lands, buildings, rents and taxes on lands and buildings as detailed below:

1. Standardization of Schedule of Accommodation (SOAs) and Sanction of SOAs.
2. Sanction of the estimates.
3. Ministers, VVIPs and VIPs cases.
4. Audit & C&AG paras.
5. Preparation of data bank of lands and buildings assets.
6. Land and building polices.
7. Commercial utilization of lands and buildings.
8. Standardization of building specifications.
9. Rent and taxes on lands and buildings.

(i) Building Technical Cell – (BT)

This cell deals with the following matters related to technical buildings /towers.

1. Processing of the matters related to land cases.
2. Processing for issue of Administrative Approval & Expenditure Sanction (A/A E/S) for construction of technical buildings beyond the power of field circles.
3. Replying Audit and C&AG Paras.
4. Standardization of schedule of Accommodation (SOA).
5. Sanction of Schedule of Accommodation beyond the powers of field units.
6. Finalization of AOP/SBP Rates of TE Buildings.
7. Policy matters regarding construction of TE/CTO/DTO Buildings.
8. Replying the Parliament questions.
9. Minister's cases, VVIP cases and VIP cases pertaining to technical buildings.
10. Processing of all the cases pertaining to technical buildings/towers received from field units.
11. Compilation of lands and building assets.
12. Processing of all other miscellaneous cases related to Technical Buildings / towers not covered above.

(ii) Building General Cell – (BG)

This Cell deals with the following salient activities related to lands, buildings and other civil structures other than technical buildings/towers.

1. Policies for non technical buildings except telecom factories& training centers.
2. Administrative approval & Expenditure sanction of preliminary estimates beyond the powers of field units.
3. Standardization of schedule of accommodation.

4. Approval of schedule of accommodation beyond the powers of field circles.
5. Maintenance of statistical records of staff quarters.
6. Compilation of STT Reports (Staff strength & availability of staff quarters for % age of satisfaction ratio-Annual).
7. Draft Audit Paras/C&AG paras related with non technical buildings and lands.
8. Replying Parliament questions.
9. Replying Minister's/VVIP cases and VIP cases.
10. Compilation of lands and buildings assets.
11. Processing of all other miscellaneous cases related to non technical buildings/structures.

(iii). Rent & Building Telecom -RBT Section

1. Policy formation pertaining to Rents and Taxes on Buildings, lands and civil infrastructures.
2. Processing of the Clarifications sought by field units regarding buildings on hire/lease.
3. Processing of the clarifications sought by field units for Taxes on buildings and civil infrastructures.
4. Compilation of Rent details.
5. Compilation of Tax Details.

(C). Civil

This unit is mainly responsible to deal with the cases pertaining to Quality assurance, Enlistment of Contractors, complaints, work procedure, processing of tenders. Following are the salient activities:

1. Policy issues pertaining to Quality Assurance in BSNL Civil Engineering Stream.
2. Quality Assurance and Technical Audit of Civil Works.
3. Budgeting and Policy issues on civil infrastructure.

4. Enlistment of contractors: Class-1 category.
5. Policy issues pertaining to Financial and contract matters.
6. Planning & monitoring of Action Plans.
7. Monitoring of progress of civil works.
8. Monitoring of expenditure on civil works.
9. Vigilance matters/complaints relating to works.
10. Standardization/Specifications/Technical circulars.
11. CTE Paras.
12. Matter relating to Departmental Examinations.
13. Matters relating to Seminars/Conferences/Training within and outside India.
14. Court/Arbitration cases pertaining to works.
15. Parliament Questions Starred / Unstarred.

(i). Quality Assurance Cell – (QA)

1. To deal with policy issues pertaining to total quality management system for the BSNL Civil Wing as a whole.
2. To deal with the recommendation of Technical committee.
3. To upgrade the system on the basis of feedback from Quality Assurance.
4. Teams of zonal level and to issue guidelines/instructions for ensuring uniformity/consistency and reliability in implementation of quality system procedures.
5. To lay down procedures, norms/guidelines for periodic inspections and effective functioning of Q.A. Units in the zones.
6. To keep itself update with modern testing equipment and methods and to disseminate information in this regard to all concerned in the department.
7. To co-ordinate in setting up laboratories at various levels.

8. To carry out the periodic survey of new building materials coming up in the market and make this information available to the field units and to receive feedback about its usefulness.
9. To review the performance of new building materials and techniques introduced in the department from time to time.
10. To conduct field inspection of works at periodical intervals to assess the effectiveness of the existing quality assurance procedures and to give thought for any improvement in the system.
11. To lay down the tolerance limits laid down in the specifications from time to time.
12. To review the tolerance limits laid down in the specifications from time to time.
13. To issue guidelines/instructions for assigning accountability at difference levels for ensuring proper quality for execution of different items of work.
14. To carry out investigations and enquiries with regard to quality related aspects for specific works or any other function assigned by Sr.DDG(BW).

(ii). Works Section

1. Matter related to five year/annual plans.
2. Matters relating to Seminars/Conferences/Workshops within India and out side India.
3. Matter related to In-Service Courses.
4. Monitoring of expenditure on Civil Works.
5. Budget Estimates (BE)/RE (Revised Estimate) for allotment of funds for Capital Works of various Circles of Civil Stream.
6. Parliament Questions.
7. Review and Monitoring of issues referred by Technical Committee.
8. Vigilance matters, that is, dealing complaints received from VIPs, VVIPs Public and contractors etc.
9. O&M matters pertaining to works.

10. Technical circulars and documentation.
11. Review & Monitoring Progress of Civil Works/Action Plans.

(iii). Accounts & Contractors Cell - (A&C)

1. Scrutiny of cases for enlistment of contractors of different classes.
2. Financial scrutiny of pre- qualification of contractors.
3. Co-ordination with Central works Board and Enlistment Committee.
4. Claims/complaints of contractors or their Association and calling reports from the units and actions taken thereon.
5. Processing of Arbitration Awards.
6. Updating of financial powers of Civil Wing Officers.
7. Amendment of contract clauses/NIT conditions etc.
8. Issuance of Clarification/Interpretation of Contract Clauses/NIT conditions, adopting contract documents for issuance thereof to all the zones.
9. Related court cases and keeping close watch on progress of the cases with field units.
10. Scrutiny of consultancy fee, TA Bills and inspections etc.
11. Procurement of materials.
12. Writing off losses of stores beyond the powers of PCE/CEs.
13. Finance advice to Sr.DDG(BW).

(iv).Planning and Design Cell- (PD)

The unit is mainly act as Central Design Cell for Civil Engineering Stream. It is mainly responsible for standardization of latest technology to be introduced in lands and building assets management. The following are the main functions;

1. Structural Design of all the typical Structures and the buildings beyond the powers having cost of field circles.
2. Scrutiny of Architectural Drawings and furnishing the tentative structural sizes of the structural members of the Architects.

3. Scrutiny of Soil Investigation Reports.
4. Processing of detailed Structural Design and release of structural Drawings good for construction.
5. Structural Design of all the typical structures such as space frames, transmission towers (RCC or Steel) etc.
6. Scrutinizing of tenders for the works costing more than Rs. 1.25 crores in the case of single tender and Rs. 2.5 crores in more than one tender.
7. Issue of Technical Circulars to the field units related to Structural Design.
8. Processing of the technical problems referred by Principle Chief Engineer(C) /Chief Engineer(C) to BSNL HQ.
9. Processing of Special Draft Audit Paras.

7. CORPORATE ACCOUNTS - (CA)

(A). CA-I

1. Compilation of monthly accounts of BSNL.
2. Corporate level- Journal slip adjustments.
3. Review of the Accounts and correspondence with Circles.
4. Submission of Monthly / Quarterly P& L and Balance Sheet
5. Transfer of year-end balances to Circles.
6. Preparation and submission of final accounts of BSNL for statutory Audit and Certification by C&AG.
7. Revision and updation of Heads of Accounts.
8. Implementation and maintenance of accounting package.
9. Clarifications on all Accounts related issues/ Accounting Instructions and Accounting Policies/accounting procedure.
10. Implementation of Accounting Standards.
11. Fixed Asset /CWIP/Inventory related issues.
12. House-keeping and Co-ordination
13. Appointment of Statutory/Branch Auditors – all matters related thereto.
14. Review of Internal Audit Report.
15. Supply of information to various agencies like MIS, Statistical Organization, Public Enterprises Survey, Ministry of Disinvestments etc.
16. Any other work assigned from time to time.
17. Sanction of grants in respect of Territorial Army(Telecom)

(B). CA-II

1. DOT Settlement
2. Leave Salary/ Pension Contribution.
3. Pension and other Retirement benefit settlement issues.
4. GPF/CGEGIS/GSLI scheme/EPF.
5. Inter- Branch transactions with Department of Posts.
6. Correspondence with DOT.
7. Review of Circle State of Work Reports.
8. Parliament Questions relating to accounts of BSNL.
9. Settlement of Accounts with SAARC countries i.e. Indo –Nepal, Indo Pakistan and Indo- Bangladesh, Bhutan, Sri Lanka.
10. Clearance of Inter Circle / Intra Circle remittances.
11. Head of Circle/ IFA Conference related matters.
12. Any other work assigned from time to time.

(C). (CA-III)

1. Interaction with P&T Audit and answering queries.
2. 619(3) Reports from Branch/ Statutory Auditors.
3. C&AG / DAP/ PAC Paragraphs relating to accounts of BSNL.
4. Reduction in Audit qualifications.
5. Circulation of Audited accounts.
6. Appointment of Internal Auditors
7. Any other work assigned from time to time.

(D). CA-IV

1. License Fee
2. USOF Levy
3. Adjusted Gross Revenue
4. Cost Records
5. Accounting Separation
6. TRAI Issues

(E). Pay-Bill Section – (PB)

1. Development/ updation of Pay Bill Software.
2. Preparation of Pay Bills and Supplementary Bills.
3. Submission of Bank List for disbursement of salary through Bank.
4. Drawing of OTA Bills, Medical reimbursement (outdoor/ indoor).
5. Calculation of income tax and recovery of the same.
6. Issue of Form 16 to the employees and submission of Form 24 in Income Tax office.
7. Calculation of perquisite in respect of the employees having Departmental quarters.
8. Verification of GPF Advances, Final withdrawals, Cycle/Scooter/car advances/ Festival/ Fan advances etc.
9. Recording of service verification and entry of CGEIS in Service Books.
10. Submission of recovery schedules in respect of Licence fee payable to Directorate of Estates.
11. Issue of Sanction along with schedule of HRA components for payment to Directorate of Estates.
12. Submission of recovery schedules of licence fee to Departmental quarters maintenance units.
13. Submission of recovery schedules in respect of insurance to LIC.

14. Submission of recovery schedules in respect of RD to Post Office.
15. Final payment under Central Government Employees Insurance Scheme on retirement/ resignation from service.
16. Calculation of leave encashment on retirement/ resignation.
17. Issue of monthly/ annual income certificates.
18. Issue of Last Pay Certificate.
19. Calculation of Leave salary and pension Contribution.
20. Entry of various kind of leave issued by different sections like CSS,SEA, Personnel section and Pension Section.
21. Issue of House Rent Allowance certificates to executives and non-executives of BSNL.
22. Issue of licence fee recovery certificates as and when required by the employees.
23. Preparation of bills in respect of advances like Scooter/Car, Festival, GPF Advance, Final withdrawal, final payment.
24. Modification of monthly recovery of CD/loan in r/o P&T, MTNL & MOC Society.
25. Submission of recovery schedule in respect of P&T, MTNL & MOC Society.
26. Preparation of Pay Slips and distribution of same along with CMD's message.

(F). LOANS AND ADVANCES SECTION – (L&A)

1. Medical Indoor treatment of BSNL Corporate office (including pensioners).
2. Outdoor treatment with voucher of BSNL Corporate office (including pensioners).
3. Outdoor treatment without voucher of BSNL Corporate office (including pensioners).
4. House Building advances of BSNL Corporate office and its related matters.
5. Car, Scooter, Computer advances of BSNL Corporate office.
6. GPF withdrawal & GPF Advances of BSNL Corporate office.
7. GPF Final payment on retirement of BSNL Corporate office .
8. TA bills/TA advances of BSNL Corporate office.
9. Transfer TA bills/Transfer TA advances of BSNL Corporate office.
10. LTC Bills/LTC advances of BSNL Corporate
11. Tuitions fee reimbursements of BSNL Corporate office
12. Festival advances.
13. Indoor Medical Claims from field units/Head of Telecom Circles Claims exceeding 5 times of basic + DA of officials.
14. Processing of medical cases from field Units requiring relaxation of normal rules.
15. Processing of medical cases received from field units requesting change of option from one Telecom Circle to other Circle.

(G). Cash Section

(i) Pre-check

1. Pre-check of all types of bills received from Pay Bill Section and Loans & Advances section.
2. Submission of monthly EPF Challans, Yearly Return and other EPF related matters.
3. Reconciliation of monthly Income tax deducted from Salary and Supp. Bills.
4. Preparation of Detailed Book.
5. Keeping watch on Bank balances and preparation of fund requirement.
6. Reply of Audit memos.
7. Preparation of Journal Slips relating to Salary ,Supp. Bills and LTC Advances etc.
8. Other related work as required from time to time. Pre-checking of all third party Bills, conveyance/newspaper Bills, Imprest / temporary advances and maintain the record thereto.
9. Pre-checking of all third party bills, conveyance/ newspaper bills, Imprest and temporary advances and maintain the record thereto.
10. Disposal of recovery schedules.
11. Reconciliation of TDS deducted from Third party bills.
12. Checking of posting of recoveries of Long Terms and Short term advances and their reconciliation.
13. Writing of cheques.
14. Preparation of Journal slips of third party bills and long term advances in case transfer from Corporate office to other office within BSNL.
15. All other work required from time to time.

(ii) Cash.

1. Preparation of third party contingent bills, i.e. legal bills and: consultant bills/Transporter bills / Advertisement bills (required thoroughly checkup&. time consuming) U.D bills and vouchers;
2. Preparation of official contingent bills, i.e. preparing of Temporary advances/ Imprest Bills, recoupment of Imprests and adjustment of temporary advances received from officers;
3. Preparation of medical claims of retired officers/officials, reimbursement of Newspaper/conveyance/briefcase claims and signed the pass order in the capacity of O.D.O.
4. Signed the pass orders on the T.A./L.T.C./T.T.A. advances, final T.A./L.T.C./T.T.A. bills, medicals claims received from L&A Section and supplementary bills received from Pay Bill Section.
5. Preparation of Form 16 on account of T.D.S etc. deducted from the third party bills/consultant bills &. 250 owners of rented rooms of Statesman House and interest on bond;
6. To arrange to deposited the T.D.S./Income Tax cheques/ challans into the concerned banks and dispatched T.D.S. certificates to the

- parties and deposited quarterly return of more than 700 client of B.S.N.L.;
7. Every month, arrange to dispatched approx. 250 cheques on account of rent to the owners of the statesman building and deposited the cheques of salary and other payment made to staff in six different banks.
 8. Arrange to maintaining the cash/cheques vouchers.
 9. Preparing the list showing service tax number of the companies to whom cheques were dispatch on previous month.

(H). Receipts & Payments – (R&P)

1. Preparation of all financial Books of Records. i.e. Trial balance, Cash Book, Bank Books, Journal.
2. Dealing in all ATD,s and ATC, relating to Corporate Office(Circle).
3. Preparation of Costing records of Corporate Office.
4. Compilation of Budget and related matters.
5. Preparation of Monitoring Statements for Banking Section and for Revenue /Capital budget Section.
6. All collections related to Bank Book Collections.
7. Collection and maintenance of records for P.M. Relief Fund accounts e.g. Tsunami Relief earth quake relief.
8. Collection of ADC for all circles and further disposal these funds to related circles.
9. All type of Audits and Audit coordination for other sections in Corporate Office.
10. Coordination with other circles and other sections on behalf of ADG(R&P).
11. Bank Reconciliation of all Bank Books.
12. Pension Contribution and leave Salary Contribution.
13. Licence Fees quarterly Statements and its audit.
14. Helping AO (CASH) in preparation of Schedules.

8. CELLULAR MOBILE TELEPHONE SERVICES

(A). CMTS-I

1.1 PROJECT PLANNING & BUDGETING, EXECUTION AND MONITORING

Budgeting & Forecasting for future expansions.

- a) Planning the technology to be introduced in GSM Network of BSNL.
- b) Formulating Specifications and tender documents for the procurement to be done.
- c) Coordinating with the MM Cell, nodal circles & respective circles for floating of the tenders, evaluation of the same & for placing of Purchase Order.
- d) Monitoring of the progress of the various ongoing GSM projects.
- e) Coordinating with the vendors & with circles for implementing the GSM expansion projects.
- f) Forming guidelines/instructions for successful implementations of the project.
- g) Liaison with TF & TX Cell for Tower and Media requirements.
- h) Collect data/information from field units and updating MIS.
- i) Arrange various meetings/presentations etc. regarding latest development GSM Technology/3 G.
- j) Organizing Training for CMTS Wing Offices of circles in Co-ordination with Training & IR Cell.

1.2 AUDIT

- a) Co-ordination with Audit for auditing of the cell
- b) Framing replying of draft paras to audit.

1.3 VIP CASES

Disposal of VVIP/VIP cases of North & South Zones. Disposal of Parliament Questions (Starred + Unstarred)

1.4 GENERAL

- a) Preparation of MIS
- b) Handling of staff related issues for CMTS Cell for Corporate Office.
- c) Co-ordination with TE and Personnel Cell for strengthening of CMTS Wings of circles.
- d) Arrange various meetings/presentations etc. regarding latest development GSM Technology/3 G
- e) Interaction with TRAI/DoT/C-DoT etc. for Technology related issues.
- f) Co-ordination with licensor (DoT) in matter relating to Buffer Zone of International
- g) Boarder cases.

- h) Organizing Training for CMTS Wing Offices of circles in Co-ordination with Training & IR Cell.
- i) Write off of loses on account of damages to CMTS equipment, P/P & Battery plant, other related equipment etc. , caused by fire, accident, theft, riots , natural calamity and other unforeseen events during installation.

