

MAHANAGAR TELEPHONE NIGAM LIMITED

O/o ED (WS), 3rd FLOOR,
MAHANAGAR DOOR SANCHAR SADAN, 9, CGO COMPLEX
LODHI ROAD, NEW DELHI -110003

No.: ED (WS)/Circular/2010-11

Dated 21.03.11

Circular

Subject : Creation of Separate vertical for Wireless Services

Recently Wireless Services has been created as a separate vertical vide Order No. MTNL/CO/Pers/8(1-6)/2007-08 /Pt/602 dated 05.03.2011. In keeping with this objective, following modalities will be implemented :-

1. The staff working in WS MTNL Delhi & Mumbai will remain on "as is where basis is".
2. A one time resource adjustment will be done both in Delhi and Mumbai. After that, all additional sanction of posts shall be done by Corporate Office for WS Unit.
3. All vehicles for working for WS Unit shall continue to work as it is.
4. All staff related matters such as Medical, Property Return, Passport etc. shall be directly dealt by WS Unit. Cases which requires Vigilance clearance shall be sent by WS Unit directly to GM(Vig.). Promotions (Officiating and regular) will continue be done as per existing arrangement on common basis. Looking after promotions will be done by WS units themselves.
5. All operational related instructions and orders shall be carried by WS unit.
6. All reports such as TRAI, MIS and other misc. reports shall be dealt directly by the WS Unit.
7. All Parliament, RTI questions shall be replied directly by WS unit.
8. The Nodal Officer for LEA shall be continued to be coordinated with WS unit. In Mumbai existing practice will continue.
9. All Vigilance related issues shall be dealt directly by WS unit with GM(Vig)HQ.
10. Separate unit of Sales and Marketing for WS will be established by WS unit for Sales & Marketing activities. Resources including manpower, spaces logistics and Budget will be transferred to WS unit for this purpose. Distributor functions will be looked after by WS unit. Mobile operations from Sanchar Hats will continue to function as at present.
11. The requirement of additional staff as already requested shall be provided by ED Delhi and Mumbai. A proposed structure in WS Delhi and Mumbai is to have 4 GMs each in Delhi and Mumbai comprising of BSS, NSS, Sales & Marketing and Customer Care.
12. The Accounts related activities will be carried out by WS unit except some functions involving records, expertise or common interface. In brief following will to the separation.

A. Functions to be separated with Basic:

- | | | | |
|-------|-------------------------|---|----------------------------|
| (i) | Accounts & reporting | - | From 1 st April |
| (ii) | Budget & Funds transfer | - | From 1 st April |
| (iii) | P & A | - | From 1 st April |

B. Functions not to be separated with Basic:

- (i) Settlement of bills payments with BSNL, DOT
- (ii) Retirement and Pension payment
- (iii) License Fee, Spectrum charges & Service Tax.
- (iv) Sales Tax

A.K. Bhargava
(A.K.BHARGAVA)
Executive Director (WS)

Copy to:-

- 1) CMD, MTNL for kind information pls.
- 2) Director(HR), Dir (Fin) for kind information pls.
- 3) ED(Delhi /Mumbai/Tech.CO.) for kind information pls.
- 4) All PGMs of Delhi & Mumbai Unit.
- 5) All GMs of Delhi & Mumbai Unit.
- 6) Company Secretary
- 7) Office copy