

# महानगर टेलीफोन निगम लि.

(भारत सरकार का उद्यम)

**Mahanagar Telephone Nigam Ltd.**

(A Government of India Enterprise)



MTNL/CO/Pers/RPM/2012/KW/  
23rd June, 2015

## OFFICE ORDER

Approval of Competent Authority is hereby conveyed for implementation of reporting pattern in Finance for Delhi, Mumbai and WS Units, as per details given below:

S.No.	Grade	Posted at	1st Reporting by	2nd Reporting by	Review by	Acceptance by	Remarks
1.	JAO	-	CAO	DGM (F)	GM Concerned	NA	
2.	AO/Sr.AO	-	CAO	DGM (F)	GM Concerned	NA	
3.	CAOs in general	DGM (F)	DGM (F)	GM Concerned	GM (F/TR) Unit as concerned	NA	
4.	CAO	Directly reporting to CE/GM	CE/GM/GM(Le gal)	GM (F) Unit	ED	Director (Fin.)	It applies so long as DGM (F) is not in place
5.	CAO (Vig.)	Vigilance branch	GM (Vig.)	NA	CVO	Director (Fin.)	
6.	DGM (F)/Jt. GM (Areas)	Area GM	Area GM	GM (Fin.)	Director (Fin.)	NA	
7.	DGM (F)/Jt. GM (F)	Hqrs.	GM (Fin.)/GM (TR)	Executive Director	Director (Fin.)	NA	
8.	IFA to PGM	PGMs	PGM	GM (Fin.)	Director (Fin.)	NA	
9.	GM (F)/GM (TR)	ED	ED	Director (Fin.)	CMD	NA	

In supersession of all earlier orders, above arrangement is implemented with immediate effect. Necessary compliance report may kindly be submitted to the o/o GM(Fin) and GM(HR), MTNL, CO immediately.

(M.K.Saxena)  
Addl.GM(Pers)

Copy to:

1. ED, Delhi/Mumbai – for implementation and wide circulation.
2. PGM(WS), Delhi/Mumbai – for implementation & wide circulation.
3. PS to CMD/Dir(HR)/Tech/Fin for information of CMD/Directors.
4. PS to CVO – for information of CVO.
5. Company Secretary.
6. All GMs in CO for circulation among DGMs.
7. For posting on INTRANET.

पंजीकृत एवं निगम कार्यालय : महानगर दूरसंचार सदन, 5 वां तल, 9 सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

फोन कार्यालय : 24319020, फैक्स : 24324243

Regd. & Corporate Office : Mahanagar Doorsanchar Sadan, 5th Floor, 9 CGO Complex, Lodhi Road, New Delhi-110003 India  
Phone Off. : 24319020, Fax : 24324243

आप हमारे साथ हिन्दी में भी पत्राचार कर सकते हैं।