(B). CMTS-II

2.1 VALUE ADDED SERVICES

- a) Framing specifications & planning for installation of new services & operations in GSM network like GPRS, MMS, WAP etc.
- b) Coordination with NS Cell for signing bilateral agreements with various content providers for introduction of value added services.
- c) Co-ordination with respective circles and content providers for implementation of various value added services in GSM network of BSNL.
- d) Coordination with CGM IT Project circle for development of new applications for GSM Network.
- e) VIP & MOC Cases of East Zone

2.2 SIM MANAGEMENT

- a) Forecasting of requirement of SIMs.
- b) Formulating specifications and tender documents for procurement of SIMs.
- c) Coordination with SIM Vendors and Zonal centers for framing of SIM Menu features & updating the same regularly.

(C). CMTS-III

3.1 SPECTRUM ARRANGEMENT

- a) Co-ordination with WPC for spectrum allotment.
- b) Co-ordination with WPC for SACFA Clearance

3.2 VALIDATION OF EQUIPMENTS & OTHER ISSUES

- a) Co-ordination with TEC for finalization of validation test schedules
- b) Co-ordination with TEC and circles for conduction of validations

3.3 BILLING & CUSTOMER CARE SYSTEM

- a) Planning & co-ordination for installation of Billing & Customer Care Software & Hardware
- b) Planning & co-ordination for Fraud Management System, Decision Support System, Disaster Recovery System for Billing.

3.4 GENERAL

- a) Disposal of VIP Cases of West Zone
- b) GSM Association Membership Association issues.

9. CELLULAR MOBILE TELEPHONE SERVICES

(OPERATION & MAINTENANCE)

CMTS - O&M cell

1. **Maintenance of CMTS Network:** Continuous interaction with Circles and vendors for ensuring timely corrective and preventive measures so that all the network components like MSC, BSC, GGSN, SGSN, MMSC, BTS, IN, SMSC, WAP, UMS, and Billing server remain operational to a satisfactory level. Repair of damage caused by Lightning, Landslide, OFC Cuts etc. are monitored for corrective as well as preventive actions. Review of such problems is a continuous process.
2. **Monitoring of operations:** It is well known fact that Quality of Service plays a vital role to not only retain the existing subscribers but also to attract new subscribers. Collection, form all Circles & Nodal Centers and analysis, of different reports like weekly BTS interruption, monthly Network congestion, Fortnightly Quality of Service, GPRS Growth, SMSC Loading, Performance of various Value Added Service Providers etc. from Circles are carried out and required actions are ensured. These reports on performance are also submitted to DOT and TRAI in a time-bound period.
3. **Guidelines on operational matters:** Different guidelines on operational matters are framed and issued. For example CDR preservation at each MSC, Alternate media on ring for BSCs/ BTSS, CMTS Data to security agencies etc., Alternate media rings for FTAM Links from MSC to Billing Centers, Conversion of Tariff Plans and so on (a big list).
4. **Operational issues relating to Billing Centers (The Heart of CMTS):** By holding monthly Zonal meeting of Zonal GMs, various issues relating to Billing and Charging are identified, examined and solutions suggested for implementation. Daily rating, Threshold running, Generation of Billing Reports, TAP files exchange, MIU clearance, Interconnect billing configuration are some of the burning issues. Accounting guidelines are also reviewed through such meetings.
5. **National roaming and Policies:** Interoperability testing and implementation for pre-paid National Roaming not only for voice but also for data on GPRS etc among different make networks (Lucent, Siemens, Ericsson, Motorola, Huawie and further many more). Solutions to these issues are explored by continuous interaction and success is achieved in the shortest possible timeframe.

6. **International Roaming agreements & implementation:** International roaming from BSNL networks has been started through M/s Spice for about 200 countries. BSNL has also started direct bi-lateral agreements with foreign operators and have signed the same with 110 operators in 74 countries as on 30.05.2006. Number of foreign operators with whom direct International Roaming has been launched commercially in 48 foreign operators in 39 countries. Due to global time difference, CMTS staff is required to speak to their counterparts in different countries, at different time intervals even at midnight in India. There is need of staff for round-the-clock manning in CMTS-O&M Cell to ensure speedier accomplishment of International roaming. Work involves negotiation of agreements with foreign operators, formulation of agreements, signing of agreements and exchange of commercial launch certificates with operators after getting approval of BSNL management. Issue of guidelines to Circles from time to time, monitoring the compliance of the same via correspondence and periodic meetings. .
7. **Co-ordination:** Co-ordination with DOT, CMEs Vendors, security agencies, all Circles for ensuring compliance to the requirement of Security Agencies for lawful interception and monitoring, verification of identity of subscribers, giving list of subscribers and CLIR facility etc.
8. **Management of Numbering, Routing, Charging and tariff :** Close coordination with different cells in BSNL C.O. is a routine activity. Many proposals relating to tariff and other promotional schemes are received by this section for technical feasibility before decision and for implementation, subsequently. MSC codes, SP codes and short codes are allocated by this cell for all service areas of BSNL in coordination with DoT.
9. **Interconnectivity issues:** Different consultation papers/instructions received from TRAI/DOT are analyzed and reactions are prepared in consultation with other Cells like Regulation cell. The directives/instructions from TRAI/DOT are got implemented in the CMTS network. Provision of Direct POI from GMSC to various UASL/ Basic/ NLD Operators is coordinated and pursued for timely commissioning.
10. **Study of Technology advancement:** Continuous interaction with different vendors (Multinationals and other entrepreneurs) is maintained so that BSNL is able to move forward at par with the global trend and national market scenario. Such studies help to frame policies regarding network expansions and adaptation of technologies.
11. **Involvement in Tendering Process:** This section assists CMTS Cell in framing Technical specifications for CMTS tenders, evaluation of tenders and framing terms & conditions/ Purchase Orders.

12. **Introduction of New Services:** Implementation of agreements with various Content Providers (Indiatimes, NDTV, Sahara, Rediffmail etc.) for SMS based Value Added Service; MMS/GPRS based normal as well as premium rate value added services etc. are explored for technical implementation and are pursued with Circles/Nodal centers. Other projects of New Services like On-line Electronic Re-charge, Top-up through Bank ATMs or SMS, Announcement of Results, Location Based Services etc., are got implemented & monitored.
13. **Repair and Maintenance of Network:** Ensuring Annual Maintenance Contracts with the vendors, replacement of faulty cards or requirement against damaged equipments, issuing guidelines relating to major-minor fault classification and redressing issues between circles and the vendors.
14. **Guidelines for Softwares and their up gradations:** Different kinds of software are in use in CMTS network. Issues relating to their License, Up-gradation etc. are taken care of. Continuous interaction with CGM (IT-P), BSNL Portal at Hyderabad and IT cell in Corporate Office, New Delhi takes place for improving the features and facilities like duplicate bill through portal, bill enquiry through SMS and information through IVRS at Call centers.
15. **Parliament Questions, VIP Complaints & Court cases:** Issues relating to operational and maintenance nature are examined and replies are submitted / sent. Many complaints are received through e-mail and we ensure action even on such complaints. All complaints, especially VIP complaints have to be dealt with in a time-bound manner. Existing subscriber base is 17.5 million approx. and is targeted to be 90 million by the year 2008. Accordingly, staff is required for handling public/VIP complaints. Also complaints of foreigners roaming in BSNL network.
16. **Training of CMTS Staff:** It is a continuous process hence requirement is assessed from time to time and courses are arranged. DBA Training, IN training, Billing Training and other operational training are being coordinated. Conducting training on International Roaming at ALTTC and BRBRAITT.
17. **CMTS Organization Structural Issues:** With the growth of network, increased workload requires more staff in field units. In order to avoid impact of staff shortage on quality of service, this cell co-ordinates with other cells in corporate office for revision of norms and posting of staff. Disputes regarding responsibility bifurcation among Circles/within Circle like that between UP (W) and Uttaranchal Circles etc. were intervened and got resolved.

18. **Monitoring of CMTS Call Centers:** There are 5 CMTS Call centers in BSNL, as on date. This cell monitors different performance key indicators on monthly basis for ensuring easy access to Call center by the subscribers, prompt and proper response either through IVRS or by Call center agent, escalation of complaints and redressal of the same at the earliest. This cell prepares specifications for Call Center tender and coordinates for further processing.
19. **Public complaints for CMTS (O&M):** Complaints received from Cellular Mobile subscribers base of 17.5 million and is targeted to be 90 million by the year 2008 by post / e-mail/ telephones etc. from non-VIPs are also dealt with by this Cell in coordination with the concerned Circles.
20. **Write off of losses** on account of damages to CMTS equipment , P/P & Battery plant, other related equipment etc., caused by fire, accident, theft, riots and other unforeseen events.
21. **Working out methods** for metered calls, billed calls, reconciliation along with TR division & coordinating the same in the circle.
22. **Any other miscellaneous issues** as may come up from time to time w.r.t. CMTS (O&M).

10. COMMERCIAL - (Comml)

1. To fix tariff for new services like ISDN, Internet, IN (FPH, PRM, VPN, ACC, UN, TV, ATM, DIAS, INET/RABAN/HVNET), Broadband, Infrastructure charges, MPLS VPN, Audio – Video Conferencing and revising tariff of existing services;
2. Tariff of existing services;
3. issue of clarification to field units with regard to tariff of various telecom services and resources;
4. Examination of various proposals emanating from field units on tariff with regard to its applicability and impacts;
5. Delegation of powers to Heads of Circles to compete with other service providers for flexibility in fixing tariff and discounts;
6. Preparation of commercial terms & conditions for private service providers;
7. Commercial examination for introduction of new services in the BSNL Network;
8. Introduction of new schemes/packages for creation of additional demand/ to retain existing customers and popularization of new telecom services offered by BSNL;
9. Analyzing market trends on tariff matters;
10. Preparation of final replies to Parliament Questions/ Assurances/ Notices of Parliament Sect/MOC/ MOS(C)/VVIP cases related to Commercial issues;
11. Preparation of final replies to Audit & CAG paras on commercial issues;
12. Preparation of board memos relating to commercial policy matter and any other item pertaining to commercial cell;
13. Replies to court cases related to Commercial Section;

11. CUSTOMER SERVICES - (CS)

(A). PHA Section

1. Policies relating to allotment of fixed telephones registered under various categories/transfers/shifting, out of turn connection, temporary connection, casual connection and transfer/shifting of existing telephone connection.
2. Policy on restoration of telephones disconnected for reasons other than DNP cases.
3. Policy matters relating to sanction of telephones to BSNL staff including Internet, Mobile, WLL and fixed lines.
4. Relaxation of the condition regarding drawl minimum pay for registration under SS category.
5. Policy on checking of bonafide, misuse of telephones etc.
6. Policy on long distance connections.
7. Provisioning/shifting of fixed telephones in relaxation of prescribed conditions under delegated powers
8. Framing policy on Customer Service Centers with single window concept and simplification of procedure for customer interface
9. Monitoring of service parameters on provisioning /shifting/ disconnection of fixed lines and phone plus facilities thereon.
10. Appointment of Arbitrators on matters dealt in PHA Section
11. Court Cases pertaining to suits filed by users on telephone connection
12. Framing of policy regarding Interception of messages
13. DCC Co-ordination work with TEC
14. Monitoring and follow up action of various decisions taken by Hon'ble MOC/MOS(C)/BSNL Board
15. CAC/PAC and draft Audit Paras relating to telephone connections – interaction with field units and processing of audit objections.
16. Requests for allotment of new telephone connection on OOT priority
17. Provision of casual telephone connections.
18. Sanction of RSTCs/office phones for officers and staff of BSNL HQ.
19. Shifting of RSTCs.
20. Retention of telephone on retirement
21. Provision of service WLL, GSM, Internet Connection, ISDN etc. including delegation of powers to sanction service telephone facilities.
22. Framing of replies for starred/unstarred parliament question and fulfillment of assurances given.
23. Policy regarding rebate on prolonged interruption of telephone services.
24. Telephone facilities to serving/retired employees of BSNL
25. Other Misc. works such as monthly reports for cabinet summery, Quarterly Hindi reports, monthly report on pending assurances/ court cases etc.

26. Selection of best SSA/CSC Awards.
27. TACs
28. Policy related to rebate/concessions to various categories i.e. Swatantrata Senanies, Gallantry Award winners of Chakra series medal, disabled soldiers, war widows, Awardees of President's Police Medal for Gallantry, Blind person, Sr. citizen etc.
29. Furnishing of comments to Ministry of Parliamentary Affairs about telephone facilities to Member of Parliament for the purpose of framing rules under Salary, Allowances and Pension of Members of Parliament Act, 1956 and issuance of executive instructions to the field units for implementation of decisions.
30. Amendment to rules and handling matters related to consumer protection.

(B). PHB Section

1. Local areas of telephone exchange systems – policy and demarcation.
2. PABXs, PBXs general & technical instructions including interface approval.
3. Secraphones and scramblers.
4. Policy for allotment and operations of PCOs (STD/ISD/LOCAL) excluding commercial policy and maintaining of pending applications.
5. CCB PCOs Technical Specifications and interface approval.
6. Printing of telephone directories – All matters relating thereto.
7. EPABX policy-suscriber owned and franchise basis
8. Policy relating to provision of telephone attachment and allotments (including by private parties) at subscriber's premises..
9. Parliament Questions for items in PHB relating to BSNL.
10. PAC cases and Audit paras relating to BSNL for items dealt in PHB.
11. Court cases and arbitration case relating to telephone directories and PCOs relating to BSNL.

(C). PHC Section

1. Policy relating to provisioning of long distance telephone connections including satellite telephones.
2. Telecommunication arrangements in connection with visits of President, Vice President, Prime Minister, Dy. P.M. Foreign Dignitaries and important meetings.
3. Operational Matters (excluding commercial matters) relating to provisioning of leased Circuits/Air-Raid Warning Equipment (ARW) for Civil Defence Authorities.
4. Providing of telephone facilities during Elections and International Conferences.
5. Matter relating to policy, planning and monitoring of Internet Dhabas.

12. Company's Secretariat and Legal Department

COMPANY'S SECRETARIAT AND LEGAL DIVISION

Introduction: - Company's Secretariat and Legal Division at Corporate Office of the Company (BSNL) is headed by the Company Secretary-cum-General Manager [Legal], who is assisted by the Assistant Company Secretary-cum-Deputy General Manager [Legal]. Thus, the scope of the duties is spread in two parts, i.e., Company Secretariat and Legal Division. Section 383 read with Section 2(45) of the Companies Act 1956 provides that every Company having a paid up capital of Rs.2 Crores and more shall have a whole time 'Secretary', appointed to perform the duties which may be performed by a Secretary under this Act and any other ministerial or administrative duties. Here, Secretary means a Company Secretary. In compliance with the aforesaid requirement of the Companies Act 1956, BSNL has appointed One Company Secretary-cum-GM (Legal) and to assist him one Asstt. Company Secretary-cum-DGM (Legal). The Office of CS being a statutory one, various statutory and other responsibilities are cast upon the Company Secretary by Companies Act 1956 and by various other statutes. Apart from this, under various Economic and other legislations Company Secretary is treated as the Principal Officer of the Company.

2. With regard to the Company Secretarial functions, the Company Secretary is assisted by the Assistant Company Secretary, Secretarial Assistant and Private Secretary. Briefly, the function and duties being discharged by the Company's Secretariat are given hereunder:-

(A). COMPANY SECRETARIAL FUNCTIONS

a. Corporate Affairs

Company Secretary, being overall in-charge of the Corporate Affairs, acts as Secretary of the Company and serving as Secretary to the Board of Directors and various committees of the Board. While acting as the Secretary, the activities involved are:-

1. Convening and coordinating the meetings of the Board of Directors/Committees, as directed by the Chairman or as decided by the Board;
2. Preparation and circulation of agenda papers for Board/Committee meetings;
3. Attending meetings of the Board/Committee and noting the decisions taken therein; and ensuring the Board procedures;

4. To provide assistance and advice, wherever needed, to the Chairman on the conduct of meetings and to act as principal coordinating officer;
5. Drafting minutes of the Board/Committee meetings and getting them approved;
6. Keeping proper record of the minutes and circulating them for follow-up action;
7. Maintenance of Statutory Books;
8. Maintenance of non-Statutory Books;
9. Convening and coordinating annual general meeting and extraordinary general meetings;
10. Preparing the Director's Report and Chairman's Speech and coordinating with Finance Accounts functions in finalizing annual accounts;
11. Recording the minutes of annual/extraordinary general meetings;
12. Filing annual accounts of the company with the Registrar of Companies;
13. Filing the Annual Return of the Company;
14. Filing of various returns, resolutions, etc. by the due date with the ROC;
15. Managing and co-coordinating the Work relating to issue of capital/bonds allotment of shares/bonds etc., and payment of dividends,
16. Communicating with the Shareholders and Members;
17. Flotation of new companies/subsidiaries; (registration as promoters – registration of documents and compliance of legal requirements); corporate restructuring and advise on corporate laws;
18. Drafting joint venture/shareholders agreements;
19. Any other statutory work relating to new/subsidiary companies;
20. Establishing good corporate governance practices.

b. Other Administrative and Ministerial Functions / Duties

1. Compliance with the instructions of DoT, i.e., the Administrative Ministry;
2. Compliance with the guidelines/instructions of Deptt. of Public Enterprises;
3. Compliance with the guidelines/instructions of SCOPE;
4. Discharging the responsibilities and statutory functions as Principal Officer of the Company under various statutes;
5. Other time bound tasks assigned by CMD and other members of the Board
6. Parliament questions relating to the Secretariat;
7. Any other matter assigned by the CMD and Board of Directors

(B). LEGAL DIVISION'S FUNCTIONS (Legal)

Introduction:- CS & GM(Legal) is heading the Legal Division of the company at corporate office. He is assisted by ACS & DGM (L) and Section Officer (Legal). In addition, OSD[Legal] to CMD is responsible for the various administrative and ministerial functions of the legal division. OSD is assisted by Section Officer[Legal-II]. The Legal Cell of the Corporate office provides in-house legal aid to various units of the Corporate Office, in the following manner:-

a. Legal Advise/opinion etc.

In-house Legal Advise/Opinion is provided in the following manner:-

1. Tendering advice on various matters involving legal interpretation to the line functionaries, acting as adviser in regard to compliance with mercantile, industrial, labour, tax and other laws having a bearing on the activities of the company;
2. Liaison and communication with the Advocates of the Company in respect of cases relating to Corporate office allocated by the Secretariat and Legal Division;
3. Preparing briefs on legal issues for reference to the Senior Advocates/Solicitor General/Additional Solicitor General of India;
4. Render assistance in arbitration matters;
5. Vetting briefs and material for filing cases and also defending them;
6. Drafting and vetting of contracts/agreements/MoUs, power of Attorney and other legal documents from time to time;
7. Appearance before various authorities, State/Central in connection with the activities of the Company;

b. Monitoring of BSNL's Court Cases

1. The Legal Notices, Court Notices, Summons, Petitions and/or Arbitration Notices, VIP references for empanelment of Advocates etc., for the field units etc., received from various Advocates, Courts, Forums including those forwarded by the Department of Telecom etc., are sent to the units concerned and monitor their developments;
2. Call for the legal monitoring reports in the already prescribed formats from all the units at the corporate office and field units; [both litigation matters as well as Arbitration matters] ;
3. Ensure preparation and regular updating Central Data Base of court cases of the Company, in coordination with the SO(Legal);

4. Compile, monitor and submission of the various returns relating to pending cases to DoT regularly; specially for FAG meetings of the DoT regarding court cases;
5. Issue instructions/circulars periodically as may be necessitated with the approval of the CS & GM(L);
6. Monitor and submit Action Taken Reports in respect of VIP references received for empanelment of Advocates for the field units;
7. Effectively ensure single point monitoring of above items/any other items as will be assigned from time to time; and
8. Monitoring Report regarding contempt cases.

13. ESTABLISHMENT FINANCE & TAXATION -- (EF& Taxation)

(A). Establishment Finance Section – (EF)

Financial scrutiny and accord of financial concurrence to the following types of cases:-

1. Sanction of new posts in BSNL including Corporate Office for all cadres based on norms or without norms.
2. Permanency of posts in BSNL including Corporate Office for all cadres and retention of posts.
3. Deputation and delegation to abroad including foreign assignment under different schemes.
4. Training, seminars etc. inside or outside India and training schemes of ALTTC and other Training Centers in India.
5. Dealing cases related to Stepping up of pay cases, pay anomaly cases, revision of pay scales, grant of special pay etc.
6. Fixation of pay and arrears claims including HRA/ CCA/ TA/ Medical/ Welfare/ Pension /Gratuity /GPF /Honorarium to staff etc. within laid down policies.
7. Delegation of financial powers to field staff and officers of BSNL Corporate Office.
8. Staff standards relating to stores organization approved by Staff Inspection Unit of MOF on report of Internal Work Study resulting savings of expenditure.
9. Framing policies on HRD related matters viz. BSNLMRS, Transport Allowance, Leased Accommodation, CPF, Sports Welfare, Compassionate appointment, different Insurance Welfare Schemes, TA/DA Rules, etc.
10. Conversion of CDA Pay Scales to IDA Pay Scales.
11. Vetting of Recruitment Rules in BSNL and Committee Meetings for evolving regular /ad hoc norms.
12. Proposals from Establishment/Personnel Branches on staff matters such as promotion, fixation of pay, pay anomalies etc.

13. Cost cutting matters, monitoring of Energy audit & conservation cases.
14. Audit paras/JCM/Union/Court/CAT cases on the above items.
15. Financial advice/ concurrence to all expenditure proposals of Admn. /IT Cells, including vetting of NITs, Finalization of tenders, participation in TECs, Purchase committees etc.
16. Sanction of grants in respect of Territorial Army (Telecom).
17. Permission to non-entitled officers to travel by air under delegated power of Board of Directors.
18. Advances and waival of recoveries from staff.
19. Dealing cases of appointment of consultants.

(B). Taxation Section

1. **Corporate Tax:** Computation & Payment of Quarterly Advance Tax. Filing of Annual Income Tax Returns. Dealing with the Assessment and Appeal Cases.
2. **Fringe Benefit Tax:** Computation & Quarterly payment of Advance Fringe Benefit Tax. Filing of Annual Returns.
3. **Wealth Tax:** Computation and payment of wealth tax.
4. **Deferred Tax:** Computation of Deferred Tax of the Company.
5. **Service Tax:** Issue of instructions on Service Tax matters.
6. **Cenvat:** Issue of instructions on availment for Cenvat credit matters.
7. **Sales Tax:** Issues relating to Sales Tax .
8. **Property Tax:** Issues relating to Property Tax.
9. **Banking Cash Transaction Tax:** Issue of instructions relating to the Banking Cash Transaction Tax.
10. **Tax Audit:** Appointment of Tax Auditors and ensuring the Tax audit of the Company.
11. **TDS:** TDS clarifications, collection of the TDS Certificates from the Circles/units for submission to Income Tax authorities duly compiled.

14. ELECTRICAL - (Elect)

(A). Staff & Establishment Matters – (S&E)

1. Creation of Group A,B, C&D Posts in BSNL
2. Retention of Post of Group A,B,C&D Posts in BSNL
3. Permanency of Posts of Group A,B,C&D Posts in BSNL
4. Redeployment of Electrical units/division cases.
5. Matters related to pay fixation in Group A/officers in Corporate Office.
6. Co-ordination with SR cell for union/Association matters.
7. Permission for studies (outside Office Hours)
8. Forwarding of Application /NOC for Passport/Visits Abroad for Executive officers.
9. Personal matters relating to Posting and transfer in Electrical Wing
10. Framing & Amendments of Recruitment Rules for all Cadres.
11. Seniority List for all Cadres
12. Deputation of all Cadres.
13. Conduct rule - for all cadres.
14. Co-ordination with vigilance cell for Vigilance/disciplinary cases in respect if all cadres.
15. ACP Cases.
16. VIP references for MOS(C)/ MOC (Estt. related & Personnel)
17. Parliament Questions. (Estt.& Personnel related)
18. Maintaining of Rosters of different cadres.
19. court cases concerning service matter of officers of all cadres

(B). Technical matters – (Tech)

1. Advise on all Electrical, Electromechanical & related Services to BSNL board
2. CTE cases
3. Vigilance activities for entire electrical wing including co-ordination with Vigilance wing & CVC in electrical matters.
4. Draft Audit Paras/PAC/C&AG cases relating to Staff Qtr/ Admin Offices store Depots and other Technical/Non technical Buildings.
5. Acceptance Testing Procedure for A/C E/A EI, fire etc
6. Processing of tenders beyond the power of Chief Engineer (Elect.)
7. Technology Up-gradation and improvement in work procedure and updating of manuals.
8. Technical matters in respect of
 - Electrical installation.
 - Sub- station
 - Air conditioning.
 - fire Fighting & Detection system
 - Engine Alternator Set
 - Lightening System
 - Earthing

- Pumps
 - Building Automation System
 - Lightening and Surge Protection System
9. Policy of Guidelines on maintenance of electromechanical installations.
 10. Formulating the rules and regular Updating of Contract Documents/forms etc.
 11. Interpretation of orders/ Contract Clauses.
 12. Issuing General Circulars relating to Contract.
 13. Framing of rules for enlistment of contractors and its updating.
 14. Cases relating to enlistment of Class- I Contractors.
 15. Court Cases/settlement of disputes relating to Electrical Contract works
 16. Complaints relating to works.
 17. Arbitration cases beyond the power of PCE (E) /CE (E)
 18. Write off loss of stores beyond power of PCE (E)/ CE (E).
 19. Matters relating to Seminar/ Conferences.
 20. Draft Audit Paras/PAC/ C&AG cases relating to Staff Qtrs/Admn offices, Store Depots and other Technical/Non technical Buildings.
 21. Review and monitoring of Progress of electrical works i/c energy Conservation and Monitoring.
 22. Monitoring of Expenditure on Electrical works.
 23. Matter relating to Annual and Five years Plans.
 24. Budgeting- Electromechanical Works related to staff Qtrs/ Administrative offices / Telecom Store other Non- technical Buildings and technical Buildings
 25. Finalization of Annual Operating Plan/Strategic Building Plan Rates.
 26. Inspection report of supervision senior officer in works.
 27. Inspection of CE(E) / PCE(E) office in respect of technical matters.
 28. a) Processing of Confidential report of contractors for various services like E/A, A/C set.
b) Framing rules for Confidential report of contractors of above category.
 29. Standardization/ Specification of products.
 30. Scrapping cases of electromechanically assets of BSNL.
 31. Technical Circulars and Documentation.
 32. Policy matters Relating to Quality assurance.
 33. Processing of Reports relating to Quality inspection or works.
 34. Inspection/ reports of new products/RCS
 35. Approval of energy efficient products (Electrical & Electromechanical Products) on all India basis.
 36. Monitoring, Analyzing & compilation of energy Audit reports from various field units.
 37. Formulating Policies, Guidelines for conducting Energy Audit.
 38. Policy Planning of Training of electrical Wing officers.
 39. VIP References for MOS(C) /MOC (Technical Matters)
 40. Parliament Question relating to Electro-mechanical works.
 41. Vehicles- Norms & Sanction
 42. Maintaining imprest of Sr. DDG (Elect).

15. ESTABLISHMENT - (Estt)

(A) Pers.-III Section

1. All Policy matters in respect of Non-Executives employees of erstwhile cadres in **Group-C [Technical & Non-Technical]**, of Telecom Engineering wing, covering recruitment, Medical examination, verification of character and antecedents, appointment, seniority, transfers, leave, service records, retirement, change of name, religion and date of birth etc.
2. Framing/Amendment/Relaxation of Recruitment Rules in respect of non-executive cadres in Group-C [Technical & Non-Technical], of Telecom Engineering wing,
3. Matters pertaining to misconduct like violence, assaults, absconding/missing of official, taking part in politics, practice of un-touchability, non-maintenance of spouse, absconding from duties on Non-Executives employees of erstwhile cadres in Group-C [Technical & Non-Technical], of Telecom Engineering wing,
4. Matters pertaining to redeployment of TF/TSO staff and matters pertaining to Territorial Army [Non-executives only],
5. Coordination for items relating to National Council issues, Committee Meeting of National Council, for all sections and issues falling under Sr.DDG(Estt.),
6. Disposal of representations, VIP references, Parliament questions, court cases/legal notices, Audit Memos./Paras etc., pertaining to above subjects.

(B). Pers.-IV Section

1. All policy matters in respect of Executives of Junior Telecom Officers (JTO) cadre and Non-Executive Employees of erstwhile Group-D cadre of Telecom Engineering wing, covering Medical examination, Seniority, transfers leave, verification of character and antecedents, service records, retirement, change of name, religion and date of birth etc. and regularization of Casual Labourers.

2. Framing/Amendment/Relaxation of recruitment rules in respect of Executives of Junior Telecom Officers (JTO) cadre and Non-Executive Employees of erstwhile Group-D cadre of Telecom Engineering wing,
3. Arranging High Power Committee meetings for consideration and disposal of the cases of compassionate appointments,
4. Matters pertaining to misconduct like violence, assaults, absconding/missing of officials, taking part in politics, practice of un-touchability, non-maintenance of spouse, absconding from duties of Executives of Junior Telecom Officers (JTO) cadre and Non-Executive Employees of erstwhile Group-D cadre of Telecom Engineering wing,
5. Matters pertaining to Territorial Army (JTO & Non-Executives of erstwhile Group-'D'),
6. Disposal of representations, VIP references, Parliament Questions, Court cases/Legal Notices, Audit Memos/Paras etc. pertaining to above subjects.

(C). Telecom Establishment Section (TE-I)

1. Creation, retention, diversion, abolition, up-gradation and permanency of ITS Group 'A' and Telecom Factory posts.
2. Bifurcation of Circle/SSA and formation of Telecom Districts.
3. Evolution/extension of norms/adhoc norms for creation of Group 'A' & 'B' posts in BSNL including their duties and responsibilities.
4. Preparation and finalization of yearly Man Power Plan for creation of posts.
5. Delegation of powers to CGMs for creation of Group-'B' and below level posts and man-month posts.
6. Disposal of representations, VIP references, Parliament Questions, Court cases/legal notices, audit memos/paras etc., pertaining to above subjects.

(D). Telecom Establishment Section-II (TE-II)

1. Creation, retention, diversion, permanency and abolition of Group 'A' & 'B' posts of Telegraph Traffic and GCS.
2. Re-organization of Telegraph Traffic Arm and Telecom wing.
3. Laying down of standards for Non-executive Telecom Cadres including Fixation/Revision of norms and duties & responsibilities.
4. Matters relating to Industrial staff in Telecom Store Depots.
5. Laying down service conditions like promotional avenues, overtime allowance, holidays night duty coefficient, Split duties, call duty, transport facilities, duty hours, weekly off, etc. and RFA or HRA in lieu thereof in respect of the Telecom staff.
6. Fixation and revision of Circle's Ceiling limit.
7. Policy matters relating to OTBP/BCR Schemes and Restructuring of Cadres.
8. Disposal of representations, VIP references, Parliament Questions, Court cases/legal notices, Audit memos/Paras etc., pertaining to above subjects.

(E). Pay & Allowances Telecom Section – (PAT)

1. All matters relating to pay & allowances like pay fixation, pay anomalies,
2. Policy and clarifications on all matters concerning to sanction of advances, staff claims and benefits to staff like:
 - (i) Advances for purchase of conveyance/other items.
 - (ii) Grant of Special Pay
 - (iii) Medical reimbursement cases under CS(MA) Rules.
 - (iv) LTC
 - (v) TA/DA
 - (vi) CCA/HRA
 - (vii) Special Compensatory allowances.
 - (viii) HBA cases.
 - (ix) ACP Scheme.
 - (x) Deputation Allowances.
 - (xi) Other allowances.
3. Policy regarding Productivity Linked incentive Scheme.
4. Grant of Perks to BSNL employees.
5. Issue of DA/IDA order.
6. Disposal of representations, VIP references, Parliament Question/Court Cases/Legal Notices pertaining to above subject.

(F). Pension Section – (Pension)

1. All matters relating to Pension, Family Pension, Commutation of Pension, DCRG.
2. All matter relating to fixation of pay of Telecom Officers working in Corporate Office and CGMs of all Circle.
3. All matters regarding issue of Annual increments to Telecom Officers working in Corporate office and CGMs of all Circle.
4. Maintenance of Service Books and their updation covering Leave, Transfer/Posting, Motor Car/Scooter/Computer advances etc., Entry of LTC, Leave Salary, LSPC, Record of Nomination to GPF, DCRG, Commutation of Pension and CGEGIS/GSLI Scheme of BSNL.
5. Issue of Qualifying Service Certificate, Verification of Services prior to Superannuation retirement, Preparation of Identity Cards to retirees, Preparation of Quarterly report on working in Hindi and other Misc. works of the Section.
6. Disposal of representations, VIP references, Parliament Question/ Court Cases/ Legal Notices pertaining to above subject.

16. FINANCE PERSONNEL - (FP)

(A).Staff Establishment & Accounts Section – (SEA)

1. Creation of posts in Accounts and Finance Service.
2. Permanency of posts in Accounts and Finance Service.
3. Retention / Diversion of posts in Accounts and Finance service upto Gr. A / Gr. B posts
4. Initiating of fresh work study to IWSU for norms in Accounts and Finance service
5. Fixation of duties and cadre restructuring in Accounts and Finance service
6. Recruitment Rules in Accounts and Finance service.
7. Posting and Transfers in Accounts and Finance service.
8. Foreign deputation in Accounts and Finance service.
9. DPCs / Promotions/Confirmations in Accounts and Finance service.
10. FR 56-J cases in Accounts and Finance service.
11. Local Deputation in Accounts and Finance service.
12. Local officiating promotion in Accounts and Finance service.
13. Retirement in Accounts and Finance service
14. Leave cases of officers in Accounts and Finance service
15. Increment cases of Accounts and Finance service personnel
16. All Routine matters of Accounts and Finance service personnel
17. Review of property returns of Accounts and Finance service personnel
18. Pay fixation of Accounts and Finance service personnel
19. Conduct rules (including movable / immovable property) of Accounts and Finance service personnel
20. Forwarding applications for employment elsewhere of Accounts and Finance service personnel
21. NOC cases (for passport /visa etc) of Accounts and Finance service personnel
22. Individual petitions on service matters of Accounts and Finance service personnel
23. Court cases involving all cadre in Accounts and Finance service
24. Ministers cases of Accounts and Finance service personnel
25. Parliament Questions relating to Accounts and Finance service
26. Brief for meetings relating to Accounts and Finance service
27. Union references relating to Accounts and Finance service
28. Application of CCS (Conduct Rules) – Deputation of officers including foreign service.
29. Permission for extension of service, employment after retirement, change of Date of Birth, change of Name and special representation if any , etc.
30. Preparation of personal Data, stay particulars of the officers, etc.
31. Policy matter relating to Telecom accounts clerk, Junior accountant & Senior accountant (T/A) , maintenance of service books , pay fixation & other allied works of corporate office finance and accounts staff.

(B). Training Finance Section –(Trg Fin)

1. **Basic Training:-** Foundation/ Pre-appointment and Induction Trainings to Deptl. & DR JAOs.
2. **Planning for JAOs training in advance.**
3. **Deciding the training period for JAOs in different phases.**
4. **Issuance of Various orders pertaining to training of JAOs.**
5. **Short Term Trainings:-**Deputing Gr. A & B (Accounts & Finance) officers of Corporate Office as well as officers working in various field units for short term trainings to be conducted by reputed institutes like ICWAI, ASSOCHAM, FICCI, ICAI, IPA & IIPA etc. When and where such programmes are announced.
6. **Trainings at Departmental Training Institutes:** Deputing AFS officers of Corporate Office for various programmes being conducted in departmental Training Institutes/ for courses applied by the officers for such courses.
7. **Long Term & Foreign Trainings:** Forwarding nominations of IP&T AFS Gr. A officers to DDG (IR) / Screening Committee for further processing of foreign deputations after getting approval from Director (Finance).
8. **NATFM Issues:** Training Finance Cell acts as coordinator for various activities of NATFM. Issues of NATFM are dealt with in Training Finance Section for scrutiny and approval.
9. **Data Bank: Maintaining the databank of Gr. A IP&TAFS officers.**
10. **Any other miscellaneous matters relating to training in respect of Accounts & Finance personnel.**

17. INTERNAL AUDIT - (IA)

1. Conducting **Internal Audit Inspections** (Proprietary items) of the CGMs, Telecom including CGMs, Project Circle Offices and units of Corporate Office.
2. Preparation, Issue of Inspection Reports and monitoring compliance thereof.
3. Receipt of Draft Audit Paras on the working of BSNL received from Audit through Ministry and forwarding them to the respective Sr. DDsG/DDsG of Corporate Office for submission of timely replies.
4. Coordinating with the respective DDsG for timely receipt of replies on DAPs and forwarding them to respective nodal DDsG in the Ministry for taking the approval of Member concerned before submission of final replies to Audit for consideration of dropping from inclusion in the C&AG Report.
5. Receipt of Annual C&AG Report(s) and Performance Audit Reports on the working of BSNL.
6. Critically examination of the Paras included in the C&AG Report(s) and Performance Audit Reports and forwarding them to the respective Sr. DDsG/DDsG in Corporate Office for preparation of Action Taken Notes(ATNs).
7. Coordinating with respective Sr. DDsG/DDsG in Corporate Office for timely submission of Action Taken Notes (ATNs) on the respective C&AG Paras and forwarding them to the nodal DDsG in the Ministry for taking approval of the Member concerned before submission of final ATNs to Audit for acceptance.
8. Receipt of PAC/COPU Paras on the working of BSNL, forwarding them to the respective Sr. DDsG/DDsG for submission of the Action Taken Notes (ATNs) for sending to the nodal DDsG in the Ministry for taking Member's approval before transmitting to Audit for acceptance.
9. Parliament Questions relating to issues included in various Audit Reports/Paras.
10. All statements relating to outstanding C&AG/PAC/COPU paras.

11. Coordinating with the Ministry/Audit regarding progress of settlement of DAPs/C&AG/PAC/COPU Paras on BSNL and taking follow up action thereon.
12. Dealing with the Branch Audit Paras received from various P&T Branch Audit Offices all over India and coordinating with respective DDsG/Circles for ensuring necessary compliance.
13. Receipt of Local P&T Audit (Resident Audit) Inspection Reports on various sections of the Corporate Office for timely submission of replies.
14. Review of Half Yearly Audit Reports of Chartered Accountants Firms on the working of “**NORTH**” **AND** “**EAST CIRCLES**”. Pointing out of major errors to head and IFA of the concerned circle and relevant DDGs in Corporate Office for taking remedial measures.
15. Receipt of Ad-hoc Audit Committees Quarterly Reports from all the Circles in regard to efforts made for settlement of P&T Audit Objections.
16. Receipt and review of Quarterly Internal Audit Progressive Reports of the Circles on the inspections carried out on their SSAs.
17. Examination of Quarterly Reports of Pending P&T Audit Objections of the circles.
18. Receipt and review of Quarterly IFA's Reports received from circles.
19. Staff matters of IA Branch.
20. Any other items of work assigned.

18. INTERNATIONAL LONG DISTANCE - (ILD)

1. International Carrier Relations.
 - a) Signing of NDA
 - b) Bilateral Service Agreement.
2. Agreements with Indian ILDOs including VSNL for infrastructure.
3. ILD Rates from Indian/ International ILDOs for routing.
4. Monthly routing of ILD Traffic.
5. Implementation of Lawful Interception (LIM) in ILD Gateway Switches.
6. Up-gradation of Level - I TAXs to ILD capability.
7. IPLC LIM Equipment.
8. ILD Complaints / Tariff Issues.
9. India Termination Rates.
10. Bharat Lanka Submarine Cable System (BLCS) Project.

19. INTERNATIONAL RELATION -(IR)

(A). IR-section

1. Processing cases for selection and deputation of BSNL officers abroad for fellowship trainings under various International programmes, training in latest technologies being inducted in to BSNL.
2. BSNL is a sector member of ITU-T, ITU-D & ITU-R and affiliate member of APT. Selection & deputation of BSNL officers to the various study group meetings, workshops/seminars and other programmes under ITU & APT.
3. Coordination with DOT/International Organizations for participation and display of BSNL activities in various exhibitions such as SUPERCOMM, CeBIT, COMMUNIC ASIA, ITU-PALEXPO, GSM Congress etc.
4. Selection and deputation of BSNL officers to various International Conferences on GSM, CDMA, Internet, Disaster Management, NGN etc.
5. Selection & deputation of BSNL officers to various Business and Forum meetings /visits abroad.
6. Coordination with DOT with regard to obtaining approval of Competent Authority for deputation abroad of CMD/Directors of BSNL Board/officers above JAG level.
7. Preparation and updating of data comprising officers who have not been deputed abroad and panel of officers who are deputed abroad.
8. Coordination with other units of BSNL for sending consolidated proposals to DOT for discussion in the Joint Commission Coordination meetings between India and other countries.
9. Processing the case for membership fee for ITU and APT.
10. Coordination with International Organizations like ITU, APT, GSM Congress etc for registration of BSNL officers for various events. Obtaining requisite letter for VISA purposes.

(B). Recruitment Section – (Rectt)

1. Holding open competitive examination for recruitment in any cadre in BSNL as per the demand of the concerned Staff Branch.
2. Finalization of the advertisement inviting applications, in consultation with the Staff Branch and sending the same to Marketing Division for publication of the same. Engaging a professional agency for the purpose of setting of Question Papers, printing and delivery of Question Papers, collection of answer sheets, preparation of results, as per the requirement.
3. Actual conduct of examination: Issuing instructions to the Circles along with the procedure to be followed for conducting the examination; Instructions to candidates/Supervisors/Invigilators.
4. Declaration of result.
5. Handling of court cases received in connection with the direct recruitment examinations conducted all over India. This includes advising the Circle Offices on the course of action to be taken in each case.

(C). Departmental Examination Section – (DE)

Conducting departmental promotional examinations in centralized as well as decentralized pattern as per the request of Personnel Branch and also in accordance with the eligibility condition and criteria prescribed by them. This includes the following activities.

1. Setting/Printing of Question Papers, Issuing instructions to candidates, Centre supervisors, exam coordinators and Examiners and advising field units in exam related matters,
2. Declaring results of centralized examination, taking follow up action on issues arising out of them and attend to court cases pertaining to examination issues only.

20. INFORMATION TECHNOLOGY - (IT)

1. Formation of policy in respect of computerization, information technology, conceptualize & implant projects like CDR, IOBAS, ERP etc. in BSNL.
2. Liaison with various wings like Mobile, Broadband etc on all IT related activities for smooth rollout of Projects in BSNL.
3. Coordination with TEC, Data Network, C-DOT, ALTTC, BRBRAITT, DDG(Trg) and field units to expedite the implementation of new computer applications.
4. Induction and development of Information Technology for the development of National Information Infrastructure (NII) and Global Information Infrastructure (GII).
5. Member of DCC on Information Technology.
6. Planning and Operation of Electronic Mail in BSNL.
7. Laying down guidelines in respect of planning, procurement, installation and testing of software, hardware, multi-media, information technology etc.
8. Laying down guidelines and specifications for procurement of hardware for implementation of different projects all over in the BSNL.
9. Coordination for introduction of call centers, E-Commerce in BSNL.
10. Assisting in the preparation of specifications for computerization of various activities/services of BSNL.
11. Coordination for development of software packages to meet the requirements of BSNL, phasing out obsolete software etc.
12. Providing assistance to field units in preparing tender documents, evaluation of tender for procurement of hardware and software, implementation of computer application systems etc.
13. Monitoring the progress made by field units, assisting them in computerization for implementation of various customer related packages and in office automation.
14. Maintenance of personal computers and Local Area Networks (LANs) of BSNL CO, any replacement, expansion, up-gradation and interconnection of LANs.
15. Procurement of personal computers and peripherals, stationery and consumables for computers.
16. Planning, procurement and provision of new information technology related requirements in the BSNL CO.
17. Implementation of office automation software in BSNL CO.
18. Preparing the reply for Audit Para on computerization and Parliament Questions on Information Technology.
19. Liaison / Tie up with professional/International bodies for IT.
20. Maintenance of Web Servers and content management on corporate website www.bsnl.co.in

(A). IT-I

1. Procurement of computers, peripherals, consumables and softwares required . Processing of tenders related to IT Cell from initiation to finalization.
2. Maintenance of personal computers and Local Area Networks (LANs) of BSNL CO. any replacement, expansion, up-gradation and inter-connection of LANs. Maintenance of PCs provided at residences of Sr. officers of BSNL CO.
3. Arranging training to the officers at BSNL Headquarters for various kinds of applications.
4. Establishment matters. Proposal for cases relating to creation of posts in IT cell.
5. Purchase of information technology related reference books.
6. Laying down guidelines in respect of procurement, installation and testing of hardware etc.
7. Assisting in the preparation of specifications for computerization of various activities /services of BSNL.
8. Distribution of computer stationery and consumables for computer users of BSNL C.O. and other attached offices. Maintenance of Records for Personal Computers and Peripherals working in BSNL Corporate Office.
9. All Financial Advice / concurrence thereon, related matters involving expenditure to the extent of the delegated financial powers to Sr. DDG (IT) on purchases of hardware, software and other peripherals, Annual / periodical maintenance of PCs and peripherals, payment matters relating to all bills of IT Cell, IT Seminars and Training, purchase of IT related books etc.
10. Planning, designation and implementation of plan for office automation of BSNL HQ on the pattern of paperless office.
11. Carrying all the works related with development of NII and GII in BSNL
12. Interaction with Professional societies like CSI, IETE, MAIT and NASSCOM.
13. Preparing the reply of Audit Para on computerization and finance related Parliament Questions on Information Technology.
14. Working out Budget requirements for BSNL Corporate Office and for field units for Information Technology. Liaison with main finance sections of BSNL for various requirements of IT.

(B). IT-II

1. Formation of policy in respect of computerization, information technology and multi-media for BSNL.
2. Coordination with TEC, Data Network, C-DOT, ALTTC, BRBRAITT, DDG(Trg) and field units to expedite the implementation of new computer applications.
3. Induction and development of Information Technology for the development of National Information Infrastructure (NII) and Global Information Infrastructure (GII).
4. Coordination for introduction of call centers, E-Commerce in BSNL.
5. Assisting in the preparation of specifications for computerization of various activities/services of BSNL.
6. Coordination for development of software packages to meet the requirement of BSNL, phasing out obsolete software etc.
7. Monitoring the progress made by field units, assisting them in computerization for implementation of various customer related packages and in office automation.
8. Preparing the reply for Audit Para and CAG paras on computerization.
9. IT related trainings and seminars for which no facility is available in ALTTC Ghaziabad and TTC Jabalpur and payment of fees etc.
10. Implementation of Integrated Package all over India.
11. Planning for implementation of Electronic culture in BSNL
12. Budget allocation for HQrs and all field units of BSNL through Budget Cell.
13. Processing of enhancement of Financial Powers, delegation of financial power cases of Circle CGMs.
14. Coordination for development of software like MIS, PGRAMS and websites for deployment in BSNL in co-ordination with in-house organization.
15. Complete management of BSNL Corporate Website, Intranet Portal etc.
16. Arranging training to the officers at the BSNL Headquarters for various kinds of applications.
17. Maintenance of all files & records for IT Cell relating to O&M and payment of Bills.
18. Parliament Questions and other issues.
19. Implementation of Bilingual software for computers for BSNL Headquarters.

(C). IT-III

1. Proposal for cases relating to creation of all post and posting of staff relating to implementation & coordination of CDR billing, IOBAS system operational support systems& business support systems.
2. Formation of policy guidelines in respect of computerization, information technology and computer network security for BSNL .
3. Assisting in the preparation of specifications for computerization of various activities /services of BSNL.
4. Laying down guidelines in respect of planning, procurement, installation and testing of software, hardware, multi-media, information technology etc
5. Parliament Questions
6. Laying out guidelines and specifications for implementation of retail billing, mediation, CRM provisioning ,integrated IT Projects like IOBAS and CDR billing, IVRS, Security Networking, , FMS, Designing of data center, Power Planning etc.
7. Monitoring and implementation of integrated IT Projects like IOBAS, CDR billing & ERP.
8. Vocational trainings.
9. Member of working of TEC.
10. Management of Internet users / Mail users of BSNL C.O.
11. Maintenance of BSNL website www.bsnl.co.in and intranet portal of BSNL.
12. Uploading of circulars relating to CDR projects and IOBAS related systems.

21. LONG TERM PLANNING - (LTP)

1. Formulation of Five Year Plans of BSNL in consultation with other Cells/Units of BSNL.
2. Correspondence & Coordination with Planning Commission for Five Year Plans.
3. Formulation of Perspective Plan of BSNL in consultation with other Cells/Units of BSNL.
4. Arranging printing of Five Year Plan, Perspective plan & National Fundamental Plan documents of BSNL.
5. Monitoring of achievement in respect of targets set in the National Telecom Policy 1999 and matters related to new National Telecom. Policy.
6. Formulation of Tribal Sub Plan in consultation with other Cells/Units of BSNL. Also monitoring achievements & status of development parameters for Tribal Sub Plan for tribal areas.
7. Telecom development matters in respect of Industrial Growth Centers in the country including interaction with Ministry of Industry.
8. Fixing of Annual Plan targets for Direct Exchange Lines on yearly & quarterly/monthly basis for all the Telecom Circles/Telephone Districts and monitoring the achievements of the targets.
9. Monthly status report of progress with respect to important development parameters for circulation to Board of Directors & DOT for discussion in Telecom commission Meetings.
10. Monitoring of the overall Exchange Capacity Utilization and correspondence related with subject.
11. Arranging Development Review Meetings for achievements of Telecom Development Targets.
12. Telecom development matters for North East Region. Also monitoring of achievements and status of development parameters for NE Region and submission of monthly reports on development to the Ministry of Home Affairs.

13. Compilation of material required for Tribal Sub Plan-North East Region & NCR Towns required for BSNL Annual Report.
14. Reply to Parliament Questions and fulfillment of Assurance cases or the above subjects.
15. Preparation of ATNs for items of Standing Committee/ Estate committee for the above subjects.
16. Monitoring of achievements of Direct Exchange Lines and clearing of Waiting list of all Telecom Circles/Telecom Districts.
17. Preparation of Action Taken Notes for Draft Audit Paras, Social Audit Paras and PAC Paras for the above items of work.
18. Preparation of ATNs for the items raised in Telecom. Commission Meetings in respect of the above items of work.
19. Preparation of brief on telecom developments of States/Circles during the visit of senior Officers and Ministers.
20. Administrative and general work of LTP Cell including compilations for (O&M) documents.
21. Preparation of Annual Plan submission to Planning Commission and its review.
22. Collection of information and compilation of monthly progress on Telecom Development.
23. Collection of information from Circles, compilation and analysis of monthly DELs addition report for CMD BSNL & DOT.
24. Collection of technical information and compilation of Quarterly Technical Progress Report on Telecom Development.
25. Providing material information for Performance Budget and Pre-Budget Economic Survey.
26. Providing material information for annual Activity Report of BSNL.
27. Providing material information for Budget speeches of President and Finance Minister.
28. Compilation of yearly statement of Physical Achievements.

29. To deal with the Draft Audit Paras & Paras of C & AG Reports (for ATNs) concerning general paras relating to Physical & Financial achievements.
30. To deal with the Parliamentary Standing Committee's work relating to LTP Cell.
31. Preparation of Annual Action Plan and its Monitoring.
32. Collection, compilation and circulation of material information for the Development Meetings of Planning and Material management Group chaired by Member(S) including its arrangements etc.
33. Attend to Parliament Questions relating to the above works.
34. Compilation of inputs from various cells of BSNL for printing of Business Plan Supplement Issue every year, containing updated information about techno-economic alternative, latest assessment of expected availability of equipment and cost norms to be issued for preparation of Project Estimates.
35. Issue of printed supplementary issues on yearly basis for circles for circulation to various SSA's under their control.
36. Calling of SBO/AOP documents containing project, estimates on yearly and three yearly basis and co-ordination for their scrutiny at BSNL level with Finance/Planning Cells and feed back to the circles for their implementation.
37. Minister/VIP cases regarding clearance of waiting list and other Telecom development matters from Member of Parliament and other VIPs . Pursuing with circles and concerned sections in BSNL.
38. Co-ordination with Deptt. of Programme Implementation Planning Commission, Cabinet Secretariat and PM Office regarding implementation and review of status of Telecom. Projects.
39. Compilation of quarterly status report of Telecom. sector Projects costing Rs.20 Crores & above for submission to Deptt. of Programme implementation.
40. Formulation of Draft Memorandum of Understanding (MOU) for the subsequent Financial Year between DOT and BSNL in consultation with other cells of BSNL Corporate Office.

22. MANAGEMENT INFORMATION SYSTEM - (MIS)

(A). MIS CELL

MIS Cell is the nodal cell for collecting various information from the CGMs of the field units, Particularly Telecom Circles, Metro Districts, Telecom Maintenance regions & Telecom Project Circles etc. In addition to the above, it also receives the information from the controlling branches of BSNL, TCHQ & MTNL on monthly basis as an input to the various output reports issued from MIS Cell to the Top Management of BSNL, TCHQ PS TO MOC/MOS © & Functional Heads at BSNL Hqrs. & TCHQ . As feedback certain reports are also issued to the CGMs for the Field Units to apprise their achievement vis-à-vis other field units. The list of various main input /output reports received/issued from MIS Cell are as under:

(I). INPUT-REPORTS RECEIVED IN THE MIS CELL

1. Monthly MIS Reports from CGMs of the field units of Telecom Circles, metro Districts, Telecom Maintenance Regions & Telecom Project Circles / MTNL basis by 10th of the following month of the reporting (To be received online from circles from April 2006).
2. Monthly report on SSAs/Circle-wise data on Telecom Services from CGMs of Telecom Circles/Metros, including MTNL by first week of the following month of reporting .(Now this data is being received online from Nov.2005)
3. Quarterly BSO data regarding MCU, VPT etc. for forwarding to TRAI.
4. Data related to certain parameters of MOU between DOT and BSNL.
5. Half-yearly databank for the period ending 31st March and 30th September of the year from the CGMs of the Telecom circles/Metros and Maintenance Regions.
6. The input from BSNL/TCHQ controlling branches:
 - i. Information regarding Tele density & growth rate received from LTP Branch of TCHQ on Monthly basis.
 - ii. Development Information regarding Optical fiber Cable & Microwave route Kms. Received from TX/CX Branch of BSNL.
 - iii. Development Information regarding VPTs received from RN Branch of BSNL.
 - iv. The information regarding satellites from Satellite Branch of BSNL.

- v. Information about Cellular connections of Private Operators from VAS branch of TCHQ.
- vi. Information regarding TAX Capacity & Telecom facilities at SDHQ, THQ from Tax Branch of BSNL.

(II).OUTPUT-REPORTS ISSUED BY THE MIS CELL

1. Status Reports (10 Pages) in respect of Telephones (wired, WLL, Cellular) including Targets & achievements on Monthly basis latest by 15th of the following Month of reporting to Top Management of BSNL & concerned functional heads of BSNL and ERU Cell & VAS Cell of DOT.
2. Monthly Booklet on Circle-wise data on Telecom Services including MTNL, on monthly basis by 15th of the following month of reporting to the PS to MOC/MOS(C) & Top management of BSNL, TCHQ & concerned functional heads of BSNL/TCHQ.
3. Top Management Report of BSNL on Monthly basis by the last week of the following month of reporting.
4. Main MIS Report on monthly basis issued by the last week of the following month of reporting for circulation amongst officers of BSNL Corporate Office.
5. Compilation of Rural/Urban telephone connections, equipped capacity. Waiting list & telephone exchanges on monthly basis issued by the last week of the following month of reporting.
6. Quarterly compilation of certain parameters, related to QOS PMR Report submitted to Regulation Cell and Basic Service operator data to Regulation Cell. Reports to LTP/MS Cell for achievement w.r.t MOU with DOT.
7. Various data available in MIS Cell is submitted to TCHQ Statistical Cell for Annual Report with DOT.
8. Information is given to other sections regarding Parliament Questions as and when asked for.
9. Revision of Telecom Performance Measurement & Practices April 1990.
10. Modification of various MIS formats from time to time as per requirement.
11. Compilation / printing and distribution of Annual MIS publication.

To summarize, MIS Cell compiles the various information pertaining to number of branches of TCHQ, BSNL & field units. These information not only to be inputted into the computer but also to be checked with respect to previous month's figure and also with reference to the preceding 31st March figure to calculate the cumulative data correctly and also to revert back to the field units various branches of TCHQ/ BSNL for any inaccuracy found in the reported data in order to meet the objective of the management.

(B). Right to Information Section – (RTI)

1. Disposal of requests received under RTI Act.
2. Handling of Appeal Cases / CIC Cases under RTI Act.
3. Coordination with various Public Authorities / Telecom Circle, BSNL w.r.t. RTI activity.
4. Compilation & forwarding of Annual reports to CIC.
5. Updation of BSNL Website, w.r.t. RTI activities.
6. Any Other Work Related to RTI Act.

23. MARKETING - (Mktg)

The activities in Marketing cell include the following:-

1. Marketing in focused & professional way for
 - a) Corporate Communications
 - b) Mobile Services (CellOne, Excel)
 - c) Basic Services (PSTN/ISDN)
 - d) Internet (Sancharnet, NetOne)
 - e) Broadband
 - f) Landlines
 - g) MPLS VPN/IP
 - h) VSATs
 - i) Wi-Fi
 - j) WiMax
 - k) IN services
2. Building BSNL Brand
3. Public Relation Work
4. Improve and strengthen image of BSNL
5. Empanelment of Ad agency & monitoring of its activities.
6. Empanelment of Market Research Agency & Media Houses.
7. Coordination / Interaction with agencies for advertising media planning, media buying and releases advertisements,
8. Franchisee policy and monitoring its implementation
9. All matters relating to Electronic Pin Distribution including processing of applications, signing of Agreements etc.
10. Prepare the Advertisements, TVC and release the advertisements of BSNL services and brands in Newspapers / Radio / TV Channels
11. Preparation of Forms for BSNL services and its updating from time to time
12. Preparation of Welcome Kit for Mobile Services.

13. Preparation and updating of promotional literature (brochures & pamphlets) every quarter.
14. Releasing Ad and Publicity material in coordination with creative groups
15. Negotiation and rate finalization for all media
16. Interaction with Press for Press release.
17. Issues briefs/Lectures/Message of CMD and Board of Directors.
18. Complete Sales, Distribution Channel of BSNL services
19. Collection & Distribution of Information from circle relating to BSNL schemes.
20. Prepare Promotional Schemes / Plans
21. Monitoring of Implementations of Policies
22. All Public Grievances references including VIP references relating to Marketing
23. All Parliament Question relating to Marketing.
24. Organize National/International Exhibitions, Seminars, BSNL Day, Telecom Day, Lectures etc.
25. Sponsorship for Magazines, Events etc.
26. Issue magazine 'Connecting India'

24. MATERIAL MANAGEMENT - (MM)

(A). Material Management Development Section – (MMD)

(a) – Commercial Evaluation CE

Mainly the procurement work of Switching equipment like C-DOT equipment, WLL-CDMA exchange equipment, WLL CDMA HHTs & IFWTs, SIM Cards, NSE equipment, DLC equipment, E-10-B equipment etc. is being done under ADG(CE). Followings are the relevant activities in this respect:

1. The “CET Report” of any tender opened for procurement of above items is first examined and processed in file for getting approval of competent authority for procurement of the same.
2. After getting approval for procurement, Advance Purchase Orders are prepared in favour of eligible bidders and got approved from DDG(MM) before issue to them.
3. After getting the ‘Acceptance” from the bidder, Purchase Orders are prepared in favour of the bidders and got approved before issue to them.
4. Vendor-wise supply status is monitored and delivery period is extended, when required, Rates of original delivery period/extended period are calculated and processed for approval through PF Cell and then conveyed to the suppliers/Circles.
5. Court cases and Arbitration cases are being attended in court and pursued with several suppliers/Arbitrators.
6. C & AG Para/Draft audit para/circles audit para etc. are being dealt here in this section.

(b) IT-Sub section

1. Procurement of N.T. Digital Local and TAX Exchange equipment including placement of Advance Purchase Orders on successful bidders and issuing P.O./ Authorisation to circles, for placement of Purchase order on suppliers for respective Advance Purchase order. Dealing with draft Audit para, submission of ATN etc.
2. Procurement of GSM equipment, CSG Billing solutions, IOBAS etc. Dealing with Arbitration/court cases, submission of statements from time to time.
3. Monitoring of supply position & coordination with QA
4. To write off of loss of stores occurred on account of damages due to fire, theft, riots , natural calamity etc.

(B). Material Management Stores Section – (MMS)

(a)- Stores Exchange- (SE)

1. Allocation and distribution and various other issues relating to procurement of EPBTs, Plan Instruments, Boss-Secretary system, Drop-wire, Dropwire accessories, DP Boxes. CT Boxes, Cabinets, CBT 95, Tower material Electronic Relay Plates, LJU etc.
2. Production review meetings of Telecom Factories, M/s I.T.I. & HTI.
3. PNCs for finalization of unit price of LJU
4. Liaison with Finance branch
5. Distribution of reservation quota of M/s ITI & ITTL to various circles pertaining to EPBTs & LJUs.
6. Monitoring of decentralized items.
7. Processing of VIP cases.
8. Court cases, Arbitration cases, Audit Paras/PAC, Paras and Parliament Questions.
9. All other allied and miscellaneous cases relating to the above items.

(b)- Stores Lines (SL)

1. All matters relating to CGMTS Calcutta & restructuring of stores Organization. Co ordination with Production Cells regarding Telecom Factories issues relating to procurement of Power plants, Batteries, L&W materials etc. by CGMTS Kolkata.
2. Policy matters relating to decentralization of items.
3. Liaison with Finance Branch.
4. Processing of VIP cases.
5. Court cases, Arbitration cases, Audit Paras/ PAC paras, Parliament Questions.
6. All other allied and miscellaneous cases relating to above items.
7. Monitoring of supply position & coordination with QA.
8. To write off of loss of stores occurred on account of damages due to fire, theft, riots , natural calamity etc.

(c).Stores Telecom (ST)

1. Issues relating to placement of Advance Purchase Orders in PIJF U/G cables.
2. Allocation and distribution of cables to various circles.
3. Other issues relating to decentralization of PVC rigid pipes, jointing kits etc.

4. Court cases, Arbitration cases, Audit paras, PAC paras and Parliament Questions related to Procurement of PIJF U/G Cable.
5. Liaison with Finance Branch.
6. Processing of VIP cases.
7. All other allied and miscellaneous cases relating to above items.

(C). Material Management Cash Section – (MMC)

1. Centralized procurement on all India basis by placement of Advance Purchase Order and Purchase Orders on Firms in respect of items procurement of which is planned and referred by DDG (SAT) Sr.DDG (RN), Sr.DDG (SW), DDG (NM), (all items except Trunk Automatic Exchange) and DDG (RN) (all items pertaining to Transmission side only).

These items include: -

- (i) SDH Equipment of STM-1/4/16
 - (ii) DWDM Equipment
 - (iii) Ribbon Type Optical Fibre Cable (High Count) 48F/96F/144F
 - (iv) SDH & DWDM Analysers
 - (v) Optical Fiber Ribbon Type Splicing Machines
 - (vi) WLL Coreduct .Preparation of purchase proposal on the receipt of CET Report & PNC cases.
 - (vii) Microwave Equipment (i.e. 2Ghz, 6/7/11/13 GHz including Antenna & Waveguide equipment, Rural Network, INMARSAT equipment, MCPCV-SAT, National Maintenance, Surveillance System etc., IDR, DSPT, Rural WLL, SATLELITE, MW ,Internet etc., wave guide/ Eqpt., Test Instrument Etc.
2. Cases related to decentralized items.
 3. Issue of APOs & POs
 4. Encashment of Performance Bank Guarantee/ Extension of PBG/ Released
 5. Cases coming from DDG (TX) pertaining to transmission Equipment.
 6. All cases of M/s. ITI regarding RQ, Advance Payment, Financial Issues of ITI concerning transmission equipment.
 7. Allocation /diversion of supplies
 8. All cases related to delivery period extensions against the P.Os on case to Case basis.
 9. All price finalization cases on related items which were made provisional during the extended delivery period .

10. Court cases/Arbitration cases on related items.
11. Issue of sanctions for payment of Incidental charges, other Expenses etc. related to Court cases.
12. Audit Notes, Draft Audit Paras, CAG Paras on related items/ATM vetting
13. Public Accounts Committee cases.
14. All Vigilance cases related to commercial nature of MM.
15. Parliament Question/Assurances.
16. Minister's cases /VIP cases
17. High Power Committee cases/CGAT cases
18. Monitoring status of pending Court-cases/Audit Paras/Minister's cases/ VIP cases.
19. Preparation of Monthly Purchase Order Statement/MIS Statement
20. Hindi Matter/O&M Matters.
21. CVC/CBI/Vigilance cases of complaints.
22. Monitoring of supply position & coordination with QA.
23. To write off of loss of stores occurred on account of damages due to fire, theft, riots , natural calamity etc.

(D). Material Management Tender Section – (MMT)

1. To examine the requisitions received from Planning Cell for floating of Tenders for centralized items.
2. Issue of NIT
3. Preparation, Printing & Sale of Bid Document.
4. Formation of Committee for Evaluation of Tender (CET)
5. Issue of clarifications to the queries of bidders & asking post tender clarifications from bidders as and when desired by CET.
6. Opening of tenders, preparation of minutes & distribution of relevant documents to CET Members, Preservation of original documents.
7. Upkeep, monitoring and release of EMBG.
8. Replying to the Tenders related complaint received from different fields units and issue of clarifications as the instruction guidelines issued from MM Cell.
9. Dealing with cases of purchase preference & concessions granted to NSIC registered SSI Units.
10. Modifications /addition /deletion of tender related clauses and issuing clarifications.
11. Parliament cases & VVIP /VIP Cases, Audit Paras/Draft Audit Paras related to MMT Section

25. MAINTENANCE SWITCHING - (MS)

(A). Maintenance Switching Services Cell –(MSS)

1. Policy matters related to operation and maintenance of all types of Telephone Exchanges including internal and external plants and also monitoring the performance and modernization of the above.
2. Fixing quality of service parameters for exchange performance.
3. Analysis of technical problems in maintaining exchanges and external plant and finding out solutions
4. Write off of losses to fixed assets like line & wires etc. Caused by fire, accident, theft riots, and other unforeseen events
5. Co-ordinate Telecom arrangements during Amarnath Yatra and such other major events.

(B). Maintenance Switching Exchanges Cell –(MSE)

1. Policy matters related to operation and maintenance of all types of Telephone Exchanges including internal and external plants and also monitoring the performance and modernization of the above
2. Framing maintenance policy and issue of instructions for proper maintenance.
3. Analysis of technical problems in maintaining exchanges and external plant and finding out solutions.
4. Organizing workshop/seminars for maintenance of Electronic exchanges in co-ordination with TEC, NCES, T&D Circle, QA, TTC etc.
5. Fixing of norms and monitoring of Acceptance Testing.
6. Framing guidelines for fire prevention in Exchanges.
7. Write off of losses to fixed assets like exchange equipments, P/P & battery plant, line & wires etc. caused by fire, accident, theft, riots and other unforeseen events.

(C). Maintenance Switching Traffic Cell –(MST):

1. Annual physical verification of assets like Exchange Equipment, Cable, L/W etc.
2. Implementation of inter-dialing scheme (without code) in eligible SDCAs/LDCAs and restructuring them as per norms.
3. Standardization of symbols of telecom installation and buildings.
4. PSTN numbering plan and its implementation for all sections.
5. Deal with cases on charging plan, numbering plan for various value added services. Home country services and free phone services.
6. Development of CTMX System by C.DOT, introduction of CDTMX Systems under ADB loans, procurement of CTMX systems (ITI make) and their commissioning and other related issues.
7. Introduction of National Directory enquiry (NDQ) and local directory enquiry services(197) and their computerization.
8. Allotment of 3 digit/4 digit code with metering, non-metering and special services for public utility services.
9. Charging plan of Trunk Call and justification/reduction of trunk circuits
10. Selection for Sanchar Doot awards and holding of National Function for presentation of the awards.

(D). Motor Vehicle Telecom Cell – (MVT)

1. Sanction of vehicles for field units not covered by norms. Staff car for new administrative units and for new projects.
2. Approval for scrapping and replacement of staff cars and procurement of vehicles in relaxation of bans, premature scrapping and replacement of operational vehicles.
3. Approval for compensation claims, motor accident claim cases/suit and legal notices.

4. Writing of losses on account of damage to vehicles due to fire, accident, theft riots and other unforeseen events.
5. Fleet inventory/utilization/performance appraisal and related statistics of all vehicles and evolving norms for provision of vehicles for all activities.
6. Ruling on life/procurement /use/maintenance/operational expenditure and Disposal of vehicles.
7. Guide lines for hiring of vehicles for long term use and vehicle maintenance procedure.
8. Revision of financial power in respect of purchase of spares, consumable items, POL etc.
9. Standardization of vehicle selection and type approvals.

26. NETWORK MANAGEMENT - (NM)

(A). Maintenance Lines Section – (ML)

1. Maintenance of open wire lines and Trunk cable systems.
2. Quality Maintenance, annual line up work, network synchronization
3. Maintenance jurisdiction.
4. Organization of Maintenance for new systems, vehicle, staff and other maintenance aids.
5. Maintenance costs.
6. Maintenance aids for circuit testing.
7. Maintenance of coaxial/Trunk and R.E. cable and carrier systems.
8. Monitoring performance and maintenance of various transmission systems in the long distance network. Issuing guidelines for improvement in maintenance procedures and working efficiency of transmission systems.
9. Review and formulating various MIS parameters related to performance and maintenance of long distance transmission systems.
10. Regular review of achievements and fulfillment of various MIS targets by the Maintenance Regions.
11. Reviewing & formulating the fault booking procedures for interruptions of transmissions.
12. Monitoring and reviewing of the interruption reports from the Maintenance Regions.
13. Reviewing the constitution of scrapping committees and formulating scrapping guidelines for transmission systems.
14. Monitoring the performance and maintenance of all satellite based systems including MCPC VSATs.
15. Regular co-ordination with Planning and Project wings of BSNL for resolving the issues regarding introduction of new systems in the network and also those relating to performance of transmission systems already in the network.
16. Dealing all cases related to maintenance of transmission systems forwarded by the Maintenance Regions.
17. Processing DAP and C&AG paras (framing ATNs), VIP cases, Minister cases, Parliament cases etc.
18. Holding of CGMsM conference and taking steps for implementation of the decisions taken therein.
19. Dealing cases of relaxation of A/T norms w.r.t. Transmission systems.
20. Processing all cases related to long distance transmission systems, as forwarded by Director (O), CMD BSNL and DoT.

21. Processing cases of diversion / scrapping / shutdown of transmission systems.
22. Coordinate restoration of telecom services in case of disruption due to natural / man made disasters and crisis management.
23. Dealing Indo (BSNL) - SAARC countries telecom coordination meetings and taking steps for implementation of the decisions taken therein.
24. Dealing PTCC cases / attending CPTCC meetings.
25. Reviewing the A/T schedules, maintenance schedules & inspection schedules for maintenance. Reviewing circuit efficiency, system efficiency, complaints & investigations.
26. Dealing with up gradation of existing transmission systems.
27. Network protection scheme
28. Transmission Maintenance Hand-Book.
29. ITU, CCITT, APT and SAARC, Seminar, Conferences & meetings and other international coordination work.
30. To write off of losses to transmission / equipments caused by fire, accident, theft, riots and other unforeseen events.
31. Cases of damages to M/W Towers due to any reason like natural calamity etc.

(B). Network Management Section – (NM)

1. Compilation & circulation of New STD Stations Approved by maintenance regions in the country.
2. VIP-VVIP and Minister Cases in respect of complaints for unsatisfactory working of STD facility in Telephone Exchanges in BSNL .
3. Study and Monitoring of Network Management Systems working in BSNL.
4. Study, analysis and monitoring of STD services traffic data from TAXs.
5. Monitoring of SQIC meeting/minutes and follow up action.
6. Collection of Data for metered call unit (MCUs) for the different charge bands.
7. Monitoring of performance of TAXs and Collection of Traffic Data for National TAX Study.
8. Monitoring of call completion rate (CCR) for STD routes.
9. IOBAS implementation in field units.
10. Opening of levels allotted to various private operators/IN platform/value added services. Instructions for new numbering plan and MSC codes.
11. Instructions for routing plan of TAXs.

12. Coordination with different sections of BSNL corporate office for efficient function of Telecom Network.
13. Planning for TAX NMS system for local and long distance Network.
14. Point of interconnection (POI) matters like guidelines, provision, monitoring and co-ordination with private operators.
15. Organizing the Apex Committee on CDR and IOBAS related matters.
16. Exchanges Interconnection issues.
17. Issues regarding Kisan Call Centre with Ministry of Agriculture.
18. To deal with Parliament Question pertaining to above subjects.

(C). Defence Coordination Section – (DC)

1. Organizational security instructions and enforcement of security instructions received from Department of Telecom/Department of Public Enterprise.
2. Implementation of security recommendations made by Industrial Security Inspection team, Intelligence Bureau which are received through Department of Telecom.
3. Collection of Safe Custody Certificate of Ministerial War Book - 1997 from all BSNL custodians.

(D). International Long Distance Section – (ILD)

1. Procurement of international Bandwidth.
2. International gateways operational matters.
3. Management of traffic based on termination rates.
4. Launch of IPLC services.
5. Management of operational aspects of ILD services.
6. Other matters relating to International Services Operations.
7. Issuing guidelines for CAC/ CSS based NLD/ ILD implementation.

(E). Wireless in Local Loop Section – (WLL)

WLL section is coordinating all kinds of activities associated with the maintenance of WLL equipments both rural and urban, which will involve the following:-

1. Monitoring the performance of systems.
2. Obtaining periodic reports from field units and analysis of data.
3. Issuing instructions to the field units on maintenance guidelines etc.
4. Coordinating with vendors to solve problems being faced by field units.
5. Formulation of maintenance policy.
6. Parliament questions & VVIP matters associated with WLL/VPT.
7. Coordination with planning & other concerned cells of BSNL for replacement of existing MARR based VPT with WLL.
8. Formulation of commercial policy.
9. Dealing with frequency coordination related issues.
10. Maintenance policy on VPTs , MARR and WLL.

(F). Data Com - Section

1. Issuing of rules/guidelines regarding leased circuits
2. Interface with leased line corporate customers.
3. Coordination with Circles for Provisioning and maintenance of leased circuits.
4. Planning, Implementation and monitoring of MLLN Network for leased line provisioning and maintenance.
5. Framing Conditions and guidelines for implementation of Service Level Agreements.
6. Complaints regarding leased circuit network and their disposal.
7. To attend various meetings for the improvement of BSNL Data Com Network.
8. Processing of routine cases of Data Com Cell including VVIP/VIP/Public Complaints and Parliament Questions.
9. Coordinating authority for any policy forming and implementation regarding leased circuits between various units of BSNL/DOT/MTNL.
10. Policy and Implementation of TWARIT software for leased line provisioning and maintenance in circles.
11. Framing replies to various queries raised by higher authorities in BSNL.
12. Coordination with different telecom circles for provision of various telecom facilities such as war contingency circuits, bulk media circuits on the lease to defence authorities as per their needs and also their operation and maintenance for maximum efficiency

27. NEW SERVICES - (NS)

VALUE ADDED SERVICES

1. Planning for provisioning of various Value Added Services in BSNL's Networks(PSTN & GSM) through various platform like SMS, IVR, GPRS etc. on revenue sharing & Franchise basis under BSNL's branding as well as content providers branding.
2. Finalization & periodic review of the various terms and conditions (including eligibility criteria) for signing Value Added Services Franchise Agreements with different Companies.
3. Examining the proposals received from various Companies for providing the above mentioned Value Added Services and signing the Agreements with the approved Companies for different Value Added Services.
4. Coordinating/Monitoring the implementation of the Value Added Services Agreements for effective use along with the revenue earned on account of such services.

28. ORAGANISATION & METHODS - (O&M)

1. Framing of Conduct, Disciplinary & Appeal Rules for BSNL and amendment thereto.
2. Framing of Standing Orders for BSNL employees on requirement.
3. Compilation of list of Activities dealt with by various units of BSNL Corporate Office.
4. Ensuring implementation of National Archives of India Resolution with regard to Record management.
5. Compilation and periodic revision of the record retention schedules of BSNL.
6. Appraisal and weeding of the records in accordance with the procedure laid down.
7. Work related to Appointing Disciplinary/ Appellate / Reviewing Authorities for BSNL employees including Gr. 'A' Officers.
8. Compilation of HR Manual for BSNL.
9. Preparation of Guidelines/ Instructions for acquiring immovable/ movable property.
10. Preparation & updating of Organisational Chart of the BSNL Corporate Office.

29. PERSONNEL - (Pers)

(A). Personnel -I Section (Pers-I)

1. To deal with service matters of STS/JAG/ SAG/PGM/CGM/ITS/TTS/ TFS / GCS, including adhoc promotion & officiating arrangement upto JAG cadre
2. To deal with Minister's/VVIP and other VIP cases including references from Hon'ble MoC & IT & MoS (C&IT).
3. Issues of sanction for leave encashment/CGEGIS in respect of CGMs/PGMs & ITS Group 'A' officers working at BSNL Corporate office.
4. To deal with CCS (Conduct) Rule cases i.r.o. entire Telecom Engineer of Group 'A'.
6. To deal with court cases related to above mentioned cadre of BSNL especially relating to transfer/posting/promotion.
7. Dealing with Parliament Questions/Related Assurances Cases/JCM Cases/Associations representations. Coordination with DoT on matters relating to service matters of ITS/TFS along with Vigilance matters relating with their promotion/transfer/postings/NOC etc.
8. Monitoring of implementation of transfers/postings done by competent office.
9. Compilation of data regarding grade wise strength of posts, working strength etc.
10. Appointment of Advocates.
12. Framing of Recruitment Rules in respect of the cadres being controlled.
13. Other Miscellaneous work assigned by senior officers.
14. Recruitment of BSNL personnel (Grp "A") in Territorial Army (Telecom)

(B). Personnel -II Section (Pers-II)

1. To deal with service matters of SDEs/AD(OL) including adhoc promotion & officiating arrangement.
2. Maintenance of Seniority list upto Group B cadre .
3. To deal with Minister's/VVIP and other VIP cases including references from Hon'ble MoC & IT & MoS (C&IT).
4. Issues of sanction for leave encashment/CGEGIS in respect of Group 'B' officers working at BSNL Corporate office.
5. To deal with CCS (Conduct) Rule cases i.r.o. entire Telecom Engineer of Group 'B'.
6. To deal with court cases related to above mentioned cadre of BSNL especially relating to transfer/posting/promotion.
7. Dealing with Parliament Questions/Related Assurances Cases/JCM Cases/Associations representations.
8. Service Matters relating to Grp 'B' along with Vigilance matters relating with their promotion/transfer/postings/NOC etc.
9. Monitoring of implementation of transfers/postings done by competent office.
10. Compilation of data regarding grade wise strength of posts, working strength etc.
11. Maintenance of Service Books upto Group B officers.
12. Framing of Recruitment Rules in respect of the cadres being controlled.
13. Other Miscellaneous work assigned by senior officers.
14. Recruitment of BSNL personnel (Grp "B") in Territorial Army (Telecom)

(C). Central Secretariat Staff Section – (CSS)

1. Service matters of erstwhile CSS, CSCS and CSSS officers and staff working in the Corporate Office as well as offices of Chief Engineers Civil/Architect etc.; including
2. Framing/Notification of Recruitment Rules.
3. Transfers and Postings.
4. Maintenance of Service Books and Personal Files.
5. Maintenance of ACR Dossiers.
6. Conduct of DPCs for promotions/grant of financial upgradation under the ACP Scheme.
7. Maintenance of Reservation Roasters
8. Preparation of Seniority Lists.
9. Fixation/Re-fixation of Pay.
10. Release of annual increments.
11. Issue of "No Objection Certificate" for preparation of Passport and foreign visits.
12. Compassionate appointment cases.
13. Grant of permission/receipt of intimations regarding transactions in immovable and movable property.
14. Defending Court cases in service matters.
15. Nominations of officers/staff in connection with CGEGIS and Pension contributions.
16. Verification of service particulars in connection with sanction of GPF withdrawals, LTC Claims and their entry in respective Service Books .
17. Maintenance of Leave Record.

(D). Welfare and Sports Section – (WL& Sports)

Welfare

1. Constitution/Composition of BSNL Welfare Board.
2. Allocation of funds to various BSNL Circles Welfare Boards.
3. Inspection of Welfare Accounts of Circle Welfare Boards.
4. Grant of Scholarship to the wards of BSNL employees.
5. Grant of Book award and Incentive to school going children of the BSNL employees.
6. Transportation Charges/Hostel Subsidy for handicapped/mentally retarded children of BSNL employees.
7. Immediate Financial Assistance to the family of BSNL employee who die in harness.
8. Financial Assistance in cases of Death due to Attack by Robbers, Terrorists, Riots etc.
9. Financial Assistance in cases of Serious Illness or Major Surgical Operations.
10. Financial Assistance to Employees on leave due to prolonged illness.

11. Financial Assistance to victims of Natural Calamities/Communal Riots/Terrorists Attacks.
12. Farewell to BSNL employees retiring from service.
13. Organising Excursion Trips and providing transport subsidy.
14. Grant-in-Aid to TWCO and Recreational Club.
15. Compassionate appointment cases – on the spot enquiry and recommendation.
16. Opening, Maintenance and Inspection of Holiday Homes.
17. Purchase and supply of medicines for First-Aid Boxes.

Sports

1. Constitution/Composition of BSNL Sports and Culture Board.
2. Allocation of funds to various BSNL Circles Sports & Cultural Boards.
3. Recruitment of Sportspersons in BSNL.
4. Preparation of annual Sports calendar for organising All India BSNL Meets (16 Sports and 1 Cultural meet).
5. Preparation and maintenance of panel of Referees/Umpires & Technical Delegates and nomination of officials for All India BSNL Meets.
6. Selection of All India BSNL teams for different games.
7. Deputation of qualified Umpires/Referees and Coaches for National/International events.
8. Affiliation with various Sports federations and nomination of BSNL team/employees for National events organised by Sports Federations.
9. Organisation of Inter-PSU meets by BSNL.

(E). Staff Grievance Cell – (SG)

There is a Staff Grievance Cell at Corporate Office which is headed by Jt.DDG(Welfare & Sports). These cells have also been formed at Circle/SSA levels and are headed by AGM/SDE level officers.

Complaints Committee for Sexual Harassment at Work Place.

There is a Complaints Committee at Corporate Office whose Chairperson is DDG(IA). These complaints committee have also been formed at Circle/SSA levels.

(F). Schedule Cast & Tribe cell – (SCT)

1. Inspection of reservation rosters maintained by various Telecom Circles and BSNL Corporate Office.
2. Examination of grievances received from SC/ST employees.
3. Investigation of harassment cases in respect of SC/ST officials.
4. Grievances of SC/ST Association.
5. Quarterly Meeting with SC/ST Association.
6. Liaison with the National Commissions for SCs/STs.
7. Liaison with the Parliamentary Committee on the welfare of SCs/STs through Lok Sabha Secretariat, SCTC Branch
8. Liaison with DPE in respect of SC/ST Matters.
9. Liaison with the BSNL Telecom Circles and monitoring of working of the organization to ensure effective implementation of Service Safeguards for SCs/STs as a watchdog.
10. To assist and conduct investigation (quasi-judicial functions) on behalf of National Commissions for SCs/STs.
11. Socio- economic developmental activities for the welfare of SC/ST population Spread all over the country assuming corporate Social Responsibility by BSNL.
12. Training of SC/ST employees of BSNL.
13. Implementation of orders for relaxation etc. for SCs/STs issued by Organization/ DOP&T/DPE.
14. VIP references.
15. Parliament Questions.

(G). Official Language Section – (OL)

1. Matters relating to Official Language Policy of the Government.
2. Progressive use of Hindi for official purposes of the Union Annual Programme.
3. Administrative requirements regarding use of Hindi in Official Languages.
4. Incentives/awards for progressive use of Hindi.
5. Orders/instructions issued under the OL Act, 1963 and OL Act (Amended), 1967 and Rules, 1976.
6. Review of quarterly progress reports of various Circles/offices of BSNL regarding use of Hindi for official purposes.
7. Holding of meetings of Official Languages Implementation Committees.
8. Matters relating to inspection tours of Parliament Committee on Official Language and co-ordination with Committee.
9. Inspection of various circle offices of BSNL with a view to implement the OL Policy of the Government.
10. Training of staff in Hindi/Hindi typing/Hindi stenography.
11. Organization of Hindi workshops.
12. Matters relating to Hindi examinations of Praveen, Prabodh, Pragma etc.
13. Grant of advance increments and cash/lump sum awards for passing various Hindi examinations.
14. Interactions with DOT/Deptt. of Official Languages on matters pertaining to implementation of Official Languages and follow-up action on decisions taken in various meetings organized by the Department of Official Languages/Deptt. of Telecom.
15. Translation/Hindi version of all Orders, Notifications, Tenders etc.

(H). Confidential Cell

This cell is looked after by confidential Secretary who is directly reporting to Dir(HRD) BSNL Board. This Cell is maintaining Annual Confidential Reports of the absorbed and directly recruited BSNL employees.

30. PROCUREMENT FINANCE - (PF)

(A). Procurement Finance – I (PF-I)

Procurement Finance – I Section is headed by a Jt. DDG and assisted by one ADG and three Sr. Accounts Officers functioning under Sr. DDG (PF).

Procurement Finance-I Section deals with mainly in rendering Finance Advice/Finance Concurrence in respect of procurement of telecom equipment and related activities. The procurement cases are received from various Planning/nodal cells such as Tax & Cable Planning/SW/CMTS/MSE/MM Cell/Business Development/Internet Cell/Datacom cell of Corporate Office BSNL and. these are returned after scrutiny/examination and rendering due advice/concurrence to the respective Sections for further process to obtain the approval of Competent Authority/Management Committee/BSNL Board.

Brief details of activities and job descriptions and items of works performed relating to Procurement of Telecom equipment and other related jobs are detailed below:-

1. Assessment of quantity requirements:

Based on the policy matters relating to procurement of telecom equipments/stores and as per approved annual Plan/Budget by BSNL Board, proposals for assessment of requirement of quantity for each item of telecom equipment according to the approved procurement plan prepared and submitted by various sections are being scrutinized/ examined in PF-I Cell for vetting / concurrence for approval of competent authority and to issue NIT. The quantity requirements including 50% and 100% add-on quantity of the tender are being assessed based on the demands given by the telecom circles as per the field justifications to the Plg./SW Cell of Corporate Office, BSNL. These requirement proposals are being thoroughly checked by them and authenticated for issue of finance concurrence after examination in PF-I cell.

2. Issue of NIT – special terms and conditions of the contract:

For issue of NIT / BID documents for tenders, special terms & conditions of the contract in respect of commercial/financial condition classes to be incorporated in Bid documents for evaluation of tenders (both for imported and indigenous stores) for procurement of the

following telecom equipments are being scrutinized thoroughly in Procurement Finance.

- i) Transmission equipments : Micro Wave/UHF equipment (Radio, MUX and Wave Guide), Digital Tax, IPTAX, STM-1, 4,16 and 64, Optical Fiber Cable 12, 24, 48, 96, 144 F and other high count Optical Fiber cable etc.
- ii) Satellite equipments : IDR 2MB/ 8MB/34 MB, MCPC and DCME and echo cancellors, DWDM Equipment, Antenna, Tower, Transponder etc.
- iii) Switching equipments : NT Switching(local) Equipment, C-DOT MAX-L/XL equipment, DLC Equipment, HDSL Equipment, WLL equipment (Corduct , V-5.2, R2, MSE, CDMA, FWT, Hand Held terminals) and its accessories, batteries, power plants, Co-axial equipments etc.
- iv) Internet equipments: Internet Gateway, National Internet Backbone, LIM Equipment, ADSL, CPE, MLLN equipment etc.
- v) CMTS : GSM Equipment, SIM cards.
- vi) Optional and spare items of the above said equipments.

3. Tender Evaluation Committee / PNC:

After opening the bids by the bid opening team, the bids shall be made over along with minutes of the bid opening and others documents to all the members of the Committee for Evaluation of Tender(CET). On receipt of bids in procurements finance, commercial and financial evaluation statements are being prepared and vetted by the Procurement Finance cell for incorporation in the report of CET.

All required assistance for Price Negotiation Committee to negotiate the price with L1 bidder due to price reduction as well as for procurement of add-on quantity will be rendered by the Procurement Finance cell.

In all the CET/PNC, one member from Procurement Finance will be nominated for the purpose of evaluation of tender and price negotiation depends upon the value of the tender/procurement through PNC.

4. Purchase proposal / Price finalization etc. :

Vetting of CET/PNC Reports and the purchase proposal submitted by MM cell in r/o all the above items to be purchased by Corporate Office / field Units before obtaining the approval of the Competent Authority including BSNL Board are being done in Procurement Finance-I. In addition to the cases relating to extension of the Delivery schedule

without levy of Liquidated Damages and prices finalization of the all items indicated under Para-2 above by considering the budget impact, if any from time to time are also being examined for finance concurrence. Cases on Customs Duty Tariff application, MODVAT, CENVAT credit etc. are also being examined.

Matters relating to procurement and pricing of stores supplied by M/s ITI (Reservation Quota) and purchase preference to PSUs and other vendors in respect of all centralized and decentralized items of stores including contract on Maintenance and Repair of the equipment are being examined for issue of finance concurrence and approval of the competent authority.

5. Draft Audit Para / ATN :

Vetting of replies to DAPs/ATN/PAC/VIP cases submitted by various sections relating to the procurement cases are being carried out in Procurement Finance-I.

6. Staff Matters/Administrative control of CPAO/PAOs ITI Bills :

The CPAO / PAOs (ITI Bills) Bangalore, Mankapur, Naini, Rae Barelli, Palghat and Srinagar are are functioning under the administrative control of Jt. DDG(PF-I). The cases relating to Staff matters such as postings & transfers, leave cases and personal claims are also being dealt with in Procurement Finance-I.

7. Other miscellaneous matters :

- i) Payment of advances/ adhoc payments to M/s ITI against the procurement under reservation quota and settlement there of being monitored through monthly statements received from CPAO ITI Bills / Circles.
- ii) Cases relating to TEMA and pending payment of supply bills towards the supply of telecom equipments by the suppliers are also being examined and monitored by rendering assistance to MM cell whenever required.
- iii) In addition to above, cases relating to issue of Form-C for concessions Sales Tax, Service Tax, Road/Entry Tax etc. are being examined /scrutinized for taking policy decision by the BSNL Board.
- iv) Revision of Procurement Policy & Manual / issue of amendments to various clauses of tenders terms & conditions including PBG/ Performance Security Deposit/Corporate Bank Guarantee etc. are also being scrutinized before obtaining approval by MM cell from Management Committee BSNL Board.

(B). Procurement Finance-II – (PF-II)

1. Matter relating to procurement of: -
 - (i) PIJF Cable
 - (ii) Switching equipment for rural network. Computer software/ hardware, laptop, scanner, Ethernet based LAN system, Website cases and also AMC for the same at HQ.
 - (iii) EPBT/Pay phone instruments.
 - (iv) SBM Exchange Port 512 (Small and Medium capacity)
 - (v) Line module C-DOT.
 - (vi) WLL, INMARSAST, DSPT equipment etc.
 - (vii) Towers, Omni/Yagi Antenna feeder cable, solar power panel, fax machine etc.
 - (viii) A&P of Telecom Factories.
2. Scrutiny/Vetting of NITs and also amendment of essential Clause in procurement manual.
3. Scrutiny of Draft Audit/CAG/PAC Para relating to above procurement.
4. Renting of accommodation for office, guesthouse, residential accommodation for Board of Directors and Executives at HQ.
5. Marketing cases i.e. i) Advertisement in Print Media/Electronic Media/Outdoor Media. ii) Sponsorship in various magazines/newspapers iii) Proposal for selection of panel of Advertising agencies/ MR Agencies/PR Agency for Corporate Office.
6. Expenditure proposal for national and international exhibitions/seminars.
7. Purchases of books.
8. Ducting/cable laying contracts.
9. Motor Vehicles for Circles/field units relating to procurement, scrapping and related policies.

10. Contingent Expenditure relating to HQ.
11. Stationery items for computer etc. at HQ.
12. Hiring of Motor Vehicles for HQ/Telecom Circle.
13. Staff Car at HQ.
14. Printing of Telephone Directories.
15. Revision of rent of leased accommodation.
16. Printing work relating to HQ
- 17 Disposal of unserviceable/obsolete stores/equipment of circle store depot.
18. House Keeping and maintenance of HQ.
19. Proposal to purchase uniform, stationery etc.
20. Cases relating to Travel Agency services at HQ.
21. Purchase of Furniture and Fixture at HQ.

NB : Procurement Finance-II Section under Sr. DDG(PF) deals in rendering finance Advice/Finance Concurrence on the above referred items. The files are received from various Planning/nodal cells and these are returned after examination and rendering due advice/concurrence to the respective Sections. The information in this regard, if any, can be had only from the respective Planning/nodal cells.

(C). Investment Finance – (IF)

1. Scrutiny of Cases relating to sanction of PE/RPE in respect of Telecom Projects above 25crores (Beyond CTB's Powers)
2. Scrutiny of Business cases for new Schemes/Services.
3. Scrutiny of Project Estimation relating to:
Technical Building
 - a) Beyond Rs.5 crores

Non Technical Building

b) Beyond Rs.3 crores

4. Project evaluation and cost benefit analysis.
5. Cases relating to sanction of PE/RPE on loss basis.
6. Vetting of reply to ATNs/Audit Paras/PAC Paras etc.
7. General and Policy matters relating to Telecom Projects.
8. Acquisition/purchase of land from Govt. Dept. costing beyond Rs.2 crores through land acquisition proceedings.
9. Acquisition/purchase of land from private parties costing beyond Rs.1 crore through negotiations
10. Approval of scale/schedule of Accommodation:
11. Fixation of norms for provision of vehicles including its life.
12. Determining the life of equipment/exchanges etc.
13. Scraping/write off losses in connection with Stores/Equipment/vehicles etc. (Beyond Circle's Powers)
14. Scrutiny of cases pertaining to projects for submission to Management Committee of BSNL Board.
15. Scrutiny of Draft Board Memos on new proposals.

N.B. : Investment Finance Section under Sr. DDG(PF) deals in rendering Finance Advice/Finance Concurrence on the above referred items. The files are received from various Planning/nodal cells and these are returned after examination and rendering due advice/concurrence to the respective Sections. The information in this regard, if any, can be had only from the respective Planning/nodal cells.

31. PUBLIC GRIEVANCES - (PG)

1. Collection of statistical report and data relating to Telephone and Telegraph complaints
2. Study of the cause of complaints for evolving remedial measures and increasing the efficiency of the Telecom services.
3. Scrutiny of statements from field units regarding Telecom complaints and analyze them.
4. Suggesting any modification in the field organization structure from the trends of complaint patterns for suiting the customer needs and to cope with grievances.
5. Handling telecom related complaints
6. Dealing with grievances received from Directorate of Public Grievance (Cabinet Secretariat) and all other matters related to DPG.
7. On the spot inspection and investigation of PG cells and other sections working in the field.
8. Prescribing procedures for dealing with complaints in circles and other units
9. Monitoring holding Telephone Adalats/Open House Sessions in Circles/SSA and policy matters thereof.
10. Dealing Citizen Charter of Demands.
11. Handling of queries of MPs through Web based software

32. REGULATION - (RegIn)

1. Managing the regulatory environment with respect to various licences, interconnection arrangements, tariff reporting and other inter-operator agreements for various services,
2. Preparation of Commercial terms and conditions for interconnection with private services providers.
3. Issue of instruction and clarification to field units regards of revenue sharing with private operators.
4. Issue of instruction and clarification to field units relating to inter-connect issues.
5. Analyzing market trends on traffic matters.
6. Finalization of Revenue Sharing, Interconnect Agreement, POI test Schedule etc. MTNL/ VSNL and other private service providers like ISP, Cellular, Basic, NLD and ILD operators.
7. Implementation of TRAI's directives and regulations.
8. Getting license for various new services like ILD & Internet telephony etc.
9. Replies to court cases on commercial and regulatory issues.
10. To attend all communications received from TRAI relating to Regulation and Commercial matters and to communicate the reply within a time bound framework.
11. To attend and comment at the consultation papers and papers relating to universal service obligations received from TRAI.
12. Quarterly Performance Monitoring Report for Basic, Cellular and Internet / Monthly Report of Network Congestion and other coordination work.

13. To attend and sort out the complaining / disputes of private licensed telecom operators
14. To attend all parliament question, PAC matters and parliament assurances.
15. To attend all minister cases and VIP references.
16. Replies to Audit & CAG Paras for commercial and regulatory issues.
17. Preparation of Board Memos relating to any item pertaining to Regulation Cell.
18. Examining tariff proposals / packages received from field units and reporting to TRAI.
19. Accounting Separation Report for TRAI (Non – Financial)
20. Write off of losses on account of damages to CDOT exch., & other small/medium capacity exchange equipments, P/P & battery plants, other related equipment etc. caused by fire, accident, theft, riots and other unforeseen events during installation phase.

33. RESTRUCTURING - (Restg)

1. Processing of Consultant's report on Restructuring and HR strengthening in BSNL.
2. Framing of Policy regarding Group Insurance Scheme in lieu of CGEGIS.
3. Formation of Trust for managing Provident Fund in BSNL.
4. Planning/Framing of VRS in BSNL.
5. Restructuring related issues of BSNL.
6. Implementation of DPE guidelines on Performance Management System for higher officers in BSNL.
7. Review of Reporting system in BSNL.
8. Nodal Agency to coordinate with external Consultants on HR and Restructuring.

34. RURAL NETWORK -(RN)

(A). Task Force Planning section – (TFP)

1. Receiving of M.O.C./VVIP/VIP cases from OSD P.G. and other cell & VIP authorities.
2. Follow up of the complaints from the concerned CGM all over India, putting up the reply to MO(C&IT)/MOS(C&IT) through Dir (Plg & NS) within specific time frame, as per guidelines.
3. Coordination work of U.S.O. claims of all the circles.
4. Administrative work of RN cell.
5. Other miscellaneous work as & when assigned by the senior officers.

(B). Gram Panchyat Section – (GP)

1. Handling of policy matters relating to provisioning of VPT facility to uncovered census villages.
2. Planning & monitoring of the works (VPTs/RCPs/MARR replacement) being performed through the support of USO Fund under USO Agreement.
3. Preparation of monthly progress statements relating to VPTs/RCPs/MARR replacement.
4. Handling of Parliamentary Committees (Estimate & Consultative)
5. Handling of Parliament Questions relating to VPTs
6. Handling of the issues relating to GSS and GRASSO
7. Handling of Audit Paras.

(C). Rural Development Task Force Section – (RDTF)

1. Monitoring of C-DOT-V 5.2 AN RAX conversion, SBM-RSU Conversion of all the circles.
2. Monitoring and submitting the achievement report on Parliament Assurance, C&AG Audit para, Hindi (Raj Bhasha report), RE & BE in r/o RN Cell, Diversion of SBM exchange equipment. Digital satellite phone terminals.
3. Planning guidelines for new rural exchanges.
4. Reply of Parliament questions of Rural exchanges & DELs fixed.
5. Write off of loses on account of damages to C-DOT & SBM exchanges equipment, P/P & Battery plant, other related equipment etc. , caused by fire, accident, theft, riots , natural calamity and other unforeseen events during installation.

(D). Corporate Task Force Section – (CTF)

1. Preparation of monthly progress report for NCR & NER.
2. Provision of Urban Amenities in Rural Areas (PURA) Scheme

35. STRATEGIC PLANNING FINANCE - (SPF)

a. SPF-Section

1. Examination of project files/cases of new projects of specific nature marked by Director (F), BSNL. Processing of MOU with regard to Value Added Services

b. SPF(AUDIT)

1. Audit Para (DAP & CAG) related to TR and CMTS matters.
2. Submission of cases to the Committee on Disputes (Cabinet Secretariat) for filing appeals before different Tribunals/Forums.
3. Arbitration cases – To watch the appointment of arbitrator by DoT and the periodical status of the pendency and awards. Court cases – Matters related to TR and pending in Hon'ble Supreme/High courts

36. STAFF RELATIONS - (SR)

SR CELL

1. Recognition of Telecom. Service Associations/Unions and scrutiny of their constitutions.
2. J.C.M. Scheme and matters relating thereto.
3. Conduct of National Council Meetings.
4. Conferences of Central Unions, Elections sending messages.
5. Disputes in elections of office bearers of Unions/Associations.
6. Agitations/Strikes by Unions--- Measure to avert/calling off agitations/strikes.
7. Grant of Interviews.
8. Journals/Magazines/Souvenirs issued by Unions/Associations.
9. Objectionable activities of Union/Associations
10. Resolutions and Memoranda submitted by Unions.
11. Labour Legislation and Labour Reports.
12. Scheme of Workers' participations in Management.
13. Absorption of Group A, B, C & D staff in BSNL and finalization of IDA pay scales.
14. Finalization of perks.
15. Wage revision.
16. Conduction of Election for Membership verification and recognizing the Majority Representative Union/Association.
17. Examination of requests for retention of residential quarters beyond permissible limits and policy matters on residential accommodation like construction, utilization etc. Meetings of High Power Committee.
18. Policy matters on allotment of residential accommodation.

37. SWITCHING - (SW)

(A). Telocom Planning Switching(Genl) Section –TPS(G)

1. Planning of large exchanges and all related works in respect of Assam, Andaman & Nicobar, Bihar, Jharkhand, North East-I, North East-II, Orissa, Uttaranchal and West Bengal Telecom Circles and Kolkata Telephones.
2. Co-ordination with all suppliers of C-DOT MAX-L/XL equipment.
3. Preparation of special conditions of contract and Schedule of requirement. Evaluation of tender for procurement of C-DOT MAX-L/XL, Vendor-wise/Circle-wise allocation of equipment.
4. Allotment of under ground cable. Evaluation of tender for procurement of U/G cable as sub-committee member. Fixation of cable laying targets of all the circles and monitoring of achievements.
5. Planning of I-net, Asynchronous Transfer Mode (ATM) and other data communication equipment.
6. Planning of Voice over IP (VoIP) equipment. Monitoring of the implementation of VoIP.
7. Study of Generic Requirements and offering the comments and attending meeting of Sub-Committee of DCC for IT, Data Communication, U/G Cable and external plant and Local/Tandem Switches E.P.B.T as its member.
8. Planning and procurement of Access technology equipment such as High-Bit Rate Digital Subscriber Line (HDSL).
9. Seeking approval of competent authority for procurement of all the equipment dealt by Jt.DDG(SW).
10. Technical matter related to outdoor plant, Push button telephone instruments, Battery and Power Plant, MDF.
11. Preparation of replies to the parliament questions related to the circles dealt by Jt.DDG(SW).
12. Preparation of replies of the Minister cases and VIP cases related to the circles dealt by Jt. DDG(SW).
13. Processing of Audit cases viz. Branch audit para, Draft Audit Para, C&AG para, Parliamentary Accounts Committee cases relating to the circles handled by Jt. DDG (SW).
14. Monitoring of projects of large exchanges costing more than twenty crores.
15. Monitoring of Parliament Questions, Audit Paras and Ministers cases of Switching Planning Cell.
16. Overall co-ordination of Switching Planning Cell on Technical matters except Preparation and monitoring of commissioning Programme and other related matters and statements.

17. General administration of TPS Section.
18. Study of Generic Requirements and offering comments, attending meeting of Sub-Committee of DCC for the technical matters dealt by Jt. DDG (SW).
19. Preparation and monitoring of commissioning programme, preparation of monthly development report and supply status and other related matters in respect of circles mentioned above.

(B). Electronic Switching Section – (ES)

1. Planning of Digital Loop Carrier (DLC). Preparation of special conditions of contract, schedule of requirement etc. for tender for procurement of DLC. Evaluation of the tender and submission of the report of the committee for evaluation of tender. Vendor-wise/Circle-wise allocation of equipment.
2. Planning of Wireless in Local Loop (WLL) of all the types viz.
 - Cor-DECT
 - WLL CDMA with Main Switching Centre (MSC)
 - WLL CDMA on V 5.2 Protocol.
 - WLL CDMA on R2 MF
 - WLL terminals.
3. Preparation of special conditions of contract and Schedule of requirement. Evaluation of tender for procurement of WLL equipment as mentioned above. Vendor-wise/Circle-wise allocation of equipment.
4. Preparation of special conditions of contract and Schedule of requirement for tender for procurement of WLL handset. Evaluation of tender for procurement. Vendor-wise/Circle-wise allocation of the same.
5. Seeking approval of competent authority for procurement of all the equipment dealt by Jt. DDG(E).
6. Study of Generic Requirements and offering the comments and attending meeting of Sub-Committee of DCC for Wireless in Local Loop, Digital Loop Carrier, and all other related matters as its member.
7. Processing of Audit cases viz. Branch audit para, Draft Audit Para, C&AG Para, Parliamentary Accounts Committee cases relating to the subjects handled by Jt. DDG(E).
8. Preparation of replies to the parliament questions related to the matter dealt by Jt. DDG (E).
9. Preparation of replies to the Minister cases and VIP cases related to the matter dealt by Jt. DDG (E).

10. Planning of large exchanges and all related works in respect of Maharashtra, MP, Gujarat, Rajasthan and Chhattisgarh circle.
11. Coordination with suppliers of NEAX-61E, 5-ESS, EWSD, FETEX-150 and E-10B Exchange equipment viz. NEC, AT&T, Fujitsu and ITI, Siemens, HTL.
12. Preparation and monitoring of Commissioning programme. Preparation of monthly All India Development Report and Supply Status and other related matters MAX-I switching equipments. WLL and DLC.
13. Financial evaluation of tender for procurement of new technology equipment as sub-committee member.
14. Five-Year Plan preparation in respect of large-size switching equipment and funds requirement for the same.
15. Technical matter related to Integrated Services Digital Network (ISDN) V5.2 equipment and SSP functionality for In Services and their other related matters.
16. Study of Generic Requirement, and offering the comments and attending meeting of sub-committee of DCC for IN equipment, CMTS equipment, Local/Tandem Switches as its member.
17. Planning and procurement of tandem exchanges all over the network including P.I related equipment for Tandem and Local Exchanges.
18. Matters related with E-10B Switches.
19. Seeking approval of competent authority for procurement of all the equipment dealt by Jt.DDG (ES-I).
20. Planning of large exchanges for National Capital Region for making telephone on demand in NCR towns. Coordination with other Jt. DDGs in the Switching Planning.
21. Preparation of Annual Plan and Annual Budgetary proposals for the equipment being dealt by the Switching Planning Branch.
22. Preparation of replies to the parliament questions related to the matter dealt by Jt. DDG(ES-I).
23. Preparation of replies to the Minister Cases and VIP cases related to the matter dealt by Jt. DDG (ES-I).
24. Processing of Audit cases viz. Branch audit para. Draft Audit Para, C&AG Para, Parliamentary Accounts Committee cases relating to the subjects handled by Jt. DDG (ES-I).
25. Planning of Large exchanges and all related works in respect of project, Haryana, J&K, H.P., UP(E) and UP(W) circles.
26. Write off of loses on account of damages to exchanges equipment, P/P & Battery plant, other related equipment etc. , caused by fire, accident, theft, riots , natural calamity and other unforeseen events during installation.

38. TARIFF & COSTING - (T&C)

Rates and Costing Section – (R&C)

1. Fixation/Revision of Tariff of Basic /Cellular WLL Services etc. within the TRAI's guidelines.
2. Fixation /Revision of tariff for leased circuits etc.
3. Examination of various proposals received from Commercial, CMTS, BD, NS, Regulation and other sections related to tariff issues.
4. Dealing the policy matters on rent and guarantee.
5. Submission of information for incorporation in BSNL Annual report relating to Tariff and Costing.
6. Fixation/revision of rental for L&W leased to Railways and other parties.
7. Fixation/Revision of rates for telegraph (Inland and foreign) including transit and terminal charges. Photo Telegrams. Radio Telegrams. Local and Trunk Telephone rates. Rental for Telephones and other facilities and calculation of R&G charges.
8. Fixation Revision of agency charges of Telegraph Messages handled in Combined Offices and other offices and costing of other Telegraph Services.
9. Costing of operating and maintenance of Telephone Circle, SSA, Major/Minor District wise.
10. Coordinating various cost studies undertaken by costing branch.
11. Study relating to tariff in different countries, furnishing information to ITU and other study groups formed by ITU.
12. Determination of matching scheme of tariff/discount for all services.
13. Examination of proposal for change in tariff / commercial conditions.
14. Dealing with Interconnectivity Usages Charges(IUC)/access deficit charges (ADC) issues as per TRAI's Regulation.
15. Tariff reporting to TRAI.
16. Quarterly Report to TRAI on "Revenue and subscribers base" and "Existing Tariff Plan" in respect of Cellular Mobile Services.
17. Preparation of Memo for consideration of Management Committee/Full Board on tariff for all services.

39. TELECOM FACTORY - (TF)

This unit has 2 Cells viz. TFP & TFC. HRD matters are dealt by Personnel & Establishment Branches and the cases are routed through DDG(TF).The unit is responsible for the Administration / Amendments in certified standing order for industrial workers of Telecom Factories

(A). Telecom Factory Personnel Cell –(TFP)

1. Planning & Finalisation of Annual Production Program, monitoring of production achievement.
2. Processing and sanctioning of project estimates for Product diversification and process modernization.
3. Disposal of plant & machinery, vehicles, surplus stores & scrap etc. beyond CGM's power
4. Matters relating to QA, TEC & DCC and pertaining to Exhibition, Seminar & Training etc.
5. Taking up manufacture of new items or development of new products / Joint Ventures in TF.
6. Performance of service support centers, fixing target for repair and maintenance activities.
7. Co-ordination with circles regarding all matters related to Telecom Factories.
8. Compilation / allocation of stores being supplied by TF to Circles.
9. Grant of NOC to circles for outside purchase of TF stores.
10. Procurement cases/ Sanctions of Project Estimates beyond the power of CGM TFs.
11. Any other Technical / Planning matter pertaining to Telecom Factories.

(B). Telecom Factory Costing Cell – (TFC)

1. Incentive scheme in Telecom Factories.
2. Cases concerning sale tax, excise duties etc on items manufactured in Telecom Factories.
3. Financial powers of CGMs of TF
4. Review of financial parameters of factories, profit and loss account and balance sheet of factory.
5. Allotment of funds for capital works, working expense and closure of work order etc.
6. Cost comparison of TF Products.
7. Write off of losses on account of damages to plants, raw materials, finished goods etc. caused by fire, accident, theft riots and other unforeseen events, beyond CGM's power.
8. Monitoring of realization of dues from circles for supply of stores and repair & maintenance works.
9. Any other accounting and financial matter pertaining to factories.
10. Nodal Cell for custom and Excise Tariff and notifications for BSNL C.O.

40. TELECOM REVENUE FINANCE - (TRF)

Telecom Revenue Finance (TRF) Branch

A - Basic Service

1. Formulation and implementation of policy, system and procedures relating to Billing, Collection, Disconnection, Surcharge, Incentive/Discount, Assurance and Accounting of Revenue arising from basic, Value Added, WLL Services
2. Implementation of Policy and procedure relating to collection of Service Tax, Sales Tax and TDS on Telecom revenue.
3. Liaison with Circles for collection of billing information concerning MP Constituency Telephones, related policy and procedural matters.
4. Co-ordination with LOP (MTNL) concerning billing MP Telephones settlement of related complaints etc.
5. Matters relating to VIP's queries as well as other cases relating to excess billing and other TR Complaints.
6. Scrutiny, data collection pursuit and disposal of VVIP cases involving policy matter (e.g. demands for Bill collection counters, application of rural tariff etc.)
7. Fixation of Telephone Revenue Liquidation Targets for Circles on yearly basis.
8. Collection of monthly data concerning Revenue Flash Figures, Sub-ledger of telephone revenue and various Revenue related statements and scrutiny thereof.
9. Fixation of targets under Annual Action Plan for Excess Billing Complaints and Monitoring their settlement through Monthly Statements obtained from Circles and related correspondence.
10. Monitoring settlement of refund cases of Circles.
11. Review and Monitoring of TR related performance of Circles based on Monthly Sub-Ledger figures.

12. Matters relating to Cases of Public Accounts Committee (PAC), Estimates Committee, Standing Committee and Committee on Public Sector Undertakings (COPU), their field visits and Oral hearings etc.
13. Finance Advice relating to TR related issue in Corporate Office BSNL.
14. Formulation and implementation of policy and procedure for write off of irrecoverable telephone revenue.
15. Review and coordination of computerization efforts in Billing and Accounting for all types of Telecom services.
16. Co-ordinating with Circles for reconciliation of Billed & Metered calls, with switching & Transmission cells of Corporate office.
17. Parliament Questions and assurances.

B- Cellular Mobile Telecom Service

1. Formulation and implementation of policy, system and procedure relating to Billing, Collection, Disconnection, Late fee, Incentive/Discount, Assurance and Accounting of Revenue arising from GSM Postpaid services.
2. Formulation and implementation of policy, system and procedure relating to Collection, Assurance and Accounting of Revenue arising from GSM Prepaid services.
3. Matters relating to VIP as well as other cases relating to billing and other complaints pertaining to GSM services.
4. Scrutiny, data collection, pursuit and disposal of VVIP cases involving policy matters (e.g. demand for Bill collection counters).
5. Review and monitoring of revenue, collection and outstanding of GSM mobile service of 26 Circles based on monthly Sub-ledger Review Reports.
6. Furnishing of data / reply to Parliament Questions and Assurances relating to TR-CMTS.
7. Preparation of various MIS reports relating to GSM services (Finance related).
8. Furnishing of revenue, collection and outstanding details of GSM services to DOT / Telecom Commission.

9. Obtaining statements from Circles, scrutinize and generate miscellaneous special reports/ information.
10. Formulation and implementation of policy and procedures to write off irrecoverable dues of GSM services.
11. Fixation of targets for liquidation of outstanding dues, collection efficiency and ARPU in GSM services:
12. Co-ordination with 26 Circles and 5 Zonal Billing Centres relating to billing and accounting of GSM services.
13. Finance Advice on issue relating to GSM services revenue referred by other branches in Corporate Office.
14. Formulation and implementation of policy and procedures for reconciliation of:
 - a. CDRs rated and billed.
 - b. Working connection as per MSC and connections billed.

(C). IUC- Billing

1. Issue of IUC billing instructions on the basis of Interconnect Agreement(s) and regulatory instructions issued by Regulation Branch.
2. Examining billing queries received from field units concerning Inter-Operator billing and issue of clarifications there to.
3. Collection of monthly Sub—Ledger Review Reports (SLRS) from Circles for monitoring billing and collections to /from Private Service Providers.
4. Monitoring performance of Circles in the matter of realization of IUC revenues from various Private Service Providers.
5. Settlement of Private Operator's IUC claims by BSNL.
6. Availability of Bank guarantee(s) of Private Operator(s) with Circles & their annual review:- Monitoring regarding.
7. Issue of modifications to procedure order concerning CDR based Inter-Operator billing through IOBAS.
8. Policy matter regarding deduction of Income Tax from the Commission /retained by STD/ISD PCO Franchise.

41. TRAINING - (Trg)

1. Formulation and implementation of Induction & In-service training policies for all cadres of BSNL staff and Monitoring Cadre Restructuring Training Programme
2. Approval of syllabus of training for ADETs, JTOs, Restructured Cadres ,Telegraph Traffic / Civil Wing and In-service courses ,etc
3. Co-ordination with all BSNL training Centres
4. Development of BSNL Training Centres including Building cases, SOA (Schedule of Accommodation) and project estimates.
5. Co-ordination with BRBRAITT, Jabalpur/ALTTC Ghaziabad and Planning/MM branches of BSNL H.Q for Procurement of equipments for all BSNL training Centres.
6. Deputation of officers and staff of BSNL corporate office for courses/Seminars/Workshops at various training Centres.
7. Deputation of officers for long /short term courses, workshop & seminars through reputed outside agencies.
8. Coordination regarding Summer training for Engineering Graduates /IT students of various professional colleges of India in BSNL.
9. Coordination regarding Engagement of Apprentices in BSNL under Apprentices Act 1961.
10. Head quarters support to training Centres for obtaining sanctions /approvals for cases beyond the powers of CGMs.
11. Selection of faculty members of ALTTC, BRBRAITT & other Training Centres.
12. Coordination with Planning /MM branches of BSNL H/Q and equipment suppliers regarding training to BSNL officers in India by the suppliers on new technology equipment procured.
13. Fixation of training charges for various training to non-BSNL personnel in BSNL training Centres.

14. Fixation of training allowances to faculties of BSNL training Centres.
15. Issue related to ISO Certification.
16. Arranging Trainings in India.
17. JCM/Union cases & interaction with SR Section
18. Training to Territorial Army (Telecom) personnels.
19. Data collection & compilation in respect of training of restructured cadre & monthly activity reports from training centers etc.
20. Nominations for Courses/Seminars/Workshops conducted by ALTTC, Ghaziabad /BRBRAITT, Jabalpur & RTTCs/CTTCs/DTTCs.
21. Implementation of Official Language Policy in Training Centres.
22. Inspection Reports/Annual Administrative Reports/Course Directories from TTC's.
23. Coordinating training of departmental personnel in private institutions – Tender & IIM works.
24. Training of personnel of other departments/organization in BSNL Training Centres.
25. Audit Para & CAG Paras .
26. Fixing hostel mess rates (for ALTTC), fixing Guest Lectures charges & incentives cases.
27. Budgeting work
28. Monthly/quarterly reports regarding court cases, key items, pending MOC/MOS (C) cases, quarterly statement for Secretary etc.
29. Delegation of financial powers to training Centres.

42. TELEGRAPH SERVICES - (TS)

1. Maintenance and modernisation of SFT/SFMSS systems.
2. Maintenance and provision of Winchester Discs/UPS, Electronic Bi-scriptural TPs, Roman Electronic TPs Smart Card Pay Phones etc.
3. Training of all categories of Traffic personals.
4. Preparation and printing of Manuals related to SFT/SFMSS/FAX/Electronic TPs etc.
5. Policy on conversion of COs into DTOs, collection and processing of data regarding, opening of Telecom Bureau/Telecom Service Centres.
6. Opening of camp offices for visit of high dignitaries or tournaments and maintenance and upgradation of all telegraph lines and facilities.
7. Upkeep of public counter and standarisation of notice board/suggestion box etc.
8. Opening of Telegraph Offices on relaxation of prescribed norms.
9. Policy regarding abbreviated Telegraphic address for different purposes.
10. Amendment of Indian Telegraph Act/Rules/P & T manual Vol-IX, XI, Parts I, II, III & IV.
11. Updating printing and operational procedure of Bureau-Fax directory.
12. Implementation of recommendation of Task Force for clearing of Telegraph Services.
13. Replacement against scrapped equipments.
14. Monitoring and diversion of telegraph equipments as per requirement of field.
15. Opening of Internet PCOs in CTOs/DTOs etc.
16. Write off of losses on account of damages to telegraph equipments and other relating equipment etc. caused by fire, accident, theft, riots and other unforeseen events.
17. VIP Complaints regarding efficiency / improvement in Telegraph Service performance of.
18. Air conditioning of IRS of CTOs/DTOs.
19. Plan-budget Allocation for Telegraph Estimates.
20. Abbreviated telegraph addresses – Policy and individual cases.
21. Amendment to Indian Telegraph Act (relating to Telegraph Traffic).
22. Code name of DTOs.
23. Collect Press Telegrams.
24. Devanagari Telegraph Service Police rules etc.
25. Greetings Telegrams.
26. Late fees of telegrams.
27. Official & Press Abbreviated address.

28. Objectionable telegrams – rules thereof.
29. Phonogram Service.
30. Private Personal telegrams.
31. Paid service advices.
32. Press telegrams – Registration of newspapers and news agencies for – Rules for the.
33. Payment of incentive money to Telegraphist and Telegraphmen (O/D).
34. Returned of charges of telegrams – General Policy.
35. Reply paid facilities in telegrams.
36. Telegraph Guide Volume II – Issue of amendment and re-print thereof.
37. Telegrams forms – Revision of .
38. Telegraph records – preservation of.
39. Revision/Reprint of P&T Manual Volume IX part I & II, Part III and Part IV.
40. Working hours of T.O's – Rationalisation of the.

43. TRANSMISSION - (TX)

Transmission Planning Cell has three Sections namely Optical Fibre (OF), Radio (R) and TAX..

(A). Optical Fibre Section – (OF)

1. Planning of all Projects related with Optical Fibre Cable and equipment.
2. Procurement of centralized items such as OF cable, STM equipment, DWDM equipment, testing instruments, ribbon type splicing machine, etc.
3. Allotment of equipment and issue of quantity approval to field units.
4. Monitoring of supply and utilisation of optical fibre equipment.
5. Input to TEC for preparation of GRs.
6. Finalization of annual commissioning programme.
7. Correspondence with TEC, ITI and other vendors on technical matters.
8. Action plan for OFC and also for perspective plan & five year plan.

(B).Radio Section – (R)

1. Planning of all types of radio equipment such as microwave, satellite systems.
2. Coordination with WPC/ NOCC/ ISRO.
3. Coordination with Defence.
4. Submarine OF Cable Planning
5. Approval of survey reports for 6 GHz and 11 GHz links.
6. Budget, administration and general works of entire TX Cell.
7. Preparation and evaluation of tenders.
8. Input to TEC for preparation of GRs.
9. Finalization of annual commissioning programme.
10. Correspondence with TEC, ITI and other vendors on technical matters.
11. Preparation of quarterly statement regarding performance of different transmission system/media.
12. Scrapping off non life expired Transmission materials or equipments.
13. Site clearance cases for Govt. and private service provider for WLL/ Cellular Mobile system, etc., with various SACFA members.
14. Coordination for frequency cases in respect of 2/6/7/11/13 GHz microwave of cellular operators and others.
15. Maintaining and updating data base of BSNL M/W links.
16. Coordination meeting with SAARC countries regarding operational and follow up action.

17. Write off of losses on account of damages to transmission equipment, P/P & Battery plant, other related equipment etc. , caused by fire, accident, theft, riots , natural calamity and other unforeseen events during installation.

(C). Trunk Auto Exchange Section – (TAX)

1. Planning of TAX equipment.
2. Distribution of TAX equipment to field units.
3. Monitoring of installation and commissioning of TAX network.
4. Collection of information regarding breakup and provisioning of reliable media and STD to all stations, THQ, DHQ, SDCC, SDHQ, etc.
5. Input to TEC for preparation of GRs.
6. Finalization of annual commissioning programme.
7. Correspondence with TEC, ITI and other vendors on technical matters.

44. VIGILANCE - (Vig)

(A). Vigilance-I Section

1. Handling of all general type complaints received from public for all Circles. Investigation & examination.
2. Issue of Vigilance Clearance for Retirement/Voluntary retirement/Promotion/NOC/Presidential Orders etc. for officers of all India Cadres & absorbed in BSNL & working in BSNL CO
3. Preparation and compilation of Data for pending disciplinary cases for all officers/officials working with BSNL
4. Statements related with Vigilance Cell.
5. Preparation and compilation of agreed list of Suspected Officers and list of officers of doubtful integrity.

(B). Vigilance-II Section

1. Investigation of Complaints received through Minister's Office/VIPs/PM Sectt./President Sectt. etc.
2. Investigation of Complaints forwarded by Department of Telecom
3. Investigation of Complaints forwarded by CVC and all CVC matters.
4. All Parliament matters (Questions/Assurances/Reports etc.)
5. O&M Matters - Rules/clarifications related with Vigilance Branch.
6. RTI Cases
7. Matters related to verification of SC/ST Certificates
8. New technology fraud related cases
9. Matters related to Network security & phone tapping

10. Misc matters (Providing information in r/o Audit Paras, HOCC agenda, Report & Returns related to above works etc.)
11. General administration of Vig.II Section
12. Maintaining Imprest account of CVO

(C).Vigilance-III Section

- 1 CBI general & RC Cases
- 2 Issue of Prosecution Sanction (Requests from CBI & State Vigilance)
- 3 Disc. Cases pertaining to CBI
- 4 Issuance of RDAs & charge-sheets pertaining to CBI
- 5 Suspension / Review of Suspension cases
- 6 CVC Cases related to CBI
- 7 Appeals / Representations for review of Disciplinary cases
- 8 Vigilance meetings / HOCC Agenda / Vigilance awareness week etc.
- 9 Court cases
- 10 Audit Replies
- 11 Cases related to ratification of absorbed employees.
- 12 Disciplinary cases non – absorbed employees for taking final decision from DOT
- 13 Investigations as and when assigned by CVO
- 14 Representations for adverse entries
- 15 General Administration of Vigilance – III Section

45. WORK STUDY & INSPECTION - (WS & I)

1. Arranging conference of Heads of Circles, issue of agenda preparation of briefs and minutes and follow up action thereto.
2. Approval of annual programme of inspection and Coordination and undertaking inspection of all the Circles and other administrative units.
3. Release of Inspection reports to the concerned CGMs for their compliance.
4. Monitoring Circles' own inspection reports
5. Monitoring quarterly review notes received from circles, monthly surprise visits carried out by SAG/HAG officers.
6. All policy matters and clarifications relating to Inspection to field units and amendment of Inspection questionnaire.
7. Review of technical Inspection Hand Book
8. Delegation of financial powers to BSNL Officers.
9. Preparation and submission of annual programme of Work Studies for the approval of BSNL Board.
10. To carry out work-studies for evolution of norms for Engineering and Finance cadres of BSNL..
11. To hold vetting committee meeting for implementation of norms prepared by WS Section in their Work Study Reports.
12. Undertaking work measurement studies, Organizational analysis, and method studies in respect of various sections in BSNL head quarter.
13. Channel of submission & level of final disposal of cases.